

## ALASKA PUBLIC TRANSIT MANAGEMENT SYSTEM - A QUICK GUIDE

Please use the link below to access the APTMS system. If you have not previously entered data in the system, you will need to register and select a password by following the appropriate link. If your agency has previously entered data in the system, it is important to log in using the existing user name and password, otherwise the system will create a duplicate record.

There are two parts to the survey. First is the *Agency Profile*, and this is the default screen that appears when logging into the system. The *Agency Profile* has several pages that you move through sequentially, or you can navigate using the tabs at the bottom of the screen. Please be sure to submit the information when complete. If your agency is a user of transportation services, but not a provider (you operate no vehicles whose purpose is to provide rides to clients), you may omit the following screens in the *Agency Profile*: "Services," "Dispatch." On the "Budget" screen, if you check either the "In-kind support" and/or "other" box, please provide brief details in the "notes" box.

Second is the *Vehicles/Capital Inventory*, which you need to fill out only if you own vehicles that are used to provide transportation services. You may access this form through the "Agencies" menu at the top of the page. This menu also can take you back to the *Agency Profile*. The *Vehicles/Capital Inventory* first asks you to list the vehicles in your fleet, then provides a detailed questionnaire about each vehicle. It is important to fill in both

- 1) the required information (indicated by an asterisk) and
- 2) the information in the Vehicle Status block which provides important details enabling the CTF and the state Transit Program to assess the current status of vehicles and capital needs statewide.

Please complete the process of inputting data to APTMS by Wednesday, May 13, 2009. The CTF will be looking at reports resulting from this database at its CTF meeting in Bethel on May 21.

If you have questions about filling out the forms, you may contact either of the following:

- Megan Baeza, HDR, (907) 644-2105, [Megan.Baeza@hdrinc.com](mailto:Megan.Baeza@hdrinc.com)
- Jessica DeBartolo, AKDOT&PF (907) 465-2780, [jessica.debartolo@alaska.gov](mailto:jessica.debartolo@alaska.gov)

The link to access the on-line forms is:

[http://www.dot.state.ak.us/stwdplng/transit/Alaska\\_Transit/index.cfm](http://www.dot.state.ak.us/stwdplng/transit/Alaska_Transit/index.cfm)