

SECTION 3: CAPITAL INVENTORY EDITING AND UPDATING INSTRUCTIONS FOR GRANTEES

The steps in this section assume you are already logged into the Portal. To log into the Portal please refer to the Getting Started section of the Introduction.

Creating a Vehicle/Rolling Stock Inventory Item

1. Click on the Capital Inventory tab at the top of the page
2. Click on the Vehicle/Rolling Stock Inventory heading tab, if collapsed, then click “Add New”

The screenshot displays the Colorado Department of Transportation (DOT) portal interface. At the top left is the DOT logo with the tagline "Taking care to get you there". On the top right, it shows the user is logged in as "Sue Averill" from the agency "Short Bus, Inc.". A navigation bar contains several tabs: "AGENCY INFORMATION", "APPLICATIONS", "PROJECT BUDGETS", "CAPITAL INVENTORY", "MILESTONES", and "LOGOUT". The "Vehicle/Rolling Stock Inventory" tab is selected and circled in red. Below this tab is a table with two rows of inventory items. Each row has a "Name" column and an "Actions" column. The first row has the name "INV-00001555" and actions "Edit", "Report", "Accident", and "Clone". The second row has the name "INV-00001556" and the same actions. Below the table is an "Add New" button, also circled in red. At the bottom of the page, there are links for "Facilities" and "Park and Ride", and a footer with copyright information: "Copyright © 2011, Colorado Department of Transportation | Privacy Policy | Web Content Policy" and "Last modified Oct 25, 2011".

This action will open up the vehicle information form, the top of which is shown on the next page.

Creating a Vehicle/Rolling Stock Inventory Item (continued)

The screenshot shows the Colorado DOT web application interface. At the top left is the Colorado DOT logo with the text "COLORADO DOT DEPARTMENT OF TRANSPORTATION" and the slogan "Taking care to get you there". At the top right, it says "Logged in as: Sue Averill Agency: Short Bus, Inc.". Below the header is a navigation menu with tabs: "AGENCY INFORMATION", "APPLICATIONS", "PROJECT BUDGETS", "CAPITAL INVENTORY", "MILESTONES", and "LOGOUT". In the center of the page are "Save" and "Cancel" buttons. Below the buttons is a "Vehicle Information" section with a dropdown arrow. The form contains the following fields:

- Manufacturer:
- Vehicle Type:
- Model:
- Model Year:
- VIN:
- Fleet ID:
- Vehicle Useful Life (yrs):
- Agency: Short Bus, Inc.
- Annual Insurance Cost:
- Insurance Coverage Amount:
- Placed Into Service:
- Total Current Miles/Hours:
- Fuel Type:
- Year Purchased:

3. Complete and save all sections of the form, the following fields are required:
 - Vehicle Type
 - Vehicle Identification Number (VIN)
 - Placed Into Service
 - Year Purchased
 - Vehicle Condition
 - Vehicle Usage
 - Wheelchair Lift
4. Click on the "Save" button. This new record will now appear under the Vehicle/Rolling Stock Inventory heading tab (refer to Step 1). The system will automatically assign the inventory item a name, starting with the letters INV-0000xxxx.

- Once a vehicle has been saved in the inventory, you can edit its information by clicking “Edit” next to the record where it appears in the Vehicle/Rolling Stock Inventory heading tab (shown below). This will enable you to update the information for this vehicle (mileage, repairs, maintenance costs, etc.) on the required annual basis.

Creating a Vehicle/Rolling Stock Inventory Item (continued)

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Agency: Short Bus, Inc.

AGENCY INFORMATION | APPLICATIONS | PROJECT BUDGETS | CAPITAL INVENTORY | MILESTONES | LOGOUT

Vehicle/Rolling Stock Inventory

Actions	Name
Edit Report Accident Clone	INV-00001555
Edit Report Accident Clone	INV-00001556

[Add New](#)

Facilities
Park and Ride

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- If you have several vehicles in your fleet that are of the same make/model, you can save yourself a little bit of work by cloning an existing vehicle record, and then entering the information that is different from the original record (information such as model year, VIN, current mileage, etc.). To do this, click “Clone” next to the vehicle record that you want to copy.

Creating a Vehicle/Rolling Stock Inventory Item (continued)

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Actions	Name
Edit Report Accident Clone	INV-00001555
Edit Report Accident Clone	INV-00001556

[Add New](#)

▶ [Facilities](#)

▶ [Park and Ride](#)

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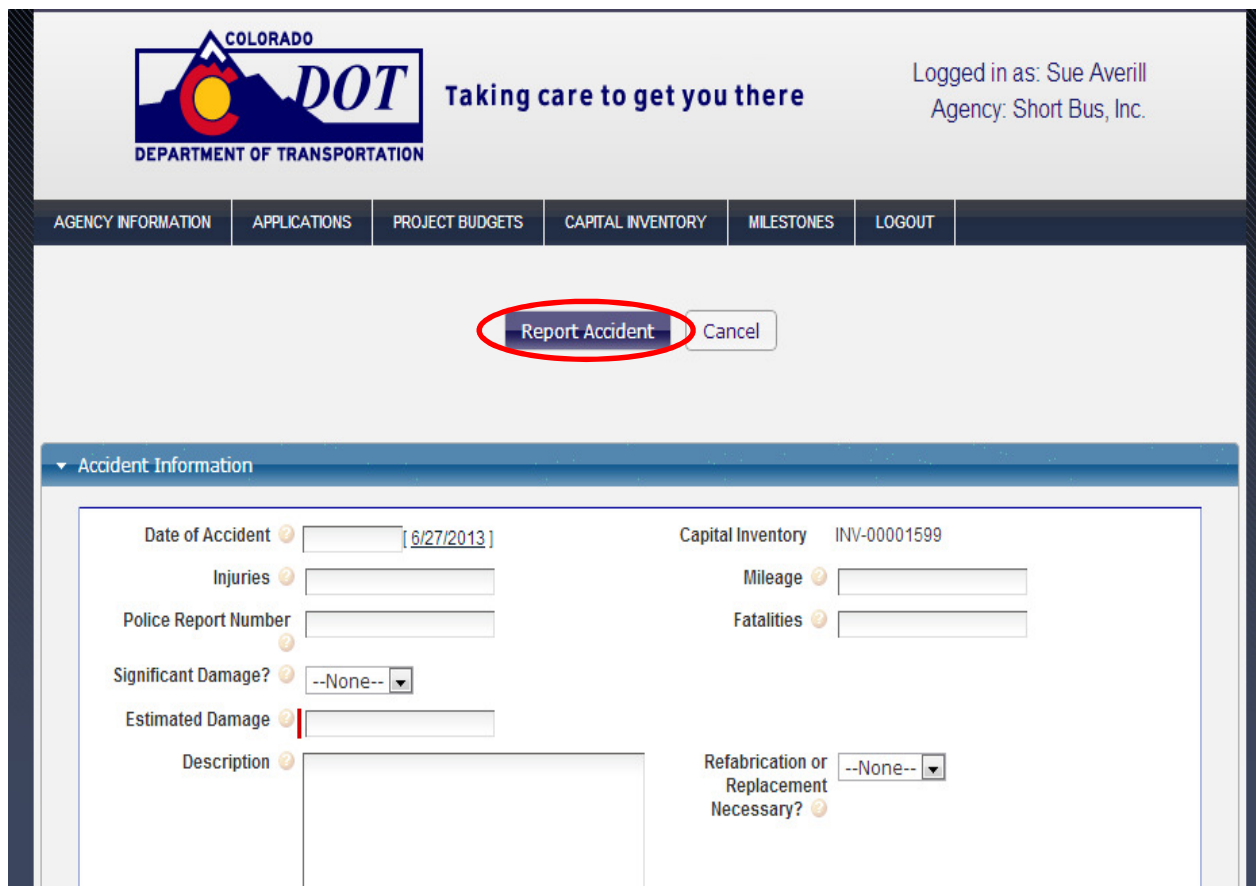
A new vehicle record form will open up and is now available for editing. Don't forget to hit "Save" when you have finished entering the information for this new record.

Accident Reporting

Accidents that result in more than \$5000 in damages to a vehicle must be reported. When they occur, accident reports are tied to vehicles that have been entered into the capital inventory. There are a two ways to enter accident information.

Method 1:

1. Click on the Capital Inventory tab at the top of the page
2. Under the Vehicle/Rolling Stock Inventory heading, find the vehicle that has been involved in an accident. Click "Report Accident" and the Accident Information form will open up.
3. Complete the form, entering information about damages, injuries, etc. NOTE: An Estimated Damage value of \$5000 or above is required.
4. Click "Report Accident" to save the accident record.



The screenshot displays the Colorado Department of Transportation (DOT) web application interface. At the top left is the Colorado DOT logo with the tagline "Taking care to get you there". The user is logged in as Sue Averill, Agency: Short Bus, Inc. A navigation menu includes tabs for AGENCY INFORMATION, APPLICATIONS, PROJECT BUDGETS, CAPITAL INVENTORY, MILESTONES, and LOGOUT. The "Report Accident" button is highlighted with a red circle. Below it is the "Accident Information" form, which contains the following fields:

Date of Accident	[6/27/2013]	Capital Inventory	INV-00001599
Injuries	<input type="text"/>	Mileage	<input type="text"/>
Police Report Number	<input type="text"/>	Fatalities	<input type="text"/>
Significant Damage?	--None--	Refabrication or Replacement Necessary?	--None--
Estimated Damage	<input type="text"/>		
Description	<input type="text"/>		

Method 2: Method 2 can be used if you are already in a vehicle record that you have opened for editing.

1. From within the existing vehicle record, click on “Report Accident” at the top center of the screen.

Accident Reporting (continued)

The screenshot displays the Colorado Department of Transportation (DOT) web application interface. At the top left is the Colorado DOT logo with the tagline "Taking care to get you there". The user is logged in as Sue Averill, Agency: Short Bus, Inc. A navigation bar contains links for AGENCY INFORMATION, APPLICATIONS, PROJECT BUDGETS, CAPITAL INVENTORY, MILESTONES, and LOGOUT. Below the navigation bar, a button labeled "Report Accident" is highlighted with a red circle, alongside "Save" and "Cancel" buttons. The "Vehicle Information" section is expanded, showing various fields for vehicle details:

Field	Value
Manufacturer	Gillig
Vehicle Type	BR
Model	Phantom
Model Year	1998
VIN	alsdfkjasldfkj
Fleet ID	Big Al
Vehicle Useful Life (yrs)	5 Years
Agency	Short Bus, Inc.
Annual Insurance Cost	15,000.00
Insurance Coverage Amount	lots, like in the millions
Placed Into Service	4/19/2000 [6/27/2013]
Total Current Miles/Hours	568,900.00
Fuel Type	Gasoline
Year Purchased	1998
Vehicle Useful Life (miles)	150,000

5. The Accident Information form will open up. Follow steps 3 and 4 from Method 1 above. Don't forget to click “Report Accident” to save the accident record.

Creating a Facility inventory record

1. Click on the Capital Inventory tab at the top of the page
2. Click on the Facilities heading tab, if collapsed, then click "Add New"

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▶ Vehicle/Rolling Stock Inventory

▼ Facilities

Actions	Name
Edit	INV-00001553

[Add New](#)

▶ Park and Ride

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3. Complete and save the form, the following fields are required:
 - Name of Facility
 - City
 - Physical Address
 - County
4. Click on the "Save" button. This new record will now appear under the Facilities heading tab.
5. If you need to edit any information for an existing facility record, click "Edit" next to the facility and change the information accordingly. Don't forget to click "Save" when you're done.

Creating a Park and Ride inventory record

1. Click on the Capital Inventory tab at the top of the page
2. Click on the Park and Ride heading tab, if collapsed, then click "Add New"

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Vehicle/Rolling Stock Inventory
Facilities
Park and Ride

Actions	Name
Edit	INV-00001554

[Add New](#)

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3. Complete and save the form, the following fields are required:
 - PnR Name
 - Street/Intersection
 - County
 - General Auto Parking
 - Handicapped Auto Parking
 - Reserved Auto Parking
4. Click on the "Save" button. This new record will now appear under the Park and Ride heading tab.
5. If you need to edit any information for an existing facility record, click "Edit" next to the facility and change the information accordingly. Don't forget to click "Save" when you're done.