

CDOT Division of Transit and Rail Transit Grant and Asset Management Portal

Users Manual Version 1.0

Introduction

Welcome to the Division of Transit and Rails new Transit Grants and Asset Management Portal. This tool is built on the Salesforce “in the cloud” reporting and database platform. It is designed to be the “hub” where you and your agency come to do business with the Division of Transit and Rail. To date, processes that are accessible through the portal include:

- The ability to upload and update critical Agency Information, including service characteristics, information regarding the areas and people you serve, contacts, and performance measures.
- The ability to upload and update your agency’s Capital Inventory, including vehicles, facilities, and park and rides.
- Accident Reporting
- Reimbursement for current grants and projects

While there is fair amount of functionality in T-GAMP with this first release, it is a tool that is still being refined and enhanced with new features. Some of what is in development currently and will be available in future releases include:

- The ability generate custom reports for portal users
- A document depository for Grantees to upload key documents, including Procurement Documents, Title VI and LEP Plans, Preventative Maintenance Plans and Records, Asset Management Plans, Agency Policies on Drug and Alcohol, etc.
- Added functionality to help CDOT staff (and you!) with required reporting to the Federal Transit Administration

In developing this tool, it is CDOT’s intent to improve our level of customer satisfaction, improve our grant processes, and improve our ability to meet our responsibilities as a State agency. We welcome any feedback that you, our customers, may have for us in this regard.

About the Users Guide

This users guide is intended to be a reference document that describes the various sections and associated functionality of T-GAMP. It will undoubtedly change in content as we more fully develop the Portal. For now though, it includes step by step instructions and information regarding:

- Agency Information
- Capital Inventory
- Completing grant applications for capital assistance
- Accident Reporting

- Reimbursements

Getting Started

Accessing the Portal

T-GAMP can be accessed through any internet web browser at <http://cdot-transit.force.com/Portal>. It has been designed for use with Google Chrome, so may work a little quicker in that browser if you have already installed it. If you haven't, but would like to, you can download Chrome here: <https://www.google.com/intl/en/chrome/browser/>.

All current CDOT DTR grantees have been set up with an account in T-GAMP. You should have received an system generated email with user name and password that will gain you access. Follow the instructions in the email to gain access to the portal.

If you have not received a user name and password, please contact David Averill (david.averill@state.co.us) or Qing Lin (qing.lin@state.co.us).

A note on portal usage and access: At this point, each grantee agency will be assigned one user portal id and login. This is because each additional portal user requires the purchase of a Salesforce portal user license on an annual basis, and in order to keep the overhead associated with the system reasonable we'd like to make sure that we don't incur any unnecessary costs. We understand that in a few instances, it may be necessary for your agency to have multiple user id's because you will need to have more than one user of the system. If this is the case for your agency please contact David Averill to request additional log-ins.