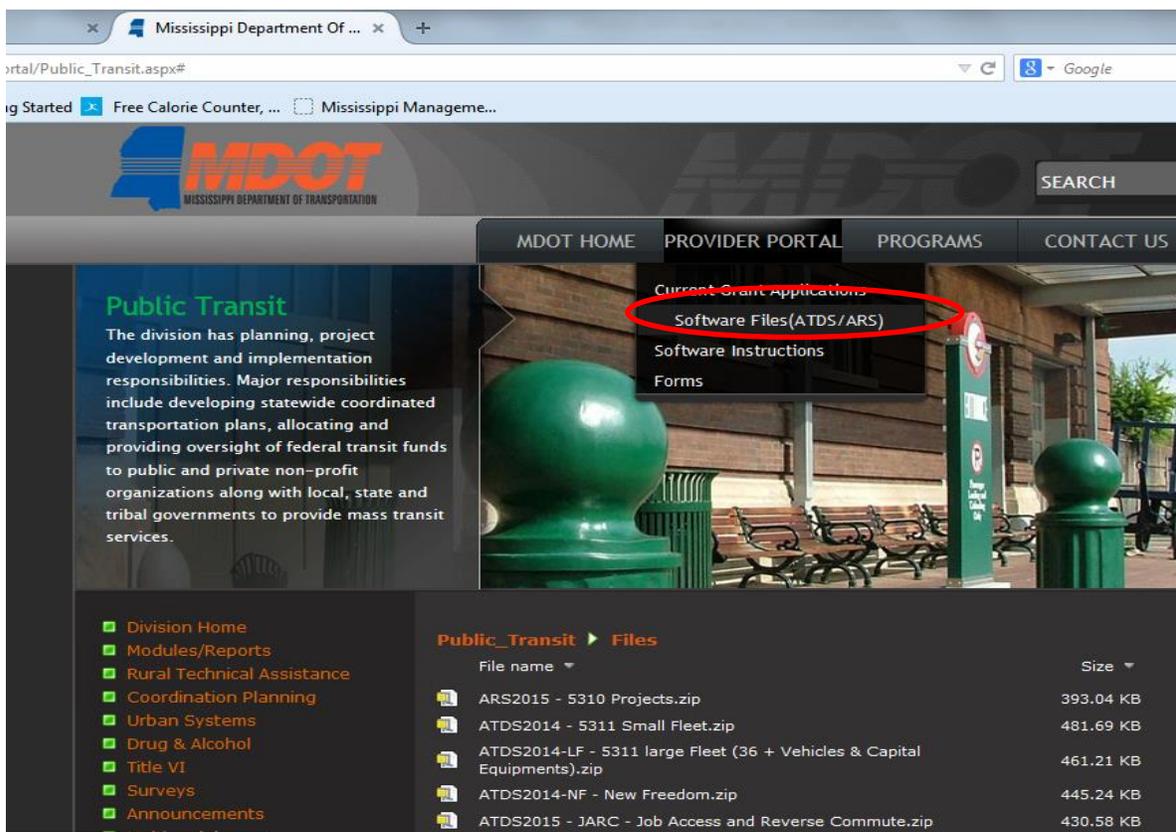


MISSISSIPPI DEPARTMENT OF TRANSPORTATION
Public Transit Division
Automated Transportation Data Reporting System (ATDS)
Automated Reporting System (ARS)
(Windows XP, Vista and Windows 7 or Latest Version)

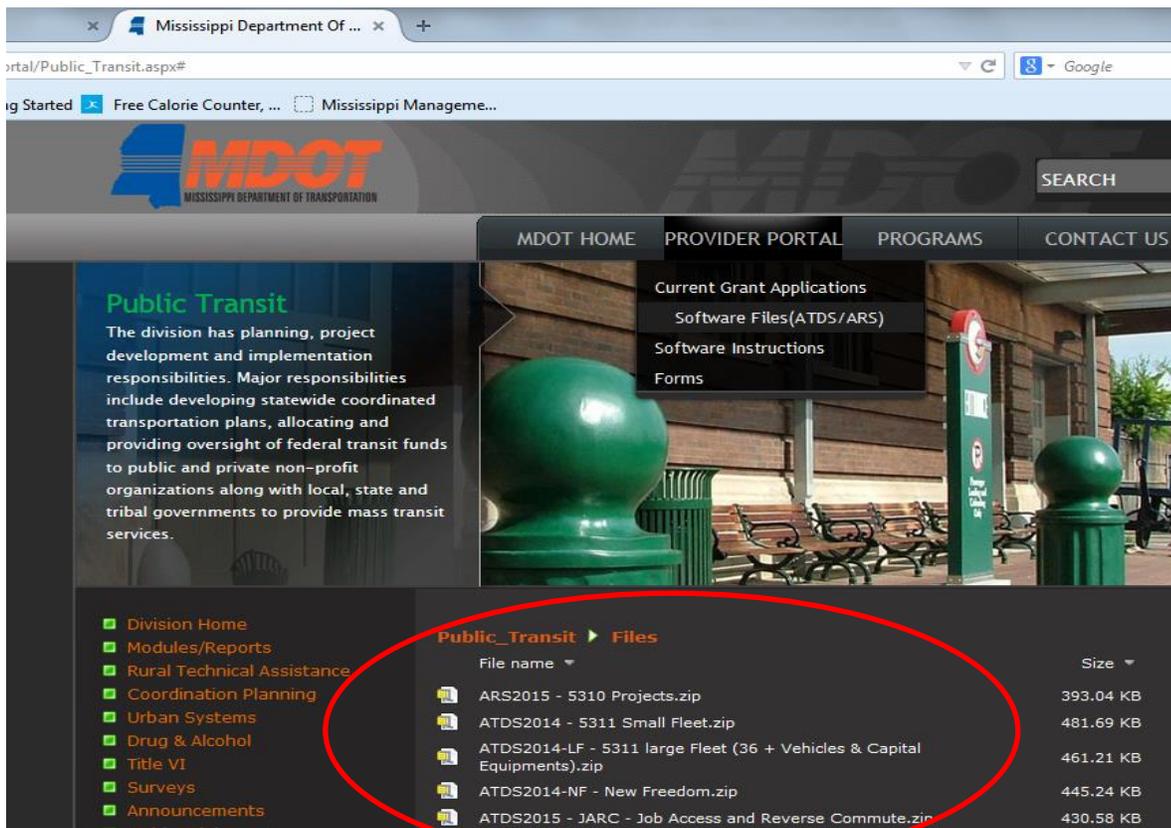
Please read ALL of this information carefully!

You can download ATDS or ARS reporting worksheets from the Public Transit website:
http://mdot.ms.gov/portal/Public_Transit.aspx

You may copy and paste the link above into your browser to access the files. Alternatively, you may go to the MDOT website (www.mdot.ms.gov), click on divisions and select “Public Transit”. On top of the webpage, click on “PROVIDER PORTAL” and select “Software Files (ATDS/ARS)” from the drop down menu.



Once you click on “Software Files (ATDS/ARS)” it opens all reporting files as shown below:



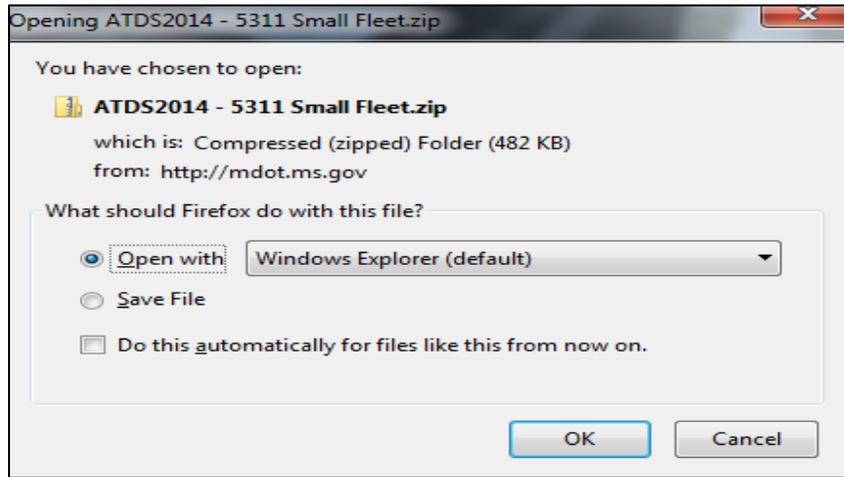
1. Click on the appropriate link for the program you are funded for: **ATDS20XX for 5311 Small Fleet Systems, ATDS20XX-LF for 5311 Large Fleet Systems (see definition above), ATDS20XX- JARC for Job Access Reverse Commute Providers, ATDS 20XX-NF for New Freedom Providers, and ARS20XX for 5310 Providers. XX represents the program year or base year.**

Windows XP and Vista Users: Once you click on the appropriate link, a box will open asking whether you want to Open or Save the file. **Be sure to click on Save.**

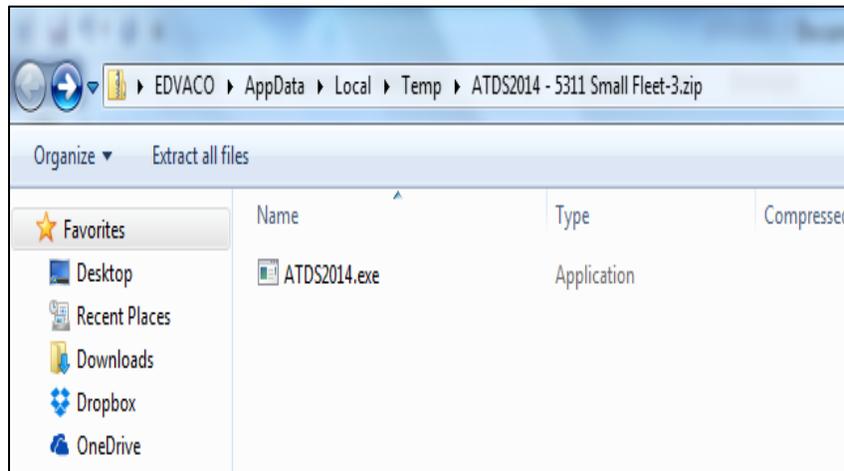


Note: If you are using internet explorer and Windows 7, the window below (a) will be opened. Click on “save file” and save the file on desktop. **Depending on your browser settings, Windows 7 users may be able to open and run the “exe file” as indicated in (b) below and continue with step 6 or 7 to install ATDS or ARS 20XX directly on your C: drive.**

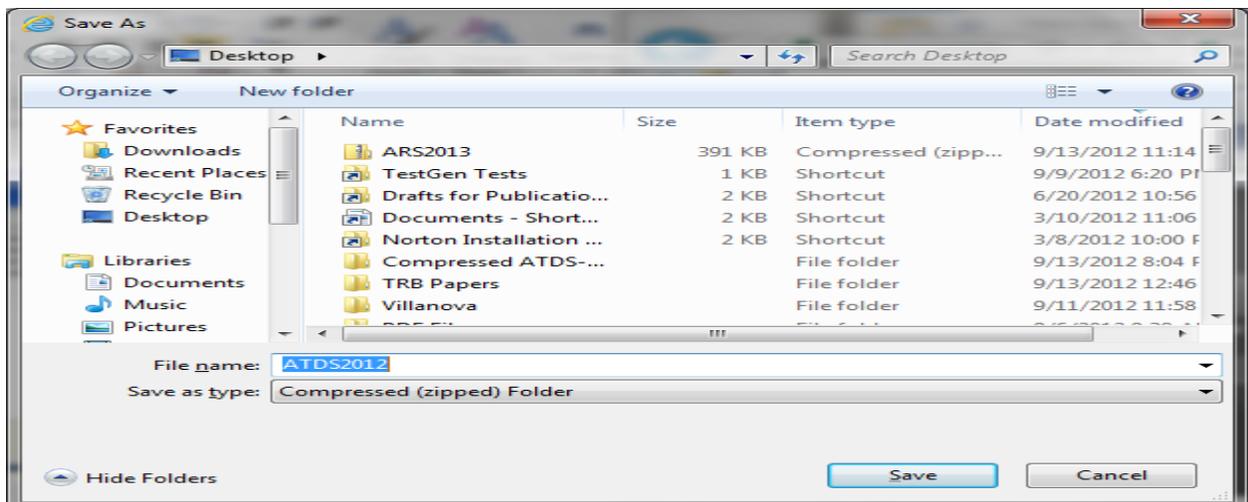
a).



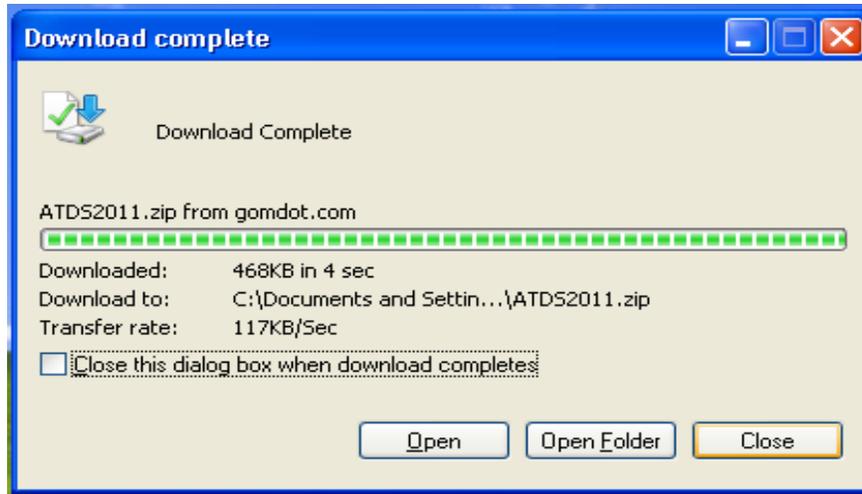
b).



2. If you use Windows XP, first change the “Save In” or “Save As” dropdown box to Desktop. (This will save the file to your Desktop so you can easily find it. Then click the “Save” button.



3. After the download is complete, close all windows and find the file on your desktop.



REMEMBER THE FILE NAME FOR THE PROGRAM SETUP YOU SELECTED TO BEGIN THE DOWNLOADING PROCESS WILL SHOW UP IN THE DESKTOP WINDOW ABOVE AND IN THE OTHER DIALOGUE SCREENS. CONTINUE TO FOLLOW THE STEPS AS INDICATED.

4. Locate the compressed (zipped) folder on your desktop.

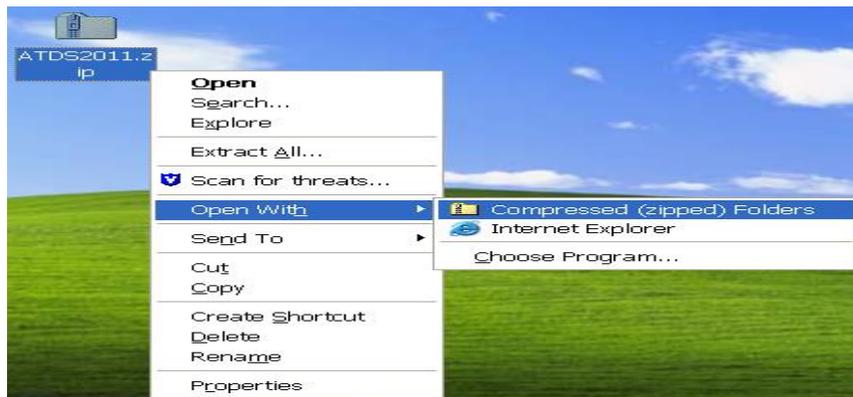


If you have other versions of Winzip installed on your computer, your zipped file will look like this image:

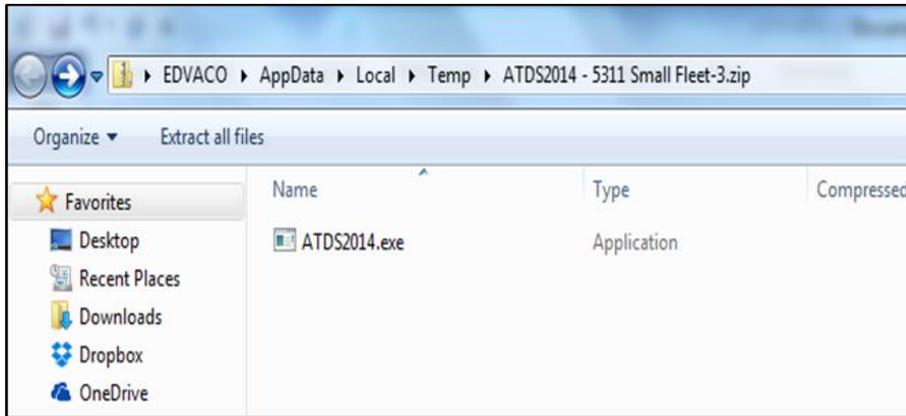


5. **Windows XP users** - right-click on the zipped folder and choose “open with” “Compressed (zipped) Folders”. (If you have Winzip installed on your computer, you can simply double-click the file)

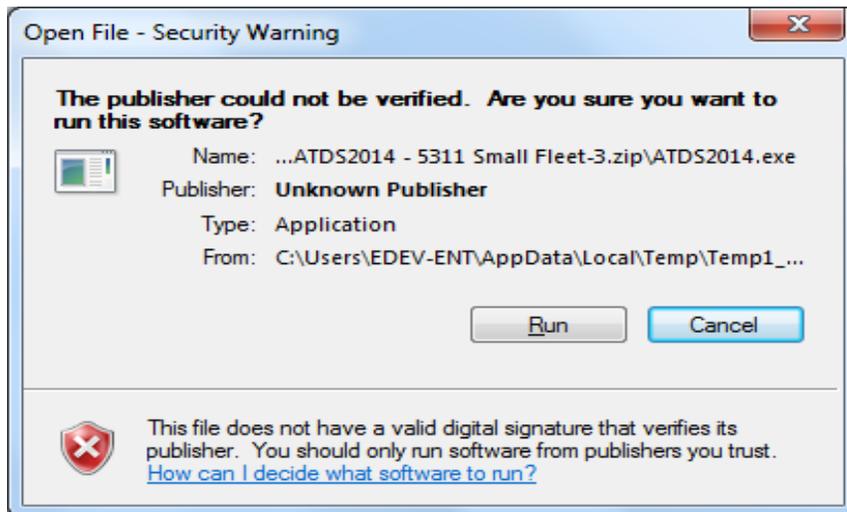
NOTE: If you use Windows Vista or Windows 7 Double click on the zipped file and continue with step 6 or 7 depending on



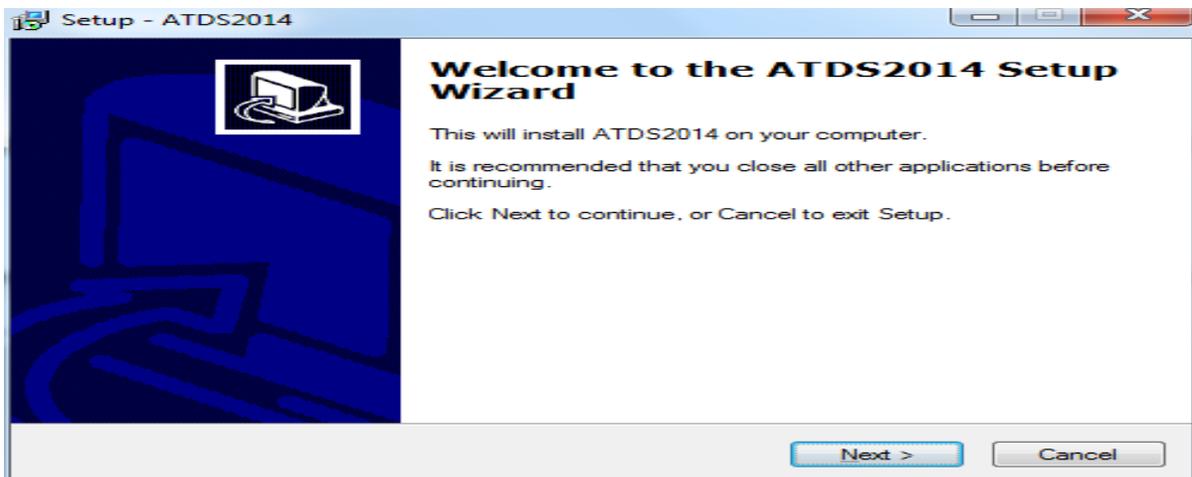
The zip file opens and you will see the files selected as **ATDS20XX.exe** file or **ATDS20XX Setup** file (Windows 7 or Vista); example below:



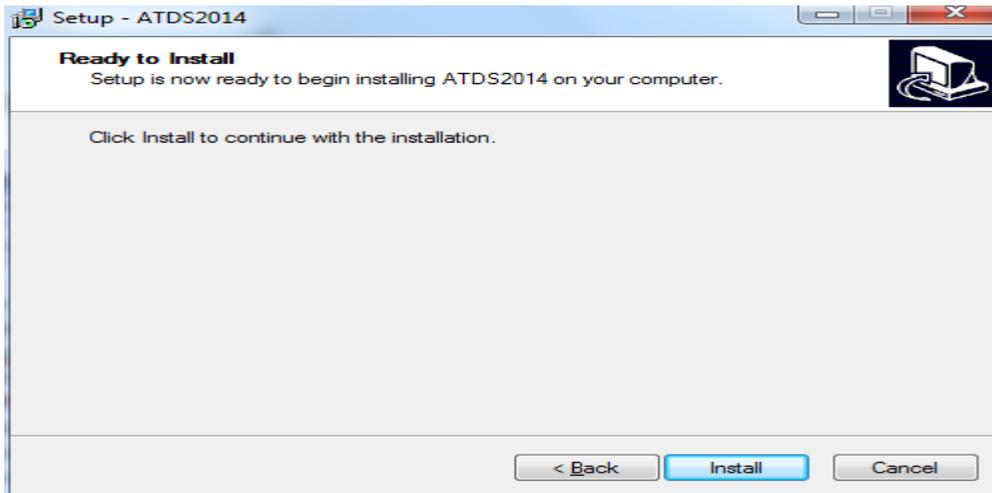
6. Double-click the ATDS20XX.exe or ARS20XX file. If dialog box appears **click “run”**



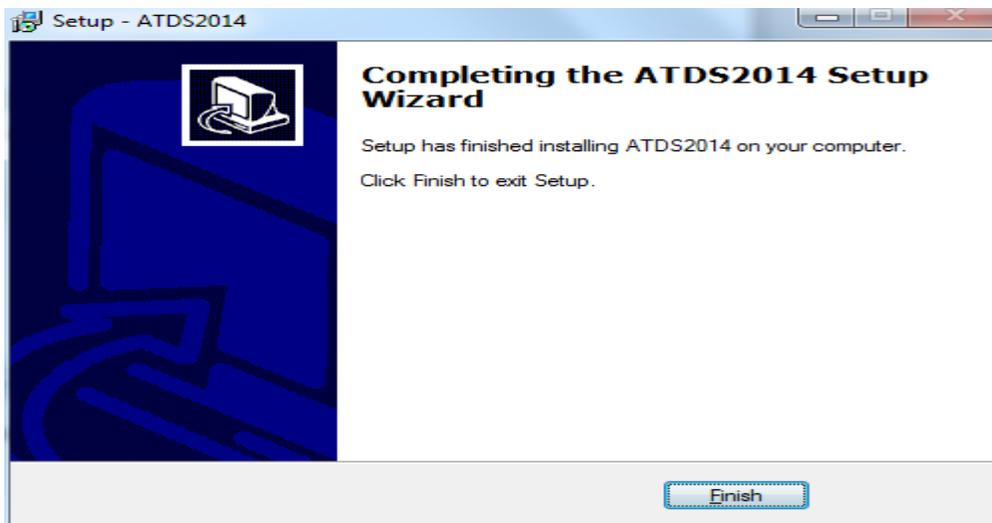
7. The setup will begin and you click on the “Next” button.



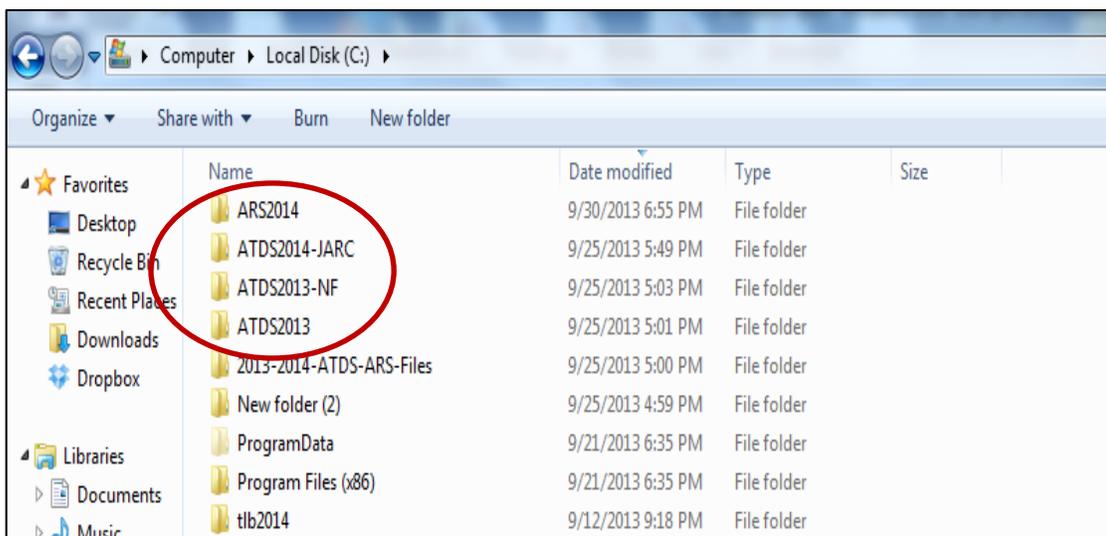
8. Then click the “Install” button.



9. Finally, click the “**Finish**” button.



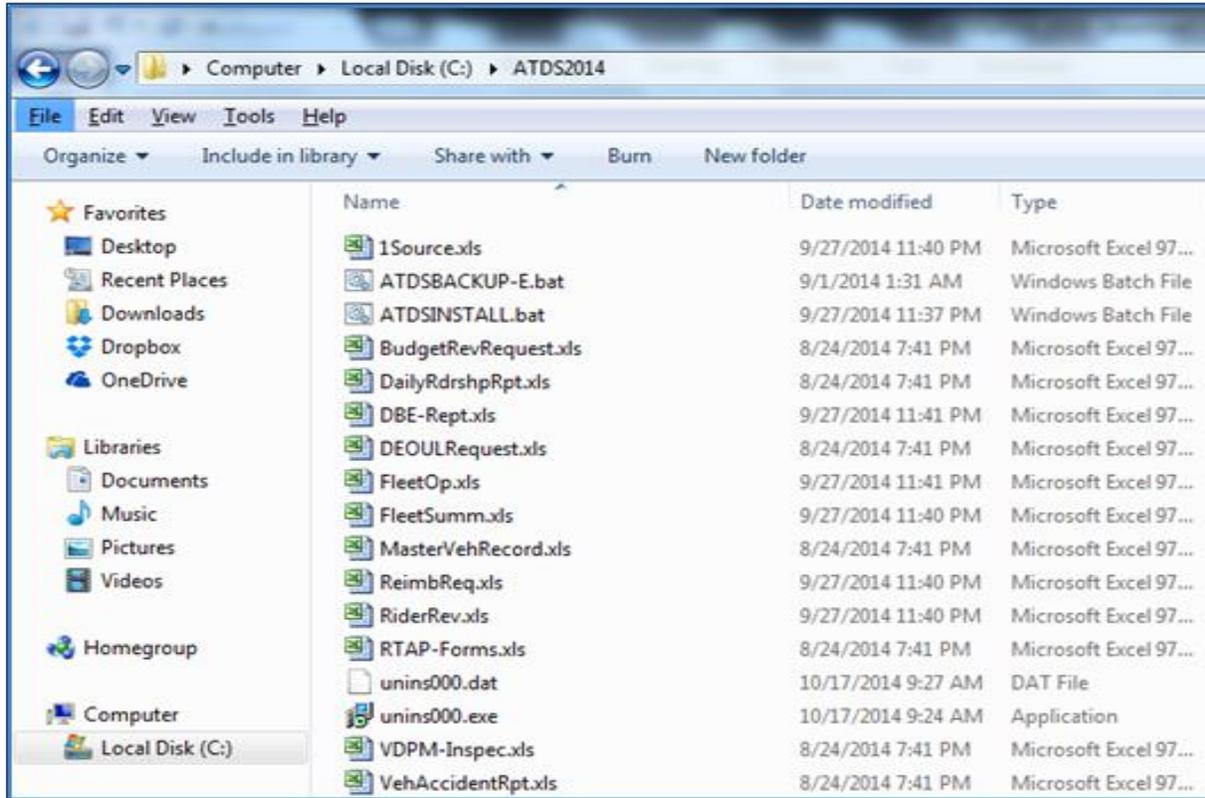
This process will install all the ATDS or ARS files in a folder named ATDS20XX or ARS 20XX (XX denotes current reporting year) on your C drive.



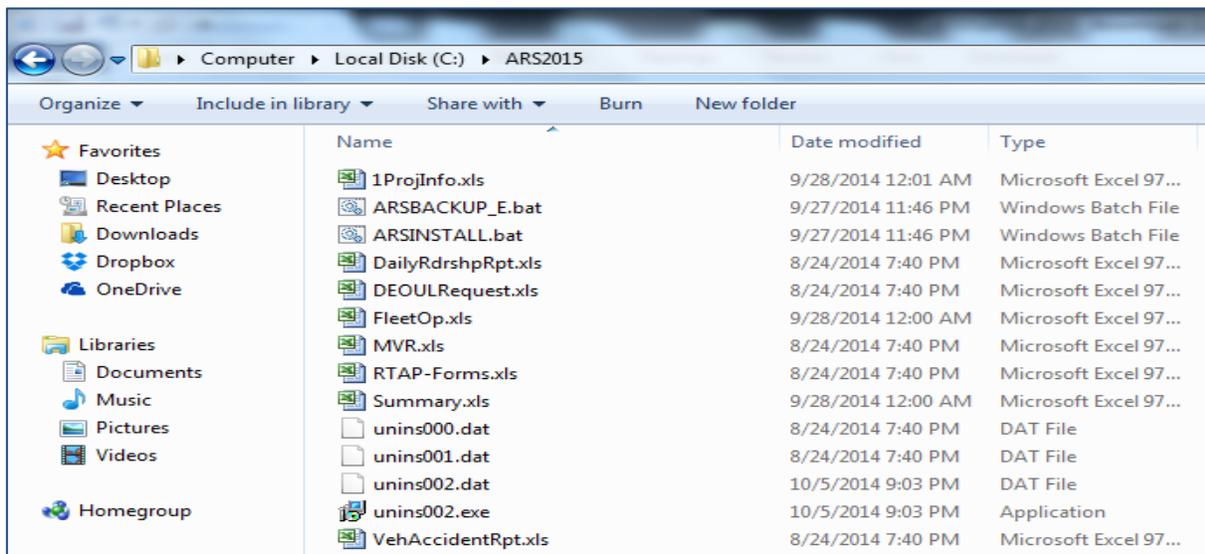
Note: You should delete the “ATDS20XX.zip” or “ARS20XX.zip” file from your desktop when you are finished to avoid the possibility of running it again and overwriting your files with blank files sometime in the future.

When you open the ATDS20XX or ARS20XX folder located on your C: drive, you should see all excel reporting files you need. See example below.

a). ATDS20XX



b). ARS20XX



If you are an existing provider, and therefore have an existing Master Vehicle Record that you wish to copy from last year's system, type **c:\ATDS20XX\COPYMVR.bat** or **c:\ARS20XX\COPYMVR.bat** in the **Run** window and press the **Enter** key or click **OK**.

If you need to install it on any drive other than the "C" drive, call the office for additional instructions.

Once the program has been installed, start Excel. If you will be using ATDS or ARS more often than any other program in Excel, you may wish to make the ATDS20XX or ARS 20XX folder your default. If so, follow this procedure: on the Excel menu, click **Tools**, and then click **Options**. Select the **General** tab, and find the "Default File Location" input box. Type: **c:\atds20XX** or **c:\ars20XX** in the box and click the **OK** button.

When you use ATDS, *always open the "1Source" file first*; in ARS, *always open the "1ProjInfo" file first*, and all the other regularly-used files will be automatically opened. When you open the files, you may see a message box that begins: "The workbook you are opening contains macros." Just click on the **Enable Macros** button and continue. **Read all the instructions on the "Help" tab before you start using ARS or ATDS** and refer to them as needed thereafter.

IMPORTANT!

a). In ATDS, *when you open "1Source" be sure to read the Help tab. Complete the Project Information form first entering your project name and other information (This form is located in "ProjInfo" tab). This should be followed by the Capital Equipment Inventory Report (CEIR). These forms are located in the "1Source.xls" file. REMEMBER TO ENTER ORGANIZATION'S NAME!*

b). In ARS, *open "1ProjInfo" and read Help tab. Complete the Project Information form as indicated above in the "ProjInfo" tab, followed by the Capital Equipment Inventory Report (CEIR), which is also located in the "1ProjInfo" file. IMPORTANT: ENTER ORGANIZATION'S NAME*

It is essential that you read all the information in the Help tabs for each file before you begin to use the system, even if you are already familiar with ATDS or ARS, as there are sometimes changes and refer to them as needed thereafter.

NOTE

Reimbursement

Please read information on Reimbursement forms Help tab. You will find two re-imbursements forms for each month. **The second form, reimbursement (2) should only be used for emergency purchases. For example, if you need urgent funds for insurance, fuel, or vehicle maintenance.**

Non-Expenditure Property Equipment Report

The Non-ExpendProp-P1 must be submitted with the first reimbursement and anytime after the purchase of additional vehicles and capital equipment (\$500 and a useful life of one (1) years an above). Some of the vehicles and capital equipment information will transfer to Non-ExpendProp-P1 from the CEIR; additional information **MUST** be entered in accordance with the column headings and instructions provided. The report must be completed in its entirety. REMINDER: The CEIR and Non-ExpendProp-P1 provide a detailed inventory of vehicles and capital equipment based on the definition in the help tab.

CEIR

The Capital Equipment Inventory Report and the Budget with the Budget Narrative must be completed and transmitted to the Public Transit Division with your October Reimbursement Request, in addition to the usual monthly reports. If these are not enclosed, the Reimbursement Request cannot be processed until they are received. Also, the Fleet Summary Report and the Quarterly Budget Analysis must be submitted at the end of each quarter.

National Transportation Database (NTD)

Please complete the NTD reporting form in "1Source" file on time and submit as required. The HELP tab explains the reporting requirements.

REMEMBER TO SEND AN ELECTRONIC COPY OF YOUR QUARTERLY OR SEMI-ANNUAL FLEET SUMMARY REPORTS BY EMAIL ON QUARTERLY BASIS.

- A. ATDS:** You are required to submit an electronic copy of the Quarterly Fleet Summary ("FleetSumm") report via email to your project manager at MDOT. **DO NOT Copy and Paste. Simply "Save As" a different file name (e.g. CDI-FleetSumm) in your document or desktop. Compose your email, attach file, and send.**

- B. ARS:** You are required to submit an electronic copy of the Six Month Summary ("Summary" and "FleetOp" reports via email to your project manager at MDOT. **Please DO NOT Copy and Paste. Simply "Save As" a different file name (e.g. SMPDD-Summary and SMPDD-FleetOp) in your document or desktop. Compose your email, attach both files, and send.**

BACKUP PROCEDURE

Also Important: YOU MUST keep regular back-ups (preferably once a week). Several people have had to repeat hours or even days of work because backups were not being done. The back-up procedure is very simple. It is **highly** recommended that you do an extra backup and store it off-site. It is also strongly recommended that you document your backup procedure as well as your off-site backup procedure in the event of personnel changes.

Backup To CD: Place a new CD in the CD drive to back-up files, access the C drive on your computer, locate the "ATDSBACKUP-[Y]" file located in C:\ATDS20XX or C:\AARS20XX; where [Y] is the letter designating your CD drive, and XX denotes the current year files; double-click the file to run the backup. When it finishes, remove the backup CD, label it as ATDS20XX-20XX or ARS20XX-20XX Backup.

If you have any questions or need additional information, please contact PTD on (601) 359-7800.