

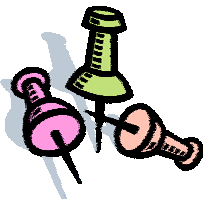
South Dakota

Department of Transportation

Transit Reporting

Quick Instruction Guide

**South Dakota Department of Transportation
Division of Finance and Management
Office of Local Transportation Programs
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Instructions for Reporting Ridership Information Online

I. Website

Go to: <http://www.sddot.com/fpa/transit/TransitReporting.asp>

II. Username and Password

Enter your **Username** and **Password**. If you need either, please contact Melissa Hull or Jackie Mattheis. After you enter your **Username** and **Password**, a screen labeled **Vehicle View List** should appear. This list should show the vehicles that are currently operated by your agency.

III. New Usage Reports

On the left-hand column of the page, click on **New Usage Reports**. A screen will appear where you will enter all data.

IV. Select the Vehicle

You are asked to enter the VIN from the pull-down menu for the vehicle.

The VINs should be the same as the vehicles that appear in the **Vehicle View List**.

V. Select the Report Type

You are asked to enter the Report Type from the pull down menu.

You have the option to submit these reports monthly, quarterly, or annually.

VI. Enter the Report Date

This date is NOT meant to be Today's Date - although the default is set this way.

This date can be overwritten.

You are asked to enter this date in mm/dd/yyyy format.



We recommend entering this date as the 1st day of the month, quarter, or year of the report you are adding. For example: 10/1 could be Monthly for October; could be Quarterly for Oct-Nov-Dec; or could be Annually for October-September.



This date is very important as it can throw ridership information in to an incorrect fiscal year. If you are adding information for vehicles around the end of a Fiscal Year and you leave this date as the default and it's after September 30, that report will actually be counted in the next fiscal year.

VII. Ridership

Ridership and Trip Purpose MUST EQUAL!

You will not be allowed to submit the report if they don't.

VIII. Operating Characteristics

Enter your data for each of the fields.

IX. Financial Data

Enter your data for each of the fields.

After all data is entered, click



X. Repeat

If you have additional vehicles to report for, you'll have to go to **New Usage Reports** and repeat these steps for each vehicle.

XI. Tips

If you make an error, you are able to **Edit** these reports. Please be very careful when using this feature, as we want to ensure past data isn't mistakenly being deleted or changed. Our office has locked some of these reports but there are a lot of reports that are entered and need to be manually locked and we don't always get that done.

You are able to view your annual information by clicking on **Vehicle Report** on the left-hand column of this page. Using the pull-down menu, select the year you want to view. This report will show you all data that is reported for that Fiscal Year that you selected. SDDOT's fiscal year is from October 1 to September 30.