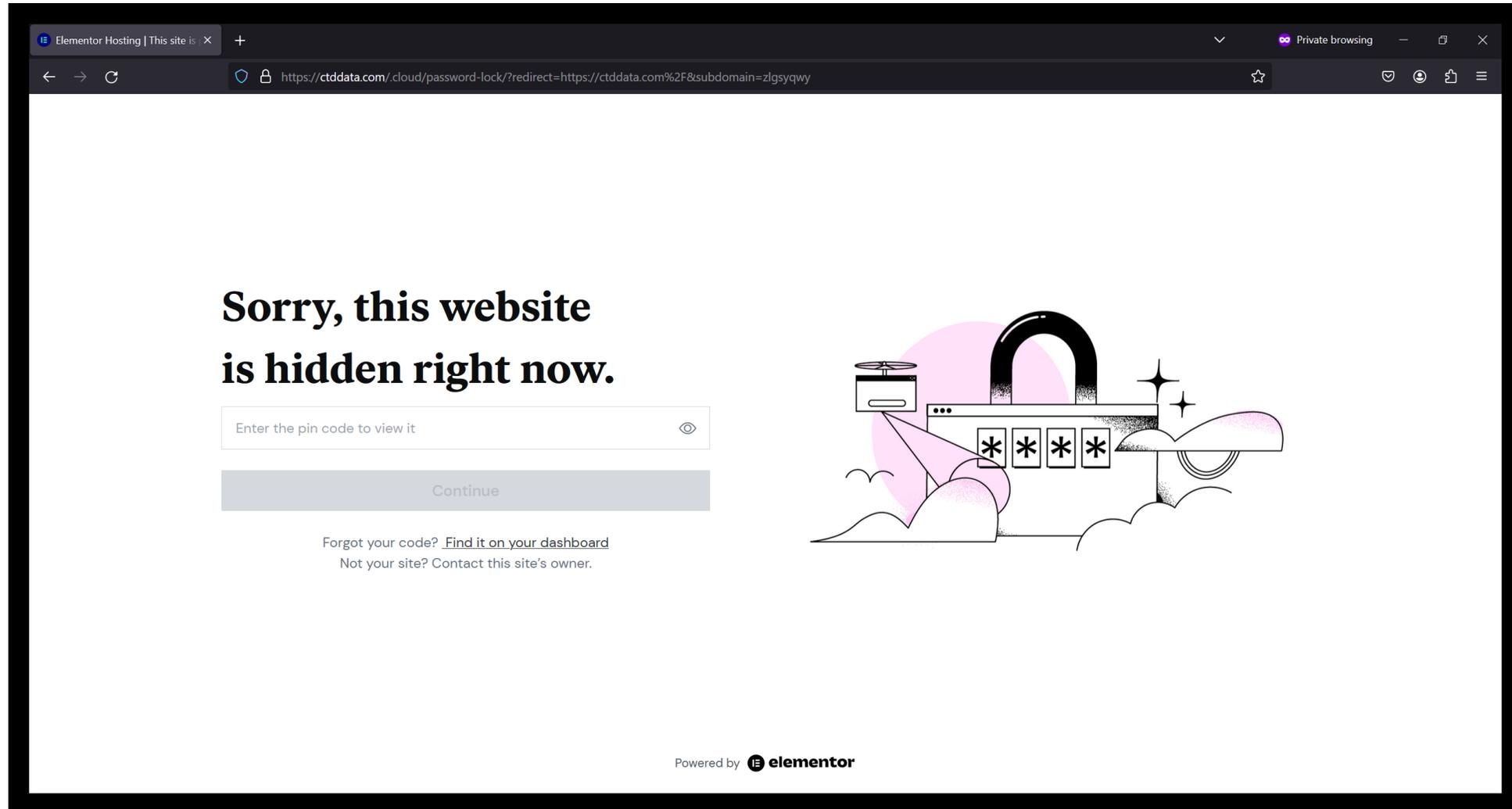


Instructions for Official Test Run of Collection of Disaggregate Data for AOR

CTDdata.com

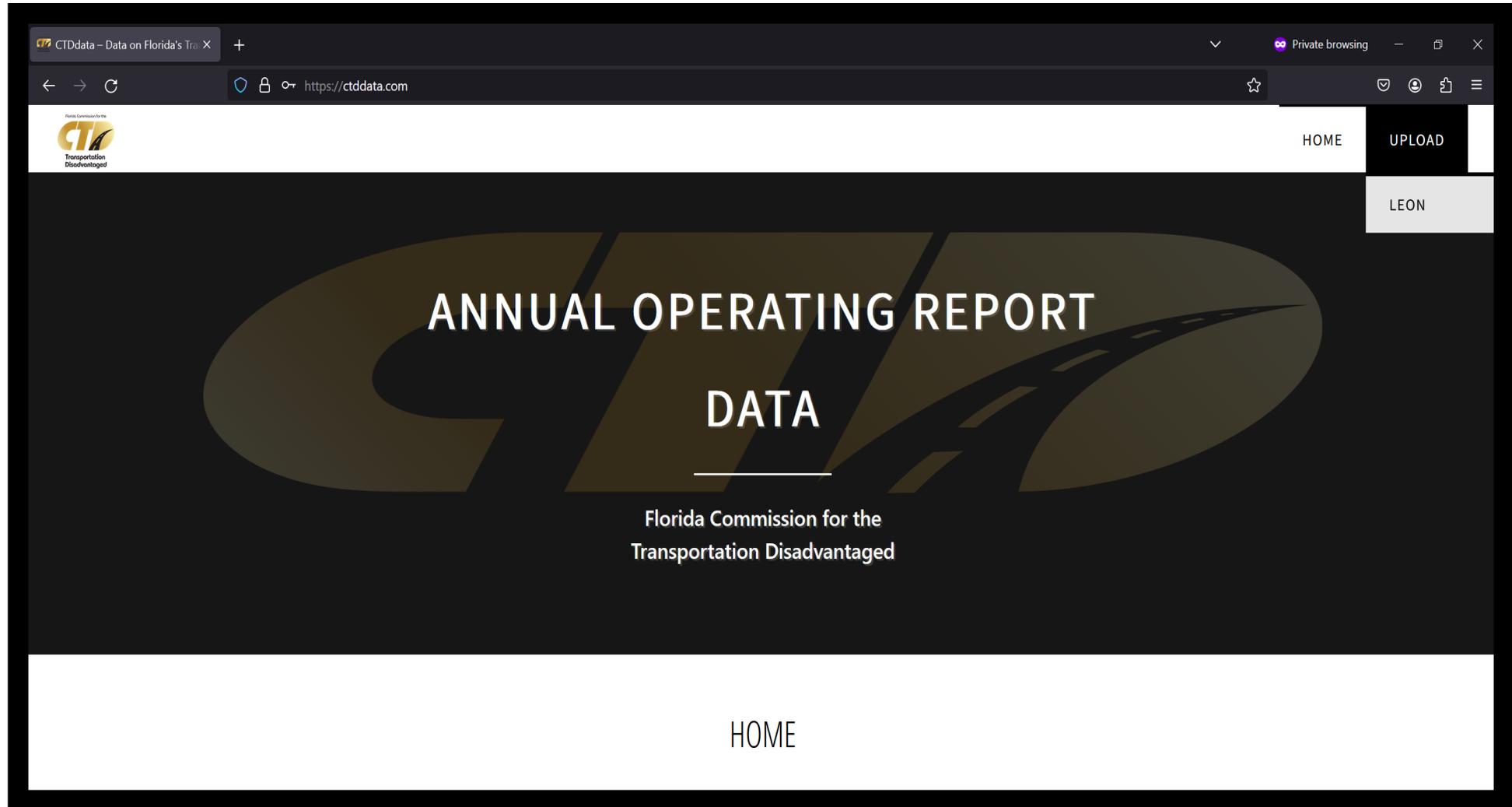
Enter Site PIN

*PIN provided by Thomas
Howell Ferguson upon
request*

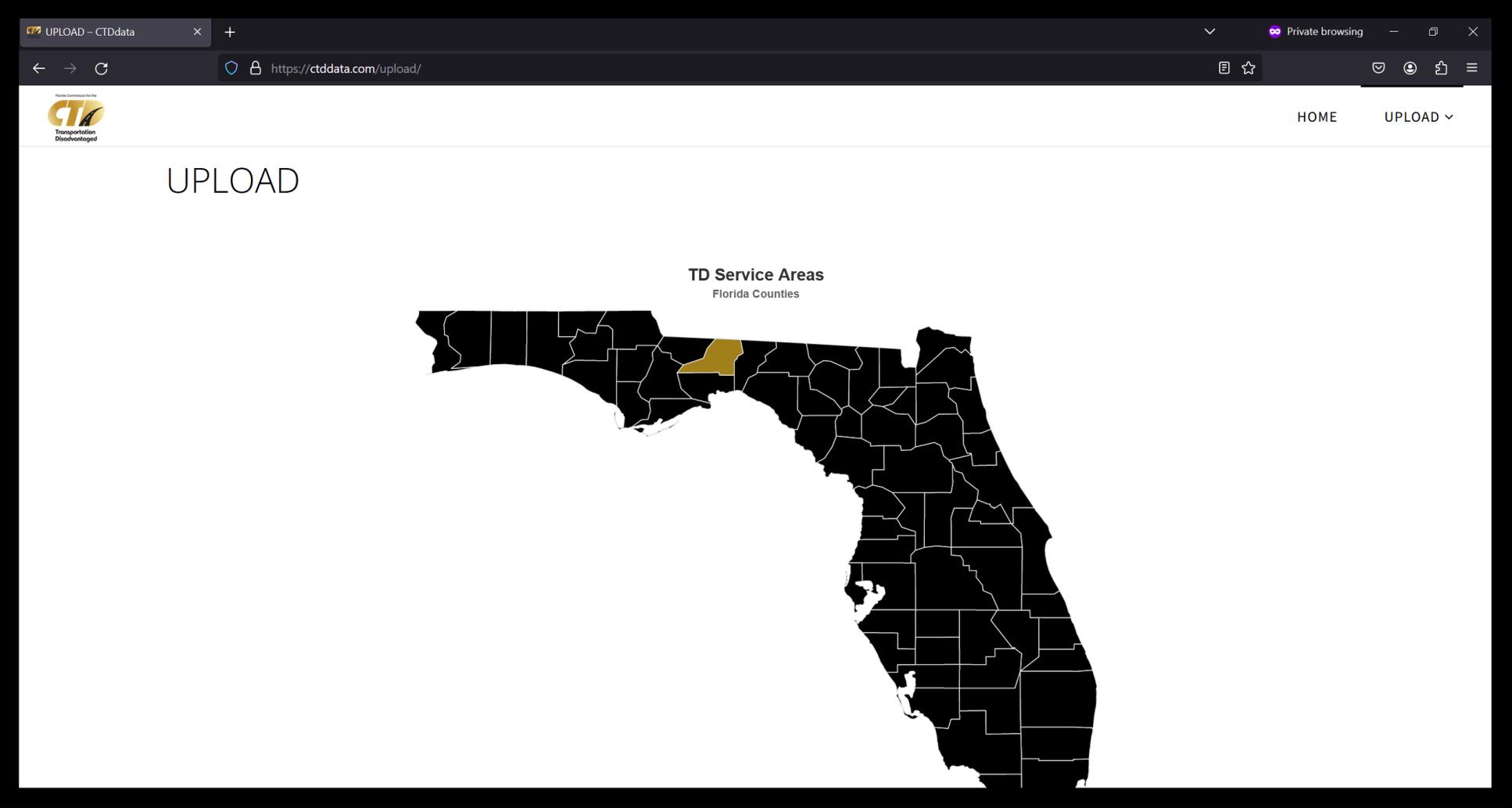


The screenshot shows a web browser window with a dark theme. The address bar displays the URL: `https://ctddata.com/cloud/password-lock/?redirect=https://ctddata.com%2F&subdomain=zlgsyqwy`. The main content area features a large heading: **Sorry, this website is hidden right now.** Below the heading is a text input field with the placeholder text "Enter the pin code to view it" and a small eye icon on the right. Underneath the input field is a grey button labeled "Continue". Below the button, there is a link: "Forgot your code? [Find it on your dashboard](#)" and a note: "Not your site? [Contact this site's owner.](#)". To the right of the text is a stylized illustration of a computer monitor with a large black padlock on its screen. The monitor is surrounded by pink clouds and a pink sun or moon in the background. There are also some sparkles and a small icon of a computer tower to the left of the monitor. At the bottom center of the page, it says "Powered by  elementor".

Find county under “UPLOAD”

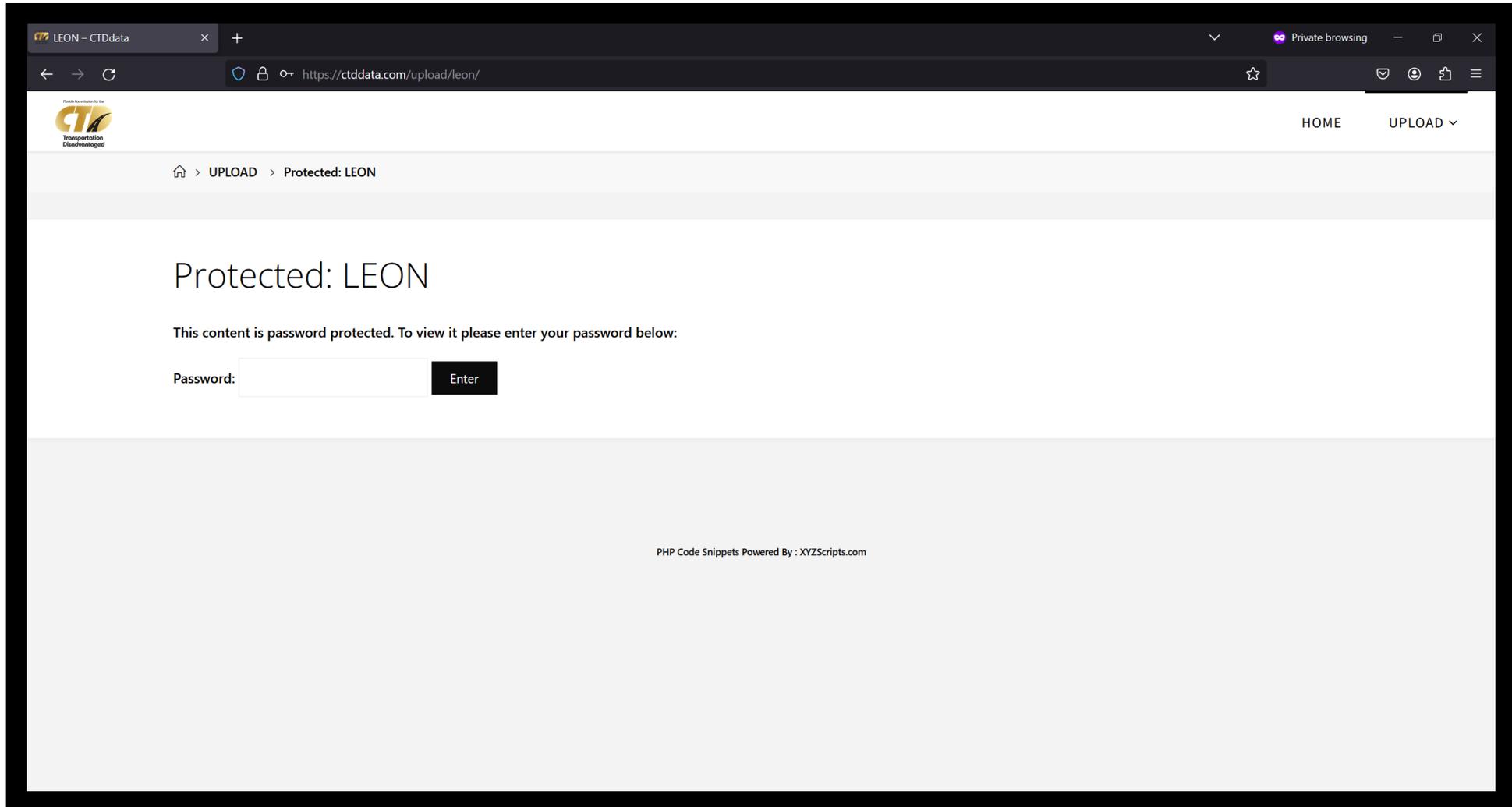


Or find county at UPLOAD page



Enter county page password

*Password provided by
Thomas Howell Ferguson
upon request*



Instructions on left-hand side

Read through instructions first before entering information on right-hand side

LEON - CTDdata

Private browsing

https://ctddata.com/upload/leon/

HOME UPLOAD

Protected: LEON

Protected: LEON

AOR Upload of Disaggregated Trip Data

Welcome to the site for uploading specific trip data behind the reported summarized totals in Leon County's AOR submission for 2023.

Please follow the below instructions to successfully submit the required data and view the resulting summarized totals:

- On the right hand side of this page you can submit AOR data for Leon County. Please submit only 2023 AOR data.
- Click on the first tab "Upload AOR Trip Data" on the right to attach your file containing disaggregated trip data from your 2023 AOR. Within this tab you should see a "Choose File" button to select the file with Leon County's trip data. Make sure the data is saved in a .csv

- + Input General Information
- + Attach AOR Trip Data
- + Input Inventory and Incidents
- + Input Expenses and Revenues

Input general information

Be sure to complete all fields or you will not be able to submit any data

LEON - CTDData

Private browsing

https://ctddata.com/upload/leon/

HOME UPLOAD

Protected: LEON

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Input General Information

County Name:

CTC Name:

Contact Name:

Contact Address Line 1:

Contact City:

Contact State:

Contact Zip:

Contact Phone:

Contact Email:

Attach CSV file of trip data

*Be sure to attach a CSV file
(not an Excel file) or you will
not be able to submit any
data*

The screenshot shows a web browser window displaying the CTIP website. The browser's address bar shows the URL <https://ctddata.com/upload/leon/>. The website header includes the CTIP logo and navigation links for HOME and UPLOAD. The main content area is titled "Protected: LEON" and features a central white box with the heading "AOR Upload of Disaggregated Trip Data". Below this heading, a welcome message states: "Welcome to the site for uploading specific trip data behind the reported summarized totals in Leon County's AOR submission for 2023." It then provides instructions for successful submission, including a list of steps: 1. Submit only 2023 AOR data. 2. Click on the "Upload AOR Trip Data" tab to attach a CSV file. On the right side of the page, there is a vertical sidebar with four tabs: "Input General Information", "Attach AOR Trip Data" (which is currently selected and highlighted in grey), "Input Inventory and Incidents", and "Input Expenses and Revenues". The "Attach AOR Trip Data" tab contains a "Browse..." button, the text "No file selected.", and a link to "Download sample file here".

Protected: LEON

AOR Upload of Disaggregated Trip Data

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+ Input General Information

- Attach AOR Trip Data

Browse... No file selected.

[Download sample file here](#)

+ Input Inventory and Incidents

+ Input Expenses and Revenues

Attach CSV file of bus pass data

** This Bus Passes tab will only appear for applicable counties*

LEON – CTDdata

Private browsing

https://ctddata.com/upload/leon/

HOME UPLOAD

Protected: LEON

Protected: LEON

AOR Upload of Disaggregated Trip Data

Welcome to the site for uploading specific trip data behind the reported summarized totals in Leon County's AOR submission for [2023](#).

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+ Input General Information

+ Attach AOR Trip Data

- Attach AOR Bus Pass Data

Browse... No file selected.

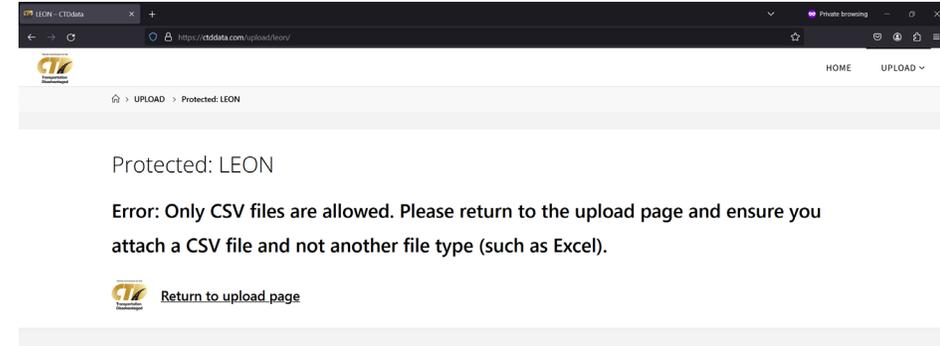
[Download sample file here](#)

+ Input Inventory and Incidents

+ Input Expenses and Revenues

*Notes on CSV files

- **First, be sure you have attached a CSV file or you automatically will be redirected back to the start upon submission (see image right)** →
- **Be sure your CSV file is in the same format as the sample file (that is, same columns)**
- **All distinct passenger names (2nd column) are automatically replaced with unique identifiers and are not saved. For example, if your file has three distinct passengers, their identities will show up in the submitted data as 'Passenger 1', 'Passenger 2', and 'Passenger 3' instead of their actual names.**



Input inventory and incidents

Be sure to complete all fields or you will not be able to submit any data

LEON - CTDdata

Private browsing

HOME UPLOAD

Protected: LEON

Protected: LEON

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+ Input General Information

+ Attach AOR Trip Data

- Input Inventory and Incidents

Number of Vehicles:

Number of Drivers:

Number of Commendations:

Number of Complaints:

Number of Roadcalls:

Number of Accidents:

Number of Passenger No-Shows:

Input expenses and revenues

Be sure to complete all fields or you will not be able to submit any data

LEON - CTDdata

Private browsing

HOME UPLOAD

Protected: LEON

Protected: LEON

AOR Upload of Disaggregated Trip Data

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+ Input General Information

+ Attach AOR Trip Data

+ Input Inventory and Incidents

- Input Expenses and Revenues

AHCA Expenses:

AHCA Revenues:

APD Expenses:

APD Revenues:

Make sure financials balance

Total expenses and total revenues automatically calculate

The screenshot shows a web browser window with the URL <https://ctddata.com/upload/leon/>. The page features the logo for the Florida Department of Transportation (FDOT) and navigation links for HOME and UPLOAD. The main content area is divided into two sections. On the left, there is a text block and a bullet point: "at the bottom of the second tab to upload your data." followed by "• After uploading the file, on the left side the data will be summarized according to the unique values in each of the last four columns of your .csv file; these should correspond with the categories in the current AOR format. On the right side, you should be able to review your submissions for expenses and revenues by each purchasing agency." On the right side, there is a form with several dropdown menus for selecting categories: FDOT Expenses, FDOT Revenues, Local Government Expenses, Local Government Revenues, Local Non Government Expenses, Local Non Government Revenues, Other Fed/State Programs Expenses, and Other Fed/State Programs Revenues. At the bottom of this form, two summary rows are displayed: "Total Expenses: \$130,000.00" and "Total Revenues: \$160,000.00". These two rows are circled in red. Below the summary rows is a button labeled "Submit AOR Data".

at the bottom of the second tab to upload your data.

- After uploading the file, on the left side the data will be summarized according to the unique values in each of the last four columns of your .csv file; these should correspond with the categories in the current AOR format. On the right side, you should be able to review your submissions for expenses and revenues by each purchasing agency.

FDOT Expenses:

FDOT Revenues:

Local Government Expenses:

Local Government Revenues:

Local Non Government Expenses:

Local Non Government Revenues:

Other Fed/State Programs Expenses:

Other Fed/State Programs Revenues:

Total Expenses: \$130,000.00

Total Revenues: \$160,000.00

Submit AOR Data

Click “Submit AOR Data”

Clicking this button submits information from all tabs - not just expenses and revenues

at the bottom of the second tab to upload your data.

- After uploading the file, on the left side the data will be summarized according to the unique values in each of the last four columns of your .csv file; these should correspond with the categories in the current AOR format. On the right side, you should be able to review your submissions for expenses and revenues by each purchasing agency.

FDOT Expenses:	0
FDOT Revenues:	0
Local Government Expenses:	0
Local Government Revenues:	0
Local Non Government Expenses:	0
Local Non Government Revenues:	Please enter a number.
Other Fed/State Programs Expenses:	
Other Fed/State Programs Revenues:	
Total Expenses:	\$130,000.00
Total Revenues:	\$160,000.00

Submit AOR Data

Ensure all fields are completed or you will not be able to submit

Review submission

Specifically, review information shaded in gold

Protected: LEON

Data submitted successfully. Please review 2023 data submitted (shaded in gold) and select one of three options below.

[Resubmit/Update data](#) [Download table to PDF](#) [Return to home page](#)

County: Leon
CTC: Thomas Howell CTC
Contact: Casey
1234 Tally Way
Tallahassee, FL 32308
850-555-5555
Email: casey@thomas.com

Demographics

	Number
Total County Population	297,369
Unduplicated Head Count	11

Florida Commission for the
CTD
Transportation
Disadvantaged

Trips by Type of Service	2021	2022	2023	Vehicle Data	2021	2022	2023
Fixed Route (FR)	6,528	5,244	1,251	Vehicle Miles	833,198	826,743	59,045
Deviated FR	4,294	7,800	1,299	Roadcalls	73	80	8
Complementary ADA	37,781	30,715	1,222	Accidents	1	3	8
Paratransit	21,209	19,628	1,187	Vehicles	123	90	8
TNC	0	0	1,242	Drivers	74	119	8

Data submitted is reflected in gold shading

Select to resubmit data...or...

Data can be resubmitted as many times as needed, but all previously submitted data is deleted upon each resubmission

The screenshot shows a web browser window with the URL <https://ctddata.com/upload/leon/>. The page title is "Protected: LEON". A notification banner states: "Data submitted successfully. Please review 2023 data submitted (shaded in gold) and select one of three options below." Three buttons are visible: "Resubmit/Update data" (circled in red), "Download table to PDF", and "Return to home page".

If data does not look correct, this button will redirect back to the upload page

County: Leon
CTC: Thomas Howell CTC
Contact: Casey
1234 Tally Way
Tallahassee, FL 32308
850-555-5555
Email: casey@thomas.com

Demographics		Number	
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Florida Commission for the
CTAD
Transportation Disadvantaged

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TNC	0	0	1,242	Drivers	74	119	8

...select to download table...or

PDF copy should open in a new tab or download to your "Downloads" folder

Protected: LEON

If data does look correct, this button will download a PDF of the table below

Data submitted successfully. Please review 2023 data submitted (shaded in gold) and select one of three options below.

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TNC	0	0	1,242	Drivers	74	119	8

...select to return to home page

Or you can simply leave the site

Protected: LEON

Data submitted successfully. Please review 2023 data submitted (shaded in gold) and select one of three options below.

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