BIA-DOT RIFDS Training

September 5-6, 2013

Ramada Inn   (formerly the Doublewood Inn)

1400 East Interchange Avenue

Bismarck, North Dakota

*Call 701-258-7000 and ask for the "Tribal Transportation Planners" room block (get your room ASAP)

This training will be conducted by the BIA Western Regional Office, Division of Transportation

Purpose of Workshop

The purpose of this workshop is two-fold:

1. To provide the required training needed to obtain access to RIFDS, and
2. To familiarize existing RIFDS users on RIFDS enhancements.

BIADOT staff will conduct the training and will be providing 30 laptops for the hands-on portion of the workshop.

While access to RIFDS normally requires a security clearance, a security clearance is not required to attend this workshop as it will be linked to a stand-alone portable server. A security clearance is required for access to RIFDS once the training is completed.

Registration

Registration is limited – first come, first served.

Register now to secure a spot.

Fax this registration to 701-530-0623 or Email it to dtrusty@uttc.edu

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BIA-DOT RIFDS Training   **Participants:**

September 5-6, 2013   **Name:**_____

REGISTRATION FORM   **Title:**_____

Name of person completing this form   **E-mail**_____

_____

(print clearly)   **Name:**_____

Tribal Agency Address_____   **Title:**_____

_____   **E-mail:**_____

City_____

State_____**Zip**_____   **Name:**_____

Phone_____   **Title:**_____

Fax_____   **E-mail**_____

FAX: 701-530-0623; Email: dtrusty@uttc.edu   Questions - Dennis Trusty-701-255-3285 x1262

Agenda

Thursday September 5, 2013

8:00 am	**Registration**
8:30 am	**Welcome** **Introduction to RIFDS** **How RIFDS Improves the Inventory Process**
8:45 am	**IT Requirements for RIFDS System** **Why a Tribe Needs Access** **Log-in, Access, Security, User Levels**
10:15 am	**Break**
10:45 am	**Basic Navigation of RIFDS**
11:15 am	**How to Delete a Route**
12:00 pm	**Lunch (on your own)**
1:00 pm	**Attachments**
2:30 am	**Break**
3:00 pm	**How to Resection a Route**
3:45 pm	**How to Renumber a Route**
4:30 pm	**Adjourn for the Day**

Friday September 6, 2013

8:00 am	**Log-in Refresher**
8:45 am	**How to Add a Route**
10:15 am	**Break**
10:45 am	**How to Update an Existing Route**
11:15 am	**Useful Reports**
12:00 pm	**Lunch (on your own)**
1:00 pm	**How to Clone a Route**
1:45 pm	**More Useful Reports**
2:45 pm	**Break**
3:15 pm	**Status of FY12 Inventory Update**
3:30 pm	**FY13 Inventory Update Process**
4:00 pm	**Q & A Course Wrap Up**
4:30 pm	**Adjourn**