



FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS)

Appendix B: Key TrAMS Terms

Recipient User Guide Version 1.0

JULY 2018



U.S. Department of Transportation
Federal Transit Administration

1.1 Appendix B – Key TrAMS Terms

Below are a list of key terms that will appear through the TrAMS User Guide chapters.

| | |
|-------------------------------|--|
| Appian | Web-based Business Process Management (BPM) software used to development the FTA Platform that houses TrAMS. |
| Application | A request for financial assistance in TrAMS through federal grants and cooperative agreements. |
| Award | An application that has been awarded in TrAMS (the application can be a grant or cooperative agreement) |
| Buttons | Used to perform actions such as saving data, deleting data, or leaving the form. |
| Cost Center | A term used to represent an FTA regional or Headquarters office within TrAMS. Link back to the page where it's referenced. |
| Dashboard | A user interface that organizes and presents information in a way that is easy to view and read. |
| Field | A user input element on a form for entering data (e.g. a checkbox or textbox). |
| Form | A web-page where a user enters data or information. |
| Grid | The Appian term to describe a table. Grids have records (rows) and fields (columns). |
| Group | A collection of TrAMS users. All users with the same role in the same Recipient Organization will belong to a group (e.g. Transit CO ABC Submitters). |
| Menu | A list of options displayed on screen either in a list, dropdown list, or toolbar (top to bottom or across the top of the page). |
| Navigation Menu | A series of links specific to the type of record. |
| Navigation Tabs | Displays FTA-platform and system-specific information to all users. Tabs are used to navigate through the system. |
| Page | A web-page or web-enabled screen. |
| Project | Is a single activity or group of related activities that comprise a project within an application; and has a defined budget and schedule. |
| Recipient Organization | A recognized recipient, that has been assigned a unique FTA identification number (4 digits), which is also referred to as a vendor identification number (VIN). Recipient Organizations are tied to FTA Cost Centers. |
| Role | A set of privileges and responsibilities within TrAMS assigned to a user. Users can be assigned one or more roles. |

| | |
|-----------------|--|
| System | A software application (e.g. TrAMS). The term “system” is used throughout this user guide instead of “application” to avoid confusion with TrAMS grant applications. |
| Task | An assigned step within a workflow. Appian can assign tasks to individual users or groups. Users can assign tasks to other users within the TrAMS system. |
| User | An individual with a TrAMS account that has at least one assigned user role and has logged into the FTA Appian Platform. |
| Workflow | A series of steps in a pre-defined process that must be completed in order. |