



# National RTAP Webinar Resource Share Overview

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U.S. Department of Transportation  
Federal Transit Administration

# Presenter



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# Agenda

- About the National RTAP Resource Library
- About Resource Share
- Browsing
- Searching
- Downloading
- Links
- Saving Favorites
- Ordering
- Support
- Live Demo
- Questions?

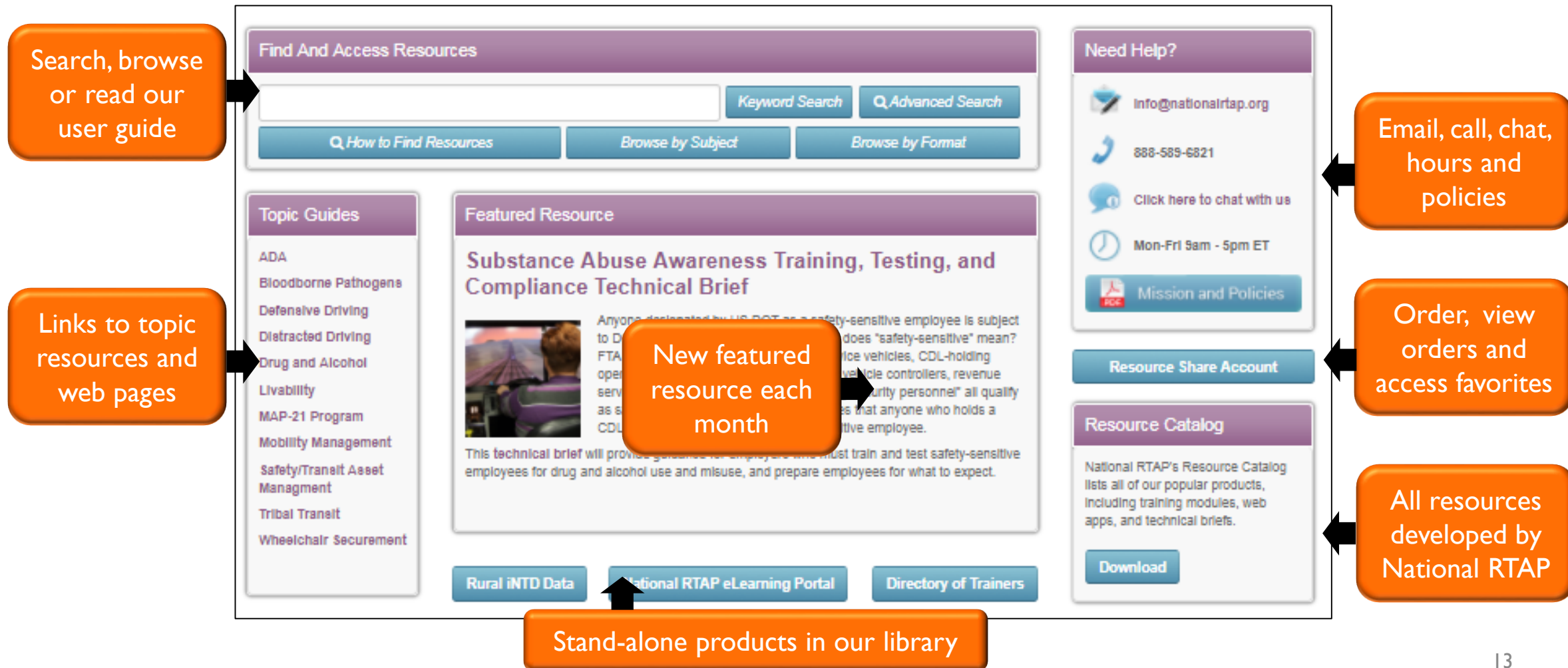
# National RTAP Resource Library

- Free, quality technical assistance and training materials
- Rural and Tribal transit focused
- National RTAP resources
  - Training modules (hard-copy and eLearning)
  - Technical briefs
  - Articles
  - Toolkits
  - Web-based applications
  - Webinars
- Relevant resources by other organizations

# National RTAP Resource Share

- <http://nationalrtap.org/Resource-Library>
- Earlier library online system from 2009-2011
- Resource Share originally launched in 2011, new version Sep 2017
- Over 500 carefully curated resources
- New resources added each month, annual review
- All resources are free
  - Downloads
  - Links
  - Favorites
  - Orders shipped to you

# Resource Share Landing Page



# Browsing

## Subject

- Capital Assets
- Management and Administration
- Mobility Management
- National RTAP
- Planning and Design**
- Programs and Regulations
- Rider Groups
- Safety and Security
- Statistics and Data
- Transit Operations
- Transit Personnel

Go

Cancel

## Format

- Data and Survey Results
- Forms
- National RTAP Product Guides
- Pamphlets and Brochures
- Presentations
- Research and Reports
- Technical Briefs
- Toolkits
- Training Modules
- Videos

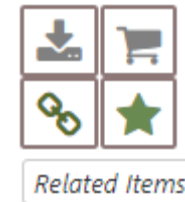
Browsing the subject **Planning and Design** displayed 87 items, including:

- Best Practices In Transit Service Planning
- Developing, Designing and Delivering Community Transportation Services
- Getting Started: Creating a Vision and Strategy for Community Transit

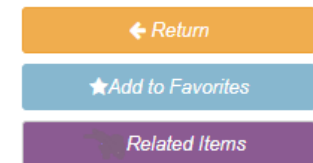
# Browsing – Related Items

- If you find a helpful resource, click on related items to find similar ones.
- There are two Related Items buttons:

1. Under the four icons in each search result



2. At the top corner of an individual resource screen



Clicking on Related Items for Current Practices in Greenhouse Gas Emissions Savings from Transit brought up three resources:

- Guidebook for Evaluating, Selecting, and Implementing Fuel Choices for Transit Bus Operations
- Safe Operating Procedures for Alternative Fuel Buses
- Use of Alternative Fuels and Hybrid Vehicles by Small Urban and Rural Transit Systems



# Searching

- Simple and advanced search options
  - Keyword
  - Title
  - Abstract
  - Format
  - Organization
  - Publication Date

*Search tip: If you know the title of a resource, enter the smallest part of the name that makes it unique.*

# Searching – Sorting and Filtering

A search for “elderly” brought up 7 records. Filtering by planning and design displayed one record: Improving Public Transit Options for Older Persons

Use this button to sort by date or title

Filter to display National RTAP eLearning

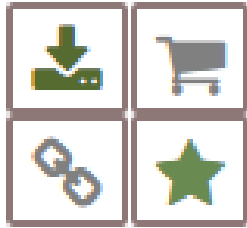
Filter to display shippable hard copies

Use boxes to filter by topic or format

The screenshot shows a library search interface with the following elements:

- Search Bar:** Contains the text "elderly" and a search icon.
- Navigation:** Includes "View Cart 0" and "Library Home" buttons.
- Filter by Topic:** A list of checkboxes for "Capital Assets", "Management and Administration", "Mobility Management", "National RTAP", "Planning and Design", and "Programs and Regulations".
- Sort Options:** A dropdown menu with options: "Sort Options", "Date Published (Descending)", "Date Published (Ascending)", "Title (A-Z)", and "Title (Z-A)".
- Advanced Search:** A green button with a search icon and the text "Advanced Search".
- Format Filters:** Checkboxes for "eLearning" and "HardCopy".
- Result Preview:** Shows a record titled "Urban and Rural Communities" with a publish date of "08/01/2017" and a permalink: <http://nationalrtap.org/Resource-Library/Advanced-Search/?fid=802>. The preview text reads: "SURTC's study on Aging in Place in Small Urban and Rural Communities quantified the costs for residents to live at home and ride public transportation versus moving to an assisted living facility. The research showed that seniors and their families can potentially save thousands of dollars annually by remaining at home and utilizing public transportation services."

# Downloading



1. If the download icon is green, you can click on it to download a PDF of the resource.

2. You will be taken to a screen to click the download bar.



Download

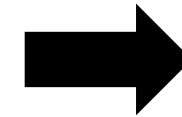
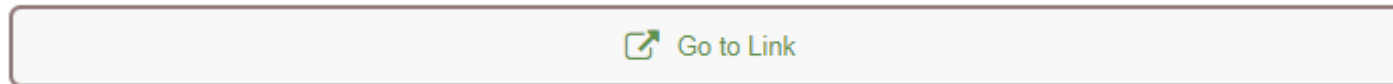
3. Enter the text in the ReCAPTCHA and click download. Your file will appear as a PDF on the bottom left of your screen.



# Links

1. Click on a green link icon to receive a sharable link you can copy.

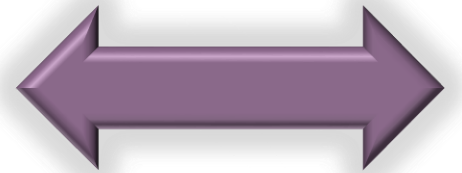
2. You can also go to the Go to Link bar.



3. Links take you resources created by National RTAP as well as external organizations.

# Links

Resource Share is truly meant to share!



Please use the permalinks to resources developed by National RTAP in your newsletters, documents and website.

For example:

National RTAP. (2017) Substance Abuse Awareness Training, Testing, and Compliance Technical Brief. <http://nationalrtap.org/Resource-Library/Advanced-Search/fid=788>

National RTAP. (2017) [Substance Abuse Awareness Training, Testing, and Compliance Technical Brief.](#)

*Note: We are always updating our resources. The permalinks will still work, but any dates you enter in your own documents may need to be updated.*

# Saving Favorites



All Library Resources | [View Favorites](#) ☆

1. Click on the green star next to any item that you would like to save as a favorite.
2. If you are logged into Resource Share, the star next to the item will turn yellow. If you are not logged in, you will be prompted to log in or create an account if you want to view favorites.
3. Click the View Favorites link while logged in to return to your favorited items.

*Note: If you don't want to save any resource, you can always "unfavorite" it.*

# Ordering

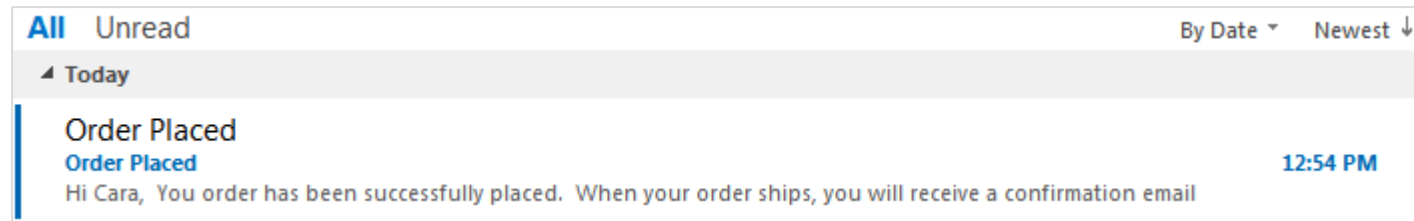


Quantity	Action
<input type="text" value="1"/>	
<a href="#">Confirm Order</a>	<a href="#">Update</a> <a href="#">Previous Step</a>

1. Click on the green cart icon next to any item that you would like to order. If the icon is gray, the resource is not available to order in hard copy.
2. When you have completed your selection, click on the View Cart button. If you are not logged in, you will be prompted to log in or create an account.
3. Once you've finished selecting items, you will have a chance to update the amount you want shipped, cancel the order, edit your shipping address or return to the library to add more items. Click Confirm Order to complete your order.

# Ordering

1. You will receive an email confirmation that your order has been placed.



2. You will also receive a receipt when the order is being shipped.  
*Even though it is called a receipt, all National RTAP resources are free!*

Name	: Cara Marcus	TransactionId	: 201710191653220
		Ordered Date	: 10/19/2017
		Quantity	: 1
Item #	Item Title	Organization	Quantity
80	Advisory Versus Governing Boards		1



# Support

- If you placed an order in error, or want to change quantities of your order after you've completed it, please contact us at [info@nationalrtap.org](mailto:info@nationalrtap.org).
- We have included a link to our Resource Library Catalog (an annotated list of all resources produced by National RTAP) and Resource Library Mission and Policy Statement on the Resource Library entry page.
- If you cannot find what that you need, please call us at 888-589-6821, live chat with us via the National RTAP website, or email us.

*We look forward to assisting you!*

# Live Demo

<http://nationalrtap.org/Resource-Library>

The screenshot displays the National RTAP Resource Library website interface. At the top, there is a search bar with a text input field and two buttons: "Keyword Search" and "Advanced Search". Below the search bar are three buttons: "How to Find Resources", "Browse by Subject", and "Browse by Format".

On the left side, there is a "Topic Guides" section with a list of topics: ADA, Bloodborne Pathogens, Defensive Driving, Distracted Driving, Drug and Alcohol, Livability, MAP-21 Program, Mobility Management, Safety/Transit Asset Management, Tribal Transit, and Wheelchair Securement.

In the center, there is a "Featured Resource" section. The featured resource is titled "Substance Abuse Awareness Training, Testing, and Compliance Technical Brief". It includes a small image of a person and a text description: "Anyone designated by US DOT as a safety-sensitive employee is subject to DOT drug and alcohol testing. But what does 'safety-sensitive' mean? FTA states that 'Operators of revenue service vehicles, CDL-holding operators of nonrevenue service vehicles, vehicle controllers, revenue service vehicle mechanics, firearm-carrying security personnel' all qualify as safety-sensitive, while FMCSA mandates that anyone who holds a CDL and operates a CMV is a safety-sensitive employee. This technical brief will provide guidance for employers who must train and test safety-sensitive employees for drug and alcohol use and misuse, and prepare employees for what to expect."

At the bottom of the featured resource section, there are three buttons: "Rural iNTD Data", "National RTAP eLearning Portal", and "Directory of Trainers".

On the right side, there is a "Need Help?" section with contact information: "info@nationalrtap.org", "888-589-6821", "Click here to chat with us", and "Mon-Fri 9am - 5pm ET". Below this is a "Mission and Policies" button with a PDF icon.

Below the "Need Help?" section is a "Resource Share Account" button.

At the bottom right, there is a "Resource Catalog" section with a description: "National RTAP's Resource Catalog lists all of our popular products, including training modules, web apps, and technical briefs." Below this is a "Download" button.

# Questions?



# Thank You!

## **National RTAP**

888-589-6821

[info@nationalrtap.org](mailto:info@nationalrtap.org)

[nationalrtap.org](http://nationalrtap.org)

[facebook.com/nationalrtap](https://facebook.com/nationalrtap)

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Recording will be posted at [nationalrtap.org/webinars](http://nationalrtap.org/webinars) within one week and transcripts available upon request



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