BlackCat

TRANSIT DATA MANAGEMENT SYSTEM

AGENCY USER GUIDE

System Web Address: ***widot.blackcatransit.com***

Table of Contents

User Guide

Section 1: Introduction

1.1 What is the BlackCat Transit Management System?

Panther International, LLC is proud to offer the **BlackCat Transit Management System (BCT)**, a grant management system designed and developed specifically for use by the state Departments of Transportation (DOT) and other key transportation industry organizations.

The **BlackCat Transit Management System** is a secure, web-based system that allows an entire grant program to be automated and managed online. **BCT** will allow you to apply for funding through an online grant application process and will provide an efficient way to report on your grant after funds are awarded. In addition, the system allows users to track their budgets and request payments in one easily accessible database. The system prevents duplication of data and ensures efficient tracking of progress throughout the life cycle of a grant program for both the grantor and grantee.

1.2 This User Guide

This user guide was created to assist transit agency users, Metropolitan Planning Organizations (MPOs), regional council members, DOT representatives, and other users with the efficient use of the **BlackCat Transit Management System.** This guide will walk you through each step of the grant process, from gaining access through reporting. We suggest utilizing this manual to help walk through each component of the system while you complete the process. There are also video tutorials located in the resources section of the system. Please refer to the resources section in this guide for further instruction on how to access them.

If immediate technical help or support is needed, please call the **BlackCat Support at 1-888-238-9707** or select the "**Contact Support**" link at the bottom of each section within the system; this will create an email for you to document the specific issue you are experiencing. If you call and a representative does not answer directly, please leave a message and your call will be returned in a timely manner. To assist our team in providing the most helpful responses, please provide your name, the state you are calling from, the agency you are representing, your contact information, and details about your question or issue you are experiencing.

Note: Due to differences between internet browsers, your view may differ slightly from the view in the screenshot utilized to create this manual. While internet browsers may cause a variation in look and feel, all systems components should continue to function in all internet browsers.

Disclaimer: All screenshots in this guide are from our test site and while the names and data may be familiar, the information is test information we have entered and is not accurate.
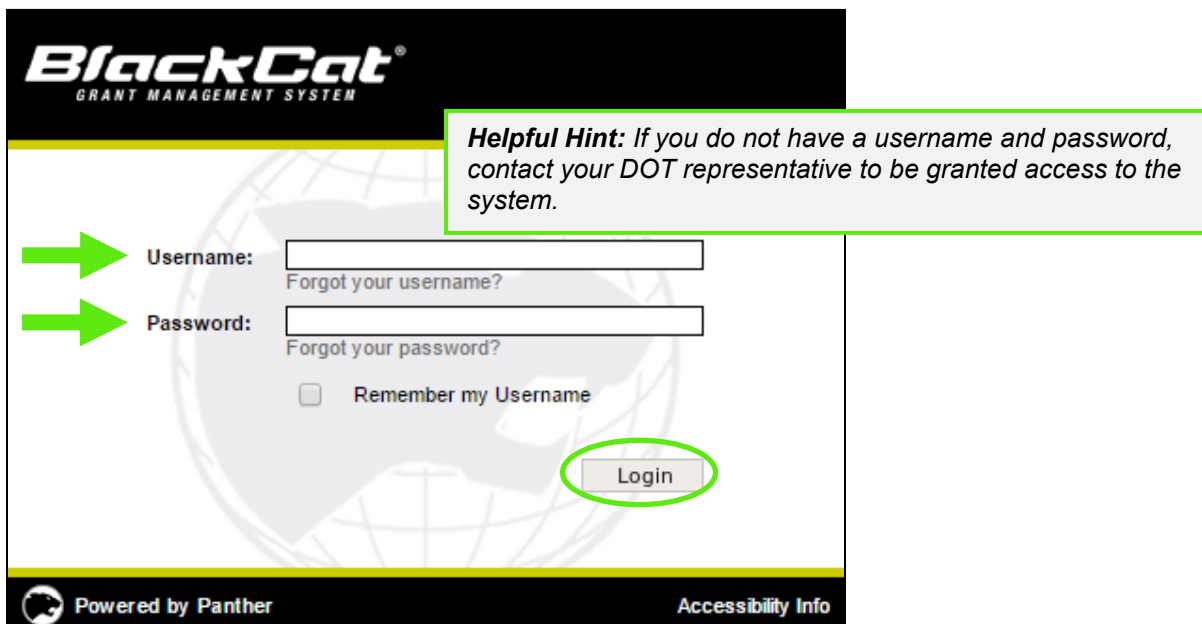
Section 2: Getting Started

2.1 Access BlackCat Transit Management System

1) Locate the **BlackCat Transit Management System** login screen at **widot.blackcattransit.com**
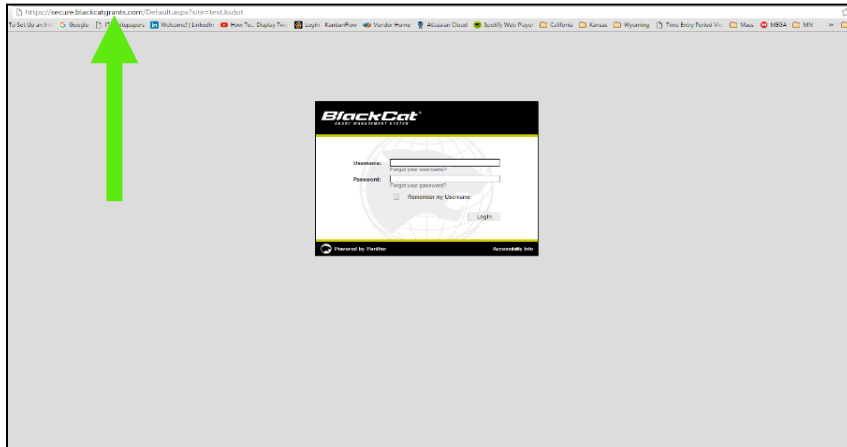
2) Login to the **BlackCat Transit Management System:**
   a.   Enter your username
   b.   Enter your password
   c.   Select the Login button

Helpful Hint: If you do not have a username and password, contact your DOT representative to be granted access to the system.

2.2 System Overview

1) **Dashboard:** After logging in, you will see the system dashboard. On the dashboard, you will have quick access to information related to projects, applications, funding, invoices, etc.

The **Welcome Message** will provide key information about activities related to the system; including critical announcements or bulletins.

The **Project Watch List** is designed to allow easy, quick access to projects that you want to track.

The **Submitted Grant Application** displays the grant applications that have been submitted by your organization.

2) The system is sub-divided into several components:
   o Dashboard
   o Projects
   o Applications
   o Organizations
   o Resources
   o Reports
   o Contracts

Access for these components is provided through tabs across the top of the system
(more detail will be provided on each component throughout this guide)
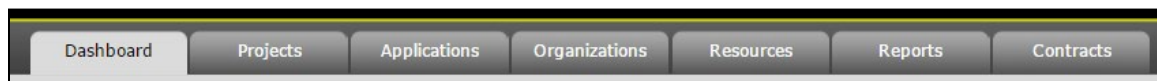
1) User specific features are located in the upper right corner of the screen

User - My Account | Logout | Help

My Account:

If any changes are made within your account, select the **Save** button

*The **My Account** feature allows the user to change certain profile information including first name, last name, phone number, email address, and password.*

Once a username has been created, it cannot be changed.

Logout and Help:

User - My Account | Logout | Help

***Logout** can be used to properly exit the system and end your session.*

***Help** will download a PDF copy of this user guide.*

1) Support for the **BlackCat Transit Management System** is available on the lower right side of each screen once you are inside the system

BlackCat Support Phone Number:
Located at the bottom right corner and should be used to request technical assistance.

Accessibility Info:
Provides information for those users needing accessibility assistance.
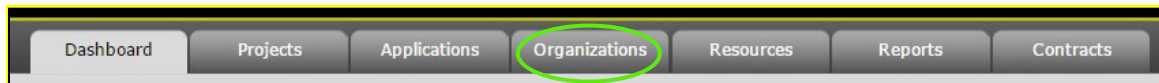
Contact Support:
Allows a user to submit questions, concerns, ideas or other information directly to the **BlackCat Support Team** or directly wi_transit@blackcatsupport.com

Section 3: Organization Management

The Organization section includes data about your agency, including addresses, contacts, key company information, users, financial data, inventories, and a calendar.

3.1 Editing Organization Details

1) Select the **Organizations** tab

2) Select **Edit**
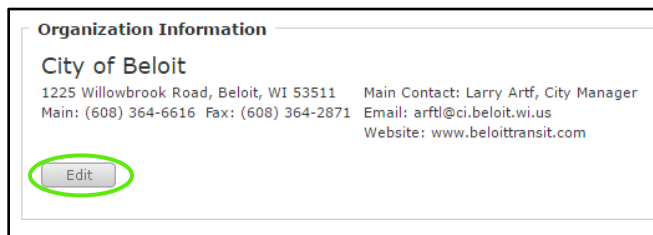
3) Edit the fields you would like to update

Organization Details

Legal Name	City of Beloit
Acronym/DBA	Beloit Transit System
Address	1225 Willowbrook Road
	Beloit — Wisconsin ▼ — 53511

☐ Mailing address if different

Primary Contact	Larry Artf ▼

Main Phone Number	(608) 364-6616
Alternate Phone Number	
Fax Number	(608) 364-2871
Main Contact Email	
Website	www.beloittransit.com
RPC Jurisdiction	Select One ▼
Urbanized Area	Select One ▼

Counties Served

Adams
Ashland
Barron
Bayfield
Brown

⇌

Municipalities

Abbotsford city
Adams city
Adell village
Albany village
Algoma city

⇌

Tier	Tier B ▼
Agency Type	Select One ▼

4) Select the **Save** button to ensure the information you entered is saved

Fares

Base	
Youth/Students	
Senior/Disabled	

Comments

Save   Cancel

3.2 Manage Users

1) Select the **Organizations** tab

Dashboard	Projects	Applications	Organizations	Resources	Reports	Contracts

2) Select **Manage Users**

Organization Overview

Manage Users

Service Characteristics

Providers

Labor Analysis

Inventories

Calendar

Contacts

Reporting

Certification
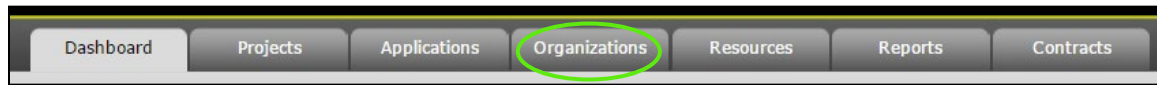
3) Select **Manage Users** list will now show

Manage Users

	First Name	Last Name
Select	Ron	Iwen
Select	Lane	Masoud

Helpful Hint: To add a user contact your DOT representative. To **Edit** a user's detail click **Select.**

3.3 Service Characteristics

This section is where Bus Schedules, Routes, Taxi Schedules and Provider Rates are provided and maintained in the system.

1) Select the **Organizations** tab

Dashboard	Projects	Applications	Organizations	Resources	Reports	Contracts
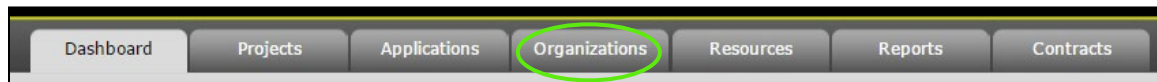
2) Select **Service Characteristics**

Organization Overview

Manage Users

Service Characteristics

Providers

Labor Analysis

Inventories

Calendar

Contacts

Reporting

Certification
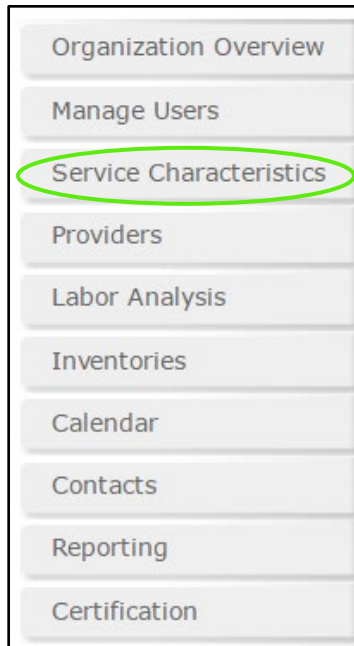
3) Select the information to add, select **Add New**

4) Name your **Route**

5) Select Status

6) Select **Service Type**

7) Select **Save**

Manage Route
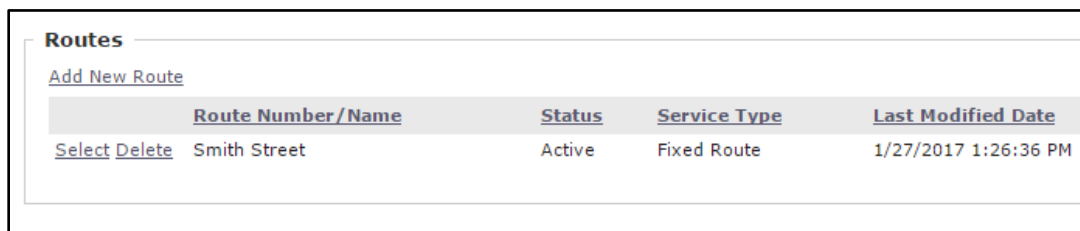
Route Number/Name	
Status	Select One ▼
Service Type	Select One ▼
Save	

To Edit

1) Click **Select**
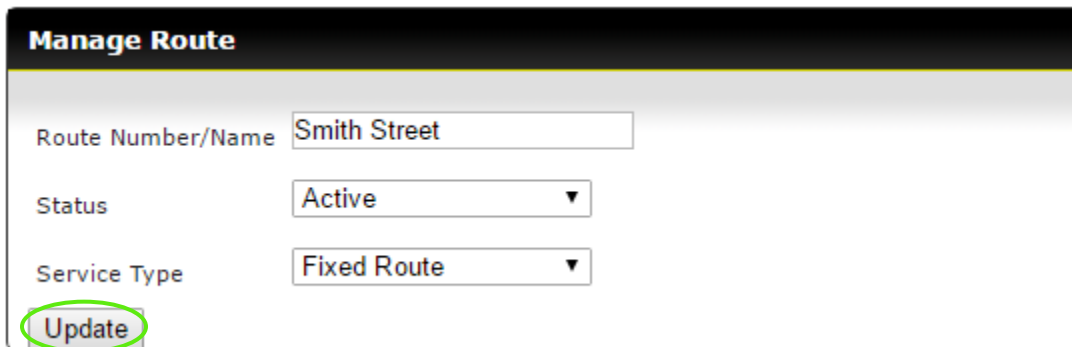
Routes

Add New Route

	Route Number/Name	Status	Service Type	Last Modified Date
Select Delete	Smith Street	Active	Fixed Route	1/27/2017 1:26:36 PM

2) Make any needed changes and select **Update**

Manage Route

Route Number/Name	Smith Street
Status	Active ▼
Service Type	Fixed Route ▼
Update	

3.4 Providers

1) Select the **Organizations** tab

Dashboard	Projects	Applications	Organizations	Resources	Reports	Contracts

2)   Select **Providers**

Organization Overview
Manage Users
Service Characteristics
Providers
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Certification
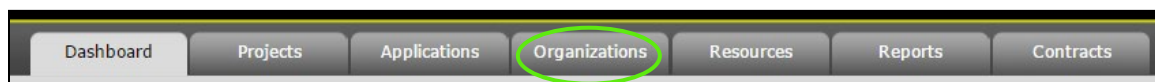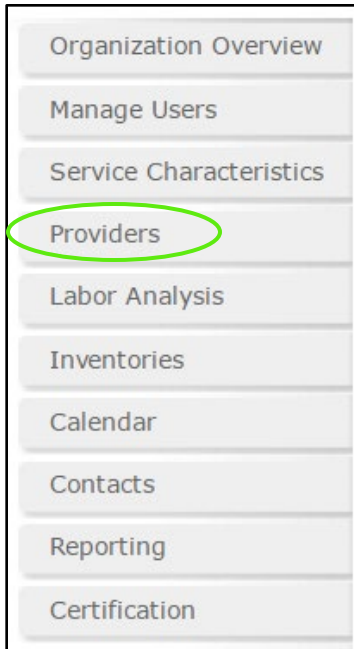
3) The Provides will not be listed for your organization

Providers

Add New

There are no providers associated with this organization.
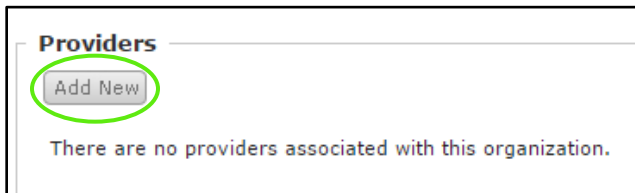
4) Check the Providers that you use.

Choose a Provider

	ProviderName	Type	ContactName
☐	Abby Vans		
☐	Assist to Transport		
☐	Couleecap		
☐	Dor-Tran		
☐	FDS, Inc.		
☐	First Student		
☐	Foster Provider		
☐	Freedom Vans		
☐	Indianhead Community Action Agency		
☐	Kenosha Achievement Center		
☐	Milwaukee Transport Services		
☐	Namekagon Transit		
☐	Pat McGinty		
☐	Rapid Cab		
☐	Riteway Bus		
☐	Running Inc		
☐	Southwest Wisconsin Community Action Program (SWCAP)		
☐	Specialized Transportation Services		
☐	Sunshine House		
☐	Tom Westlund		
☐	Top Hat Inc.		
☐	Truck City Cab		
☐	Union Cab		
☐	Wheels of Independence		
☐	Wisconsin Automotive & Truck Education Association, Inc (WATEA)		

Save

5) The Provers you have selected will now show on the **Provider** list

Providers

Add New

	Provider Name	Type	Contact	Phone	Email	Last Modified
Remove	Classic Cab					8/7/2014 4:09:09 PM
Remove	Fall Taxi, Inc.					8/7/2014 3:59:41 PM
Remove	Riteway Bus					8/7/2014 4:02:10 PM

3.5 Labor Analysis

1) Select the **Organizations** tab
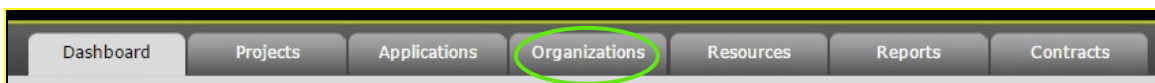
| Dashboard | Projects | Applications | Organizations | Resources | Reports | Contracts |

2) Select **Manage Users**

3) The Labor Analysis will now display, fill out the information requested

Helpful Hint: *Be sure to complete all the appropriate fields.*

4) Select **Save**

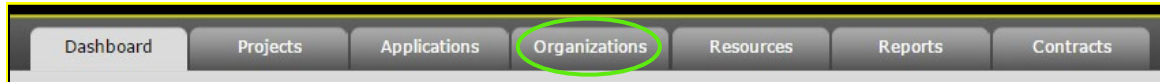## 3.6 Inventory Management

The Inventories section is used to manage vehicle data as well as statistical data created by the use of the vehicle.

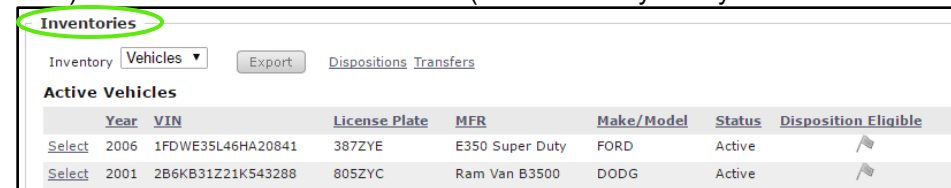To View your organization's vehicle inventory:

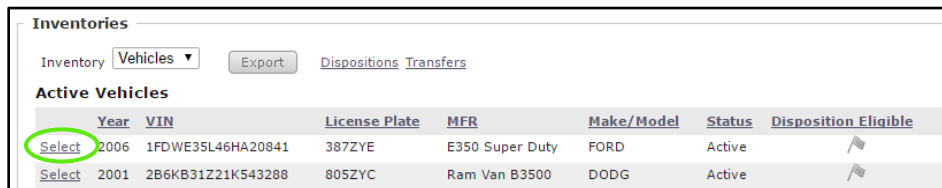1) Select the **Organizations** tab

2) Select **Inventories**

1) Select the **Inventories** section (This will take you to your Active Vehicle page)

To Edit an Item in your inventory:

1) Press **Select** next to the appropriate Vehicle Record.

2) Only the sections highlighted in yellow can be updated. Once updated select **Save**

Helpful Hint: *If you need the mileage edited, you must contact* **BCG support** *for assistance.*

To Export Your Vehicle Inventory to Excel:

1) Select the **Export** button on the Active Vehicle Listing page

Helpful Hint: *An Excel export of your data will open. You can then either print of save the document for future use.*

3.7 Calendar Management

The Calendar section provides a monthly calendar that your organization can use to track milestones and specific dates associated with your funding requests.

To update your organization's calendar:

1) Select the **Organizations** tab

2) Select **Calendar**

Organization Overview
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Service Characteristics
Providers
Labor Analysis
Inventories
Calendar
Contacts
Reporting
Certification
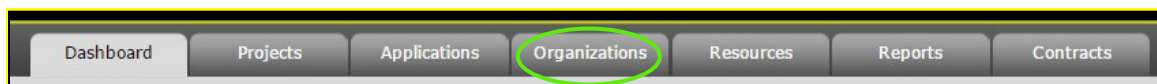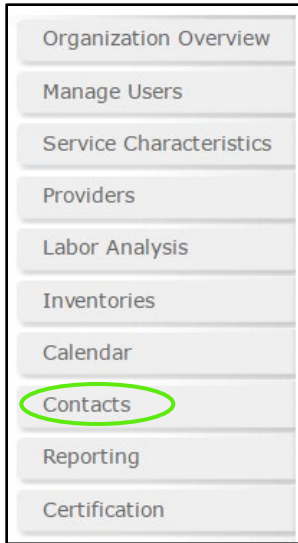
1) To add an event, click on the **date** of the event you want to add
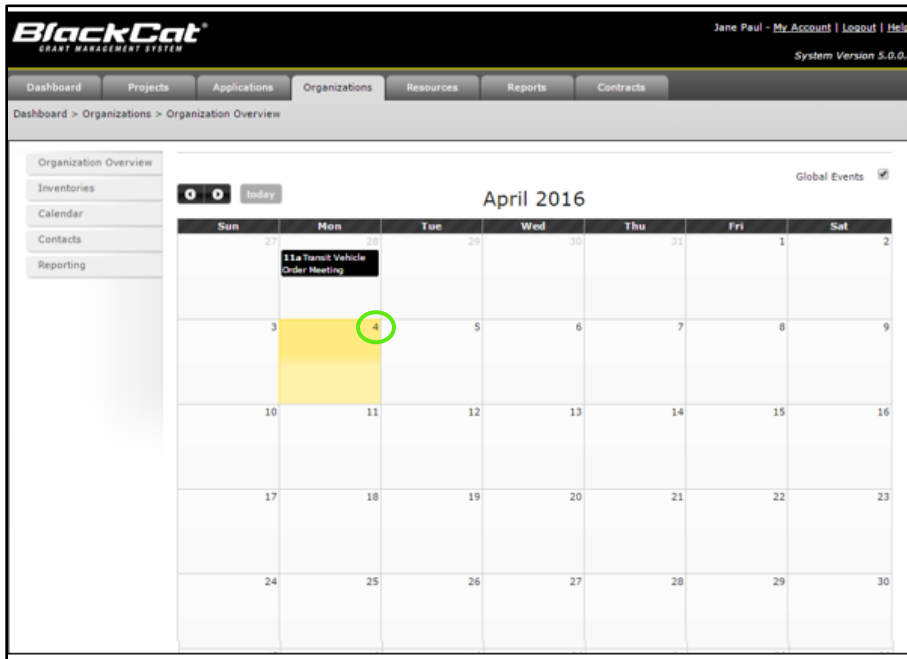
1) Fill out the **Add New Event** fields

2) Select **Save**

3.8 Contact Management

This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. Please note you will have to contact DOT to add a new user to the system.

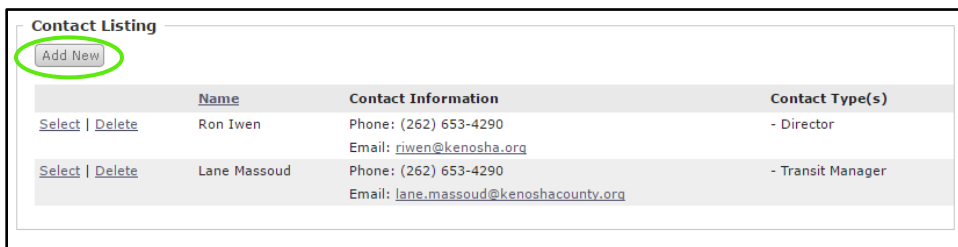To view your organizations contact's:

1) Select the **Organizations** tab

Dashboard	Projects	Applications	Organizations	Resources	Reports	Contracts

2) Select **Contacts**

- Organization Overview
- Manage Users
- Service Characteristics
- Providers
- Labor Analysis
- Inventories
- Calendar
- Contacts
- Reporting
- Certification
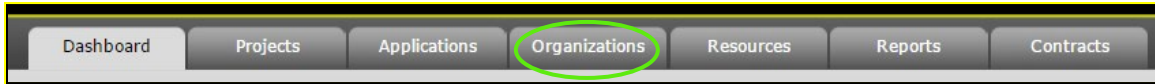
To add a new contact:

1) Select the **Add New** button

Contact Listing

Add New

	Name	Contact Information	Contact Type(s)
Select | Delete	Ron Iwen	Phone: (262) 653-4290 Email: riwen@kenosha.org	- Director
Select | Delete	Lane Massoud	Phone: (262) 653-4290 Email: lane.massoud@kenoshacounty.org	- Transit Manager

2) On the resulting Contact Details page, complete all the applicable fields
   - **Contact Type**
   - **Name**
   - **Title**
   - **Address**
   - **City, State, Zip**
   - **Phone, Cell**,
   - **Email**

Contact Details

Contact Type(s)
- ☐ Coordinator
- ☐ Fiscal Contact
- ☐ Payment Officer
- ☐ Director
- ☐ Fleet/Maintenance Supervisor
- ☐ Primary Contact
- ☐ Emergency Contact
- ☐ Mobility Manager
- ☑ Signature Authority
- ☐ Finance Manager
- ☐ Operations Manager
- ☐ Transit Manager

Program Type(s) ☑ 5307 ☐ 5310 ☐ 5311 ☑ 85.20 ☐ 85.21 ☐ 85.215

Field	Value
Salutation	Ms
First Name	Lori
Middle Initial	S
Last Name	Curtis Luther
Suffix	
Position Title	City Manager
Address 1	100 State Street
Address 2	
City	Beloit
State	Wisconsin
Zip	53511
County	
Primary Phone	Ext Enter 10 digits no hyphens
Secondary Phone	Ext Enter 10 digits no hyphens
Primary Email	lutherl@beloitwi.gov
Secondary Email	
Notes	

Save   Cancel

> **Helpful Hint:** One or more roles can be selected for each contact.

> **Helpful Hint:** The new contact is added to the list of contacts for your organization. Continue this exercise until you have entered all the necessary contacts for your organization.

1) Select **Save**

Save   Cancel

All Contacts added will then appear in the Contact Listing.

Contact Listing

Add New

	Name	Contact Information	Contact Type(s)
Select	Delete	Catherine Symons	Phone: (612) 843-0090 Email: csymons@augustanacare.org	

3.9 Reporting

This section will be utilized to create and submit all reports once your organization has been awarded funds. We will go through this section in more detail in the following **Section 4.**

3.10 Certification Management

This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. Please note you will have to contact DOT to add a new user to the system.

To view your organizations contact's:

1) Select the **Organizations** tab
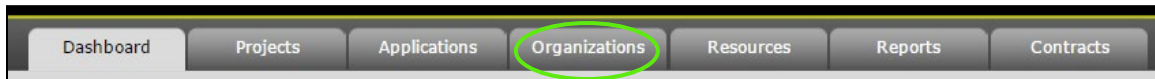
2) Select **Certification**

3) The **Certification and Expirations** will display

Certification of Review and Accuracy

2015 ▼ ☐ I attest and certify that I have reviewed all of the information listed and contained within the Organization section that relates to my organization. I further attest that I have edited, uploaded, or provided all of the required or requested information on behalf of my organization to the best of my ability. I have reviewed the FTA Master Agreement, State Management Plan, and other documents listed in the application instructions, all of which are available in the Global Resources section.

Save | Cancel

Delete	FiscalYear	Created By	Created
✖	2015	Michelle Gavin	11/11/2...
✖	2016	Michelle Gavin	11/12/2...
✖	2017	Michelle Gavin	2/13/2017 9:30:54 AM
✖	2018	Michelle Gavin	4/11/2019 9:26:18 AM
✖	2019	Michelle Gavin	4/11/2019 9:26:30 AM

> **Helpful Hint:** *You must complete all certifications in order to be eligible for grant opportunities.*

Federal Funding Accountability and Transparency Act (FFATA) Certification

The 2006 Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards (including federal financial assistance and expenditures) to be made available to the public. Applicants are not requested to attach a completed FFATA Report document at this time. However, any transit system that receives federal funding will be expected to complete a FFATA at the time the federal grant is awarded to WisDOT.

Select One ▼ Select the calendar year for which you are applying for federal funds. Your agency is required to complete this section each year to become eligible to submit and application.

Select One ▼ Our organization received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards).

Select One ▼ Our organization received $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards).

Select One ▼ The public does NOT have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.).

Save | Cancel

Delete	FiscalYear	EightyPercent	TwentyFiveMillion	PublicAccess	Executives	Created By	Created
✖	2015	No	No	No		Michelle Gavin	11/11/2014 12:02:01 PM
✖	2016	No	No	No		Michelle Gavin	11/12/2015 4:28:49 PM
✖	2017	No	No	No		Michelle Gavin	2/13/2017 9:30:01 AM
✖	2018	No	No	No		Michelle Gavin	12/7/2017 12:53:25 PM
✖	2019	No	No	No		Michelle Gavin	4/11/2019 9:27:09 AM

Section 4: Organization Reporting

After you have been awarded grant funds, reporting is a required step within the system. Submitting your reports through the **BlackCat Transit Management System** allows you and the DOT to have easy access to the same relevant information.

4.1 Reporting Overview

There are 2 different reports:

1) Budget Report
2) Statistics Reports

You will create and submit all reports through the reporting section of the Organization component of the system.

To Locate the Reporting Section:

1) Select the **Organizations** tab

Dashboard	Projects	Applications	Organizations	Resources	Reports	Contracts

2) Select the **Reporting** section
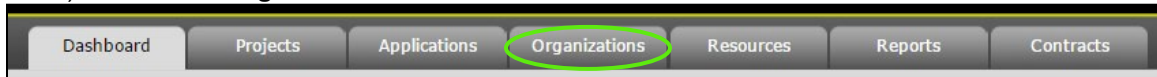
Organization Overview
Manage Users
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Reporting
Certification

4.2 Creating a New Report

To Create a new report:
1) Select the **Organizations** Tab
2) Select the **Reporting** section
3) Select the **Add** button

Reporting

Add

	Report	Year	Quarter	Status
Select	Statistics	2016	1	Review Pending
Select	Statistics	2016	2	Not Submitted

4) Select **Type**
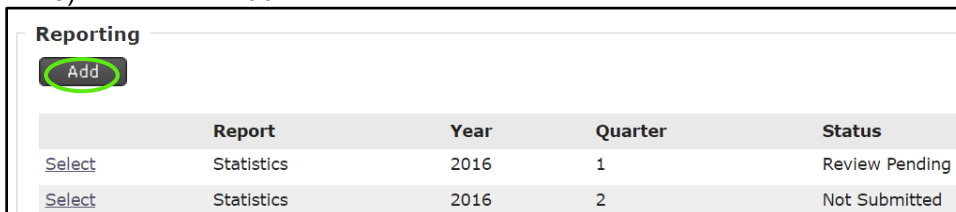
Report

Type Select One ▼
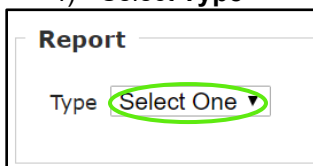
5) Select **Year**

Report

Type Statistics ▼

Year Select One ▼

6) Select **Quarter**

Report

Type Statistics ▼

Year 2019 ▼

Quarter Select One ▼

7) Select **Save**

Report

Type Statistics ▼

Year 2019 ▼

Quarter Q2 ▼

Save   Cancel

8) The report will now open and also be listed on the Reporting list

4.3 Completing and Submitting Reports

To Complete and Submit report:
1) Select the **Organizations** Tab
2) Select the **Reporting** section
3) **Select** the report you want to complete

Reporting

Add

	Report	Year	Quarter	Status
Select	Statistics	2016	1	Review Pending
Select	Statistics	2016	2	Not Submitted

4) Select the **Report Name**

5) Complete requested information

Helpful Hint: Be sure to complete all the appropriate fields.

6) Select **Save**

7) When complete, **Certify**

8) Select **OK**

All reporting sections must be marked as completed to be allowed to submit.

OK   Cancel

9) Select **Save**

10) The report section that has been completed will be indicated with a green checkmark

Report

Please complete each report below. When a report is complete, please check the Completed checkbox within the report and then save. The grayed checks on the page will turn green to indicate that a report is done. Once all reports have green checkboxes, the Submit button will allow the group of reports to be submitted.

Report Name

- Public Transit Bus Operations
- Public Transit JARC
- Public Transit Taxi Operations
- Specialized Transit (5310) Milestones
- Specialized Transit (5310) Vehicle Status
- Specialized Transit Counties/Tribes Ridership

Helpful Hint: If there are multiple reports select the next section and follow the prior steps until all sections are completed.

Delete   Cancel

11) Once all sections have green checks the submit button will be available

12) Select **Submit**

13) To verify your Report has been submitted, see the status on the **Reporting** tab

4.4 DOT Report Approval

Your report will be reviewed and either marked as **Approved** or **Returned:**

- If **Approved,** your report status will change from **Review Pending** to **Approved** and this report is considered complete.
- If **Returned**, your DOT representative will send an email explaining what needs to be modified in your report. At that point, make the required changes and **Submit** the report again.

Section 5: Application Opportunities, Creation and Submission

In the Application section, you will have access to all of your applications past, pending and any active grant opportunities you may be eligible to apply for. This is the section where you will select the opportunities you would like to apply for, create as well as complete the application and submission process. *Please note your grant applications may change in appearance from year to year. If you have any questions regarding the content of the application, please contact your DOT representative*

5.1 View Pending and New Grant Opportunities

1) Select the **Applications** tab

Helpful Hint: There will be two tabs on the Grant Opportunities page (Pending and New). The Pending page lists all not submitted, active or past applications. The New tab will list all current grant opportunities available to you.

2) The *Pending* tab will display any applications that an organization is actively working on or that have been previously submitted.

Helpful Hint: Status will indicate where an application is in the approval process

3) To view new grant opportunities, select the **New** tab
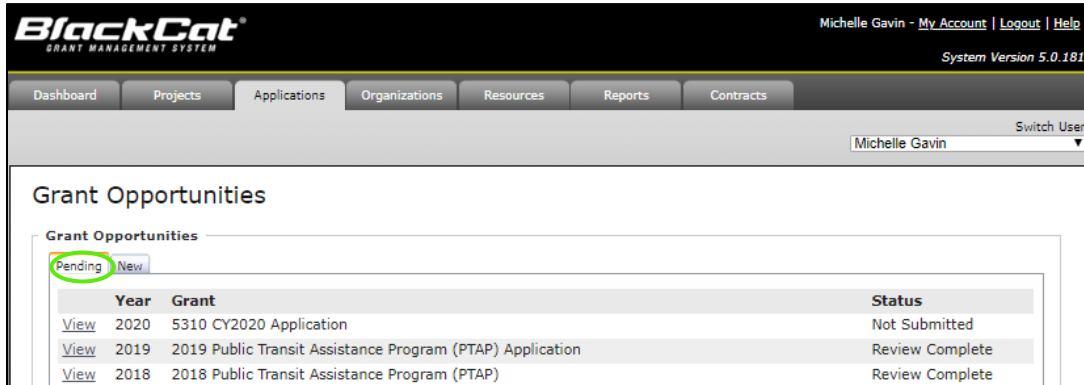
4) The details button will allow you to view more details about the grant opportunity (DOT website)
   a. Select **Details**

Helpful Hint: Once an application deadline date passes, the opportunity will no longer be visible or accessible.
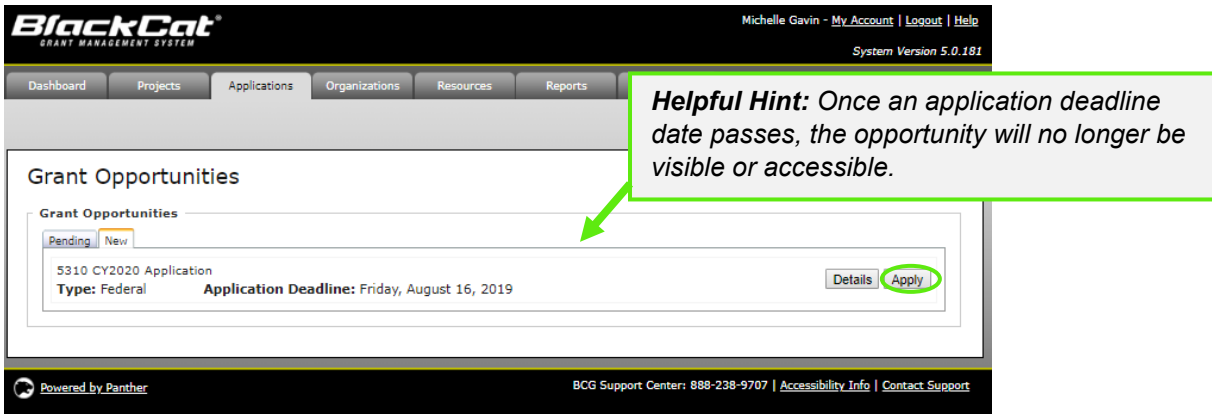
5.2 Applying for and Completing a Grant

There are two sections of the application that must be completed before an application can be submitted:

1. **Applications Forms** section (all must be green or blue, indicating completion)
2. **Project Attachment** section (all projects to be included must be attached)
   a. All project (funding request) must be created and funded prior to being available to be attached to the application. Please see Section 5 Projects on how to complete this process

The submit button is **not active** until both of these steps are completed. The submit button must be active before you can submit an application.

1) To apply for a grant opportunity:
   a. Select the **Apply** Button next to the grant
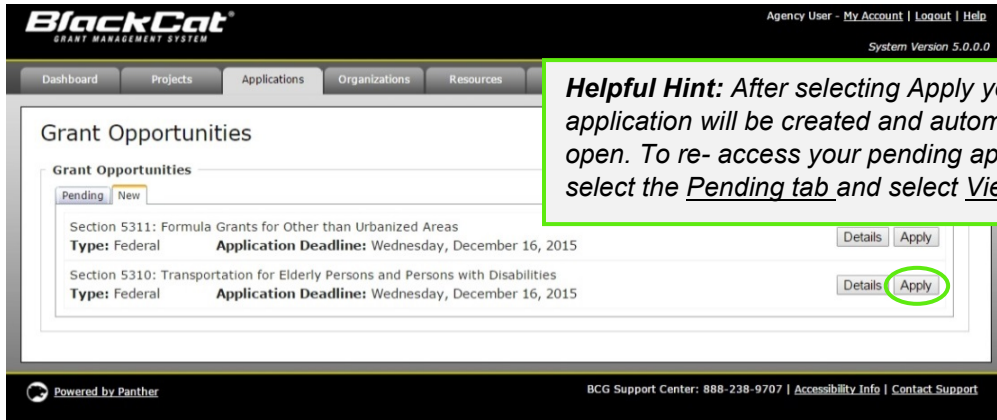
   b. Select the Pending tab
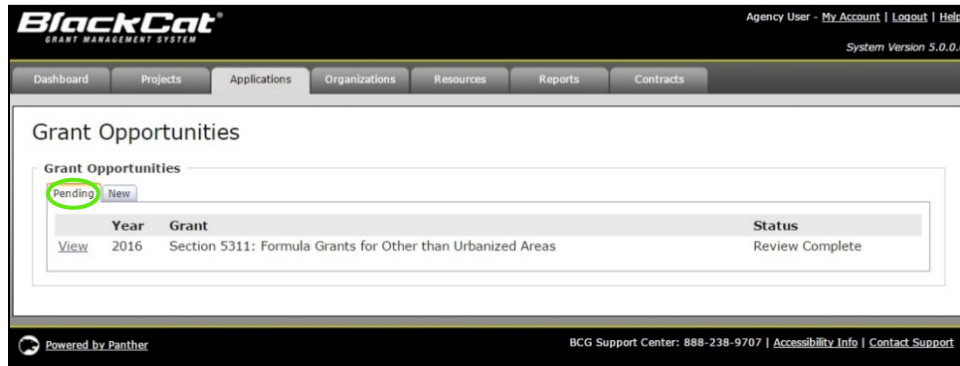
   c. Select the **View** button to access the application
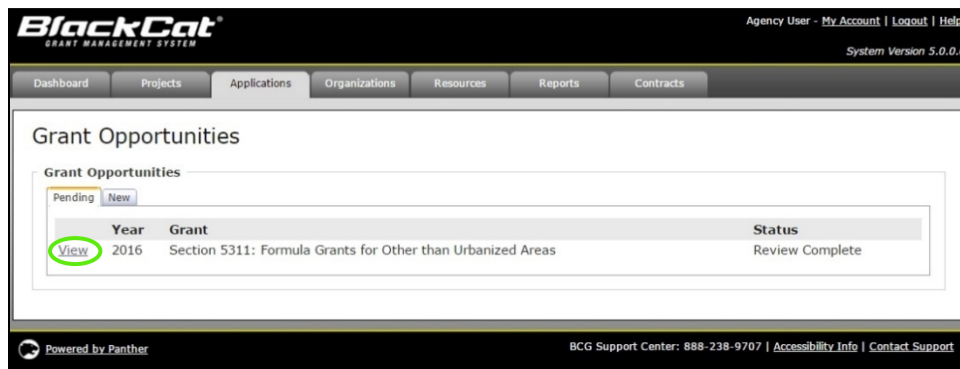
2) To complete your **Application Forms**
   a. Select **Download** next to the first required document

b. The document will indicate that it is downloading,

c. Once that is complete, select (click) the document name, the file will now open in a new window on your computer

Helpful Hint: *Once the document has opened you are now working on your person computer and outside of the BlackCat System.*

> d. In order to fill out the document, you must save the file
> - select **file**

e. Once the document completed and its contents saved you can **upload** the document back to the system
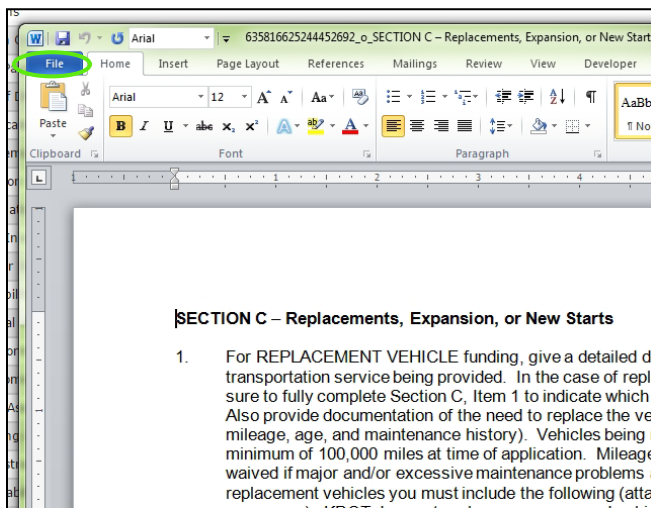
- Select Enable Editing
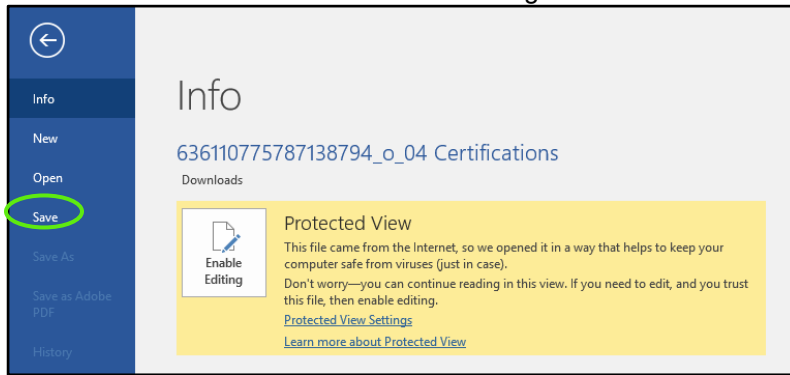
- Now save the document by returning to **File**
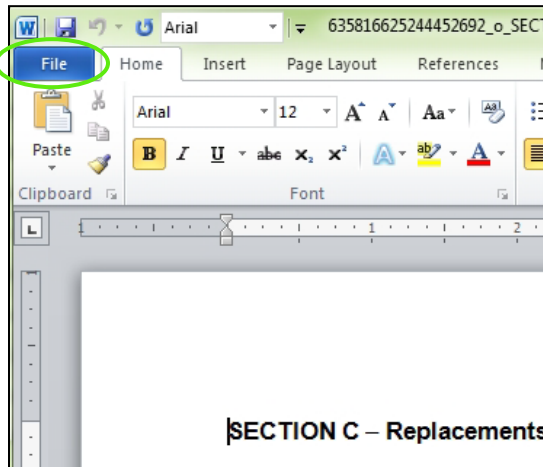
- Select **Save As**
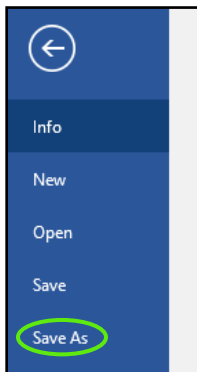
- Select the location on your computer you would like to save the document choose a **File Name**

File name:	Certifications
Save as type:	Word Document

- Select **Save**

Save	Cancel
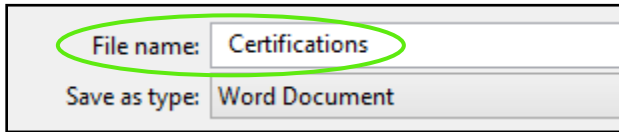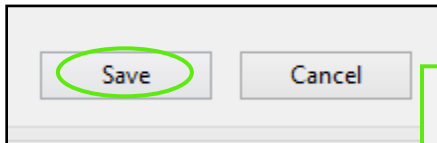
> **Helpful Hint:** *Now complete the document as instructed by DOT. Be sure to save your work along the way.*

3) To Upload a document back into the system

   a. Go to the corresponding document line and select **Attach Upload** or **Re-Upload**

Re-Upload
Re-Upload
Attach Upload
Attach Upload
Attach Upload

   b. Select **Choose File** and select the completed file from your computer

Helpful Hint: The system will indicate that a document has been selected here by displaying your document name. Repeat these steps until all required documents are
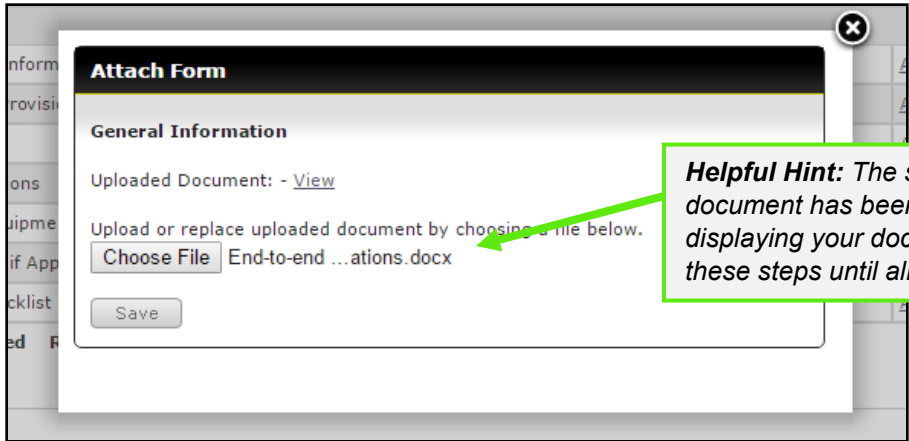
c. Select **Save**
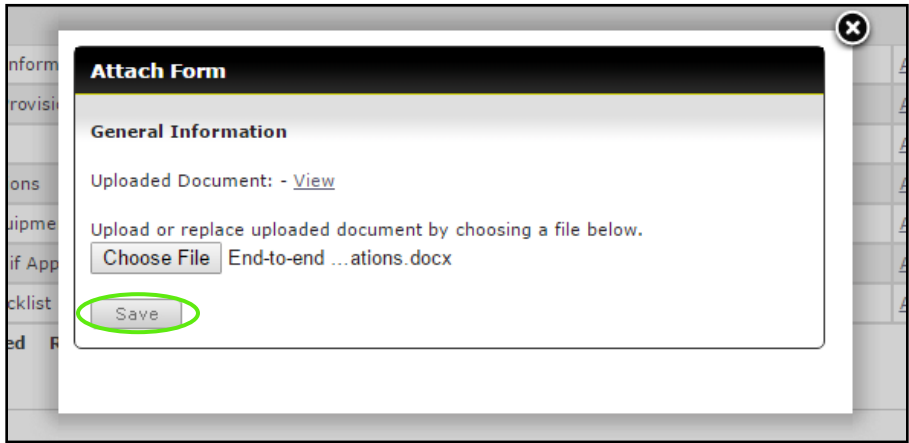
d. Upon selecting save the Attach Form box will close and the line will now say **Re-Upload,** for required documents the check will change from grey to green

Helpful Hint: The Application Forms section of the application is only for single documents. Additional documents maybe loaded in the **Documents** section locate towards the bottom of the Application tab. See **Section 5.4 for instructions.**
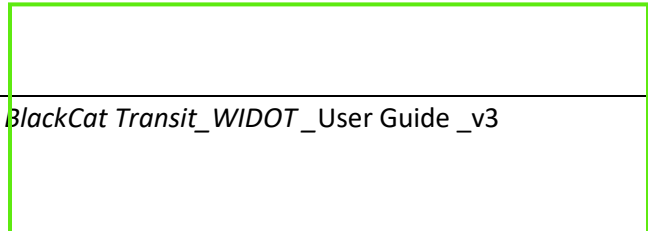
Application Forms Key:

 Required document has been uploaded

 Document upload is optional

 Document upload required

     e.   To view what has been uploaded, select **Re-Upload,** as shown in step d, then **View**
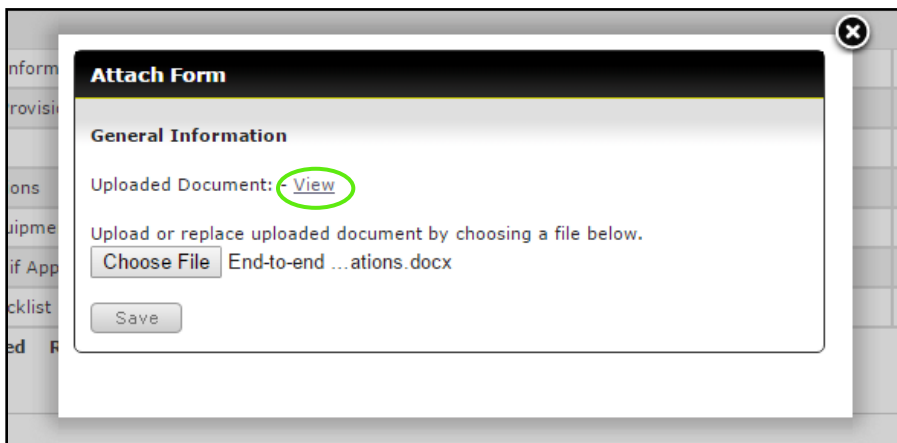
5.3 Attaching A Project

1) Attach all necessary projects to the application
    a.   Select **Attach** in the projects section
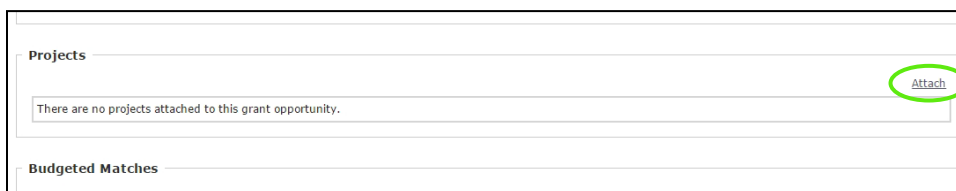
b. Select the checkbox next to each project you want to attach to the application
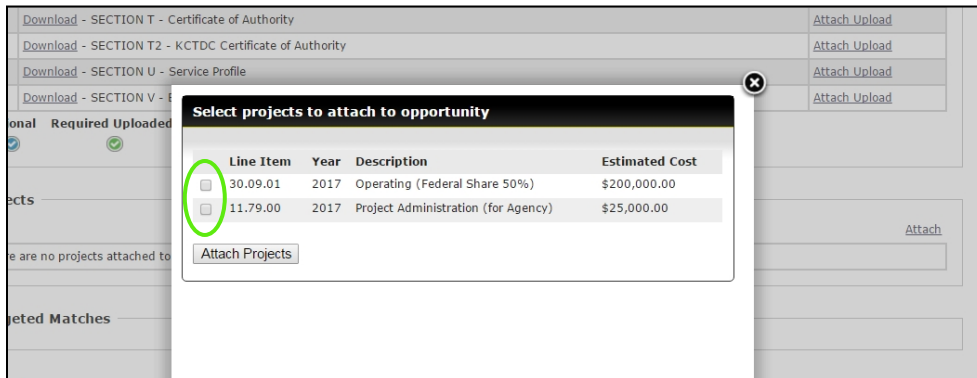
c. Select the **Attach Projects** button

2) Verify that the Budget Match section has populated correctly
   a. Review each project budget to ensure it is correct

Helpful Hint: You will not be able to edit the Budget on the application. Edits should be made at the project level. Changes made to the project will be reflected on the budget in the application.

Depending on the type of funding request and the requirements from year to year this budget table will like be different from the image displayed above.

5.4 How To Attach Additional Documents

1) If applicable, attach additional documents to the application
   a. Scroll down to the documents section
   b. Type in the document name

Helpful Hint: Be as clear as possible when naming additional documents so all other users will be able to easily identify what the document contains.

c. Select the **Choose File** button

Documents

Active Documents

Document Name   Certicifation

Select Document   [Choose File] End-to-end ...ations.docx

[Save]

No documents attached.

Helpful Hint: The system will indicate that a document has been selected here by displaying your document name. Repeat these steps until all documents are

d. Select the correct document from your computer and the select the **Save** button

Documents

Active Documents

Document Name   Certicifation

Select Document   [Choose File] End-to-end ...ations.docx

[Save]

No documents attached.

Each document uploaded to this section will be available in this section.

Documents

Active Documents
Document Name   [   ]

Select Document   [Choose File] No file chosen
[Save]

Helpful Hint: The document title is editable and the document can be deleted, downloaded or emailed using the icons to the left.

	Document Name	Size	Modified	
Edit ✖ 🗎 ✉	Marketing Brochure #1	507 KB	11/18/2015	☐

[Email]

5.5 Submitting an Application

The Submit button will become active once:

- The **Application Form Section** is completed (All the required forms are uploaded)
- All necessary projects have been attached in the **Projects Section**

Once the Submit button is active:

1) Select the **Submit** button to formally submit your application
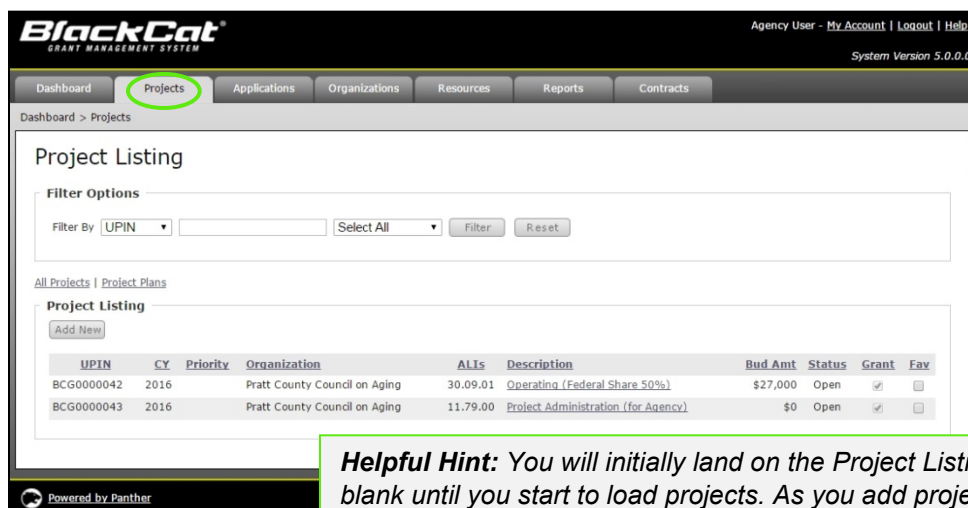
Helpful Hint: You will be able to monitor the status of your application via a number of status changes and email notifications sent by the system. If necessary, DOT will return your application to you for clarification/corrections as needed via email notification.

Section 6: Projects

Projects are operating, capital, administration, and/or planning needs that are required for your organization to operate in the coming year. Before completing your application, you will enter your projects, which includes the funding request/budget. These projects will be combined in your application to create your annual budget.

6.1 Project Creation

1) Select the **Projects** tab

Helpful Hint: *You will initially land on the Project Listing page. It will be blank until you start to load projects. As you add projects to the system, they will all be listed on this page.*

2) Select the **Add New** button

3) Select the appropriate **Fiscal Year** for which you are requesting funds

4) Select the **Lookup** button

Helpful Hint: *Select the appropriate FTA Line Item Code and Description from the list. Depending on your browser you may need to double click to make the selection.*

5) The **FTA Line Item Code** when selected will populate here

6) If needed, modify the description in the **Description** field to allow you to identify it better in your listing.

7) Add what you think the **Total Estimated Amount** of the whole project will be

Helpful Hint: You will create a more specific funding request in the next step. This field is used primarily for Planning purposes.

8) Complete the remaining fields and select **Save**

9) Select the **Select** link in the Funding Request section

10) Enter your budget numbers for each budget category listed (Enter notes as needed)

Depending on the type of funding request and the requirements from year to year this budget table will like be different from the image displayed above.

11) Select **Save** after all the fields have been addressed and dollar amounts have been entered

12) Repeat the project creation process as many times as needed

13) Once you have completed your Project you must go into your Pending Application and Attach your Projects in order for the Submit button to illuminate. Please see **Section 5.3** for details on how to Attach a Project.

Section 8: Resources

The Resources section is where additional documents and records are kept for the Organization, DOT and the **BlackCat Transit Management System**.

1) Select **Resources**
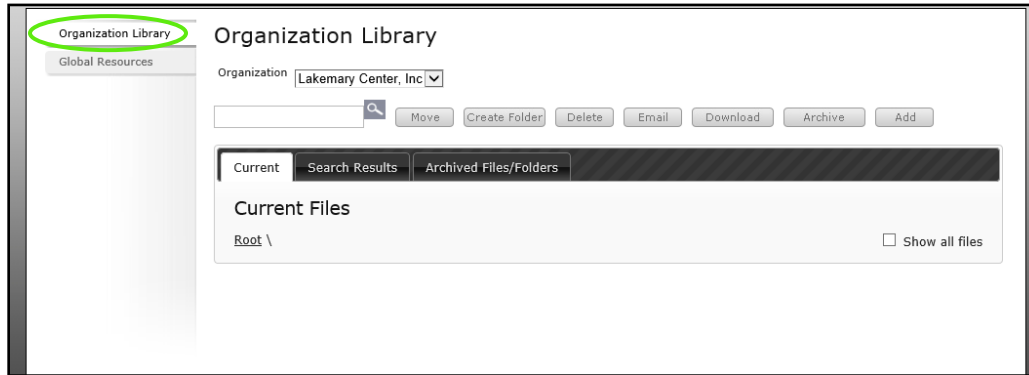

*The **Organization Library** is where your agency can store documents.*

*Global Resources is where the DOT will provide documentation and **BCG** will provide additional learning tools for the system.*

2) To **Add** a document to the Organization:
   a. Select **Organization Library**

   b. Select the **Add** button
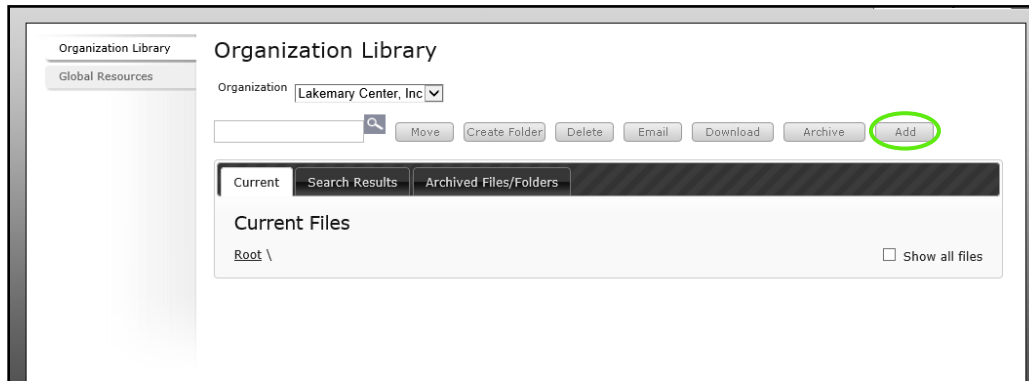
   c. Select the correct choice under **Add File/Link**
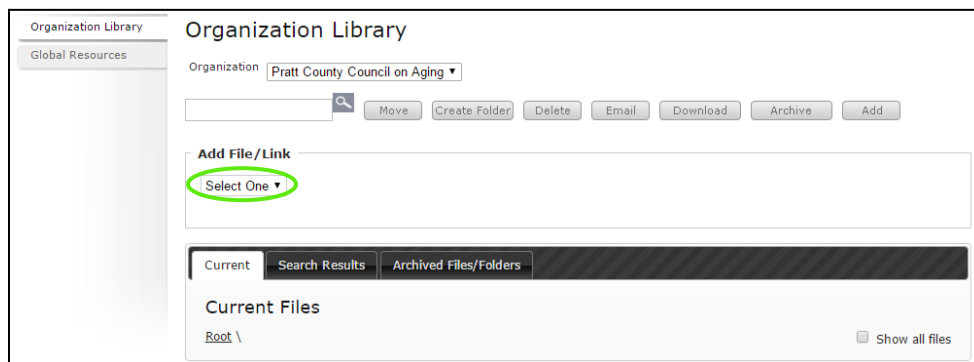
d. If you are adding a file, select **Choose File** choose the correct file

e. Select the **Save** button

Your document is now loaded:

3) How to create a folder:

    a) Select **Create Folder**
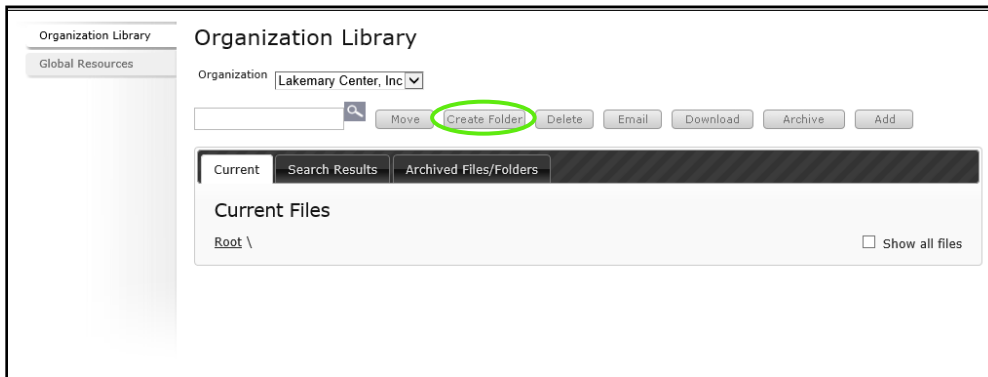
    b) Enter a name for the folder and select the **Save** button

Your folder is now created:
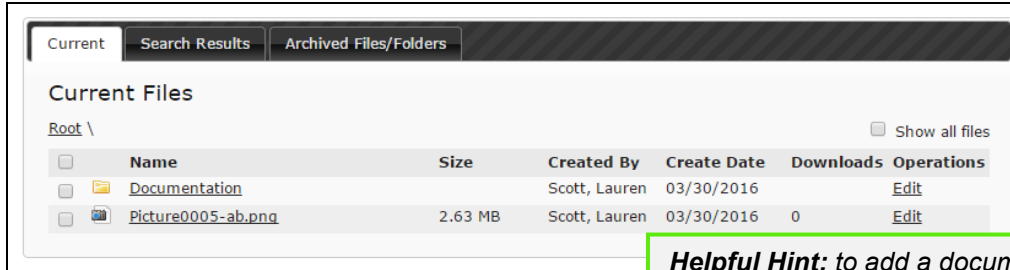
Helpful Hint: *to add a document to your folder, select the folder and repeat the steps for adding a document above.*

4) To find DOT and **BCG** documents and training videos, select **Global Resources**
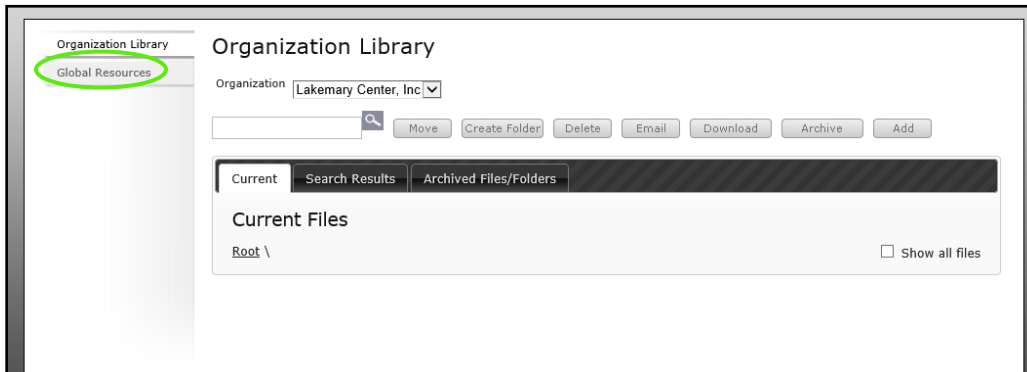
Section 9: Reports

The reports section can be utilized to access information/data from within the system in a neatly formatted document. If there is a report you would like access to but you do not find it in the reports section, please request your report through your DOT Representative or **BlackCat Support**.
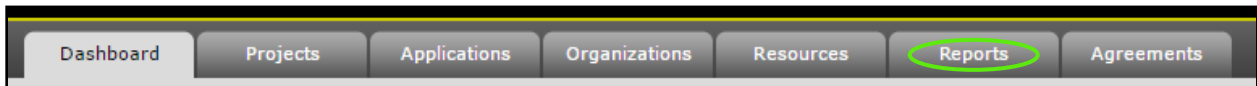
Reports

Report Listing

Compliance

Contracts

Funding

Grants

Invoices

Notifications

Organizations

Projects

Resources

Review

Users

Discrepancies

Section 10: Additional Information

For additional information regarding **technical** functionality, please contact:

- **BlackCat Support at 888-238-9707**

For additional information regarding **policy** or clarification on what **content** to enter please contact:

- **Your Wisconsin DOT representative**

Frequently Asked Questions:

Q1: **How do I add a User?**

A1: A User can be added one of two ways.

    a) Contact your local DOT representative and request to add a User
    b) Contact **BlackCat Support at 888-238-9707 or email wi_transit@blackcatsupport.com**

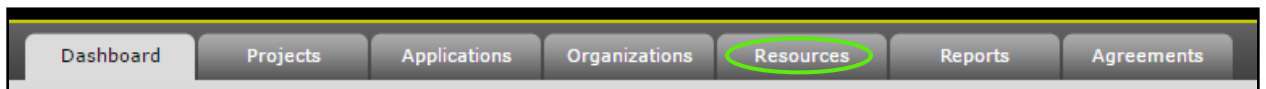**Q2:** **What information am I responsible for maintaining?**

A2: It is vital to keep everything in the Organization section current. Please update this section on a regular basis.
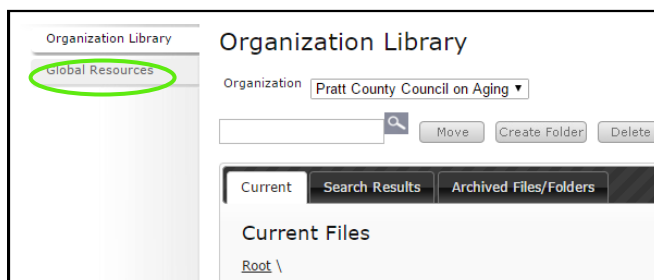
Q3: **Where are training webinars located in the system?**

A3: Training Webinars are located in the Resources section of the website:
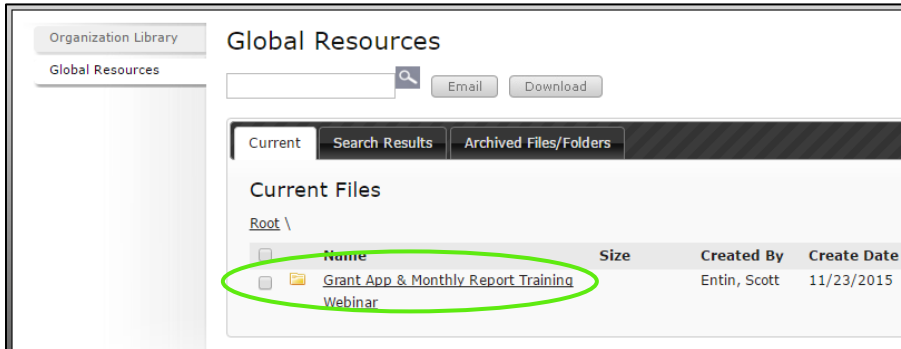
1) Select the **Resources** Tab

2) Select **Global Resources**

3) **Select** the webinar link (the webinar will download on your computer)

Q4: **What if there are no grant opportunities listed for my organization?**

A4: If there are no grant opportunities to apply for you must contact your Wisconsin DOT representative to load the opportunities for your organization.

Q5: **What if the grant opportunities listed for my organization are incorrect?**

A5: If there are grant opportunities available to your organization, but they are not the appropriate funding programs, you must contact your Wisconsin DOT representative to load the opportunities for your organization.

Q6: **How do I get speedy assistance?**

A6: If you need technical assistance, please call the **BlackCat Support** Line. One of our friendly support staff will be there to assist you. If you do reach voicemail, please leave a message with the following information.

- Name
- State
- Organization Name
- Best way to reach you
- A quick summary of your issue or question

Q7: **How do I add the BlackCat Transit Management System web addressed to my favorites or bookmark the page for easy access?**

A7: Website Bookmarking: We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each browser.
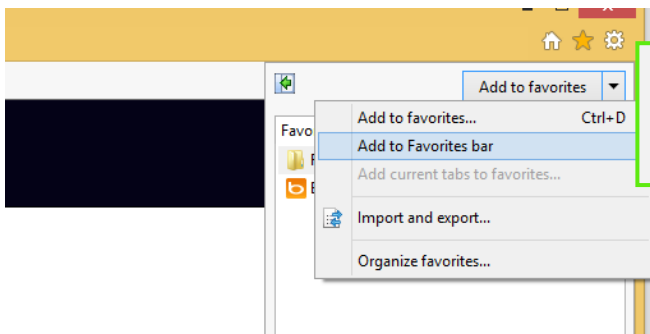
*Google Chrome: Go to the **BlackCat Transit Management System** web address. Click on the star icon at the top right had corner. Select the bookmark bar for your folder type.*

*Internet Explorer 11: Go to the **BlackCat Transit Management System** web address. Click on the star icon at the top right had corner. Select bookmark bar for your folder type.*
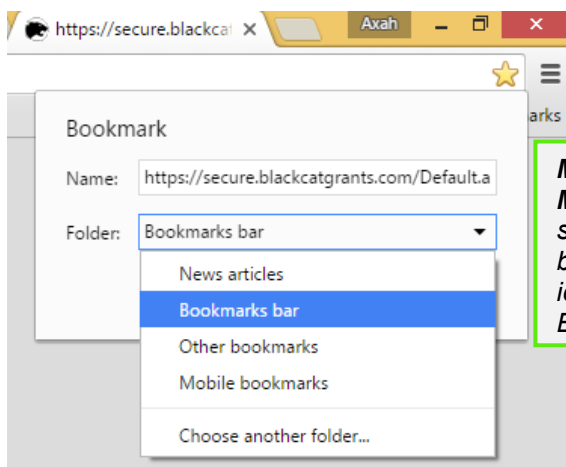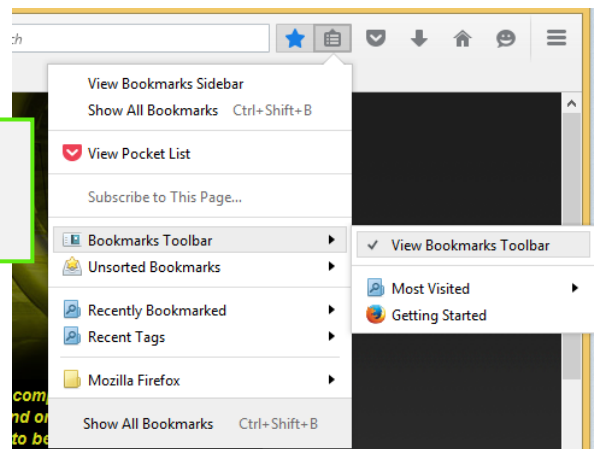
*Mozilla Firefox: Go to the **BlackCat Transit Management System** web address. Click on the star icon at the top right had corner. To show the bookmark in the toolbar click on the clipboard icon, select Bookmarks Toolbar and check 'View Bookmarks Toolbar'.*