

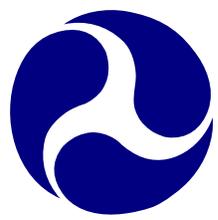
TEAM-Web User Guide

Introduction and Chapter 1

Login Procedure and TEAM-Web Navigation

**By:
QSSI**

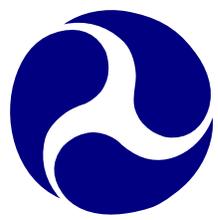
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Chapter 1 Change History

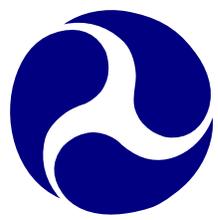
Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
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2.02	04/30/2007	Changed top and bottom margins	Travis Klein
2.03	02/27/2008	Minor formatting and content modifications	Travis Klein, Patty String

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*



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Introduction

The TEAM-Web User's Guide provides detailed information on how to access and use the Federal Transit Administration's online TEAM-Web system. It covers the entire development and administration process of federally assisted projects, from submission of applications to project management and close-out. It also gives a step-by-step procedure for each stage of the project management process.

The TEAM-Web User's Guide covers the creation, submission, award, and execution of an application, quarterly reporting, close-out, Recipient information, and User administration functions. It can be used in two ways: as a reference manual for Recipients and FTA officials and staff who wish to create or manage a project, or as a tutorial for Recipients and FTA staff who are following the training scenario.

When using the TEAM-Web User's Guide as a reference manual for creating or managing a project, choose the Quality Assurance database from the drop-down list in the Login window. After you have successfully logged in and entered the TEAM-Web system, turn to the appropriate section of the TEAM-Web User's Guide and follow the instructions. The pictures are there to guide you through the various processes, but the entry text displayed in the pictures is meant to serve only as an example. You should enter information specific to your application.

Two of the top priorities for the TEAM-Web development group are to create an efficient, accurate environment for managing Federal Transit Administration and Department of Transportation projects, and to document every aspect of the system for maximum usability.

As the TEAM-Web system continues to grow and change with the new requirements and system updates, some aspects of how to enter and display information in TEAM-Web may be modified. Unfortunately, with new functionality being added to the TEAM-Web system, certain sections of this guide may become outdated. As changes are made, the online TEAM-Web User's Guide will be revised.

The development group will maintain the TEAM-Web User's Guide to supplement updates to TEAM-Web. We encourage you to check the online version of this User's Guide frequently. This will ensure that you are reading the most current documentation available for the system.



In the User's Guide Appendix, you will find a glossary of terms used within TEAM-Web. The table of contents and an index exist within each module of the guide and the Compilation Overview contains a quick reference for the contents of each module.

For information on Federal requirements for processing your applications, please contact your local FTA regional office. For assistance with logging in or using the TEAM-Web system, please contact the TEAM Helpdesk at: Toll Free (888) 443 – 5305, or online at TEAM.Helpdesk@fta.dot.gov



Chapter 1: Login Procedure and TEAM-Web Navigation

Overview

This chapter explains how to log in to the TEAM-Web system from your computer and how to navigate through the TEAM-Web screens.

Login Procedure

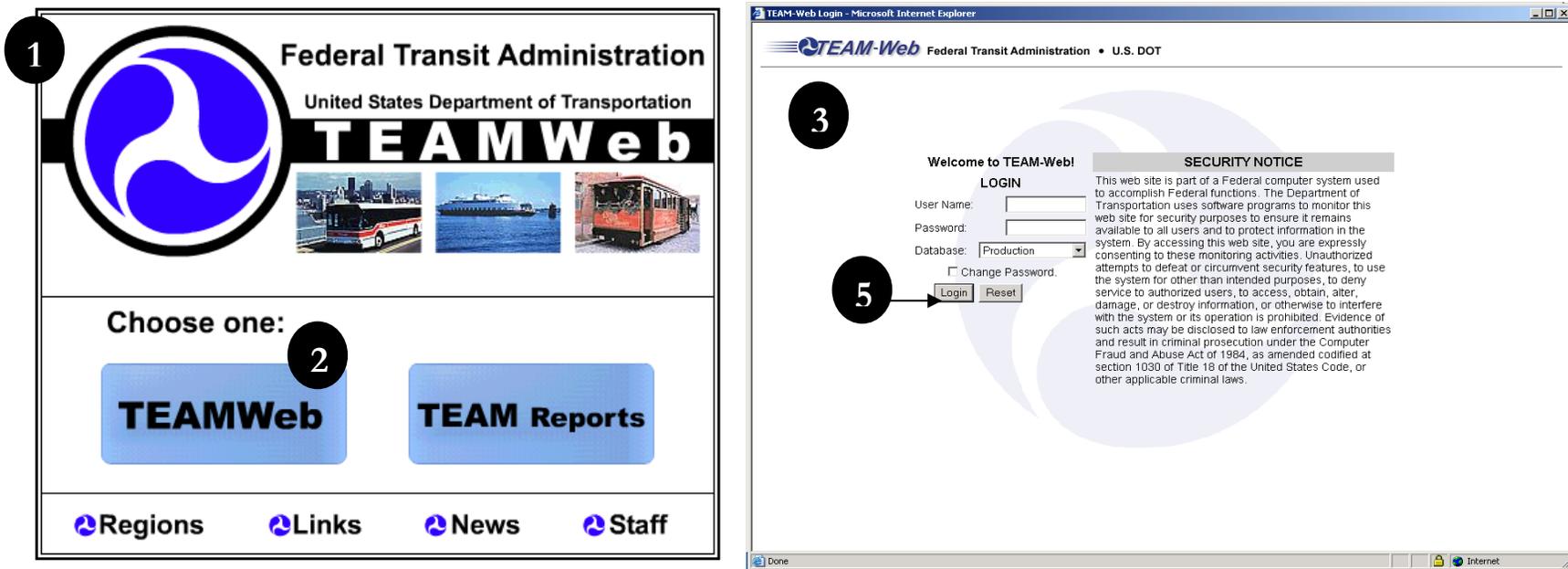


Figure 1

The following steps refer to Figure 1:

1. Go to the following website by entering this into your web browser: <http://ftaTEAMWeb.fta.dot.gov/>



2. Click on TEAM-Web
3. When the **TEAM Login** window appears, type in your user name and password in the appropriate text boxes. (**NOTE:** To change your password, see Appendix A)
4. The system defaults to the PRODUCTION database, where you may create or manage a project.
5. Click the **Login** button

Main Menu and TEAM-Web Related Links

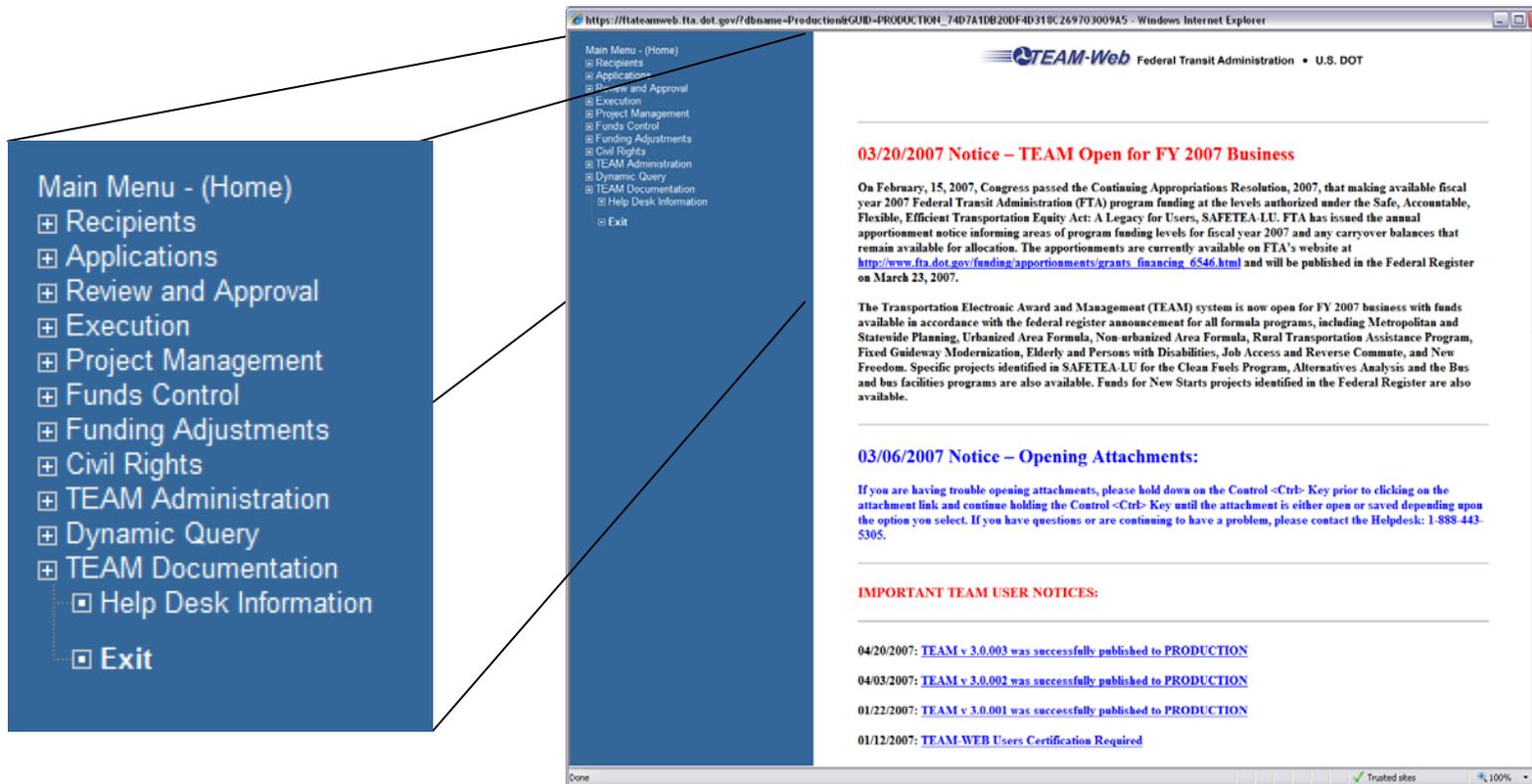
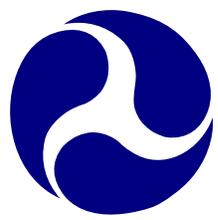


Figure 2



The TEAM-Web Main Menu (Home) page contains a list of TEAM-Web areas of functionality, located in the top, left-hand corner of the screen (see Figure 2). To the right of the blue Main Menu list, you will also find links to various TEAM-Web related areas as well as current system notifications as necessary. The links will be discussed on the next few pages. Navigation of TEAM-Web via the Main Menu will follow.

TEAM-Web Related Links

The main menu contains a variety of links to pertinent data that is updated as necessary. Information may include, but is not limited to: notices on a recent software release, Master agreements, ALI information, TEAM user access forms and instructions, Regional contact information, etc. Please feel free to visit the main menu for ascertain information from its system messages and various links.

Shortcut to Dynamic Query by State

Clicking on this link will bring you to a map of the US and its territories. To the right of the map you will find a list of data types. To query a certain data type for your state, perform the steps outlined below and refer to Figure 3 and Figure 4:

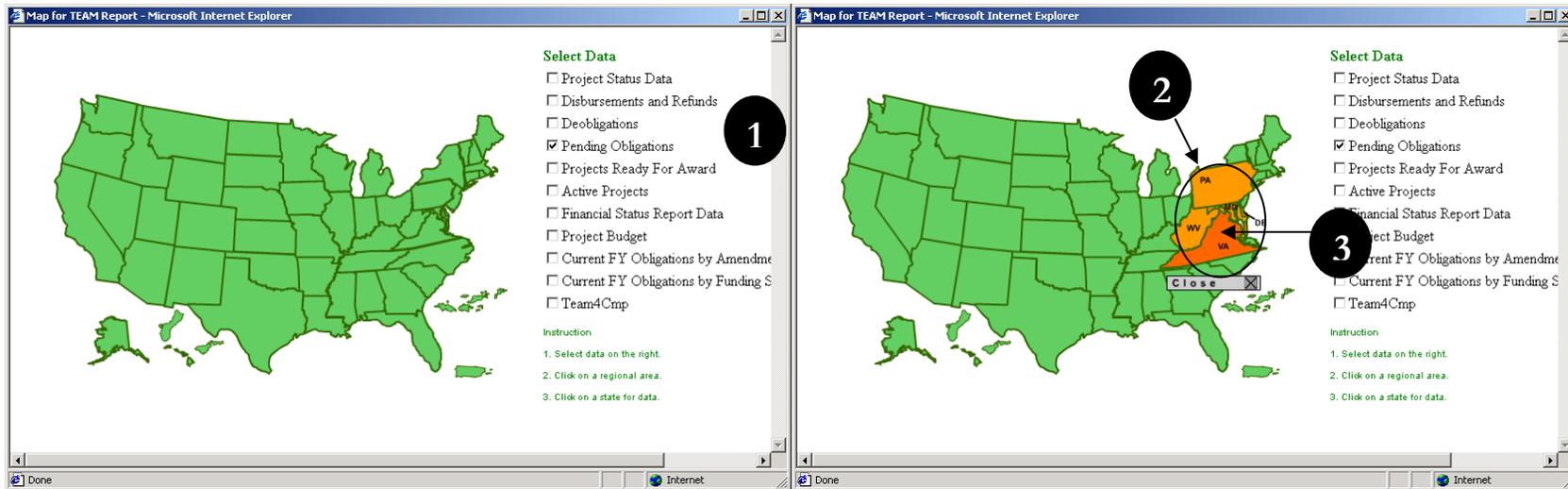


Figure 3

1. Select the data you would like to query by clicking in the check box next to it.
2. Move your cursor over the state/territory in which you are interested. This will highlight your state/territory as well as its Region. Click anywhere within the highlighted region to enlarge the selected area.
3. When the area is enlarged, click on your state/territory of choice.
4. This will result in the selected data being queried and formatted for viewing. You will then be instructed to click on a link to view your data (Figure 4)

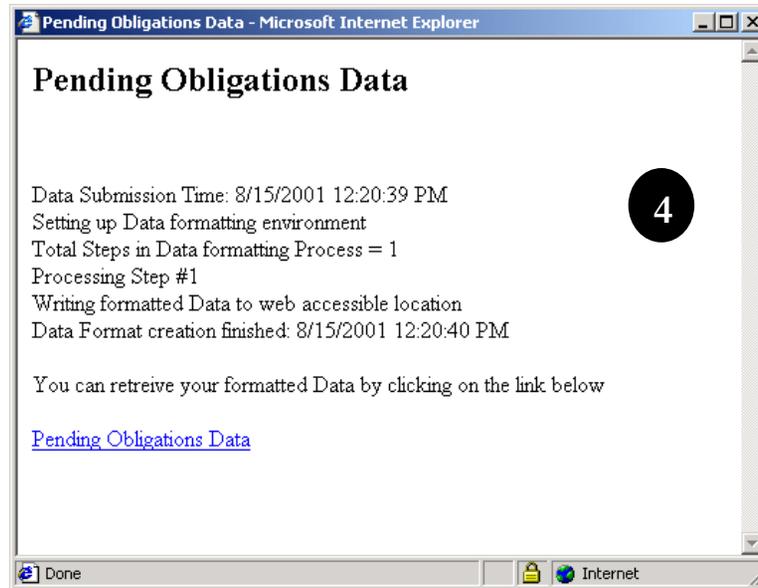


Figure 4

Regional Contact Link

The Regional Contacts link will take you to a dynamic map. Click on any part of a Region to access that Region's contact information. The information will display to the right of the map (see Figure 5).

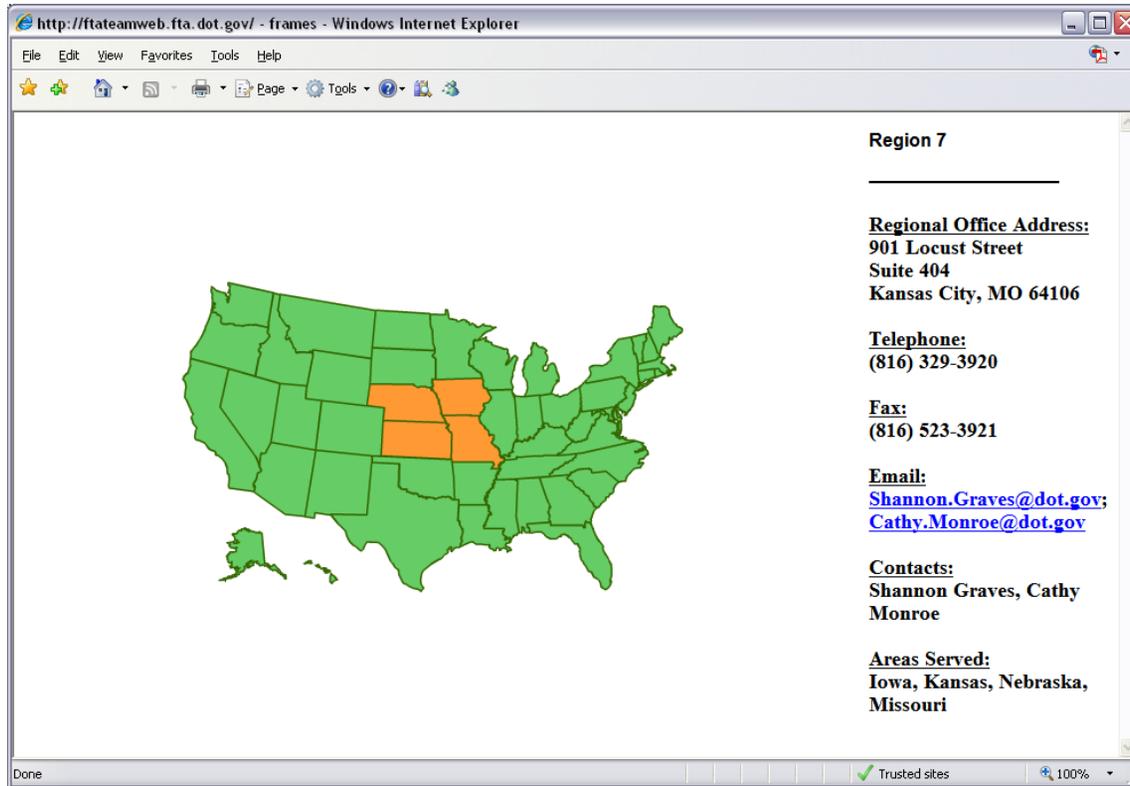
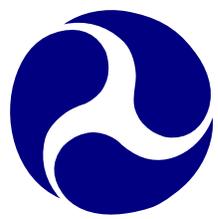


Figure 5

Navigating through TEAM-Web

Use the TEAM-Web Main Menu to navigate through the TEAM-Web system. Note that plus (+) signs appear next to each of the menu items. By clicking on these plus signs, you will be able to view sub-menu items that fall under the Main Menu items (see the steps below and refer to Figure 6:



1. To display the sub-menu items under the Review and Approval area of TEAM-Web, click on the plus sign to the left of the words “Review and Approval” and a list of options will appear, including: “Comments/Concurrence,” “Review/DOL Dates,” “Reservations,” “Obligation/Award,” and “Deobligation.” The plus sign will then be replaced by a minus sign.
2. To hide the sub-menu, click on the minus sign.
3. The menu will return to its original appearance

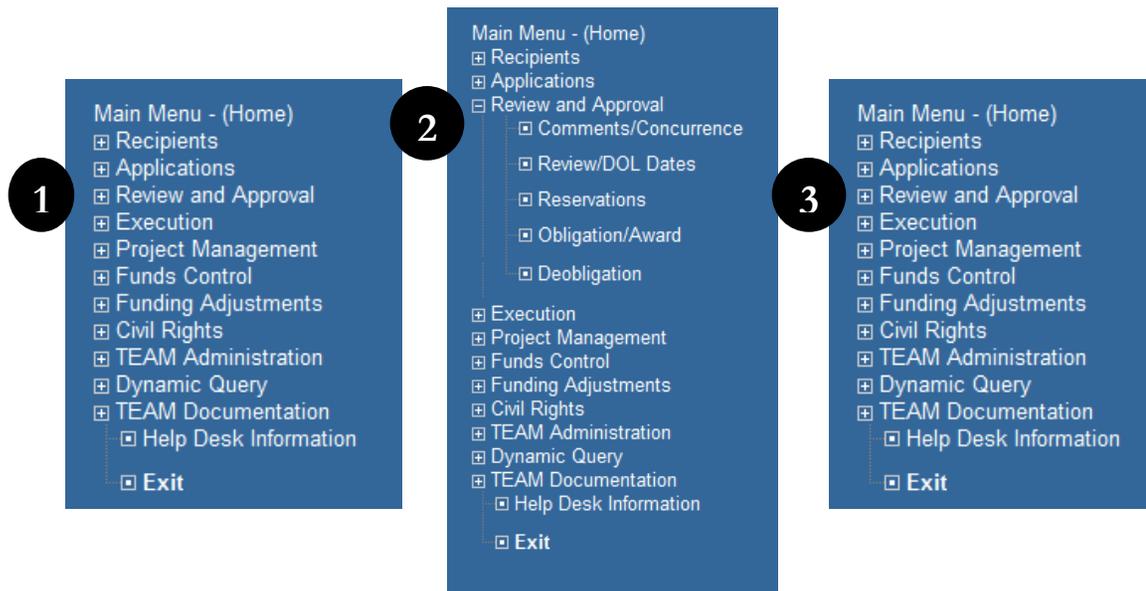


Figure 6

Important: Depending on which area of TEAM-Web you are trying to access, you may be required to query a specific project/projects or Recipient ID, before proceeding. This will be discussed in Chapter 2.



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