

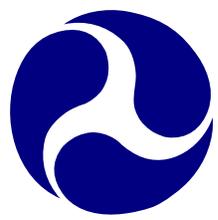
TEAM-Web User Guide

Chapter 13

Charter Registration and Reporting

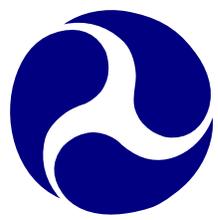
**By:
QSSI**

**Version: 1.1
Date: 03/11/2008**



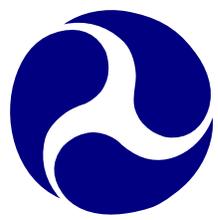
Chapter 13 Change History

Version	Date	Description	Change By
1.0	03/11/2008	Initial Document	Travis Klein
1.1	03/11/2008	Minor Changes and updated Indexing	Travis Klein, Sonya Ransome



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Overview

To satisfy the requirement to post quarterly charter registration reports to a public domain, TEAM-Web has an upload tool available to TEAM-Web users that is accessible from the Navigational Menu and a report query feature that is accessible to the public.

Upload Tool: Location

The Navigational Menu includes an item for the tool that will activate the upload interface. The link is located below the Dynamic Query links and above the TEAM Documentation link as indicated in Figure 1 and is labeled “Charter Registration.” The upload tool housed below the link is labeled “Upload Report.”

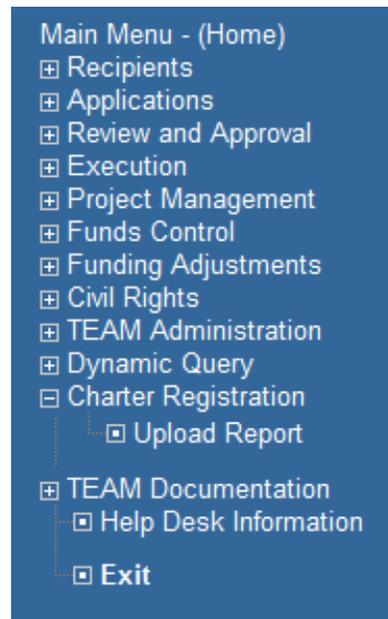


Figure 1

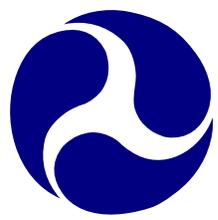


Interface for the Upload Feature

When the “Upload Report” tool is selected an upload form will open (see Figure 2). This upload form includes all of the required search data fields as well as an attachment feature that allows grantees to attach their Charter Registration Quarterly Report in multiple formats including: PDF, Microsoft Excel, or Microsoft Word.

The applicable Recipient ID is displayed for the grantee currently logged into the system. If a grantee has more than one Recipient ID assigned to their account, the form defaults to the largest Recipient number and displays a dropdown button on the field that allows the user to select an alternate Recipient ID. The Recipient ID selected automatically displays the Recipient Name information in the field below. This field is not editable. The Fiscal Year field is another dropdown field that defaults to the current Fiscal Year and goes back to FY 2001. The “Quarter” field does not default to a value, but will be a dropdown field with 1, 2, 3, and 4 values available. If the grantee user should attempt to upload a file without selecting a Quarter, then the system will give the following message: “Please select the appropriate Quarter.”

The bottom portion of the form resembles the fields in the application attachment feature. There is a “Description” field that allows the grantee user to enter any applicable text they desire to identify the file that they are about to attach. The “File Name” field allows for manual entry of the file name and its network path, but also includes a “Browse” feature that enables the user to select any file from their network directory (see Figure 3). Once the file is selected, the bottom of the form contains three buttons: Upload, Reset, and Close. Clicking on the Upload button will proceed with uploading the file to the public folder on the Static Reports website. Clicking on the Reset button will reset the entire upload form. Clicking on the Close button will exit the form.



Upload Charter Registration Quaterly Report	
Recipient ID:	<input type="text" value="1458"/>
Recipient Name:	<input type="text" value="GREATER RICHMOND TRANSIT COMPANY"/>
Fiscal Year:	<input type="text" value="2008"/>
Quarter:	<input type="text" value="Select"/>
Description:	<input type="text"/>
File Name:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	
*Maximum file size 6MB	

Figure 2

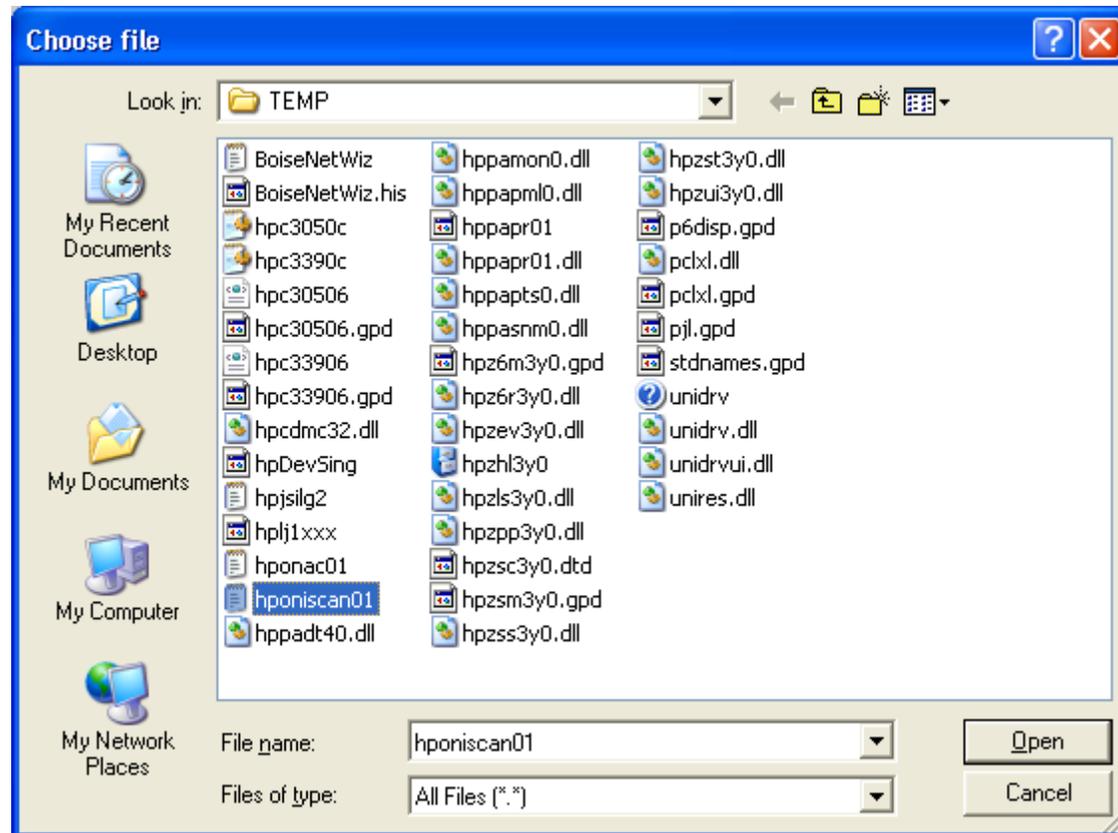


Figure 3

If the user chooses to upload a report, a system message will appear that notifies the user that the file has been successfully uploaded (see Figure 4). Clicking on the “OK” button on this message returns the user to the upload feature where they may upload an additional file. Clicking Cancel will close both the system message as well as the Upload Report form.

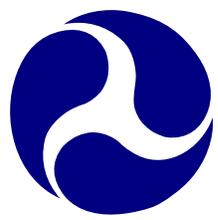


Figure 4

Static Reports Query Feature

The Static Reports query feature for the Charter Registration Quarterly reports is located at the following website: <http://ftateamweb.fta.dot.gov/static/index.html>. A link labeled "Charter Report" is found at this location as illustrated in Figure 5. Clicking on this link will transport the individual seeking information about the Charter Registration reports to a query form. The form will include the following search parameters: Recipient ID, Recipient Name, Fiscal Year, and Quarter. Any combination of the search parameters may be used. A view of the form can be seen in Figure 6. **The full Recipient Name is not required to perform a query, but it is important to note that when a portion of a name is entered, all Recipient names containing that text will be pulled in the query results (for example, entering the word "Transit" will pull data from many agencies including "Lee County Transit" and "Coast Transit Authority").**



FTA Web Reports



Reports & Data Files

- [FY 2008](#)
- [FY 2007](#)
- [FY 2006](#)
- [FY 2005](#)
- [FY 2004](#)
- [FY 2003](#)
- [FY 2002](#)
- [FY 2001](#)
- [FY 2000](#)
- [Charter Report](#)

[Data Dictionary](#)

Figure 5



Charter Registration Quaterly Report Query	
Recipient ID:	<input type="text"/>
Recipient Name:	<input type="text"/>
Fiscal Year:	<input type="text"/>
Quarter:	<input type="text"/>
<input type="button" value="Submit"/>	

Figure 6

Once query parameters have been entered and the “Submit” button has been clicked, the query tool will pull all of the applicable data and display it in a tabular format (see Figure 7). The following data types are displayed in the columns of the report: Recipient ID, Recipient Name, Fiscal Year, Quarter, Description (the description field is the information manually entered by the grantee who uploaded the file), and Report File (the actual Charter Registration report). The Report File column contains links labeled “Download File.” Clicking on a link will allow the user to retrieve the desired Charter Registration Quarterly Report. A standard Microsoft window will appear (see Figure 8) that will allow the user to open or save the file as desired. The report will open and/or save in the same format that was uploaded (for example, a report that was uploaded in Excel will open or save as an Excel file).



Charter Registration Quaterly Report					
Recipient ID	Recipient Name	Fiscal Year	Quarter	Description	Report File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2008	2	test2	Download File
2556	University of Tennessee Space Institute	2005	2	testter	Download File
2556	University of Tennessee Space Institute	2008	3	testt	Download File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2005	2	test2556	Download File
2556	University of Tennessee Space Institute	2006	2	test2556	Download File
2556	University of Tennessee Space Institute	2005	3	testrrr	Download File
2556	University of Tennessee Space Institute	2008	1	test	Download File
2556	University of Tennessee Space Institute	2008	1	0000	Download File

[Back to Query Reports](#)

Figure 7

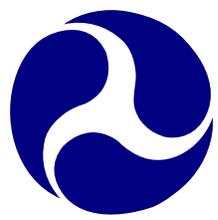


Figure 8



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