# System Web Address

System Web Address: [widot.blackcatransit.com](http://widot.blackcatransit.com)

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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.

![Dashboard Image]

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:

- Dashboard
- Projects
- Applications
- Organizations
- Resources
- Reports
- 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

![My Account Feature]

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:**

**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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>City of Beloit</td>
</tr>
<tr>
<td>Acronym/DBA</td>
<td>Beloit Transit System</td>
</tr>
<tr>
<td>Address</td>
<td>1225 Willowbrook Road</td>
</tr>
<tr>
<td></td>
<td>Beloit Wisconsin 53511</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Larry Artf</td>
</tr>
<tr>
<td>Main Phone Number</td>
<td>(608) 364-8816</td>
</tr>
<tr>
<td>Alternate Phone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td>(608) 364-2871</td>
</tr>
<tr>
<td>Main Contact Email</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.beloittransit.com">www.beloittransit.com</a></td>
</tr>
<tr>
<td>RPC Jurisdiction</td>
<td>Select One</td>
</tr>
<tr>
<td>Urbanized Area</td>
<td>Select One</td>
</tr>
<tr>
<td>Counties Served</td>
<td>Adams, Ashland</td>
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<tr>
<td></td>
<td>Barron, Bayfield</td>
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<td>Albany village</td>
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<td></td>
<td>Aloma city</td>
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<tr>
<td>Tier</td>
<td>Tier B</td>
</tr>
<tr>
<td>Agency Type</td>
<td>Select One</td>
</tr>
</tbody>
</table>
4) Select the **Save** button to ensure the information you entered is saved.

![Fares Form]

---

### 3.2 Manage Users

1) Select the **Organizations** tab.

![Organizations Tab]

2) Select **Manage Users**.

![Manage Users Menu]
3) Select Manage Users list will now show

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

2) Select Service Characteristics

Helpful Hint: To add a user contact your DOT representative. To Edit a user’s detail click Select.
3) Select the information to add, select **Add New**

4) Name your **Route**

5) Select **Status**

6) Select **Service Type**
7) Select **Save**

To Edit

1) Click **Select**

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

### 3.4 Providers

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

3) The Provides will not be listed for your organization.

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

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

3.5 Labor Analysis

1) Select the Organizations tab

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

---

### 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**

*Helpful Hint: An Excel export of your data will open. You can then either print or save the document for future use.*
1) To add an event, click on the **date** of the event you want to add.
1) Fill out the **Add New Event** fields

**Helpful Hint:** All fields should be updated as needed.

2) Select **Save**

**Helpful Hint:** Once added, it will appear on your calendar for both you and your DOT representatives to view.
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

2) Select Contacts

To add a new contact:

1) Select the Add New button

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

All Contacts added will then appear in the Contact Listing.
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](image)

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

![Federal Funding Accountability and Transparency Act (FFATA) Certification](image)

**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
2) Select the **Reporting** section

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
4) Select **Type**
5) Select Year

6) Select Quarter

7) Select Save

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
4) Select the **Report Name**

![Report Name](image)

5) Complete requested information

![Complete requested information](image)

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

6) Select **Save**

![Save](image)
7) When complete, **Certify**

8) Select **OK**

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

9) Select **Save**

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

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

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

Helpful Hint: Once an application deadline date passes, the opportunity will no longer be visible or accessible.
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

   **Helpful Hint:** After selecting Apply your application will be created and automatically open. To re-access your pending application(s), select the Pending tab and select View.

   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

   Helpful Hint: 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

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

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

• Select **Save**

![Save](image)

**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](image)

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

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 selected.

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
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

*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.

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.

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

**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 selected.

![Image of Choose File button and document selection](image)

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

![Image of saved document selection](image)

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

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

![Image of document with delete, download, and email icons](image)
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

   **Helpful Hint:** The FY, Fiscal Year, selected must reflect the fiscal year you are requesting funds for in the application.

4) Select the **Lookup** button
5) The **FTA Line Item Code** when selected will populate here

![Image of Project Details - Add New form]

**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.

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.

![Project Details - Add New](image)

**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 likely 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*

   ![Organization Library](image1)

   b. **Select the Add button**

   ![Organization Library](image2)

   c. **Select the correct choice under Add File/Link**

   ![Organization Library](image3)
d. If you are adding a file, select **Choose File** choose the correct file

Helpful Hint: Be sure to name your file

![Organization Library](image)

![Organization Library](image)
e. Select the **Save** button
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:
4) To find DOT and BCG documents and training videos, select Global Resources

Helpful Hint: to add a document to your folder, select the folder and repeat the steps for adding a document above.

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

[Custom Report Builder]
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

   ![Resources Tab](image1)

2) Select Global Resources

   ![Global Resources](image2)
3) **Select** the webinar link (the webinar will download on your computer)

![Global Resources Image]

**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 address 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 hand 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 hand 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 hand corner. To show the bookmark in the toolbar click on the clipboard icon, select Bookmarks Toolbar and check ‘View Bookmarks Toolbar’.