CART 2.0 User’s Guide

Version 1.0

December 10, 2012
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1. INTRODUCTION

During significant Marine Transportation System (MTS) incidents, much attention will be focused on the recovery efforts being managed by the Coast Guard (CG). It is recognized that calls for information regarding the status of MTS recovery efforts/progress will occur at all levels of government. The Common Access Reporting Tool (CART) is intended to position CG units to be prepared to respond to the need for near real-time status information and to do so with minimal impact.

The CART system was designed to “mirror” the reporting requirements contained in the most recent LANTAREA and PACAREA Instructions on MTS Recovery. When looking for definitions of what to enter for specific Essential Elements of Information (EEI’s) refer to the AREA Instructions to ensure the correct type and amount of EEI information is being captured and entered into the database.

The best preparation to ensure rapid recovery of the MTS following a significant disruption is detailed knowledge of the MTS prior to the incident. To that end, the initial focus in CART should be to enter as much accurate and detailed information in the EEI Baseline Data portion of the database. This baseline info can then be imported when an incident or event is created to ensure an accurate first look at the impacts of the incident or event and to enable effective MTS Recovery decision making by the members of the response organization.
1.1 Purpose

The CART system provides a repository of MTS Recovery information that is not currently available to the CG. It is a solution to immediately serve the need to follow CG policy until the CG Enterprise Systems can be updated to better facilitate MTS Recovery. The information contained in CART assists the Maritime Transportation System Recovery Unit (MTSRU) in making MTS Recovery recommendations to the Unified Command and facilitates MTS Recovery Operations by:

- Providing timely and accurate information on pre incident conditions in a Sector Area of Responsibility (AOR);
- Comparing baseline data and post incident data to characterize the extent of the impact on the MTS;
- Auto-generating the MTS Executive Summary Report in various formats to ease the sharing of data with all MTS stakeholders; and
- Use of web-based format facilitates transmission and sharing of MTS Recovery Status and Impact reports.

1.2 System Organization

1.2.1 Menu Options and User Interface

![Figure 1-2 Menu Options and User Interface](image)

The menu shown above is available to all general CART users. This menu is also always displayed on all screens, save reports. The options are described in detail below:

- **CART Home** – A welcome screen, post login, of the CART application
- **Baseline Data** – This section describes the Data Integrity Standards that are specific to individual EEI’s.
- **Create Event** – Users can create an event in the system and update the system with current impacts to the MTS.
- **Active Events** – Provides access to view detailed information on all Active Events.
- **Past Events** – Maintains documentation on all MTS Recovery information entered into the system for past events.
- **Reports** – Ability to generate the MTS Executive Summary report using information entered into the system. Reports include trend line diagrams.
- **Admin** – This section enables authorized users to manage CART accounts, change the data fields in the system, audit the use of the system and manage the import/export of system data.
### 1.2.2 Registering New Users

In CART 2.0, any user with a USCG.MIL address will be given read-only access with no additional approval required.

Any user outside of the Coast Guard will require that their account be approved by a Coast Guard representative prior to gaining access to the system.

When the account is submitted for approval emails are sent to the CART Administrator and Sponsor (when appropriate)

![Initial Information Screen](image-url)

**Figure 1-3 Initial Information Screen**

Unauthorized attempts to upload or change information on this web site is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

The inclusion of proprietary and personally identifiable information is NOT authorized. Inappropriate material is subject to removal by the CART Program Sponsor.
Account approval email from the CART Admin stating the account is being vetted.

-----Original Message-----
From: CARTAdministration@uscg.mil [mailto:CARTAdministration@uscg.mil]
Sent: Monday, November 26, 2012 10:42 AM
To: Asanovich, Erik CTR
Subject: CART Account Access Approval of Non-USCG Account

Good Day,

Our records show that Gene Wilder at gwilder@wonka.biz recently registered for account access in the Marine Transportation System Recovery (MTSR) - Common Assessment and Reporting Tool (CART).
The USCG Sponsor is: c.heath.crumbacker@uscg.mil
Your action is required to enable the account.

Thank you.

One to the sponsor of the non-Coast Guard account requester.

---

Figure 1-4 Non-Coast Guard Email Response
The user will get a follow-up screen indicating the account information has been submitted.

![CART Confirmation Page](image)

### 1.2.2.1 User capabilities

<table>
<thead>
<tr>
<th>User - Read Only</th>
<th>User - Edit</th>
<th>Sector Administrator</th>
<th>Program Administrator</th>
<th>CSD</th>
<th>System Administrator (USC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login / Logout</td>
<td>All User - Read Only Roles</td>
<td>All User - Edit Roles</td>
<td>All Sector Admin Roles</td>
<td>Unlock Accounts / Reset Passwords</td>
<td>All Other User Roles</td>
</tr>
<tr>
<td>View Active Events</td>
<td>Create Event</td>
<td>View Audit Log</td>
<td>Assign User Roles (Read Only: Sector Admin)</td>
<td>Reopen Past Events</td>
<td>Everything else w/ CR from Program Sponsor</td>
</tr>
<tr>
<td>View Past Events</td>
<td>Create EEI Instance</td>
<td>Assign User Roles (Read Only)</td>
<td>Reopen Past Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Baseline Data</td>
<td>Create Event Summary</td>
<td>Unlock Accounts / Reset Passwords</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Help Feature</td>
<td>Edit EEI Events</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate Executive Summaries</td>
<td>Edit Event Summary Form</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Edit EEI Instance Details</td>
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<tr>
<td></td>
<td></td>
<td>Edit EEI Instance Attributes</td>
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<tr>
<td></td>
<td></td>
<td>Delete Event Summary Item</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Delete Event EEI Instances</td>
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<tr>
<td></td>
<td></td>
<td>Delete EEI Instances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Import Baseline Data</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.2.2.2 Expiring Accounts

Within CART 2.0 user accounts are set to expire after 182 days of inactivity. The first email notification is sent to the user at 175 days, a second notice is sent at 180 days, then the third notice is sent at 181 days and with no interaction from the user, the account will expire on day 182.

![Figure 1-6 Account Expiration Notification](image)

When the account expires, the CART Administrators will receive a notification email indicating as such.

![Figure 1-7 Account Deactivation Final Notification](image)
1.2.3 Help Feature

The Help Feature in CART should be used to describe the “Business Rules” for the entry of information into the system. By clicking “Info” in each section, the user can get detailed instructions on the type and quantity of information to enter into each section.

![Help Feature](image-url)

**Figure 1-8 Help Feature**
1.2.4 Inactive Session TimeOut

Per DHS Regulations, there is a 20 minute inactivity timer that will log you out of your session. If you are on any page that requires editing and no calls to the server occur within 18 minutes you will be given a warning:

![Warning Message]

At this point, SAVE YOUR WORK. If you click ‘ok’ and do nothing, your session will be closed after an additional 2 minutes. When you have been disconnected from your session, anything you select on the website will send you back to the logon screen.

2. CART TUTORIAL

To create an event, select ‘CREATE AN EVENT’ from the menu at the top of the screen, just beneath the CART Banner. Once selected, you will see the following:

NOTE 1: If your account is for READ-ONLY, this is a feature not open to you.

![Event Creation Form]

Figure 2-1 Creating An Event

Enter the information for your event, in the three fields provided.

NOTE2: DO NOT, UNDER ANY CIRCUMSTANCE, ENTER TEST or TRAINING DATA INTO THE PRODUCTION SYSTEM
For the Event Name enter the name of the event (for example: SuperStorm Sandy) The case I created I omitted the ‘space’ between Super and Storm.

In the event summary, provide a summary of the event.

The location is the location of the event, for instance, D1.

**Figure 2-2 Creating an Event**

Once the event is created, you will now need to attach EEI’s to the Event.

**Figure 2-3 Event EEI Creation**
As you can see, you are provided with several filters for locating the necessary EEI’s with relative ease. In the following example, we sorted by ‘COTP’ and ‘EEI Type’ and selected the Alex Hamilton Bridge, as well as, the AMTRAK HELL GATE BRIDGE.

Figure 2.4 EEI Selection Page
By pressing ‘Review Event’ we are given a summary screen of our previous selections:

![Event Details Screen](image)

**Figure 2-5  Event Details Screen**

At this point, if everything is correct, select ‘Enter Event’ to create your event and add it to the CART database.

![Event Creation Notification](image)

**Figure 2-6  Event Creation Notification**
Selecting ‘Review Event’ from this screen will bring you to the ‘Manage a CART Active Event’ screen:

![Active Event Screen]

**Figure 2-7  Active Event Screen**
2.1 Manage a CART Event

From the previous section, you can see one way to reach this section. You can also reach this same spot by selecting ‘ACTIVE EVENTS’ from the menu bar, and entering the name of the event in the search criteria.

NOTE 3: Spelling counts here, Super Storm Sandy will not net the same results as SuperStorm Sandy, the name we used for our event.

Figure 2-8  Active Events Screen

Clicking ‘Search’ will provide the following results:

Figure 2-9  Event Summary Screen
Selecting the event name, SuperStorm Sandy, will bring you to the ‘Manage a CART Event’ screen.

![Figure 2-10  Event Details Screen](Image)

As you can see, we have 4 tabs at the bottom of the screen, for managing our event.

**Summary:** Within Summary we are given the option to edit the comments.

![Figure 2-11  Event Summary Screen 1](Image)
Take note, the ‘Last Modified by User’ is only visible to certain privilege levels. If you don’t see this, then you lack the credentials to view this information. Just know that the system is tracking any changes you make, and sometimes it’s visible to your management chain.

**Status:** Within Status we are shown the status of the EEI’s that were previously selected while creating the event. The Radio Buttons, here, are updated in the database at the time you select them. The ‘mouse over’; however, will update with a call to the database, or a screen refresh.

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Figure 2-13 EEI Instance Status Screen

**Report Summaries:** A summary of the event, in a report form.

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Figure 2-14 Report Summaries Screen
Selecting ‘Summary Title’, you are given a drop down box of available options:

*Required Field

![Figure 2-15 Summary Options](image1)

Selecting an item from the drop down, and then adding additional information in the summary detail, is required before the option to upload images to the event.

![Figure 2-16 Report Summaries](image2)

Selecting ‘Image’ will load the image loading tool:

![Figure 2-17 Image Page](image3)
When uploading your image, be certain to add a title.

Figure 2-18  Image Page
**Port Status:** Like Report Summary, this provides additional details regarding the Ports.

![Port Status](image)

*No Port Status Reports are Available for this Event.*

*You can add a Port Status by using the form above.*

**Figure 2-19  Port Status 1**

Unlike Report Summary, no images can be attached to the Port Status:

![Port Status](image)

**Figure 2-20  Port Status 2**
3. Reports

Selecting ‘REPORTS’ from the menu bar, we are given the ability to create a report for the event. Here we are searching for ‘SuperStorm Sandy’:

![Figure 3-1 Reports](image1)

When you press ‘Search’ you’re given all matches:

![Figure 3-2 Summary and Reports](image2)
As you can see, we are given two options now, executive summary report and export GIS Data. Executive Summary Report: This option will print a report of the event, allowing different options to be displayed prior to printing the report to the screen.

NOTE 4: You have the ability to print this report to XML. Default is HTML.
Here is an example of the report when printed to the screen:

Figure 3-4 Executive Summary Report Page
CART data can be imported into E-GIS Data either by EXCEL or XML, example shown below.

![Figure 3-5 Report Encoding Page](image-url)