Affordable Readiness Tracking System (ARTS) - Getting Started

The Affordable Readiness Program was developed primarily to document and track O&S cost issues under the Affordable Readiness concept. The program was begun in 1996 and has grown steadily since. In Fiscal Year 1997, written Affordable Readiness Plans were required for the first time. Since then many additional initiatives have been submitted and approved. However, in order to provide a structured and automated approach to review and track these initiatives, they must be entered into the Affordable Readiness Tracking System (ARTS), sponsored and developed by the AIR-3.0.

This document describes how users who submitted Cost Avoidance Initiatives during the Fiscal Years 1998,1999, and 2000 O&M,N Submissions can access and maintain their initiatives.

The Affordable Readiness Tracking System (ARTS) was developed using Oracle Forms version 5.0, Oracle WEB Application Server 3.0, and Oracle RDBMS 7.3. Upgrades and enhancements have been made to the application using Developer 2000. The application now resides on a web server hosted by Netscape Server. The Affordable Readiness Tracking System (ARTS) can be accessed via the WEB using the Netscape Browser version 4.51. More information is available by accessing the ARTS web page from the WWW.NALDA.NAVY.MIL web site.

Background

Cost Avoidance Initiatives submitted and approved during the Fiscal Years 1998,1999 and 2000 O&M,N Submissions have been imported into the Affordable Readiness Tracking System (ARTS). However, it is the responsibility of the initiative team lead to update and maintain their respective initiatives. This document provides step-by-step instructions on how to access your initiatives, validate the data, update and track your initiatives.

The following areas will be covered in this document:
1. Getting an ARTS User Account
2. Starting the ARTS Application
3. Accessing Initiative(s)
4. Updating and Tracking Initiative(s)
5. Team Lead Administration

Please note that additional help is provided from the application's Help menu options at each screen.

Getting an ARTS User Account

To obtain an ARTS user account - visit the WWW.NALDA.NAVY.MIL web site and select **'Access Info'** from the bar menu. Fill out and submit the on-line

registration form to apply for an ARTS user name and password. Please be sure to fill out all required fields. You should receive an e-mail response from NALDA WEB Site administrator within 5 business days with your new user name and password. When filling an on-line registration form, you will be prompted for a type of ARTS user you are applying for.

There are two user types to select from:

ARTS User - a general user type to be assigned to the majority of ARTS users. This user type is given the capability to view existing initiatives, create new initiatives, modify initiatives, and track initiatives.

ARTS Lead – a user type assigned to team lead administrators only. This user type is given the capability to view existing initiatives, create new initiatives, modify initiatives, and track initiatives. In addition, this user can perform admin related functions to include assigning initiative team members, assigning initiative point of contact, assigning initiative assistant team lead, assigning initiative team lead, changing initiative status, and deleting initiatives.

Starting the ARTS Application

With your new ARTS username and password you can now access the ARTS application. To access the ARTS Application, Select **'Reporting Systems'** from the table in the center of the WWW.NALDA.NAVY.MIL web site. Select the **'Minimum Requirements'** button. This will take you to a web page that will outline everything you need to run ARTS properly. In particular, you need to download and install a small plug-in called the Oracle J-Initiator. If you have any problems, visit the ARTS '**Help'** page, which contains detailed instructions and documentation for accessing and operating the ARTS software.

From the Affordable Readiness Tracking System (ARTS) Home page, select (click) the Login icon to start the Affordable Readiness Tracking System (ARTS) application. Due to firewall issues there are two login buttons. The button you should use is based on your location. An ARTS POC or your local system administrator can inform you of which button to use. When the ARTS Login screen appears, you will be prompted for your username and password. Select (Click) the Enter button to log into the ARTS application. Once logged in, a user is provided a main menu. Application menu options are enabled based on the user type. The user types have access to the following Main Menu options:

ARTS User

Initiative Draft - open the Initiative Draft screen to create and edit draft initiatives.

Initiative View - open the Initiative View screen to view initiatives with Planned Unfunded and Active status.
Initiative Tracking - open the Initiative Tracking screen to keep all Active status initiatives data up-to-date.
Reports - open the Reports screen to execute summary reports.

ARTS Team Lead

Initiative Draft - open the Initiative Draft screen to create and edit draft initiatives.
Initiative View - open the Initiative View screen to view initiatives with Planned Unfunded and Active status.
Initiative Tracking - open the Initiative Tracking screen to keep all Active status initiatives data up-to-date.
Reports - open the Reports screen to execute summary reports.
Team Lead Admin- open the Initiative Team Lead Admin screen to perform administrative related functions on an initiative.

Note: For additional information on screens, please refer to the ARTS application documentation located at the home page.

Accessing Draft Initiative(s)

To access an initiative, select the Initiative Draft menu option from the Main Menu screen. This screen will list all draft initiatives of which you are the designated Point of Contact, Assistant Team Lead, or Team Lead. Initiatives on this list are considered to be in “DRAFT” mode. Draft mode Initiatives are accessible only by you, the initiative's Team Lead, Assistant Team Lead, Point of Contact or Team Members. While in the Draft mode you are allowed to modify initiative profile information and initiative baseline data. You can also create new draft initiatives for future submissions from this screen. You also have access to view draft baseline reports and charts. If you are the designated Point of Contact, Assistant Team Lead, Team Lead, or Team Member for Cost Avoidance Initiatives submitted and approved during the Fiscal Years 1998, 1999 and 2000 O&M,N Submissions, you should find the initiatives listed in Draft Initiative screen. If the initiative is not listed, please contact or e-mail the ARTS Administrator with the title and initiative id number. Once you locate your initiatives you are now ready to validate initiative data.

Updating and Tracking Initiative(s)

The designated Point of Contact, Team Members, Assistant Team Lead, or Team Lead for Cost Avoidance Initiatives submitted are tasked with reviewing and validating initiative data in the ARTS application and database. To edit or view initiative profile data, select the initiative from the list and click on the “Edit Initiative Profile" button. This will open the initiative profile screen for editing

purposes. To edit or view initiative worksheet data, select the initiative from the list and click on the “Draft Worksheet" button. This will open the initiative draft worksheet screen for editing purposes. After thorough review of your draft initiative, you may contact the initiative Team Lead or Assistant Team Lead for a final review and to change the status of the initiative from DRAFT to Planned Unfunded. This process performs internal validation of lookup fields and reference data. After a successful conversion to Planned Unfunded, the Team Lead or Assistant Team Lead may move approved and funded initiatives from Planned Unfunded to Active. Once an initiative is in the Active mode, the designated Point of Contact Assistant Team Lead, Team Lead, or Team Members are responsible for maintaining, updating, and tracking of initiative. To perform these functions, the user must use the Initiative Tracking menu option from the Main Menu. Only a Point of Contact, Assistant Team Lead Team Lead or Team Members can modify or update an initiative in Active mode.

Please note: only a Team Lead or an Assistant Team Lead can change the status of an initiative from Draft to Planned Unfunded and ultimately to Active. Initiatives in the Planned Unfunded mode are available and open to the community for review (read only). An initiative in the Planned Unfunded mode is considered submitted to the Board for review and approval. Once approved, the Team Lead or Assistant Team Lead is asked to change the Planned Unfunded initiative to Active. All initiatives in the Planned Unfunded and Active are open to the community for review. To access (read only) an initiative in one of these modes, the user may select the View Initiative menu option from the Main Menu.

Team Lead Administration

A Team Lead or Assistant Team Lead has access to additional functions to perform initiative related administration. The Initiative Tracking Menu provides the following options:

Assign Team Members - assign team members to selected initiative.
Assign Point of Contact - assign point a contact to selected initiative.
Assign Team Lead - assign team lead to selected initiative.
Assign Assistant Team Lead - assign assistant team lead to selected initiative.
Change Initiative Status - change initiative status of selected initiative. An initiative can also be marked as Ready for O&M,N Submission, by selecting 'YES'. Or select 'NO' if the initiative is no longer Ready for O&M,N Submission. When this field is marked 'YES', the initiative will be available for review and reporting by Users that have the O&M,N Reviewer role. This role will usually be assigned to O&M,N board members.
Delete Initiative - delete selected initiative.
Rebaseline - modify an initiative's baseline information.

Additional documentation may be found at the Affordable Readiness Tracking System (ARTS) WEB site. In addition, each screen has a help file that describes

in detail the screen and associated fields. For further information, please contact the ARTS functional POC at the following email address: BlakeRW@navair.navy.mil.