



CADAC

Canadian Arts Data / Données sur les arts au Canada
www.thecadac.ca / www.lecadac.ca

Quick Start Guide

Version 1.3.1

Prepared by Dapasoft Inc.

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Overview

CADAC (Canadian Arts Data / Données sur les arts au Canada) is a web based application dedicated to the collection, dissemination and analysis of financial and statistical information about Canadian arts organizations. CADAC launched in 2008 and has been in development since 2004.

A joint effort of arts funders across the country, CADAC provides a simplified process for arts organizations applying for operating grants. Arts organizations making application to multiple funding agencies submit their financial and statistical information in a single format, to a single source. They have access to their own historical data and to reports both on their own organizations and comparisons to all similar organizations in the database.

Public sector funding agencies have immediate access to current and consistent data for all the arts organizations they fund. Aggregate data across CADAC is also accessible, allowing for reliable and consistent analysis of the Canadian arts sector. Individually and collectively, funding agencies will be able to report on the health of the field and the impact of the arts in their communities.



System Requirements

CADAC Release 2 is based on Web architecture.

To use CADAC, you will need the following:

- Web browser — CADAC currently supports Microsoft® Internet Explorer version 7.0, Mozilla Firefox 2.0, Safari 3.1 (Windows) or Safari 3.1 (Mac OS X)
 - Microsoft Excel version 97 or higher
 - CADAC User Name and Password
 - An email address
- If you do not have an email address, establish a free account with Yahoo or Hotmail.

Recommended Settings:

- To run reports your internet browser must be set to allow pop-ups.
- Monitor resolution should be set at 1024 x 768 pixels per inch.
- Display settings should be set to 96 DPI to avoid formatting issues.

Your CADAC session will timeout after 60 minutes of inactivity. Please remember to **Save** your work often.

Browser Menu and Icons

The menu and toolbar icons at the top of the page control your Web browser. Do not confuse them with the CADAC menu bar.

Do not use the browser **Forward** and **Back** buttons to navigate within CADAC as this may produce unpredictable results. These buttons act on the browser and are not part of the CADAC application. To exit a CADAC page use the **Cancel** button that is provided on the page or click on a different menu item on the CADAC menu bar.



CADAC Menu Items

The Organization Portal provides the user the ability to enter, save and share the organization's financial and statistical information with arts funding agencies. Users are also able to obtain reports on their organization and similar organizations across Canada.



The *Forms* page is used to enter information into CADAC, view previous submissions and create versions of the financial and statistical forms to be used on their desktop and transferred back to CADAC.

The *Reports* page is used to generate, view, save and print reports on your organization and similar organizations across Canada.

The *Profile* page is used to edit organization information.

The *Users* page is used to create new users, manage existing users and allow users to change their own password.

The *Help* page provides online help for the CADAC application.

To exit the CADAC application click *Logout* on the menu bar. Do not exit an application by closing the browser. To ensure that the connection between your User ID and the CADAC server is severed, you should always click *Logout* to exit CADAC before closing the browser.

EN and *FR* relate to language selection.

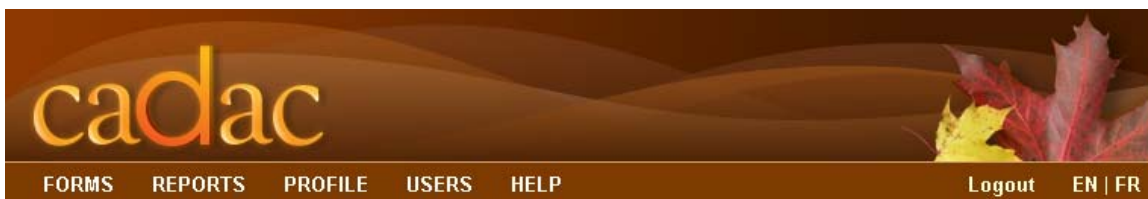
Language Selection

CADAC is a bilingual system. You can select *English* or *French* as your preferred language.

The *Language Selection* page is displayed when you enter <http://www.thecadac.ca> in the web browser address field. To set the language selection click **English** or **Français**.



You can change the language selection at any time by clicking **EN** for English or **FR** for French on the menu bar.



Register

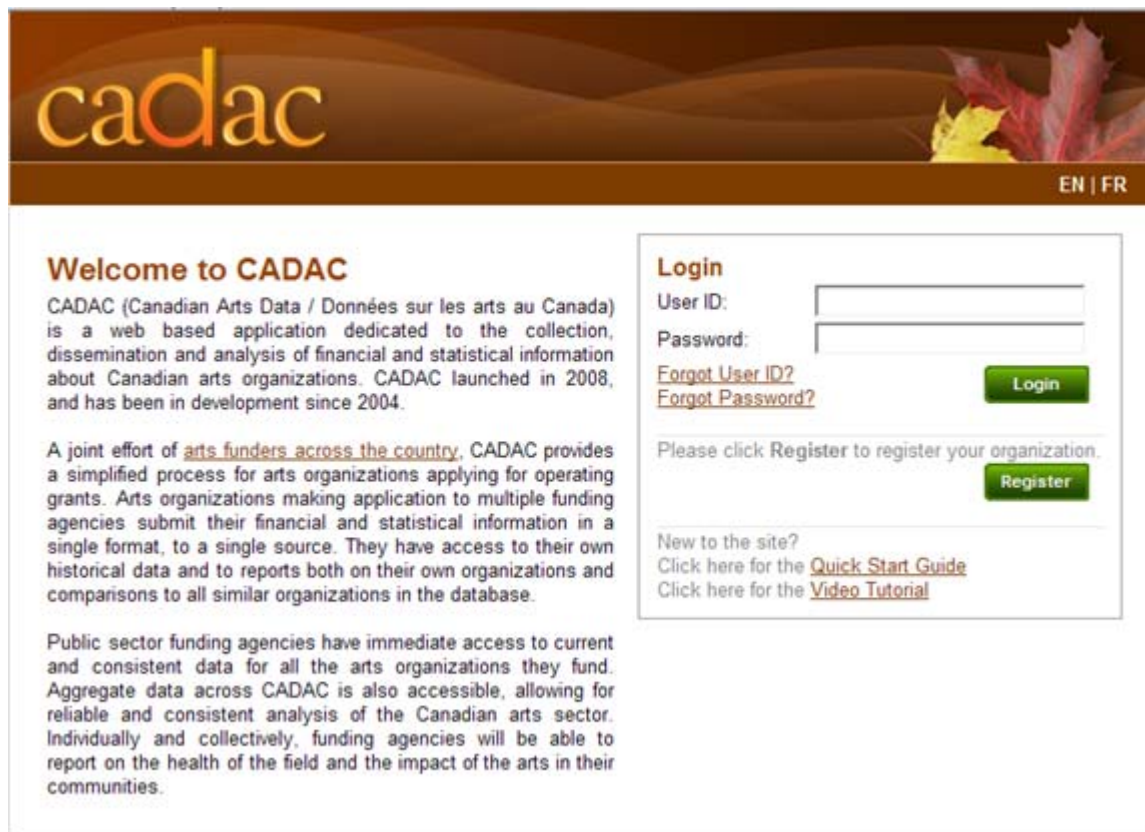
In order to use CADAC you must first register your organization.

To register your organization in CADAC, follow the steps below:

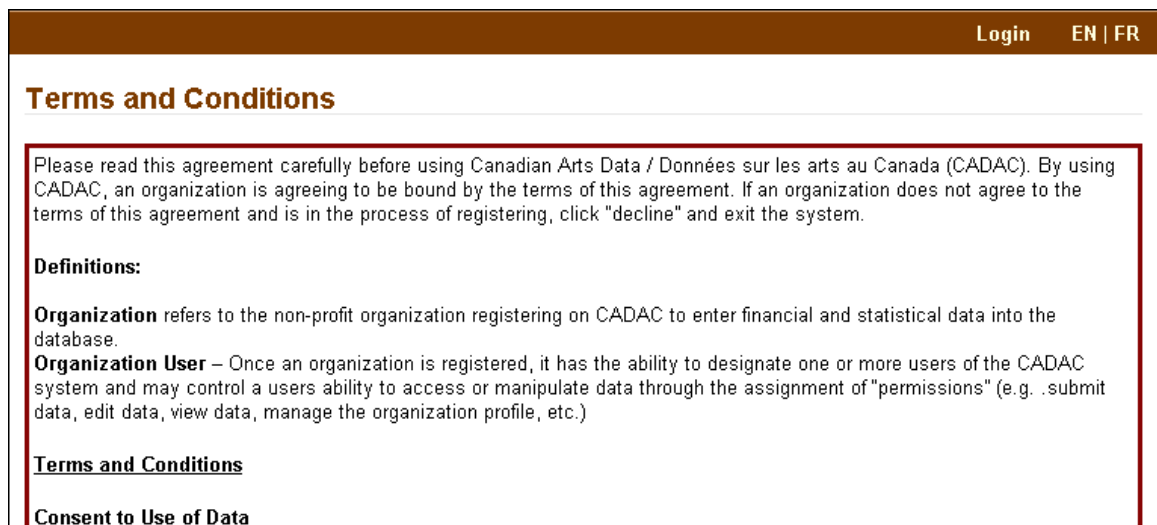
1. In the web browser address field enter <http://www.thecadac.ca>.
The *Language Selection* page is displayed.



2. To set the language selection click **English** or **Français**.
The *Login* page is displayed.



3. Click **Register**.
The *Terms and Conditions* page is displayed.



4. Check the box at the bottom left corner of the page and click **Accept** to accept the Terms and Conditions.
The *Registration Request* page is displayed.

If you want to decline the Terms and Conditions, click **Decline**.
The *Login* page is displayed and you can exit the web browser without registering.

I have read and agree to the Terms and Conditions.

5. Complete the Registration Request form. The asterisk (*) indicates mandatory fields that must be completed.

Note: *The Contact Information should be completed for the person in your organization who will be your ongoing contact with CADAC. This person will have the highest level of organization user permissions within the system.*

Registration Request

Please complete and **Submit** the Registration Request below. Fields marked with an asterisk (*) are mandatory. It is advisable that you have all the required information before beginning the registration process as the system will timeout after 30 minutes of inactivity.

Contact Information

First Name*: Last Name*:
 Title*: Phone*: ###-###-#### ext
 Email*: Confirm Email*:
 Preferred Language: English

User ID and Password

User ID*: The User ID must be 6 to 20 characters in length. A customized User ID may be used instead of the suggested ID.
 Password*: The Password must be 6 to 20 characters in length and must contain at least one upper case character, one lower case character and one number.
 Confirm Password*:

Organization Information

Legal Name*:
 Operating Name: Separate multiple operating names using semi-colons. Maximum of 200 characters per name.
 Display Name*:
 Web Site:

Street Number*: Street Number Suffix: A or ##
 Street Name*:
 Street Type*: Street Direction:
Select the blank option if the street type is not listed.
 Unit Type: Unit Number:
 City / Town / Reserve*: P.O.Box / Rural Route:
 Province / Territory*: Postal Code*:

Fiscal Year End*:

Incorporated?*: Yes No
 Incorporation Number: Federal Provincial
 Type of Organization: For-Profit Not-For-Profit
 Federally Registered Charitable Organization?*: Yes No
 Federal Charity Number: - - #### - #### - RR####

- Click **Submit** to submit the registration request.
Confirmation that your request has been submitted is displayed.

Registration Request

Thank you for registering your organization. A confirmation will be emailed to you after your registration has been processed. The processing wait time depends on the volume of registration requests pending approval.

Or, for missing or incorrect data, an error message is displayed at the top of the page.

[Login](#) [EN](#) | [FR](#)

Registration Request

Please complete and **Submit** the Registration Request below. Fields marked with an asterisk (*) are mandatory. It is advisable that you have all the required information before beginning the registration process as the system will timeout after 30 minutes of inactivity.

- Title is required.
- Password is required.
- Confirm Password is required.

Contact Information

First Name*:	<input type="text" value="Elizabeth"/>	Last Name*:	<input type="text" value="Jones"/>
Title*:	<input type="text"/>	* Phone*:	<input type="text" value="416-214-5555"/>

7. Click **OK**.

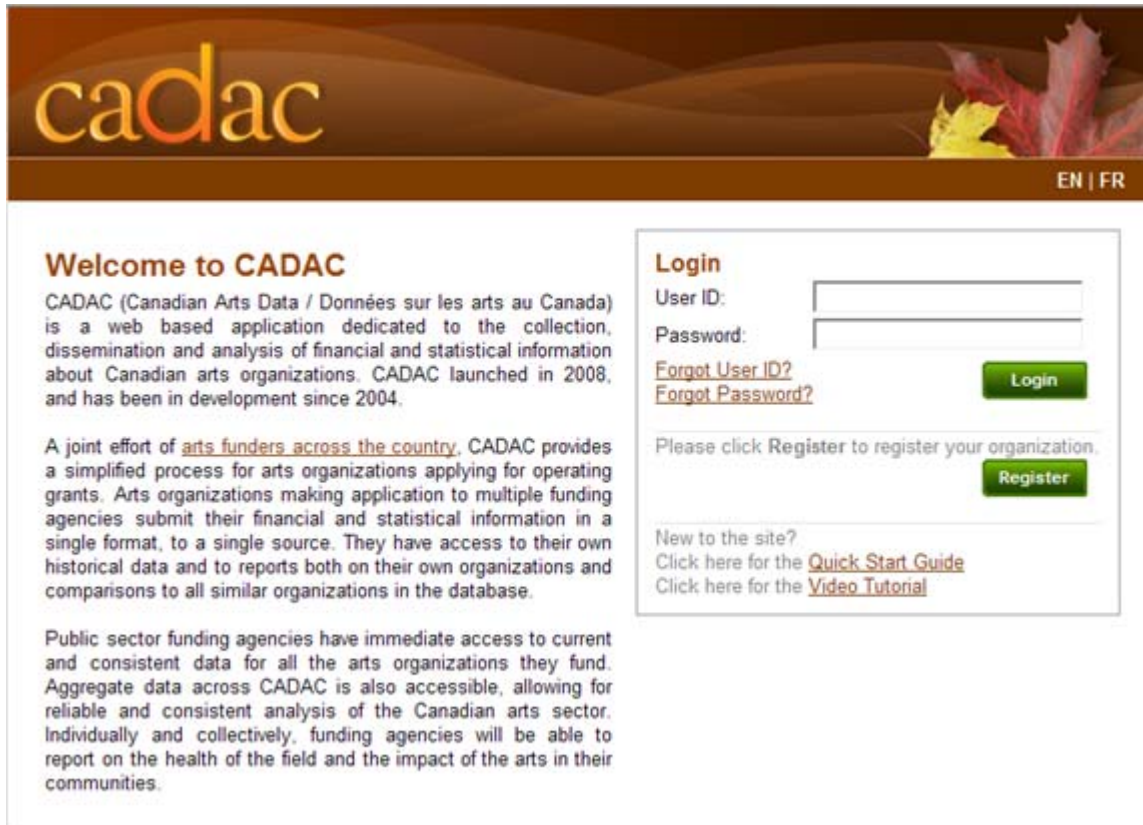
The **Login** page is displayed and you can exit the web browser.

The registration request will be reviewed by the CADAC Financial Data Controller (FDC). A confirmation email message containing your CADAC ID will be emailed to you after your registration has been processed. The CADAC ID is used to uniquely identify your organization in CADAC. The registration request processing wait time depends on the volume of registration requests pending approval. You cannot log in to CADAC until your registration is confirmed.

Login

To log in to CADAC follow the steps below:

1. In your web browser address field enter <http://www.thecadac.ca>.
The *Language Preference* page is displayed.
2. To set your language preference click **English** or **Français**.
The *Login* page is displayed.



Welcome to CADAC

CADAC (Canadian Arts Data / Données sur les arts au Canada) is a web based application dedicated to the collection, dissemination and analysis of financial and statistical information about Canadian arts organizations. CADAC launched in 2008, and has been in development since 2004.

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Login

User ID:

Password:

[Forgot User ID?](#) [Forgot Password?](#)

Please click [Register](#) to register your organization.

New to the site?
Click here for the [Quick Start Guide](#)
Click here for the [Video Tutorial](#)

3. Enter your User ID.
4. Enter your password.
5. Click **Login** to log in to CADAC.

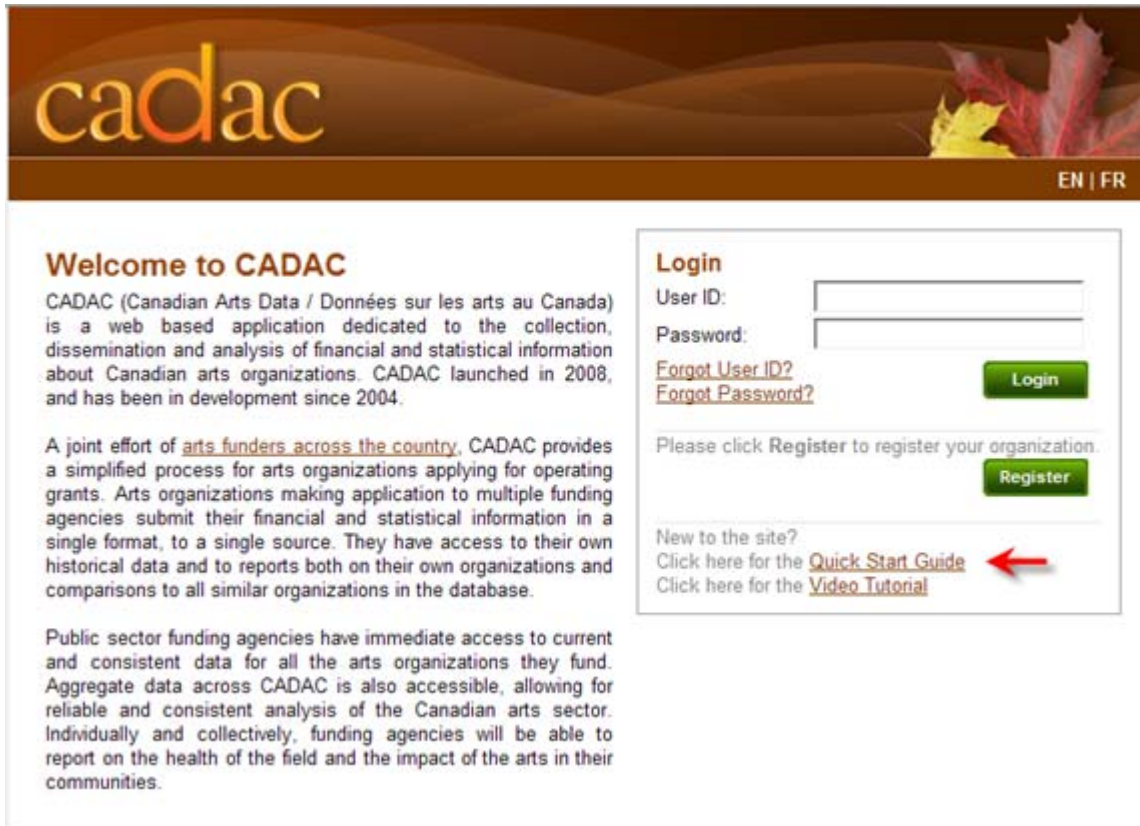
Note: If you enter your password incorrectly five consecutive times the system will temporarily lock your account and you will not be able to log in to CADAC. If this occurs please contact the CADAC Administrator cadacadministrator@thecadac.ca to unlock your account.

Quick Start Guide

For an overview of CADAC and information on how to register, download the Quick Start Guide.

From the *Login Page*, click **Quick Start Guide**.

The *Quick Start Guide* will open in Acrobat PDF format for you to view online or print.

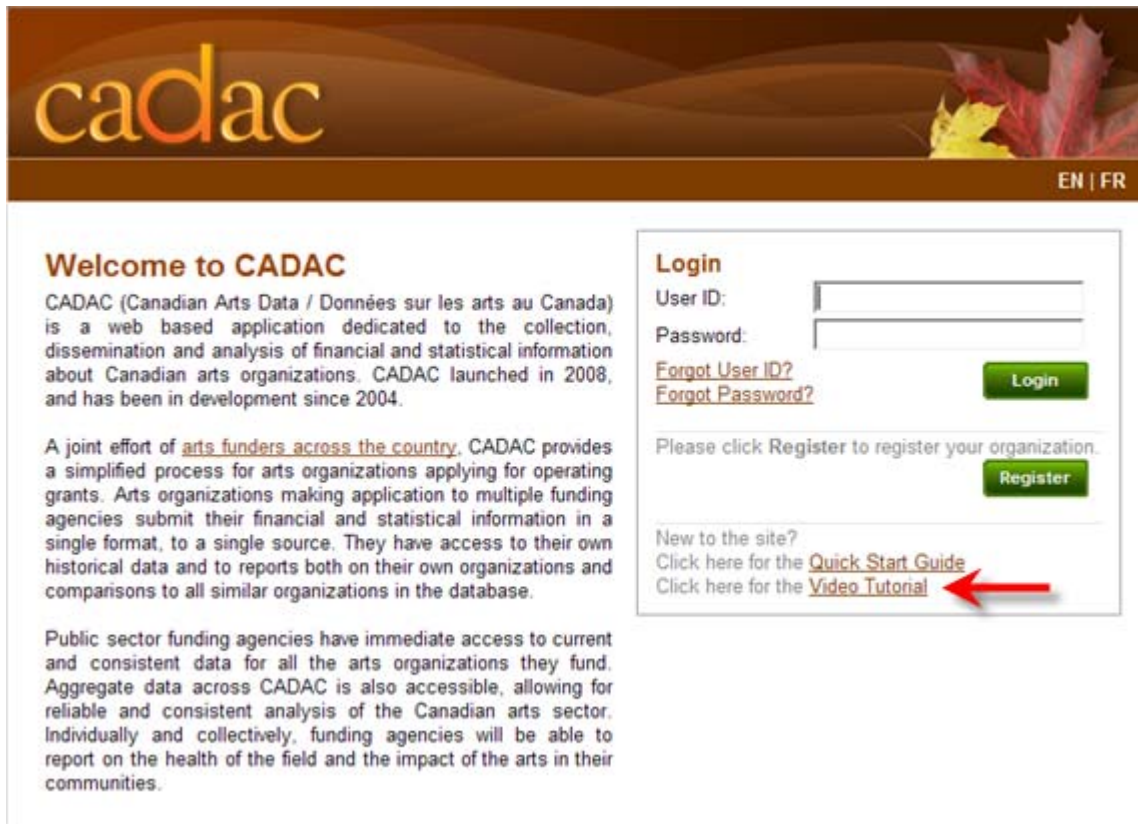


The screenshot shows the CADAC website home page. At the top is a dark brown header with the CADAC logo on the left and 'EN | FR' on the right. Below the header, the main content area is white. On the left, there is a 'Welcome to CADAC' section with a paragraph of text. On the right, there is a 'Login' section with input fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot User ID?' and 'Forgot Password?'. Below the login section, there is a 'Register' section with a 'Register' button and a link for 'Quick Start Guide' with a red arrow pointing to it. At the bottom of the page, there is a footer with 'Version 1.3.1' on the left and '14' on the right.

Online Video Tutorial

A quick three minute *Video Tutorial* is available online with step-by-step instructions on how to register in CADAC.

From the *Login Page*, click **Video Tutorial**.



The *Video Tutorial* will open in separate window for you to view online.
Click the start button to start the video.



Forgot User ID?

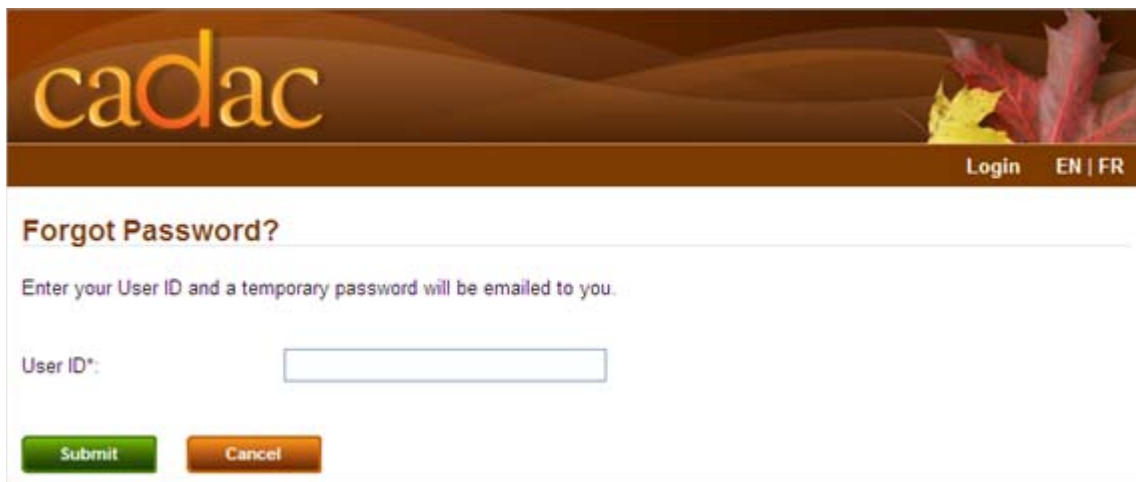
If you have forgotten your User ID, click **Forgot User ID?**
The *Forgot User ID?* page is displayed.



1. Enter your email address.
2. Confirm your email address.
3. Click **Submit**.
Your User ID will be sent to the email address provided at registration.

Forgot Password?

If you have forgotten your password, click **Forgot Password?**
The *Forgot Password?* page is displayed.



1. Enter your User ID.



2. Click **Submit**.
A temporary password will be sent to the email address provided at registration.