Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Ad Hoc Reports Tutorial! This tutorial will highlight the Ad Hoc Report process and is designed for all CPARS Department Points of Contact, View Performance users, and Corporate Senior Contractor Representatives. Ad Hoc reports can be used to provide data to oversight agencies or for internal management purposes. During this tutorial you will learn what reports you can search against in Ad Hoc, how to build Ad Hoc Reports to query your agency’s data, how to add an order to your report, and how to Save Ad Hoc Reports to run in the future.

The Ad Hoc Report functions the same way for all access levels, with a few minor exceptions which will be noted as we discuss the report. For purposes of demonstration, we’ll log in as the Department POC and run the report. On the Home screen, we will select Reports (Admin) then Ad Hoc Report.

First, we need to select the appropriate report type from the Select Report Type drop-down. Available Reports for Department POCs are: Contracts Requiring Evaluation which displays the contract data on awards that are available from Auto Register and are subject to evaluation. Evaluation Activity Log which displays the historical actions performed in CPARS on a contract/order. This identifies the action taken, the user that took the action, and the date and time the action was taken. Evaluation Workflow Users displays the information for each user assigned to a contract/order in the workflow process. Performance Evaluations- Agency Only displays the evaluation information on evaluations that have been entered by the users Agency and are available for source selection. Available Reports for View Performance and Corporate Senior Managers are: FAPIIS Records which displays the record information on FAPIIS Records that are currently available for source selection or applicant risk review retrieval. And Performance Evaluations- Source Selection which displays the evaluation information on evaluations that are currently available for source selection.

We will click the desired Report Type from the drop-down. The Select Data Element(s) boxes appear and the available Data Elements for that report type will be populated in the left box. Next, we will review the possible Data Elements and choose the ones we would like to appear on our report, we will select the element on the left then click the Add button. We can use the Shift or Control key to select multiple elements. If we have selected a Data Element we do not need in the report, we can highlight the element and click the Delete button, and it will be returned to the box on the left. Note, the order that we select our Data Elements in this section is the order they will appear on the results screen.

Once we are done selecting our Data Elements, the next step is to add the Where Command. This command defines exactly what we are searching the database against. The first part of the Where Command is to select the Logical Condition drop-down. If it’s the first condition we are adding, where is the default and the only option available for Logical Condition. After we enter one condition "and" and “or” become the additional options. The Logical Condition starts the command by asking “Show me everything in Contracts Requiring Evaluation where….” The next part of the Where Command is the Data Element drop-down. This lists the Data Elements previously selected to appear in the report/or limit the data by. Note, due to technical limitations and/or efforts for a more successful report, not all Data Elements will appear in the Add Where Data Elements drop-down that may appear in the Select Data Element(s) boxes above. Select the Element that you would like to search for data on. The Data Elements continues the sample command by answering “Show me everything in Contracts Requiring Evaluation where UEI SAM…."The next part of the Where Command is the Comparison. Depending on the Data Element selected in the previous part, the following Comparisons may be available: equals, not equals, less than, less than or equals, greater than, greater than or equals, begins with, contains, ends with. We will select the Comparison needed to perform our search. The Comparison continues the sample command by defining “Show me everything in Contracts Requiring Evaluation where DUNS Equals…”The next part of the Where Command is the Data Value field. This is the field that allows us to specifically define the value we are searching for. Depending on the Data Element we selected in the Where Command, guidance should appear next to the Data field to assist in entering correct values. We will enter the Data Value needed to perform our search. The Data Value completes the sample command by defining “Show me everything in Contracts Requiring Evaluation where UEI SAM Equals TST999999999”

Finally, we will click the Add Where button. We will not be able to click the Add where button unless all sections of the Ad Hoc are completed. The Where Command will populate in a matrix in the Where(s) section below that identifies exactly what we are searching for. There is a check box in the Delete column that allows us to delete the Where Command if necessary. At this point, if we need to add another Where Command to our search, we could simply select the Logical Condition, the Data Element, the Comparison, and enter our Data Value, and click Add Where. The Where Command has been added below the existing Where Command we previously added. We can add as many Where Commands as needed, just keep in mind that too many commands could lead to limited or no results. If desired, we can Add Order to the results page indicating how the data should be sorted. The first part of Add Order is to select the Data Element we wish to order the results by. The Data Elements that appear in this drop-down are the same that we previously selected in the Select Data Element(s) box on the right above.

The next part of Add Order is to choose the Order. The Order drop-down will always list Ascending and Descending. Choose the desired Order and then click on the Add Order button. This will populate a matrix in the Order By(s) section below that displays the Add Order we've selected. There is a check box in the Delete column that allows us to delete the Add Order if necessary. We can add multiple orders; the first order added will be the priority sort and will prioritize in the order any additional Orders are added. Once all of our commands and orders are added, we will click the Run Report button at the bottom of the screen. If our search criteria match existing data in CPARS, the results will be displayed on the screen. The maximum number of rows of data that can be returned is 3500. If there are more than 3500 rows of data returned, use the Previous Page and Next Page buttons to advance through the data. A spreadsheet link is available to download the returned data on the screen into an Excel spreadsheet. If we received the desired results and want to run the same report in the future, we can save the report. We will click on Return to the Ad Hoc Report Parameters button. We will Enter a Report Name at the top of the screen and then click on the Save icon at the top of the screen. The Ad Hoc screen will refresh, and a Select Saved Report drop-down will appear. To run the Saved Report, we would select the Report Name from the drop-down, and click Run Report. To delete a Saved Report, select the Report Name from the drop-down and click the delete button. Since we are done running our Ad Hoc Report, we are ready to exit CPARS by clicking Log Out.

This concludes the CPARS Ad Hoc Tutorial. Congratulations on completing the tutorial and thank you for participating!