Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Dashboard Metrics Tutorial. During this tutorial, you will learn how to run and interpret the Dashboard Metrics Report. This tutorial is designed for all CPARS Department Points of Contact (DPOCs), Agency Points of Contact (APOCs), and Focal Points (FP).

The Dashboard Metrics Report identifies the number of contracts, in either an In-Process or a Completed status, and can be broken down from the Agency/DoD Level to the Organizational Level. This would help an Agency or Organization to determine on average, how many evaluations were completed on a monthly basis. It can also serve as an indicator if an Agency’s or Organization’s evaluation completion rate has changed over time.

Let’s look at the Dashboard Metrics Report in more detail.

The Dashboard Metrics Report identifies the number of contracts, in either an In-Process or a Completed status, and can be broken down from the Agency/DoD Level to the Organizational Level. For example, an Army user will see the count of all Army contracts that are either In-Process or Completed. Only registered contracts are included in the Dashboard Metrics Report. It is important to note, that this report does include any archived records. If you are comparing the Dashboard Metrics Report and the Dashboard Status Report, the Metrics Report may show an increased number of records compared to the Status Report.

The Dashboard Metrics Report functions the same way for all access levels. For purposes of demonstration, we’ll log in as the Focal Point and run the report.

It is important to note, the examples used in this demonstration are fictitious and do not represent an actual Agency or Organization.

At the Home screen, we will click on Dashboard.

The Dashboard defaults to the Contract Based Registration Report, we will click on Metrics under Evaluation Based Reports. The Evaluation Based Metrics Report defaults to the Counts Matrix format; by clicking on Bar Chart under Report Format, we can see the information displayed graphically. Let’s click on Bar Chart under Report Format. Each color in the Bar Chart represents a particular status in the evaluation process, each of which is defined in the legend at the bottom of the screen.

Let’s look at our Evaluation Based Metrics Report in the Counts Matrix format. We’ll start by looking at the Agency Name column; this column displays the top-level Government Agency responsible for the evaluation.

Next, we have the Organization column; this column displays the lower-level Organization within the top-level Agency responsible for the evaluation.

Next is the Contract(s) column; this column displays the number of individual registered contracts in CPARS for an Organization. It is important to remember that this number includes archived contracts. It is also important to remember that each individual contract may have multiple evaluations in CPARS.

Next is the In-Process column, which displays the total number of In-Process evaluations for an Organization. These In-Process evaluations have been Initiated in CPARS, but have not been Completed.

Next, we have the Completed column; this column displays the total number of Completed evaluations in CPARS for an Organization. It is important to remember that this number includes archived evaluations.

Lastly, we have the Total column; this column displays the total number of evaluations in CPARS, at all status levels, including archived, for an Organization. It is important to remember that this column may show an increased number of evaluations, as each contract can have multiple evaluations.

Now, let’s look at the options available to filter the data. It is important to note that the report defaults to Include All mode, which only displays evaluations that are under our cognizance. If we do not have access to a particular contract, it will not be included in the report. If we do not wish to use Include All mode, we can choose the types of evaluations we want to include on the report by selecting the options from the Filter By section. The Filter By options allow us to limit our report based on a specific Organization or Business Sector. APOCs and DPOCs also have the ability to filter by Focal Point.

Let’s say that we want to see the Metrics for the UAT993 ORG 30 Organization. We will select UAT993 ORG 30 from the Organization drop down, in the Filter By section. We can see that the Counts Matrix has updated and now only displays the Metrics for Organization UAT993 ORG 30. We can see that Organization UAT993 ORG 30 has 42 individual registered Contracts in CPARS, including any archived Contracts. Under these 42 registered contracts, there are 13 evaluations that are currently In-Process and 33 that have been Completed, for a Total of 46 evaluations, including any archived. While there are only a Total of 42 individual registered Contracts in CPARS, there are a Total of 46 evaluations, meaning that some Contracts have multiple evaluations against them.

To see the Evaluation Based Metrics Report displayed in a graphical format, we can do so by clicking on Bar Chart under the Report Format section. We can see the selections we made previously to limit the report have transferred over to the Bar Chart Report Format.

Let’s look at the remaining Dashboard Options. First, we can download any of our reports into a spreadsheet. To display the Metrics Report as a spreadsheet, we will click the Spreadsheet function. It is important to note, we can only download the Counts Matrix format; the Bar Chart will not display in the Spreadsheet.

We can save this, or any other report, to run again in the future. To do so, we will enter a report name in the Report Name block and click the Save icon. The Dashboard 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. To delete a saved report, select the Report Name from the drop-down, and click the Delete button.

Since we are done running our Dashboard Metrics Report, we are ready to exit CPARS by clicking Log Out.

This concludes the CPARS Dashboard Metrics Report Tutorial. Congratulations on completing the tutorial and thank you for participating!