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

Dashboard Registration allows users to track the number of unregistered and registered contracts that are in current, due, and overdue status. The report is available at the agency, major command, sub-command, and contract office levels and may be displayed by date or agency/command/office. Dashboard Registration can only be run for the current and two previous fiscal years.

Let’s take a look at Dashboard Registration in more detail.

Dashboard Registration will provide metrics for the entire agency for up to three fiscal years. This includes the current fiscal year and the previous two fiscal years. Users will only see data for the agency to which they are assigned. For example, Department of Veteran’s Affairs users will only see VA records. Dashboard Registration is a screenshot in time and captures the data at the time the report runs. The report is only updated on the first of each month and only contains those records that were completed within the last month; for example, the Dashboard Registration for April 2022, only contains completed records through March 2022. In order to see completed records from April 2022, the user would need to run the report again after May 1st, 2022. It’s important to remember that the data may change from the time the report runs and populates the dashboard and the time that you are looking at the dashboard report. For example, on April 1st when the data is populated in the Dashboard Registration there may have been 10 unregistered contracts, however when looking at the Dashboard Registration the following month, some or all of those contacts may have been registered. This information will be updated the 1st day of the following month.

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

At the Home screen, we will click on Dashboard.

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

Next, we are presented with the Dashboard. The Dashboard defaults to Contract Based Registration Report. As we can see, the Registration Report defaults to display in the Bar Chart format. We could also choose to see the information displayed in a Counts Matrix or List format. We will leave the report in the Bar Chart format for now.

Now, let’s take a look at the options available to us to sort and limit the data. We can see that we have that ability to group the results By Agency/Command/Office or By Date.

It is important to note that the report defaults to Include All mode, which only displays contracts 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 which types of contracts we wish to include on the report by making selections under the Filter By Options section of the screen. The Filter By Options allow us to choose to limit our report based on a specific Agency/Command/Office or Date. Let’s look at the Filter By Options in more detail.

We’ll start with Filter By Agency/Command/Office. We can select an Agency, Command, Sub-Command, or Office from the drop-down. It is important to note that not all agencies will have major commands or sub-commands. The structure is determined by the agency’s structure in the Federal Procurement Data System (FPDS). Major commands, sub-commands, and offices with zero contract counts are not displayed. We will leave the default selected.

Let’s look at the Filter By Date. We will click on the Filter By Date drop down. Next, we can chose to view data by fiscal year, quarter, or month. The drop down provides choices for three years’ worth of data. We will leave the default selected.

Let’s take a look at the Bar Chart in more detail. First, let’s start by looking at the graphical chart key in more detail.

First we have Unregistered – Current. This displays how many contracts/orders are available in Auto Register. These unregistered contracts are not yet due for an evaluation as the end of the first Period of Performance (POP) has not yet been reached.

Next, we have Unregistered – Due. This displays how many contracts/orders are available in Auto Register. These unregistered contracts are due for an evaluation as either the end of the first POP has been reached or up to 120 days has passed since the end of the first POP.

Next, we have Unregistered – Overdue. This displays how many contracts/orders are available in Auto Register. These unregistered contracts are overdue for an evaluation as 121 days or more have passed since the end of the first POP.

Next, we have Registered – Current. This displays active auto or manually registered contracts where evaluations are completed or not due. These registered contracts are not yet due for an evaluation as the end of the first POP has not yet been reached or there has been an evaluation completed, and the follow on evaluation is not yet due.

Next, we have Registered – Due. This displays active auto or manually registered contracts that are due for evaluation. These registered contracts are due for an evaluation as the end of the first POP has been reached, 120 days or less has passed since the end of the first POP, or there has been an evaluation completed, and the follow on evaluation is due.

Next, we have Registered – Overdue. This displays active auto or manually registered contracts that are overdue for evaluation. These registered contracts are overdue for an evaluation as 121 days or more have passed since the end of the first POP or there has been an evaluation completed, and the follow on evaluation is overdue.

Some important points to remember regarding the contracts that are counted on the Dashboard Registration report. Contract/orders in a final status and contracts that have been archived are not counted. Also, if a contract/order has been removed from the Auto Register List it will not be counted.

Since we now know what the Dashboard Registration displays, and how we can choose to view it, let’s look at the Dashboard in detail. We will select May 2023, from the Filter By Date drop down. This is the Dashboard for UAT993 for the month of May in Fiscal Year (FY) 2023. In May of FY2023, UAT993 had 139 unregistered contracts that were current, 115 unregistered contracts that were due, and 154 unregistered contracts that were overdue. In May FY2022, UAT993 had 240 registered contracts that were current, 157 registered contracts that were due, and 313 registered contracts that were overdue.

Let’s look at the Dashboard for an office. We will do this by selecting an office from the Agency/Command/Office drop-down. This is the Dashboard for U10 for May FY2023. Now, let’s say we wanted to see this information displayed in the counts matrix format. We will click on Counts Matrix under Report Format.

As we can see, the selections we made to filter the report have transferred over to the Counts Matrix Report Format. If we want to see the list of contracts/orders that make up the count matrix, we click the List Report Format option. This is the list of contracts/orders for the Agency U993 Office U10 for May FY2023. If we scroll over, we can see the Focal Point is displayed for contracts/orders which have been registered.

Let’s take a look at the remaining Dashboard Options. First, we can download any of our reports into a Spreadsheet. When we click the Spreadsheet function, our Dashboard Registration Report will be displayed as a spreadsheet. It’s important to note, if downloading the bar chart, only the counts matrix—not the bar chart—will display in the spreadsheet.

If we want to save this report, or any other reports, to run again in the future, we 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 in the future, 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, we are ready to exit CPARS by clicking Log Out.

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