DCARC Defense Cost & Resource Center

EVM Central Repository

Reviewer Guide

7/26/2014

Reviewer Guide

- The following document provides step-by-step screenshots to illustrate the major actions performed by Reviewers in the EVM-CR system:
  - Obtaining an ECA Client Certificate
  - Requesting a DCARC Portal account
  - Assigning Reviewers/Submitters to your contract*
  - Reviewing EVM Submissions

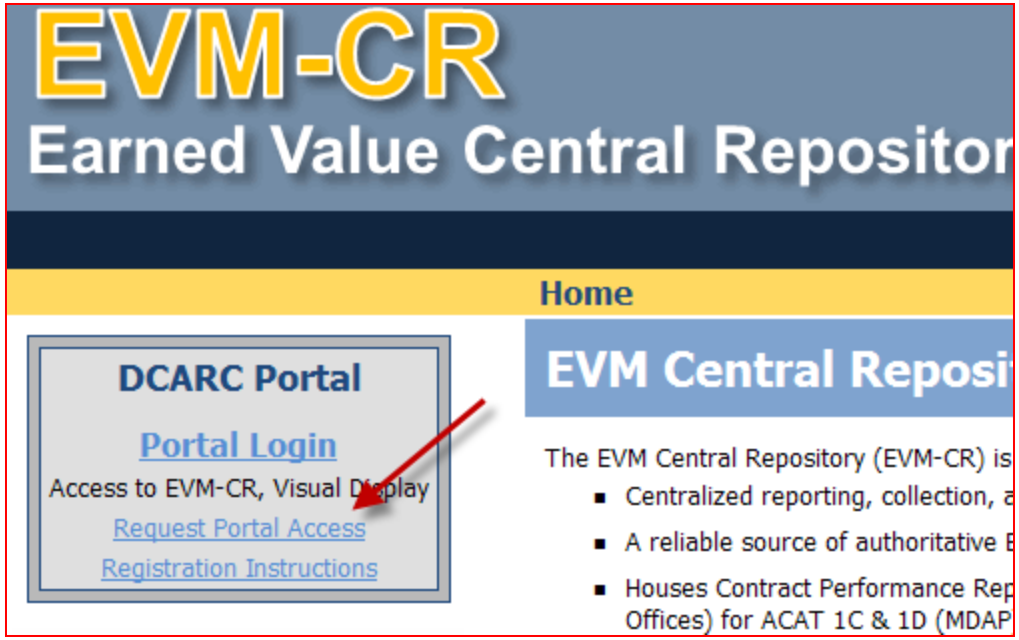
* Lead Reviewers only

ECA Certificate

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at http://iase.disa.mil/pki/eca/index.html

Requesting an Account

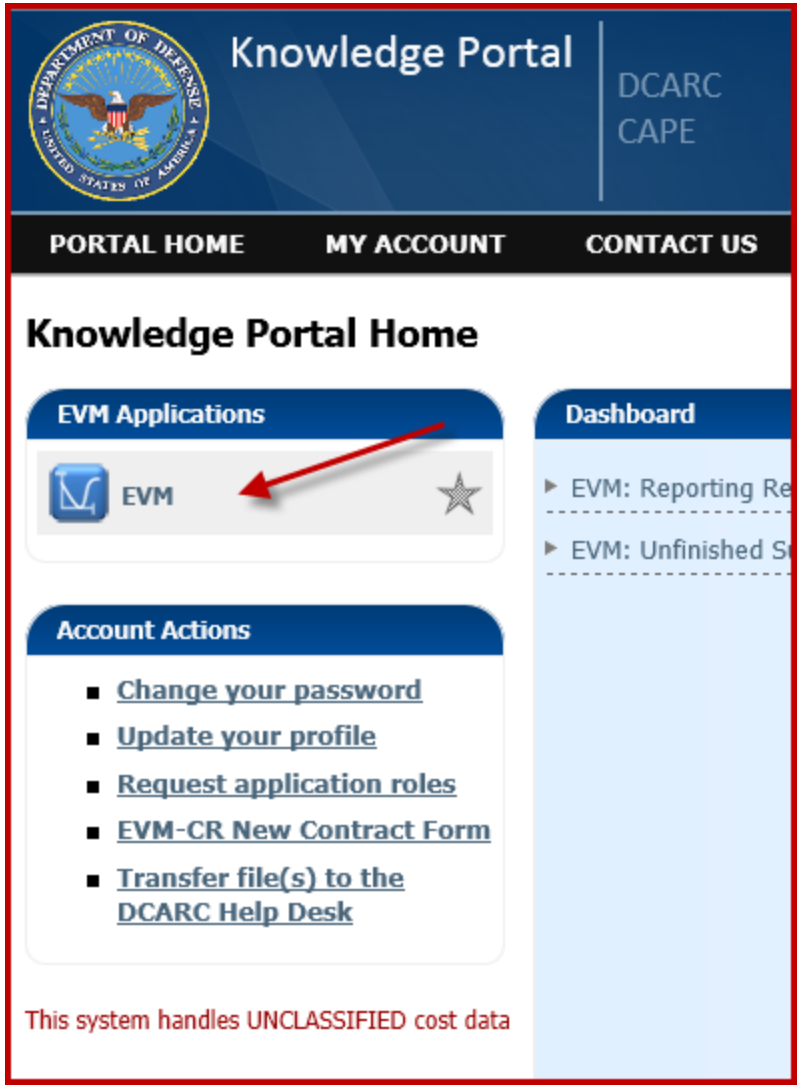
- Please choose the request access link as shown below
  http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx



- Please contact us a DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Reviewer role added to your user profile.

Accessing the EVM Website

- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.



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PARCA PERFORMANCE ASSESSMENTS AND ROOT CAUSE ANALYSES

Reviewer Home: Submissions

OSD

Submission Review Home

Submissions | Task Submission Status | Contracts | Submission History

Pending Submissions

Submissions Filtered By My Review Decisions: Pending

Submission ID	Prime Contract Number	Report Category(s)	Contract Task	Program Name	Report Date	Submitter Name	Submitted Date	Role
23701	[illegible]	IPMR Cost	Production	[illegible]	2/23/2014	Jen Horner	4/16/2014	Lead Reviewer
23529	[illegible]	IPMR Schedule	Task 1	[illegible]	1/31/2014	Damon Eckert	4/29/2014	Lead Reviewer
23530	[illegible]	IPMR Schedule	Task 1	[illegible]	4/29/2014	Damon Eckert	4/29/2014	Lead Reviewer
23537	[illegible]	IPMR Schedule	Task 1	[illegible]	8/23/2014	Damon Eckert	9/1/2014	Lead Reviewer

- When a submitter uploads a submission to your assigned contract, you will receive an email notification. (Sent to the email address you have supplied in your user profile.)
- Your role on the contract will be shown in the far right column.
- To review the submission, click the Submission ID number to drill into the submission.

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Submission Detail: Submission

OSD

- The Submission tab will display information about the submission such as when it was submitted, current status and report type.

Contract | Submission | Files | Reviewers | Comments

Submission Information

Submission Task:	Task 1	**Year:**	2014	**Month:**	1	**Report Type(s):**	IPMR Schedule
Submission ID:	23529	**Report Date:**	1/31/2014	**Submission Date:**	4/29/2014		
Resubmit:	No	**Status:**	Pending	**Status Set By:**	Damon Eckert	**Status Set Date:**	4/29/2014
Historical PM:	Unknown	**Submitter Name:**	Damon Eckert	**Submitter Comment:**			
Submission Errors:	0						

Point of Contact Information

Name:	test Jen	**Phone:**	1234
Fax:	1233	**Email:**	est@tc.c

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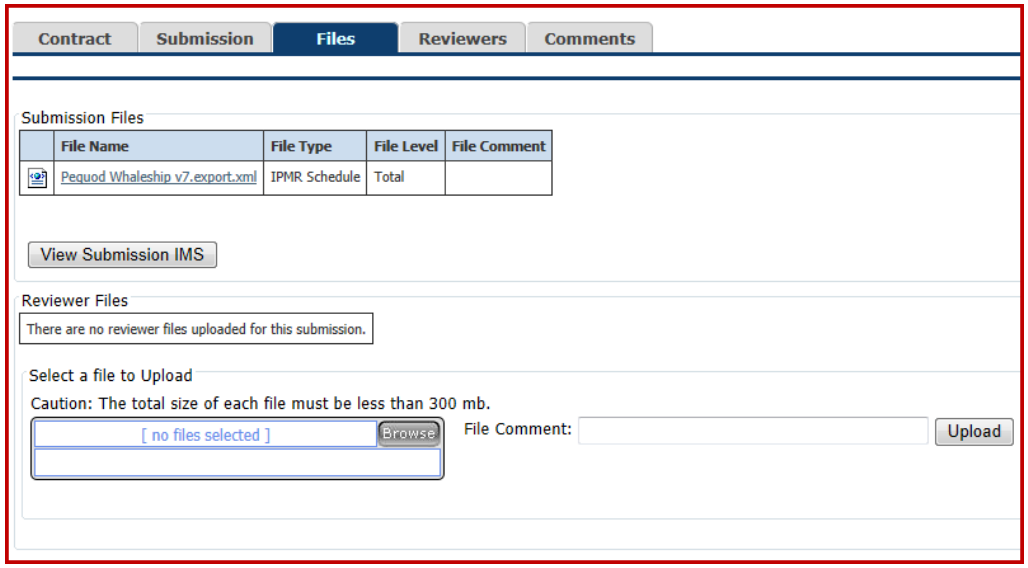
Submission Detail: Files

OSD

- The Files tab will display all files uploaded with the submission. Click the file name to open or save the file.
- To view the data extract from the XML or TRN file click, the View Submission CPRs button.

As a Reviewer, you can upload files on this page if you have comments you would like to record for the submission. To do this, click the Browse button to locate your file, select it and click the Upload button.



Submission Details: View Submission CPR

OSD

View	File Name	File Type	File Level	First Period	Latest Period	Number of Periods	Final CPR
		IPMR Cost	Total	12/31/2009	12/31/2009	1	173109

File Details

File Name	File Type	File Level
	IPMR Cost	Total

Navigate File Periods

1 of 1

View	Report To	Final CPR
	12/31/2009	Yes

Report Links

Data Quality Validation

Current Period Information

Current Period

Report From:	12/1/2009	To:	12/31/2009

Report Information

Program Name	Phase	Contract Number	Contract Type
	OTHER	1	OTHER
Contractor	**Maximum WBS Level**	**CPR ID**	**Final CPR**
	2	173109	Yes Remove Final CPR

CPR Header Dollars in Thousands

Quantity	Share Above	Share Below	Orignal NCC	NCC
CBB	**TAB**	**AUW**	**Contract Ceiling**	**Estimated Ceiling**
Best Case EAC	**Worst Case EAC**	**Most Likely EAC**	**Target Price**	**Estimated Price**

Variances

At Complete	Cumulative Schedule	Cumulative Cost	Total Schedule	Total Cost

CPR Dates

Contract Start	Contract Definitization	Planned Completion	Contract Completion	Estimated Completion
			3/26/2010	3/26/2010

Performance Measurement Baseline (PMB)

MR	BAC	EAC	BCWS	BCWP	ACWP	CPI	SPI

Over Target Baseline (OTB)

OTB Date	BAC Adjustment	SV Adjustment	CV Adjustment	MR Adjustment

^ Calculated Fields

DAMIR Validation Failures

Any failures listed below may prevent this data from being sent to the DAMIR system.

- Target Price must be greater than or equal to NCC

- When a contractor delivers an XML (IPMR Cost) file you can choose the option to View Submission CPR from the Files tab.
- A view similar to that at the left will be displayed. Any potential errors that will prevent data from going forward to DAMIR will be displayed in red and the corresponding cells will be colored red as well.

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Submission Detail: Reviewers

OSD

- Each Lead Reviewer and Reviewer assigned to the contract will be listed here. They can vote to approve or reject the submission and enter their comments.
- NOTE – your decision here does not actually reject the submission. The Lead Reviewer will still need to reject from the Lead Reviewer Actions Menu.

Contract | Submission | Files | Reviewers | Comments

Submission Reviewers

Reviewer	Organization	Role	Status	Status Date	Comment
David Augsburger	Tecolote Research	Lead Reviewer	Pending		
Damon Eckert	TEcolote	Lead Reviewer	Pending		
Reviewer EVM	DCARC	Lead Reviewer	Pending		
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	Pending		
Jen Horner	Tecolote Research, Inc.	Lead Reviewer	○ Approved ○ Conditionally Approved ○ Rejected ◉ Pending		
Burt LeClercq	Tecolote Research, Inc	Lead Reviewer	Pending		

Save

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Submission Detail: Reviewers

OSD

- Each Lead Reviewer and Reviewer assigned to the contract will be listed here. They can vote to approve or reject the submission and enter their comments.
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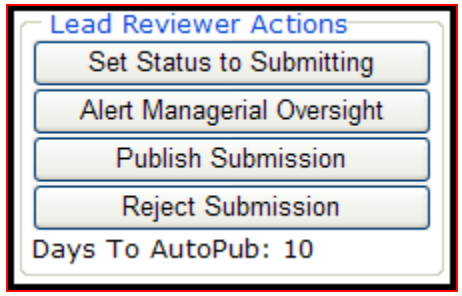
Contract | Submission | Files | Reviewers | Comments

Submission Reviewers

Reviewer	Organization	Role	Status	Status Date	Comment
David Augsburger	Tecolote Research	Lead Reviewer	Pending		
Damon Eckert	TEcolote	Lead Reviewer	Pending		
Reviewer EVM	DCARC	Lead Reviewer	Pending		
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	Pending		
Jen Horner	Tecolote Research, Inc.	Lead Reviewer	○ Approved ○ Conditionally Approved ○ Rejected ◉ Pending		
Burt LeClercq	Tecolote Research, Inc	Lead Reviewer	Pending		

Save

Lead Reviewer Actions Menu



- The Lead Reviewer Actions Menu provides options for the Lead Reviewers to take several actions on a submission.
- Set Status to Submitting - This option allows the Lead Reviewer to return the submission to the Submitting status. This will allow the Submitter to access it and add/remove files as needed and then resubmit.
- Alert Managerial Oversight - The Managerial Oversight Reviewer(s) will not be notified of a submission ready for review unless the Lead Reviewer notifies them with this option.
- Publish Submission - This option publishes the submission. The submission will now be available for viewing by all approved Analysts.
- Reject Submission - This option rejects the contractor's submission. The submitter can then upload a replacement submission for the requirement. The rejected submission cannot be viewed by Analysts.
- Days To AutoPub - If a Lead Reviewer does not Publish or Reject a submission within 10 calendar days of submission it will be automatically published to the EVM-CR.

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Reviewer Home: Task Submission Status

OSD

Submission Review Home

Submissions | Task Submission Status | Contracts | Submission History

Contract Task Submission Status

Program: Contract Number: Filter Tasks Clear Filter

Previous Month Current Month Next Month

Legend

Program	Contract	Contract Task	Dec 2013							Jan 2014							Feb 2014							Mar 2014							Latest History File	Pct Complete
			IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time		
Death Star Program (Testing...	N0000-00-0002	Task 1																														0
Example	N0000-00-N-0000	Task 1																													2/23/2014	89
Example	N0000-00-N-0000	test 2																													2/23/2014	7

- This tab displays a status view of all assigned tasks.
- The legend describes the meaning of each rating.
- To view the submission contributing to a particular rating, click the box to navigate to it.

On Time Scores *	Compliance Scores **
Submitted on Time	Processed
Submitted Late	Not Required
Rejected - not re-submitted	Missing
Submission in Submitting	No Data
Expected this Period ***	
Missing	
Not Required this period	
Not required on this task	
No Data	

* Applies to all On-Time scores, IPMR Cost, Formatted Cost, IPMR Schedule, Native Schedule, CFSR, and History

** Applies to all EDI Compliance Scores, IPMR Cost, IPMR Schedule

*** Submission is Due this period, and has yet to be started by the submitter.

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PARCA PERFORMANCE ASSESSMENTS AND ROOT CAUSE ANALYSES

Reviewer Home: Contracts

OSD

Submission Review Home

Submissions | Task Submission Status | Contracts | Submission History

Assigned Contracts

Prime Contract Number	Contract Task	Program Name	PM	Contractor	Contractor Division	Role
N0000-00-0002	Task 1	Death Star Program (Testing Purposes)	John Kimble	Prime: Rambo Systems Sub: Agusta S.pA.	Prime: Awesome Weapon Development Sub: N/A	Lead Reviewer
N0000-00-N-0000	Multiple (2)	Example	Unknown	Prime: DCARC Corporation Sub:	Prime: N/A Sub:	Lead Reviewer

- To view contracts assigned to you, click the Reviewer Home tab at the top of the page.
- Next, click the Contracts tab as shown here. All contracts assigned to you will be displayed.
- If you are not assigned any contracts, please contact DCARC Support at DCARCSupport@Tecolote.com.

Contract Detail: Contract Summary

OSD

Contract Detail

Program: Example **Reporting Contractor:** DCARC Corporation **Contract Type:** Unknown **EDI Required?:** No

Service: DOD **Contract Number:** N0000-00-N-0000 **Sub Contract Number:** **Start Date:** **End Date:** **Reporting Stopped?:** No

Contract Summary | Reviewers & Submitters | Received Submissions | Contract Attachments | EDI Waiver | Contract Events | Comments

Contract Summary:

Contract Task
Task 1
test 2

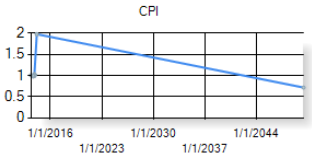
DAU Gold Card Metrics by Contract Task (Single Dollars):

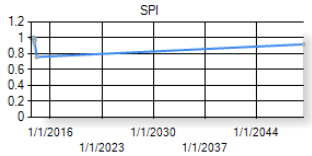
DoD Tripwires	Value
CPI	1.98
SPI	0.76

Variances	Values
Cost Variance	1,062,641
Schedule Variance	-668,673
Variance at Complete	1,950,511
CV %	49.47
SV %	-23.74

Key Metrics	Values
BCWP	2,147,983
BCWS	2,816,656
ACWP	1,085,342
BAC	29,947,477
EAC (reported)	27,996,966
EAC (cpi)	15,131,989
EAC (composite)	19,504,748

Metric Name	Values
% Schedule	9.41
% Complete	7.17
% Spent	3.62
TCPI eac	1.03





View CPR Data Report for currently selected contract task.

Legend

Contract Task	EDI Applied on CDRL	Jan 2014 IPMR Cost on Time	Jan 2014 IPMR Cost Compliance	Jan 2014 Formatted Cost on Time	Jan 2014 IPMR Schedule on Time	Jan 2014 IPMR Schedule Compliance	Jan 2014 Native Schedule on Time	Jan 2014 CFSR on Time	Feb 2014 IPMR Cost on Time	Feb 2014 IPMR Cost Compliance	Feb 2014 Formatted Cost on Time	Feb 2014 IPMR Schedule on Time	Feb 2014 IPMR Schedule Compliance	Feb 2014 Native Schedule on Time	Feb 2014 CFSR on Time	Mar 2014 IPMR Cost on Time	Mar 2014 IPMR Cost Compliance	Mar 2014 Formatted Cost on Time	Mar 2014 IPMR Schedule on Time	Mar 2014 IPMR Schedule Compliance	Mar 2014 Native Schedule on Time	Mar 2014 CFSR on Time	Latest History File	Pct Complete
Task 1																							2/23/2014	89

- The Contract Detail screen has several tabs associated with it. First, you are presented with the Contract Summary tab. This tab displays basic identifying information about this contract. It also shows the DAU Gold card Metrics as well as CPI & SPI and Program Status Report.
- There is also a link to View the CPR Data Report.

Contract Detail: Reviewers & Submitters

Contract Detail

Program: Example **Reporting Contractor:** DCARC Corporation **Contract Type:** Unknown **EDI Required?:** No

Service: DOD **Contract Number:** N0000-00-N-0000 **Sub Contract Number:** **Start Date:** **End Date:** **Reporting Stopped?:** No

Contract Summary | **Reviewers & Submitters** | Received Submissions | Contract Attachments | EDI Waiver | Contract Events | Comments

Contract Reviewers:

Reviewer Name	Organization	Role
David Augsburger	Tecolote Research	Lead Reviewer
Damon Eckert	TEcolote	Lead Reviewer
Reviewer EVM	DCARC	Lead Reviewer
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer
Jen Horner	Tecolote Research, Inc.	Lead Reviewer
Burt LeClercq	Tecolote Research, Inc	Lead Reviewer

Manage Contract Reviewers

Contract Submitters:

Submitter Name	Organization
David Augsburger	Tecolote Research
Damon Eckert	TEcolote
Submitter EVM	DCARC
Eric Guerber	SPSG - Tecolote Research Inc.
Jen Horner	Tecolote Research, Inc.
Burt LeClercq	Tecolote Research, Inc

Manage Contract Submitters

- The Reviewers & Submitters tab displays all users assigned to the contract.
- Lead Reviewers are responsible for maintaining these lists of users. Click Manage Contract Reviewers or Manage Contract Submitters to Add/Remove users from the contract.

Contract Detail: Rec'd Submissions

- The Received Submissions tab displays all submissions that have been submitted on this contract.
- To drill into a submission, click on the underlined Submission ID number.

Contract Detail

Program: Example **Reporting Contractor:** DCARC Corporation **Contract Type:** Unknown **EDI Required?:** No

Service: DOD **Contract Number:** N0000-00-N-0000 **Sub Contract Number:** **Start Date:** **End Date:** **Reporting Stopped?:** No

Contract Summary | Reviewers & Submitters | Received Submissions | Contract Attachments | EDI Waiver | Contract Events | Comments

Received Submissions:

Contract Task: All **Report Categories:** All **Latest Submission Status:** All

Submission ID	Contract Task	Report Category(s)	Report Date	Submitted Date	Status Date	Status Set By	Status
23694	Task 1	History	2/23/2014	4/4/2014	4/28/2014	System	Published
23693	Task 1	History	2/23/2014	4/4/2014	4/4/2014	David Augsburger	Published
23692	test 2	History	2/23/2014	4/4/2014	4/4/2014	David Augsburger	Published
23691	test 2	History	4/4/2014	4/4/2014	4/4/2014	David Augsburger	Published
23675	test 2	IPMR Cost	2/21/2014	3/24/2014	3/24/2014	David Augsburger	Published
23671	test 2	IPMR Cost	2/21/2014	3/19/2014	3/19/2014	David Augsburger	Published
23670	test 2	IPMR Cost	2/21/2014	3/19/2014	3/19/2014	David Augsburger	Published
23669	test 2	IPMR Cost	2/21/2014	3/19/2014	3/19/2014	David Augsburger	Published
23625	Task 1	IPMR Cost	3/31/2010	12/17/2013	4/28/2014	System	Published
23614	Task 1	IPMR Cost	10/27/2013	12/13/2013	4/28/2014	System	Published

1 2 3 4 5 6

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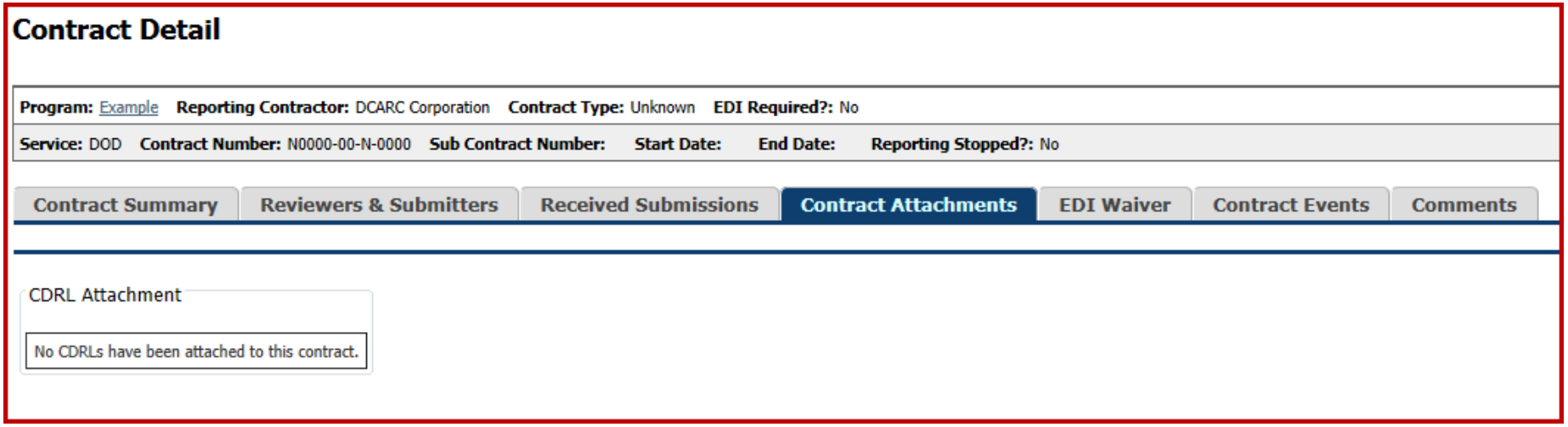
PARCA PERFORMANCE ASSESSMENTS AND ROOT CAUSE ANALYSES

Contract Detail: Contract Attachments

OSD

- The Contract Attachments tab is where all CDRLs can be found (If a copy has been received).
- Any information we have about reporting stop/start will also be found here.



Reviewer Home: Submission History

Submission Review Home

Submissions | Task Submission Status | Contracts | Submission History

Search Submission History

Submission ID:
Contract Number:
Report Category: All
Submission Status: Any Status
Program: All Programs
Report Date After:
Report Date Before:
Search Submissions | Reset Filters

1 2 3 4 5 6

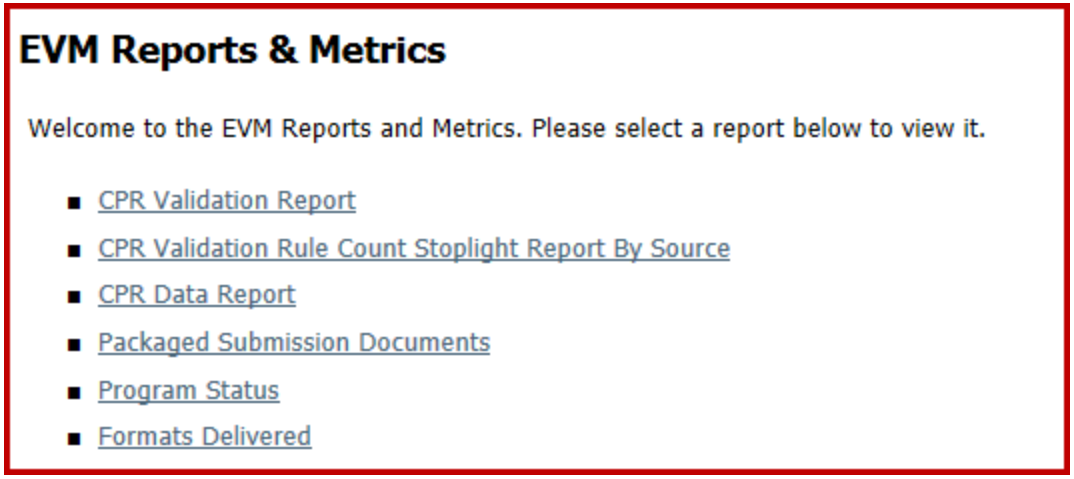
Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
23468	IPMR Cost	6/23/2050	11/7/2013	N0000-00-N-0000	Example	11/18/2013	System	Published
23467	IPMR Schedule	2/23/2017	11/7/2013	N0000-00-N-0000	Example	11/18/2013	System	Published
23492	IPMR Schedule	2/23/2017	11/18/2013	N0000-00-N-0000	Example	11/29/2013	System	Published
23537	IPMR Schedule	8/23/2014	9/1/2014	N0000-00-N-0000	Example	9/1/2014	Damon Eckert	Pending
23536	IPMR Schedule	6/23/2014	11/22/2013	N0000-00-N-0000	Example	12/3/2013	System	Published
23530	IPMR Schedule	4/29/2014	4/29/2014	N0000-00-N-0000	Example	4/29/2014	Damon Eckert	Pending
23691	History	4/4/2014	4/4/2014	N0000-00-N-0000	Example	4/4/2014	David Augsburger	Published
23692	History	2/23/2014	4/4/2014	N0000-00-N-0000	Example	4/4/2014	David Augsburger	Published
23535	IPMR Schedule	2/23/2014	3/26/2014	N0000-00-N-0000	Example	4/7/2014	System	Published
23693	History	2/23/2014	4/4/2014	N0000-00-N-0000	Example	4/4/2014	David Augsburger	Published

1 2 3 4 5 6

- The Submission History tab will show all submissions for your assigned contracts be default.
- To filter the results set, click the Show Search History Criteria and enter your desired criteria.

Reports & Metrics

- There are a few different options available from the Reports & Metrics tab:
  - CPR Validation Report – Displays validation rule violations.
  - CPR Validation Rule Count Stoplight Report By Source – Displays a count of each validation rule issue.
  - CPR Data Report– The CPR Data Report allows you to view contract CPR Data for all available periods in a grid form.
  - Packaged Submission Documents – Users can request a bulk download of submissions and retrieve it here.
  - Program Status – This report provides status of EVM-CR submissions.
  - Formats Delivered – This report shows the file formats delivered for a given contract/task.



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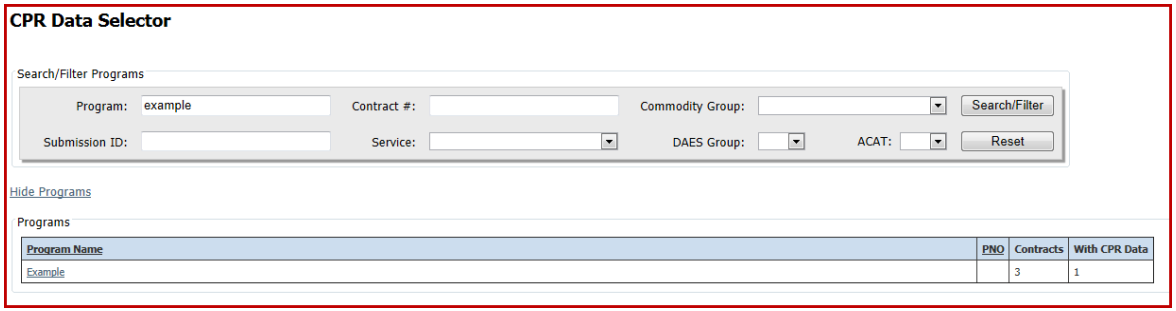
Reports & Metrics: CPR Data Report

OSD

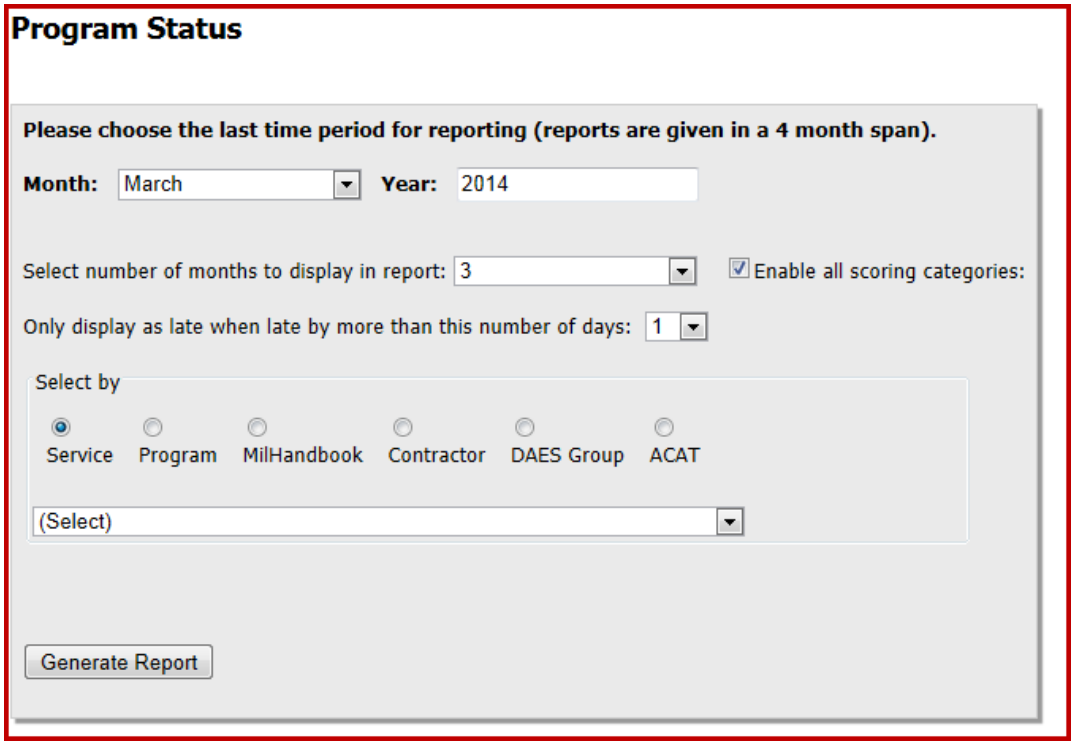
When selecting the CPR Data Report you will be presented with a search/filter screen similar to that shown to the right. Your programs will be displayed. Once you select the task name, you will be presented with the report below.



Year	Month	EffectiveDate	ReportFrom	StartDate	DefinitizationDate	CompletionDate	ECD	BudgetCompletionDate	Quantity	ShareAbove	ShareBelow	OriginalNCC	NCC	MostLikelyEAC	BestCaseEAC	WorstCaseEAC	TargetPrice	EstimatedPrice
2007	3	3/25/2007	2/19/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]						
2007	4	4/22/2007	3/26/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]					
2007	5	5/20/2007	4/23/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]					
2007	6	6/24/2007	5/21/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]					
2007	7	7/22/2007	6/25/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]					
2007	8	8/19/2007	7/23/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]					
2007	9	9/23/2007	8/20/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]					
2007	10	10/21/2007	9/24/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]					
2007	11	11/18/2007	10/22/2007	1/1/2007	3/8/2007	12/31/2008						[illegible]	[illegible]				[illegible]	[illegible]
2007	12	12/31/2007	11/19/2007	1/1/2007	3/8/2007	7/31/2009	9/29/2009	7/31/2009				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	1	1/27/2008	1/1/2008	1/1/2007	3/8/2007	7/31/2009	9/22/2009	7/31/2009				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	2	2/24/2008	1/28/2008	1/1/2007	3/8/2007	7/31/2009	10/5/2009	7/31/2009				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	3	3/30/2008	2/25/2008	1/1/2007	3/8/2007	7/31/2009	9/29/2009	7/31/2009				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	4	4/27/2008	3/31/2008	1/1/2007	3/8/2007	7/31/2009	10/16/2009	7/31/2009				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	5	5/25/2008	4/28/2008	1/1/2007	3/8/2007	7/31/2009	11/16/2009	7/31/2009				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	6	6/29/2008	5/26/2008	1/1/2007	3/8/2007	7/31/2009	12/17/2009	7/31/2009				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	7	7/27/2008	6/30/2008	1/1/2007	3/8/2007	7/31/2009	8/23/2010	8/23/2010				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2008	8	8/24/2008	7/28/2008	1/1/2007	3/8/2007	7/31/2009	9/9/2010	8/23/2010				[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

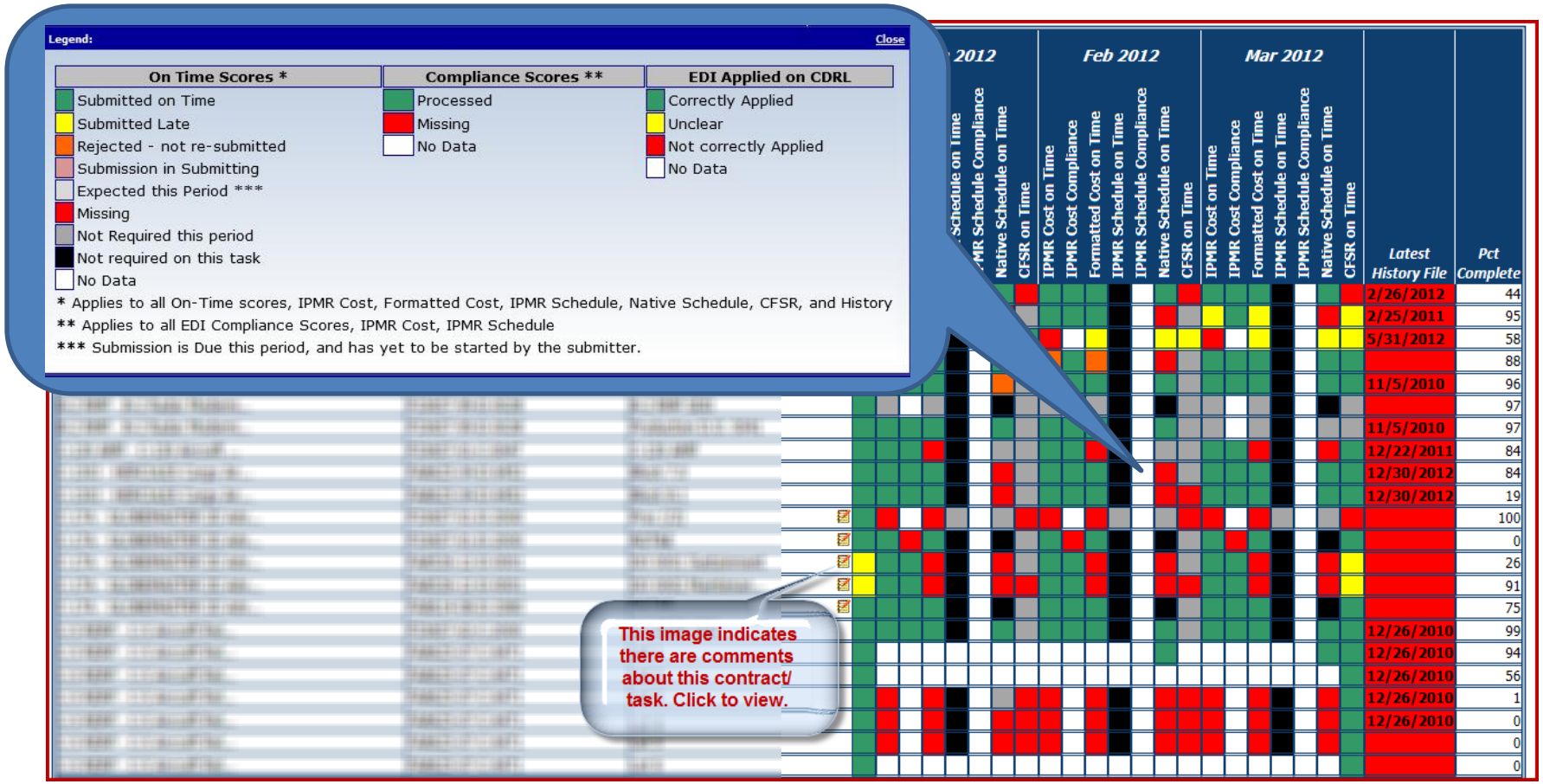
Reports & Metrics: Program Status

- Select a month from the drop down menu (year is pre-populated with the current year and can be changed to display previous years if necessary).
- * Note if you are an Analyst you will be able to see all programs.
- Select either Generate Report – to have your results displayed on this screen or Download Report to download your results to Excel.



Reports & Metrics: Program Status

OSD



- Results will be displayed in a grid similar to that shown above for the specified time period.
- Legend displays color coding for various columns.