



PARCA

EVM Central Repository Submitter Guide

JUNE 2016



SUBMITTER GUIDE

The following document provides step-by-step illustrations of the major actions performed by Submitters in the EVM-CR system:

- Obtaining an ECA Certificate
- Creating a CADE Portal Account
- Requesting access to a contract
- Uploading Documents
 - Proper File Tagging
 - Identifying Report Dates



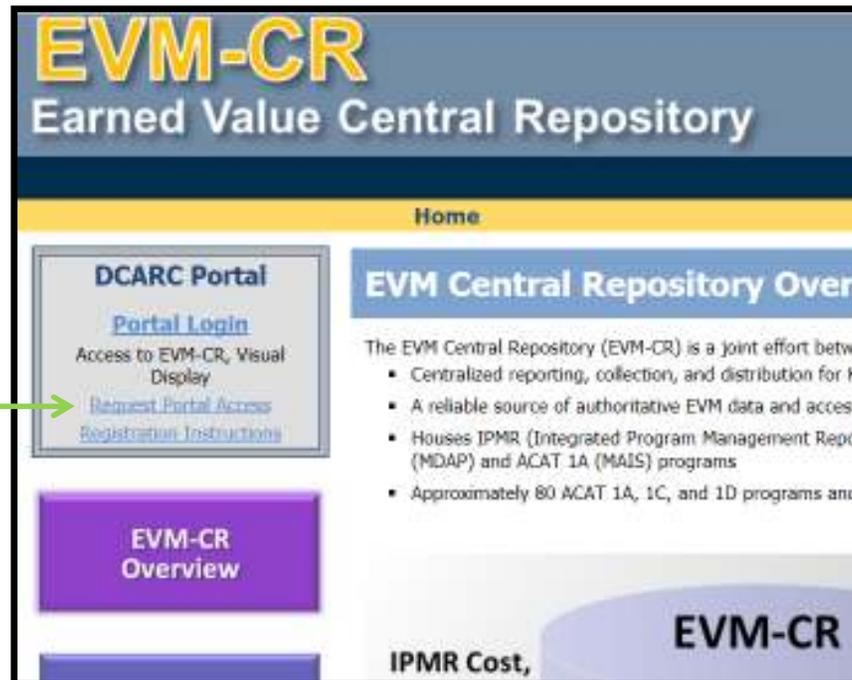
ECA CERTIFICATE

- All users are required to have a valid CAC (Common Access Card) or ECA (External Certificate Authority) Certificate in order to establish an account on the CADE Portal.
- The type of ECA Certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors, visit the ECA PKO Program Website at <http://iase.disa.mil/pki/eca/Pages/index.aspx>



CREATING AN ACCOUNT

To request access to the CADE Portal, first go to <http://cade.osd.mil/EVM/EVMOverview.aspx> and choose the option to Request Portal Access as shown below:



Please contact us at CADESupport@Tecolote.com if you already have a CADE Portal account and require the EVM Submitter role added to your user profile.



ACCESSING THE EVM WEBSITE

Once your system access is approved, log in to the CADE Portal and click the EVM Application link to access the EVM Central Repository.

The screenshot shows the CADE Portal interface. At the top, there is a dark blue header with the Department of Defense seal on the left, the text 'CADE Portal' in the center, and 'CAPE DCARC' on the right. Below the header is a navigation bar with three tabs: 'PORTAL HOME', 'MY DASHBOARD', and 'ADMIN'. The main content area is titled 'My Dashboard'. On the left, there is a section for 'EVM Applications' with a blue icon and the text 'EVM'. On the right, there is a 'My Items' section with a list of items: 'DACIMS Access Rec' and 'CSDR Plan Package'. Below this is a 'Pending items' section with the text 'There are no program pla'.



REQUEST CONTRACT ACCESS

To request access to your contract(s):

- Choose My EVM
- Upload Home
- Click Contract Request tab
- Enter contract number and click Send Request

The screenshot shows the PARCA Knowledge Portal interface. At the top left is the Department of Defense seal. The main header reads 'Knowledge Portal' and 'PARCA'. Below this is a navigation bar with four tabs: 'PORTAL HOME', 'EVM HOME', 'MY EVM', and 'CONTACT US'. The 'MY EVM' tab is active, showing a dropdown menu with 'Upload Home' and 'Search Contracts'. A green arrow points to the 'Upload Home' option. Below the dropdown, the text reads 'Upload Home' and '(***) EVM Data Only, No CSDR Data (***)'. There are five tabs: 'Submit', 'Task Submission Status', 'Assigned Contracts', 'Submission History', and 'Contract Request'. A green arrow points to the 'Contract Request' tab. Below the tabs, the text reads 'Please enter the contract number of the request.' followed by a text input field labeled 'Contract Number :'. Below the input field is a 'Send Request' button.



UPLOAD HOME



UPLOAD HOME: NEW SUBMISSION

Once you navigate to *Upload Home*, your submissions in Submitting status will be displayed at the top of the page under *Continue Existing Submissions*. To continue an existing submission, click Continue. To start a new submission, click Start Submission under *Start New Submission on Task*.

Upload Home
 (** EVM Data Only, No CSDR Data **)

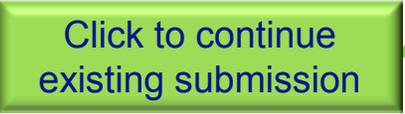
[Submit](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)
[Contract Request](#)

Continue Existing Submissions

Program Name	Submission ID	Contract Number	Report Category(s)	Contract Task	Contains Admin Files	Year	Month	Report Date		
Example	24416	X0000-15-A-0001	Electronic Cost, Human Readable Cost, Format 6	Task 1	No	2015	3	3/27/2015	Continue	Cancel
Example	24527	X0000-15-A-0001	History	Task 1	No	2006	11	11/26/2006	Continue	Cancel
Example	24542	X0000-15-A-0001	Human Readable Cost	Task 1	No	2015	8		Continue	Cancel

Start New Submission on Task

Program	Contract	Task	
Example	X0000-15-A-0001	Task 1	Start Submission



UPLOAD HOME: TASK SUBMISSION STATUS

- The *Task Submission Status* tab shows the status of all submittals.
- Click the respective submission box to start a new submission.
- Click *Legend* to view the color code legend.

Legend

ON TIME DELIVERY	COMPLIANCE
<input type="checkbox"/> On Time	<input type="checkbox"/> Compliant
<input type="checkbox"/> Late	<input type="checkbox"/> Not UN/CEFACT (if required)
<input type="checkbox"/> Rejected	<input type="checkbox"/> Missing Total/Final
<input type="checkbox"/> In Submitting	<input type="checkbox"/> No Data
<input type="checkbox"/> Expected this Period	
<input type="checkbox"/> Missing	UN/CEFACT
<input type="checkbox"/> Not Required this Period	<input type="checkbox"/> Required
<input type="checkbox"/> Never Required	<input type="checkbox"/> Not Required/Unclear
<input type="checkbox"/> No Data	

ON TIME DELIVERY	COMPLIANCE
Applicable to:	Applicable to:
• Electronic Cost	• Electronic Cost
• Human Readable Cost	• Format 6
• Format 6	• Format 7
• Native Schedule	
• CFSR	
• Format 7	

Upload Home
 (*** EVM Data Only, No CSDR Data ***)

Submit **Task Submission Status** Assigned Contracts Submission History Contract Request

Contract Task Submission Status

Program: Contract Number:

[Legend](#)

Program	Contract	Contract Task	Oct 2014		Nov 2014		Dec 2014		Jan 2015		Latest History File	
			Electronic Cost on Time	Electronic Cost Compliance	Human Readable Cost on Time	Human Readable Cost Compliance	Electronic Schedule on Time	Electronic Schedule Compliance	Native Schedule on Time	Native Schedule Compliance		CFSR on Time
Example	N0000-00-N-0000	Task 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example	N0000-00-N-0000	Test Task 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Example	N0000-00-N-0000	Test Task 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click box to start a new submission



UPLOAD HOME: ASSIGNED CONTRACTS

- The *Assigned Contracts* tab provides a listing of all contracts assigned to you as a submitter.
- If you are missing a contract assignment, please select the *Contract Request* tab to request access (as shown on slide 5).

Upload Home
(*** EVM Data Only, No CSDR Data ***)

Submit Task Submission Status **Assigned Contracts** Submission History Contract Request

Currently Assigned Contracts

Prime Contract Number	Contract Task	Program Name	Program Manager	Contractor	Contractor Division
N0000-00-N-0000	Multiple (4) 🗨️	Example	Unknown	Prime: TBD Sub:	Prime: N/A Sub:

Click to access
Contract Detail



UPLOAD HOME: SUBMISSION HISTORY

- The *Submission History* tab lists all submissions for your assigned contract and the current status of each Submission ID.

Upload Home
 (***) EVM Data Only, No CSDR Data (***)

[Submit](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)
[Contract Request](#)

Search Submission History

Submission ID:
 Contract Number:
 Report Category:

Submission Status:
 Program:

Report Date After:
 Report Date Before:

[Hide Search History Criteria](#)

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
24122	IPMR Schedule	10/31/2013	9/11/2014	N0000-C4-0001	Example	9/22/2014	System	Published
24029	IPMR Cost, Formatted Cost	11/27/2011		N0000-C4-0001	Example	7/28/2014	Jen Horner	Submitting
24014	History	11/27/2011	7/26/2014	N0000-C4-0001	Example	8/11/2014	System	Published
2369	IPMR Cost	8/25/2013		N0000-C4-0001	Example	4/4/2014	David Augsburger	Submitting
22055	Native Schedule	11/25/2012	12/12/2012	N0000-C4-0001	Example	12/23/2012	System	Published

Click to access Submission Detail

Submission Status



UPLOAD SUBMISSION



UPLOAD SUBMISSION: BROWSE/UPLOAD

- Navigate to *Upload Submission* by clicking Start Submission (as shown on slide 7) at the bottom of the *Upload Home* page.
- Click Browse to search for your file and select the appropriate file type.
- Click Upload to upload your file.

Back | Cancel Submission

Upload Submission

Program: **Example**
Contract Number / Task: **N0000-00-N-0000 / Test Task 2**
Report: Month, Year: **Sep, 2015** Submission ID: **53019**

Upload

Unclassified Documents Only

Select a file to Upload

Caution: The total size of each file must be less than 300 mb

[no files selected] File Comments:

Uploaded Files

There are no files uploaded to this submission.

Click to Browse **Click to Upload**



UPLOAD SUBMISSION: FILE TYPES

- When uploading a Machine Readable file (XML, TRN, WSA) the system will automatically detect the type of file you have uploaded.
- Machine Readable file types:
 - Electronic Cost
 - Format 6
 - Format 7
 - History (WSA or multi-period XML)
- When uploading a Human Readable file (PDF, DOC, XLS, etc.) The system will require you to identify the file that you are providing with the appropriate tag.
- Human Readable file types:
 - Human Readable Cost (option to identify format 5 is included)
 - CFSR
 - Native Schedule
 - Other (signature pages, etc.)

A file labeled “OTHER” will NOT be credited as delivery of any particular report type.



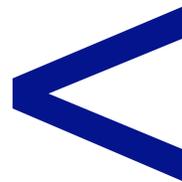
PARCA
EVM

UPLOAD SUBMISSION: MACHINE READABLE

- When uploading a Machine Readable file (XML, TRN, WSA) the system will require you to identify if the file is **Total** (represents the complete picture for this time period) or **Component** (represents a portion of the total; such as a sub-contractor report).
- If more than one **Total** file is submitted, the submitter needs to identify which one is **Final** (the Total/Final file that represents the time period).



Sub Reports
(Components)



Prime Report
(Total)



UPLOAD SUBMISSION: MACHINE READABLE

- When a Machine Readable file is uploaded the system will display a data extract from the file as shown here.
- Validation errors/warnings will be shown in red.
- To view the Data Quality Validation report click the link (see image on slide 16)
- To view the Performance Over Time chart click the link (see image on slide 17)

DAMIR Validation Failures and Data Validation Warnings displayed

File Name	File Type	File Level
...	IPMR Cost	Total

Current Period Information

Current Period: Report From: 11/26/2012 To: 12/30/2012 Processed Date: Processed: 5/4/2014

Program Name	Phase	Contract Number	Contract Type
...	CPF

Contractor	Maximum WBS Level	CPR ID	Final CPR
...	7	176823	Yes <input type="button" value="Remove Final CPR"/>

CPR Header Dollars in Thousands

Quantity	Share Above	Share Below	Original NCC	NCC
1	80	20

CBB	TAB	AUW	Contract Ceiling	Estimated
...

Best Case EAC	Worst Case EAC	Most Likely EAC	Target Price	Estimated
...

Variances

At Complete	Cumulative Schedule	Cumulative Cost	Total Schedule	Total Cost
...

CPR Dates

Contract Start	Contract Definition	Planned Completion	Contract Completion	Estimated Completion
12/15/2010	12/15/2010	2/26/2017	2/26/2017	2/26/2017

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
There are no DAMIR validation failures in this submission.

Data Validation Warnings
Further warnings detected within the data.

- 2 out of 101 WBS element leaf nodes report Cumulative BCWP but not Cumulative ACWP

Navigate File Periods

View Report To Final CPR
4/24/2016 Yes

Report Links
Data Quality Validation
Chart Links
Performance Over Time

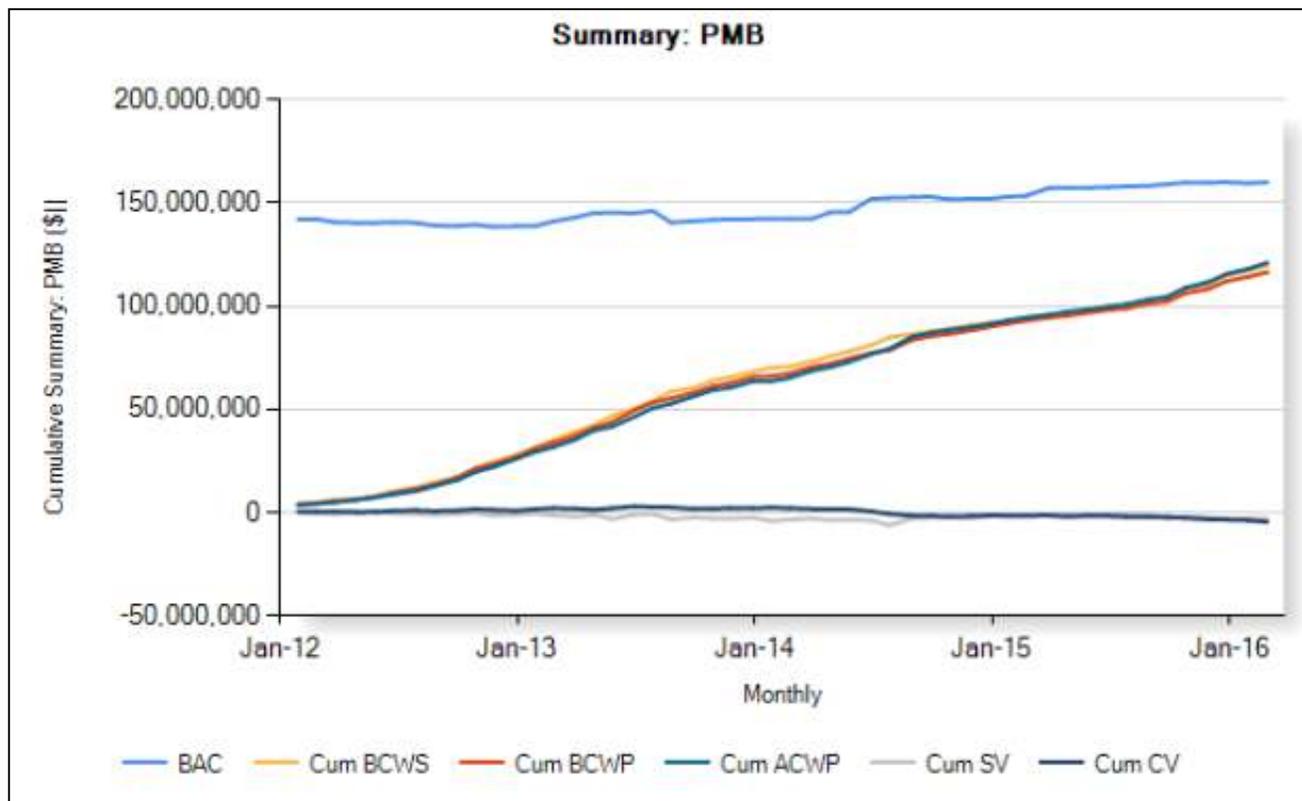
Click to view Data Quality Validation Report and Performance Over Time Chart



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EVM**

UPLOAD SUBMISSION: PERFORMANCE OVER TIME CHART

The Performance Over Time (POT) Chart provides a graphical representation of the submitted Electronic Cost IPMR Data





UPLOAD SUBMISSION: HUMAN READABLE

- When uploading a Human Readable file (PDF, MPP, DOC, XLS, etc.) you will be presented with the screen below.
- Select the appropriate file type and click Continue.

Back | Cancel Submission

Upload Submission

Program: **Example**
Contract Number / Task: **N0000-00-N-0000 / test Jen**
Report: Month, Year: **May, 2016** Submission ID: **61121**

Upload

Processed File

Submission Options

File type could not be autodetected. Please choose an option from the following before continuing.

Mark File as "Other" type

File is Native Schedule

File is CFSR

File is Human Readable Cost Contains Format 5 Data

Delete and upload a different file

Continue

Choose the appropriate file type and click Continue



UPLOAD SUBMISSION: HUMAN READABLE

- Continue to Browse/Upload all files for your current submission
- Once all files are uploaded, click Next Step to advance to *Review & Submit*

Back | Cancel Submission

Upload Submission

Program: **Example**
Contract Number / Task: **N0000-00-N-0000 / test Jen**
Report: **Human Readable Cost** Month, Year: **May, 2016** Submission ID: **61121**

Upload | Review & Submit

Next Step

Unclassified Documents Only

Select a file to Upload
Caution: The total size of each file must be less than 300 mb

[no files selected] File Comments:

Uploaded Files

	File Name	File Type	Contains Format 5 Data	File Comment	Actions
	EXAMPLE_pdf.pdf	Human Readable Cost	No	EXAMPLE pdf	 

Next Step



UPLOAD SUBMISSION: REVIEW & SUBMIT

- The Report Date is the ending date of the data in the file.
- Report Date will auto-populate if a machine readable file is submitted.
- If a Human Readable file is submitted, submitter must enter report date manually.
- Click Save Submission
- Click Submit.

Back | Cancel Submission

Upload Submission

Program: **NSA - National Security Agency - High Frequency Radio (NSA) - NSA/CSS/NSA/ISS/INT/DIR**
 Contract Number / Task: **NSA/CSS/NSA/ISS/INT/DIR - NSA/CSS/NSA/ISS/INT/DIR**
 Report: **Native Schedule** Monthly, Year: **Dec, 2012** Submission ID: **NSA/CSS/NSA/ISS/INT/DIR**

Files | **Review & Submit**

Submission Information

Contr #: Contr: NSA/CSS/NSA/ISS/INT/DIR Division: NSA/CSS/NSA/ISS/INT/DIR Location: NSA/CSS/NSA/ISS/INT/DIR Cage Code: NSA/CSS/NSA/ISS/INT/DIR	Sub Contr #: Sub Contr: NSA/CSS/NSA/ISS/INT/DIR Division: NSA/CSS/NSA/ISS/INT/DIR Location: NSA/CSS/NSA/ISS/INT/DIR Cage Code: NSA/CSS/NSA/ISS/INT/DIR	Program Program Name: NSA - National Security Agency - High Frequency Radio (NSA) - NSA/CSS/NSA/ISS/INT/DIR PNO: NSA Program Mgr: NSA/CSS/NSA/ISS/INT/DIR Service: NSA/CSS/NSA/ISS/INT/DIR Mil Handbook: NSA/CSS/NSA/ISS/INT/DIR Weapon Sys: NSA/CSS/NSA/ISS/INT/DIR
---	---	---

Contract Tasks: **NSA/CSS/NSA/ISS/INT/DIR**

Contract Type: **FFP/CPAF** Start Date: **NSA/CSS/NSA/ISS/INT/DIR** End Date: **NSA/CSS/NSA/ISS/INT/DIR** Stops Contract Reporting?: **No** EDI Required On Contract?: **Yes**

Submission Details:

Report Date: ← **Enter ending date of data in the file**

Is Draft:

Comment: **SV 4 DECEMBER IMS** (Max 256 chr.)

Save Submission ← **Click to Save**

Point of Contact Information:

Name: **NSA/CSS/NSA/ISS/INT/DIR**
 Title: **NSA/CSS/NSA/ISS/INT/DIR**
 Email: **NSA/CSS/NSA/ISS/INT/DIR**

Update Contract Task POC

Uploaded Files:

File Name	File Type	File Level
<input type="checkbox"/> NSA/CSS/NSA/ISS/INT/DIR	Native Schedule	

Submit ← **Click to Submit**



SUBMISSION CONFIRMATION

Once you click Submit, all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.



If you have any questions, please contact
CADE SUPPORT
CADESupport@Tecolote.com



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EVM

REQUEST: RETURN TO SUBMITTING STATUS

- Did you forget to include a file? Did you find errors in your submission? Did you accidentally upload a file to the incorrect task?
- You can request the Lead Reviewer to return the Submission ID back to *Submitting* status. You can then add/delete/update files as needed.
- From Upload Home, navigate to the *Submission History* tab and click the *Submission ID#* of the submission you would like returned.

Upload Home
 (** EVM Data Only, No CSDR Data **)

Submit Task Submission Status Assigned Contracts **Submission History** Contract Request

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

Click Submission ID# to access Submission Detail

Hide Search History Criteria

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
52975	Electronic Cost	2/28/2010	10/9/2015	N0000-00-N-0000	Example	10/9/2015	Jen Horner	Pending
52721	Electronic Cost	8/1/2015	9/25/2015	N0000-00-N-0000	Example	10/9/2015	Jen Horner	Pending
52456		1/1/2015	10/9/2015	N0000-00-N-0000	Example	10/9/2015	Jen Horner	Pending



REQUEST: RETURN TO SUBMITTING STATUS

- On the *Submission Detail* page you will see a *Submitter Actions* menu.
- Click [Request Submitting Status](#) to send a request to the Lead Reviewer(s) assigned to your contract.

Submission Detail

PROGRAM	CONTRACT	Submission
Program Name: Example PNO: Service: DOD Military Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapons System: OTHER	Contract Number: N0000-00-N-0000 Reporting Contractor: TBD Service: N/A Contractor Location: Cage Code:	Submission ID: 52456 Contract Task: Test Task 2 Report Types: Submission Status: Pending

Submission | Files | Reviewers | Comments

Submission Information

Year: 2014	Month: 12	Historical PM: Unknown
Report Date: 1/1/2015	Submission Date: 10/9/2015	Submission Errors: 0
Status Set By: Jen Horner	Status Set Date: 10/9/2015	
Submitter Name: Eric Guerber	Is Draft: No	

Submitter Actions

[Request Submitting Status](#)

Point of Contact Information

Name: Eric Guerber	Phone: 253-564-1979	Submitter Comment:
Fax:	Email: eguerber@tecolote.com	

Click here to request the submission returned to you in the Submitting status.



REQUEST: RETURN TO SUBMITTING STATUS

- Once the submission has been returned to you, you will find it under Upload Home, *Submit* tab as shown below.
- Click to Continue or Cancel your submission.

Upload Home
 (***) EVM Data Only, No CSDR Data (***)

[Submit](#)
[Task Submission Status](#)
[Assigned Contracts](#)
[Submission History](#)
[Contract Request](#)

Continue Existing Submissions

Program Name	Submission ID	Contract Number	Report Category(s)	Contract Task	Contains Admin Files	Year	Month	Report Date		
Example	52456	N0000-00-N-0000		Test Task 2	No	2014	12	1/1/2015	Continue	Cancel

Start New Submission on Task

Program	Contract	Task	
Example	N0000-00-N-0000	Test Task 2	Start Submission
Example	N0000-00-N-0000	Test Task 3	Start Submission

Click here Continue or Cancel this submission