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Do Not Film

Acquisition and Assistance

Planning Application

User's Guide

January 2, 1996

Version 2.7

USAID

United States Agency for International Development

To report errors, request clarification, or offer suggestions on this user's guide, please contact the IRM Help Desk at 703-875-1234 or via e-mail at IRM Help Desk@IRM.

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Overview of the A & A Planning Application

Scope and Objectives

The Acquisition & Assistance (A&A) Planning Application is a Client-Server Application that uses an Oracle database and is the first module of the A&A Business Area. The other modules of A&A are Small Purchases, Award Formation, Award Administration, and Support. It is an agency-wide automated paper-less tool that provides detailed information identifying what Resources are needed to support specific Activities. As the Resources become definite, details of cost, timing, agents, vendor, instruments, and competition type are refined. The Request is consolidated into other Resource Requests or existing awards and assigned to a contracting specialist.

The objective of this task is to streamline and standardize the A&A Planning process.

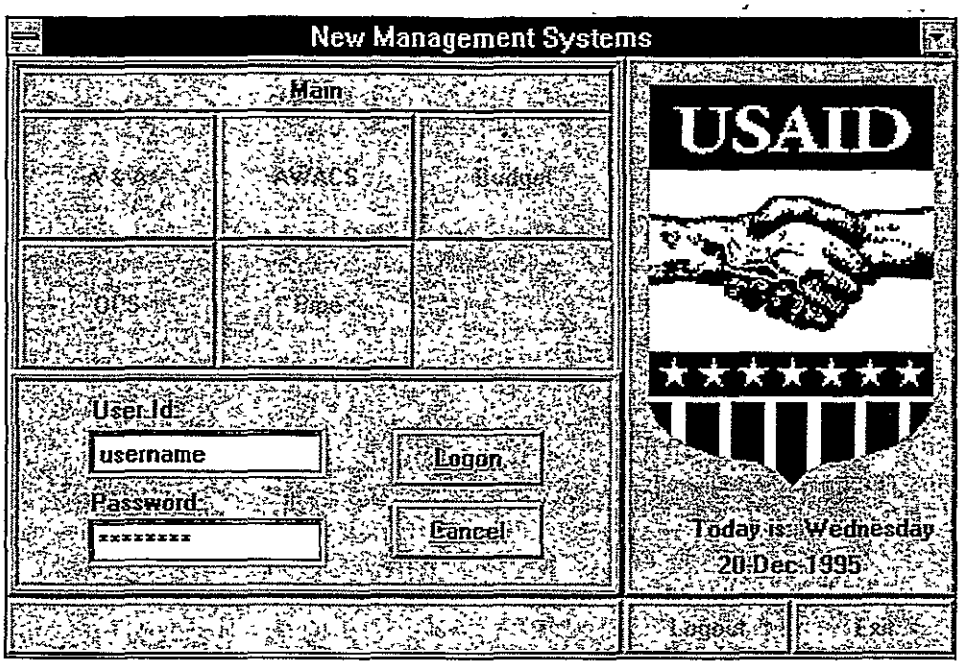
Accessing the New Management Systems

You must be authorized to logon to the New Management Systems (NMS) in order to use the A&A Planning application. The data in the A&A Planning Application is protected by Oracle and the application. Access to the database is protected by the Server, and by user accounts on the database. A legitimate A&A user first has to logon to the Banyan network with a valid account and password, and then logon to the Application with an Oracle User ID and password.

A&A Planning is accessed through the NMS Logon. The Logon box provides a security mechanism to ensure that only authorized users may log on to NMS Applications. For causes of logon failure, see Logon Procedure and Problems, page 1 of the Appendix.

Logon

Double-click on the USAID icon in your Windows Program Manager to access the NMS applications. If you are not sure where to find this icon, or you have problems logging on, contact your supervisor or System Administrator. The following common logon screen will appear:

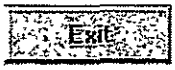


Enter your user ID and password and click on the Logon button to continue (or click on the Cancel button to exit). The buttons for applications to which you have access will be highlighted in bold type. Other buttons available to you on this screen include:

Click on this button to enter a new password, which must be at least eight characters long.

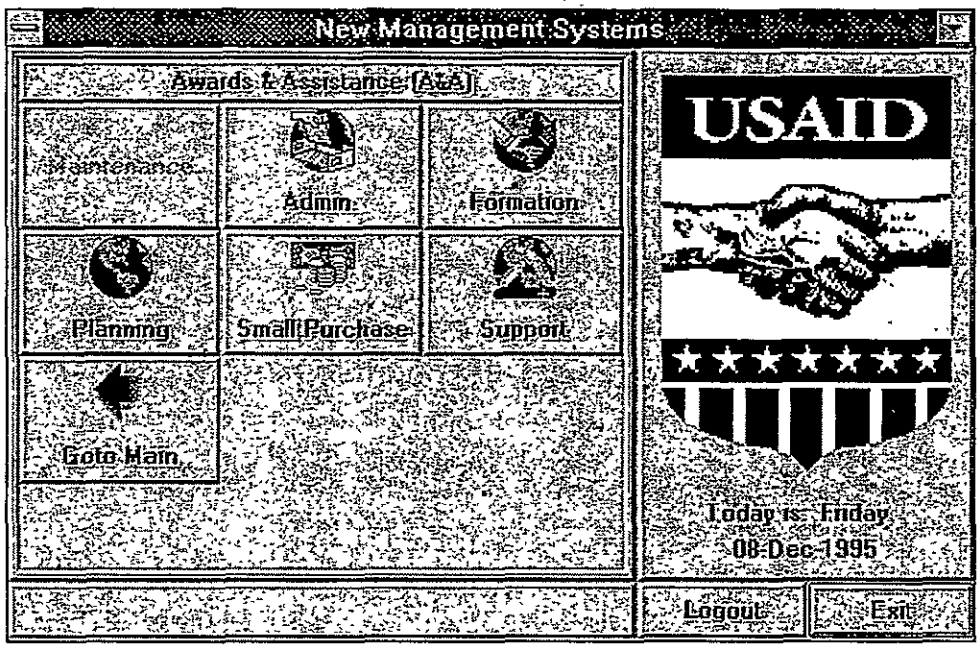
Click on this button to set various preferences, including how often to delete temporary files and which applications to load automatically.

Click on this button to return to the previous screen.



Click on this button to completely exit the NMS logon procedure.

After selecting the appropriate application button at the top of the screen, a screen will appear with buttons representing the modules available in the application you selected. The following screen illustrates the modules in the Acquisition and Assistance application:

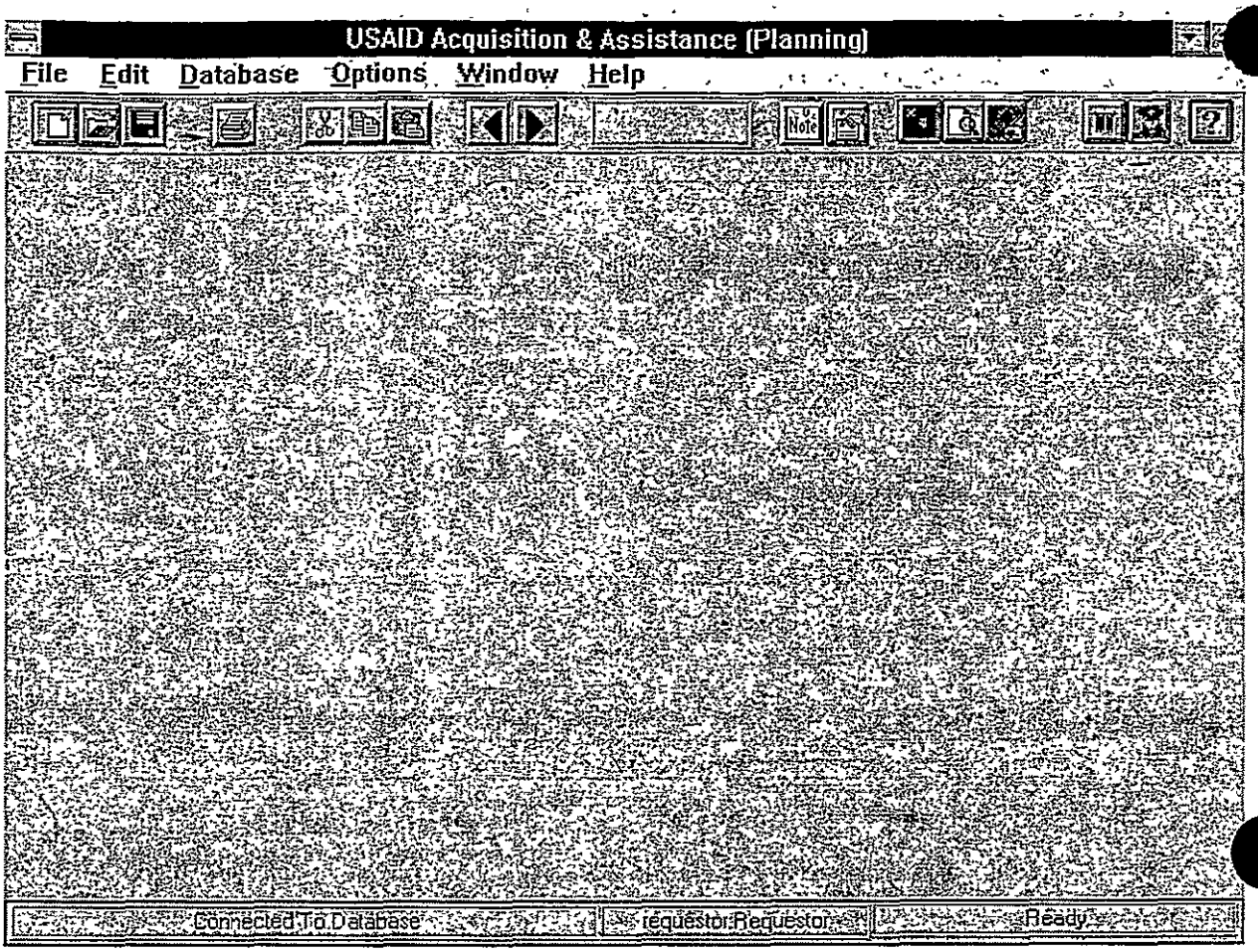


Click on the button for the module you wish to access, or click on the Go to Main button to return to the previous logon screen.

Starting the A&A Planning Application

The Requestor Role can edit and view most of the data in the application. The Roles of Contracting Officer, Negotiator, and Program Manager primarily can view data in the application, but have limited modification rights.

After you have accessed the A&A Application click the A&A Planning button and the main screen shown below will be displayed.

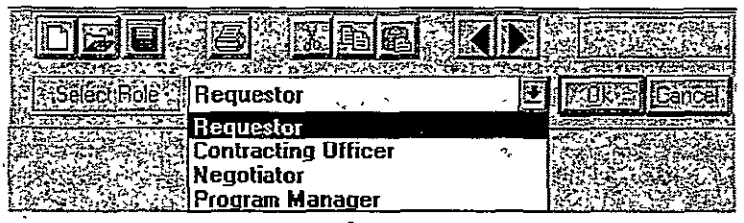


The A&A Planning title appears on the top line. The pull-down menus are listed on the menu bar, which is the second line. The toolbar appears below the menus. There are three application message panels displayed at the bottom of the window. The left panel tells you if the application is connected to the server and displays status messages as processing occurs. The center panel tells who is logged in and in what Role. The right panel provides brief definitions of the toolbar buttons when the mouse is placed over the button.

Role Box

This is a drop-down box that displays the roles for the duties that you can perform when you log on. It is only displayed if you have been assigned more than one Role in this application.

Use the Change Role button or select Change Role from the Database Menu (ALT+ D, O) to display the Select Role box. The box defaults to the User's first listed Role in the box. If the Role shown is correct, click on the OK button. Click on the ARROW button or use the ARROW keys to select a different Role.



Note: To return to the role box later, close any open tabs and click on the Role button or press ALT+ D, R.

Staffing Alert Screen

The Staffing Alert Screen indicates that there are items that have been made available to you for action or review. You can go directly to an item by double-clicking the item with the mouse or by highlighting the item using the ARROW keys and pressing ENTER or clicking on the Select button with the mouse.

At the top of the screen are the following buttons:

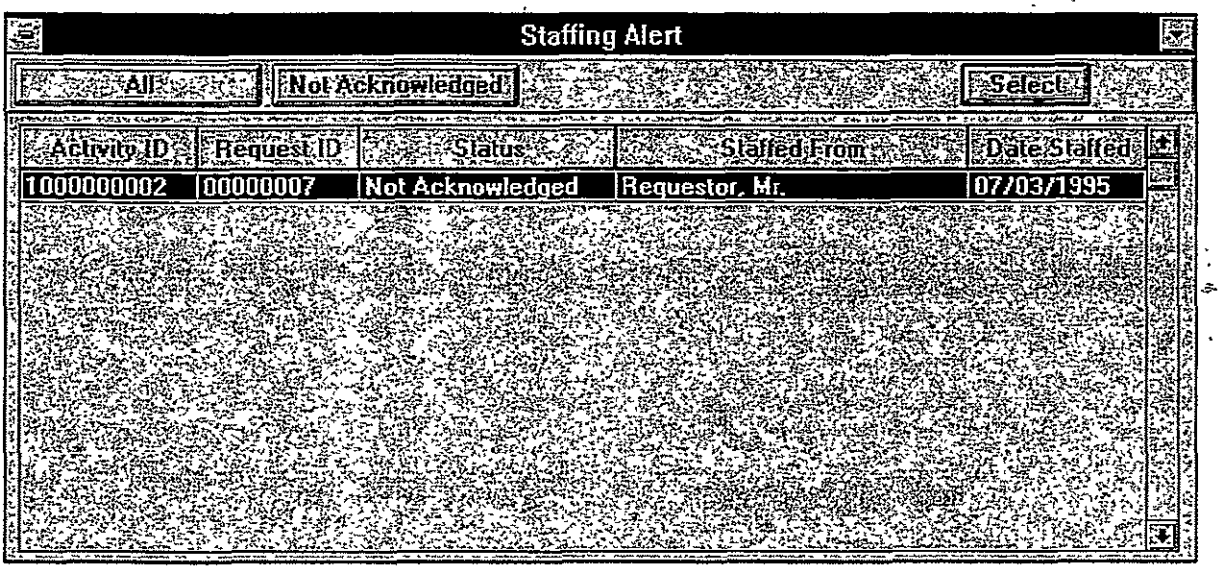
All - The All button will bring up a completed list of items that have been staffed to you including those that you have already acknowledged. To select the All button, click on it using the mouse or key ALT+A.

Not Acknowledged - The Not Acknowledged button will provide a list of items that have not yet been acknowledged. To select this button, click on it using the mouse or key ALT+N. The records that appear in the Staffing Alert screen by default are those that have not been acknowledged.

Select - This button is for selecting one of the items to work on or to view. First you must highlight the item, then click on Select, or key ALT+S.

This screen lists the items that have been staffed to you. It is important to acknowledge items promptly so that they can be made available to other staff members according to their staffing order (Priority).

You can print the entire list by clicking the Print button on the toolbar.



The definitions of the fields are:

Activity ID
This pre-filled number is the unique identifier for an Activity.

Request ID
This pre-filled number is the unique identifier for a Request.

Status
This field indicates whether or not receipt of the item has been acknowledged by the staff member, and whether their response was to Concur or Disagree.

Staffed From
This field indicates the individual who made the item available to another staff member.

Date Staffed
This field gives the date the Request was staffed.

Using the A&A Planning Application

How to Use Help

Help topics can include graphics and text that link to other Help topics or to more information about the current topic. The Help text is highlighted in green and underlined. Help text contained in a Graphic is invisible. When the pointer is directed to the text, it changes to a hand icon. Then you can click the left mouse button for additional information.

To choose a topic using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

F1 (HELP)
For immediate Help on a specific field, place the cursor on the field and press the F1 key. The definition of the field appears on the screen, unless the field is non-editable or a date field.

FINDING A SPECIFIC HELP TOPIC

At the top of the Help Contents page and on every main Help topic is a Search button. Search Press this button to search alphabetically for a specific topic or keyword.

BROWSING MAIN HELP TOPICS
At the top of the Help Contents page and on every main Help topic are Browse buttons. << >> Use them to move forward or backward through the major Help topics.

On-Line Help

Windows-style On-Line help is available in this application. On-line help may be accessed through the Help pull-down menu or with the Help button:

On-line help is available throughout the application, unless dialog boxes are displayed. A dialog box is a window with OK and CANCEL buttons. None of the menus on the menu bar or buttons on the toolbar are available when a dialog box is displayed. If help must be consulted before continuing, leave the dialog box by using the CANCEL button. Access the Help through the Help pull-down menu.

Context-sensitive help is available throughout this application. Place the mouse on a specific field and press the F1 key. The application will display the most relevant help screen. For instructions on how to use Windows-style on-line help, select Help on Help from the Help Menu.

Menus

Pull-down menus are located on the menu bar, the second line in the A&A Planning window.

File Edit Database Options Window Help

A menu can be activated by clicking on a menu title with the mouse or by pressing ALT + the accelerator key, moving to a menu title with the right and left ARROW keys, then pressing the ENTER key. Select a menu option from the pull-down menu by either clicking on the option or by moving to the option using the up and down ARROW keys, then pressing the ENTER key.

Example: Clicking on the word **File** *brings up the following menu.*

File

New	
Open	▸
Close	Ctrl+F4
Save	Ctrl+S
Delete	
Print Setup...	
Print...	Ctrl+P
Exit	

For more information on the menus, see Appendix B, page 59.)

Note: When a Menu Item appears in gray lettering, the topic is not active for the form that you are using. Items displayed in black are active for the form that you are using.

Toolbar

The Toolbar contains a group of buttons that display icons, or symbols, representing commands. They can be accessed quickly with the mouse as an alternative to using the pull-down menus. Here is a list of the buttons and the mode panel on the Toolbar menu.

Buttons outlined in **black** are active for the form that you are using. Buttons that are not presently available will be "dimmed." Clicking on a dimmed button will have no effect. The toolbar may be turned on and off with the Options pull-down menu by selecting Toolbar. The function of each button is displayed in the right message panel at the bottom of the screen when the mouse is placed over it.

The buttons on the toolbar are as follows:

New file button : Allows you to create a new Request or add a Staffing assignment. This function can be accomplished by choosing New in the File Menu (ALT+ F, N).

Open file button : Opens the Open Request form. You can open a Request from this form. This function can be accomplished by choosing Open in the File Menu (ALT+ F, O).

Save button : Saves the current Request or Staffing assignment. This function can be accomplished by choosing Save in the File Menu (ALT+ F, S).

Print button : Prints the Request. This function can be accomplished by choosing Print in the File Menu (ALT+ F, P).

Cut button : Removes selected text and puts it in the Windows Clipboard. This function can be accomplished by choosing Cut in the Edit Menu (ALT+ E, C).

Copy button : Copies selected text to the Windows Clipboard. This function can be accomplished by choosing Copy in the Edit Menu (ALT+ E, O).

Paste button : Inserts a copy of the text, in the Windows Clipboard, at the insertion point. It overlays any existing text in the field. This function can be accomplished by choosing Paste in the Edit Menu (ALT+ E, P).

Previous button : Moves back one record in the database. This function can be accomplished by choosing Previous Record in the Database Menu (ALT+ D, P).

Next button : Moves forward one record in the database. This function can be accomplished by choosing Next Record in the Database Menu (ALT+ D, N).

EDIT **Mode Panel** : Shows you the record mode. This is an informational panel only. The panel displays either:

Add : This mode appears when either a new Request has not been saved yet, or the User is Adding a Staffing assignment.

Edit : You can make changes to the Request providing you have proper access to non-blue fields.

View : You can look at the Request, but either another user has the Request locked for editing, or your role does not allow editing of the Request.

Note button : Opens the Sticky Note form. This is an open field to write comments to be attached to the current Tab. Use the paper clip button to attach it to the Tab. This function can be accomplished by choosing Attach Note in the Options Menu (ALT+ O, N). See Page 50 of the User's Guide for instructions on how to use the Note form.

Alert button : Displays the A&A Planning Staffing Alert box with the Tasks that have been Staffed to you and require your attention.

Query button : Opens the COTS ('commercial off the shelf' query tool). See the Help in COTS for instructions on how to use it. This function can be accomplished by choosing Query in the Database Menu (ALT+ D, Q).

Search button : Opens the Search form. This allows you to search for records that contain specific information from the database. This function can be accomplished by choosing Search in the Database Menu (ALT+ D, S). See Page 50 of the User's Guide for instructions on how to use the Search form.

Report button : Opens the Create Reports form. This allows you to create a report from the records in the database. This function can be accomplished by choosing Reports in the Database Menu (ALT+ D, R). See Page 53 of the User's Guide for instructions on how to use the Create Reports form.

Change Role button : Displays the Change Role form. This allows you to change your role according to the duties you will perform. This function can be accomplished by choosing Change Role in the Database Menu (ALT+ D, O). See Page 4 of the User's Guide for instructions on how to use the Change Role form.

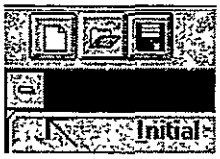
Help button : Accesses the A&A Planning Help system. This function can be accomplished by choosing Contents in the Help Menu (ALT+ H, C).

Tab Folders

The A&A Planning application handles the Procurement Planning process. It has been created for Requestors throughout the Agency. The application allows you to plan Requests for Commodities and Technical Services, as well as Inter-Agency Agreements and Assistance. In this application a Request is shown as a folder and, based on the Request category, certain Tabs on the folder become available. The Request is also centralized and, based on your role and the stage of the Request, certain approvals are required. Each Tab represents a different form that addresses

specific information needed about the goods and/or services to be used for the Request. The current Tab folder's caption is shown in red letters. The Staffing Tab is highlighted in yellow because it can be used by anyone to staff a Request. Fields highlighted in blue are protected. The information contained in protected fields may only be viewed.

Certain tabs and fields can only be filled in by persons carrying out certain Roles.
You do not need to close a tab unless you are going to work on a different record. To close a tab, click on the control box at the upper left (same line as the title bar) and select Close. Alternately, a rapid double click on the control box will close the form. To close using the keyboard, press CTRL+ F4.



NOTE: The edit mode does not apply to the Staffing Tab. You will be allowed to staff anytime, unless the Request is being edited by another person.

To change Tabs, move the mouse to the desired Tab and click the left mouse button or use the ARROW keys on the keyboard to move to another Tab.

Activity

The Activities are structured tasks or set of tasks that further the objectives of USAID. The Agency undertakes various Activities to achieve its mission. To complete these Activities, goods and/or services are acquired. Procurement Planning begins when the Requestor identifies an Activity dependent upon a Resource for which a Request must be made.

Request

Requests are the foundations of the purchases of the specific goods and/or services. The Request provides each Requestor with a vehicle to collect information about the project. The information is used to determine the type of action to be performed; type and amount of resources needed; and who will provide the resources.

There are four types of Requests that this application supports. They are New Request, Incremental Funding, Award Modification and Delivery Order. New Requests are new procurement ideas. Incremental Funding is increasing the funding of line items on an existing award. Award Modifications and Delivery Orders allow the Requestor to change or add information to an existing award.

Line Items

The application requires that each line item to be acquired for a Request be funded from a specific Funding Control Account. The Line Items Tab provides the area to list each item, amount needed, and price. It provides access to apply the funding for each item.

Overview of a Request

There are standard procedures to follow in creating and processing a Request for New Award, Incremental Funding, Award Modification or Delivery Order. The procedures below are the

recommended ways for making the Requests. Not all Requests will follow these steps in the given order.

New Award

It is determined that there is a need for a Request to support an existing activity. The Requestor logs into the Planning application. If you have multiple roles, you must select the Requestor Role. The Requestor Role is the only role that can create a Request.

The Requestor selects New from the File drop-down menu or clicks the New Record button on the Toolbar. The New Request form is displayed. The Requestor first selects the Activity that the Request will support and enters the Request Title, then selects the Request for New Award option button. The Description Tab and Other Information Tab are prefilled and protected with information from the Selected Activity.

The New Request Tab form is displayed, and prefilled with the New Request for Activity ID, Activity Status, Request Title, Requestor name, and the Created on date fields pre-filled and protected. The Worksheet, Estimated Value, Bureau Priority and Office Priority fields and the Request Category section are displayed with their default values.

The Requestor completes as much of the Initial Tab as possible. At a minimum, the Requestor needs to enter the Request Title, Estimated Value, and Date Award Needed fields and select a Proposed Award Action Type in order to save the Request.

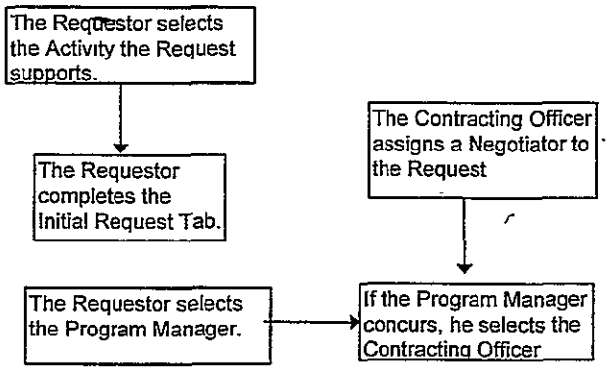
The Requestor selects the individual who will act as the Program Manager for this request by selecting their name from the Program Manager list box. This list is comprised of names of all A&A users who have been assigned the role of Program Manager.

After completing the information on the Initial Tab, the Requestor saves the Request using the File Menu or clicking the Save button. Next, using the Staffing Tab, the Requestor may staff the Initial Request to all persons who need to review the Request. See Page 46 in the User's Guide for additional information on completing the Staffing Tab.

The Program Manager determines and assigns the Contracting Officer by selecting their name from the Contracting Officer list box on the Initial Tab.

The Contracting Officer will assign a Negotiator, upon receiving and reviewing the Request, by selecting their name from the Negotiator list box.

Once the Program Manager, Contracting Officer or Negotiator is assigned, the request will show in the Open Request box of each role.



Processing a New Request

Once the Requestor receives the Manager's concurrence, the Requestor needs to work with the assigned Negotiator to complete the detailed information for the Request. All Requests need to have at least one line item to be able to commit funding. Each Request should have a Program Description, Statement of Work, or Product Description outlining the Request. Complete the rest of the Tabs as needed for each Request. See the section on each Tab in the User's Guide for more details on the completion of each tab.

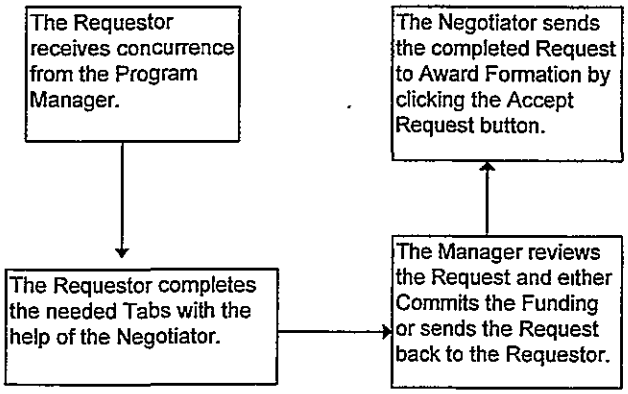
The Requestor should enter the Program Description, Statement of Work, or Product Description for the Request on the Documents Tab. See Page 29 of the User of the User's Guide for additional information on how to complete the Documents Tab.

The Requestor needs to add any line items to the Request on the Line Items Tab. See Page 32 of the User of the User's Guide for additional information on how to complete the Line Items Tab.

Once all the Tabs are complete, the Request needs to be staffed to all persons who need to review and clear/approve the Request. Use the Staffing Tab to staff the completed Request.

The Program Manager will review the complete Request. Once the Program Manager is ready to approve the Request, then click the Commit Funding button and key the Program Manager's password. Through electronic signature, funds will be committed electronically. This will change the Mode box from **Edit** to **View.**

The Negotiator sends the completed Request to Award Formation by clicking the Accept Request button on the Timeline Tab.



Incremental Funding

Creating an Incremental Funding

It is determined that there is a need to add funding to partially funded line items in an existing award. The Requestor logs into the Planning application. If you have multiple roles, you need to select the Requestor role. The Requestor role is the only role that can create a Request.

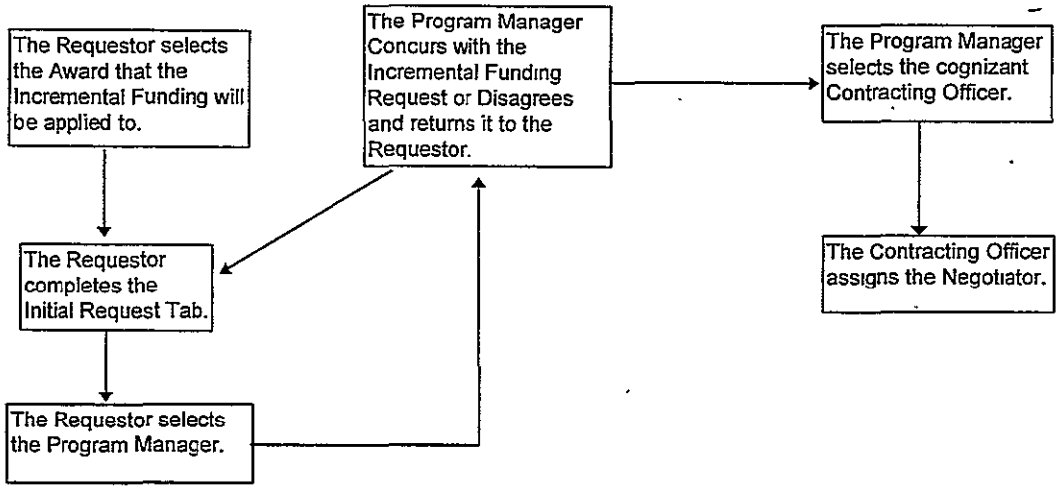
The Requestor selects New Request from the File drop-down menu. The New Request form appears. The Requestor Selects and Activity from the drop-down box, enters the Request Title, then selects the Incremental Funding option button, and the Award in which the line item funding is to change. The Requestor then selects the OK button.

The Requestor completes the Initial Tab. At a minimum, the Requestor needs to enter the Request Description field, select a Proposed Award Action Type, and Award Needed by Date in order to save the Request.

After completing the information on the Initial Tab, the Requestor saves the request, using the File Menu or by clicking the Save Button. When the request is saved the only tabs that will be enabled are the Items, Timeline, Funding and Staffing.

Since the Requestor is only providing additional funding to an already existing award, there are only certain limited fields that the Requestor may edit. The remainder of the information is carried forward from the Award.

The Program Manager determines and assigns the Contracting Officer by selecting him or her in the fields on the Initial Tab. The Contracting Officer assigns the Negotiator by selecting him or her in the Initial Tab.

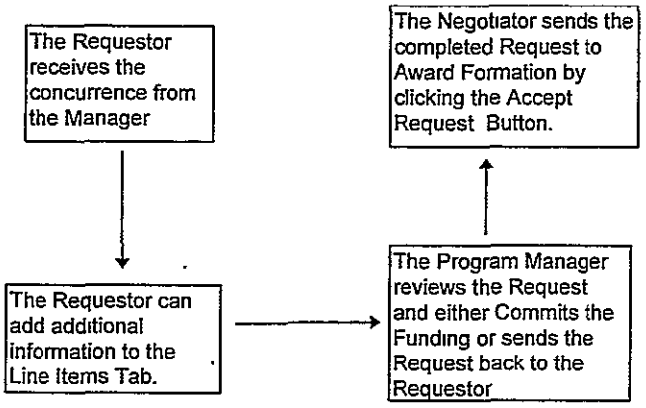


Processing an Incremental Funding Request

Once the Requestor receives the Manager's concurrence, the Requestor can add the additional information to the Line Items Tab. The line items will be pre-filled from the Award. The Requestor selects the overall Object Class code for the request. The Requestor may only edit the funding information. See Page 32 of the User's Guide for additional information on completing the Line Items Tab.

Once the Tabs are complete, the request needs to be staffed to the Manager and all persons who need to see the request. Use the Staffing Tab to send the completed Request.

When the Negotiator receives the committed Request from the Contracting Officer, the Negotiator sends the Request to Award Formation by clicking the **Accept Request** button on the Timeline Tab.



Award Modification

Creating an Award Modification

It is determined that there is a need to modify an existing award. The Requestor logs into the Planning Application. If the person has multiple roles, they need to select the Requestor role. The Requestor role is the only role that can create a request.

The Requestor selects New Request from the File drop-down menu. The Select Activity form is displayed. The Requestor then selects the activity that the request will support, the Award Modification option button, and the Award in which the line item funding is to change. This process allows modifications to most of the information in the award. The Planning Request Tab folder is displayed with the Activity Id, Activity Title, Created On, Contracting Officer, Negotiator, and Requestor name fields pre-filled and protected. The Worksheet, Bureau Priority and Office Priority fields and the Request Category section are displayed with their default values.

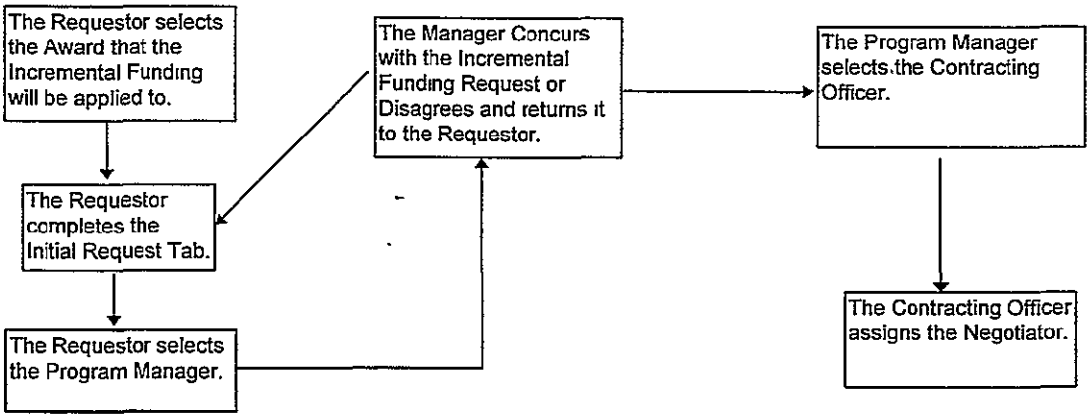
The Requestor completes as much of the Initial Tab as possible. At a minimum, the Requestor needs to enter the Request Title, Estimated Value, and Award Needed by date fields and select a Proposed Award Action Type in order to save the Request

After completing the information on the Initial Tab, the Requestor saves the Request using the File Menu or the clicking the Save Button.

The Requestor can staff the Initial Request to all of the persons who need to see the Request using the Staffing Tab. See Page 46 of the User's Guide for additional information on completing the Staffing Tab. One of the persons who should be included in the staffing of the Initial Request is the Program Manager who is to **Concur** or **Disagree** with the Request.

Upon receiving the staffed Request, the Program Manager reviews the information. If the Program Manager concurs with the Request, the Manger selects **Concur** from the Status list box on the Staffing Tab. Otherwise, the Program Manger selects **Disagree** and staffs the Initial Request back to the Requestor for revisions. The Program Manager can enter comments in the Comments cell.

The Program Manager determines and assigns the Contracting Officer by selecting him or her in the field on the Initial Tab. The Contracting Officer assigns the Negotiator by selecting him or her in the field on the Initial Tab. The Program Manager may also select a different approver on the Initial Tab.



Processing an Award Modification Request

Once the Requestor receives the Program Manager's concurrence, the Requestor can add the additional information to the tabs. Complete the rest of the Tabs as needed for each individual request. See the section on each Tab in the User's Guide or contact the Negotiator assigned to this request

The Requestor should enter the Program Description, Statement of Work, or Product Description for the request on the Documents Tab. See Page 29 of the User of the User's Guide for instructions on how to complete this tab.

The Requestor can modify existing line items or add new line items to the Request on the Line Items Tab. See Page 32 of the User's Guide for instructions on how to complete this tab.

Once all of the Tabs are complete, the Request needs to be staffed to all persons who need to see the Request. Use the Staffing Tab to send the completed Request to all persons who need to see it.

The Program Manager will review the completed Request, if it is not complete it will be directed back for the additional information. When the Program Manager is ready to commit funds for the Request, Click the Commit Funding button and key in personal password. This will change the Mode box from **Edit** to **View.**

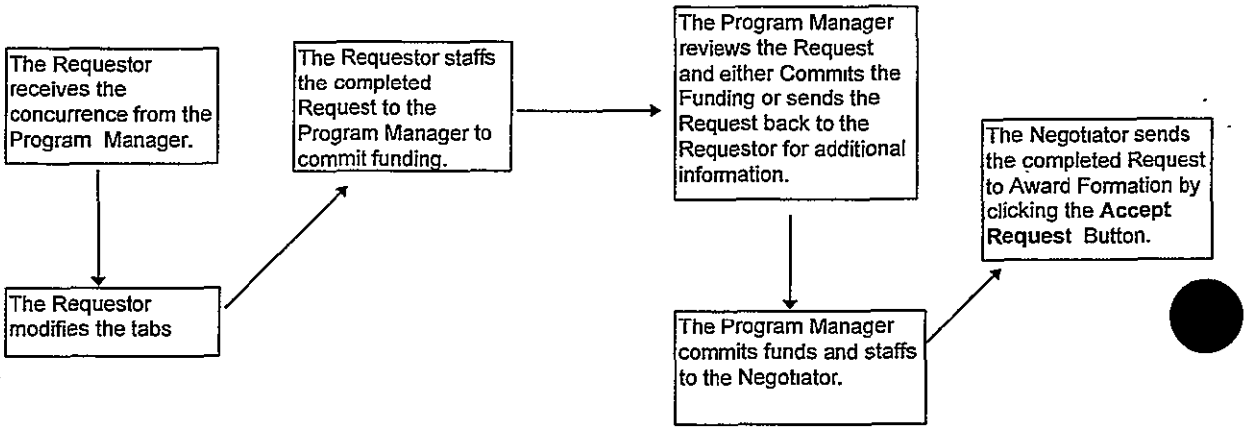
The Program Manager then staffs the Request to the Negotiator. When the Negotiator receives the committed Request, the Negotiator sends the Request to Award Formation by clicking the **Accept Request** button on the Timeline Tab.

The Requestor should select the Program Manager for the Request from the drop-down list box on the Initial Tab. This list is comprised of names from the Staffing Tab who have approval authority.

Once the Tabs are complete the Request needs to be staffed to all persons who need to see and clear or approve the request. Use the Staffing Tab, to send the completed Request to all persons who need to see it

The Program Manager will review the completed Request. If it is not complete, it will be directed back for the additional information. If the Manager wants to approve the Request, click on the Commit Funding button and key in their password. This will change the Mode box from **Edit** to **View.**

Once the Request is funded and the Negotiator is ready to accept the Request into Award Formation, the Negotiator clicks the **Accept Request** button on the Timeline Tab.



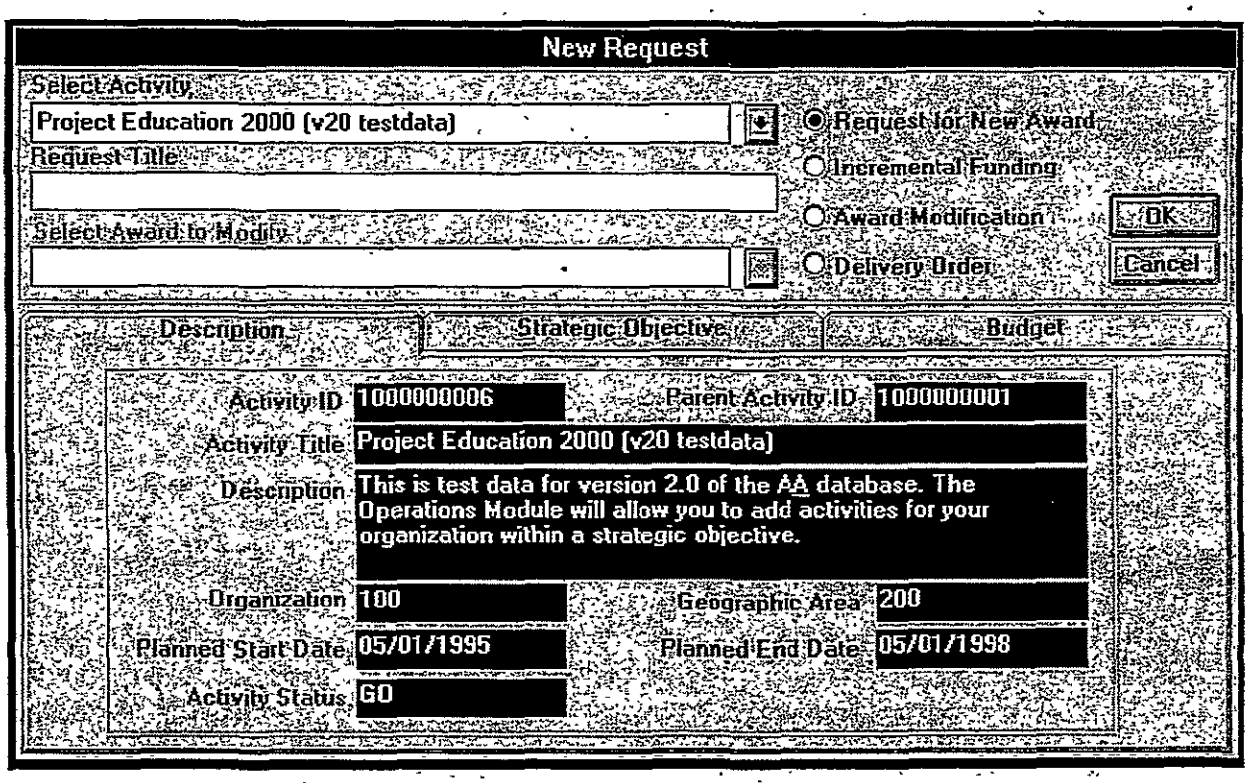
Procedure for Completing a Request

There are standard procedures to follow in creating and processing a new request, incremental funding, award modification, and delivery order. The procedures below are the recommended ways for making the requests, but not all requests will follow these steps in the given order. These procedures are a guide for making requests to support activities.

Creating a New Request

Once the goods and/or services, in support of an Activity have been identified, the initiating office generates a New Request addressing the specific information concerning the goods and/or services needed to perform the Activity. Only the Requestor can initiate a New Request.

To create a New Request, select New from the File Menu (ALT F, N) or click the Prepare New Record button. The New Request form will appear:



Note: If you have been using another request, close it before selecting New record.

Select Activity
The term Activity is used here to refer to a category in line with USAID's Strategic Objectives. Activities are used to logically group Requests.

From the drop-down list, select the Activity group that shows how the Request will further the objectives of the Agency.

Request Title
This is a 52 character alpha/numeric field. Enter the title for the Request.

Select Award To Modify
This field is enabled only when the option button for Incremental Funding, Award Modification or the Delivery Order is selected. From the drop-down list, select an existing fund or award to modify.

The Request type option buttons are:

Request for New Award -	a new procurement has been determined to be needed
Incremental Funding -	a need to increase funding for an existing award.
Award Modification -	a need to modify an existing award.
Delivery Order -	issue a Delivery Order against an existing Acquisition instrument.

The Tabs titled Description, Strategic Objective and Budget all have protected and pre-filled fields with data supporting the selected Activity. You are unable to edit these fields.

Click the option button Request for New Award, then click OK.

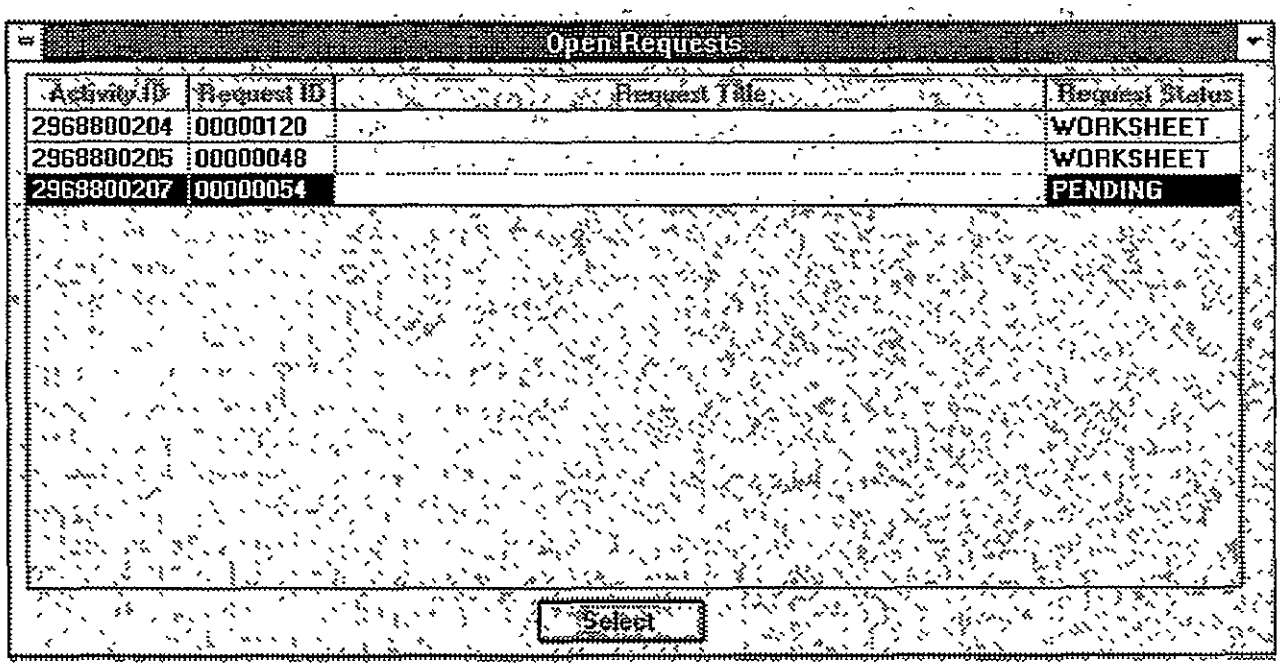
Activity ID
This is a pre-filled and protected field that is the unique identifier for an Activity. The application generates the number and pre-fills the field when the Activity is created and added to the system.

Activity Title
This is a pre-filled and protected 52 character alpha/numeric field. This title comes from the Select Activity field when the Activity is created.

Parent Activity ID
This is a pre-filled and protected 8 digit numeric field that is the unique identifier for a Request. The application generates the number based on the Selected Activity and pre-fills the field when the Request is saved.

Open Request

To modify an existing Request, select Open in the File Menu (ALT+ F, O) or click the Open File button. The Open Request box will appear:



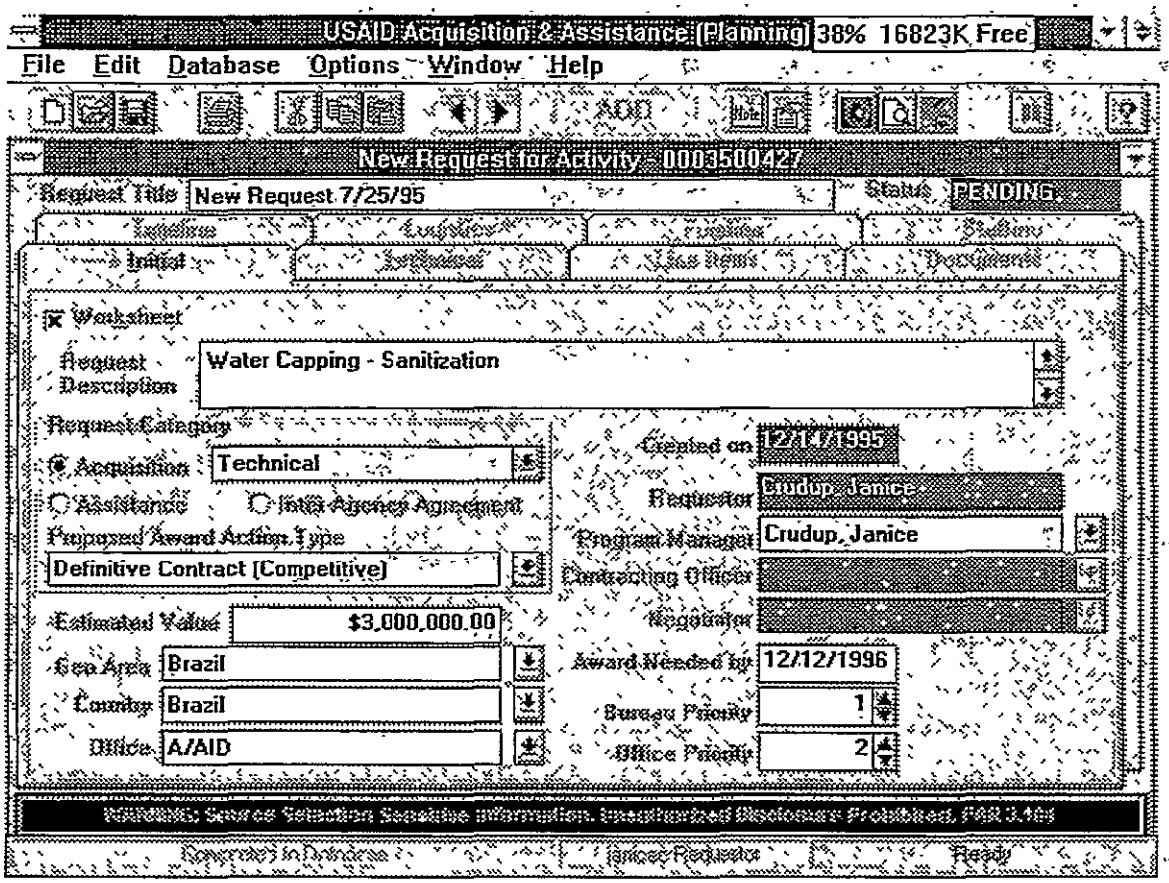
This box provides you with a listing of the Requests you have Pending and as personal Worksheets. Select the Pending request or personal Worksheet you need. To select one with the left mouse button, either double click on it or click once and click the Select button. To select one with the keyboard, using the ARROW keys, highlight the line and hit ENTER. The A&A (Planning) screen with the Tabs will be displayed with all the data that had previously been entered. The Tabs contain all the Tabs to make, process, and approve a funding Request. The top Tab displayed is the Initial Request tab.

When the Planning screen is displayed, check the Mode Box EDIT. If it reads **EDIT**, you can add to or change the information on the tabs. If it reads **VIEW**, another person is working on the Request and you can only view the information.

If you make any changes to the Activity, click the Save button or Save from the File Menu (ALT+ F, S), to update the record.

New Request For Activity

The A&A Planning New Request for Activity screen with Tab folders will display. The application will change to the ADD Add mode. The Tab folders contain all the forms to make, process, and approve a funding Request.



Request Title
This is a 52 character alpha/numeric field that is pre-filled from the New Request form. You can edit this field (i.e., change title name). Click the Save button or select Save from the File Menu (ALT+ F, S). This will enter your new Request Title into the system.

Status
This is an application-generated, pre-filled and protected field. It provides the status of the Request (Pending or Approved).

You must enter the Request Category, Estimated Value, and the Award Needed by date.

Select one of the three Request Categories. The application defaults to Acquisitions and displays the Acquisition drop-down list box when the Request is created. The list box contains two types of Acquisitions: Technical and Commodities. If Acquisition is not selected, the list box

is not displayed. The Request Category selected determines the Proposed Award Action Types to be displayed in the drop-down list box and the tabs to be completed.

Save the Initial Request. Click the Save button or select Save from the File Menu (ALT+ F, S). This will enter your new Request into the system.

Tabs

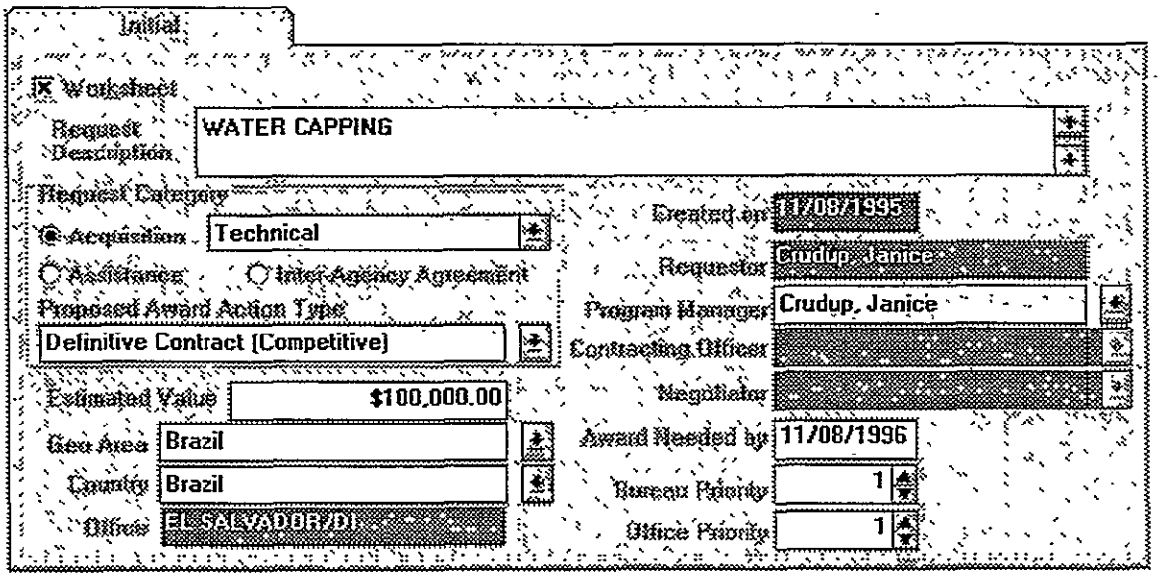
Tabs are the labels for the various forms that are filled out during the A&A Planning process. Each tab has fields that are filled in either by a user or by the application. Certain tabs and fields can only be filled in by persons carrying out certain Roles.

Initial Request Tab

The Initial Request Tab is an advanced plan for goods and services. It allows the Requestor to establish a Program Manager for the Request for funding.

The Requestor is the primary Role to create or edit the Initial Request Tab. The Requestor role can edit all the fields on this Tab, except for the Contracting Officer and Negotiator fields. The Program Manager can edit both the Program Manager and Contracting Officer field. The Contracting Officer Role can edit the Contracting Officer and Negotiator fields. The Negotiator is unable to edit any of the fields on this Tab.

After the Request has been created or opened, the Initial Request Tab will be the first Tab displayed.



The definitions of the fields are:

Worksheet
This check box is used to keep the Request as a Worksheet until it is ready to be made available to the Manager for approval and assignment of a Contracting Officer. When the box is checked, the Request is a worksheet. When the box is not checked, the Request is available to the Manager, Contracting Officer and Negotiator. The application defaults to a checked box.

Request Description
This is a 500 character alpha/numeric field. Enter a two or three sentence description of the goods and/or services required. This must be as complete and descriptive as possible. This field is to be used to post on the INTERNET advance notices of the Agency's future requirements, so the Request Description should be as helpful as possible.

Request Category
This box allows you to select the type of Request. The type of Request selected determines the Award Action Types displayed in the Proposed Award Action Type list box. See Appendix A for the list of Award Action Types. The application defaults to Acquisitions. Place the pointer on the option for which the Request is being made and click the left mouse button. With the keyboard, use the arrow keys to select the option. This field is required to create a New Request.

Acquisitions	: There are two types of Acquisitions: Technical and Commodities. Select the type of Acquisition in the drop-down list box next to Acquisitions. This list box is removed if a different Request Category is selected.
Assistance	: There are two types of Assistance: Grants and Cooperative Agreements. Their purpose is to provide financial support for a program in a cooperating country.
Inter-Agency Agreement	: There are two types of Inter-Agency Agreements: Participating Agency Support Agreement (PASA) and Resources Support Services Agreement (RSSA).

Proposed Award Action Type
This is a drop-down list box that displays the Award Action Types. The Request Category determines the Award Action Types displayed in the list box. Select the Action to be performed by this Request. You can key in the first character of the Action and use the arrow keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Estimated Value
This is a 14 digit, with two decimal places, numeric field. Enter the independent government estimate for the entire award. This field is required to create a New Request.

Geographic Area
This is a drop-down list box that displays the list of Geographic Areas. Select the Area where the Activity is to take place. You can key in the first character of the Geographic Area name and use the arrow keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Country
This is a drop-down list box that displays the list of Cooperating Countries. Select the Country that is benefiting from the activity. You can key in the first character of the Country's name and

use the ARROW keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Office
This is a drop-down list box that displays the Requesting Offices. Select the Office that is making the Request. You can key the first character of the Office and use the ARROW keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Created On
This is a pre-filled and protected date field. It is displayed in the following format MM/DD/YYYY. It displays the date the Request was entered into the system.

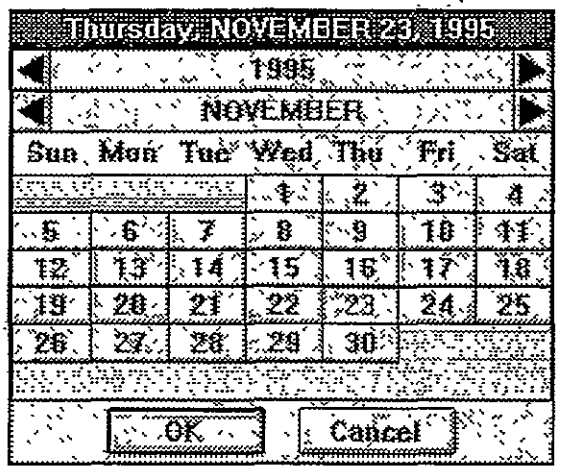
Requestor
This is a pre-filled and protected field. It displays the name of the Requestor creating the Request.

Program Manager
This is a drop-down list box that displays a list of the Agency's Program Managers. Select the Manager who is to be assigned to this Request. You can key in the first character of the Manager's name and use the ARROW keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Contracting Officer
This is a drop-down list box that displays a list of the Agency's Contracting Officers. Select the Officer who is to be assigned to this Request. You can key in the first character of the Officer's last name and use the ARROW keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection. This field can be entered or edited by the Contracting Officer or Manager Role only.

Negotiator
This is a drop-down list box that displays the Negotiators. Select the Negotiator who is to be assigned to this Request. You can key in the first character of the Negotiator's last name and use the ARROW keys to make a selection or click the left mouse button on the down arrow button and use the drop-down list box to make a selection. This field can be entered or edited by the Contracting Officer Role only.

Award Needed By
This is a date field that is to be entered in the following format MM/DD/YYYY. You can change the date when you create a New Request. To change the month, day or year, key in the new date, or double click on the field and the calendar will appear:



See Page 27 of the User's Guide for instructions on how to use the Calendar. This field can only be changed when this is an Initial Request or there are no request line items for the Request. This field is required to create a New Request.

To change the date when there are existing line items, go to the Line Items Tab and remove those line items.

Bureau Priority
This is a 6 digit numeric field. Key the priority of the assignment to the Bureau or use the arrow buttons to select the priority.

Office Priority
This is a 6 digit numeric field. Key the priority of the assignment to the Project Office or use the arrow buttons to select the priority.

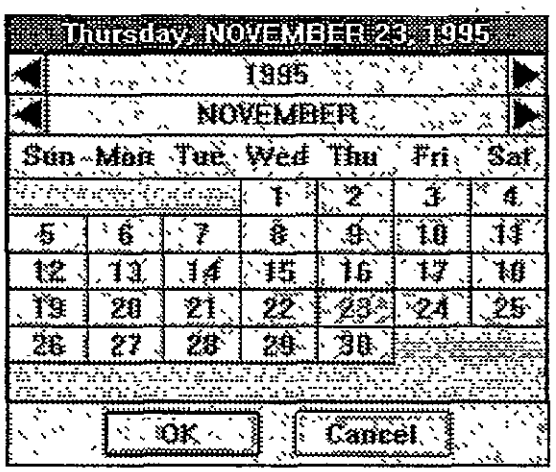
Calendar

When you double click an editable date field, the calendar will appear:

How to fill out Date Fields

How to use the calendar: Double click on the date field or press the F4 key. A calendar will appear, displaying the month, day, and year given from the field or the current month, day and year. Use the arrow buttons on the right and left sides to change the year and month accordingly. Click the left mouse button on the specific date to change the date. To enter the date in the field, double click the left mouse button on the date or click the **OK** button. The **Cancel** button does not change the date.
Date format: Month, day and year in eight-digit format (MM/DD/YYYY). Insert two digits for month, two digits for day, four digits for year. Slashes are inserted automatically. When using the calendar the following keys have special functions:

Page Up key - Moves back 1 full year
Page Down key - Moves forward 1 full year
Ctrl+ Left Arrow key - Moves back 1 month
Ctrl+ Right Arrow key- Moves forward 1 month

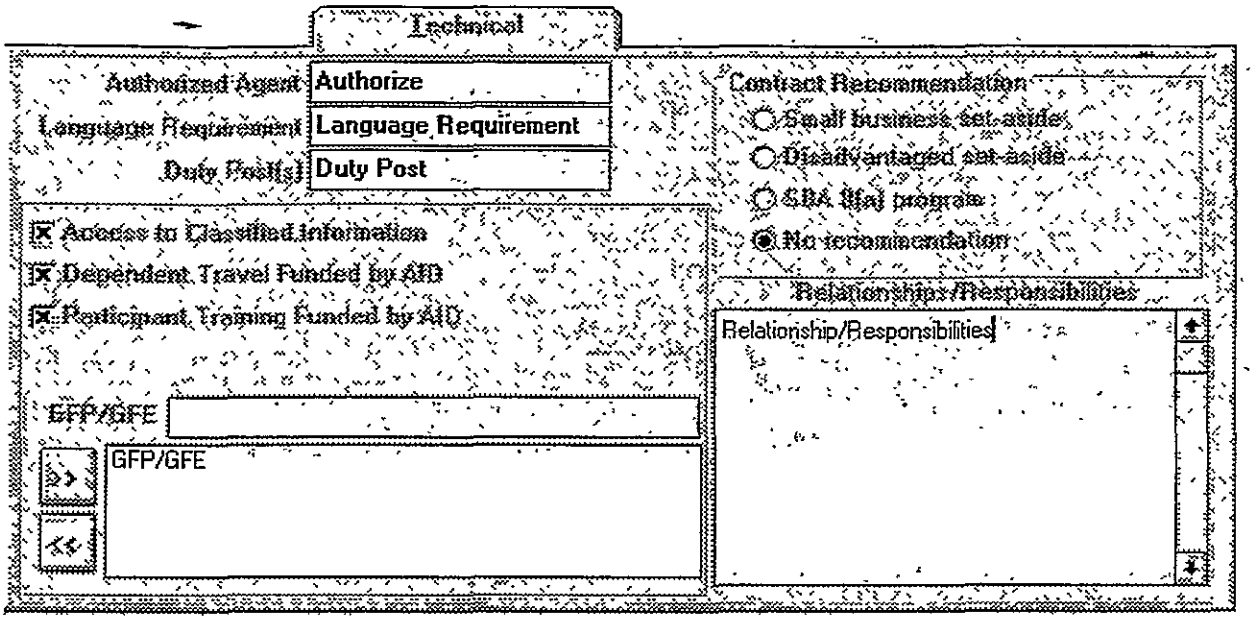


Technical Tab

This Tab is used to state special requirements needed for the Request, such as, any Government Furnished Property or Equipment available to the vendor/recipient, and contracts and capabilities.

The Requestor is the primary Role to enter and/or edit all the fields on this Tab.

To enter or edit data to this Tab, click the Technical Tab. The following will appear:



To save the Technical Tab, click the Save button or select Save from the File Menu (ALT+ F, S). The definitions of the fields are:

Authorized Agent
This is a drop-down list box that displays the Requesting Offices. Select the Office that is making the Request. You can key the first character of the Office and use the ARROW keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Language Requirements
This is a 30 character alpha/numeric field. Identify the foreign language(s) and the proficiency levels required for the Request.

Duty Post(s)
This is a 40 character alpha/numeric field. Identify the sites where the services are to be performed.

Access to Classified Information
This check box is used to indicate whether access to classified material is required. When the box is checked, the access is required. If it is not checked, the access is not required. To check the box, click the left mouse on the box or strike the space bar.

Dependent Travel Funded by AID
This check box is used to indicate whether the travel and support expenses for dependents are to be funded by USAID. When the box is checked, USAID funds the expenses. If it is not checked, USAID does not fund the expenses. To check the box, click the left mouse on the box or strike the space bar.

Participant Training Funded by AID

This Check box is used to indicate whether participant training is to be funded by USAID. When the box is checked, USAID funds the training. If it is not checked, USAID does not fund the training. To check the box, click the left mouse on the box or strike the space bar.

GFP/GFE
This is an 80 character alpha/numeric field. Enter any Government Furnished Property or Equipment that is to be available to the vendor/recipient for the request. After entering an instance of GFP press the Add button to add this item to the list. To remove an item from the list press the Delete button.

Contract Recommendations
Use the option buttons to recommend a Request be implemented through one of the listed socioeconomic programs. Click the left mouse button on the option to select a recommendation. The Contract Recommendations are only visible when the Request is an Acquisition.

Relationship/Responsibilities
This is a 1000 character alpha/numeric field. Enter the name of the cooperating country, agency and/or institution for which the proposed Request is to be provided. Describe the organizational structure. Indicate the particular area within the agency and/or institution that is the direct point of contact for the Request. State the lines of authority and supervisory responsibility as they may affect the Request. Identify other national or local agencies and institutions that are to benefit directly or indirectly from the services to be provided.

Enter the administrative and operational responsibilities of the contractor or participating agency and its employees with relation to the mission.

Documents Tab

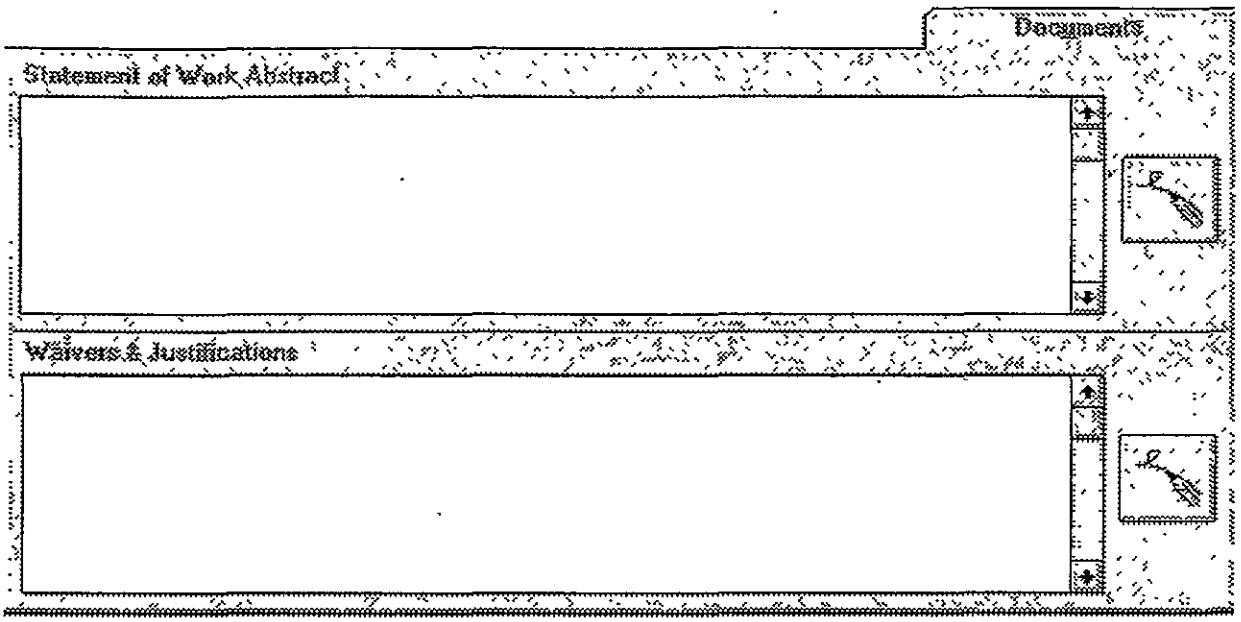
The Document Tab is probably the most important single portion of the Request. It needs to clearly document USAID's requirements. It should be written with enough specificity so that there is no doubt what is required. It must provide for clear target dates, goals, and objectives for a particular project. Vague descriptions should always be avoided.

List all the obligations of the Government. It is important not to over specify requirements. The ideal situation in this regard is to specify the fundamental results intended and to let the contractor/recipient develop the best method of achieving them. An item should be included if it helps to explain what is to be done and is necessary to determine the outcome.

Specify the reports that are required of the contractor, recipient, or participating agency indicating: (1) frequency, (2) content and format, (3) language translation requirements, if other than English, (4) number of copies, and (5) desired distribution to mission, AID/W, cooperating Country government project Manager, and contracting/grant/officer.

Only the Requestor role can enter and/or edit the fields in this Tab.

To enter or edit data to this Tab, click the Documents Tab. The following will appear:



Statement of Work, Program Description, or Product Description Abstracts

Every Solicitation has either a Statement of Work, Program Description, or Product Description. In each case, it is an all-encompassing description of that which needs to be procured.

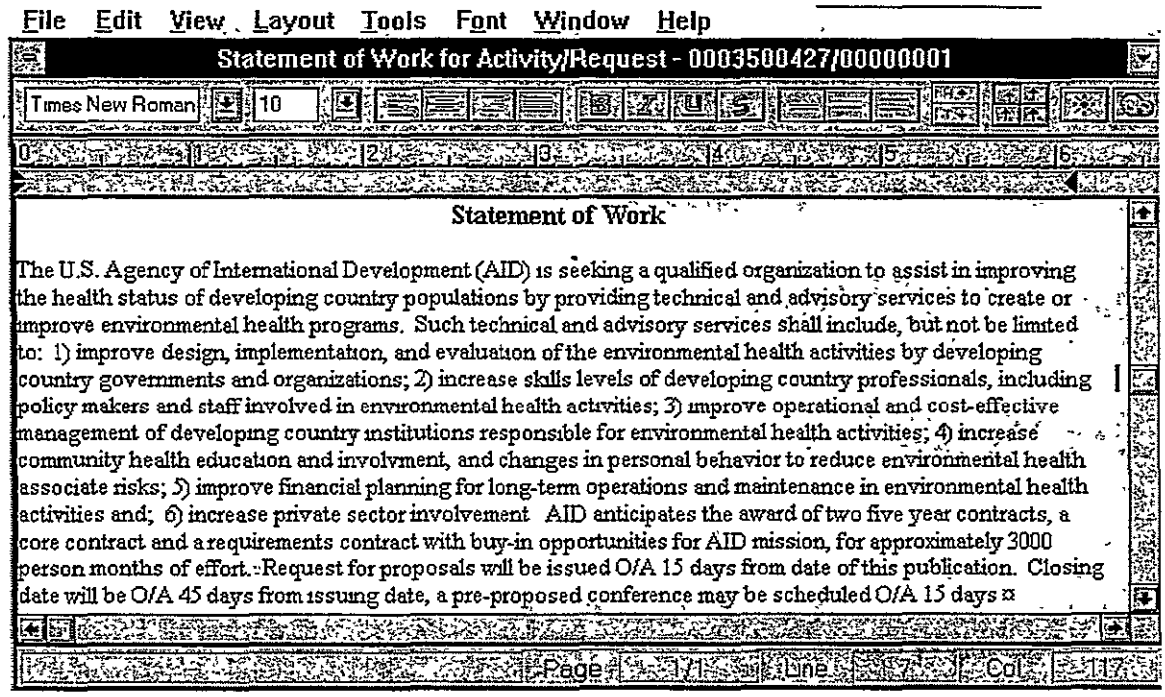
Statement of Work applies to:	Acquisitions of Technical Services and Inter-Agency Agreements
Program Description applies to:	Assistance
Product Description applies to:	Acquisition of Commodities & Small Purchases.

Document Button

Invokes the application's Word Processor. You can copy and paste text from the Statement of Work, Program Description, or Product Description using the Edit Menu items. Enter the Program Description, Statement of Work or Product Description in the Abstract field or in the Word Processor. You can capture information from other Tabs in the Request and paste it into the Word Processor. See Page 54 of the User's Guide for instructions on how to use the Word Processor.

To Save the Abstracts in Word Processing, select Save from the File Menu (ALT+ F, S). To return to the Request, select Exit from the File Menu (ALT+ F, X).

To save the Documents Tab, click the Save button or select Save from the File Menu (ALT+ F, S).



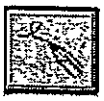
The definitions of the fields are:

Document Abstract
This is a 1000 character alpha/numeric field. Enter a brief description of the Program Description, SOW, or Product Description.

Waivers and Justifications
This is a 1000 character alpha/numeric field. Enter a brief description of the Waiver(s) and provide the Justification for exception to the standard practice of Request approval.

The justification must include:

1. The rule being asked to be waived and description of the transaction in question.
2. Cite the handbook provisions or delegation of authority under which the official in question is empowered to grant the waiver.
3. What criterion is being relied upon in making the request for the waiver. Quote relevant language.
4. Explain how the situation fits within the criteria selected.
   a) What will happen if the requested Waiver is not granted?
   b) Why the Waiver is critical to the success of the objectives.
   c) Be detailed and specific.
   d) The person approving the waiver needs an adequate record USAID memorandum to defend their decision.



Document button

Invokes the application's Word Processor. You can copy and paste text from Waivers and Justifications using the Edit Menu items. Enter Waivers and Justifications description in the Word Processor or in the Waivers and Justification field of the Documents Tab. You can capture information from other Tabs in the Request and paste it into the Word Processor. See Page 54 of the User's Guide for instructions on how to use the Word Processor.

To Save the Waivers and Justifications in Word Processing, select Save from the File Menu (ALT+ F, S). To return to the Request, select Exit from the File Menu (ALT+ F, X).

To save the Documents Tab, click the Save button or select Save from the File Menu (ALT+F, S).

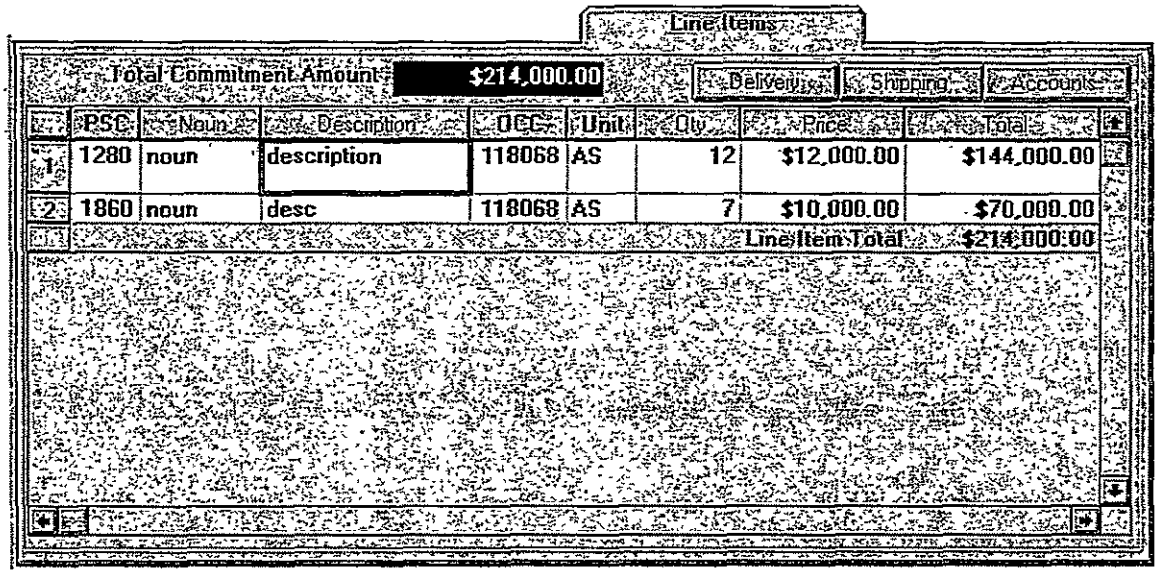
Line Items Tab

The Line Items Tab records all the Goods and/or Services, by line item, needed to perform the activity. The spreadsheet records each item's description, price, and quantity. The application adds the totals for each item and presents a grand total for the entire Request.

The Requestor and Program Manager Roles can enter and apply funds in this form. The Contracting Officer and Negotiator Roles can only view the information.

For all Acquisitions types, the Line Items Tab is mandatory. Regardless of the request category, the minimum line item is one. Any item beyond one is optional. Only the Requestor role can enter and/or edit the fields and cells in this Tab, except for allocating funds to Funding Control Accounts with the Total and Account cells.

To enter or edit data to this Tab, click on Line Items Tab.



Enter each item needed by line starting with the item's Product Service Code (PSC) through Unit of Measure, which are required fields. Enter the Quantity and Price for each line item. The application multiplies the Quantity by the Price to get the Total for each line item.

Click the Save button or Save from the File Menu (ALT+ F, S), to save the Line Items Tab.

To set the delivery schedule for the line item, click on the Delivery button. See Page 35 of the User's Guide for additional information on the Delivery Schedule.

To provide shipping or billing requirements, click on the Shipping button. See Page 36 of the User's Guide for additional information on the Shipping form.

You can allot funds for each line item from the Apply Accounts box. To allocate funds, click on the Accounts button. The Account number allocated for each line item is displayed in the Account(s) cell. See Page 41 of the User's Guide for additional information on the Apply Accounts Box.

To save the entire Tab, click the Save button or select Save from the File Menu (ALT+ F, S). The definitions of the fields are:

Product Service Code (PSC)
This is a 4 character numeric field. Double click the left mouse button on the field to display the Code Lookup box. Enter the 4 digit code or enter the description and click the FIND button. The Product Code field will display product codes and item descriptions. Use the arrow keys to make a selection and click the SELECT. The PSC is displayed in the field once a selection is made.

Noun
This is a 30 character alpha/numeric field. Enter the name of the line item. You can change the size of the field to show all the characters by placing the cursor on the line, holding the left mouse button down, and dragging the mouse to the size you want.

Description

This a 250 character alpha/numeric field. Enter a description of the good and/or service. You can change the size of the field to show all the characters by placing the cursor on the line, holding the left mouse button down, and dragging the mouse to widen the field.

Object Class Code (OCC)
This is a 6 character numeric field. Double click the left mouse button on the field to display the Code Lookup box. Enter the 3 digit code or enter the description and click the FIND button. The OCC field will display product Object Class Codes and descriptions. Use the arrow keys to make a selection and click the SELECT button. The Object Class Code is displayed in the field once a selection is made.

Unit of Measure
This is a 2 digit alpha field. Double click the left mouse button on the field to display the Code Lookup box. Enter the 2 digit code or enter the description and click the FIND button. The Unit Code field will display the measurement unit for the good and/or service (i.e., grams, each, blocks). Units must be in metric measurements per USAID Notice A-AA/FA 10/01/91. Use the arrow keys to make a selection and click the SELECT button. The Unit of Measure is displayed in the field once a selection is made.

Quantity
This is a 6 digit numeric field. To enter the quantity of the good and/or service needed for the Request, double click on the Quantity cell. You can change the size of the field to show all the characters by placing the cursor on the line, holding the left mouse button down, and dragging the mouse to widen the field.

Price
This is a 10 digit numeric field. Enter the base price for a single unit of the good and/or service. You can change the size of the field to show all the characters by placing the cursor on the line, holding the left mouse button down, and dragging the mouse to widen the field.

Total
This is a system generated field that multiples Quantity by the Price for each Line Item. You can change the size of the field to show all the characters by placing the cursor on the line, holding the left mouse button down, and dragging the mouse to widen the field. To allot funds from Available Accounts and link to the Line Item, click on the Accounts button. The Associate Accounts box will display.

How to Use the Code Lookup Box

You can reach code lookup by double-clicking with the mouse or by placing your cursor in the field and pressing ENTER.

Code Lookup offers two fields for finding the correct code: Code and Description.

To search for a Code, enter the first letter or two letters in the Code field and press the Find button.

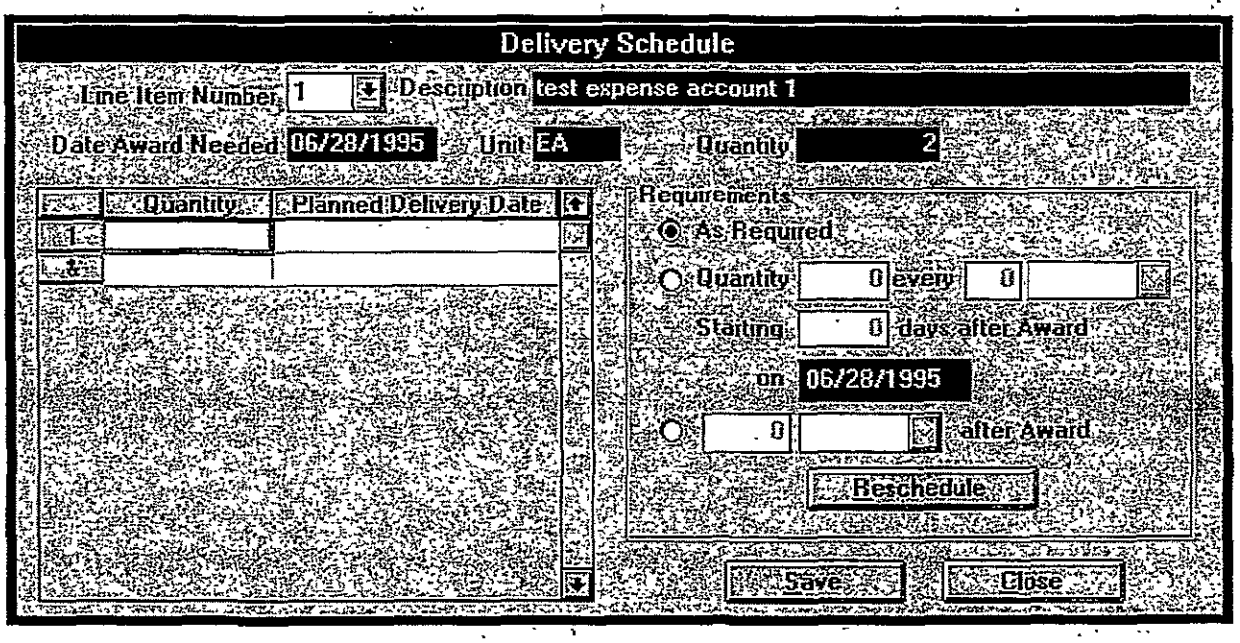
To search for a description, either enter the first letters and use the First Letter Search option, or enter a key word in the description field and de-select First Letter Search. Press the Find button to bring up a list containing the text you entered.

Highlight the correct code and description and press the Select button (ALT+ S). If the list is long, use the scroll bar to reveal more items.

Delivery Schedule Form

The **Delivery Schedule** form creates the delivery schedule for each line item. It provides the item number, description, date the award is needed, unit of measure, quantity needed, delivery schedule, date the delivery is to start after the Award, and any special requirements for the line item.

To access the Delivery Schedule form, highlight the line item and then click the Delivery button. The following will appear:



The Delivery Schedule can be entered two ways. First, You can enter the quantity and delivery date in the Deliveries grid. Second, You can select one of the Requirements option. The definitions of the fields are:

Line Item Number
This is a pre-filled and protected field from the Line Items Tab.

Description
This is a pre-filled and protected field from the Line Items Tab.

Date Award Needed
This is a pre-filled and protected date field from the Initial Tab. It is the date the Request is needed.

Unit
This is a pre-filled and protected field from the line items. It is the measurement unit for the good and/or service.

Quantity
This is a pre-filled and protected field from the line items!. It provides the total quantity of goods and/or services needed for this line item.

Deliveries Grid

The Deliveries Grid section breaks down each delivery record of the line item quantity.

Quantity
This is a 6 digit numeric field. Enter the amount of goods and or/services to be delivered. This amount must be equal to or less than the amount in the quantity field of the line item.

Planned Delivery Date
This is a date field and is to be entered in the following format MM/DD/YYYY. It is the expected date the delivery of the goods and/or services are to take place.

You can key in the new date, or double click on the field to display the calendar. See Page 27 of the User's Guide for instructions on how to use the Calendar. This field can only be changed when this is an Initial Request or there are no Request line items for the Request. This field is required to create a New Request.

Requirements
The Requirements section sets specific delivery schedules:

As Required
This option is used to indicate that the delivery schedule is to set as the line items are needed. This option is the default option.

Quantity Per Day/Month
This is a 3 digit numeric field. This option is used to indicate that the delivery schedule is to be set at a standard quantity to be delivered at a specific interval of days or months. The size of this field is dependent on the total quantity of goods and/or services needed for this line item. Enter the number of days or months in the 2 digit numeric field to the right of **Every**. Use the drop-down list box to select whether it is in days or months.

After Awarded
This option is used to indicate that the entire quantity of the line item is to be delivered a specific number of days or months after the Award is made. Enter the number of days or months in the first field, it is a 3 digit numeric field. Use the drop-down list box to select whether delivery is in days or months.

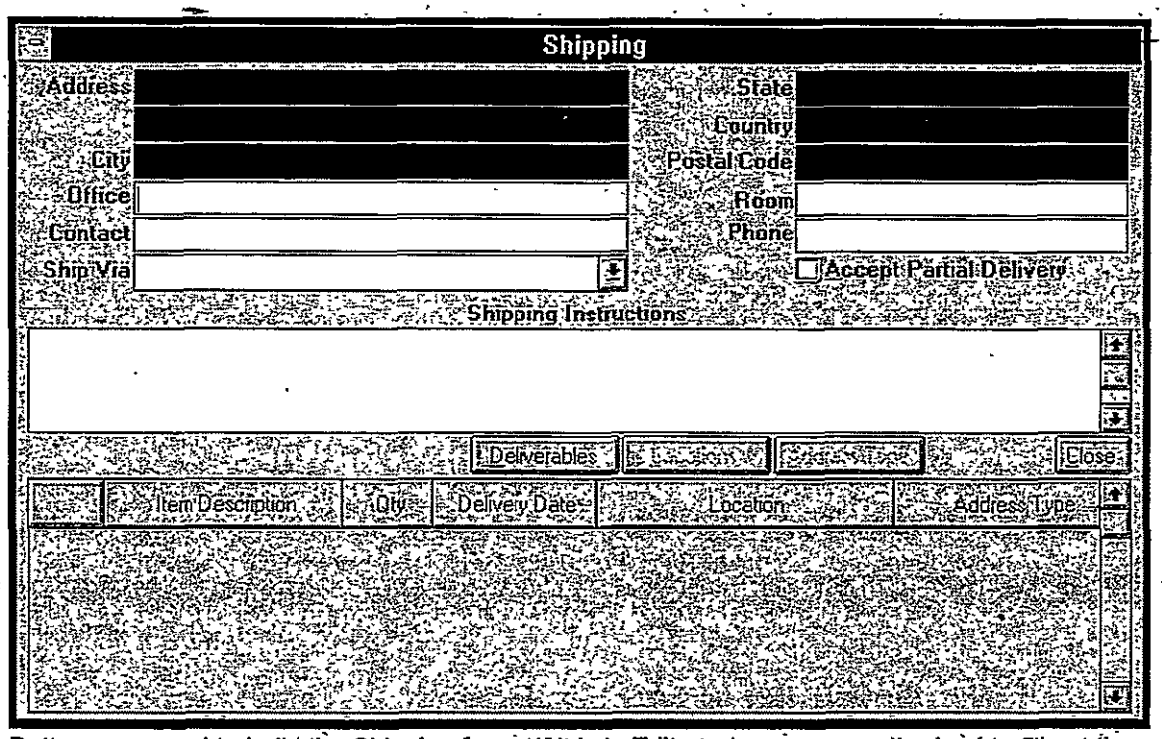
Reschedule Button
This button resets the delivery schedule grid to match the option selected in the Requirements section. It is disabled when the As Required option is selected.

Shipping Form

The **Shipping Form** is accessed by selecting the Shipping button from the Items tab. The Shipping form is used to identify actions and locations involved in the shipment, consignment, or billing of line items having a delivery schedule. It is required on all USAID-initiated commodity purchases for delivery in order to expedite arrival accounting and, in the case of overseas deliveries, customs clearance. Before line items can be made available for shipping actions, they must have a 35**Delivery Schedule** established.

The blank fields in the Shipping form are filled in by the application after **Deliverables** are selected. The top of the form is synchronized with the bottom portion of the screen so that as you

move up and down the spreadsheet, the fields at the top display information related to the specific shipping item. Each line in the spreadsheet at the bottom of the Shipping form indicates a unique shipment.



Buttons are used to build the Shipping form. If it is in Edit mode, you are authorized to fill out the form. (**Note**: If you cannot access the form because there are *no delivery items found*, fill out the **Delivery Schedule**.)

Deliverables | Locations | Address Type

How to Do Shipping

1. Click on Deliverables button or press ALT+ D.

2. Select the **Deliverables** and click on the OK button. (For illustration of Select Deliverables form, see page 38.) You can select a Delivery Item more than once if Bill To and Ship To, etc., will be directed to different addresses.

3. On the spreadsheet at the bottom of the Shipping form, place the cursor on one of the items. If the location will be the same for several items, highlight them at the same time. Click on Locations button.

4. Select the **Location** and click on the OK button. (For illustration of the Select Location form, see page 39.)

5. Highlight the items and click on Address Type button.

6. Select the **Address Type** and click on the OK button. (For illustration of Address Type form, see page 40.)

7. Complete the fields in the top portion of the Shipping form for each item on the spreadsheet. Some will be filled according to Locations data. If they are on a white background, they can be edited:

Office and **Contact:** Type in additional information, if needed, to identify the office or contact person.

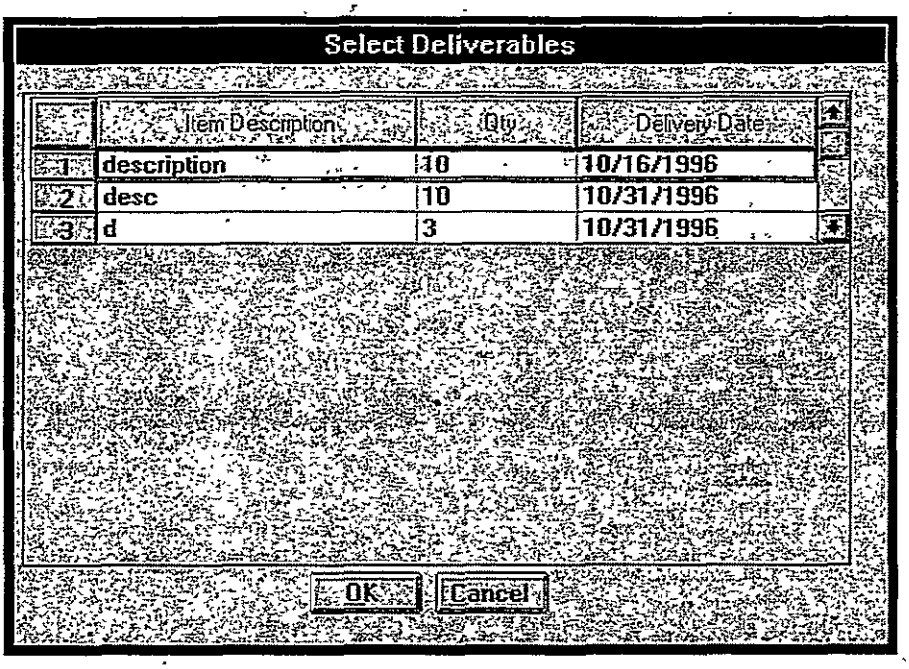
Ship Via Select the shipping method using a drop-down list box.

Room and **Phone** Type in any additional information.
Accept Partial Delivery Fill in the checkbox to indicate that partial delivery can be accepted.
Shipping Instructions This is a text box for entering any special instructions regarding shipping. To reveal additional text, use the scroll bar or press the Page Down key.

8. Save the Shipping form by clicking on the Save button and close the form (ALT+F,S).

Select Deliverables

The **Select Deliverables** form is displayed when the Deliverables button is clicked. Each row on the Select Deliverables form describes one delivery of a single line item. The Select Deliverables form will appear as:



To select a single delivery for assignment to the Shipping form, click on the row containing the Delivery to assign, then click the OK button. (Alternate methods: double-click on the row containing the Delivery to assign or; use the UP/DOWN ARROW keys to move to the Delivery to assign and press the ENTER key.)

To select two or more deliveries for assignment to the Shipping form, use the Shift key or Control key as described to the right.
When the OK button is clicked, the deliveries that you selected will be added to the list of shipments shown on the bottom portion of the Shipping form. If necessary, use the scroll bar on the right-hand side of the Shipping list to move the other rows into view.

How to Select Multiple Items

To select multiple items at the same time, either:
1. Click the first item you want to select, press and hold down the SHIFT key while you click the last item to select. Then, click the OK button or press ALT+O. This selects two or more items in sequence. OR
2. Press and hold down the CTRL key while you click each item you want to select. Click the OK button or press ALT+O. This selects two or more items out of sequence.

Select Location Form

The **Select Location form** allows you to specify the location for a delivery or a group of deliveries. The Select Location form will appear as follows:

Select Location

	Location/Addressee	Office	Country
7	FINANCIAL MANAGEMENT		United States
8	FINANCIAL MANGAGEMENT	M/FM/CMP	United States
9	ManagementTechnology	MANTECH	United States
10	Mantech	Corporate HeadQuarters	United States
11	Microsoft	Executive Office	United States
12	PRC	ISP Development	United States
13	TrueLock Bolt Company		United States
14	USAID	Operations	United States
15	USAID/ Controller's Office		Guatemala
16	USAID/Guatemala	Executive Office	United States
17	USAID/WAREHOUSE	M/AS/PMD	United States
18	Warthog Industries	Shipping & Receiving	United States

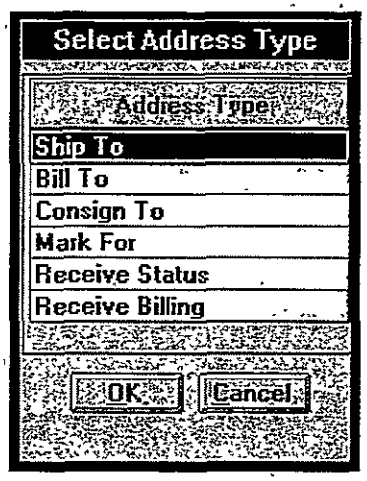
OK Cancel

To select a Location, click on the row containing the Location to assign then click the OK button. (Alternate methods: double-click on the row containing the Location to assign or; use the UP/DOWN ARROW keys to move to the Location to assign, then press the ENTER key.)

A different location can be selected for Shipping and Billing. After selecting the Deliverable, Location and Address Type, repeat the process with different selections.

Select Address Type

The **Select Address Type** form is used to indicate an action such as Ship To or Bill To. It can be used several times for each deliverable. The Select Address Type form will appear as follows:



To select an Address Type for assignment to the Shipping form, click on the row containing the Address Type to assign, then click the OK button. (Alternate methods: double-click on the row containing the Address Type to assign or; use the UP/DOWN ARROW keys to move to the Address Type to assign, then press the ENTER key.)

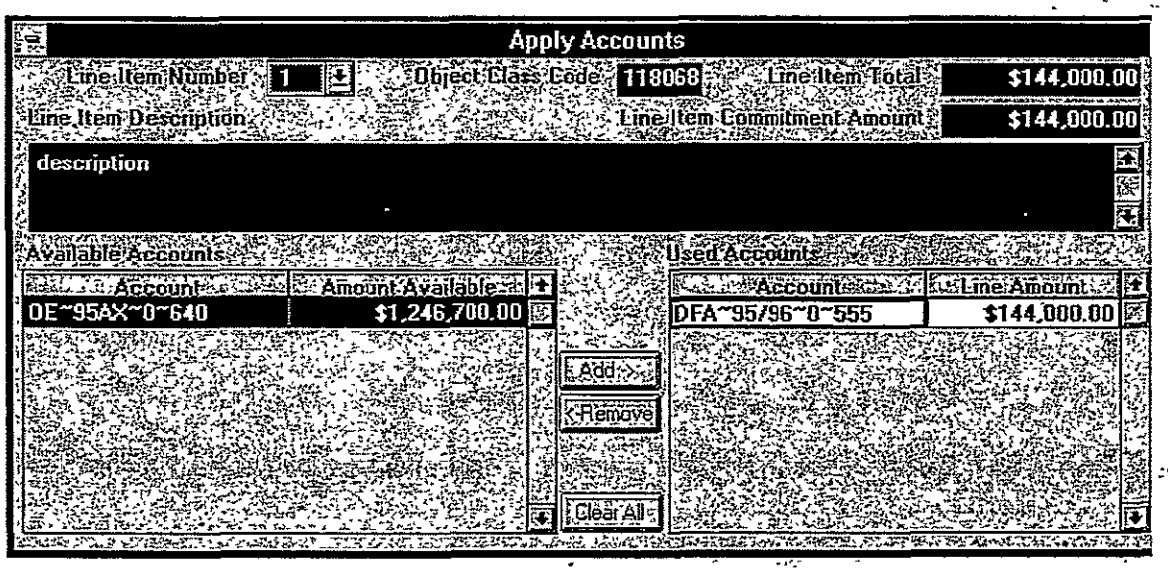
To save information on the Shipping form, click the Save button or select Save from the File Menu (ALT+ F, S).

To cancel assigning an Address Type to the Shipping form click the CANCEL button or press ALT+C.

Apply Accounts Form

The **Apply Accounts** screen links the line items to Funding Accounts. The Requestor and Manager roles allots funds from the Funding Control Accounts for each line item.

To access the Apply Accounts box, click on the Accounts button.



To assign accounts:

Available Accounts lists the Funding Control Account number and amount available from which the line item can be linked. Only the Requestor and Program Manager roles can make selections from this box.

1. For the first line item, click on the applicable account in the **Available Accounts** section and click the Add >> **Add** button. The account number will be displayed in the **Used Accounts** section. Enter in the amount to for that line to be charged to that account. Multiple accounts can be used to fund a line item.

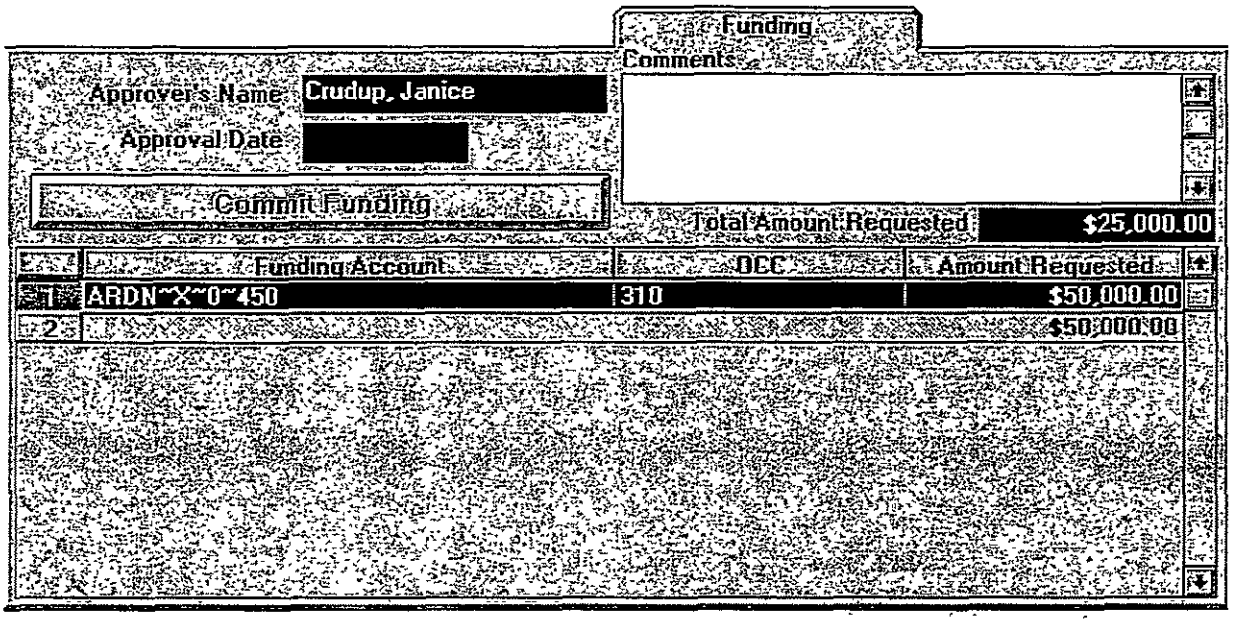
2. Select the next line item number and return to the Available Accounts section to repeat the process described above. Continue to repeat the process until all line items have been assigned to accounts.

Used Accounts
This is the Funding Account linked to the line item. To unlink the Account, click on the account then click the << Remove REMOVE button. Only the Requestor and Program Manager Roles can make selections from this box.

Funding Tab

The Funding Tab allows the Program Manager to make the final determination regarding request for funding.

To enter or edit data here, click on the Funding Tab. The following will appear:



The Approver's Name box is pre-filled with the Program Manager's name assigned by the Requestor on the Initial Tab. All of the accounts and the amounts allocated for this Request are listed the Commit Funding Grid. The accounts are listed by Funding Account and Object Class Code (OCC). An account may be listed more than once, if it is linked to multiple Object Class codes. These amounts are carried forward from the accounts screen on the Line Items Tab. If a Program Manager wants to change either an account or an amount, he must do so through the Line Items Tab.

When the Request is complete (including assignment of Contracting Officer and Negotiator) and ready to be approved, the Program Manager may commit funds. To accept the funding, click the Commit Funding button. This displays a box that states this action will create a financial transaction. The Program Manager must type in his password to verify the commitment, then click the Commit button.

Once funds have been committed, the Request Status changes from Pending to Funded.

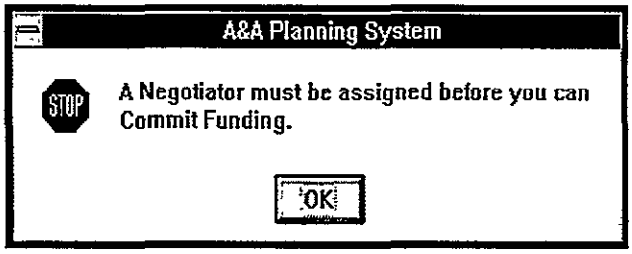
The definitions of the fields are:

Approver's Name
This is a pre-filled protected field. The Approver was established by the Requester in the Manager's field on the Initial Tab of the Request. Only the Program Manager can change the Approver's name.

Approval Date
This is a protected date field and is pre-filled when the Request is approved. The date is to be given in the following format MM/DD/YYYY.

Commit Funding Button
This button accepts the Request's funding. When this button is clicked the Commit Funding box appears.

NOTE: If a Negotiator has not been assigned a message to that effect will be displayed and the commitment of funds will not be allowed.



Commit Funding Grid
The Funding grid shows the Funding Accounts and the amount of funds allocated to the accounts for the Request.

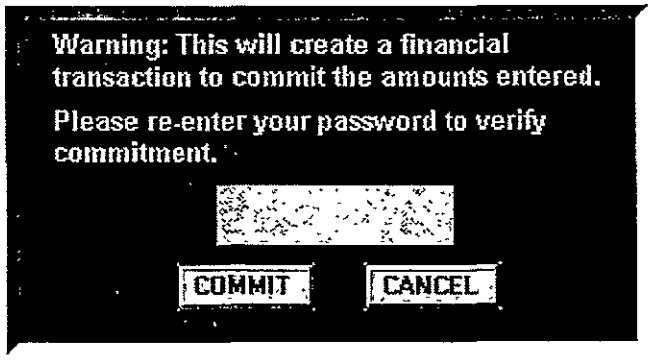
Funding Account
This is a pre-filled and protected cell. It list the selected Funding Accounts.

Object Class Code (OCC)
This is a pre-filled and protected cell. It provides the Object Class Code from the Line Items Tab.

Amount Requested
This is a 9 digit numeric field. Only the Program Manager can edit the amount to reserve from each account.

Comments
This is a 200 character alpha/numeric field. Enter any remarks regarding the Request.

The Commit Funding box
This box creates the financial transaction. To commit funding, enter your password.



Logistics Tab

The Requestor role is the only Role able to enter or edit this Tab.

The Logistics Tab states who will provide the facilities and/or services required to accomplish the Request.

Logistics support can involve the use of certain USAID/W facilities and/or services. The Requestor can also list additional items after the twelve items preset on the Logistics Tab. For use of field mission facilities and/or services, the prior approval of the field mission Executive Officer is required.

USAID policy concerning the provision of logistic support by the contractor, the cooperating country, and the mission under a contract as set forth in AIDAR Appendix C. USAID policy concerning the provision of logistic support under a grant or cooperative agreement, as set forth in Handbook 13, Appendix 4C, is that the Grantee's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support when employed overseas. **Exceptions to this policy are considered on a case by case basis, for a deviation from a mandatory provision under Handbook 12, Chapter 1.** The information provided here must be reliable as well as explicit for each category, since price estimates and commitments (both AID and the contractor, recipient, or participating agency) are based upon it.

To enter or edit data to this Tab, click Logistics Tab. The following will appear:

Logistics

Provisions for Logistical Support	Supplied by USAID	Supplied by Country	USAID Local Currency	Country Local Currency	Provided by Supplier	N/A
Office Space						
Housing and Utilities						
Furniture						
Household Appliances						
Transportation in Cooperating Country						
Transportation To and From Country						
Interpreter Services/Secretaries						
Medical Facilities (Health Room)						
Vehicles (Official)						
Travel Arrangements/Tickets						
Nightwatchmen for Living Quarters						

To select the items being provided, click the left mouse button and type an 'X' in the cell or, double click the left mouse button on the cell. If none of the Items apply, place an 'X' in the box marked N/A.

To save the Logistic Tab, click the Save button or select Save from the File Menu (ALT+ F, S). The definitions of the fields are:

Provisions for Logistical Support
This is a 100 character alpha field. It indicates any logistic support that either the mission or the cooperating country will furnish, or that a contractor is expected to provide or arrange for itself. There are twelve pre-filled Line Items that are typically used for all Requests. Add any additional line items below the pre-filled Line Items in the Provisions for Logistical Support column.

Timeline Tab

The Timeline Tab lists the tasks to be completed by the Negotiator and the approximate time it should take to complete based on the Award Action Type highlighted on the Initial Request Tab.

Once the Program Manager has reviewed and approved a completed Request, it is ready to go to Award Formation. The Negotiator sends the Request to Award Formation on this Tab.

The following will appear:

Timeline

Award Action Type: Definitive Contract (Competitive)

Send to Formation by: 05/04/1995

Milestones	Planned Completion
Obtain OSDBU Clearance/Prepare Advertisement	05/05/1995
Issue Advertisement	05/06/1995
Prepare Solicitation	05/09/1995
Issue Solicitation	05/19/1995
Conduct Solicitation Conference	05/18/1995
Conduct Q&A's	05/25/1995
Amend Solicitation	05/27/1995
Receive Proposal[s]	05/29/1995
Conduct Initial Proposal Review/Request Technical Evaluation	06/28/1995
Request Audit[s]	06/29/1995
Perform Cost Analysis/Receive Technical Evaluation	06/29/1995

This Tab provides for Milestones information only. Considering the Award Needed by date on the Initial Tab, the spreadsheet calculates the date this Request should go to Formation. The Send to Award Formation by date is a reasonable date the Requestor expects the Request to go to Award Formation.

The Award Action Type will be pre-filled and protected from the Initial Tab. All the cells will be pre-filled by the application.

The Award Needed by date creates a proposed timeline for completion of each task by the Negotiator.

The definitions of the fields are:

Award Action Type
This is a pre-filled and protected field that lists the Request Action Type as stated on the Initial Request Tab.

Send to Formation by
This is a pre-filled and protected date field based on the start date of the Request. It is displayed in the following format MM/DD/YYYY. The rest of the dates are dates by which the Milestones are projected to be completed.

Milestones
This field lists the tasks that need to be completed by the Negotiator in Award Formation. Not all milestones will be applicable to each procurement.

Planned Completion
This is a pre-filled protected field based on the selection of an Award Action Type and the Date Award Needed by field on the Initial Request Tab. This is the estimated completion date for each milestone necessary to complete each milestone in meeting the time frame for completing the Award.

Accept Request Button
This button sends the Request to the Award Formation application. There must be at least one line item on the Line Items Tab to send the Request to Award Formation. Only the Negotiator can send a Request to Award Formation.

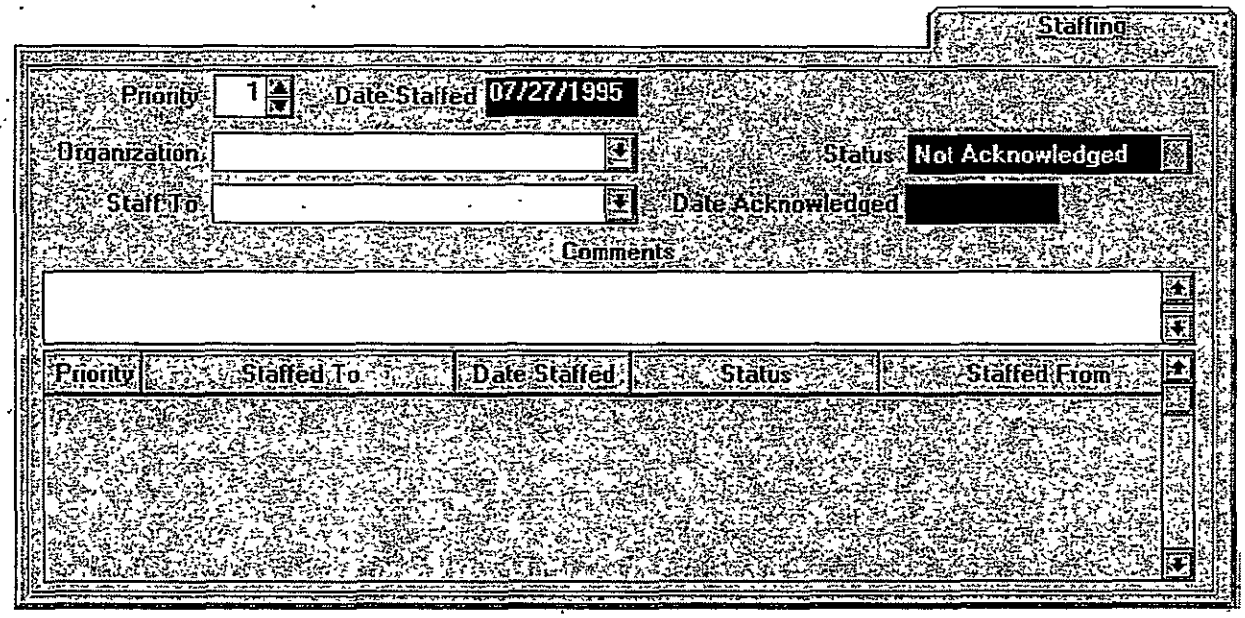
Staffing Tab

The Staffing Tab allows you to make the Request available to others for review. You will be able to follow the status of the Request and review comments through this Tab.

All Roles can enter or edit this Tab.

When the Tabs are completed and saved, the Request is ready to be staffed. Remove the "X" from the Worksheet field by clicking the mouse on the box or hitting the space bar on the keyboard. Click the Save button or Save from the File Menu (ALT+ F, S) to update the database and staff the Request.

Click Staffing Tab to enter or edit it. The following will appear:



Enter 1 in the Priority field for the first person(s) to receive the Request.

To select the Organization double click the left mouse button on the Organization field to display the Code Lookup box. Enter the 4 digit code or enter the description and click the FIND button. The Organization ID field will display Organization codes and Organization descriptions. Use the arrow keys or click on the row to make a selection then click the SELECT button. The Organization is displayed in the field once a selection is made.

To select the person to Staff To double click the left mouse button on the Staff To field to display the Code Lookup box. Enter the 4 digit code or enter the description and click the FIND button. The Staff To field will display User Ids and Employee Names to receive the Staffing Request. Use the arrow keys or click on the row to make a selection then click the SELECT button. The Staff To name is displayed in the field once a selection is made.

Repeat steps 1 - 3 for each person to receive the Request.

You can staff ten Priority #1, or do it sequentially. Change the priority for each person based on the order in which they are to receive it.

When the Request is staffed and the Request is no longer a Worksheet, click the Save button or Save from the File Menu (ALT+ F, S) to route the Request. The Request will be routed to the persons in the Staffing Tab based on their priority. The Staffing Tab will place a message in the person's Alert Box that they have this Request to review.

The definition of the fields are:

Priority
This is a 2 digit numeric field. Enter the number which corresponds to the priority of the person to whom you are sending the Request. The person(s) with the same priority number must concur with the Request before the next priority number can view the Request.

Date Staffed
This is a date that is pre-filled by the application with the date the Request was sent for review.

Organization
This displays the list of USAID Organizations. Double click on the line item, select the Organization of the person who is to receive the Request. Use the Code Lookup box to make a selection.

Staff to
This displays the names of the people in the Organization highlighted in the Organization field. Use the Code Lookup box to make a selection.

Status
This is a drop-down list box that displays status selections. The person who receives the Request is to make the selection after they view the Request. Use the ARROW keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Date Acknowledged
This is a date field that is pre-filled by the application with the last date the routed information was reviewed by the person. It is listed in the following format MM/DD/YYYY.

Comments
This is a 200 character alpha/numeric field. Enter the comments regarding the Request.

Acquisition & Assistance Planning Windows

The A&A Planning Application is a Microsoft Windows compatible product. A&A Planning windows may be minimized, re-sized, moved, and closed. A&A Planning windows are displayed many times during normal use of the A&A application.

The Windows pull-down menu, located on the menu bar, can be used to manage multiple open windows. The "Tile Vertical" menu option causes all open windows to be arranged one above another, so that each window is as wide as the screen, but short enough so that all open windows may be displayed. The "Tile Horizontal" menu option causes all open windows to be arranged beside one another, so that each window is nearly as tall as the screen, but narrow enough so that all open windows may be displayed. The "Cascade" menu options causes all open windows to be overlapped, with each window being slightly lower and to the right of the last. The "Arrange Icons" option causes all minimized windows, which appear as icons, to be lined up beside one another and displayed in the open (not behind an open window). Finally, all open windows are numbered and listed in the Windows menu. Selecting a numbered window from the list will cause that window to become the current window.

Dialog windows are windows with OK and Cancel buttons. The toolbar and menu bar are not available when a dialog window is displayed. Complete data entry in the dialog window and use the OK button or use the Cancel button to leave the dialog window. On-line help and text edit are not available when a dialog window is displayed.

Text Editing Features

The A&A application includes some common word processor-like features for text editing. The cut, copy, and paste feature act on text that has been highlighted. Text may be highlighted using the mouse by positioning the cursor at the beginning of the text to be highlighted, clicking the left mouse button on the button, and dragging to the end of the selection. To highlight text using the keyboard, position the cursor at the beginning of the text to select and hold down the **SHIFT key**. Move to the end of the selection using the **up, down, right** and **left arrow keys** and release the **SHIFT key**. To cut or copy text, either use the cut and copy buttons on the toolbar or select the appropriate menu options from the Edit pull-down menu. To delete text, press the **DELETE key** on the keyboard.

Since the A&A application is Windows compatible, text that is cut or copied is sent to the Windows clipboard. That text can be copied back into the A&A application using the Paste button or menu option. Text can also be cut from other Windows compatible applications and copied into the A&A application from the clipboard. For example, to import text from a WordPerfect for Windows (or any other Windows-based word processor) document, minimize the A&A application main window by using the down arrow on the upper right-hand corner of the window. Load WordPerfect for Windows and open the document containing the text to be imported. Highlight the text and copy it to the Windows clipboard. Exit WordPerfect, find the A&A Application icon and double click on it to restore it. Position the cursor at the location to import the text, then use the Paste button or menu option. Text may be exported from the A&A application in a similar manner.

Availability of text fields for copying to Windows clipboard: As a rule of thumb you can copy text that you entered directly from the keyboard. Exceptions are option buttons, check boxes, text selected from drop-down boxes, and text areas filled by selecting a date from the calendar. If in doubt as to whether you can copy a particular block of text, highlight the text and press CTRL+C. If Windows is able to carry-out the copy command then the highlighted text will be copied to the Window's clipboard.

To export numbers from the Line Items Tab spreadsheet, the copy feature may be used. The method of selecting the area to be copied and executing the copy action depends on the spreadsheet's mode.

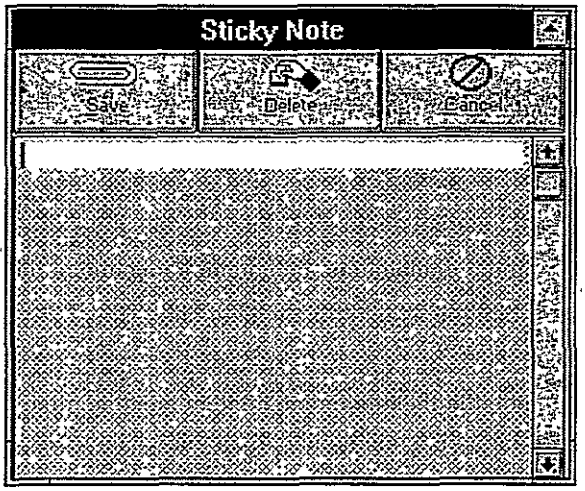
Use the mouse, when editing the spreadsheet, to move from cell to cell. In this mode you can select all the cells in the spreadsheet with a single mouse click on the upper left-most spreadsheet cell, or, a specific group of cells can be selected by holding down the left mouse button while dragging across the cells to be copied. Once highlighted the text can be copied to the Windows clipboard by using the Copy button or Copy from the File Menu (CTRL+C).

When the spreadsheet is presented in a mode where an entire row of cells is highlighted and cell to cell navigation is not possible. The current row that is highlighted can be copied by pressing (CTRL+C).

Minimize the A&A application window and enter Lotus for Windows (or any other Windows based spreadsheet). Select Lotus's Paste menu option. All the numbers from the highlighted cells will be entered into the Lotus spreadsheet.

Note Form

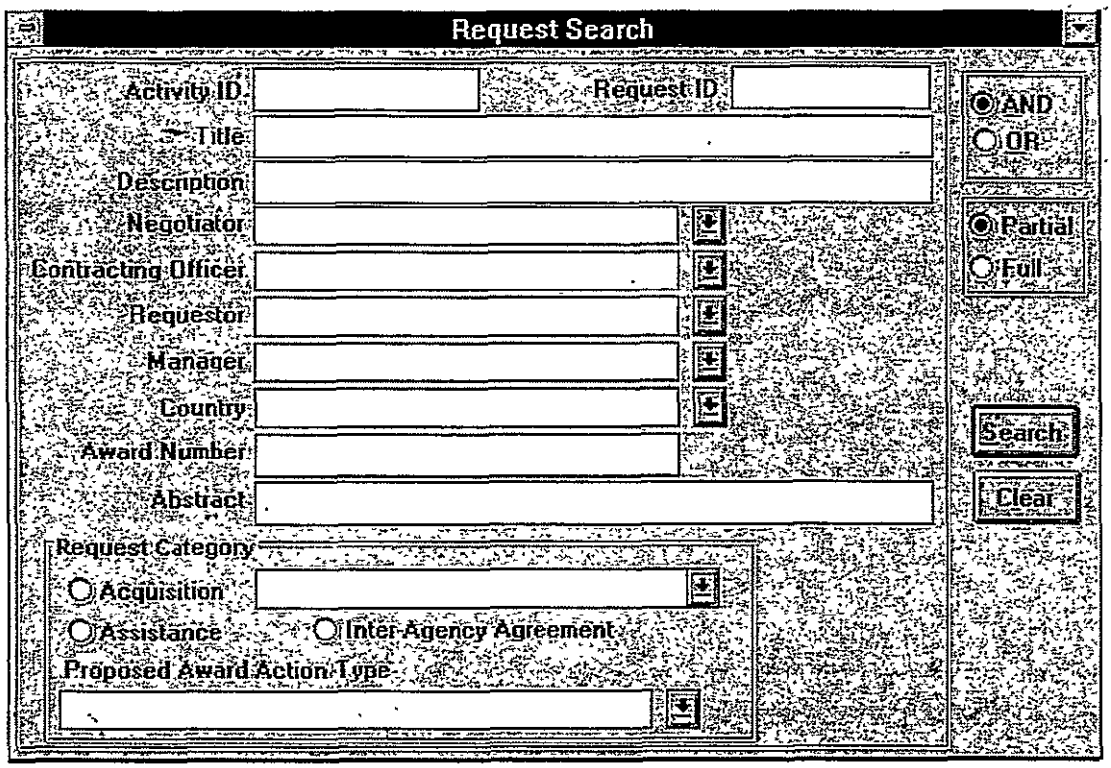
The Note form allows you to attach a message to a specific Tab. To attach a Note, click the Note button or select Attach Note from the Options menu (ALT+ O, A). The following will appear:



This should be used to bring to the attention of the Requestor any changes needed to fields that only the Requestor has access. This is an open field on which to write comments regarding a specific Tab of the Request. Use the paper clip button to attach it to the Tab folder. Only one note per tab can be attached.

Search

The Search Box allows you to search for records that contain specific information from the database. To do a Search, select Search from the Database Menu (ALT+ D, S) or use the Search button. The Request Search box will appear:



Select the attributes that you know about the Request(s) for which you are searching. The more attributes you can determine, the smaller the number of records that will be returned. Determine if you want to search for Partial or Full text. Determine if you want to use and/or for multiple attributes. Click the Search button to initiate the Search. The Open Request box will display all the Requests that match the attributes. Select the Request you want and click the Open button. The definitions of the fields are:

Organization ID
This is a 10 digit numeric field. Enter the number identifying the Request.

Request ID
This is a 8 digit numeric field. Enter the primary key identifying the Request.

Title
This is a 52 character alpha/numeric field. Enter the title for the Request.

Description
This is a 500 character alpha/numeric field. Enter key words located in the Request Description and click the Partial button.

Negotiator
This is a drop-down list box that displays the Negotiators. Select the Negotiator who is to be assigned to this Request. You can key in the first character of the Negotiator's last name and use the arrow keys to make a selection or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Contracting Officer (CO)
This is a drop-down list box that displays the Contracting Officers assigned to the Contract Office. Select the Officer who is to be assigned to this Request. You can key in the first character of the

Officer's last name and use the arrow keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Requestor
This is a drop-down list box that displays the Requestors assigned to the Project Office. Select the Requestor who is assigned to this Activity. You can key in the first character of the Requestor's last name and use the arrow keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Manager
This is a drop-down list box that displays the Managers. Select the Manager who is to approve this Request. You can key in the first character of the Manager's last name and use the arrow keys to make a selection or click the left mouse button on the arrow button and use the drop-down list box to make a selection.

Country
This is a drop-down list box that displays the list of Countries. Select the Country that is benefiting from the activity. You can key in the first character of the Country's name and use the arrow keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Award Number
This is a 10 digit numeric field. Enter the unique number for the Request.

Abstract
This is a 1000 character alpha/numeric field. Enter key words located in the SOW, Product Description, or Program Description to search for, and click the Partial button.

Request Category
This box allows you to select the type of the Request. Place the pointer on the option for which the Request is being made and click the left mouse button. With the keyboard, use the arrow keys to select the option.

Proposed Award Action Type
This is a drop-down list box that displays the fund Actions. The Request Category determines what Award Action Types are displayed in the list box. Select the Action to be performed by this Request. You can key in the first character of the Action and use the arrow keys to make a selection, or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

And/Or
These buttons are used in a Search that contains multiple attributes.

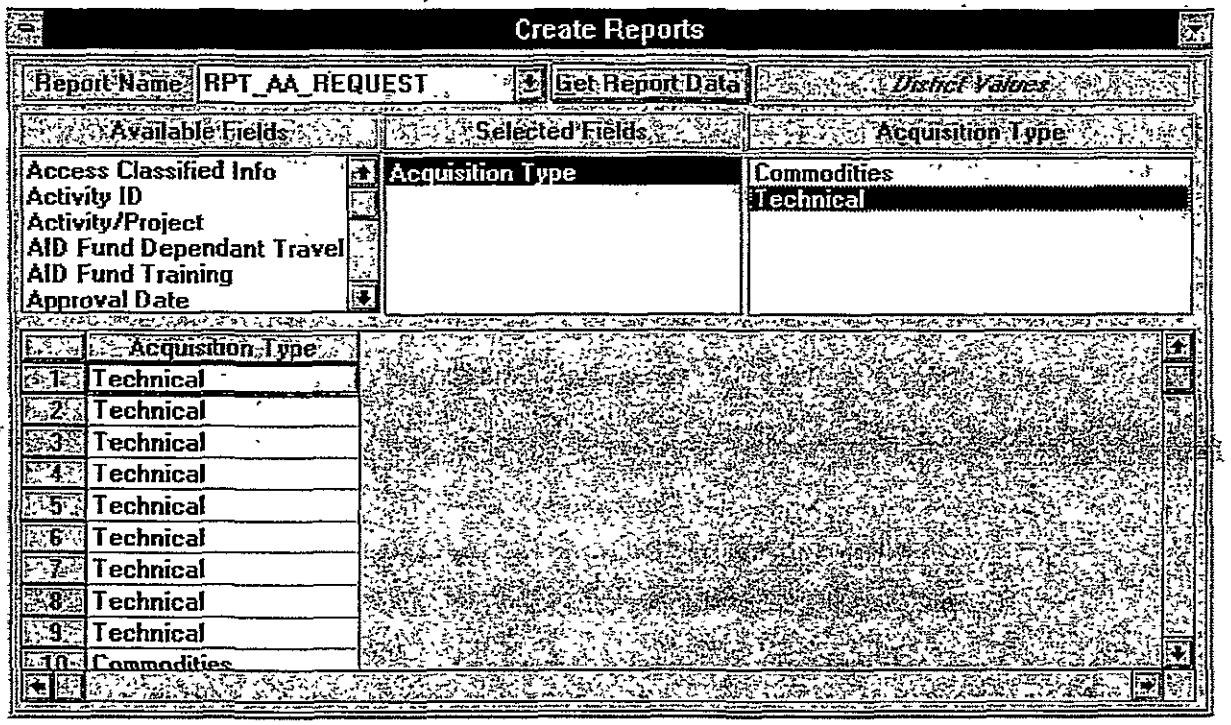
And - returns record(s) that contain all of the attributes selected.
Or - returns record(s) that contain any of the attributes selected.

Partial/Full Text Search
These buttons are used to determine the scope of the Search.

Partial - Searches for text as first item.
Full - Searches for given text anywhere in the database.

Create Reports

The Create Report form allows you to create a report for specific data from the records in the database. To create a report, click the Reports button or select Reports from the Database menu (ALT+ D, R).
The following will appear:



Select the Report Name for which you want to create a report. The Available Fields box is pre-filled with the fields contained in the report. To view the entire Report, click the Get Report Data button. A grid listing the associated data is displayed at the bottom of the form. If there are a large number of records contained in the report, the application will allow you to stop building the report so you can set the parameters of your report. To set parameters by fields, select the field name(s) in the Available Fields box and move them to the Selected Fields box. To move the field name(s), double click on the field name or click and drag the field name to the Selected Fields box. To set the parameters by distinct values in the Available fields, select the field in the Selected fields box, double click on the field, a field box is displayed to the right and all the distinct values for the field is listed. To specify value parameters:

a) You can select one value as the parameter for the report by clicking the distinct value you want and clicking the Get Report Data button. A grid displaying the report values is displayed at the bottom of the form.

b) You can select a range of distinct values as the parameter for the report by blocking those values. This can be accomplished by clicking the left mouse button on the first value you want and moving to the last value you want; holding the SHIFT key click the mouse. To view the Report, click the Get Report Data button. A grid displaying the report values is displayed at the bottom of the form.

c) You can select specific distinct values by repeating step b; holding the CTRL key click the left mouse on values you do not want. To view the Report, click the Get Report Data button. A grid displaying the report values is displayed at the bottom of the form.

To print the information in the grid, click the Print button or select Print in the File Menu (ALT+ F, P). You can sort items in the grid by clicking the top row of the column (the row with the field name). This highlights the entire column, click the right mouse and the grid will be sort by the selected column.

The definitions of the fields are:

Report Name
This is a drop-down list box that displays the names that can be selected to create a report. You can key in the first character of the Report name and use the arrow keys to make a selection or click the left mouse button on the down arrow button and use the drop-down list box to make a selection.

Get Report Data
This button displays the data grid, at the bottom of the form, listing the report values.

Available Fields box
This box is pre-filled when you select a Report Name. All the fields in the report are listed in this box. To move a field into the Selected Fields box, double click on the field name or hold the left mouse down and drag it to the box.

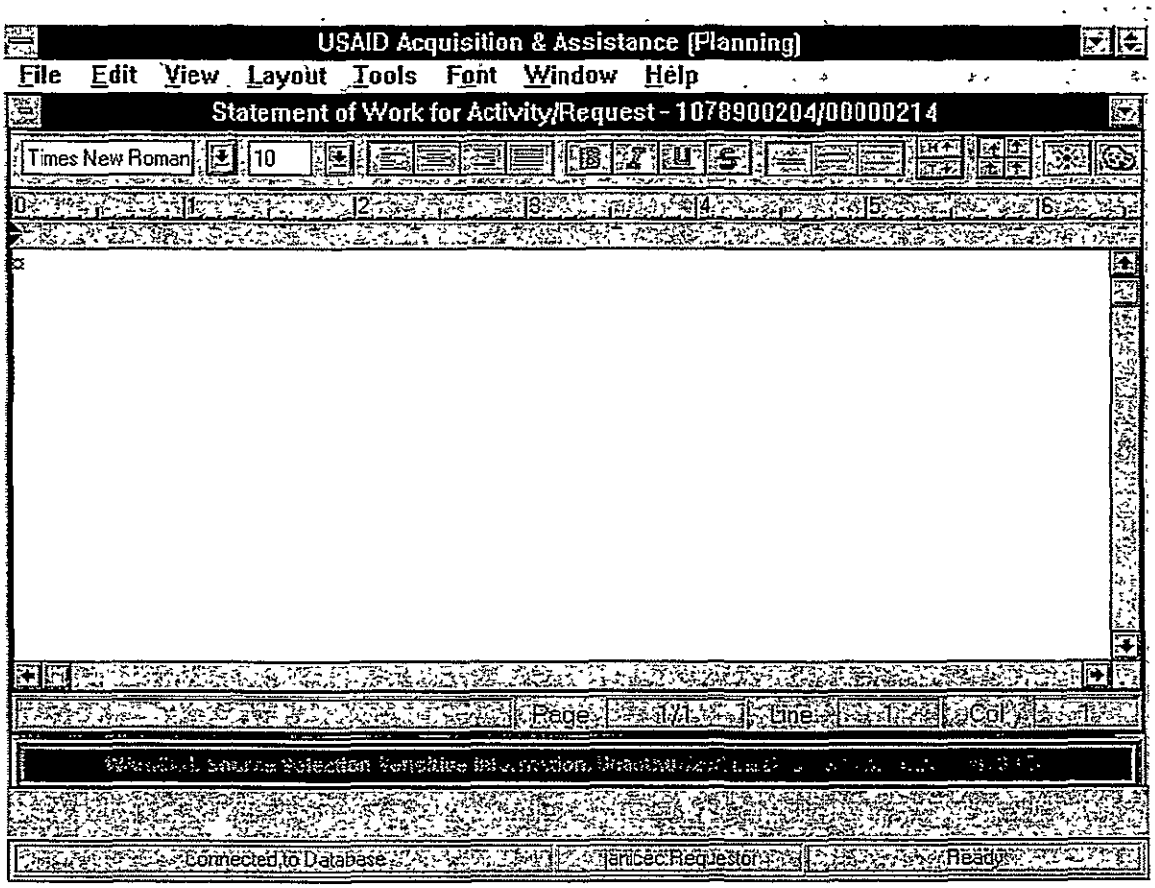
Selected Fields box
This box displays the fields selected from the Available Fields box to make the report. To view the **distinct values** of the Selected Fields, double click it and the name of the field and the field box with the distinct values is listed to the right.

Distinct Values box
This box is pre-filled when you double click on a field listed in the Selected Fields box. The data listed in this box are all the *Distinct Values* for the selected field.

Word Processor

This Word Processor allows you to create and print documents within the A&A Planning application. The Document can be edited by the Requestor Role only.

When you click the Document button or the Waivers and Justification button, the following will appear:



Pull-Down Menus

The Word Processor pull-down menus are located on the menu bar, the second line in the main Word Processor window. A menu can be activated by clicking on a menu title with the mouse or by pressing **ALT key**, moving to a menu title with the right and left arrow keys, then pressing the **ENTER key**. Select a menu option from the pull-down menu by either clicking on the option or by moving to the option using the **up and down arrow keys**, then pressing the **ENTER key**.

The menu structure is as follows:

File Menu

Save	: Saves and attaches the record to the Request.
Print	: Allows you to print the information.
Exit	: Ends the word processor session. The application prompts you to save any unsaved changes in a record.

Edit Menu

Cut	: Removes highlighted text and puts it in the clipboard.
Copy	: Copies highlighted text to the clipboard.
Paste	: Inserts a copy of the text, in the clipboard, at the insertion point. It overlays any existing text in the field.
Search	: Finds a word, phrase, or code in your document.
Search Next	: Finds the next occurrence of the text you last searched for.
Replace	: Finds and changes text or codes in your document.
Insert Picture	: Presents a dialog from which you can select the picture to be inserted. **Note: All graphics types shown in the dialog may not be compatible with all video displays in the Word Processor. To view a picture of a specific type check the Preview box. When a graphic file is selected the picture is displayed on the Preview window. If an image is not displayed on the Preview window then the image is not compatible and cannot be inserted into the word processing document.**
Page Break	: Allows you to insert a page break into the document.

View Menu

Ruler	: Displays or hides the horizontal ruler, a bar with a measurement scale and markers that enable you to adjust indents, margins, tab stops, and table columns. The ruler is part of a document window; you can choose to display the ruler in some document windows while hiding it in others. See Displaying or hiding the ruler.
Button Bar	: Quick access to the commands you use most.
Status Bar	: Located at the bottom of the WordPerfect window, the status bar displays information lines (long prompts) that provide a brief synopsis of the menu item or option you are currently highlighting.
Tab Bar	: Use the tab bar to change your tab settings quickly and easily by moving any of the triangular tab marker buttons or the button marked with dots, located on the ruler.

Layout Menu

Page	: You can change the margins, tabs, and measurements that the word processor uses by default.

Tools Menu

Repaginate	: Automatically places page breaks into the document.

Font Menu

Font	: Applies or removes character formats from highlighted text or from the insertion point forward as you type.
Normal	: Returns a document to normal view. It is the default view you will use for most word-processing tasks. Normal view shows text formatting, but simplifies the layout of the page so that you can type and edit quickly.
Bold	: Lets you add Bold text to your document.

Italic	: Lets you add Italic text to your document.
Underline	: Lets you add Underline text to your document.
Strikeout	: Lets you Strikeout text on your document.
Subscript	: Text that appears slightly lower than other characters in the line.
Superscript	: Text that appears slightly higher than other characters in the line.

Window

1	Displays a list of the windows open within the Planning application.

Help Menu

Contents	: Word Processor Help Table of Contents.
Help on Help	: Windows Help System.
About	: Information about the Word Processor.

APPENDIX A

AWARD ACTION TYPES

Request Category - Acquisitions:

Request for New Award

Definitive Contract (Competitive)
Definitive Contract (Non-Competitive, Sole Source)
Definitive Contract (Non-Competitive, Limited Source)

Award Modifications

Administrative Contract Modification
Award Fee Modification
Basic Ordering Agreement
Definitization of Letter Contract
Letter Contract
New Work Bilateral Contract Modification
Option Exercise Modification
Priced Order (orders under BOAs, IQCs, REQs, DEF QTYs)
Settle Termination for Convenience
Settle Termination for Default
Bilateral Contract Modification
Termination for Convenience
Termination for Default
Unilateral Modification
Unpriced Order
Unpriced Bilateral Contract Modification

Request Category - Assistance:

Request for New Award

Cooperative Agreement (Competitive)
Cooperative Agreement (Non-Competitive)
Cooperative Agreement (Tech Office)
Grant (Competitive)
Grant (Non-Competitive)
Grant (Tech Office Competition)

Award Modifications

Administrative Contract Modification
Cooperative Agreement Modification
Grant Amendment
Unilateral Modification

Request Category - Inter-Agency Agreement:

Request for New Award

Inter-Agency Agreement (Non-Competitive)

Award Modifications

Administrative Contract Modification
Inter-Agency Agreement Modification
Unilateral Modification

APPENDIX B - Application Features

Logon Procedure and Problems

A&A Planning is accessed through the NMS logon. The logon box provides a security mechanism to ensure that only authorized users may log on to NMS applications.

To move from User ID to Password, use the TAB key. As the password is typed, the characters will not show on the screen.

The table below lists possible causes for a logon failure:

Cause	Remedy
Improper User Name or Password.	Type Correct User Name and Password and try again.
The database account has not been set up for new users.	Contact DBA* and request an Oracle account
After an A&A Planning error occurs, the system will not logon.	Exit and re-enter Windows and try again. If the problem persists, reboot and try again.
The database is down.	Contact DBA and report logon failure.

* DBA - Database Administrator

Menus Topic Definitions

Pull-down menus are located on the menu bar, the second line in the A&A Planning window.

File Edit Database Options Window Help

A menu can be activated by clicking on a menu title with the mouse or by pressing ALT + the accelerator key, moving to a menu title with the right and left arrow keys, then pressing the ENTER key. Select a menu option from the pull-down menu by either clicking on the option or by moving to the option using the up and down ARROW keys, then pressing the ENTER key.

File

New : Allows you to create a new Request or add a Staffing assignment (if the Staffing tab is currently displayed).

Open : Displays a form showing all Requests that the User has created or is working on.

Close : Closes the active record. If you have not previously saved the changes to the record, the Application asks if you want to save the record before you close it. If you close a record without saving, you will lose all the changes you did not save previously.

Save : Saves the active record.

Delete	: Removes the currently selected record from the database.
Print Setup	: Displays the Print Setup box to specify printer settings for your printer. The settings you select become the default settings.
Print	: Prints the Request.
Exit	: Closes the A&A Planning Application and brings you back to the Windows screen from which you started the A&A application.

Edit

Cut	: Removes highlighted text and puts it into the clipboard.
Copy	: Copies highlighted text to the clipboard.
Paste	: Inserts a copy of the text from the clipboard at the insertion point. It replaces any existing text in the field.

Database

Change Role	: Displays the Logon Role box. This allows you to select the role for the duties that you will be performing. See Page 4 of the User's Guide for instructions on how to use the Change Role box.
Next Record	: Moves forward one record in the database.
Previous Record	: Moves back one record in the database.
Query	: Opens the COTS ('commercial off the shelf' query tool). See the Help in COTS for instructions on how to use it.
Search	: Opens the Search form. This allows you to search for records that contain specific information from the database. See Page 50 of the User's Guide for instructions on how to use the Search form.
Reports	: Opens the Create Reports form. This allows you to create a report for specific data from the records in the database. See Page 53 of the User's Guide for instructions on how to use the Create Reports form.

Options

Toolbar	: To remove the Toolbar, click the left mouse button on the 'Toolbar' topic in the menu. The check mark disappears. To make the Toolbar appear, click again and the check mark appears.
Application Logging	: Tracks the interaction with the database. This helps in troubleshooting. When on, the Application Logging icon will appear at the bottom of the screen. Double-click the icon to view the log.
Panel Help	: Turns the Panel Help off and on. Click the left mouse button on the Panel Help topic to make the check mark disappear. This turns off the Panel Help. Click the mouse again, the check mark appears and Panel Help will be activated.
Attach Note	: Opens the Sticky Note form. This is an open field to write comments regarding a specific Tab. Notes may be used to communicate ideas between users of the application, such as changes needed to fields to which only the owner of the record has access. See Page 50 of the User's Guide for instructions on how to use the Note form.

Window

Cascade	: Arranges the windows so that they overlap starting in the upper left hand corner and the title bar of each window remains visible.
Tile Vertical	: Arranges the windows one above the other so that they do not overlap.

Tile Horizontal	: Arranges the windows next to each other so that they do not overlap.
Arrange Icons	: Evenly arranges all icons in a group window. You can also specify that Windows rearranges the program-item icons in a group window whenever you change the window's size, add items, or move items.

Help

Contents	: Displays the Table of Contents of the A&A Planning Help system, how to use the system, purpose information provided, processes and field definitions.
Search For Help	: Displays the Search box with a drop-down list box of topic listed alphabetically.
Help on Help	: Displays the Windows Help system.
About	: Information about the A&A Planning Application.

Note: When a Menu Item appears in gray lettering, the topic is not active for the form that you are using. Items displayed in black are active for the form that you are using.

Mouse and Keyboard

The A&A Planning Application supports the use of a mouse (or other pointing device) as well as the standard keyboard. A mouse is not required for most application features. A mouse is commonly used to click on buttons and icons, and to make the pull-down menu bar active. If a mouse is not available, the following keys can be used instead.

TAB key	: Moves among fields and buttons in a window, and pull-down menus on the menu bar.
SHIFT+TAB Key combo	: Pressing the SHIFT key and the TAB key simultaneously will move backwards to previous field, button, or menu.
Up and Down Arrow keys	: Moves through a list of choices (i.e., through the menu options in a pull down menu).
ENTER key	: Selects a button, a menu, or a menu option.
ALT key	: Moves between menu bar and current window.
ALT+Down Arrow keys	: Displays a list of valid choices for a field, when available (i.e., Contracting Officer fields).

How to Select from a Drop-down List Box:

Click the left mouse button on the down arrow button to see the list, scroll down if you need to see more. Click on your selection.

Using the keyboard, hold down ALT + down arrow key to see the list. Use up and down arrows to select. Press ENTER.

Using Keyboard Shortcuts

Ctrl+ S	Save	
Ctrl+ X	Cut	(Remove text to clipboard)
Ctrl+ C	Copy	(Copy text into clipboard)
Ctrl+ V	Paste	(Paste text from clipboard)
Ctrl+ Q	Query	(Access Query application)
Ctrl+ E	Search	(Initiate Search)
Ctrl+ P	Print	
Ctrl+ A	Attach Note	(Create, edit or view note)
Ctrl+ B	Toolbar	(On and Off)
Ctrl+ F4	Close form	
Ctrl+ F6	Window	(Move to another screen)

<u>Date or Time fields</u>

F3	Current date or Time
F4	Calendar

Mouse and Keyboard - Shipping Form

The following describes the actions that occur when a specific mouse/key function takes place.

Mouse/Key Function	Result Action
Down Arrow Key	When more that one row is displayed moves highlight to the next row.
Up Arrow Key	When more than one row is displayed moves highlight to the previous row.
Delete Key	Deletes, after confirmation, the highlited row or rows.
Mouse Double Click	Actions is based on which column the mouse is pointed towhen the double click takes place: Item Description column - will present the Select Deliverables listing from which you can select one or more Deliveries to schedule for shipment. See Page 38 for information on Select Deliverables. Qty column - no action Delivery Date column - no action. Location column - will present the Select Location listing from which you can select one Location to be assigned to one or more shipments. See Page 39 for instructions on Selecting a Location. Address Type column will present the Select Address Type listing from which you can select one Address Type to be

	assigned to one or more shipments. See Page 40 of the User's Guide fo information on Select Address Type.
SHIFT Key + Mouse Click	Used to select two or more rows in sequence. Used to highlight consecutive rows to be deleted, receive new Location selection, or new Address Type selection.
CTRL Key + Mouse Click	Used to select two or more rows out of sequence. Used to highlight rows to be deleted, receive new Location selection, or new Address Type selection
Mouse Click	Highlights the row being pointed to and removes highlighting from rows that were highlighted using SHIFT + Mouse Click or CTRL + Mouse Click.

Word Processor Button bar

The Word Processor toolbar contains a series of buttons that can be clicked with the mouse as an alternative to using the pull-down menus. The Button bar may be turned on and off with the View pull-down menu by selecting Button bar.

Left Align	: Aligns text with the left margin, but leaves a ragged right margin.
Center Align	: Centers text between the left and right margins or on a specific point on a line.
Right Align	: Aligns text with the right margin, but leaves a ragged left margin.
Justify	: Aligns text with both the left and right margins, adding or deleting space between words as needed.
Bold	: Bolds the highlighted text in the document. This function can be accomplished by choosing Bold in the Font Menu (ALT+ O, B).
Italics	: Italicizes the highlighted text in the document. This function can be accomplished by choosing Italic in the Font Menu (ALT+ O, I).
Underline	: Underlines the highlighted text in the document. This function can be accomplished by choosing Underline in the Font Menu (ALT+ O, U).
Strikeout	: Strikes out the highlighted text in the document This function can be accomplished by choosing Strikeout in the Font Menu (ALT+ O, K).
Single Space	: Sets the line spacing for each line to accommodate the largest font in that line.
Double Space	: Sets the line spacing for each line to twice that of single line spacing.
Triple Space	: Sets the line spacing for each line to three times that of single line spacing.
Subscript (H Button)	: sets the line to Subscript - Text that appears slightly higher than other characters in the line.
Superscript (T Button)	: sets the line to Supercript - Text that appears slightly lowerher than other characters in the line.

To use one of these items, block the text, click either the "H" or "T" on the button:

Tab Sets

Left Tab set	: Sets Aligned Left Tab.
Right Tab set	: Sets Aligned RightTab.
Decimal Tab set	: Sets Aligned Decimal Tab.
Center Tab set	: Sets Aligned CenterTab.

The Word Processor defaults to Left Tab set. To add additional or new Tab stops, click the type of Tab on the button that you want, then put the cursor on the point of the Tab Bar where you want the Tab and click the left mouse button.

Show/Hide	: Shows all nonprinted characters, including paragraph marks and spaces.
Font Colors	: Displays the Font Color Box. Allows you to choose the color that the text appears in the word processor.

Basics

Print:
1. Choose Print from the File menu.

Save:
1. Choose Save from the File menu.

Search:
1. Place the cursor where you want the search to begin.
2. Choose Search from the Edit menu.
3. Type the text you want to find.
4. Select Forward or Backward from the Direction pop-up list
5. Choose Search to begin the search.
6. If you want to find another occurrence of the same search text, choose Search Next from the Edit menu.

Code Lookup Box

Code Lookup offers a way to fill in a field by using a list with search options.

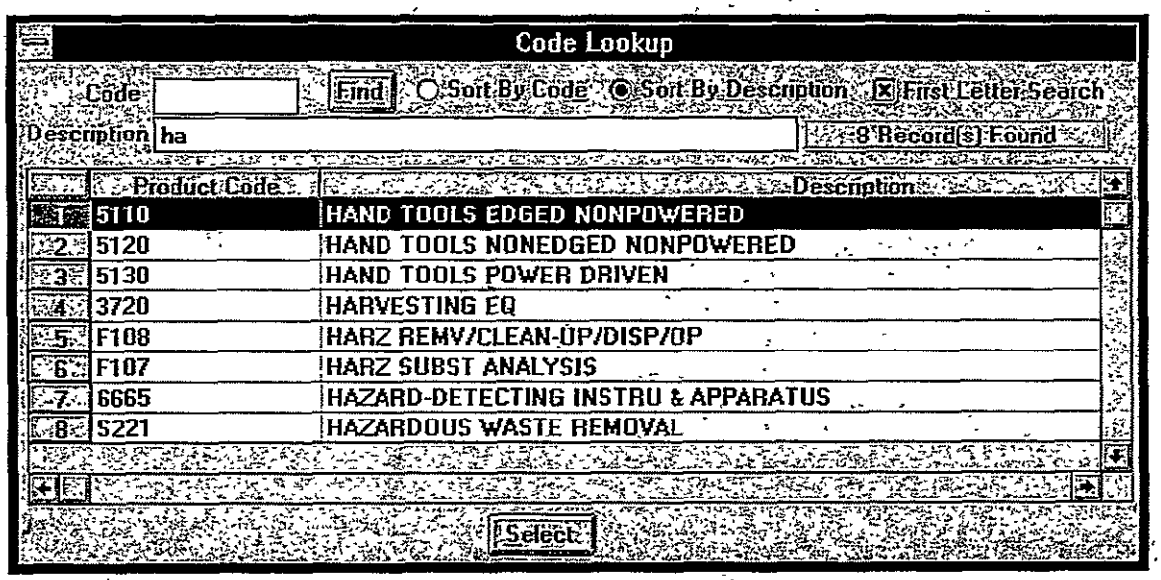
Fields with the code lookup feature are displayed with blue lettering (In the Line Items table, columns with Code Lookup are titled in bold letters.) You can reach code lookup by double-clicking with the mouse or by placing your cursor in the field and pressing ENTER.

Code Lookup offers two fields for finding the correct code: **Code** and **Description**.

To search for a **Code**, enter the first letter or two letters in the Code field and press the Find button.

To search for a **Description**, either enter the first letters and use the First Letter Search option, or enter a key word in the description field and de-select First Letter Search. Press the Find button to bring up a list containing the text you entered.

Highlight the correct code and description and press the Select button (ALT+S). If the list is long, use the scroll bar to reveal more items.



Code Lookup box displaying a list of subjects beginning with the letters HA.

APPENDIX C

Waiver Listing

Abortion Equipment and Services

Handbook 1B Chapter 4 Section D4d

Waivers of the policy set forth in this section may be authorized only by the President in accordance with Section 614(a) of the FAA

Agricultural Commodities

Handbook 1B Chapter 4 Section C1a(1)

(1) There is no provision for waiver of the policy in 4C1a(1) requiring prior approval.
(2) Waivers of the policy set forth in 4C1a(2) may be authorized only by the President in accordance with section 614(a) of the FAA. A determination made pursuant to 4C1a(2)(C) to finance non-U.S. commodities does not require a waiver by the President. A geographic source waiver, in accordance with the provisions of Chapter 5 will be necessary if the commodity is to be purchased from a country not eligible under the Agreement.

Assistance Deviations

Handbook 13 Chapter 1 Section E

1. Request for Deviations
   a) Deviations from the indicated mandatory provisions contained in the formats or actions inconsistent with the policy or procedure contained in Handbook 13 will be authorized only when essential to effect necessary performance under the grant or cooperative agreement or when special circumstances make such deviations clearly in the best interests of the Government.
2. Deviation Request Content
   Each request for a deviation shall contain as a minimum:
   a) Identification of the provision, policy, or procedure from which a deviation is sought;
   b) A full description of the deviation and the circumstances in which it will be used;
   c) A description of the intended effect of the deviation;
   d) A statement as to whether the deviation has been requested previously, and if so, circumstances of the previous request;
   e) The name of the recipient and identification of the grant or cooperative agreement affected, including the dollar value; and
   f) Detailed reasons supporting the request, including any pertinent background information which will contribute to a fuller understanding of the deviation sought.

Commodities and Services for Support of Police and Other Law Enforcement Activities

Handbook 1B Chapter 4 Section 3d

Waivers of the policy set forth in this Section may be authorized only by the President in accordance with Section 614(a) of FAA.

Competition - Assistance

Handbook 13 Chapter 2 Section B

a. Noncompetitive awards must be justified in writing by the technical office. Justification shall be based on one of the exceptions in paragraph 2B3 and shall provide sufficient evidence to clearly show that the exception is proper.
b. The justification shall be submitted to the cognizant grant officer for review (except for a justification made under paragraph 2B3e – such justifications are final and are not subject to review). If the grant officer rejects the justification, he or she will notify the project office in writing, explaining the reasons for rejection. The technical office may appeal any rejection to the responsible Assistant Administrator or Office Director who reports directly to the Administrator. The decision of that official shall be final.

Competition - Negotiation with a Single Source - Commodities

Handbook 1B Chapter 12 Section B5

Deviations form requirements of AIDAR/FAR and may be authorized by the head of the Contracting activity (HCA) in accordance with the FAR 1.4 and AIDAR 701.4

Types of Justification for Other Than Full and Open Competition defined by FAR 6.302

1. FAR 6.302-1 - Only One Responsible Source and no other supplies or services will satisfy agency requirements
2. FAR 6.302-2 - Unusual and Compelling Urgency
3. FAR 6.302-3 - Industrial Mobilization, or Engineering, Developmental, or Research Capability.
4. FAR 6.302.4 - International Agreement
5. FAR 6.302-5 - Authorized or Required by Statute
6. FAR 6.302-6 - National Security
7. FAR 6.302-7 - Public Interest

Requirements for Justification for sole source Acquisitions are defined in FAR 6.303.

Competition - Other Than Full and Open - Technical Assistance

Handbook 14 Section 706.3

Full and open competition need not be obtained when it would impair or otherwise have an adverse effect on programs conducted for the purposes of foreign aid, relief, and rehabilitation.

Types of Justification for Other Than Full and Open Competition defined by FAR 6.302

1. FAR 6.302-1 - Only One Responsible Source and no other supplies or services will satisfy agency requirements
2. FAR 6.302-2 - Unusual and Compelling Urgency
3. FAR 6.302-3 - Industrial Mobilization, or Engineering, Developmental, or Research Capability.
4. FAR 6.302.4 - International Agreement
5. FAR 6.302-5 - Authorized or Required by Statute
6. FAR 6.302-6 - National Security
7. FAR 6.302-7 - Public Interest

Requirements for Justification for sole source Acquisitions are defined in FAR 6.303.

Disaster Relief Procurement Authorities and Procedures

Handbook 8 Chapter 5 Section

Eligibility of Commodities Determined by Ineligibility of Carrier and Marine Insurance

Handbook 1B Chapter 4 Section E4

a. Project Assistance
The Assistant Administrators who have program responsibility, acting in consultation with GC, may waive the application of the policies described in this Section, except for Section 4E1c, which may be waived only by the President in accordance with Section 614(a) of the FAA.

b. Nonproject Assistant
M/OP acting in consultation with GC may waive the application of these policies described in this Chapter, except for Section E1c, which may be waived only by the President in accordance with Section 614(a) of the FAA.

Eligibility of Incidental Services

Handbook 1B Chapter 13 Section B4

Waivers or determinations affecting the eligibility of incidental services are made by the Director, FA/OP.

Fertilizer

Handbook 1B Chapter 4 Section C7d

(1) The Director of M/OP may authorize procurement of non-U.S. fertilizer upon a finding of significant price differentials or adverse impact as described in 4C7a(1). Procurement of non-U.S. fertilizer may be authorized for a specified period of time as well as for individual purchases.
(2) When procurement of non-U.S. fertilizer is approved by M/OP a source waiver, in accordance with the provisions of Chapter 5B4 is also required.
(3) The Director of M/OP may waive the February-May restriction on shipment of fertilizer from the U.S. as appropriate.

Fixed Amount Reimbursement (FAR)

Handbook 1B Chapter 20 Section D

1. Policies that pertain to Section A2b of this Chapter are subject to waiver by the Geographic Assistant Administrator, acting in consultation with GC.
2. For waiver authority respecting policies cited in Section A2c of this Chapter , see Chapter 5, "Source and Nationality."

Grants and Cooperative Agreements for American Schools and Hospitals Abroad (ASHA)

Handbook 1B Chapter 16 Section A4

The relevant waiver provisions of the chapters in this Supplement apply to procurement under bhr/asha grants. Waivers calling for Assistant Administrator approval shall be submitted to AA/FHA, rather than any other Assistant Administrator, since BHR has ASHA program responsibility.

Intermediate Credit institutions

Handbook 1B Chapter 19 Section D

1. Where this Chapter refers to policies that have their primary statements in other chapters of this Supplement, the waiver sections of these other chapters are applicable; e.g., for waiver of commodity eligibility, see Chapter 4 of this Supplement. For policies that are peculiar to ICI's; e.g., the application of requirements to subloans of a certain size, the Geographic Assistant Administrators have waiver authority.
2. Procurement of imported items from the developed free world sources in excess of the limits specified in 19A3c(2) (c)3 may be authorized only by source waivers in accordance with the provisions of Delegation of Authority No. 405 and any re-delegations thereunder.

Local Procurement

Handbook 1B Chapter 18 Section D

1. Any waivers of the policies set forth in Section A1c of this Chapter which would loosen restrictions on local procurement, may be authorized only on a case-by-case basis under the authorities for source and nationality waivers provided by Delegation of Authority 405 and subsequent re-delegations.
2. The Assistant Administrators who have program responsibility, acting in consultation with GC, have authority to waive other policies peculiar to local procurement described in this Chapter.

Luxury Goods and Gambling Equipment

Handbook 1B Chapter 4 Section D5d

(1) Nonproject Assistance
(a) It is USAID's general policy not to waive the restrictions on luxury-type goods for nonproject assistance. However, when the intended end use justifies departures from this policy; e.g., athletic equipment for schools, the financing of such goods may be authorized. Departures from this policy are not permitted for the financing of gambling equipment.
(b) The financing of commodities which are normally considered luxury-type items may be authorized in appropriate situations by the Assistant Administrator who has program responsibility, in consultation with M/OP, or the principal USAID officer at post, in consultation with a Commodity Management Officer. A copy of the approval must be sent to the Commodity Support Division, Office of Procurement, as soon as possible to assure approval of the form AID II.
(2) Project Assistance
In accordance with paragraph 4D5a(2), a determination is made by the Assistant Administrator who has program responsibility, in consultation with M/OP, or the principal USAID officer at post, in consultation with a Commodity Management Officer, when goods that would normally fall within the luxury category are deemed essential for the completion of a project. Such determinations, however, are not considered waivers.

Metric Specifications

Handbook 1B Chapter 4 Section F4

a. The requirement to use the metric system of measurement may be waived when USAID determines in writing that such usage is impractical or it is likely to cause U.S. firms to experience significant inefficiencies or the loss of markets.
b. The USAID Metric Executive, M/AS; the Contracting/Grant Officer; and the USAID official who approved the procurement/grant requirement (by signing a PIO/C, PIO/T, PIL, or equivalent document) are authorized to waive the metric requirement for one of the above reasons. The USAID Metric Executive is authorized to overrule a decision to grant a waiver or to nullify a blanket waiver made by the other above officials so long as a contractor/grantee's rights under an executed contract/grant are not infringed upon.
c. A blanket waiver for a class of multiple transactions may be issued for a term not to exceed three years.
d. When a waiver will be based upon the adverse impact on U.S. firms, clearance from the USAID Metric Executive and the Office of Small and Disadvantaged Business Utilization (OSDBU) will be obtained prior to authorization.
e. The basis for each waiver and any plans to adapt similar requirements to metric specifications in future procurements/grants should be documented in the procurement, grant, project, or CIP file.

Motor Vehicles

Handbook 1B Chapter 4 Section C2d

(1) The Assistant Administrators who have program responsibility have been delegated authority to waive the requirement that motor vehicles be manufactured in the United States, when necessary to carry out the purpose of the FAA. Circumstances which may merit waiving the

requirement are (a) inability of U.S. manufacturers to provide a particular type of needed vehicles; e.g., light weight motorcycles, right-hand drive vehicles; (b) present or projected lack of adequate service facilities and supply of spare parts for U.S. manufactured vehicles; or (c) an emergency requirement for vehicles for which non-USAID funds are not available, and which can be met in time only by purchase of non-U.S. manufactured vehicles.

(2) When a waiver is necessary, preference will be given to procurement of vehicles which are assembled in the cooperating country or a code 941 country using a substantial number of parts and subassemblies manufactured in the United States. Consideration may be given to making a blanket waiver for an entire loan or grant agreement or for all projects in a country to allow purchase of such locally assembled U.S. model vehicles. Any blanket waivers should be reexamined as least annually to see whether the waiver should be continued.

(3) The Assistant Administrators' waiver authority is included in Delegation of Authority No. 405. In accordance with the requirements for authorizing source waivers which are set forth in Section 5B4c, chapter 5 of this Supplement, AID/W-issued waivers must indicate consultation with GC and M/OP.

(4) Under Delegation of Authority No. 405, Assistant Administrators may redelegate authority up to $50,000 (exclusive of transportation cost) to waive the requirement that motor vehicles be manufactured in the United States.

(5) It should be noted that, with the exception of disaster relief authority, the authority to waive source, origin, or nationality requirements is contained only in Delegation 405.

Nationality of Suppliers of Commodities

Handbook 1B Chapter 5 Section C4.

a. Changes in the authorized Geographic Code with respect to the nationality of suppliers of commodities are subject to the same requirements as those related to the source of commodities set forth in 5B4. The authorities for granting such waivers are those specified in Section 5B4c.

b. Code changes authorized by waiver with respect to the source of commodities automatically apply to the nationality of their suppliers.

c. A waiver to effect a change in the geographic code only with respect to the nationality of the supplier of commodities, but not in the source of the commodities, may by sought if the situation requires it.

Nationality of Suppliers of Services

Handbook 1B Chapter 5 Section D4.

a. A waiver to authorize a different Geographic Code or include additional suppliers must be based on one of the following Criteria:
   1) Privately owned Commercial Suppliers
      a) There is an emergency requirement for which non-USAID funds are not available and the requirement can be met in time only from suppliers in a country or area not included in the authorized geographic code.
      b) No suppliers from countries or areas included in the authorized geographic code are able to provide the required services.
      c) Persuasive political considerations.
      d) Procurement of locally available services would best promote the objectives of the foreign assistance program.

e) Such other circumstances as are determined to be critical to the achievement of project objectives.

2) Government-Owned Organizations
In addition, or alternatively if a change in the geographic code is not required, a waiver to make government-owned organizations described in 5D3, eligible for financing by USAID must be justified on the basis of the following criteria:

a) The competition for obtaining a contract will be limited to host country firms or organizations meeting the criteria set forth in 5D1 or 5D2, above; or

b) The competition for obtaining the contract will be open to firms from countries or areas included in the authorized geographic code and eligible under the provisions of Sections 5D1 or 5D2, but it has been demonstrated through prequalification that no U.S. firm is interested in competing for the contract; or

c) The competition for obtaining the contract will be open to firms from countries or areas included in the authorized geographic code and it has been demonstrated, through prequalification or otherwise, that one or more U.S. firms are interested in competing for the contract but the foreign policy interests of the United States outweigh any competitive disadvantage at which U.S. firms might be placed or any conflict of interest that might arise by permitting a government-owned organization to compete for the contract.

b. Certification of Changes of the Authorized Geographic Code to codes 899 or 935
Waivers from Codes 000 or 941 to Codes 899 or 935, in addition to meeting one of the criteria in Section 5C.10.1, must be supported by the following certification: "The interests of the United States are best served by permitting the procurement of services from Free World countries other than the cooperating country and countries included in Code 941.

c. Authority to Grant Waivers of Authorized geographic Code
Changes in the authorized geographic code with respect to the nationality of suppliers or services are subject to the same provisions as those related to the source of commodities set forth in paragraph 5B4c.

d. Authority to Grant Waivers to Make Government-Owned Organizations Eligible

1) Waivers justified on the grounds of United States foreign policy interests under the provisions of paragraph 5D.10.a(2)(c), must be authorized by the Assistant Administrator having program responsibility after consultation with the Deputy Assistant to the Administrator for Finance and Administration (DA/FA) and GC.

2) Waivers based on the criteria list in paragraphs 5D.10.a(2)(a) or (b) may be granted by the Mission Director.

e. Waiver Control

1) AID/W-issued Waivers - All services waivers issued in AID/W under the authority of USAID Delegation of Authority 405 and any redelegation thereunder, including those covered by a project paper or project authorization, shall indicate consultation with GC and FA/OP, and a copy of every AID/W-approved services waiver must be sent to FA/PPE.

2) Mission-Issued Waivers - Copies of all Mission-approved services waivers under the authority of USAID Delegation of Authority 405 and any redelegation thereunder, including those covered by a project paper or project authorization shall indicate consultation with the Regional Legal Advisor, if available, and must be sent to FA/PPE, even though prior AID/W clearance is not required.

Pesticides

Handbook 1B Chapter 4 Section C4d

(1) The procedures set forth in USAID Regulation 16 for procurement of pesticides under project assistance may be waived under emergency conditions. Emergency conditions are deemed to exist when the Administrator of USAID determines in writing that:

(a) A pest outbreak has occurred or is imminent;
(b) Significant health problems (either human or animal) or significant economic problems will occur without the prompt use of the proposed pesticide; and
(c) Insufficient time is available before the pesticide must be used to evaluate the proposed use in accordance with the provisions of USAID Regulation 16.

(2) In a very limited number of circumstances USAID may authorized procurement of pesticides under nonproject assistance when the Administrator determines that:
(a) Emergency conditions as defined in paragraph 4C4d(1) exist; or
(b) Compelling circumstances exist such that failure to provide the proposed assistance would seriously impede the attainment of U.S. Foreign Policy objectives or the objectives of the Foreign Assistance Program. The term "compelling circumstances" is intended to imply only those most serious situations in which no other way exists to provide the pesticide except through the Commodity Import program. The decision as to whether such circumstances exist will be based, to the extent practicable upon a consideration of the factors set forth in Section 216.3(b) (1) (i) of USAID Regulation 16 and the history of efficacy and safety governing the past use of pesticides in the recipient country.

Pharmaceuticals

Handbook 1B Chapter 4 Section C3d

(1) The prohibition of off-shore procurement of pharmaceuticals which infringe on U.S. patents may not be waived.

(2) Exceptions to the general rule that USAID-financed pharmaceuticals must be of U.S. source may be made under the authority set forth in Chapter 5B4 after consultation with the Office of Procurement. If Code 941 is the authorized source for procurement under the loan or grant agreement, an exception from a Code 941 country would require only the authorization of the Office of Procurement.
(a) Under project assistance, waivers of the U.S. source policy will be considered if:
1. The pharmaceutical product is essential to the project;
2. The product, in the same or substantially equivalent form, is not available from the United States, or the delivered price from the United States would be at least 50% more than from another source; and
3. Information is available to attest to the safety, efficacy, and quality of the product, or the product meets the standards of the U.S. FDA or other controlling U.S. authority.
(b) Under nonproject assistance, waivers of the U.S. source policy will be considered if:
1. The pharmaceutical product is essential;
2. The product, in the same or substantially equivalent form, is not available from the United States, and
3. The product meets the standards of the U.S. FDA or other controlling U.S. authority.

Procurement Under Commodity Import Program

Handbook 1B Chapter 13 Section A4

A waiver of USAID Regulation 1, in whole or in part, for a CIP may be justified either in the Program Assistance Approval Document (PAAD), or subsequently if the circumstances necessitating the waiver are not known at that time, and may be approved by DAA/FA.

Rubber Compounding Chemicals and Plasticizers

Handbook 1B Chapter 4 Section C5d

The policy may be waived upon specific authorization of the Mission Director.

Source of Origin of Commodities and Commodity Related Services

Handbook 1B Chapter 5 Section B4.

In some cases it may be necessary to expand the authorized source in order to accomplish project or program objectives. This is done by processing a procurement source waiver. When a waiver is processed to include a new source, procurement is not limited to the added source, but may be from any country included in the authorized source.

Suspension and Debarment

Handbook 1B Chapter 6 Section C4

DAA/FA may waive the application of the suspension and debarment regulations to individual transactions based upon a written finding that such application would not be in the interest of the Government.

USAID Commodity Eligibility Listing

Handbook 1B Chapter 4 Section A1c(4)

Determinations to finance commodities which are ineligible in the "AID Commodity Eligibility Listing" are made as described in 4A1c. If a waiver is sought for part of the :AID Commodity Eligibility Listing" which is based upon an eligibility constraint treated in the subsequent sections of this Chapter, then the waiver authority given in that section is applicable. Any other waivers relating to this section must be approved by the Assistant Administrator who has program responsibility for either project or nonproject assistance.

USAID Geographic Codes

Handbook 1B Chapter 5 Section A4

a. Changes from the geographic code authorized in accordance with paragraphs 5A1d(1) and 5A1d(2) can be made only in accordance with the waiver provisions of 5B4 for source and origin and of paragraphs 5C4 and 5D10 for nationality of suppliers.
b. Changes from the policy on sources of procurement or criteria for inclusion in geographic codes as set forth in 5A1d can be made only by the Administrator. Changes in the composition of geographic codes are made by the Office Director of the Directorate for Policy.

Used Equipment

Handbook 1B Chapter 4 Section C6d

(1) The policy of requiring special authority for the procurement of used equipment is not subject to waiver.
(2) Waivers of the special conditions applicable to the procurement of used equipment may be granted by the Assistant Administrators who have program responsibility, acting in consultation with MOP.

Weather Modification Equipment

Handbook 1B Chapter 4 Section D6d

Departures from this policy must be approved by the Administrator.

APPENDIX D

Oracle Server Error Messages

Message Code	Description
ORA-00001	**Unique constraint violated** **Cause:** A record exists in the database with the same primary key as the record you are attempting to add. The current record cannot be saved. **What to do:** Contact your system administrator for assistance.
ORA-00054	**Record locked for update** **Cause:** Record is being edited by another user. **What to do:** Try to access record later.
ORA-00942	**Table or view does not exist**. **Cause:** You do not have a valid A&A role. Or The data table/view (file) that the application is trying to access either does not exist or is not available to you. **What to do:** Application will terminate automatically. Contact a supervisor or system administrator for assistance.
ORA-01000	**Maximum cursors exceeded** **Cause:** A fatal error has occurred in the current routine. The current data may not have been saved. **What to do:** Application will terminate automatically. Contact a supervisor or system administrator for assistance.
ORA-01017	**Invalid user name/password** **Cause:** You have entered an invalid user ID and/or password or an Oracle accounthas not been created for you. **What to do:** Retry with correct user name/password. If this error persists contact your system administrator for assistance.
ORA-01031	**Insufficient privileges**

Cause: You have insufficient privileges to perform this database task. The current data may not have been saved.

What to do: Contact your system administrator for assistance.

ORA-01924 **Role not granted or doesn't exist**

Cause: Your default Oracle role is missing or invalid.

What to do: Contact your system administrator for assistance.

RA-02291 **Parent key not found**

Cause: A 'Parent' record is required to save the current record. The Parent record could not be found. The current record cannot be saved.

What to do: Database is corrupted. Contact your system administrator for assistance.

ORA-03121 **No interface driver connected**

Cause: A SQL*Net TCP/IP error has occurred. Either the SQL*Net " directory is not in your PATH= statement in AUTOEXEC.BAT " or there is a problem with the ORACLE.INI file. "

What to do: Application will terminate automatically. Contact a supervisor or system administrator for assistance.

ORA-06107 **Oracle network server not found**

Cause: A SQL*Net TCP/IP error has occurred. The SERVICES file is invalid, could not be found or is not specified in the ORACLE.INI file.

What to do: Application will terminate automatically. Contact a supervisor or system administrator for assistance.

ORA-06122 **Setup failure**

Cause: A SQL*Net TCP/IP error has occurred. The ORACLE.INI file is invalid or could not be found.

What to do: Application will terminate automatically. Contact a supervisor or system administrator for assistance.

3059 **ODBC user canceled**

Cause: An ODBC error has occurred. Either the ODBC.INI file could not be found, the proper data source is not specified, or the correct driver is not specified.

What to do: Application will terminate automatically. Contact a supervisor or system administrator for assistance.

Incident Reporting

Although comprehensive testing has eliminated as many errors as could be found and fixed, there is a need to report any new errors in a way that is meaningful to the software developers so that the errors can be corrected. The forms on the following pages should be used to report these errors. Copies of these forms should be made and kept on file for future use. The figures below indicate where to find the information needed to fill out the form along with a definition of the terms used on the form. It is important that you and the System Administrator collaborate in the response. The System Administrator may be able to resolve some of the errors before the reports are sent on to the Help Desk. Include as much detail as you can concerning the error. Remember the individuals who will evaluate and fix the error may be a continent away.

The figure below is a typical screen used in the Acquisition & Assistance application. The information needed to fill out the report will be found in the same general area throughout the other modules.

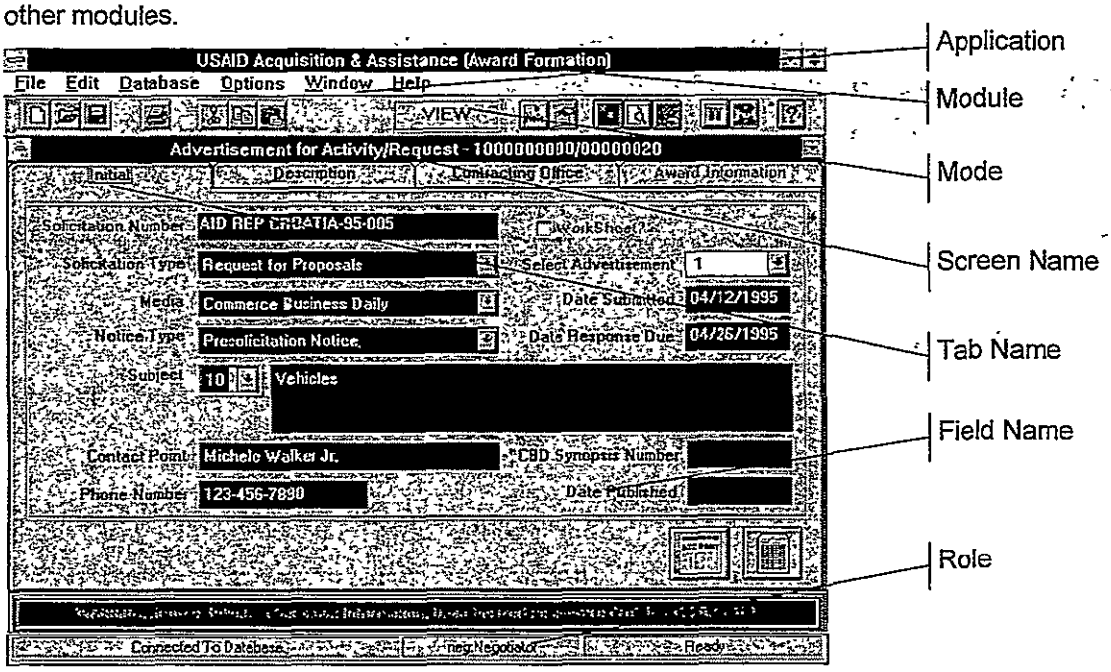
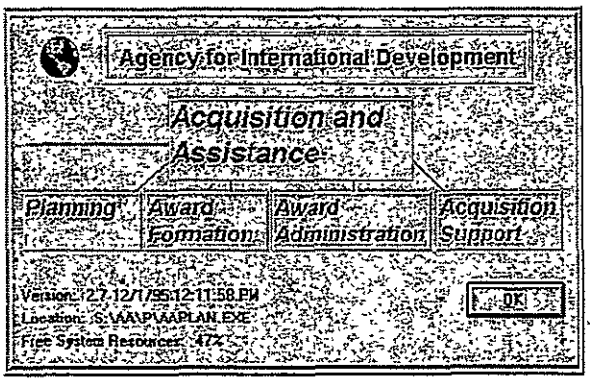


Figure 1.



The figure below is the Splash screen that is displayed before the application presents itself. To review this information at other times, click on Help, then click on About when the drop-down menu is presented.

Figure 2.

Definitions, Incident Report Form

Incident Number: This number will be assigned by your System Administrator when the Report is logged in. The number should include information that will make it unique so that it will not conflict with Incident Reports sent in by other sites. This log should be scrupulously maintained and inquiries made if a timely response is not received.

IP Address: The IP address is the Internet Protocol address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Host Name: The host name is a synonym for the IP address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Name: The name of the user initiating the Incident Report.

Organization: Enter the organization code that will help to uniquely identify your installation.

Location: Enter the location that will help to uniquely identify your installation.

System Administrator: The name of the System Administrator. It is suggested that the System Administrator maintain a file of copies of the reports for future reference.

Version: The date and version number appearing on the Splash screen. See Figure 2 for an example.

Screen Name: Enter the Screen name. See Figure 1 for an example.

Tab/Form Name: Enter the name of the Tab or Form. See Figure 1 for an example.

Field Name: Enter the label or name of the field where the error occurred. See Figure 1 for an example.

Mode: Enter the Mode the application was in when the error occurred, such as ADD, EDIT or VIEW. See Figure 1 for an example.

Role: Enter the Role that you were using when the error occurred, such as Requestor, Manager, COTR, etc... See Figure 1 for an example.

Description of Problem: Enter as much information about the sequence of events leading up to the problem as you can. The frequency that the problem occurs, intermittently or every time, is important and should be noted.

Actual Error Messages: In some cases the application will trap and display error messages generated by Oracle, the Database Management System. There is a list of these messages and their codes on page 1. There may be some messages that are not in the appendix that are generated by the application or by Windows itself. These messages are important to the developers and should be noted.

All of the entries may not be pertinent but they should be filled in. Use N/A when appropriate.

NMS Incident Report Form

Incident Number: _____ IP Address: _____

Date of Incident: _____ Host Name: _____

Name: _____ Organization: _____

Version: _____ Location: _____

Application: _____ Screen Name: _____

Mode: _____ Tab Name: _____

Role: _____ Field Name: _____

Description of Problem: _____

_____

_____

_____

Actual Error Message: _____

_____

_____

_____

_____

Suggestions: _____

_____

_____

_____

System Administrator: _____

NMS System Administrators
Incident Log

Incident Number	Date Reported	Date Resolved	Brief Description of Problem

Acquisition and Assistance

Award Administration

User's Guide

January 3, 1996
Version 2.7

United States Agency for International Development

To report errors, request clarification, or offer suggestions on this user's guide, please contact the IRM Help Desk at 703-875-1234 or via e-mail at IRM Help Desk@IRM.

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Overview of the A&A Award Administration Application

This USAID-wide application is a client/server system and is the fourth module of the Acquisition & Assistance (A&A) suite of applications. The other modules are Planning, Award Formation, Small Purchases and Support.

This application handles the Award Administration process. It has been created for Contracting Officers, Negotiators and Contracting Officer's Technical Representatives (COTRs) throughout the Agency. The application allows you to record Award Deliveries, Post-Award Protests, track Correspondence, and process Award Administrative modifications. In addition, the application maintains a To-Do list for each user and allows users with the proper Role to Close-Out Awards.

On-Line Help

Windows-style on-line help is available in the Acquisition & Assistance Award Administration Application. On-line help may be accessed through the Help pull-down menu or with the Help icon:

On-line help is available throughout the Award Administration Application, unless dialog boxes are displayed. A dialog box is a window with OK and Cancel buttons. None of the menus on the menu bar or icons on the toolbar are available when a dialog box is displayed. If help must be consulted before continuing, leave the dialog box by using the Cancel button. Access the Help through the Help pull-down menu.

Context sensitive help is available throughout the Award Administration Application. To access Help for a specific field, secure focus in that field and press the **F1** key. The application will display the most relevant help screen.

For instructions on how to use Windows-style on-line help, select Help on Help from the Help Menu.

Accessing the A&A Award Administration Application

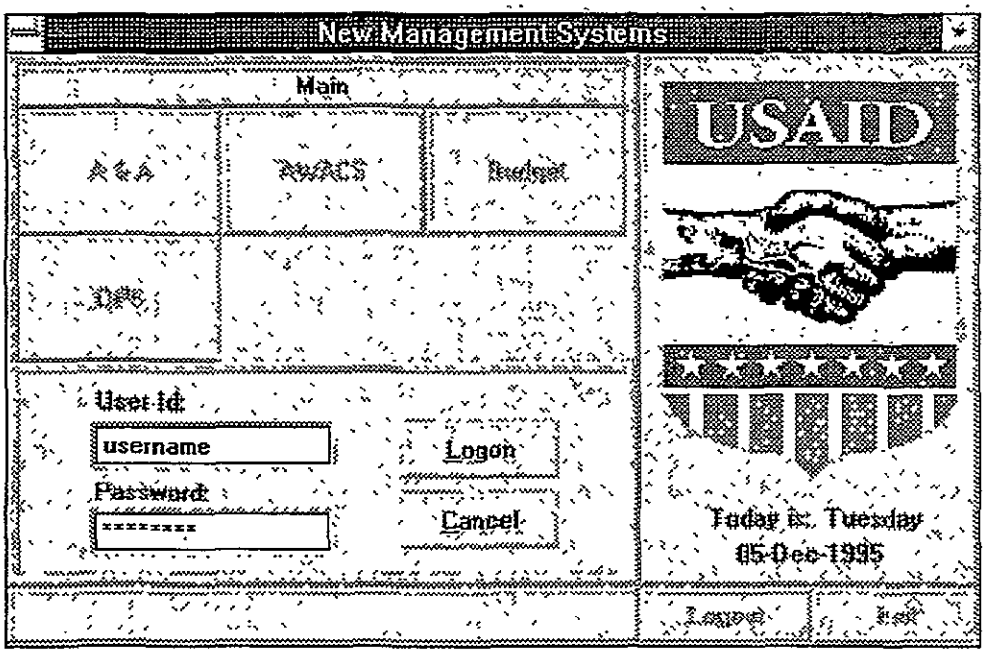
Starting The Award Administration Application

You must be authorized to logon to the New Management Systems (NMS) in order to use the A&A Award Administration application. The data in the A&A Award Administration Application is protected by Oracle and the application. Access to the database is protected by the Server, an dby user accounts on the database. A legitimate A&A user first has to logon to the Banyan network with a valid account and password, and then logon to the Application with an Oracle User ID and password.

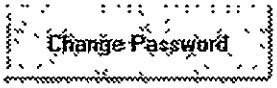
A&A Award Administration is accessed through the NMS Logon. The Logon box provides security mechanisms to ensure that only authorized users may log on to NMS Applications. For cuases of logon failure, see Logon Procedure and Problems.

Logging On

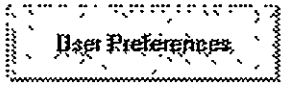
Double-click on the USAID icon in your Windows Program Manager to access the New Management Systems (NMS) applications. If you are not sure where to find this icon, or you have problems logging on, contact your supervisor or System Administrator. The following common logon screen will appear:



Enter your user ID and password and click on the Logon button to continue (or click on the Cancel button to exit). The buttons for applications to which you have access will be highlighted in bold type. Other buttons available to you on this screen include:

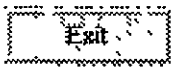


Click on this button to enter a new password, which must be at least eight characters long.



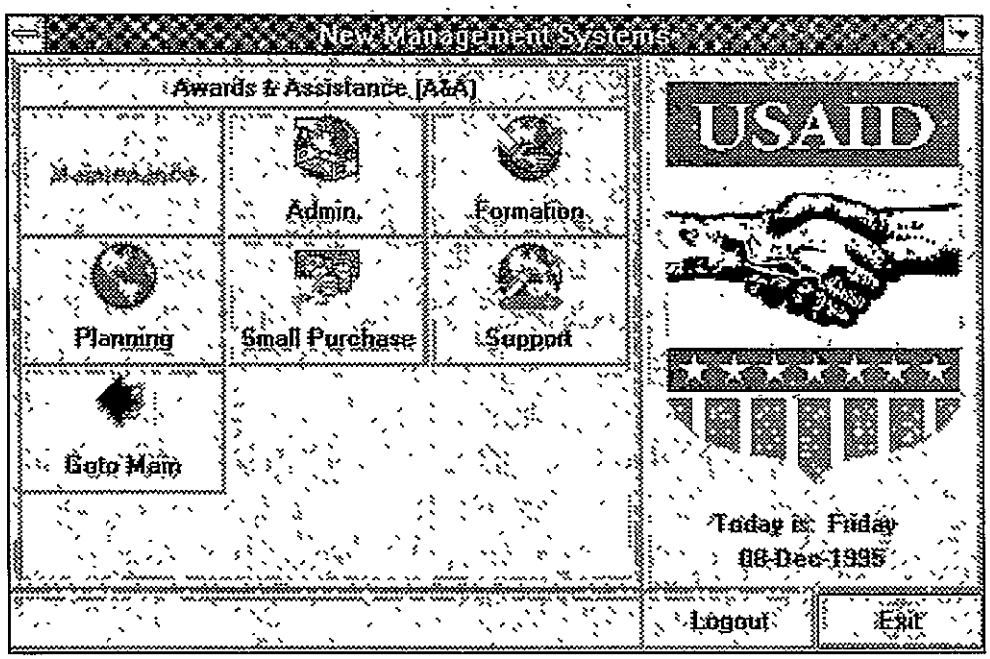
Click on this button to set various preferences, including how often to delete temporary files and which applications to load automatically.

Click on this button to return to the previous screen.



Click on this button to completely exit the NMS logon procedure.

After selecting the appropriate application button at the top of the screen, a screen will appear with buttons representing the modules available in the application you selected. The following screen illustrates the modules in the Acquisition and Assistance application:



Click on the button for the module you wish to access, or click on the Go to Main button to return to the previous logon screen.

Logon Procedure and Problems

A&A Award Administration is accessed through the NMS logon. The logon box provides a security mechanism to ensure that only authorized users may log onto NMS applications.

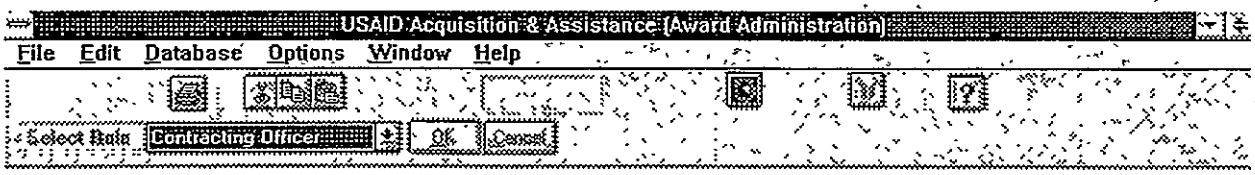
To move from User ID to Password, use the TAB key. As the password is typed, the characters will not show on the screen.

The table below lists possible causes for a logon failure:

Cause	Remedy
Improper ID or Password.	Type Correct ID and password and try again.
For new users, database account has not been set up.	Contract DBA and request an Oracle account
After an Award Administration error occurs, the system will not logon.	Exit and re-enter Windows and try again. If the problem persists, reboot and try again.
The database is down.	Contact DBA and report logon failure.

Setting the Role

After successfully logging on the Select Role list box will appear if your User ID is associated with more than one Role. Note that only the Roles which have been assigned to your User ID will appear in the list box. If an additional role is desired, new Roles are assigned in the Award Support module of A&A.



The Select Role list box allows you to select the role for the duties that you will be performing. The box defaults to your first listed Role. Click on the arrow button or use the arrow keys to select a different Role.

If your User ID is associated with just one Role, the Select Role list box will not appear. After logging on, the Award Administration Form will appear and your Role will appear after your UserId on the bottom of the screen.

After the user has selected the desired Role, the user should click the OK button. If approved Awards exist for the selected Role and User ID then the Award Administration Form will pop-up. If no approved Awards exist for the User ID and selected Role. A message will inform the user as such. To find approved Awards, the user must select a different Role or log-in as a different user, or approve an Award in the Award Formation module.

The Initial Icons

If any item(s) has/have been staffed to you, the Staffing Alert icon appears minimized on the main screen. Select it (by double clicking with the mouse) to see the Staffing Alert screen with tasks that require your attention. See the section on Award Staffing for more details.

If there are items in your To Do List for the present day, the To Do List icon appears minimized on the main screen. Select it (by double clicking with the mouse) to see the To Do List screen with tasks and due dates. See the section on To Do List for more details.

Using the Award Administration Application

Pull-Down Menus

The Award Administration Application pull-down menus are located on the menu bar, the second line in the main Acquisition & Assistance Award Administration window. A menu can be activated by clicking on a menu title with the mouse or by pressing the **ALT** key, moving to a menu title with the **right** and **left** arrow keys, then pressing the **ENTER** key. Select a menu option from the pull-down menu by either clicking on the option or by moving to the option using the **up** and **down** arrow keys, then pressing the **ENTER** key.

File Edit Database Options Window Help

File

Print :Prints the current record, when available.

Print Setup :Displays the Print Setup box to specify printer settings for your printer. The settings you select become the default settings.

Exit :Closes the Award Administration Application and brings you back to the Main Windows screen.

Database

Change Role :Opens the Select Role list Box and buttons

Query :Opens the COTS (off-the-shelf query tool). See the Help in COTS for instructions on how to use it.

Search :Opens the Award Search form.

Options

Toolbar :To remove the Toolbar, click the left mouse button on the 'Toolbar' topic in the menu. The check mark disappears. To make the Toolbar appear, click again and the check mark appears.

Application Logging :Click on this option to track interaction with the database. The Application Logging icon will appear at the bottom of the screen. Select the icon to view the log.

Panel Help :Click on this option to remove or add the information panel from the lower right portion of the screen.

Attach Note :Opens the Note form. This is an open field to write comments regarding a specific Tab. Notes may be used to communicate ideas between users of the application, such as changes needed to fields to which only the owner of the record has access.

Window

Arrange Icons :Evenly arranges all icons in a group window. You can also specify that Windows rearranges the program-item icons in a group window whenever you change the window's size, add items, or move items.

Help

Contents :Displays the Table of Contents of the Award Administration Help System, from which you can find further information on how to use the application.

Help on Help :Displays the Windows Help system

About :Information about the A&A Award Administration Application.

Toolbar

The toolbar contains a series of buttonsthat can be clicked on with the mouse as an alternative to using the pull-down menus. Buttons which are not presently available will be "dimmed." Clicking on a dimmed button will have no effect. The toolbar may be turned on and off with the Options pull-down menu by selecting Toolbar. The function of the button is displayed in the right message panelon the status bar at the bottom of the screen when the mouse is placed over it.

The buttons on the toolbar are as follows:

Print button : Prints the Record. This function can be accomplished by choosing Print in the File Menu (ALT+F, P).

Note button : Opens the Note form. This is an open field to write comments to be attached to the Form. Use the paper clip icon to attach it to the Form.

Alert button : Displays the Staffing Alert form with the Tasks that require your attention. It lists items that have been staffed to you.

Query button : Opens the COTS (off-the-shelf query tool). See the Help in COTS for instructions on how to use it. This function can also be accomplished by choosing Query in the Database Menu (ALT+D, Q).

Search button : Opens the Search form. This allows you to search for awards that contain specific information from the database. This function can also be accomplished by choosing Search in the Database Menu (ALT+D, S).

Change Role button : Displays the Select Role box. This allows you to change your role according to the duties you will perform. This function can be accomplished by choosing Change Role in the Database Menu (ALT+D, O). ALT+D,O is only functional when the Select Role list box is not displayed.

Help button : Accesses the A&A Award Administration Help system.

Mouse and Keyboard

The A&A Award Administration application supports the use of a mouse (or other pointing device) as well as the standard keyboard. A mouse is not required for most Award Administration application features. A mouse is commonly used to click on buttons and icons, and to activate the pull-down menu bar. If a mouse is not available, the following keys can be used instead.

- **TAB key** : Moves among fields and buttons in a window, and pull-down menus on the menu bar.

SHIFT+TAB key combo : Pressing the SHIFT key and the TAB key simultaneously will move backwards to the previous field, button, or menu.

Up and Down Arrow keys: Moves through a list of choices (i.e. through the menu options in a pull-down menu).

ENTER key : Selects a button, a menu, or a menu option.

ALT key : Moves between menu bar and current window.

ALT+Down Arrow keys : Displays list of valid choices for a field, when available from a Drop-Down menu or list.

Award Administration Windows

The A&A Award Administration application is a Microsoft Windows compatible product. Award Administration windows behave in the same manner as normal windows. They may be minimized, re-sized, moved, and closed.

All open windows are numbered and listed in the Windows menu. Selecting a numbered window from the list will cause that window to become the current window.

When the top-level form of the application is open - the Award Administration Form, all of the buttons on the toolbar and the menus on the menu bar are available except for the Sticky Notes button. When any of the other Forms are chosen from the Award Administration Form, the Staffing Alert, Search Award, and Change Role Buttons and Menus are not available. The Staffing Alert, Search Award, and Change Role Buttons and Menus areonly available from the top-level Award Administration Form.

Dialog windows are windows with OK and Cancel buttons. The toolbar and menu bar are not available when a dialog window is displayed. Either complete data entry in the dialog window and use the OK button or use the Cancel button to leave the dialog window. On-line help also is not available when a dialog window is displayed.

Text Editing Features

The A&A Award Administration application includes some common word processor-like features for text editing. The cut, copy, delete features act on text that has been highlighted. Text may be highlighted using the mouse by positioning the cursor at the beginning of the text to be highlighted, clicking the left mouse button, and dragging it to the end of the selection. To highlight text using the keyboard, position the cursor at the beginning of the text to select and hold down the **SHIFT** key. Move to the end of the selection using the **up, down, right** and **left arrow** keys and release the **SHIFT** key. To cut or copy text, either use the cut and copy icons on the toolbar or select the appropriate menu options from the Edit pull-down menu. To delete text, press the **DELETE** key on the keyboard.

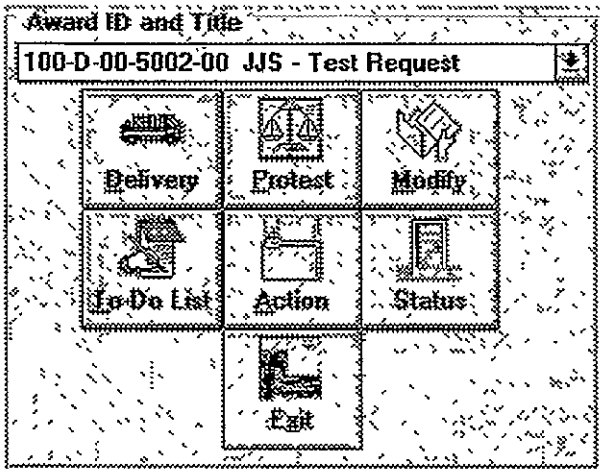
Since the A&A Award Administration Application is Windows compatible, text that is cut or copied is sent to the Windows clipboard. That text can be copied back into the application using the Paste button or menu option. Text can also be cut from other Windows compatible applications and copied into the Award Administration application from the clipboard. For example, to import text from a WordPerfect for Windows (or any other Windows-based word processor) document, minimize the Award Administration application main window by using the down arrow on the upper right-hand corner of the window. Load WordPerfect for Windows and open the document containing the text to be imported. Highlight the text and copy it to the Windows clipboard. Exit WordPerfect, find the Award Administration application icon, and double click on it to restore the Award Administration application. Position the cursor at the location to import the text, then use the Paste button or menu option. Text may be exported from the Award Administration application in a similar manner.

To export numbers from the any spreadsheet grids, the copy feature may be used. Highlight the cells to export and use the Copy icon or menu item. Minimize the Award Administration Application window and enter Lotus for Windows (or any other Windows based spreadsheet). Select Lotus's Paste menu option. All of the numbers from the highlighted cells will be entered into the Lotus spreadsheet.

The Award Administration Process

Award Administration Form

The Award Administration form allows you to select the action to be performed for the selected Award. After you log on and select your role(if neccessary), the following form is displayed:



Request ID/Award Number & Award Title

This is a drop-down menu or list box that displays the existing Request ID, Award Numbers and Titles that correspond to the current user/role logged in. Use the arrow keys to make a selection, or click the left mouse button on the arrow button and use the drop-down menu or list box to select the Award that you need.

Below the Award list box are buttons to conduct Award Administrative processes. The definitions of the buttons are:

Delivery Button

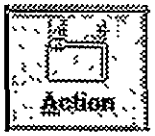
This button displays the Accept Delivery form.

Protest Button

This button displays the Award Protest form.

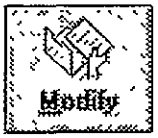
To Do List Button

This button displays the To Do List form.



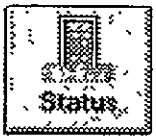
Action Button

This button displays the Award Action form.



Modify Button

This button displays the Modify Award form.



Status Button

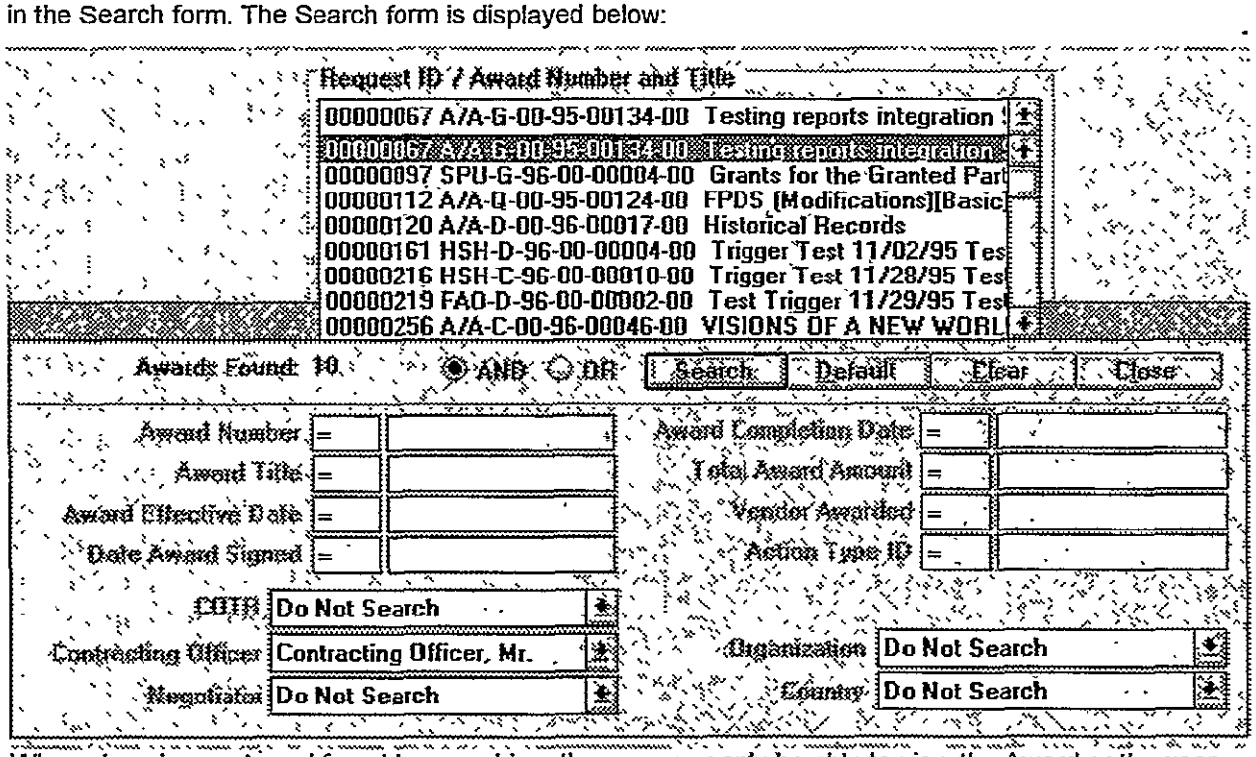
This button displays the Award Status Tab to Close-Out an Award.

Exit Button

This button closes and signs out of the Award Administration application.

Award Search

Award Search allows the user to pull up a List of Awards satisfying the criteria that the user has specified in the Search form. The Search form is displayed below:



When choosing an Award found by searching, the user may only be able to view the Award or the user may be able to Edit the Award. The user's privilege for an Award is stated in the Mode panel on the ToolBar. The privilege for an Award is either "VIEW" or "EDIT".

The Award Search Fields

Awards Found:
The number of Awards found by the search. The Awards appear in the Award list on the main Administration form.

The Logical Search Selection AND OR
Indicated whether to include a Logical "And" or "Or" between each specified search criterion.

The Award SearchCriteria

Award Number	=		Award Completion Date	=	
Award Title	=		Total Award Amount	=	
Award Effective Date	=		Vendor Awarded	=	
Date Award Signed	=		Request Type	=	
COTR	Do Not Search		Action Type ID	=	
Contracting Officer	Do Not Search		Organization	Do Not Search	
Negotiator	Do Not Search		Country	Do Not Search	

The user can conduct a search using any or all of these criteria. In the first editable field of the top criteria an "=" sign is already present. This operator specifies an exact match. The user can change the "=" operator to ">" or "<", to specify criteria "Greater Than" or "Less Than" respectively. Or, the user can specify "like" as an operator in conjunction with "%" as a wild card. For example, if the user enters the "like" operator and enters "AA%" as the Award Title, then the search will find any Awards which begin with "AA."

The "Action Type ID" is the code for the type of Award to be searched for. For example, it can be "Competitive Grant," or "Cooperative Agreement," or "Inter-Agency Agreement."

The Award Search Form Buttons

Search | Default | Clear | Close

The functions of these buttons are outlined below.

Search

Search Button
This button initiates the Search according to the criteria specified.

Default

Default Button
This button returns the role used in the Search to the role that the user originally selected; the possibilities being COTR, Contracting Officer or Negotiator.

Clear

Clear Button
This button clears any previously selected search criteria or search roles. Note, that the user needs to click on the Search button to refresh the Award list.

Close

Close Button
This button closes the Award Search form.

Award Privileges

The user has certain privileges to each Form depending on the Role which the user is currently using. Users can either possess View or Edit privilege to a Form; or, have no privilege. If a user has edit privilege to a Form the Mode Panel will state "EDIT" and all the buttons on the Form will be visible and enabled. If the user only has View privilege the Mode Panel will state "VIEW" and some of the Form's buttons will not be visible or be disabled. If a user has no Privilege to a Form the button to access the Form on the Administration Form will be disabled.

Privileges of the Administrative Roles for accessing Forms have been implemented as Follows:

- Negotiator:
  - Can Modify an Award via the DGS SubSystem;
  - Can Create New Protests;
  - Can Create New Actions and To Do Items;

- Contracting Officer(CO):
  - Can Modify an Award via the DGS SubSystem;
  - Can Modifty an Award's COTR and Completion Date;
  - Can Create New Protests;
  - Can Create New Actions and To Do Items;
  - Can Close-Out an Award;

- Contracting Officer's Technical Representative(COTR):
  - Can Create New Actions and To Do Items;
  - Can Receive and Accept/Reject Deliveries;
  - Can Close-Out an Award;

- WareHouse:
  - Can only Receive Deliveries;
  - Can Create New Actions and To Do Items;

Below is a Layout of Privileges in Grid Form, "Y" = the Role can Edit the Form:

ROLE	Action/ToDo	Protest	Recv-Deliv	Acpt-Deliv	Mod-Awrd	Mod-DGS	Close-Out
Negotiator	Y	Y	N	N	N	Y	N
Co	Y	Y	N	N	Y	Y	Y
COTR	Y	N	Y	Y	N	N	Y
Warehouse	Y	N	Y	N	N	N	N

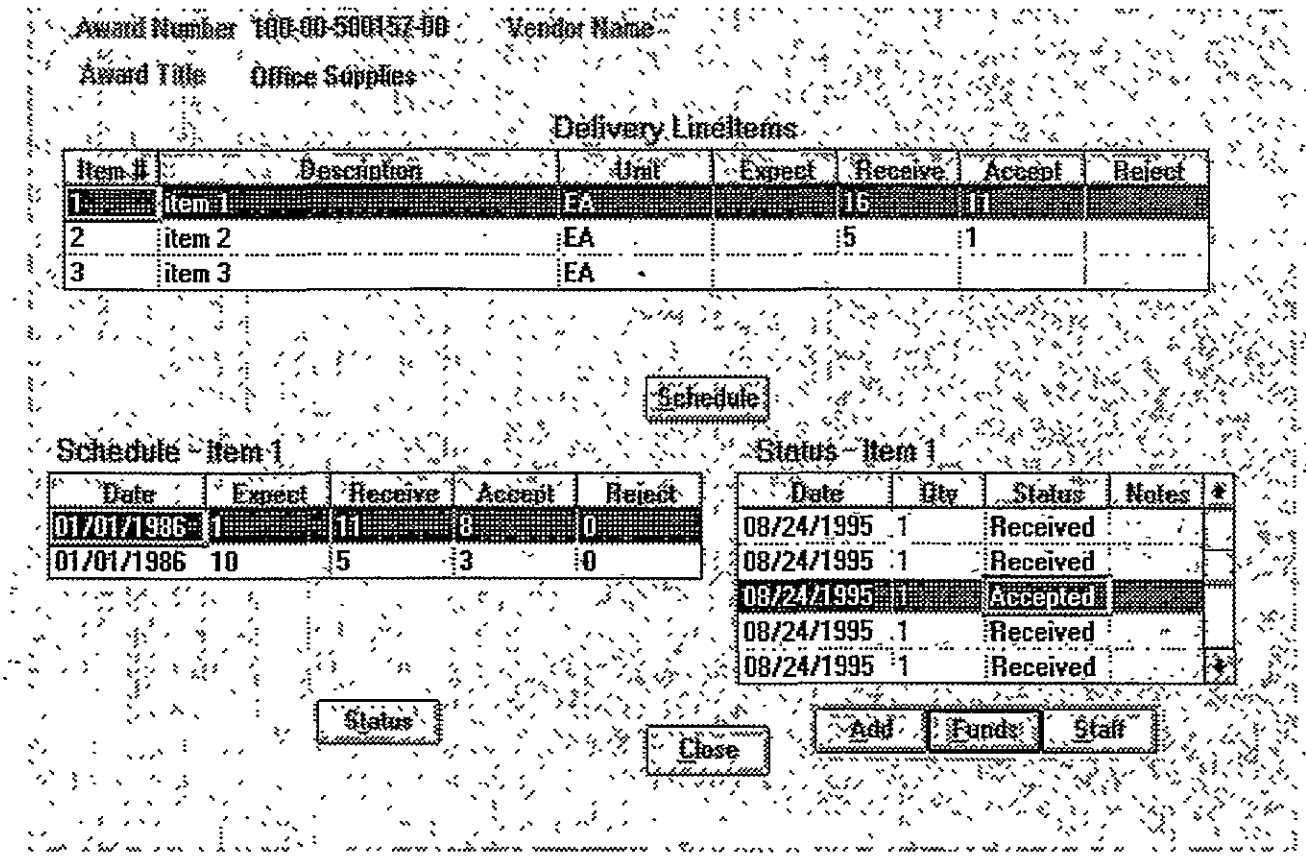
Accept Delivery

The Accept Delivery form monitors the status of Award deliveries. This form displays the line items, quantities, and delivery schedule information for the selected Award.It provides the ability to Receive and Accept or Reject the delivery Items.

Only users having the COTR role can Receive and Accept or Reject delivery items. The Warehouse role can only Receive deliveries. All other roles only have viewing capabilities.

Accept Delivery Form

To open the Accept Delivery form, select the Delivery button on the Award Administration form. The Accept Delivery form appears:



The Award Number and Award Title fields as well as all Grid fields are pre-filled and protected. To access the Schedule Grid, click the Schedule button or double-click on a row in the Line Items grid. To access the Status Grid, click the Status button or double-click on a row in the Delivery Schedule grid.

The Status Grid is the only grid which can be added to. To add an entry, click the Add button. The Delivery Status - Add Record form is displayed. Enter the Date, Quantity, and select a status. Enter any additional information regarding the delivery in the Note field. Click OK to continue or Cancel to disregard.

Award Number
The unique number identifying an Award.

Award Title
The unique title of the Award

Vendor Name
The Vendor for the Award.

Line Item Grid
The Delivery Grid shows the list of line items to be received for this award.

Line Item Number
Lists the line item number.

Line Item Description
Lists the description for the line item.

Unit
This is the type of delivery being made for a particular line item (i.e., each, month, etc.).

Expected
States the expected quantity to be received for the line item.

Received
States the quantity received to date. The quantity received should equal the accepted and rejected quantities.

Accepted
States the quantity accepted to date.

Rejected
States the quantity rejected to date.

Schedule **Schedule Button**
This button displays the Schedule grid.

Schedule Grid
The Schedule Grid shows the delivery schedule for each individual line item.

Date
It is displayed in the following format MM/DD/YYYY. This is the date the delivery item is scheduled to be received.

Expected
States the expected quantity to be received for the delivery item.

Received
States the quantity received for the delivery item.

Accepted
States the quantity accepted for the delivery item.

Rejected
States the quantity rejected for the delivery item.

Status **Status Button**
This button displays the Status Grid.

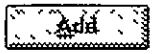
Status Grid
The Status Grid show the actual deliveries. The Actual Date, Quantity, and Note cells are pre-filled and protected. Click on any cell to display the row information in the Accept Delivery form.

Date
It is displayed in the following format MM/DD/YYYY. This is the date the delivery item is received.

Quantity
States the quantity that has been received, accepted or rejected for the delivery Item.

Status
States the status of each delivery item.

Received - Part of the delivery was received.
Accepted - Part of the delivered was accepted.
Rejected - Part of the delivered was rejected.



Add Button
This button displays the Accept Delivery form. This button allows you to enter the delivery action for a delivery item. Enter the Date and Quantity, and select a status. If any additional information regarding the delivery is needed, enter it in the Note field. Click **OK** to accept or **Cancel** to disregard.

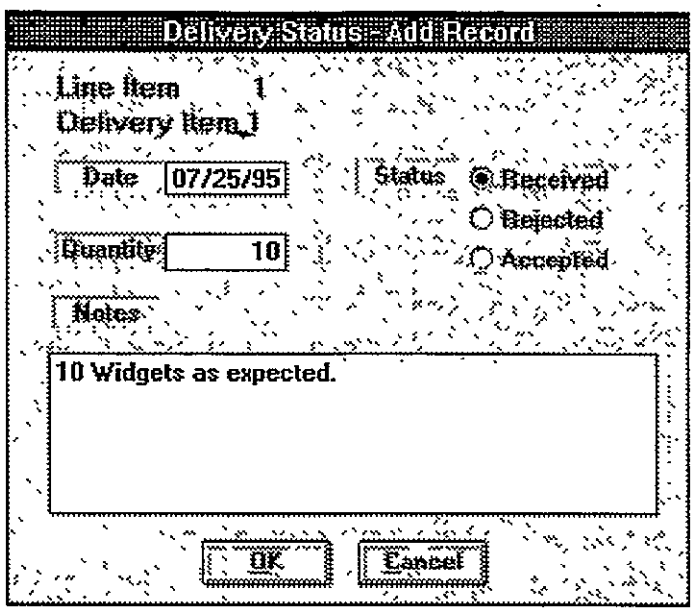
Funds Button
This button is only enabled when the selected row in the Status grid has a status of **Accepted**. When a row with an Accepted status is selected and this button is clicked, the Accept Delivery Account Form appears in Read-Only mode for the user to review which accounts have been selected to pay for the Delivery.

Staff Button
This button allows you to staff the selected delivery entry from the Delivery Status grid. This will display the staff dialog box asking where to staff the Delivery Status item.

Close Button
This button closes the form.

Accept Delivery Information Form

The Accept Delivery Information form allows you to Receive and Accept or Reject delivery items. Only users having the COTR or Warehouse role can access this form. The Warehouse role can only Receive deliveries. When the Add button below the Status Grid is clicked, the form appears:



The definitions of the fields and buttons are:

Delivery Item
States the delivery item number for a particular line item.

Line Item Number
Lists the line item number.

Date
This date field is to be entered in the following format MM/DD/YYYY. Enter the date the delivery item is received. To change the date, you can key the date or double click the field to display the Calendar to help select the date. See the section on Calendar for more details. The field defaults to the scheduled delivery date.

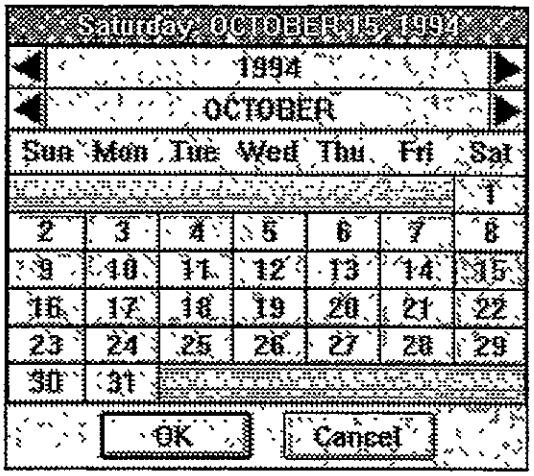
Quantity
This is a 9 digit number field. Enter the total quantity received for this delivery item

Note
This is a 1000-character alpha/numeric field. Enter any notes regarding the delivery item.

Status
Select the status of the Delivered Item. It states the status of each delivery item.
To select a status, place the mouse on the option and click the left mouse button. Or, using the keyboard, press the arrow keys to select the option. Incoming deliveries should be processed in the following manner:. First, the user should receive the total quantity. Then, the user should Accept or Reject the received quantity. The quantity Received should equal the amounts Accepted and Rejected.

Calendar

When you double click an editable date field, the calendar will appear:

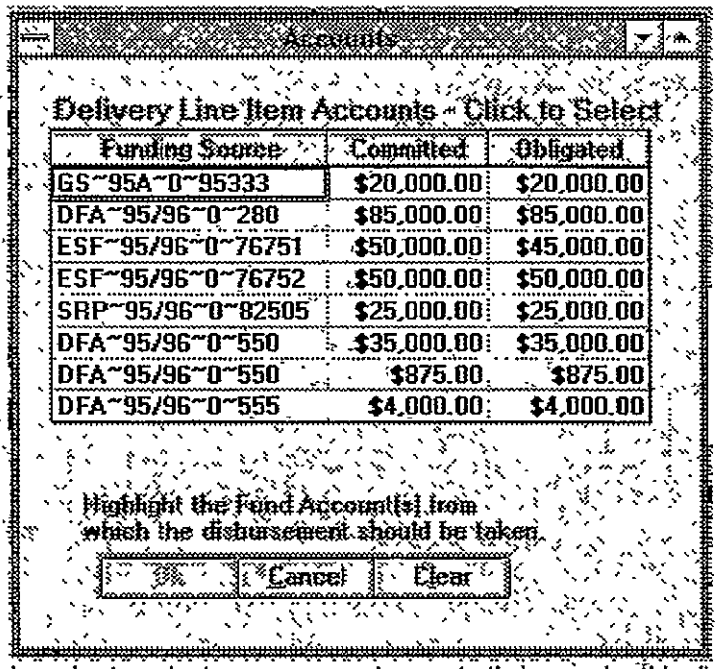


This box displays the month, day, and year given in the field or the current month, day and year. Use the arrow buttons on the right and left sides to change the year and month accordingly. Click the left mouse button on the specific date to change the date.

To enter the date in the field, double click the left mouse button on the date or click the OK button. The Cancel button will exit the calendar without changing the date.

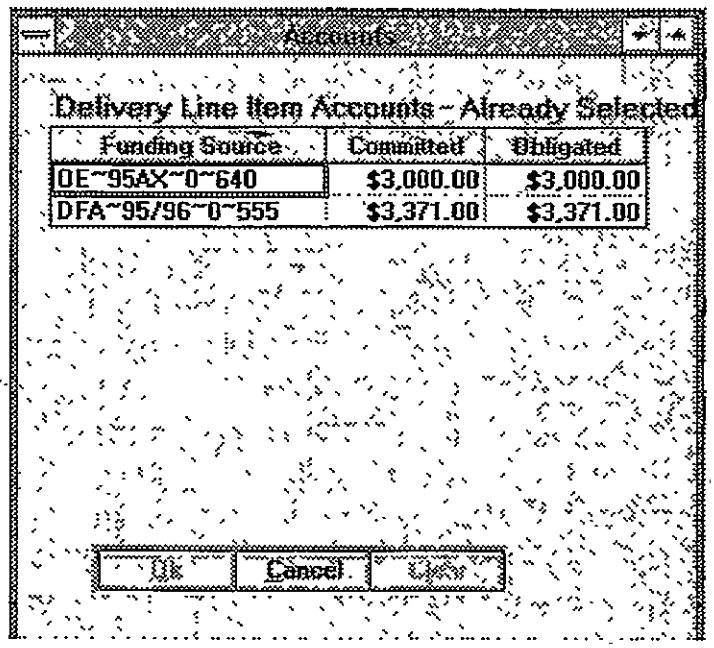
Accept Delivery Account Form

This form pops-up either in Edit mode or Read-Only mode depending on how it is accessed. When a user clicks the Ok button on the Delivery Information Form and has the "Accept" option checked, the user must select one or more Accounts from which to allocate obligated Funds. To enable selecting Accounts the Accept Delivery Account Form pops up in Edit mode as below:

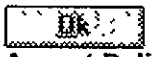


In order to select one or more Accounts the user should click on the appropriate row in the grid. Each row clicked upon will turn Dark Blue to indicate that it has been selected.

Alternately, Accept Delivery Account Form pops-up in Read-Only mode when the user clicks on the Funds button below the Delivery Status grid. In Read-Only mode the Accept Delivery Account Form only has the cancel button enabled, and appears as below:



The Accept Delivery Account Buttons



Accept Delivery Ok Button
When all Accounts have been selected, the user clicks this button.

Accept Delivery Cancel Button
Cancels the Accept Delivery Account process. The Accept Delivery Information Form pops back up.

Accept Delivery Clear Button
Clears the Accept Delivery Account Grid of all selected rows.

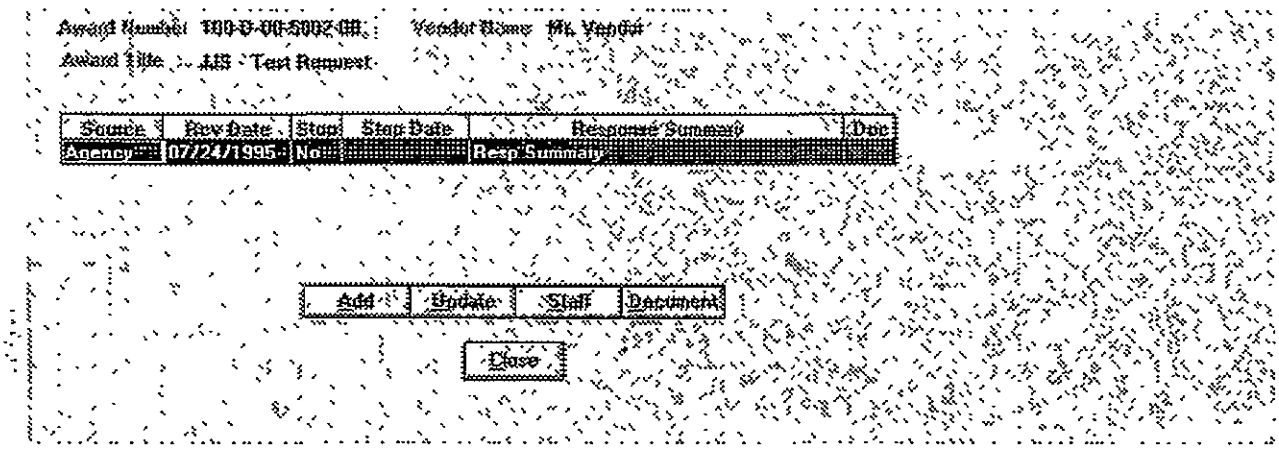
Award Protest

USAID follows the protest procedures in FAR 33.1. An interested party may protest to USAID a solicitation issued by USAID for the procurement of goods or services, or the proposed award or the award of a contract. This form maintains a list of all post-award protests related to an Award.

Only the Contracting Officer and Negotiator roles can enter and/or edit the fields in this form. All other roles have viewing capabilities.

Award Protest Form

To open the Protest form, select the Protest button on the Award Administration box. The Award Protest form will appear:



The Award Number, Award Title and Vendor Name fields as well as the Award Protest Grid are pre-filled and protected. The definitions of the fields, cells and buttons are:

Award Number
The unique number identifying an Award.

Award Title
The unique title of the Award.

Award Protest Grid
The Protest Grid lists all protests related to the Award. Source, Receive Date, Stop Work Order, Stop Work Date, Response Summary, and Doc cells are pre-filled and protected.

Source
It states the origin of the protest. The entries are:

- Agency - The Protest was received via USAID.
- GSBCA - The Protest was received via the General Services Board of Contract Appeals.
- GAO - The Protest was received via the General Accounting Office.
- Courts - The Protest was received via the U.S. Court System.

Rcv Date
It states the date the protest was received.

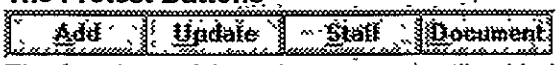
Stop
It states whether a Stop Work Order has been issued. **Yes** means a Stop Work Order has been issued and **No** means a Stop Work Order has not been issued.

Stop Date
It states the effective date of the Stop Work Order.

Response
It describes the response to the protest.

Doc
It describes if a protest Document is available. Double-click to bring up the Document. If a document already exists for this Protest an elipse, "...", will be present in this field.

The Protest Buttons



The functions of these buttons are outlined below. Only the Contracting Officer and Negotiator roles have the privilege to utilize these buttons. These buttons will be invisible to all other roles.

Add Protest Button
This button Adds a new Protest by bringing up the Protest Information form.

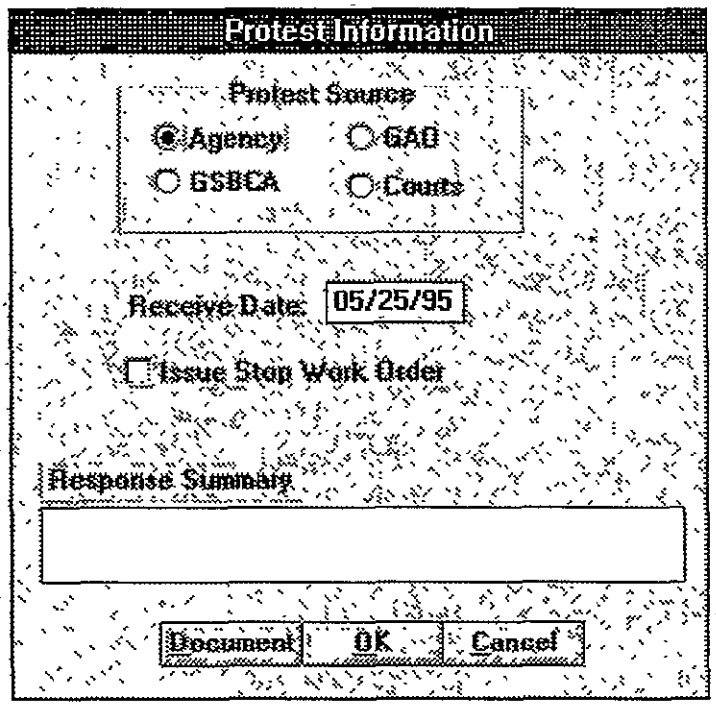
Update Protest Button
This button Updates or allows editing of an existing Protest by bringing up the Protest Information form.

Staff Protest Button
This button staffs a Protest by bringing up the Staffing form.

Document Protest Button
This button brings up the Word Processor to enter documentation concerning the Protest. If documentation already has been entered for the Protest, then the button will bring up the correct Document in the Word Processor for updating. An ellipse, "...", in the Doc column of the Protest Grid indicates an existing document.

Protest Information Form

The Protest Information form is used to add a new protest to an award. When the Add New Protest Button is clicked, the following will appear:



Select the source or forum of the Protest. Enter the date the Protest is received in the Received Date field. To stop work in process by a vendor, check the Issue Stop Work Order box. Enter the effective date of the Stop Work Order in the Effective Date field, which appears once the Issue Stop Work Order is received. Fill-in the Protest Response Summary. Click OK to accept or Cancel to disregard.

The definitions of the fields and buttons are:

Protest Source
Select the origin of the protest.

- Agency - This option states that the Protest was received via USAID.
- GSBCA - This option states that the Protest was received via the General Services Board of Contract Appeals.
- GAO - This option states that the Protest was received via the General Accounting Office.
- Courts - This option states that the Protest was received via the U.S. Court System.

These options can be selected by the Administrator Role only.

Receive Date
This date field is entered in the following format: MM/DD/YYYY. Enter the date the protest is received. To change the date, you can key the date or double click the field to display the Calendar to help select the date. See the section on Calendar for more information. The field defaults to the current date.

Issue Stop Work Order
This check box is used to issue a Stop Work Order to the vender of the award. When the box is checked, a Stop Work Order is to issued and the Stop Work Date field is displayed. When the box is not checked, the Stop Work Order has not been issued.

Stop Work Date
This date field is entered in the following format MM/DD/YYYY. Enter the date the Stop Work Order is to be effective. To change the date, you can key the date or double click the field to display the Calendar to help select the date. See the section on Calendar for more information. The field defaults to the current date.

Response Summary
This is a 250 character alpha/numeric field. Enter a summary of the Protest response.

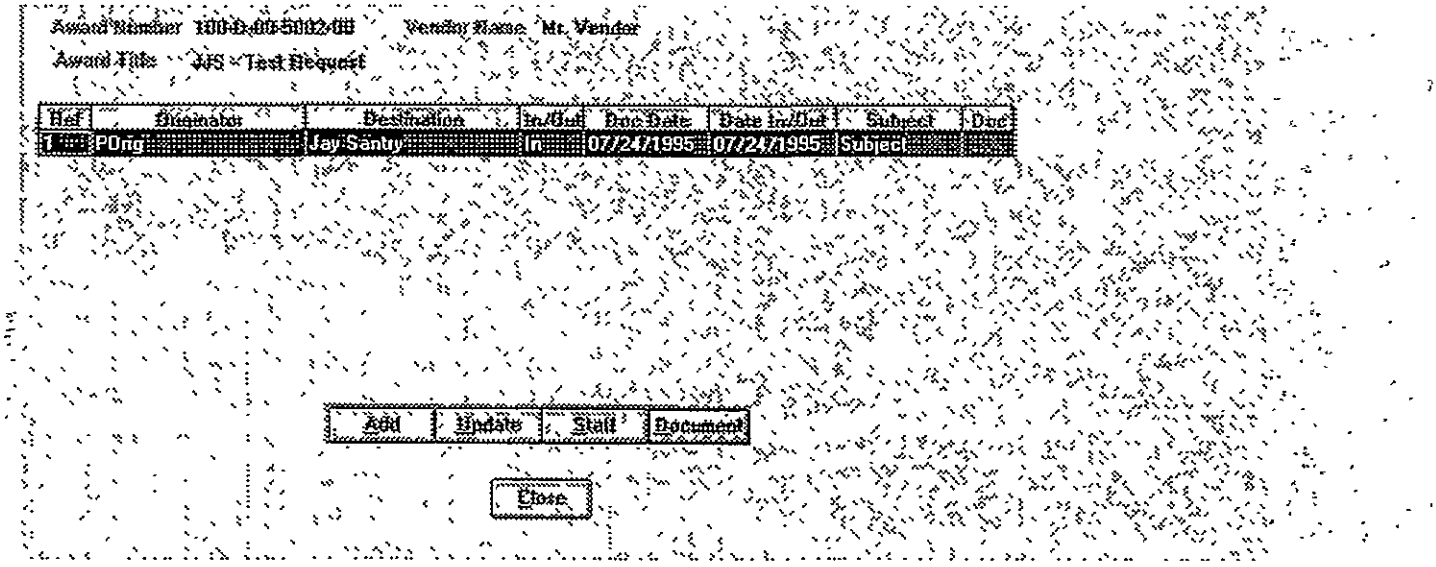
Award Action

During the period of award administration, correspondence will be generated between USAID and the awardee. This form records any actions between USAID and Vendors regarding the Award.

All roles can enter and/or edit the fields in this form.

Award Action Form

To open the Award Action form, select the Action button on the Award Administration main screen. The Award Action Log form will appear:



The Award Number and Award Title fields as well as the Award Action Grid are pre-filled and protected. The definitions of the fields, cells and buttons are:

Award Number
The unique number identifying an Award.

Award Title
The unique title of the Award.

Action Log Grid
This grid shows actions for the award. The Reference Number, Originator, Destination, In/Out, Doc Date, Date In/Out, Subject and Doc cells are pre-filled and protected.

Ref - Reference Number
An application-generated numerical list of all the actions received and sent for the award.

Originator
The person or entity who created the correspondence.

Destination
The person or entity to whom the correspondence is directed.

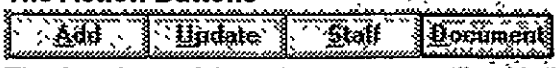
In/Out
States whether the correspondence was generated by USAID (OUT) or an outside source (IN).

Doc Date
Lists the effective date of the correspondence.

Date In/Out
States the date the correspondence was sent or received.

Subject
Provides the description of the correspondence.

The Action Buttons



The functions of these buttons are outlined below.

Add Action Button
This button Adds a new Action by bringing up the Action Information form.

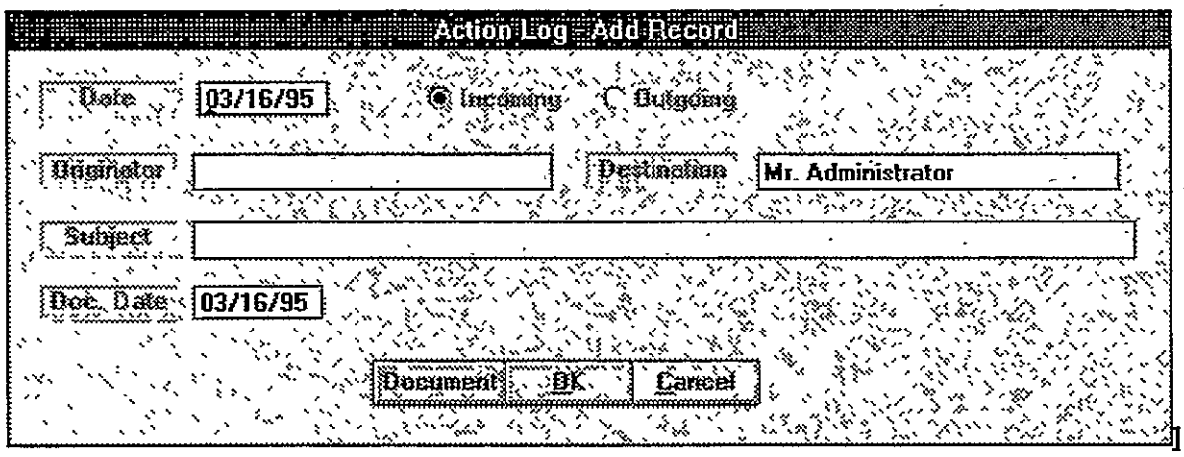
Update Action Button
This button Updates an existing Action by bringing up the Action Information form

Staff Action Button
This button staffs an Action by bringing up the Staffing form.

Document Action Button
This button brings up the Word Processor to enter documentation concerning the Action. If documentation already has been entered for the Action, then the button will bring up the correct Document in the Word Processor for updating. An ellipse, "...", in the Doc column of the Action Grid indicates an existing document.

Action Information Form

The Action Information form allows you to record any correspondence for the award. To open the Action Information form, click the Add New Action Button. The following will appear:



Enter the Date, Originator, Destination, Subject, Doc. Date, Date In/Out, and whether it is Incoming or Outgoing. Click OK to accept or Cancel to disregard. The definitions of the fields and buttons are:

Date - In/Out
This date field is entered in the following format MM/DD/YYYY. Enter the date on which the correspondence is received or sent. To change the date, you can key the date or double click the field to display the Calendar to help select the date. See the section on Calendar for more information. The field defaults to the current date.

Originator
This is a 30 character alpha/numeric field. Enter the person or entity who created the action.

Document Date
This date field is entered in the following format MM/DD/YYYY. Enter the effective date of the action. To change the date, you can key the date or double click the field to display a Calendar to help select the date. See the section on Calendar for more information. The field defaults to the current date.

Subject
This is an 80 character alpha/numeric field. Enter the subject or a description of the correspondence.

Incoming/Outgoing
Select the direction of the correspondence.

Incoming - The correspondence is received by USAID.
Outgoing - The correspondence is sent by USAID.

To select a direction, place the mouse on the option and click the left mouse button. With the keyboard, use the arrow keys to select the option.

Destination - Add Record

This is a 30 character alpha/numeric field. Enter the person or entity to whom the action is directed. Note that the system defaults to the current user's ID, but the field can be edited.

The Action Information Form Buttons

Action Document Button
This button brings up the Word Processor to create a new document concerning the correspondence.

Action Ok Button
If all the fields have been filled-in on the Award Action form, this button saves the new or updated correspondence and returns the user to the Award Action form. The new row can now be viewed in the Award Action Grid.

Action Cancel Button
This button cancels the new or updated correspondence and returns the user to the Award Action form.

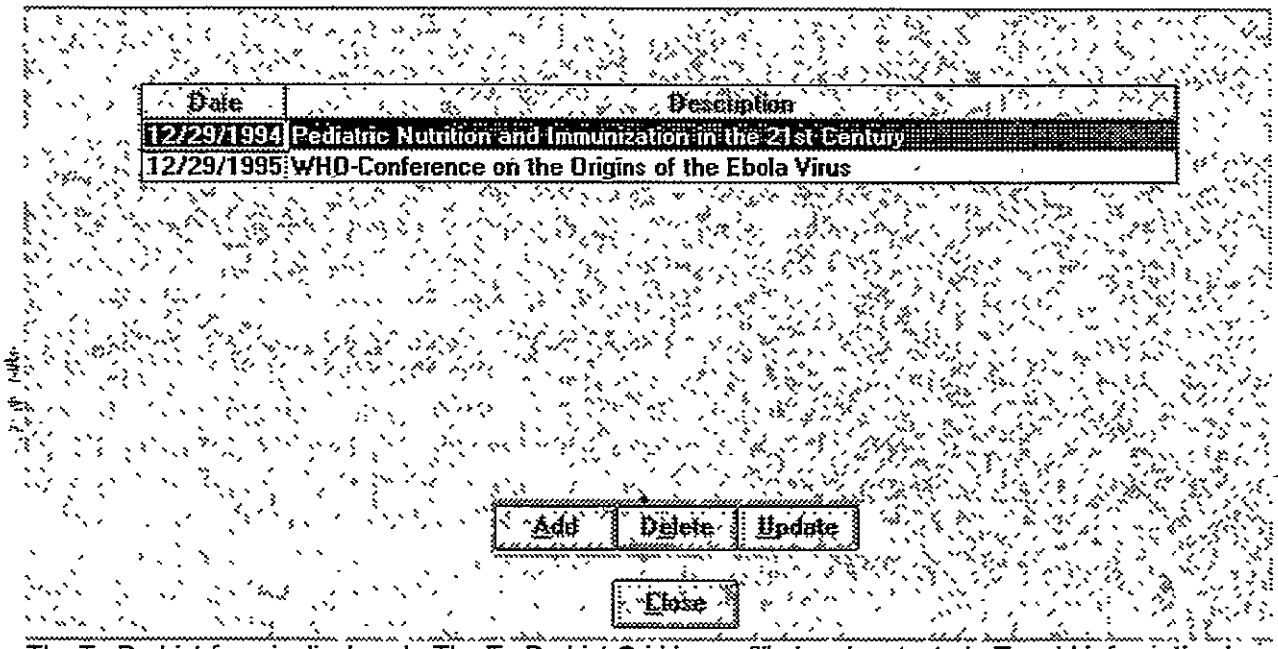
To Do List

While administering an award there are many different items to be accomplished. This form records and displays the items to be done.

All roles can enter and/or edit the fields in this form.

To Do List Form

To open the To Do List form, select the To Do List button on the Award Administration box. The following form will appear:



The To Do List form is displayed. The To Do List Grid is pre-filled and protected. To add information in the To Do List Grid, click Add. This will display the To Do List - Add Record form described on page 46.

To update information in the To Do List Grid, click Update. This will display the To Do List - Update Record form with the selected row's information pre-filled into the Date and Description fields. Enter the changes and click **OK** to accept or **Cancel** to disregard.

To delete information in the To Do List Grid, click Delete. This will display a dialog box asking if you want to delete the entry. Click **OK** to accept or **Cancel** to disregard.

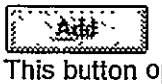
The definitions of the fields, cells and buttons on the To Do List form are:

To Do List Grid
The To Do List Grid lists the items to be completed.

Date
This is a pre-filled and protected cell. It states the date the item is to be completed.

Description

This is a pre-filled and protected cell. It states the description of the item to be completed.



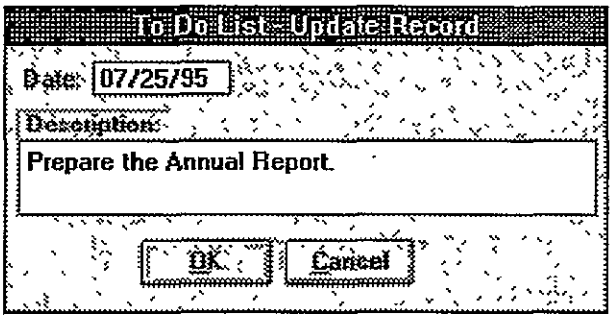
This button opens the To Do List Information form described below.

This button displays the To Do List Information form and pre-fills the form with the information from the To Do List grid for the row selected. This button allows you to edit the selected entry.

This button deletes information from the To Do List Grid.

To Do List - Information Form

The To Do List Information form is used to Add or Update items on the List. The following will appear:



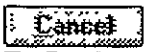
Enter the date the item is to be completed and its description. Click **OK** to accept or **Cancel** to disregard. The definitions of the fields are:

Date
This date field is entered in the following format: MM/DD/YYYY. Enter the date the item is to be completed. To change the date, you can key the date or double click the field to display a Calendar to help select the date. See the section on Calendar for more information. The field defaults to the current date.

Description
This is a 100 character alpha/numeric field. Enter the description of the item to be completed.

The To Do List Information Form Buttons

To Do Ok Button
This button saves the new or updated To Do Item and returns the user to the To Do List form. The new row can now be viewed in the To Do List Grid.



To Do Cancel Button
This button cancels the new or updated To Do List Item and returns the user to the To Do List form.

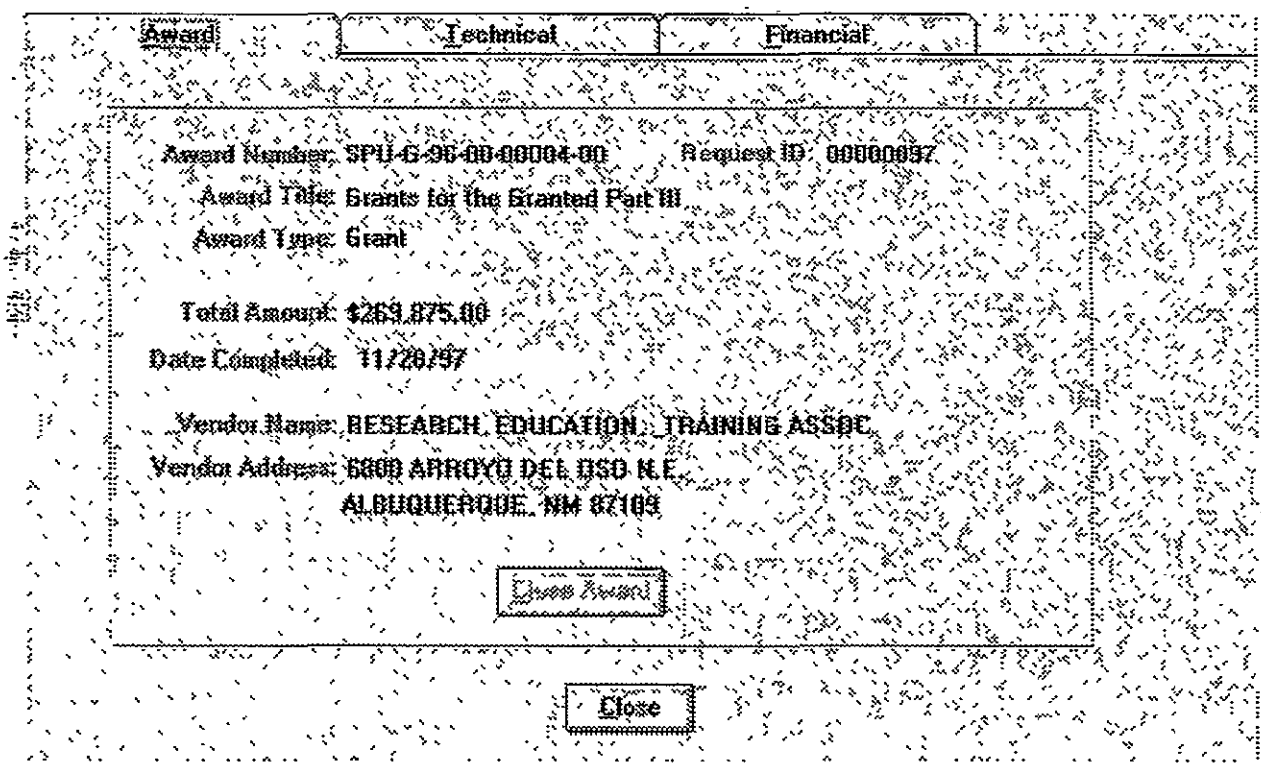
Award Status

When the administration of an Award is completed, the Award may be closed-out. To close-out an Award the user must first close-out the Technical items pertaining to the Award as well as the Financial Items pertaining to the Award. After both the Technical and Financial Award Tabs have been reviewed and checked, the user may proceed with the Final close-out of the Award on the first Tab.

The Contracting Officer or COTR roles are the only roles allowed to access the Status Form and close-out Awards.

Award Tab

To open the Award Status form, select the Status button on the Award Administration box. The first tab, the Award tab, will appear:



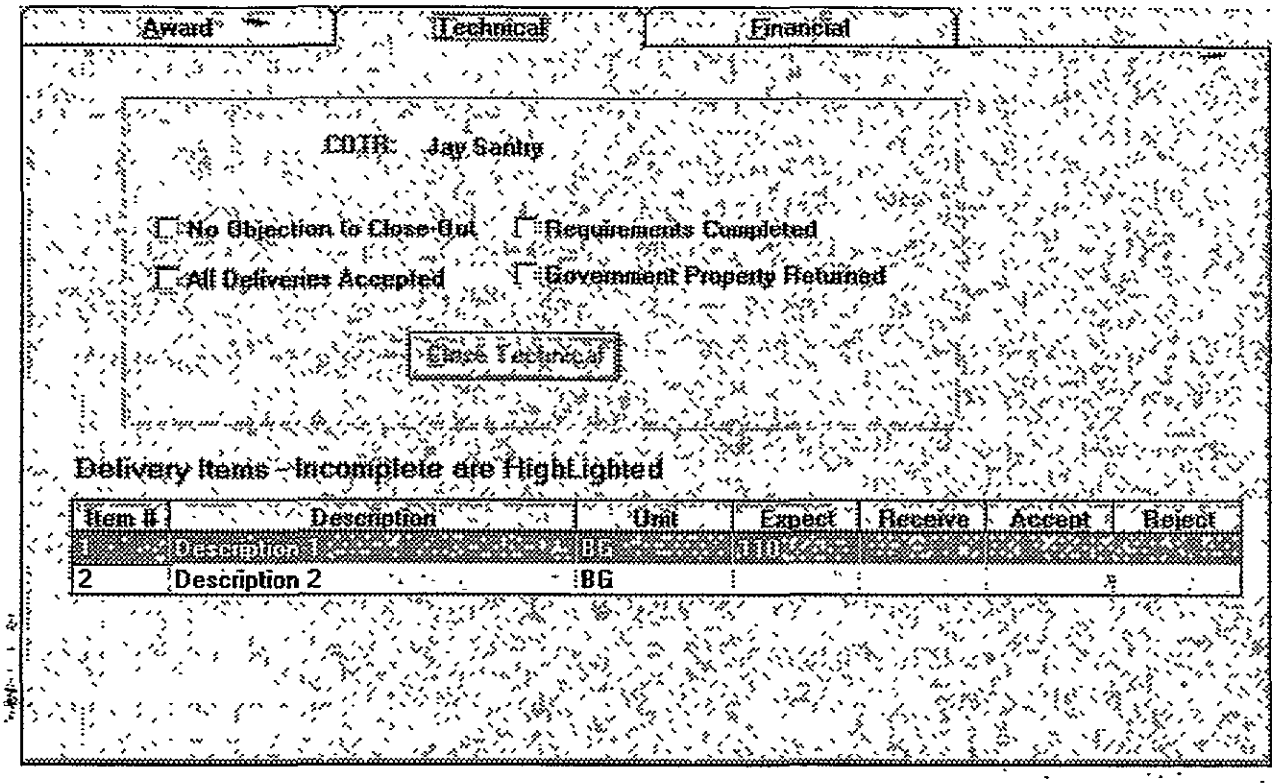
The Award tab for the Status form contains summary information about the Award including the Award Type, the Amount of the Award, the date completed, and Vendor address information.

Two key buttons are on the Award tab. The [Close Award] button is the Final button used to complete the close-out of an Award. This button remains disabled until both the Technical and the Financial Award close-outs are completed on the corresponding tabs. It is easy to determine if the Technical and Financial close-outs have been completed by observing the asterisk on the tab captions.

The Award tab's other button is [Close]. This button closes the Status form and returns to the main Award Administration form. Note, that this is the only button available to close the Status form so the user must be on the Award tab to close the Status form.

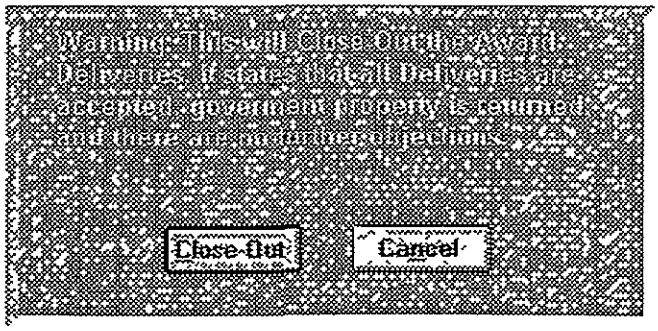
Technical Tab

After clicking on the Technical tab the following window appears:



Included on the Technical tab is the name of the Contracting Officer's Technical Representative(COTR), and four check boxes. The check boxes confirm that all deliveries have been accepted, all government properties have been returned, and that there exist no outstanding objections to the Award. Directly below the frame containing the checks is a grid of the Line Items for the Award. All rows on the grid where the quantity Received is less than the quantity Expected, are highlighted to alert the user that all expected items have not been received for these Line Items.

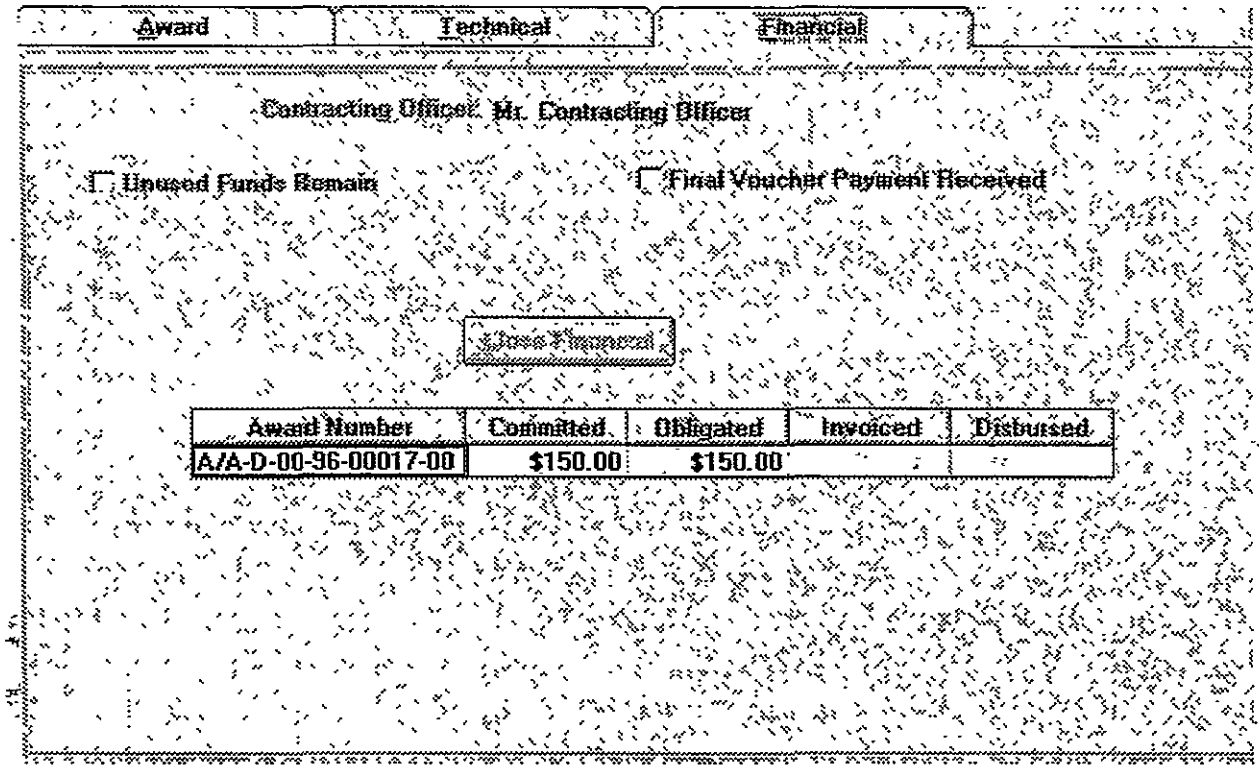
In order to close-out the Technical Award, the user must check all the boxes. When all boxes are checked the Close Technical button becomes enabled and the user can click this button. The form below pops-up when clicking the "Close Technical" button:



If the user clicks the "Close-Out" button on this confirmation form the Technical Award is closed. An asterisk on the tab caption indicates the Technical close out has been completed.

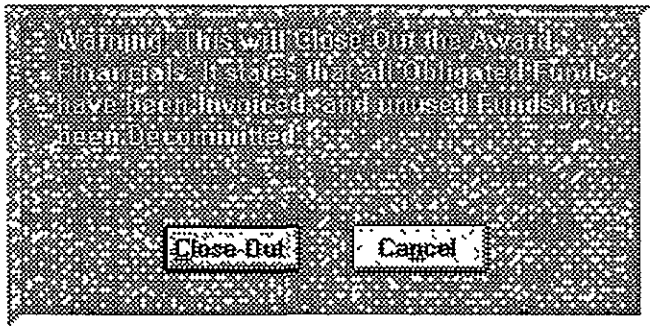
Financial Tab

After clicking on the Financial tab the following window appears:



Included on the Financial tab is the name of the Contracting Officer, and two check boxes. The first check box asks if Unused Funds remain. If this box is checked, a subsequent check box asks if all the Unused Funds have been decommitted. The second check box asks if the Final Voucher Payment has been received, as well as the date Final Voucher Payment is accepted. Directly below the checks is a grid which contains columns to hold dollar amounts for the Committed, Obligated, Invoiced and Disbursed sums for the parent Award and each of its modifications. The Invoiced sums are not yet available.

When the Final Voucher Payment has been received and confirmed, the Close Financial button becomes enabled and the user can click this button. The form below pops-up when clicking the "Close Financial" button:



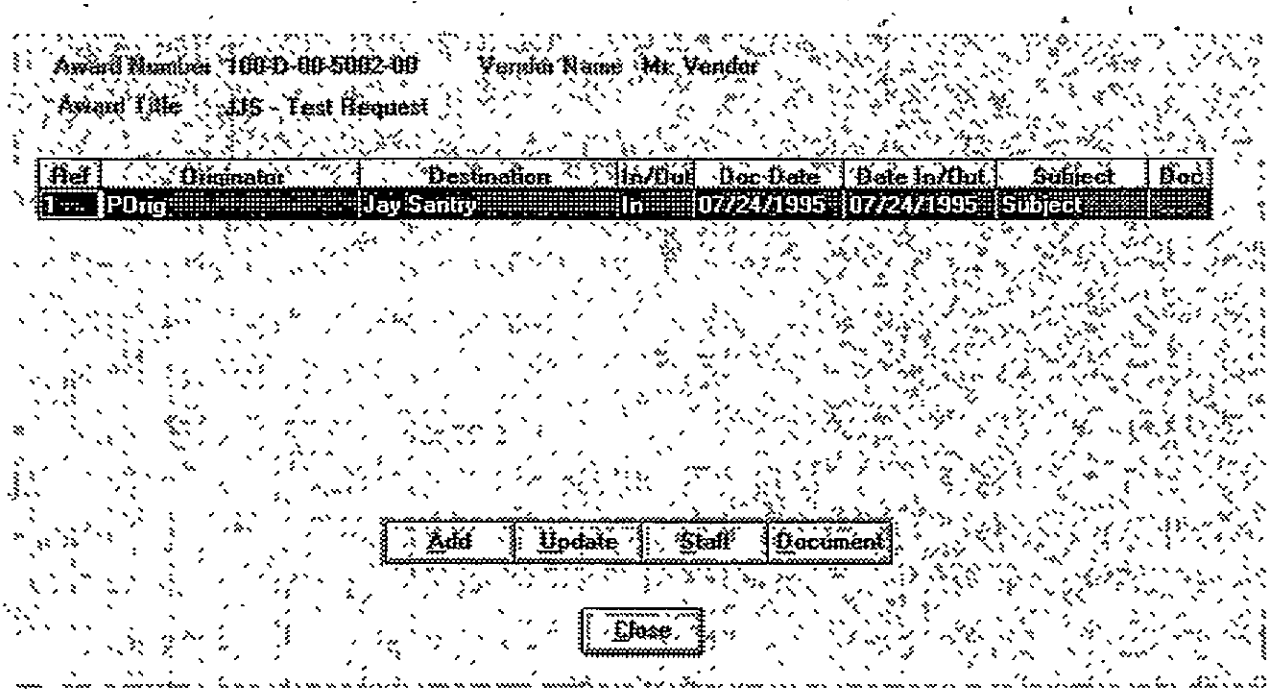
If the user clicks the "Close-Out" button on this confirmation form the Financial Award is closed. An asterisk on the tab caption indicates the Financial close out has been completed.

Award Staffing

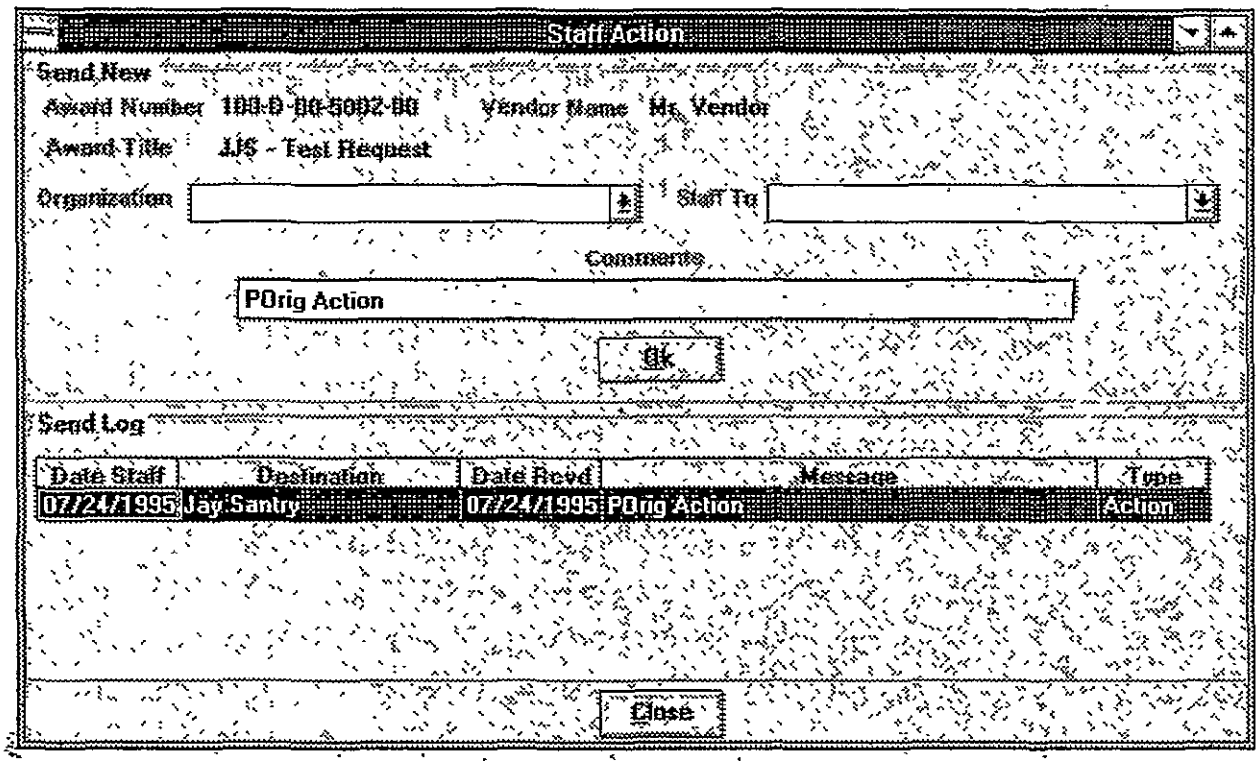
A message can be forwarded to another user in Award Administration to alert the user that an important event is occurring.

Staffing Sent

Three types of items can be staffed; a Delivery Status item, an Action item, or an Award Protest item. Staff buttons exist below the grid in each of the corresponding forms. For example, an Action item can be staffed by clicking the staff button as displayed below:



After [Staff] is clicked the Staff Send form is displayed:



To send a New Staff item, select the Organization and the person to Staff To in the Staff New section of the Staff Send form and fill-in an appropriate comment. Finally, click the Ok button. When the Ok button is clicked the user will see confirmation of the Sent Staff item in the Send Log section of the the Staff Send form. The Send Log section also lists previously sent staff items that have not yet been deleted by the user having received the staff item. Note, that if the "Date Rcvd" field is blank in the Send Log it indicates that the user has not yet received the item staffed.

Staffing Received

In order to review the Staffing items received, the user can click on the Staffing Alert button on the Toolbar or double-click the Staffing Alert Initial Icon. The Staffing Alert form will be displayed as below:

Date Staff	Source	Date Rcvd	Message	Type	Award Title
07/24/1995	Jay Santry	07/24/1995	POrig Action	Action	JJS - Test Request
07/24/1995	Jay Santry	07/24/1995	Rcvd: 45 Descriptio	Delivery	JJS - Test Request
07/24/1995	Jay Santry	07/24/1995	Agency Protest	Protest	JJS - Test Request
07/24/1995	Jay Santry	07/24/1995	Agency Protest	Protest	JJS - Test Request

Delete

Close

The Staffing Alert Fields

Date Staff
The Date that the item was Staffed.

Source
The user who sent the Staff item.

Date Rcvd
The date that the user read the Staff item.

Message
The comment from the user who sent the Staff item.

Type
The type of Staff item: An Award Protest, Action or Delivery Status.

Award Title
The Title of the Award to which the Staffed item belongs.

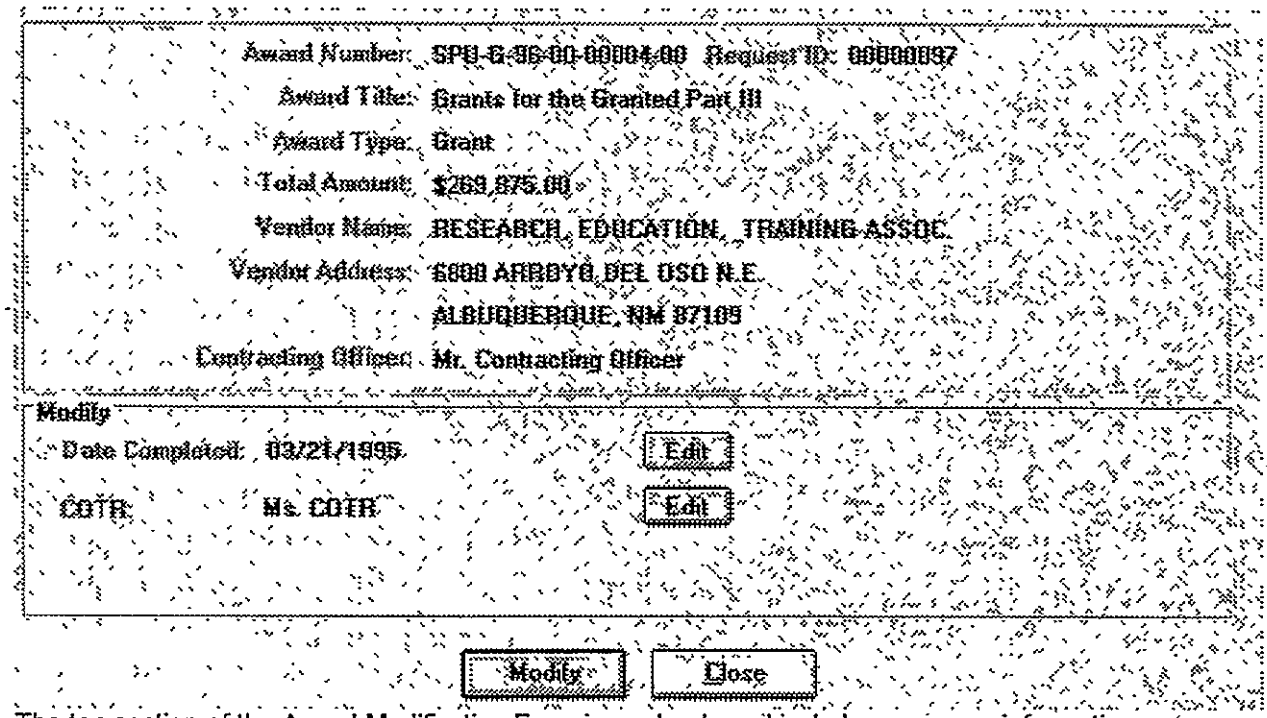
To review the item Staffed the user should open up the corresponding Award from the Award Title. After opening the appropriate Award the user should proceed to the form matching the particular Type of item Staffed; that is, the Protest/Action/Delivery Status form.

Award Modification

Certain kinds of Award Modifications can be done in the Award Administration application. An Award can be modified by entering the DGS subsystem (by Contracting Officers or Negotiators), and an Award's COTR and Completion Date can be changed (only by Contracting Officers). All modifications create a new Award with an Award Number whose modification segment is incremented by one over the Award it modifies. Note, that no modifications of Small Purchases are allowed in the Award Administration application.

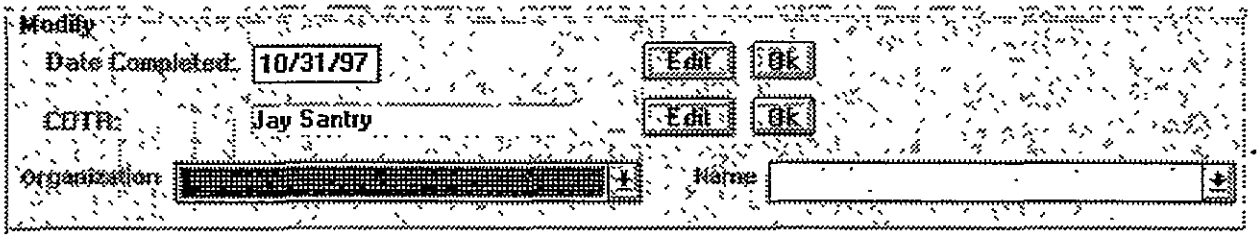
Award Modification Form

To open an Award Modification Form, select the Modification button on the Award Administration box. The Award Modification Form appears:



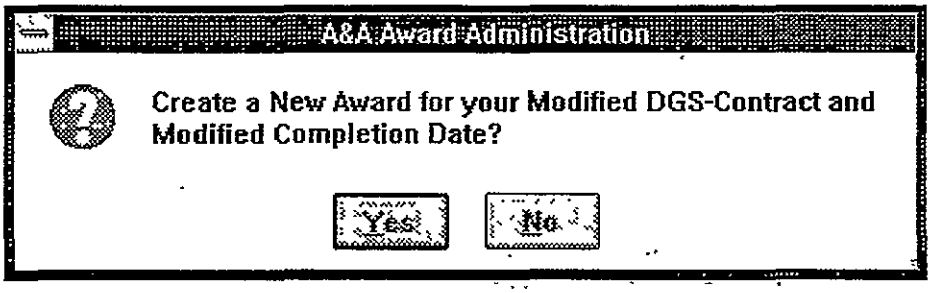
The top section of the Award Modification Form is read-only and includes summary information concerning the Award to be modified. The bottom section of the form, entitled **Modify**, includes fields to modify the Date Completed or the COTR of the Award. Note, that only Contracting Officers can change an Award's COTR or Date Completed, so the Edit buttons in the Modify section are invisible to other roles. When a Contracting Officer clicks the Edit button to the right of **Date Completed:**, the Date Completed field becomes editable. The user can now change the Date Completed. To register the new Date Completed the user must click the Ok button to the right of the Edit button.

When a Contracting Officer clicks the Edit button to the right of **COTR:** the Organization and Name List Boxes appear as below:

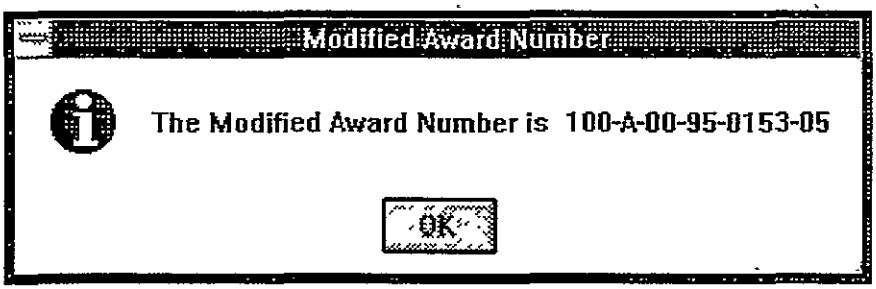


To change the COTR, the user must choose a Organization and Name from the List Boxes, and click the OK button to the right of the Edit button.

When the user has completed any modification to the Date Completed or COTR for an Award, the user must now click Modify button to enter the DGS system and modify the Award document. The user will then make any modifications to the Award through DGS. After finishing DGS modifications and exiting the DGS system the user will be presented with a confirmation form as below:



This confirmation form will summarize the changes the user has made to the Award and request confirmation. Upon confirming the modifications the user will be presented with a form listing a new Award Number. The Modified Award Number form appears below:



After clicking the OK button the modification is complete and the user is returned to the main Award Administration Form. The Award Administration Form's Award List Box will automatically drop down to show the new Award modification.

Note that if the user cancels the Award Modification process, a form will pop-up indicating that the Award has not been modified, and a new Award has not been created.

Word Processor

This Word Processor allows you to create and print documents within the Award Administration application.

Pull-Down Menus

The Word Processor pull-down menus are located on the menu bar, the second line in the main Word Processor window. A menu can be activated by clicking on a menu title with the mouse or by pressing the **ALT** key, moving to a menu title with the right and left arrow keys, then pressing the **ENTER** key. Select a menu option from the pull-down menu by either clicking on the option or by moving to the option using the **up** and **down arrow** keys, then pressing the **ENTER** key.

The menu structure is as follows:

<u>File Menu</u>

Save	: Saves and attaches the record.
Print	: Allows you to print the information.
Exit	: Ends the word processor session. The application prompts you to save any unsaved changes in a record.

<u>Edit Menu</u>

Cut	: Removes highlighted text and puts it in the clipboard.
Copy	: Copies highlighted text to the clipboard.
Paste	: Inserts a copy of text from the clipboard at the insert point. It overlays any existing text in the field.
Search	: Finds a word, phrase, or code in your document.
Search Next	: Finds the next occurrence of the text you last searched for.
Replace	: Finds and changes text or codes in your document.
Insert Picture	: Allows you run another application whose data you can include in your document.

<u>View Menu</u>

Ruler	: Displays or hides the horizontal ruler, a bar with a measurement scale and markers that enable you to adjust indents, margins, tab stops, and table columns. The ruler is part of a document window; you can choose to display the ruler in some document windows while hiding it in others.
Button Bar	: Quick access to the commands you use most.
Status Bar	: Located at the bottom of the word processing window, the status bar displays information lines (long prompts).
Tab Bar	: Use the tab bar to change your tab settings quickly and easily by moving any of the triangular tab marker buttons or the button marked with dots, located on the ruler.

<u>Layout Menu</u>

Page	: You can change the margins, tabs, and measurements that the word processor uses by default.

<u>Tools Menu</u>

Repaginate	: If the document is more than one page long, Repaginate can rearrange the page endings to fit.

Font Menu

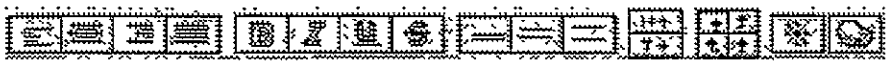
Font	: Applies or removes character formats from highlighted text or from the insertion point forward as you type.
Normal	: Returns a document to normal view. It is the default view you will use for most word-processing tasks. Normal view shows text formatting, but simplifies the layout of the page so that you can type and edit quickly.
Bold	: Lets you add Bold text to your document.
Italic	: Lets you add Italic text to your document.
Underline	: Lets you add Underline text to your document.
Strikeout	: Lets you Strikeout text on your document.
Subscript	: Text that appears slightly lower than other characters in the line.
Superscript	: Text that appears slightly higher than other characters in the line.

Help Menu

Contents	: Word Processor Help Table of Contents.
Help on Help	: Windows Help System.
About	: Information about the Word Processor.

The Word Processor Button bar

The toolbar contains a series of buttons that can be clicked on with the mouse as an alternative to using the pull-down menus. The Button bar may be turned on and off with the View pull-down menu by selecting Button bar. The buttons on the Button bar are defined in order from left to right as follows:



Left Align	: Aligns text with the left margin, but leaves a ragged right margin.
Center Align	: Centers text between the left and right margins or on a specific point on a line.
Right Align	: Aligns text with the right margin, but leaves a ragged left margin.
Justify	: Aligns text with both the left and right margins, adding or deleting space between words as needed.
Bold	: Bolds the highlighted text in the document. This function can be accomplished by choosing Bold in the Font Menu (ALT+O, B).
Italics	: Italicizes the highlighted text in the document. This function can be accomplished by choosing Italic in the Font Menu (ALT+O, I).
Underline	: Underlines the highlighted text in the document. This function can be accomplished by choosing Underline in the Font Menu (ALT+O, U).
Strikeout	: Strikes out the highlighted text in the document This function can be accomplished by choosing Strikeout in the Font Menu (ALT+O, K).
Single Space	: Sets the line spacing for each line to accommodate the largest font in that line.
Double Space	: Sets the line spacing for each line to twice that of single line spacing.
Triple Space	: Sets the line spacing for each line to three times that of single line spacing.
Subscript (H Button)	: sets the line to Subscript - Text that appears slightly lower than other characters in the line.
Superscript (T Button)	: sets the line to Superscript - Text that appears slightly higher than other characters in the line.

To use one of these items, block the text, and click either the "H" or "T" on the button.

Tab Sets

Left Tab set -	Sets a left-aligned tab.
Right Tab set -	Sets a right-aligned tab.
Decimal Tab set -	Sets a decimal tab.
Center Tab set -	Sets a center-aligned tab.

The Word Processor defaults to Left Tab set. To add additional or new tab stops, click the type of tab on the button that you want, then put the cursor on the point of the tab bar where you want the tab and click the left mouse button.

Show/Hide	: Shows all nonprinted characters, including paragraph marks and spaces.
Font Colors	: Displays the Font Color Box. Allows you to choose the color that the text appears in the word processor.

Basics

Save:

1. Choose Save from the File menu.

Search:

1. Place the cursor where you want the search to begin.
2. Choose Search from the Edit menu.
3. Type the text you want to find.
4. Select Forward or Backward from the Direction pop-up list.
5. Choose Search to begin the search.
6. If you want to find another occurrence of the same search text, choose Search Next from the Edit menu.

Oracle Server Messages

Message Code	Description
ORA-00001	**Unique constraint violated** **Cause:** A record exists in the database with the same primary key as the record you are attempting to add. The current record cannot be saved. **What to do:** Contact your system administrator for assistance.
ORA-00054	**Record locked for update** **Cause:** Record is being edited by another user. **What to do:** Try to access record later.
ORA-00942	**Table or view does not exist** **Cause:** You do not have a valid A&A role. Or The data table/view (file) that the application is trying to access either does not exist or is not available to you. **What to do:** Application will terminate automatically. Contact your system administrator for assistance.
ORA-01000	**Maximum cursors exceeded** **Cause:** A fatal error has occurred in the current routine. The current data may not have been saved. **What to do:** Application will terminate automatically. Contact your system administrator for assistance.
ORA-01017	**Invalid username/password** **Cause:** You have entered an invalid user ID and/or password or an Oracle account has not been created for you. **What to do:** Retry with correct username/password. I this error persists contact your system administrator for assistance.
ORA-01031	**Insufficient privileges** **Cause:** You have insufficient privileges to perform this database task. The current data may not have been saved. **What to do:** Contact your system administrator for assistance.

ORA-01924 **Role not granted or doesn't exist**

Cause: Your default Oracle role is missing or invalid.

What to do: Contact your system administrator for assistance.

ORA-02291 **Parent key not found**

Cause: A 'Parent' record is required to save the current record. The Parent record could not be found. The current record cannot be saved.

ORA-03121 **No interface driver connected**

Cause: A SQL*Net TCP/IP error has occurred. Either the SQL*Net " directory is not in your PATH= statement in AUTOEXEC.BAT " or there is a problem with the ORACLE.INI file. "

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06107 **Oracle network server not found**

Cause: A SQL*Net TCP/IP error has occurred. The SERVICES file is invalid, could not be found or is not specified in the ORACLE.INI file.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06122 **Setup failure**

Cause: A SQL*Net TCP/IP error has occurred. The ORACLE.INI file is invalid or could not be found.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

3059 **ODBC user canceled**

Cause: An ODBC error has occurred. Either the ODBC.INI file could not be found, the proper data source is not specified, or the correct driver is not specified.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

Incident Reporting

Although comprehensive testing has eliminated as many errors as could be found and fixed, there is a need to report any new errors in a way that is meaningful to the software developers so that the errors can be corrected. The forms on the following pages should be used to report these errors. Copies of these forms should be made and kept on file for future use. The figures below indicate where to find the information needed to fill out the form along with a definition of the terms used on the form. It is important that the user and System Administrator collaborate in the response. The System Administrator may be able to resolve some of the errors before the reports are sent on to the Help Desk. Include as much detail as you can concerning the error. Remember the individuals who will evaluate and fix the error may be a continent away.

The figure below is a typical screen used in the Acquisition & Assistance application. The information needed to fill out the report will be found in the same general area throughout the other modules.

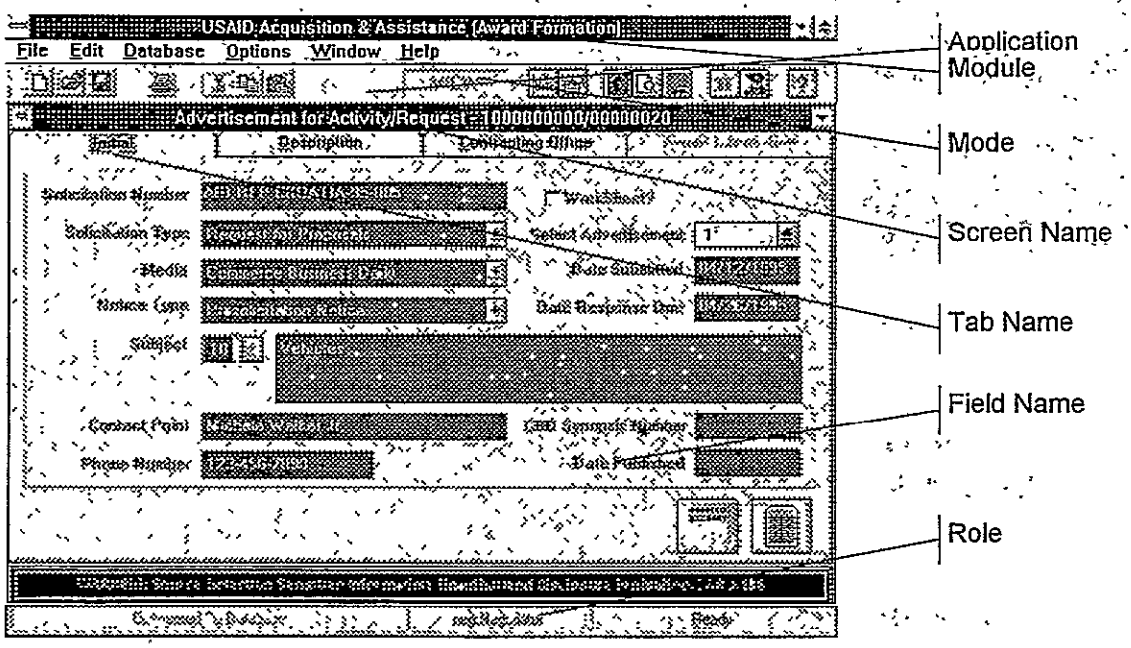


Figure 1.

The figure below is the Splash screen that is displayed before the application presents itself. To review this information at other times, click on Help, then click on About when the drop-down menu or list is presented.

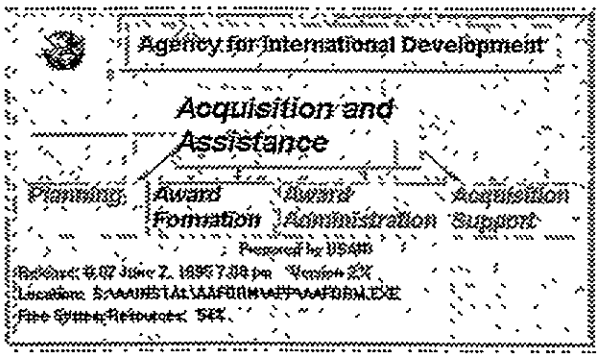


Figure 2.

Definitions, Incident Report Form

Incident Number: This number will be assigned by your System Administrator when the Report is logged in. The number should include information that will make it unique so that it will not conflict with Incident Reports sent in by other sites. This log should be scrupulously maintained and inquiries made if a timely response is not received.

IP Address: The IP address is the Internet Protocol address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Host Name: The host name is a synonym for the IP address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Name: The name of the user initiating the Incident Report.

Organization: Enter the organization code that will help to uniquely identify your installation.

Location: Enter the location that will help to uniquely identify your installation.

System Administrator: The name of the System Administrator. It is suggested that the System Administrator maintain a file of copies of the reports for future reference.

Version: The date and version number appearing on the Splash screen. See Figure 2 for an example.

Screen Name: Enter the Screen name. See Figure 1 for an example.

Tab/Form Name: Enter the name of the Tab or Form. See Figure 1 for an example.

Field Name: Enter the label or name of the field where the error occurred. See Figure 1 for an example.

Mode: Enter the Mode the application was in when the error occurred, such as ADD, EDITor VIEW. See Figure 1 for an example.

Role: Enter the Role that you were using when the error occurred, such as Requestor, Manager, COTR, etc... See Figure 1 for an example.

Description of Problem: Enter as much information about the sequence of events leading up to the problem as you can. The frequency that the problem occurs, intermittently or every time, is important and should be noted.

Actual Error Messages: In some cases the application will trap and display error messages generated by Oracle, the Database Management System. There is a list of these messages and their codes on page 46. There may be some messages that are not in the appendix that are generated by the application or by Windows itself. These messages are important to the developers and should be noted.

All of the entries may not be pertinent but they should be filled in. Use N/A when appropriate.

NMS Incident Report Form

Incident Number:_____ **IP Address:**_____

Date of Incident_____ **Host Name:**_____

Name: _____ **Organization:**_____

Version: _____ **Location:** _____

Application: _____ **Screen Name:**_____

Mode: _____ **Tab Name:**_____

Role: _____ **Field Name:**_____

Description of Problem:_____

_____

_____

_____

Actual Error Message:_____

_____

_____

_____

Suggestions:_____

_____

_____

_____

System Administrator:_____

Acquisition and Assistance

Support Application
User's Guide

January 3, 1996
Version 2.7

United States Agency for International Development

To report errors, request clarification, or offer suggestions on this user's guide, please contact the IRM Help Desk at 703-875-1234 or via e-mail at IRM Help Desk@IRM.

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Introduction

Overview

The Acquisition and Assistance (A&A) Support application enables users to develop and maintain information related to A&A functions in the global USAID Oracle database. This application is used as a tool to maintain profiles and information on employees and vendors. This USAID-wide application interfaces with the other A&A applications: Planning, Award Formation, Small Purchases, and Award Administration.

A&A Support contains four groups of forms which are listed below.

Employee Maintenance Module: A&A Support provides the A&A Administrator with a means to assign "user roles" to employees. This module provides for maintenance of employee records within the A&A database. The user can create, delete and edit employee records and can assign or revoke any of the 11 A&A roles. A four-element database query function (based on employee role, location, organization and "last name begins with") enables creation of lists of employees with shared attributes. Finally, the Employee module provides for both temporary and permanent reassignments of employee tasking. This enables continuous task coverage in spite of vacation, sick leave, travel or termination.

Organization Location: A&A Support maintains the address list of USAID Organizations for all A&A applications. The user can create, edit, or delete location data (providing that the user is logged on in an authorized role). Phone number, fax number, and E-Mail information are also tracked on this form.

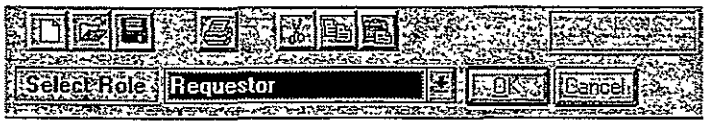
Vendor Maintenance Module: A&A Support provides the overall procurement team with a means to keep current on the status of each of the vendors by maintaining a global USAID Oracle database of Vendor Capabilities, Performance, Locations (including contact information) and Experience. The program maintains information with full read/write capability about special qualifications, such as vendors who qualify as woman-owned under the Gray Amendment. Vendor capabilities (such as a small business or 8a firm) may be checked by the OSDBU Small Business Advisor and may be read by all users of the module. The vendor module can also operate as a query application in which the user enters vendor requirements into the system and it creates a list of all vendors that satisfy the requirements.

Shipping Location: A&A Support maintains the address list of USAID shipping addresses for all A&A applications. The user can create, edit, or delete location data (providing that the user is logged on in an authorized role). Phone number and Point of Contact are also recorded on this form.

Loading the A&A Support Application

You must be authorized to logon to the NMS applications in order to use the A&A Support application. Instructions for logging on can be found in the appendix, along with causes of logon failure.

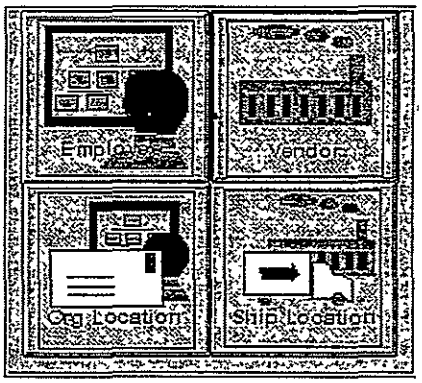
Provided that you are eligible for more than one role, a second Logon box will appear. Select a role from the drop-down list box, which allows you to select the role for various duties you will be assigned to perform. Click on OK.



Note: To return to the role box later, close any open tabs and click on the Role button or press ALT+ D, R.

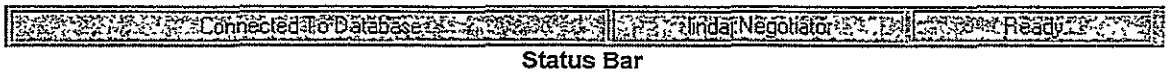
The A&A Support Main Screen

Once you log on, the A&A Support Function dialog box appears. At the top of the screen are the menu and the toolbar, described on pages 6-7. Large buttons will be displayed representing the modules of the application.



To access one of the modules , click on the appropriate button. To access the File Menu, press the ALT key plus F. (To exit the program, press ALT+ F, then X.)

Three message boxes are shown at the bottom of the screen. The left box tells you the status of the connection to the server. The center box tells who is logged on and in what Role. The right box shows the status of the application and processing.



Status Bar

How to Use Help

On-line Help is available for the application in general and for specific fields. To see the listing of main help topics, press the ALT key plus H.

Help topics can include graphics and text that link to other Help topics or to more information about the current topic. The Help text is highlighted in green and underlined. Help text contained in a Graphic is invisible. When the pointer is directed to the text, it changes to a hand icon. Then you can click the left mouse button for additional information.

To choose a topic using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

F1 (HELP)

For immediate Help on a specific field, place the cursor on the field and press the F1 key. The definition of the field appears on the screen, unless the field is a date field or non-editable (on a blue background).

FINDING A SPECIFIC HELP TOPIC

At the top of the Help Contents page and on every main Help topic is a Search button. Search Press this button to search alphabetically for a specific topic.

BROWSING MAIN HELP TOPICS

At the top of the Help Contents page and on every main Help topic are Browse buttons. Use them to move forward or backward through the major Help topics.

Overview of the A&A Support Application Screen

Toolbar

The toolbar contains a group of buttons, each displaying an icon, or symbol. Each button initiates a command.

- Creates a new record
- Opens an existing record
- Updates a record
- Prints a form
- Cuts text to clipboard
- Copies text to clipboard
- Pastes text from clipboard
- ADD Displays processing mode
- Searches for vendor record with options
- Searches for a record
- Accesses the report option.
- Changes the user logon role
- Accesses the Help File System

When a button is outlined in black, the command is available for the form you are using. When a button is outlined in gray, it is inactive at this time.

Menus

The pull-down menus are located on the menu bar, the second line in the A&A Support window.

File Edit Database Options Window Help

A menu can be activated by clicking on a menu title with the mouse or by pressing the ALT key plus the underlined letter in the menu name. (Note: If there is a hot key on the same screen with the same underlined letter, use the mouse to open the menu.) Once the menu item is highlighted, move to a different menu title with the right and left arrow keys, then press the ENTER key. Select a menu option from the drop down menus by either clicking on the name of a command or by moving to that command using the up and down arrow keys, then press the ENTER key.

Example: Clicking on the word **File** *brings up the following menu.*

File

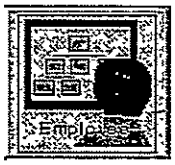
New	
Open	
Close	
Save	Ctrl+S
Delete	
Print Setup...	
Print...	Ctrl+P
Exit	

For more information on the menus, see Appendix, page A-3.

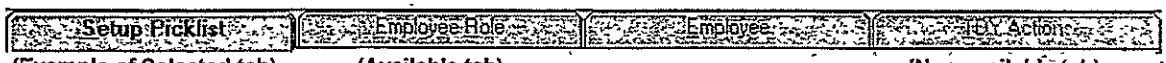
Note: When a Menu Item appears in gray lettering, the topic is not active for the form that you are using. Items displayed in black are active for the form that you are using.

Employee Maintenance Module

To access the Employee Maintenance Module, click on the Employee button in the A&A Support Menu dialog box. The A&A Administrator can perform functions and access three tabs in the Employee Maintenance Module. The Program Manager and Contracting Officer can access Setup Picklist and the TDY Actions tab. All other roles can only access the Setup Picklist tab.



The Employee Maintenance Module will display the tabs that your role can use.

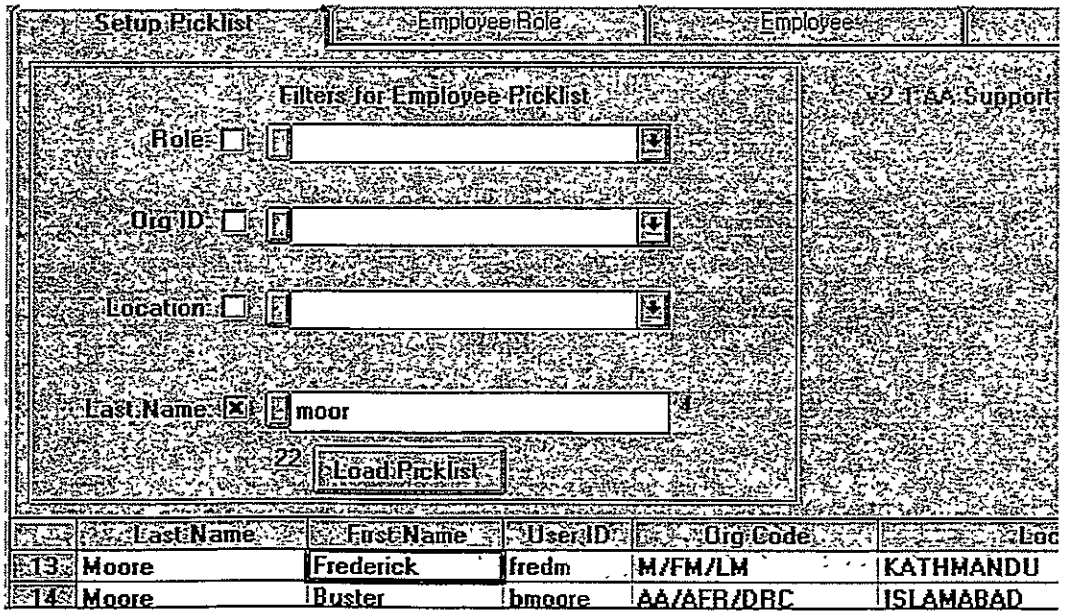


(Example of Selected tab) (Available tab) (Non-available tab)

Setup Picklist Tab

The Setup Picklist tab has two main areas: Filters (in the upper left) and the picklist itself, which is the table on the bottom of the screen. The Picklist remains visible for all four tabs in the Employee module.

The Setup Picklist Tab is used to create a list of employees that is of manageable size for use by each of the other three tabs of the Employee Module. The Picklist filter has access to all of the employees of USAID. If no filters were used, the picklist would contain thousands of names. The picklist filter allows the user to select categories like "All Negotiators in Egypt" or "All Contracting Officers." It also assists when attempting to locate an employee from incomplete or partial information, such as "An employee whose last name begins with 'S' and who is a contract officer." The filter for the employee name can be searched by the same methods used in the Search Options (see page 15).



The Setup Picklist screen and fields are listed below.

Role Filter: Check this box and pull the drop-down list box to select a role to use as a filter in the employee picklist.

Org ID: Check this box and pull the drop-down list box to select an organization identification number to use as a filter in the employee picklist.

Location Filter: Check this box and pull the drop-down list box to select a location to use as a filter in the employee picklist.

Last Name Filter: Check this box and enter all or part of an employee's last name to use as a filter in the employee picklist.

How to Create a Picklist Using Filters

The filter setup area (upper left part of the screen) enables setting the criteria to select employees to appear on the picklist. It contains four boxes. Role, Location, and Org Code are combo boxes (with drop-down lists), Last Name is a text box.

To the left of each combo or text box you will see a check box and a clear button. An "X" in the check box means that its associated information will be considered in creating the picklist. No "X" means that the information will be ignored. For example, if the location box happens to be set to Egypt and the box is checked, then the employees that will appear on the picklist will be those whose location code is Egypt. If it is unchecked, then no location sort will be performed and the picklist will include employees from all around the world. The clear button is clicked to delete information from the box.

If you have checked Role, Location, and/or Org Code, you will be using the drop-down lists.

How to Select from a Drop-down List Box

Click the left mouse button on the down arrow button or on the display window to see the list. Scroll down if you need to see more, or type the first letter. Click on your selection. Or,

Using the keyboard, hold down ALT + down arrow key to see the list. Use up and down arrows or type the first letter of the word needed. Press ENTER

If you are searching for a particular employee by name, type the name or the first letters of the name in the Last Name field. The name filter is not case sensitive: Smith = smith = SMITH = sMiTh for example. Click on the Load Picklist button to retrieve the data.

The Load Picklist button Load Picklist fills the picklist according to criteria set in the filters. The picklist contains the list of employees that the user will be working with in the other employee tabs of the application. It combines information from several database tables to make a single table containing Employee Last Name, First Name, Location, and Org Code.

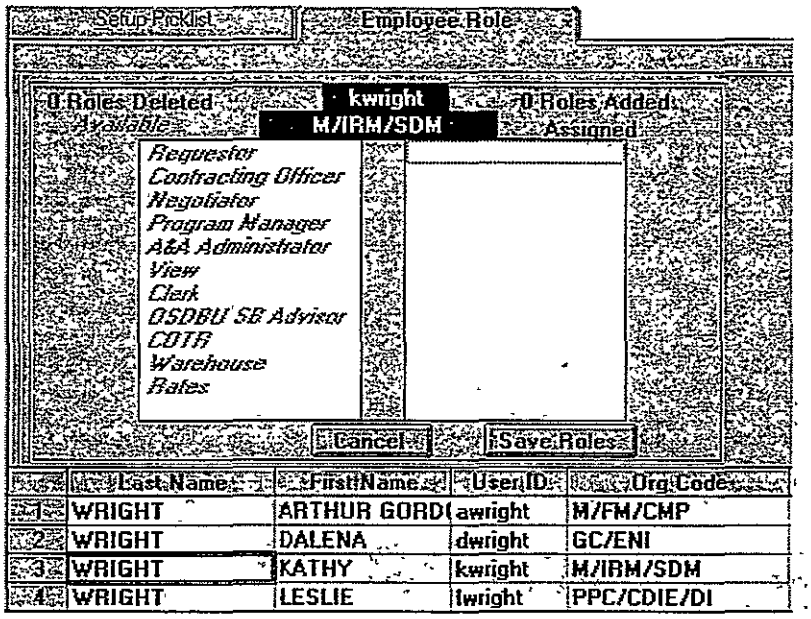
The **picklist** will be displayed on other tabs of the Employee Module so that you can select an employee record to view or edit. To select a record from the list, double click on it, or highlight it using the arrows and then press ENTER. (Also, in some cases, you can drag and drop an item from the picklist to a particular field.)

Employee Role Tab

The Employee Role tab is visible and accessible from the Employee Maintenance Module. It is used to assign roles to employees. It is accessible only to employees with the appropriate Oracle role, which is currently the A&A Administrator.

The Administrator can use this tab to assign or delete roles. The current roles include one general role for most USAID employees, namely View. Other roles are more A&A specific and include Negotiator, Requestor, Contracting Officer, OSDBU SB Advisor, and Clerk. The number of roles and the role definitions reside in the database.

When the screen first appears, no data is displayed. Click on an employee name to select. The name and organization will appear in a dark red field.[1] Then click on the **Show Roles** button. In the example below, no roles have been assigned to the employee. The A&A Administrator will assign roles by selecting the roles that apply.



The role assignment in the A&A Support system indicates that the employee is qualified to be assigned a particular role on a procurement. An employee can therefore be assigned multiple roles. For example, a given employee could be assigned the dual roles of Contracting Officer and Negotiator. Then, for one particular Request within (for example) the A&A Planning Application, that employee could be assigned the role of Negotiator for one request, Contracting Officer for another request and both for a third request.

All the roles available to the employee are displayed in the **Available** list box. Click on a role to transfer it to the **Assigned** list box. To revoke a role, click on it in the **Assigned** list box. It will move to the **Available** list box. (Clicking on <u>either</u> box will transfer the role to the other side.)

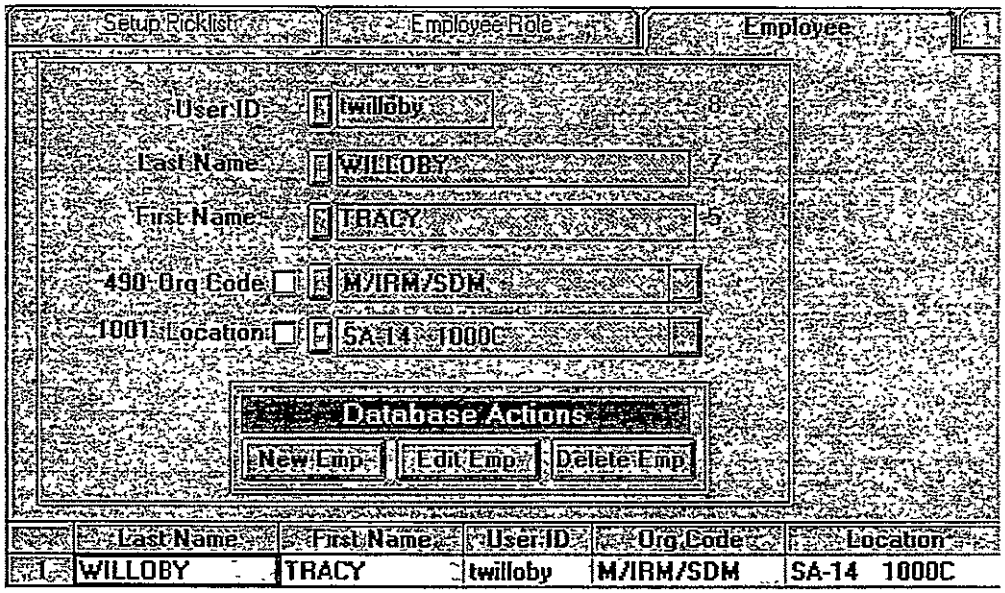
Click the **Save Roles** button to save the role assignments.

---

[1] Before being assigned A&A roles, a new employee must be assigned an Oracle account by the DBA. The application checks the database of "All_Users" before it allows any roles to be granted. If no Oracle account has been issued to the employee, a warning message is displayed and further access is denied.

Employee Tab

The Employee tab enables the A&A Administrator to create a new employee record (adding it to the database) or to modify text in an existing employee record. The Employee screen and fields are listed below.



There are two parts to the Employee tab. The bottom half of the tab contains the employee picklist (which is common to all the Employee Module tabs). The top half of the tab will either display basic information on a selected employee or will provide the fields to fill in for a new employee, depending on which **database action** is selected:

New Emp button: Click this button to create a new employee record. - For instructions on creating the record, see page 12.

Edit Emp button: Click this button to edit an existing record.

Delete Emp button: Click this button to delete the selected employee record.

The fields are:

Last Name: This field contains the employee's last name.

First Name: This field contains the employee's first name.

User ID: This field represents the employee's logon ID.

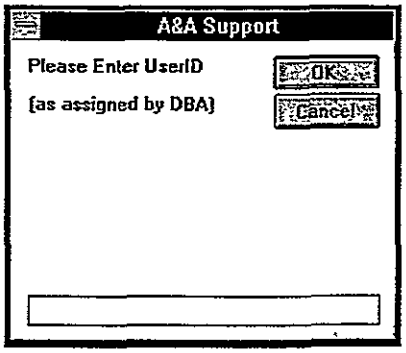
Org Code: Check this box and pull the drop-down list box to select an organization code. The number to the left of the box displays the number of records in the database.

Location: Check this box and pull the drop-down list box to select a location.

The button to the left of each field will erase the information that is in that field.

How to Create a New Employee Record

To create a new employee record, the A&A Administrator clicks the **New Emp** button.



A form will be displayed for entering the new employee's User ID number. This ID number is assigned by the database administrator for Oracle access.

Enter the ID and click the **OK** button. The application will prompt you if that ID number is not available.[2]

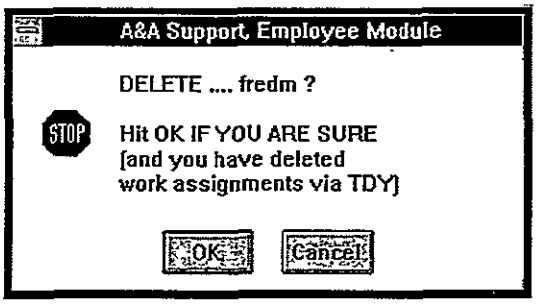
Once the User ID number is accepted, the Employee tab is displayed with the five data entry boxes (which appear on the top half of the screen) ready to accept new information. To enter the employee data, type the employee last and first names in the text boxes provided. Pull the drop-down list boxes to select an organization and a location.

When the data has been reviewed and is error free, click the **Save New** button to save the information.

How to Modify an Existing Employee Record

To modify an existing employee record, click on the employee name in the picklist. When the name is selected, the data is transferred to five data boxes in the top half of the screen. Click **Edit Emp** to modify data, except the user ID which remains fixed. To enter the modified data back into the database, click on the **Save Edit** button. (To cancel the editing action, click the **Cancel Edit** button.)

To delete an employee record, select the name and click the **Delete Emp** button. A dialogue box will give you a chance to cancel the deletion. If you click OK, the entire record will be deleted.



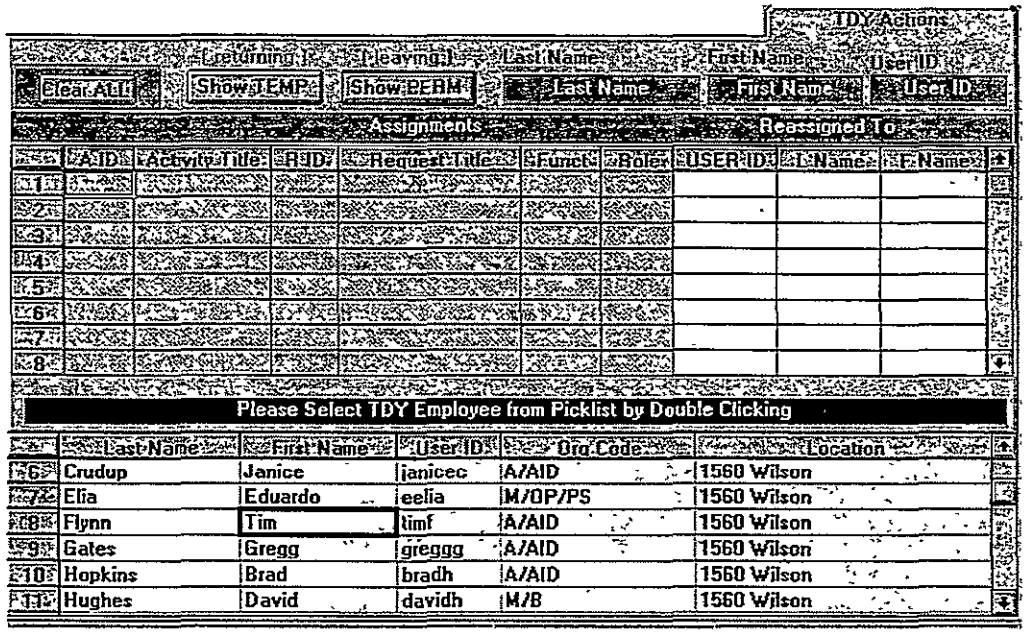
TDY Actions tab

The TDY Actions tab lists duty assignments for USAID employees. It is used for temporary or permanent reassignment of employee tasking. This enables continuation of tasks in spite of vacation, sick leave, travel or termination.

The TDY Actions tab can be used by these roles: Administrator, Contracting Officer, and Program Manager. The Administrator can see all permanent and all temporary assignments and make any reassignments except for permanent reassignment of COTR. The Contracting Officer can only see and make assignments related to projects for which he is the CO. The Program Manager can temporarily reassign himself and either temporarily or permanently reassign the Requestor. In addition he can temporarily reassign the COTR.

---

[2] There are two occasions when a new User ID will be rejected: if that User ID is already in the database or if the new User ID does not yet have an Oracle account.



To see the assignments for an employee, select his or her name on the Picklist by double-clicking. (If you prefer, you can drag and drop the name using the mouse.) The employee's name will appear at the top of the tab. Then, click on the **Show PERM** button. Permanent assignments will be displayed. Also, additional buttons will become available.

To reassign an activity, use the Picklist to locate another employee. (You may have to return to the Setup Picklist tab to make a new picklist. When you return to the TDY Actions tab, the new picklist will remain on the bottom of the screen.) Using the mouse, drag and drop the name or user ID to the appropriate space on the right of the screen. To save the reassignments, select the appropriate button depending on whether the action is temporary or permanent. If temporary, as in a case where the employee is going on leave, click the **Save TEMP** button. If permanent, click the **Save PERM** button.

Abbreviations in Headings
A ID: Activity ID
R ID: Request ID

When temporary reassignments have been made, they can be undone when the employee returns. To see them, click on the **Show TEMP** button. To return all of them to the employee, click on the **Fill frm TDY** button. Click on **Save PERM** to save the restored assignments.

Hint: To save time on TDY Actions, take full advantage of the filters on the Setup Picklist tab. For instance, if reassignments are going to be made to several employees with the same role and organization code, use Role and Org Code as filters and do not use the last name as a filter. Your picklist will display all the employees under those criteria; thus, you will not have to return to the Setup Picklist tab to build a new picklist.

The **buttons** on the TDY tab are summarized below.

Clear ALL Clears table including the name at the top.

Show TEMP Displays temporary assignments for the employee named at the top of the tab.

Show PERM Displays permanent assignments for the employee named at the top of the tab.

Save TEMP Stores reassignments in temporary status so they can be reversed later.

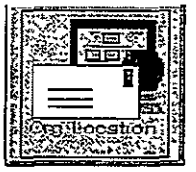
Save PERM Saves reassignments permanently.

Fill frm Pick Reassigns duties to name highlighted on picklist.

Clear Clears names from reassignment columns.

Fill frm TDY Retrieves temporary reassignments from TDY records in database.

Organization Location



The form is used to update USAID location data. It is accessed by pressing the **Org Location** button on the main screen.

Current locations are listed in a table on the bottom of the form. Use the scroll bars to reveal more.

Click on the record that you want to update. The following fields will be filled in except for ones that are blank.

Organization Name, Address, City, State, Postal Code, Country, Phone Number, Fax Number, E-Mail, Internet.

If your role is Administrator or Negotiator, the mode box at the top of the screen will display the word EDIT. You can change the fields that are displayed in white.

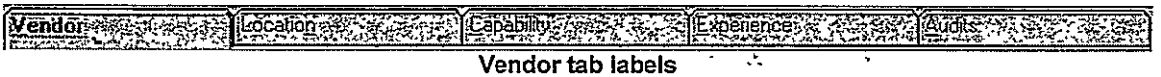
To add a new location, click on the new button. A blank record will be displayed. Type in the Address fields, except for State and Country, which you select from the drop-down list. Type in the Phone Number, Fax (Facsimile machine) Number, E-Mail address and Internet address if applicable. These fields will roll to allow more data if needed.

Save the record by pressing the Save button. To close the form, press CTRL +F4.

Vendor Module

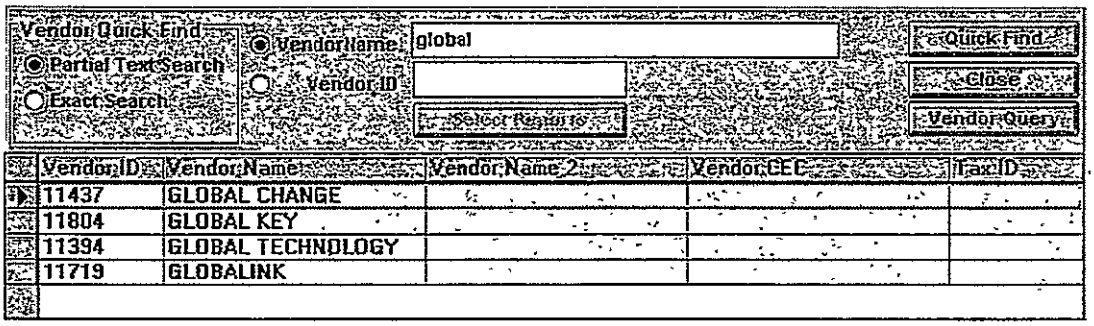
Click on the Vendor button in the A&A Support Menu dialog box to access the Vendor Module. This module provides the overall procurement team with a means to find and view information on vendors that are in the global USAID Oracle database.

If your role is Administrator, OSDBU SB Advisor or Negotiator, you can update or create a vendor record. Other roles can only view information, except that Rates can edit the Audits tab. There are five vendor tabs: Vendor, Location, Capability, Experience, and Audits. You will see these tabs after you select a vendor or initiate the addition of a new vendor.



Vendor tab labels

When you first enter the Vendor module, the Vendor Quick Find screen will be displayed. Use it if you are going to update a vendor record. If you are going to add a new vendor record, click on the New button. See page 16 for instructions on creating a new vendor record.



Locating a Record with Vendor Quick Find

If the Vendor Quick Find screen is not displayed, click once on the Search button on the toolbar. The Vendor Quick Find dialog box appears containing a blank vendor name and vendor ID and two search option boxes, shown at the top of the box. Click on the vendor name or vendor ID option to search by that type of record. Type in an exact or partial vendor name or an exact or partial vendor ID and click once on a search option, described below. Click on the Quick Find button to see the results in the picklist at the bottom of the box.

> The picklist is a list of records which meet the criteria that you entered. To select a record from the list, double click on it, or highlight it using the arrows and then press ENTER.
>
> To print the picklist, click on the Report button.

Search Options

This function allows you to search a vendor name with a partial or exact text search. The system default is partial text search.

A **Partial Text Search** displays all the vendor names that begin with your search characters. For instance, if

you type:	man
you get:	**Man**agement Development International, Inc., **Man** Tech, Inc.,

An **Exact Text Search** displays the vendor name that exactly matches your search characters. For instance, if

you type: Management Development International, Inc.,
you get: Management Development International, Inc.,

The benefit of a partial text search includes:
1. Fewer keystrokes required.
2. Wider final selection available.
3. More useful search when only limited information is available.

You can also search for vendors with a certain location, experience, or specialized capability by using the Vendor Query feature.

Locating a Record with Vendor Query

Vendor Query Vendor Query is a relatively easy method of finding vendor records that meet criteria such as location, capability or OSDBU qualifications. When you click on the Vendor Query button, four Query tabs appear: Vendor Query, Location Query, Capability Query and Experience Query. Click on a tab name to move back and forth between tab screens. After entering the search conditions, click the Query button. The application will display a picklist of records meeting the criteria. To select a record from the list, double click on it, or highlight it using the arrows and then press ENTER. To print a report from the picklist, click on the Report button.

The Vendor Query tabs are described in the appendix.

How to Update a Vendor Record

To update an existing vendor, the vendor must be in the database. Use **Vendor Quick Find** or **Vendor Query** to bring up the record. Once the record is found and selected from the list, you can update the existing information if you are in an authorized role. Move from tab to tab by clicking on a tab name or using the hot key (ALT+ underlined letter). Click on the Save button when you are finished.

You can continue in the vendor module or you can exit to the main screen. To exit the record, double-click on the hyphen mark in the upper left-hand corner or press CTRL+ F4.

How to Create a New Vendor Record

In order to add a new Vendor record, you must be in the Vendor module and you must have an authorized role.

1: Click on the New button or press ALT+F, N. The vendor tab screen will be displayed with blank fields, scroll down boxes, and check boxes. (See illustration on page 17.) Type the Vendor Name in the upper block. If the vendor is known by more than one name, use the additional block below. Enter Gov. Agency, Date Established, Tax ID, CEC Number, and Duns Number in the provided spaces.

2: Pull the drop-down Profile Type box to make your selection and fill out other fields as applicable. If your role is that of the OSDBU SB Advisor, you can fill in business characteristics such as small business and woman-owned. When you have finished entering the data, click on the Save button to save the information to the database. The system will then automatically compute a unique vendor identification number. Three additional tabs will become active after a vendor has been created.

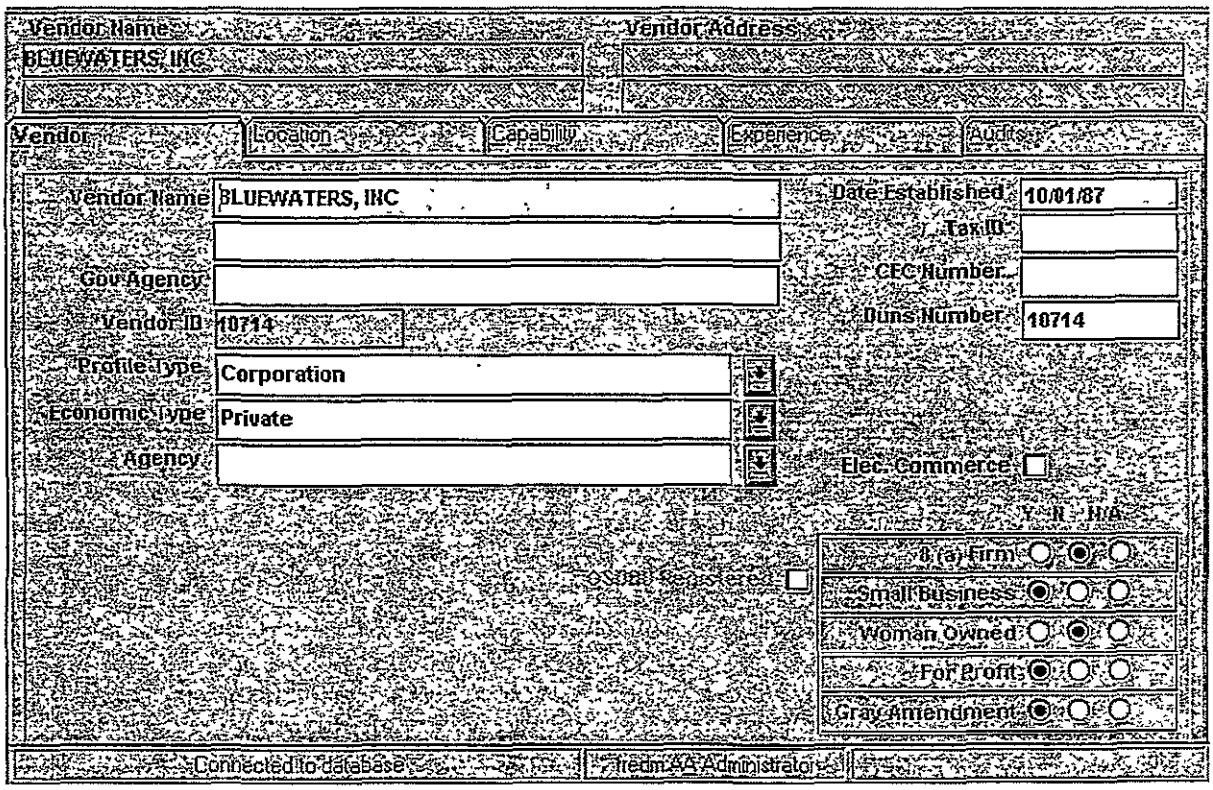
3: Complete the Location, Capability, and Experience tabs. Save the record. To add another record, repeat steps 1-3.

To exit the vendor module, double-click on the hyphen mark in the upper left-hand corner or press CTRL+ F4. This returns you to the main screen.

The five Vendor tabs are described on the following pages. Only the Rates role can use the Audits tab.

Vendor Tab

The Vendor tab is used to display all existing information pertaining to the vendor, including the type of business, type of ownership and other identification information.



The Vendor fields are listed below.

Vendor Name: This field must be completed. If the vendor is a corporation or organization, enter a full vendor name unless the company has a publicly known abbreviation, for example, ABC COMPANY. If the vendor is an individual, enter the first name, middle initial, and last name, for example, JOHN M. DOE or SARAH A. SMITH. If the vendor is known by more than one name, use the unlabeled field below the Vendor Name field to enter the alternate name.

Gov Agency: This field names the agency that audits the vendor.

Vendor ID: After you enter all the required information and click Save, the system automatically generates a unique vendor identification number.

Profile Type: This field contains the profile type of the organization and must be completed. Pull the drop-down list box to select a profile type.

How to Select from a Drop-down List Box

Click the left mouse button on the down arrow button or on the display window to see the list. Scroll down if you need to see more, or type the first letter. Click on your selection. Or,

Using the keyboard, hold down ALT + down arrow key to see the list. Use up and down arrows or type the first letter of the word needed. Press ENTER.

Economic Type: This field contains the economic type of the organization (such as Federal Government Contractor or Private) and must be completed. Pull the drop-down list box to select the economic type.

Ownership This field contains a list of nationality and minority status and must be completed. Pull the drop-down list box to select the field.

Agency: This field represents the agency that audits the vendor. Pull the drop-down list box to select the agency.

Date Established: This field shows the date the organization was established. Using the keyboard, press the TAB key to move to the date field. Enter the date in MM/DD/YYYY format. Or, access a calendar as described to the right.

Tax ID: This field contains a unique 9 digit alphanumeric code used for tax purposes. Enter the Tax ID in the 123/45/6789 format.

CEC Number: This field contains a unique 9 digit alphanumeric code that identifies the organization.

Duns Number: This field is for the vendor's Dun & Bradstreet number, if any.

How to use the calendar: Double click on the date field or press the F4 key. A calendar will appear, displaying the month, day, and year given from the field or the current month, day and year. Use the arrow buttons on the right and left sides to change the year and month accordingly. Click the left mouse button on the specific date to change the date. To enter the date in the field, double click the left mouse button on the date or click the OK button.

Elec. Commerce: This is a checkbox. Click it to indicate that the vendor uses electronic commerce.

If you are logged in with the role of OSDBU SB Advisor or Administrator, you are authorized to identify the following special categories:

OSDBU Registered: Check this box if the organization has been registered with the Office of Small and Disadvantaged Businesses.

The following fields are check boxes that are subsets of the economic type field. Check the box under the 'Y' column if the economic type applies to the vendor, check the box under the 'N' column if it does not apply, or check the N/A box if the option is not applicable.

8(a) Firm: Check the "Y" button if the organization is certified under the 8(a) program.

Small Business: Check the "Y" button if the organization is considered a small business.

Woman Owned: Check the "Y" button if the organization is owned by a woman.

For Profit: Check the "Y" button if the organization is a profit-making organization.

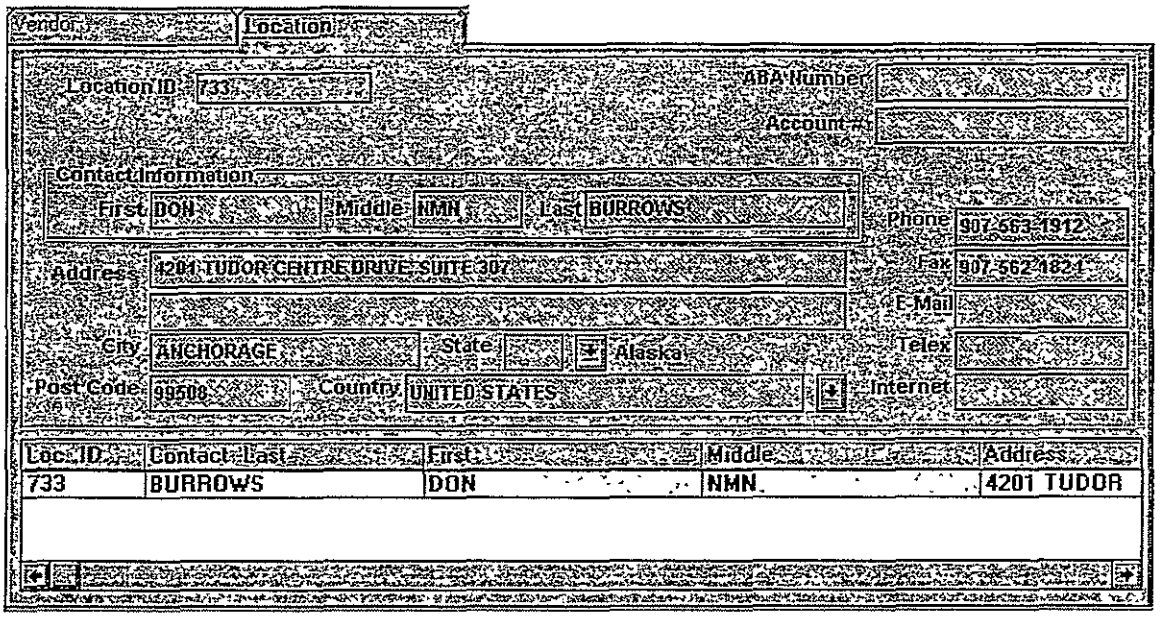
Gray Amendment: Check the "Y" button if the organization is categorized as a Gray Amendment firm.

When you have finished entering the data, click on the Save button to save the information to the database. The system will then automatically compute the unique vendor identification number (Vendor ID). The remaining vendor tabs become active after this initial vendor tab has been created, except that they are restricted to authorized roles.

Location Tab

The Location tab is used to display vendor location information including address, city, state and contact person.

The Location screen and fields are listed below.



First: This field is for the first name of the vendor contact person (up to 14 characters).

Middle: This field is for the middle name of the vendor contact person (up to 10 characters).

Last: This field is for the last name of the vendor contact person (up to 14 characters

Address: Enter the primary vendor address in the upper block of the Address section. Use the lower block of the Address section if the vendor has an additional address. This field must be completed and allows 80 alphanumeric characters.

City: Enter the vendor city in the space provided. This field must be completed and allows 30 alphanumeric characters.

State: Pull the drop-down list box to select the state description. Using the keyboard, type the first letter of the state name or use the arrow keys. Click once on the down arrow to make a selection.

Postal Code: Enter the vendor Zip code or postal code in the space provided using hyphens as needed. (This field allows 12 alphanumeric characters.)

Country: Pull the drop-down list box to select a country. Using the keyboard, type the first letter of the state name or use the arrow keys. Click once on the down arrow to make a selection.

ABA Number The ABA number is typed in this box.

Account # The account number is typed in this box.

Phone: Enter the vendor area code followed by the phone number. Use hyphens and parentheses as needed. This field allows 15 alphanumeric characters.

Fax: Enter the fax number using the same format as the phone field. (Allows 15 alphanumeric characters.)

E-Mail: If the vendor has an electronic mail address, enter it in this field (up to 15 alphanumeric characters).

Telex: If the vendor has Telex equipment, enter the telex number in the space provided. This field allows 15 alphanumeric characters.

Internet: If the vendor has an Internet address, enter it in the space provided. (This field was not available at publication time. It will allow 15 alphanumeric characters.)

Location ID: This field is entered by the system when a location record is updated and can not be edited by the user.

How to Add a Location

If the screen is not in Add mode, click once on the New button to enter a location. Enter the data in the spaces provided. When you have finished entering information, you can move to another tab or you can save the data. (See How to Update a Vendor Record on page 16.)

How to Update Location Data

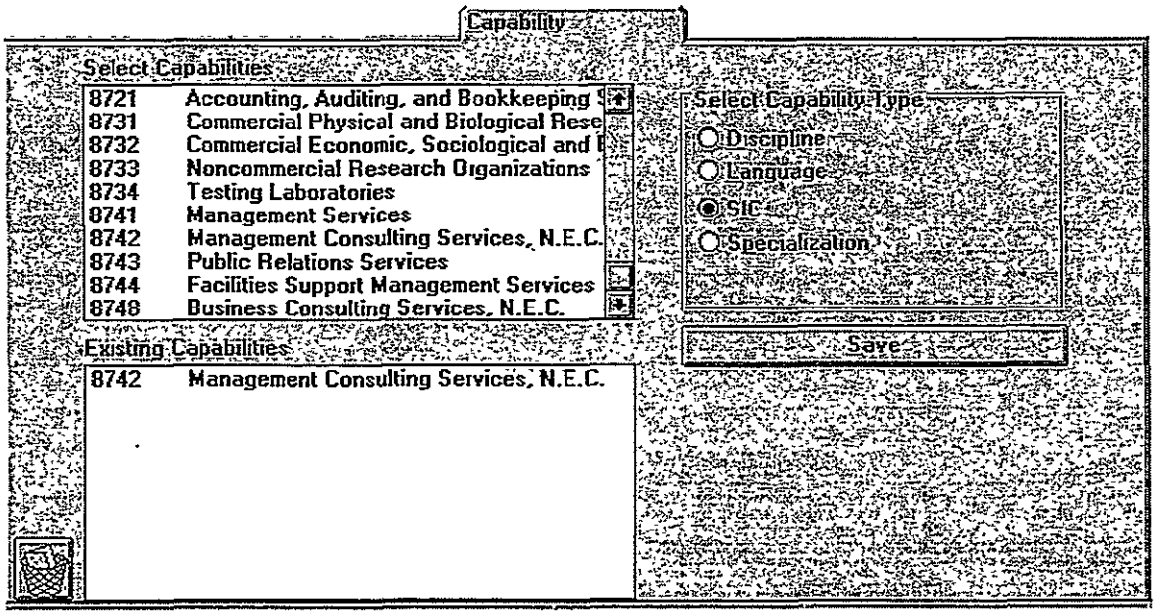
If you have already retrieved the vendor record, location information is displayed when you click on the Location tab. If not, click on the Search button and follow the instructions for finding a record (page 15).

Update the data on the Location tab. (If there is more than one location, click on the one being changed on the list at the bottom of the tab. If tab is in View mode, double-click the Location ID on the list.) When you have finished entering information, you can move to another tab or you can save the data. (See Update Vendor on page 16.)

Capability tab

The Capability Tab displays a vendor's capabilities, special qualifications, and language abilities. If your role is Administrator or Negotiator, you can edit the capability tab.

The Capability Screen and fields are listed below.



Discipline: This button refers to the services that the organization can provide.

Language: This button refers to the language capabilities of the organization.

SIC: This button refers to the Vendor's Standard Industrial Classification.

Specialization: This button refers to the organization's area of expertise.

Select Capabilities: When one of the above buttons is selected, this box displays a list of available capabilities from which to select. It changes depending on which button is filled.

Existing Capabilities: This field displays existing and any new capabilities selected. If no capabilities have been selected for the category represented by the button, it will be blank.

How to Update Capabilities

If you are in View mode, click on the New button. You must be in an authorized role to edit this tab.

Adding Capability: Using the mouse, click once on the applicable check box: Discipline, Language, SIC, or Specialization. A related list of capabilities will be displayed in the Select Capabilities list box. You can scroll through the list by using the scroll bar or by pressing the Page Down key. Double-click on a description to select, or highlight it and click on the Save bar [Save]. The selected capability will be transferred to the Existing Capabilities list box.

Deleting Capability: Highlight the description in the Existing Capabilities list box that you want to delete. Then click on the Trash Can icon.

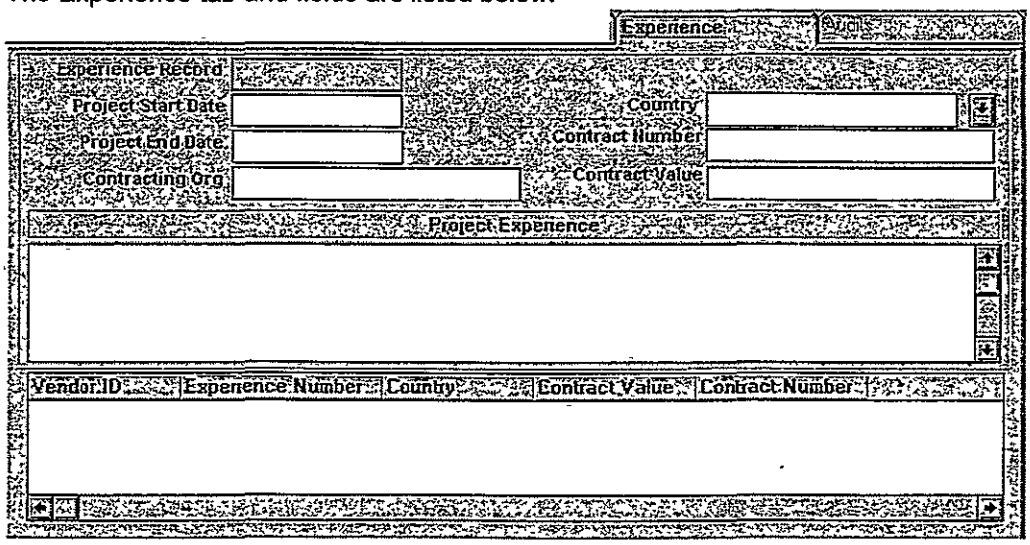
When you have finished entering information, you can move to another tab or you can save the data. (See Update Vendor on page 16.)

Experience tab

The Experience tab is used to record project experience in various countries. A narrative summary of each project is available.

The projects are listed in a grid at the bottom of the tab. Click on a record in the grid and details of that record will be displayed on the upper portion of the tab.

The Experience tab and fields are listed below.



Project Start Date: This field represents the date the project was started. Enter using the MM/DD/YYYY format, or use the calendar feature described at right.

Project End Date: This field represents the date the project was completed. Enter using the MM/DD/YYYY format, or use the calendar feature.

Contracting Org: This field represents the organization requesting the project.

Contract Value: This field is for the value of the contract.

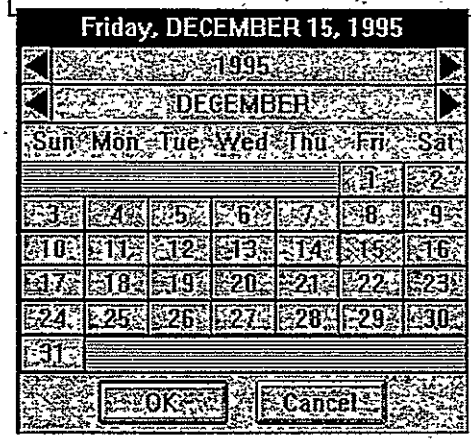
Contract Number: This field is for the number of this contract.

Country: Pull the drop-down list box and click once to select the country. Using the keyboard, key in the first character of the country name, or use the arrow keys to highlight the name and click once to make your selection. This field must be completed.

Project Description: This field is for a brief summary of the project. It is limited to 500 characters

Experience Record: This field is generated by the system and displays the project experience record number when a record is updated.

How to use the calendar:
Double click on the date field or press the F4 key. A calendar will appear, displaying the month, day, and year given from the field or the current month, day and year. Use the arrow buttons on the right and left sides to change the year and month accordingly. Click the left mouse button on the specific date to change the date. To enter the date in the field, double click the left mouse button on the date or click the OK button.



How to Add an Experience Record

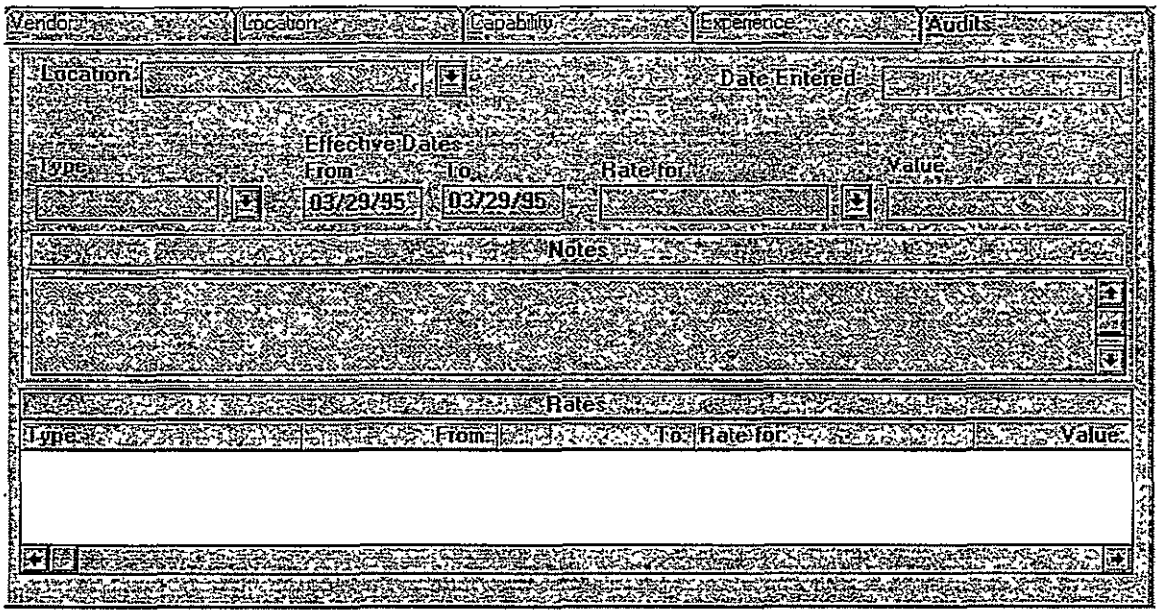
Click once on the New File button if the screen is not in Add mode. Enter the information in the spaces provided. Type a brief summary that describes the project in the scroll-down Project Description text box. Click once on the Save button when you are finished.

How to Update Project Experience

First double click on the item that you want to update on the bottom of the form. Make changes or additions to the information as needed. When you are finished entering the data, click once on the Save button to update the record. To exit the record, press CTRL+ F4. This returns you to the main screen.

Audits tab

The Audits tab records Rates information for a particular vendor. Your role must be Rates or Administrator to use the Audits tab.



The fields are:

Location The location is selected using the drop-down list box. After data for this location is entered and saved, another location can be added by clicking on the new button.

Date Entered The current date is inserted by the application when the data is entered.

Type Type refers to rate type, such as Final or Negotiated. It can be selected from the drop-down list.

Effective Dates The From and To dates can be typed in or selected using a calendar (described on page 23.)

Rate for Select from the drop-down list: Fringe Benefits, G&A, Overhead or other.

Value Enter the dollar amount of this rate.

Notes This is a text box for entering any notes. If text exceeds the display area, the scroll bars can be used to reveal additional text.

There is also a table that is built as the data is saved.

How to Add an Audits Record

1. Click on the New button.
2. Select the location by clicking on the arrow and selecting from drop-down list box.
3. Fill in the dates by either typing in month/day/year or by utilizing the calendar feature (F4).
4. Fill in the type by clicking on the arrow and selecting from drop-down list box.

5. Fillll in rate by clicking on the arrow and selecting from drop-down list box. If not listed, type it in.

6. Type in the value.

7. Fill in the notes field, if applicable. There is a scroll bar on the right for revealing additional text.

8. Save the record.

How to Update an Audits Record

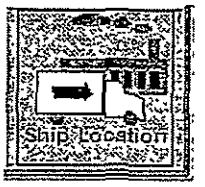
1. Select the record that you want to change by double-clicking on it in the grid at the bottom of the tab.

2. Change fields that need to be updated.

3. Save the record.

To **close** the form, press CTRL+ F4.

Shipping Location



The form is used to update Shipping Location records in the database. It is accessed by pressing the **Ship Location** button on the main screen.

Current locations are listed in a table on the bottom of the form. Use the scroll bars to reveal more.

Click on the record that you want to update. The following fields will be filled in except for ones that are blank.

Addressee, Address, City, State, Postal Code, Country, Phone Number, Point of Contact, Office, Room.

If your role is Administrator or Negotiator, the mode box at the top of the screen will display the word EDIT. You can change the fields that are displayed in white.

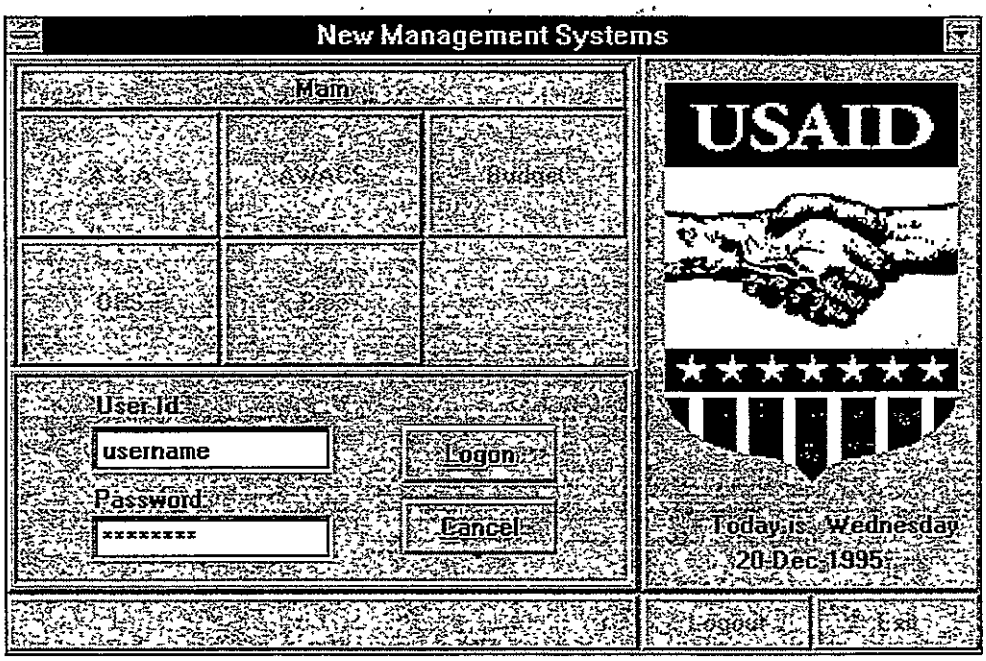
To add a new location, click on the new button. A blank record will be displayed. Type in the Address fields, except for State and Country, which you select from drop-down lists. Type in the Phone Number, Point of Contact, Office, and Room. These fields will roll to allow more data if needed.

Save the record by pressing the Save button. To close the form, press CTRL +F4.

Appendix

How to Logon to the Application

Double-click on the USAID icon in your Windows Program Manager to access the New Management Systems (NMS) applications. If you are not sure where to find this icon, contact your supervisor or System Administrator. The following logon screen will appear:



Enter your user ID and password and click on the Logon button to continue (or click on the Cancel button to exit). The buttons for applications to which you have access will be highlighted in bold type. Other buttons available to you on this screen include:

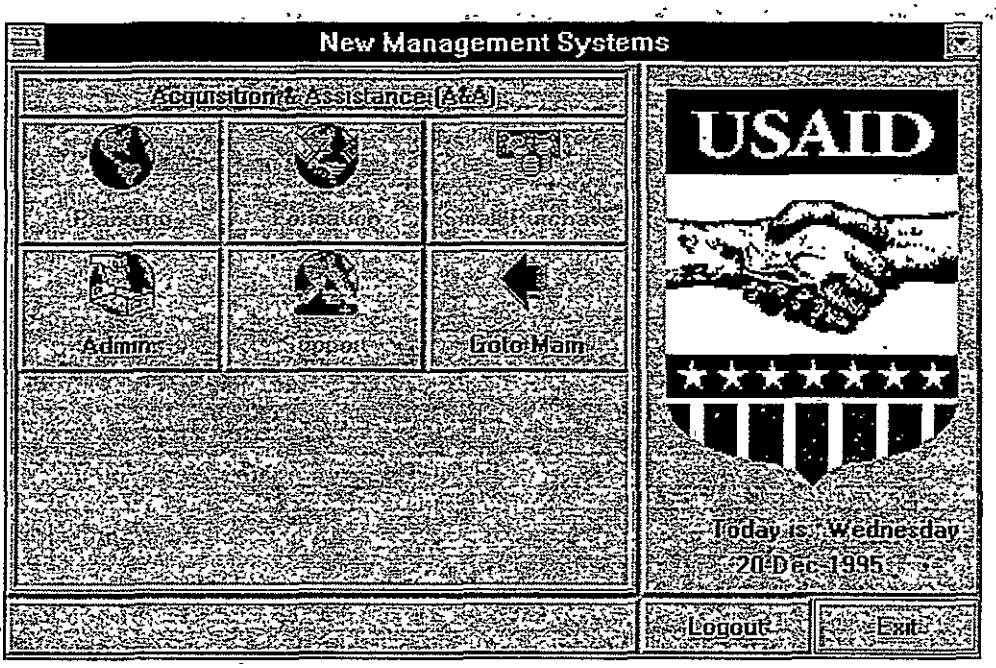
Click on this button to enter a new password, which must be at least eight characters long. (This button is displayed after you logon.)

Click on this button to set various preferences, including how often to delete temporary files and which applications to load automatically. (This button is displayed after you logon.)

Click on this button to return to the previous screen.

Click on this button to completely exit the NMS logon procedure.

After selecting the appropriate application button (**A&A**) at the top of the screen, a screen will appear with buttons representing the modules available in the application you selected. The following screen illustrates the modules in the Acquisition and Assistance application:



Click on the button for the module you wish to access, or click on the **Go to Main** button to return to the previous logon screen.

Possible Causes of a Logon Failure

The table below lists possible causes for a logon failure:

Cause	Remedy
Improper ID or Password.	Type correct ID and password and try again.
For new users, database account has not been set up.	Contact DBA* and request an Oracle account
After an error occurs, the system will not logon.	Exit and re-enter Windows and try again. If the problem persists, reboot and try again.
The database is down.	Contact DBA and report logon failure.

* DBA - Database Administrator

Shortcut Keys

Ctrl + E	Search (for a vendor name)
Ctrl + F4	Closes the active window
Ctrl + Q	Accesses the Query application
Ctrl + S	Saves a record
Ctrl + X	Cuts text and puts it on the clipboard
Ctrl + C	Copies text & puts it on the clipboard
Ctrl + V	Pastes text and puts it on clipboard
F1	Accesses the Help System
F4	Accesses the Calendar in a date field
F10	Accesses the menu bar

Menus

File Menu

New:	Creates a new record.
Close:	Closes the application and returns to the main screen.
Save:	Saves the active record. To quickly save a record, click the Save button on the toolbar.
Delete:	Removes the currently selected record from the database.
Print Setup:	Formats the printer to print a form.
Print:	This option is not available at this time.
Exit:	Exits the A&A Support application.

Edit Menu

Cut:	Cuts a text selection and places it on the clipboard.
Copy:	Copies a text selection and places it on the clipboard.
Paste:	Pastes a text selection and places it on the clipboard.

Database Menu

Change Password:	This is not available.
Change Role:	Returns to the Select Role box. Available from main screen only.
Next Record:	This option is not available.
Previous Record:	This option is not available.
Query:	Access the AID Query application.
Search:	Find a vendor record.
Reports...:	Accesses the report screen. Available from Vendor module.

Options Menu

Toolbar:	Click on this option to display or remove the toolbar from the screen.
Panel Help:	Click on this option to remove or add the information panel from the lower right portion of the screen.
Attach Note:	This attaches a note to a screen. Not available in this application.

Windows Menu

Cascade:	Not available in this application.
Tile Vertical:	Not available in this application.
Tile Horizontal:	Not available in this application.
Arrange Icons:	Not available in this application.
1: (Screen name)	Identifies windows that are already open. To move quickly to another screen, click on its title using the mouse, OR, key in the number next to its title.

Help Menu

Contents:	Displays the contents of the A&A Support Help System.
Help on Help:	Displays the Windows Help System.
About:	Displays A&A Support version information.

Vendor Query

Vendor Query can locate vendor records using criteria related to the vendor's location or capabilities. To access the Vendor Query, click on the Vendor Query button from the Vendor Quick Find screen. (If you are not on that screen, click on the Search button on the A&A Support toolbar, and then click on Vendor Query.)

There are four tabs in the Vendor Query: Vendor Query, Location Query, Capability Query, and Experience Query. (The tab screens correspond to the first four Vendor screens). Click on a tab name to move back and forth between the tabs. You can query using one tab or using a combination of tabs.

Each of the Vendor Query tabs has buttons for selecting full, partial, or exact text search.

Full Text Search displays all the vendor names containing the letters you typed.

You type: man

You get:: Automation Information Management, Bregman and Company, Management Development International, Inc.

Partial Text Search displays all the vendor names that begin with your search characters.

You type: man

You get:: Management Development International, Inc., Man Tech, Inc.

Exact Text Search displays the vendor name that exactly matches your search characters.

you type: Management Development International, Inc.,

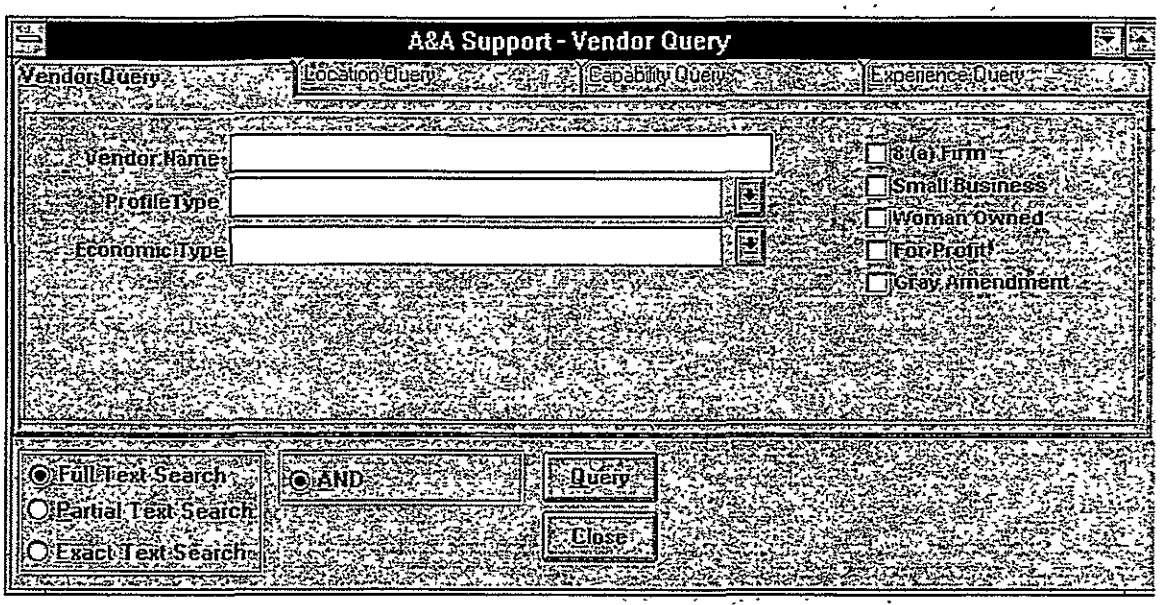
you get: Management Development International, Inc.,

An additional feature used in the Query tab screens is the **AND** and **OR** connectors. The AND connector is the default and is used to find all criteria entered. The OR connector is used to find at least one or more conditions. After entering the criteria for your search, click on the **Query** button or press ALT+ Q. The application will display a picklist of records that meet your criteria.

The picklist is a list of records which meet the criteria that you entered. To select a record from the list, double click on it, or highlight it using the arrows and then press ENTER. To generate a vendor report, press the Report button. (See page A-9.)

To exit Vendor Query without searching for a vendor, click on the Close button.

Initial Vendor Query tab



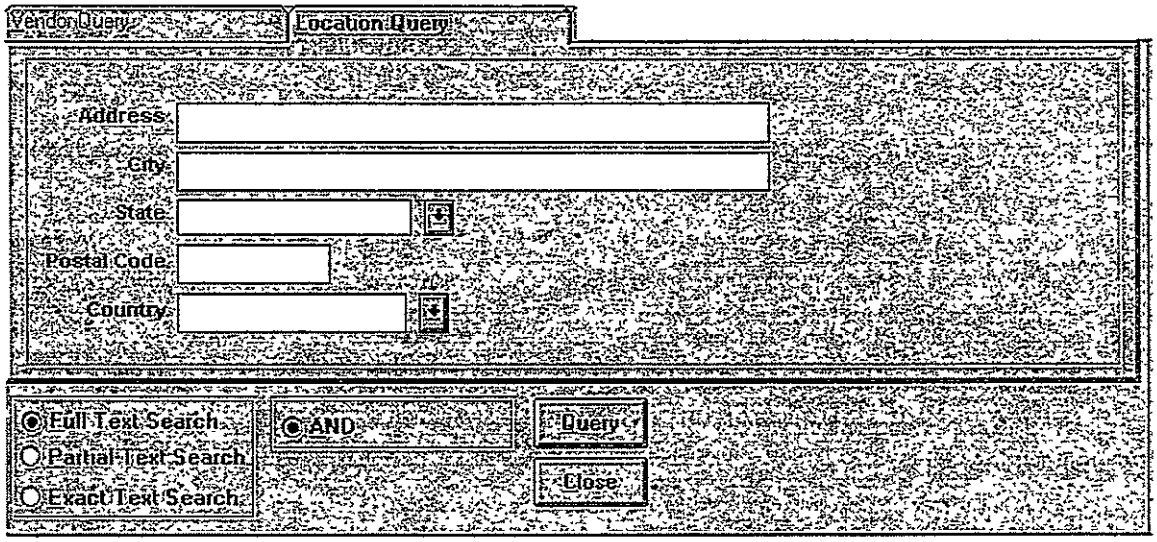
Enter the known vendor information in the spaces provided. Select the appropriate buttons and click on the **Query** button to retrieve records from the database. The fields on this tab are optional.

Vendor Name: This field is for all or part of the Vendor name. The application will search for the name or letters typed. Up to 80 alphanumeric characters can be entered.
Profile Type: This field is for the profile type of the organization, if known. Pull the drop-down list box to select a profile type.
Economic Type: Pull the drop-down list box to select the economic type (such as Federal Government Contractor or Private).

Click on any buttons that apply to your search:
8(a) firm, Small Business, Woman Owned, For Profit, Gray Amendment.

Location Query Tab

The Location Query tab uses the same search methods as the Vendor tab. Enter the known vendor information in the spaces provided. Select text search method as described on page A-5. Click on Query button to retrieve the records in the database.



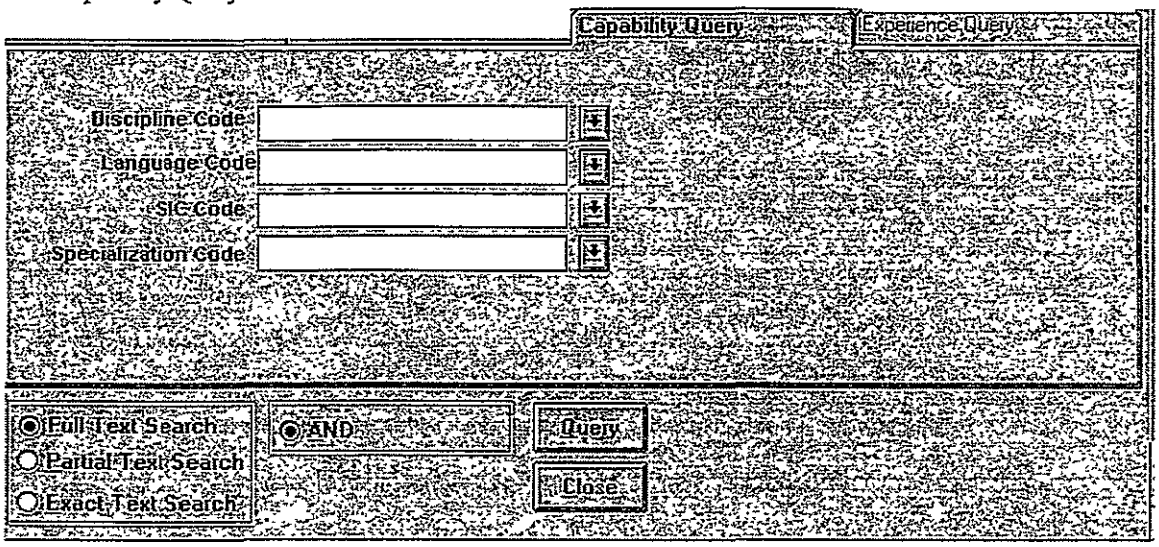
The Location Query fields are listed below.

Address: This field allows 80 alphanumeric characters for the vendor address, if known.
City: This field allows 30 alphanumeric characters for the vendor city.
State: Pull the drop-down list box to select the state. Using the keyboard, type the first letter of the state name or use the arrow keys. Click once on the down arrow to make a selection.
Postal Code: This field allows 12 alphanumeric characters for the vendor Zip code, if known.
Country: Pull the drop-down list box to select a country. Using the keyboard, type the first letter of the name or use the arrow keys. Click once on the down arrow to make a selection.

Capability Query Tab

The Capability Query tab uses the same search methods as the Vendor tab. Enter the known vendor information in the spaces provided. Select text search method as described on page A-5. Click on the Query button to retrieve the records in the database.

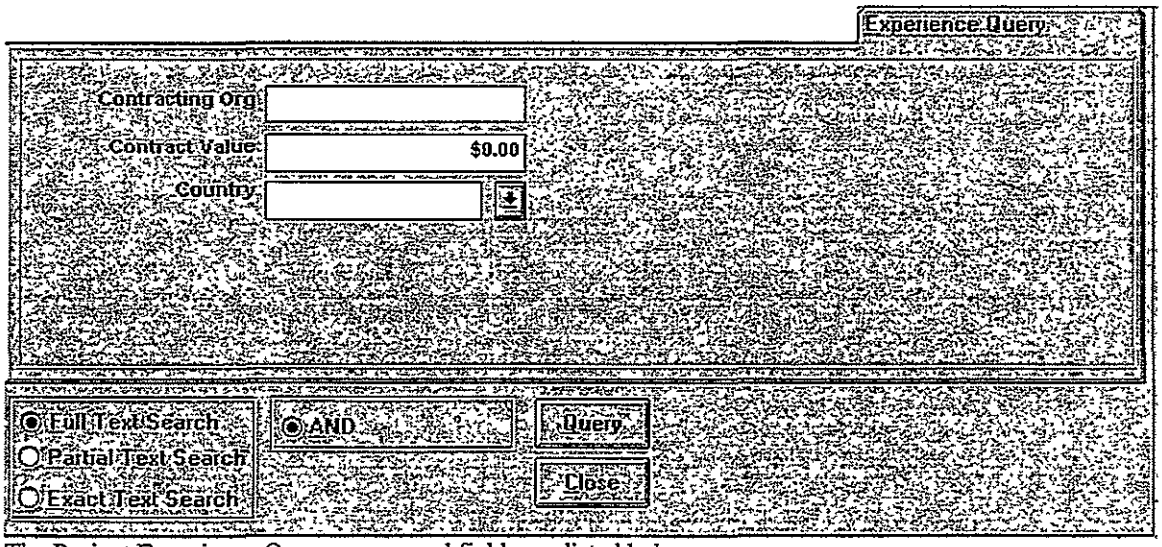
The Capability Query fields are listed below.



Discipline Code: Select an applicable service from the drop-down list box.
Language Code: Select a language capability from the drop-down list box.
SIC Code: Select a Standard Industrial Classification from the drop-down list box.
Specialization Code: Select the area of organization expertise from the drop-down list box.

Experience Query Tab

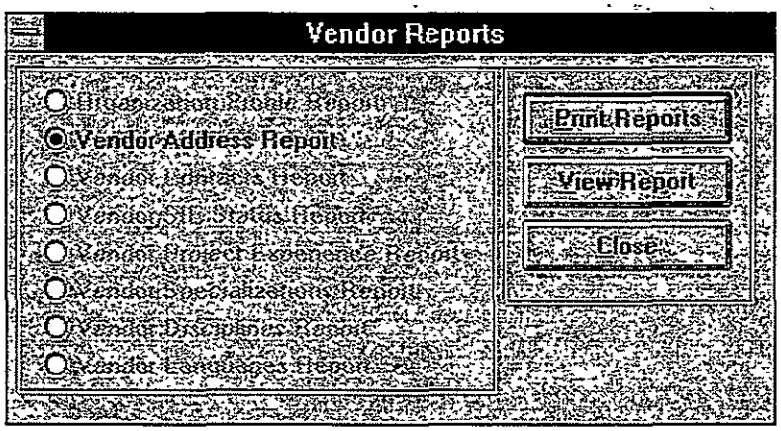
The Experience Query tab uses the same search methods as the Vendor tab. Enter the known vendor information in the spaces provided. Select text search method as described on page A-5. Click on the Query button to retrieve the records in the database.



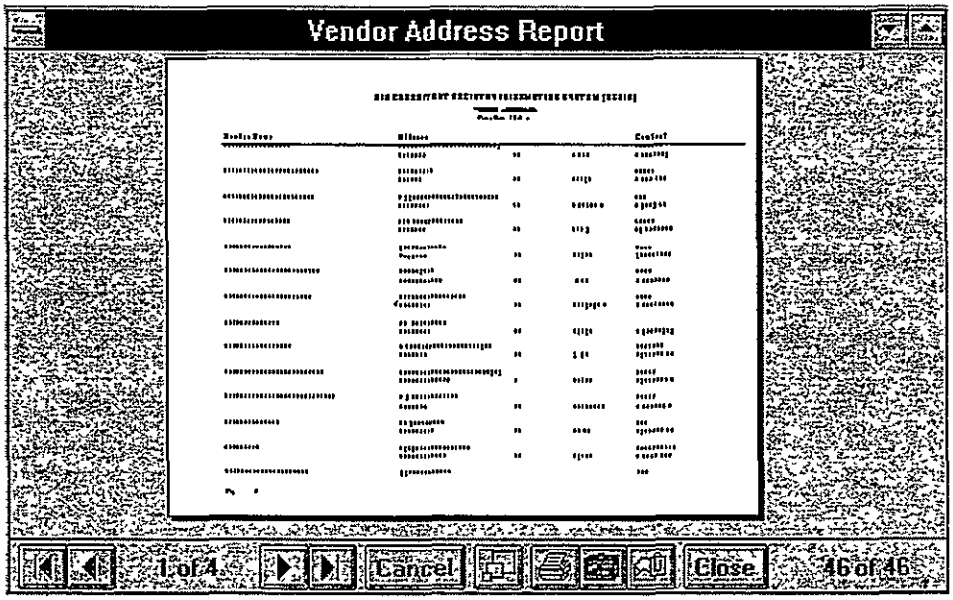
The Project Experience Query screen and fields are listed below.
Contracting Org: This field allows 25 alphanumeric characters.
Contract Value: This field is for the value of the contract.
Country: Pull the drop-down list box to select a country in which the vendor has project experience. Using the keyboard, type the first letter of the country name or use the arrow keys. Click once on the down arrow to make a selection.

Reports

Vendor Reports can be printed or viewed by pressing the Report button from the Vendor Find or Vendor Query screen. A box will be displayed for selecting the report format. You can view or print a list of the vendors on the picklist.



If you select view, the report will be displayed on the screen.



Buttons on the bottom of the screen will allow you to scroll, cancel, zoom, print, export*, mail*, or close.

* Export and mail functions not available in this release.

Oracle Server Messages

Message Code	Description
ORA-00001	Unique constraint violated

Cause: A record exists in the database with the same primary key as the record you are attempting to add. The current record cannot be saved.

What to do: Contact your system administrator for assistance.

ORA-00054 Record locked for update

Cause: Record is being edited by another user.

What to do: Try to access record later.

ORA-00942 Table or view does not exist

Cause: You do not have a valid A&A role.
Or
The data table/view (file) that the application is trying to access either does not exist or is not available to you.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-01000 Maximum cursors exceeded

Cause: A fatal error has occurred in the current routine. The current data may not have been saved.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-01017 Invalid username/password

Cause: You have entered an invalid user ID and/or password or an Oracle account has not been created for you.

What to do: Retry with correct username and password. If this error persists contact your system administrator for assistance.

ORA-01031 Insufficient privileges

Cause: You have insufficient privileges to perform this database task. The current data may not have been saved.

What to do: Contact your system administrator for assistance.

ORA-01924 **Role not granted or doesn't exist**

Cause: Your default Oracle role is missing or invalid.

What to do: Contact your system administrator for assistance.

ORA-02291 **Parent key not found**

Cause: A 'Parent' record is required to save the current record. The Parent record could not be found. The current record cannot be saved.
What to do: Contact your system administrator for assistance. Database is corrupted.

ORA-03121 **No interface driver connected**

Cause: A SQL*Net TCP/IP error has occurred. Either the SQL*Net " directory is not in your PATH= statement in AUTOEXEC.BAT " or there is a problem with the ORACLE.INI file. "

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06107 **Oracle network server not found**

Cause: A SQL*Net TCP/IP error has occurred. The SERVICES file is invalid, could not be found or is not specified in the ORACLE.INI file.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06122 **Setup failure**

Cause: A SQL*Net TCP/IP error has occurred. The ORACLE.INI file is invalid or could not be found.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-03059 **ODBC user canceled**

Cause: An ODBC error has occurred. Either the ODBC.INI file could not be found, the proper data source is not specified, or the correct driver is not specified.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

Incident Reporting

Although comprehensive testing has eliminated as many errors as could be found and fixed, there is a need to report any new errors in a way that is meaningful to the software developers so that the errors can be corrected. The forms on the following pages should be used to report these errors. Copies of these forms should be made and kept on file for future use. The figures below indicate where to find the information needed to fill out the form along with a definition of the terms used on the form. It is important that the user and System Administrator collaborate in the response. The System Administrator may be able to resolve some of the errors before the reports are sent on to the Help Desk. Include as much detail as you can concerning the error. Remember the individuals who will evaluate and fix the error may be a continent away.

The figure below is a typical screen used in another Acquisition & Assistance application. The information needed to fill out the report will be found in the same general area throughout the other modules.

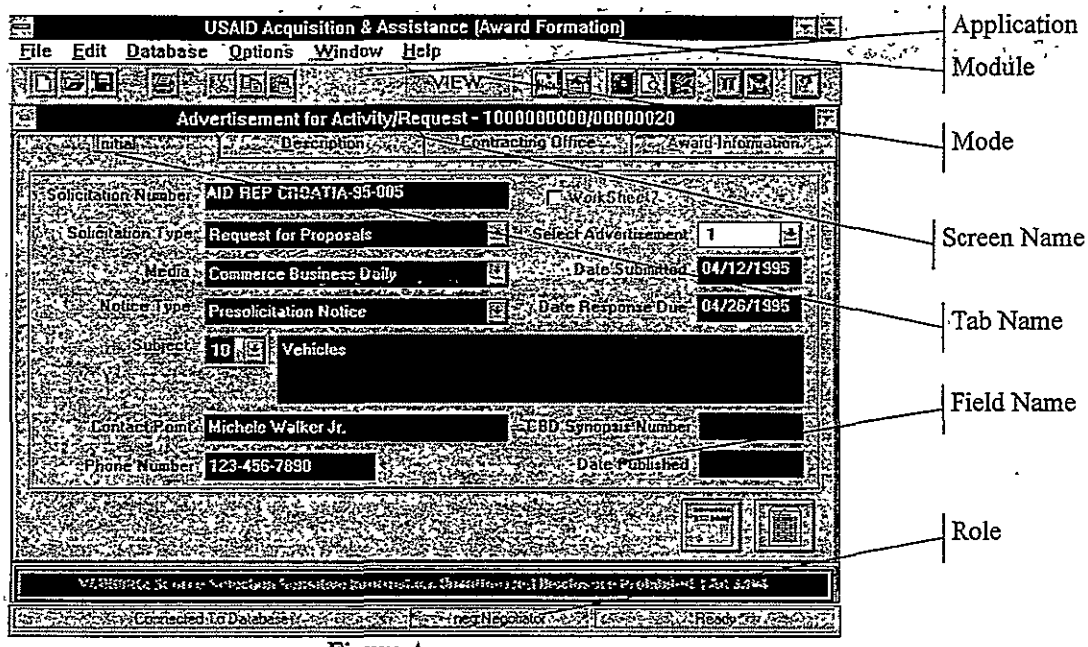


Figure A.

The figure below is a sample of the "Splash screen" that displays information on the version and date. To review this information at other times, click on Help, then click on About when the drop-down menu is presented.

Figure B.

Definitions, Incident Report Form

Incident Number: This number will be assigned by your System Administrator when the Report is logged in. The number should include information that will make it unique so that it will not conflict with Incident Reports sent in by other sites. This log should be scrupulously maintained and inquiries made if a timely response is not received.

IP Address: The IP address is the Internet Protocol address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Host Name: The host name is a synonym for the IP address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Name: The name of the user initiating the Incident Report.

Organization: Enter the organization code that will help to uniquely identify your installation.

Location: Enter the location that will help to uniquely identify your installation.

System Administrator: The name of the System Administrator. It is suggested that the System Administrator maintain a file of copies of the reports for future reference.

Version: The date and version number appearing on the Splash screen. See Figure B for an example.

Screen Name: Enter the Screen name. See Figure A for an example.

Tab/Form Name: Enter the name of the Tab or Form. See Figure A for an example.

Field Name: Enter the label or name of the field where the error occurred. See Figure A for an example.

Mode: Enter the Mode the application was in when the error occurred, such as ADD, EDIT or VIEW. See Figure A for an example.

Role: Enter the Role that you were using when the error occurred, such as Requestor, Manager, COTR, etc... See Figure A for an example.

Description of Problem: Enter as much information about the sequence of events leading up to the problem as you can. The frequency that the problem occurs, intermittently or every time, is important and should be noted.

Actual Error Messages: In some cases the application will trap and display error messages generated by Oracle, the Database Management System. There is a list of these messages and their codes on page A-10. There may be some messages that are not in the appendix that are generated by the application or by Windows itself. These messages are important to the developers and should be noted.

All of the entries may not be pertinent but they should be filled in. Use N/A when appropriate.

NMS Incident Report Form

Incident Number: _____

IP Address: _____

Date of Incident: _____

Host Name: _____

Name: _____

Organization: _____

Version: _____

Location: _____

Application: _____

Screen Name: _____

Mode: _____

Tab Name: _____

Role: _____

Field Name: _____

Description of Problem: _____

_____

_____

_____

_____

Actual Error Message: _____

_____

_____

_____

_____

Suggestions: _____

_____

_____

_____

System Administrator: _____

NMS System Administrators
Incident Log

Incident Number	Date Reported	Date Resolved	Brief Description of Problem

Acquisition and Assistance

Small Purchases Application
User's Guide

January 3, 1996
Version 2.7

United States Agency for International Development

To report errors, request clarification, or offer suggestions on this user's guide, please contact the IRM Help Desk at 703-875-1234 or via e-mail at IRM Help Desk@IRM.

Small Purchases Application

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Overview of the A&A Small Purchases Application

This USAID-wide application is a client/server system and is a module of the Acquisition and Assistance (A&A) suite of applications. The other modules of A&A are Planning, Award Formation, Award Administration, and Acquisition Support.

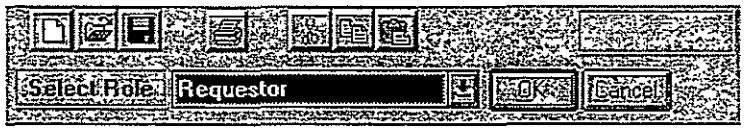
The A&A Small Purchases application provides automated solutions for the processes of making small purchases, from formulation of the request through the actual purchase. It features report-generating and electronic commerce capabilities.

Opening the A&A Small Purchases Application

You must be authorized to logon to the NMS applications in order to use the A&A Small Purchases application. For causes of logon failure, see the appendix, page xi.

When you first click on the button to enter Small Purchases, either the Role Box or the main screen will be displayed.

Role Box



This is a drop-down list box that displays the Roles* that you can perform. It is displayed when you enter the application if your User ID associates you with more than one Role. Later it can be displayed by selecting the Change Role button.

The **Select Role** box allows you to select the Role for the duties you will be performing during this session. If you have been assigned only one Role in this application, this box will not be displayed. If the Role shown is correct, click on the OK button. Otherwise, click the left mouse button on the arrow button to display the drop-down list box. Click on the Role that you will be performing. Click on OK. (With the keyboard use the arrow keys to make a selection. Press ENTER.)

Note: your Role will be displayed in a status panel at the bottom of the screen in this format: "JohnD:Contracting Officer."

* Roles are brief position titles, such as Requestor, Contracting Officer, Manager, Negotiator, Clerk. Roles are assigned in the A&A Support application.

A&A Small Purchases Application Security

The data in the A&A Small Purchases Application is protected by Oracle and the application. Access to the database is protected by the server and by user accounts on the database. A user first has to logon to the server with a valid account and password, and then logon to the NMS program group with an Oracle User ID and password.

Access to data also is restricted by Role. Most Roles have the ability to view data in the application, but modification rights vary according to task.

The Small Purchases Main Screen

When a user first enters the application, the main menu is conveniently displayed on the screen. The toolbar usually appears on the screen also, although the user can remove the toolbar if desired by de-selecting the Toolbar item on the Options Menu.

If an item has been staffed to you, an Alert Notification list appears on the screen . Otherwise, the Assignments screen appears, or, if there are no pending requests, a message states "No Pending Requests Found."

If the Alert - Notification list is displayed, note the Request ID numbers of items so that you can open them and respond to the Alert. (To open an item, use the File menu or the Open file button and open the Assignment screen.)

When the Assignments screen is displayed, highlight a request to view or to work on. Then, select a group of forms to work on: **Request, RFQ,** or **Award.**

How to Select

To select an item, click on it using the left mouse button. If you prefer to use the keyboard shortcut, press ALT + the letter that is underlined in the title of the item.

Each button will display its related form, if available. The three buttons are associated with several forms designed to look like file folders. These forms are called **tabs.**

Certain tabs and fields can only be filled in by users performing certain Roles. Your Role will be displayed in a status bar at the bottom of the screen. A field with a blue background cannot be edited by your Role at this time.

Status Bar

There are three status boxes at the bottom of the screen. The left box tells you the status of the connection to the server. The center box tells who is logged on and in what Role. The right box shows the status of the application and all processing.

How to Use Help

On-line Help is available for the application in general and for specific fields. To see the listing of main help topics, press the ALT key plus H, then C.

Help topics can include graphics and text that link to other Help topics or to more information about the current topic. The Help text is highlighted in green and underlined. Help text contained in a Graphic is invisible. When the pointer is directed to the text, it changes to a hand icon. Then you can click the left mouse button for additional information.

To choose a topic using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

F1 (HELP)

For immediate Help on a specific field, place the cursor on the field and press the F1 key. The definition of the field appears on the screen, unless the field is non-editable (on a blue background). For non-editable fields, you will see an overview of the application, which can guide you to your topic.

FINDING A SPECIFIC HELP TOPIC

At the top of the Help Contents page and on every main Help topic is a Search button. Search Press this button to search alphabetically for a specific topic.

BROWSING MAIN HELP TOPICS

At the top of the Help Contents page and on every main Help topic are Browse buttons.

Use them to move forward or backward through the major Help topics.

Toolbar

The Toolbar contains a group of buttons that display icons, or symbols, representing commands. They can be accessed quickly with a mouse. Here is a list of the icons and the box on the Toolbar menu.

New file button

Open file button

Save button

Cut button

Copy button

Paste button

Mode Box

Note button

Alert button

Query button

Search button

Report button

Help button

When a button is outlined in black, the button is active for the form that you are using. If the outline is dimmed, the button is not available at this time.
For definitions of the buttons, see Appendix, page viii.

Menus

Pull-down menus are located on the menu bar, the second line in the Small Purchases window.

File Edit Database Options Window Help

A menu can be activated by clicking on a menu title with the mouse or by pressing the ALT key plus the underlined letter in the menu name. (Note: If there is a hot key on the same screen with the same underlined letter, use the mouse to open the menu.) Select a menu option from the drop down menus by either clicking on the name of a command or by moving to that command using the up and down arrow keys, then pressing the ENTER key.

Example: Clicking on the word File *brings up the following menu.*

File

- New
- Open ▸
- Close Active Form
- Save Ctrl+S
- Delete

- Print Setup...
- Print

- Exit

For more information on the menus, see Appendix, page ix.)

Note: When a Menu Item appears in gray lettering, the topic is not active for the form that you are using. Items displayed in black are active for the form that you are using.

Tabs

Many of the forms used in Small Purchases are called tabs. A tab has a label projecting from the top and is associated with other tabs.

Each tab has fields that are filled in either by a user or by the application. Certain tabs and fields can only be filled in by persons carrying out certain roles.

To close a tab, press CTRL+ F4. Alternately, double click on the control box at the upper left corner of the form (same line as the title bar) .

The A&A Small Purchase application features the following tabs which are part of three main forms.

REQUEST FORM	RFQ FORM	AWARD FORM
Request	Initial RFQ	Select Vendor
Items	RFQ Items	Award Items
Funding Approval	RFQ Response	Other
	Summary	Approval

Small Purchases: How to Begin

Getting Started: Requestor

The requestor can create a request or modify a request that has not been approved. (See below and pages 8-18). He can view the RFQ or the award.

Getting Started: Manager

The Manager approves the funding for the request. He reviews the Request including the Accounts (from Line Items tab) and fills out the Funding Approval tab, then selects a contracting officer. The tabs are explained below – see pages 8-18.

Getting Started: Contracting Officer

The Contracting Officer reviews the approved Request and selects the Negotiator (page 8). The Contracting Officer can conduct the RFQ, obligate funds and make the Award. See pages 19-21 and 23-30.

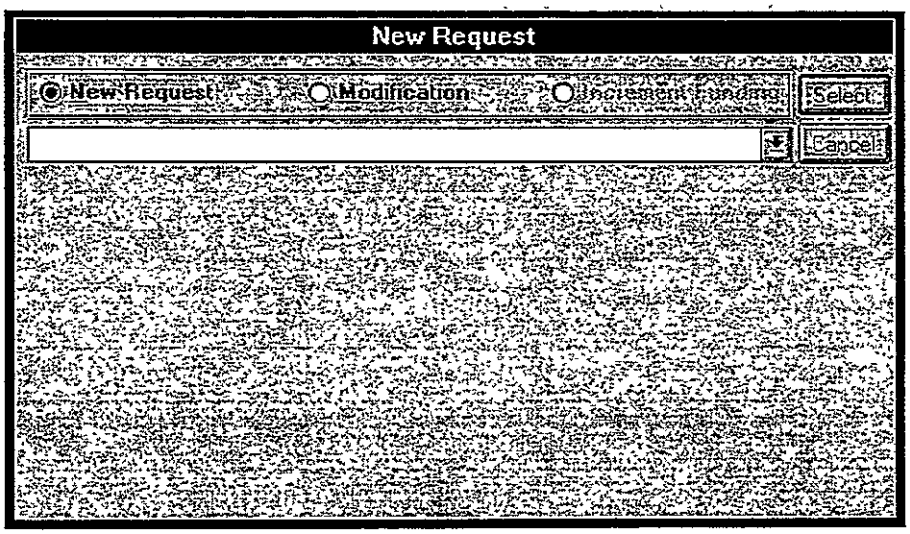
Getting Started: Negotiator

The Negotiator will review the Request. Either the Contracting Officer or the Negotiator can conduct the RFQ and add an Award record. See pages 19-21 and 23-30.

Creating a New Request

To initiate a purchase for which no request has been created, the Requestor selects File/New Request from the menu or uses the New File button on the toolbar.

The New Request form is displayed with New Request as the active option. Click on the drop-down list box to see a list of activities, or press ALT+ ↓ (down arrow key). Select an activity from the list which categorizes the request.



The application will display a blank form for creating a request. The form is described below (see page 8).

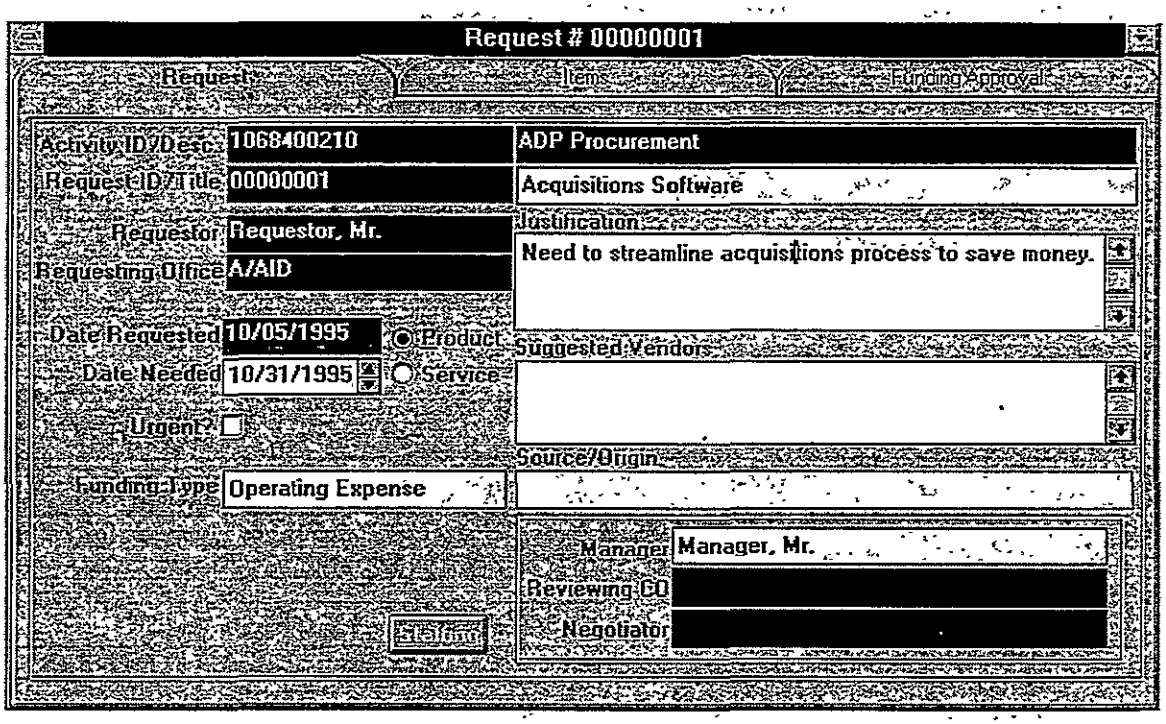
The requestor fills out the Request tab and Items tab and then saves the record. To save, click the Save button or press CTRL+ F, S.

Request form

Request tab

The Request tab provides a basic description of the request. Further specifications will be listed on the Items tab.

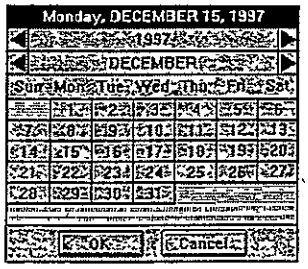
The application fills in the following information. (Note: Blue fields are not editable.)
Activity ID, Request ID, Requestor, Requesting Office, Date Requested



The requestor fills in the following fields:

Request Title A brief title for the request is entered by clicking on the text field and then typing the title.

Description The text box provides space for a brief description of the Request. Up to 52 characters can be entered in this box.



Date Needed Month, day and year the Request is needed in eight-digit format (MMDDYYYY). Insert two digits for month, two digits for day, four digits for year. Slashes are inserted automatically. (To insert a date using the calendar: double click on the date field or press the F4 key. A calendar will appear. Go to the date desired and click on OK.)

Product or Service Checkboxes The Requestor indicates here whether the request is for a product or a service. Clicking on the button with the mouse will fill it (or remove the mark if already filled). To check the button using the keyboard, press the TAB key to reach the button. Then press the space bar to insert the mark (or to remove the mark if already filled).

Urgent This is a checkbox which the Requestor marks if the Requisition is urgent. Clicking on it with the mouse will fill it (or remove the X if already filled).

Source/Origin This optional field is for the Source/Origin.

Funding Type The Funding Type is selected using the Code Lookup box (see page 9).

Justification The Justification text box should explain why the Request is needed and how Urgent it is. Up to 1000 characters can be entered in this box.

Suggested Vendor If a particular vendor is recommended as a source for the Request, it should be identified in this text box. Up to 1000 characters can be entered to fully identify the vendor.

Staffing button. Staffing opens a form for directing information to the attention of others. You need to fill in the fields Organization and Employee. For detailed instructions on How to do Staffing, see the appendix page iv.

At the bottom of the tab are fields pertaining to approval:

Date Approved (filled in when the request is approved by the manager)
By (also filled in when the request is approved)
Reviewing CO (named by manager)
Negotiator (named by contracting officer)

Note to Reviewing CO: *You will review the request after the manager approves it and selects your name Select the Negotiator using the Code Lookup box.*

How to Use the Code Lookup Box

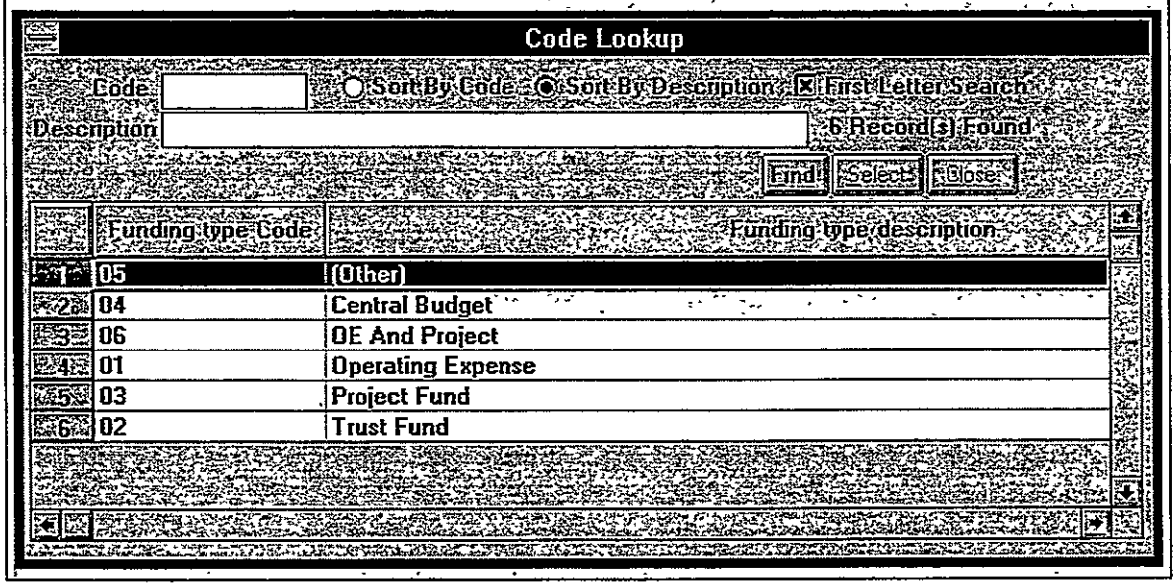
Fields with the code lookup feature are displayed with titles in blue letters or (in the case of column headings) in bold type. You can reach code lookup by double-clicking with the mouse.

Code Lookup offers two fields for finding the correct code: Code and Description.

To search for a Code, enter the first letter or two letters in the Code field and press the Find button.

To search for a description, either enter the first letters and use the First Letter Search option, or enter a key word in the description field and de-select First Letter Search. Press the Find button to bring up a list containing the text you entered.

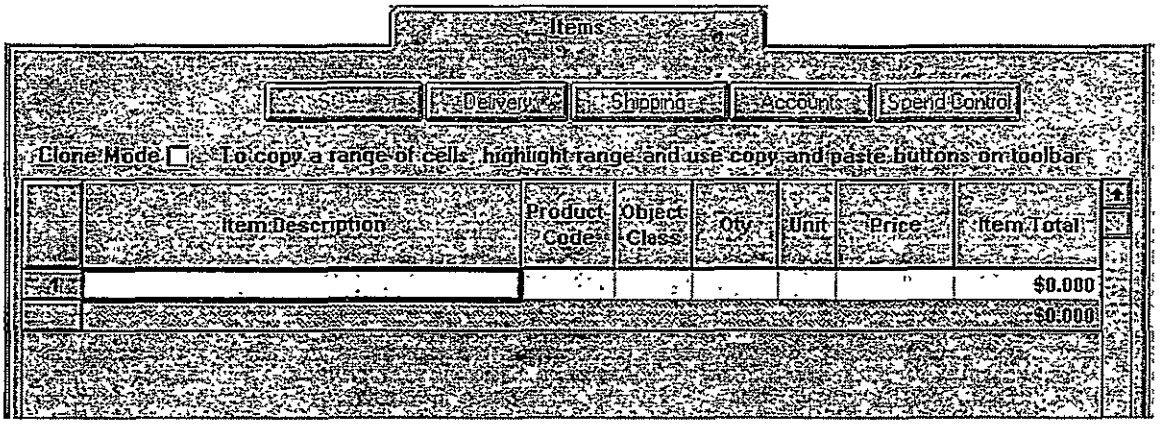
Highlight the correct code and description and press the Select button (ALT+ S). If the list is long, use the scroll bar to reveal more items.



Items tab

The Items tab provides an order form for detailing the request. The application adds up the totals for each item and presents a grand total for the entire Request on the final line.

If not all items are displayed at once, use scroll bars or arrows to see additional data. Rows are added by pressing the down arrow key.



Goods or services for this Request are described in the following columns:

Item Description This is a narrative description of the goods and/or services. It is a 250 character alpha/numeric field.

Product Code Double click on this cell to bring up a Code Lookup box from which to select the Product Code.

How to Use Code Lookup is on page 9.

Object Class Code (OCC) The Object Class Code assigns the item to a budget category from the OMB Budget Object Class Code Listing as supplemented by USAID. To edit this field, the user double-clicks to bring up a Code Lookup box from which to select the OCC.

Quantity This is a six-digit numeric field showing the quantity requested for that line item. The quantity refers to the number of units as defined in the Unit column.

Unit The unit of measure indicates how quantities of the given product or service will be measured. Double click on this cell to bring up a Code Lookup box from which to select the Unit. The list conforms to standards for electronic commerce. Metric terms are encouraged per USAID Notice A-AA/FA 10/01/91.

Price This is a six-digit numeric field that shows the price or cost per unit of a line item. It should be estimated at a level that allows for reasonable increases, for the price entered at this stage becomes the basis for the obligated amount

Item Total The application calculates this field by multiplying the Price and the Quantity. This field cannot be edited by the user. If the field is incorrect, correct the Price or the Quantity.

You can change the size of the column to show all the characters by placing the cursor on the right border of the column header, holding the left mouse button down, and dragging the mouse to the size you want. Similarly, a row can be increased to a two or more lines by using the mouse to drag down the lower border of the row in the far left header column.

New rows are added as you complete a row, or if you press the down arrow button. A row can be deleted using the Delete key. The bottom row is in yellow and displays the grand total.

Clone mode can be turned on to copy an entire line. Also, a cell or a group of cells can be copied using the the Cut, Copy and Paste tools.

To enter or view the Statement of Work, click the **SOW** button. There are also buttons for accessing the **Delivery Schedule** and for assigning items to **Accounts**. Those forms will relate to the line item that is highlighted in the grid. Shipping Information can be entered by pressing the **Shipping** button. Complete the Delivery Schedule before using the Shipping form.

Statement of Work

The SOW is an overall description of the procurement. A word processor becomes available for entering and editing the Statement of Work. Existing text can be brought in from other applications using the clipboard.

The Word Processor Menu Bar

File Edit View Layout Tools Font Window Help

This Word Processor offers many features for editing and printing documents including:

Print

1. Choose Print from the File Menu.
2. Select your print options in the Print dialog box.
3. Choose Print.

Save

1. Choose Save from the File Menu.

Search

1. Place the cursor where you want the search to begin.
2. Choose Search from the Edit Menu.
3. Type the text you want to find.
4. Select Forward or Backward.
5. Choose Search to begin the search.
6. If you want to find another occurrence of the same search text, choose Search Next from the Edit Menu.

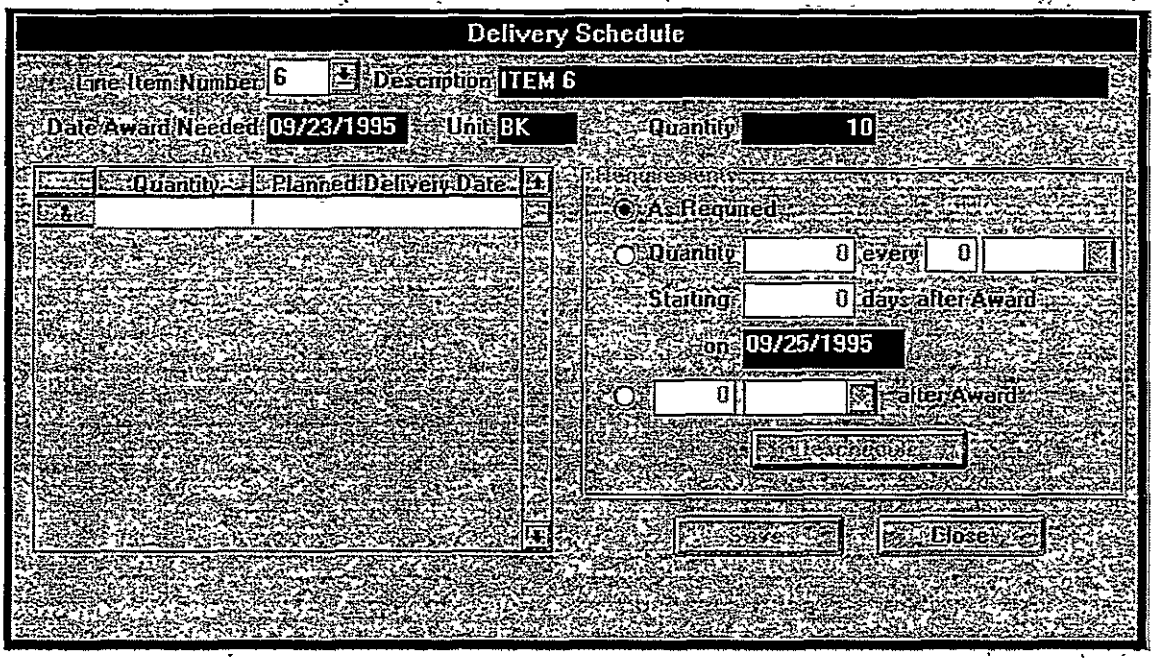
Word Processor Toolbar

Alignment Font format Line Spacing S-Scrp Tab Show Color

See also: **Text Editing Features** and **WP Menu Bar** in the appendix page ii.

Delivery Schedule

The Delivery Schedule form provides a delivery schedule for each line item. To access the Delivery Schedule form, click the Delivery button on the items tab.

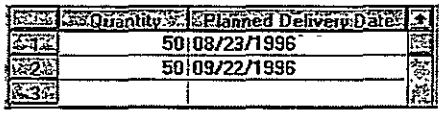


The Delivery Schedule can be created in two ways. You can enter the quantity and delivery date directly in the **Delivery Schedule grid**, or you can select one of the options under **Requirements**.

Above these options are the following fields, which are filled in by the application:
Line Item Description, Date Award Needed, Total Quantity Needed, Unit of Measure.

You can enter a Delivery Schedule for each line item. **Line Item Number** displays the number of the current line item. Click on the arrow to display a different line item.

Delivery Schedule Grid



The Delivery Schedule Grid breaks down each delivery of the line item into a quantity and date. (You may save time by filling out the Requirements box first. The second and third options under Requirements will create a grid for you, which you can edit.)

Columns on the grid are:

Quantity This is a six-digit numeric field. Enter the amount of goods and or/services to be delivered for each delivery date.

Planned Delivery Date This is the expected delivery date of the goods and/or services. It must be entered in the following format MMDDYYYY. You can key in the date, or double-click on the field to display the calendar.

Note: If you edit the Delivery Schedule Grid, use the Save button, not the Reschedule button.

Requirements Section

The Requirements Section provides three methods for arranging delivery schedules.

As Required This option is used to indicate that delivery of the good/service varies depending on when the line items are needed. This option is the default option.

Quantity Per Day/Month This option is used to indicate that the delivery schedule consists of a set quantity to be delivered at a specific time interval.

- Enter the **Quantity** (6-digit numeric) field. The size of this field is dependent on the Total Quantity field of the Line Items tab.

  Enter the number of Days or Months for the interval in the 3-digit numeric field to the right of **Every**. Use the drop-down list box to select either Days or Months.

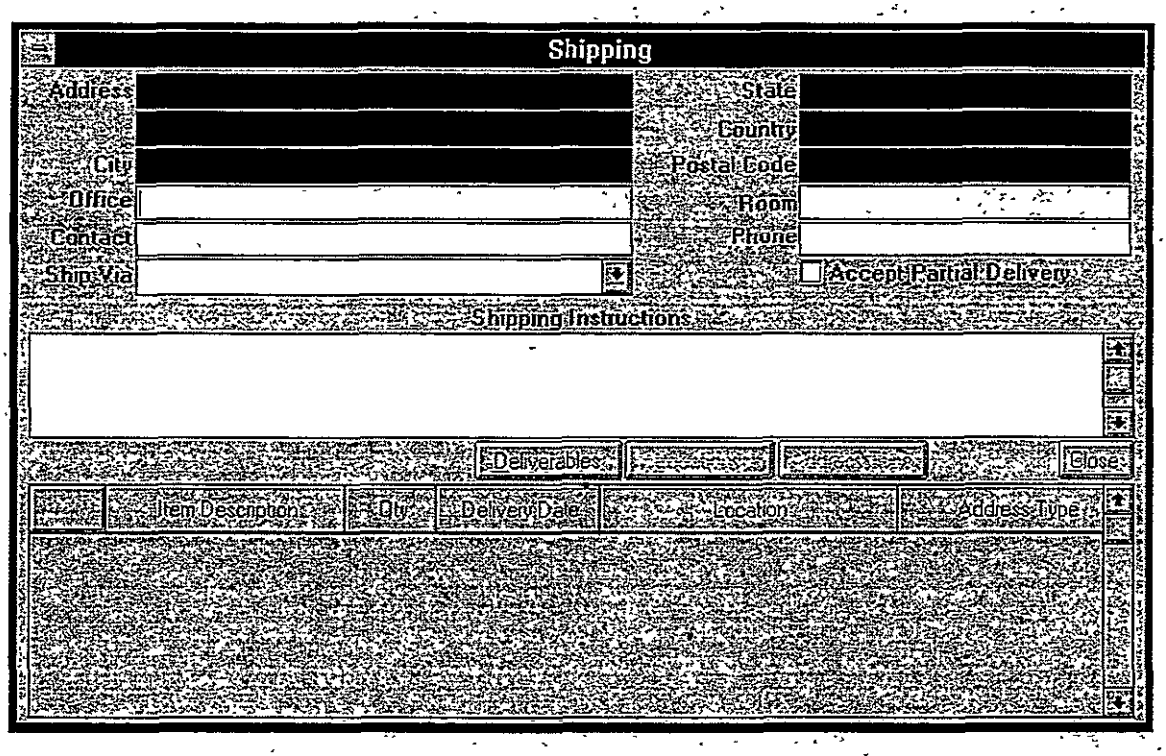
  Enter the number of days that will pass between the Award Date and the first delivery.

After Award This option is used to indicate that the entire quantity of the line item is to be delivered a specific number of days or months after the Award is made. Enter the number of days or months in the first field. It is a 3-digit numeric field. Use the drop-down list box to select either Days or Months.

Reschedule Button
This button resets the delivery schedule grid to match the option selected in the Requirements section. It is disabled for the As Required option. Do not use Reschedule if you have typed data in the Delivery Schedule Grid. (Use the Save button.)

Shipping form

The **Shipping Form** is accessed by selecting the Shipping button from the Items tab. The Shipping form is used to identify actions and locations involved in the shipment, consignment, or billing of line items having a delivery schedule. It is required on all USAID-initiated commodity purchases for delivery in order to expedite arrival accounting and, in the case of overseas deliveries, customs clearance. Before line items can be made available for shipping actions, they must have a **Delivery Schedule** established.
The blank fields in the Shipping form are filled in by the application after **Deliverables** are selected. The top of the form is synchronized with the bottom portion of the screen so that as you move up and down the spreadsheet, the fields at the top display information related to the specific shipping item. Each line in the spreadsheet at the bottom of the Shipping form indicates a unique shipment.



Buttons are used to build the Shipping form. If it is in Edit mode, you are authorized to fill out the form. (**Note:** If you cannot access the form because there are *no delivery items found*, fill out the **Delivery Schedule.**)

Deliverables | Locations | Address Type

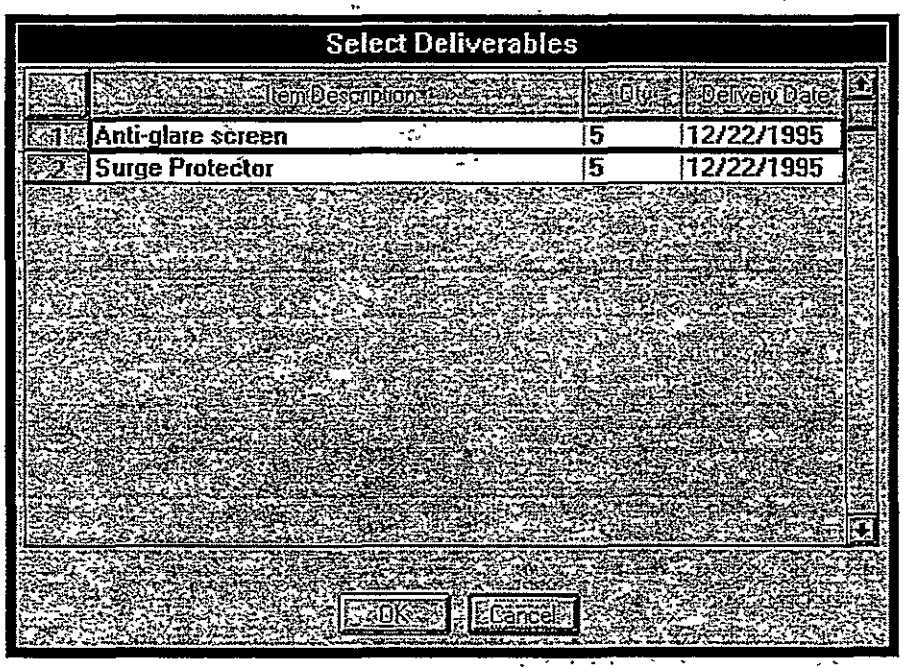
How to Do Shipping

1. Click on Deliverables button or press ALT+ D.
2. Select the **Deliverables** and click on the OK button. (For illustration of Deliverables form, see page 15.) You can select a Delivery Item more than once if Bill To and Ship To, etc., will be directed to different addresses.
3. On the spreadsheet at the bottom of the Shipping form, place the cursor on one of the items. If the location will be the same for several items, highlight them at the same time (pressing CTRL key as described on page 15). Click on Locations button.
4. Select the **Location** and click on the OK button. (For illustration of Location form, see page 15.)
5. Highlight the items and click on Address Type button.

6. Select the **Address Type** and click on the OK button. (For illustration of Address Type form, see page 16.)
7. Complete the fields in the top portion of the Shipping form for each item on the spreadsheet. Some will be filled according to Locations data. If they are on a white background, they can be edited:
   Office and **Contact:** Type in additional information, if needed, to identify the office or contact person.
   Ship Via Select the shipping method using a drop-down list box.
   Room and **Phone** Type in any additional information.
   Accept Partial Delivery Fill in the checkbox to indicate that partial delivery can be accepted.
   Shipping Instructions This is a text box for entering any special instructions regarding shipping. To reveal additional text, use the scroll bar or press the Page Down key.
8. Save the Shipping form by clicking on the Save button and close the form.

Select Deliverables form

The Select Deliverables form is displayed when the Deliverables button is pressed. Each row on the Select Deliverables form describes one delivery of a single line item.



To select a single delivery for assignment to the Shipping form, click on the row containing the Delivery to assign, then click the OK button. (Alternate methods: double-click on the row containing the Delivery to assign or; use the UP/DOWN ARROW keys to move to the Delivery to assign and press the ENTER key.)

To select two or more deliveries for assignment to the Shipping form, use the Shift key or Control key as described to the right.
When the OK button is clicked, the deliveries that you selected will be added to the list of shipments shown on the bottom portion of the Shipping form. If necessary, use the scroll bar on the right-hand side of the Shipping list to move the other rows into view.

How to Select Multiple Items

To select multiple items at the same time, either:
1. Click the first item you want to select, press and hold down the SHIFT key while you click the last item to select. Then, click the OK button or press ALT+O. This selects two or more items in sequence. OR
2. Press and hold down the CTRL key while you click each item you want to select. Click the OK button or press ALT+O. This selects two or more items out of sequence.

Select Location form

The **Select Location form** allows you to specify the location for a delivery or a group of deliveries.

Select Location

	Location/Addressee	City	State	
6	FINANCIAL MANAGEMENT	WASHINGTON	DC	
7	FINANCIAL MANGAGEMENT	WASHINGTON	DC	M/FM/CMP
8	ManagementTechnology	Arlington	VA	MANTECH
9	Mantech	Fairfax	VA	Corporate Head
10	Microsoft	Redmond	SD	Executive Offic
11	PRC	Arlington	VA	ISP Developme
12	TrueLock Bolt Company	Herndon	VA	
13	USAID	Belgium	FL	Operations
14	USAID/ Controller's Office	Guatemala	GU	
15	USAID/Guatemala			Executive Offic
16	USAID/WAREHOUSE	DISTRICT HEIGHTS	MD	M/AS/PMD
17	Warthog Industries	Raleigh	NC	Shipping & Rec

OK Cancel

To select a Location, click on the row containing the Location to assign then click the OK button. (Alternate methods: double-click on the row containing the Location to assign or; use the UP/DOWN ARROW KEYS to move to the Location to assign, then press the ENTER KEY.)

You can select a different location for Shipping and Billing. After selecting the Deliverable, Location and Address Type, repeat the process with different selections.

Select Address Type

The **Select Address Type** form is used to indicate an action such as Ship To or Bill To. It can be used several times for each deliverable.

Select Address Type

Address Type
Ship To
Bill To
Consign To
Mark For
Receive Status
Receive Billing

OK Cancel

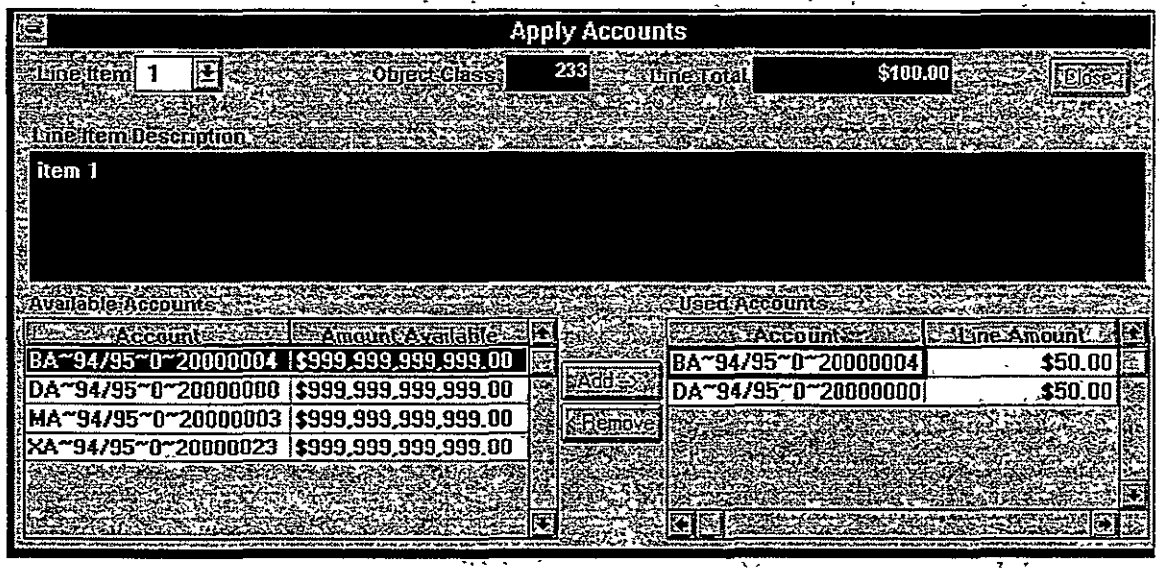
To select an Address Type for assignment to the Shipping form, click on the row containing the Address Type to assign, then click the OK button. (Alternate methods: double-click on the row containing the Address Type to assign or; use the UP/DOWN ARROW keys to move to the Address Type to assign, then press the ENTER key.)

To save information on the Shipping form, click the Save button or select Save from the File Menu (ALT+ F, S).

Accounts

The Accounts screen links the line items to Funding Accounts. The Requestor and Manager roles can allot funds from the Funding Control Accounts for each line item.

To access this screen from the Request Items tab, click on the **Accounts** button.



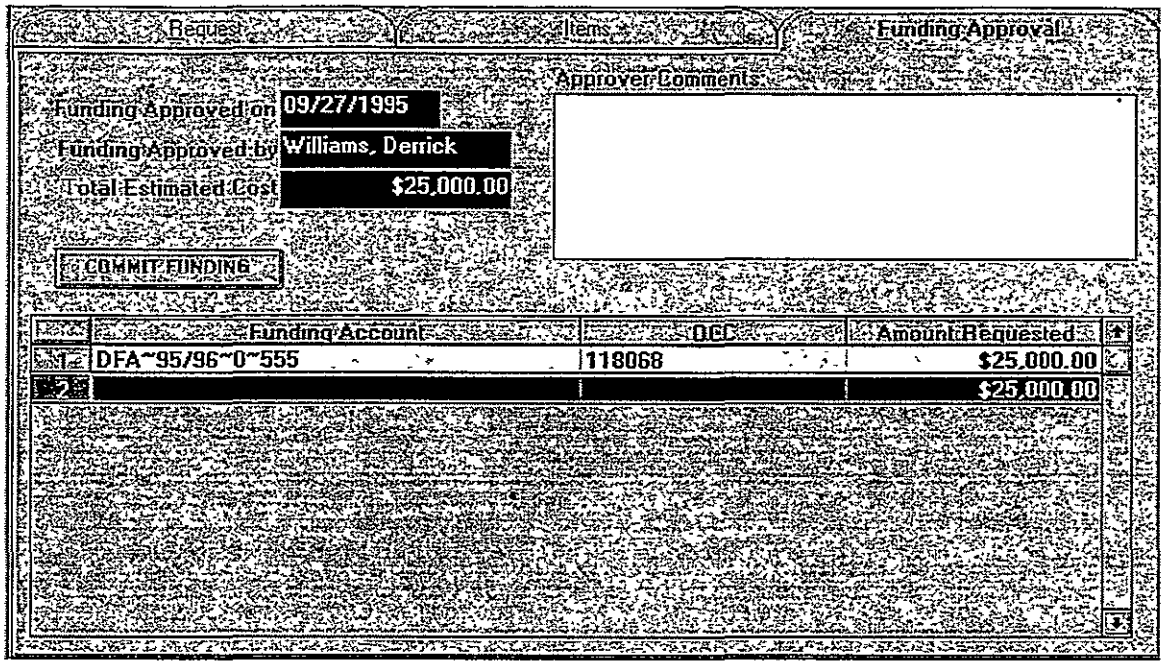
How to assign accounts:

1. For the first line item, click on the applicable account in the Available Accounts section and click the **Add** button. The account number will be displayed in the Used Accounts section. Enter in the amount to be charged to that account for that line item. Multiple accounts can be used to fund a line item.
2. Click on the box at the top labeled Line Item. Select the next line item number and return to the Available Accounts section to repeat the process described above. Continue until all line items have been assigned to accounts.

Funding Approval tab

The Funding Approval tab is used to specify and approve the amount to be funded.

The manager fills in the **Approver Comments** and checks the other information. He approves the funding by clicking the **Commit Funding** button.



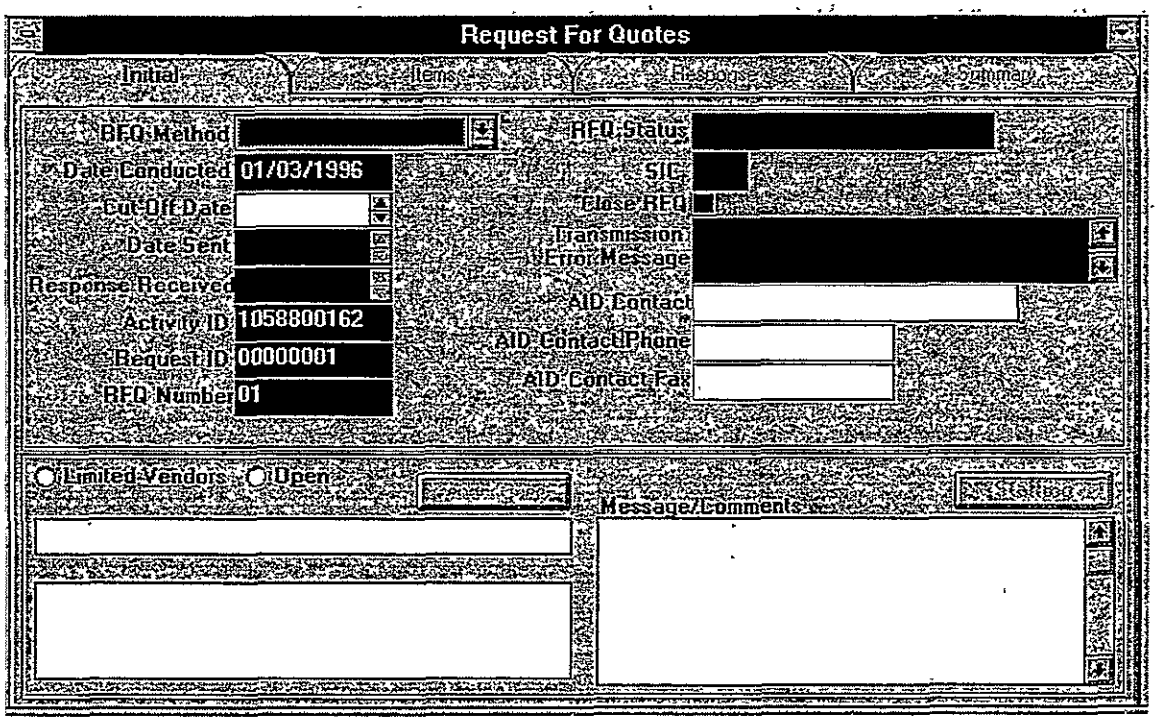
When the manager clicks the Commit Funding button, a box appears. The password is required to commit funds. It will not be revealed as it is typed.

The application fills in the following fields on the Funding Approval tab (upper left): **Funding Approved On, Funding Approved by** and **Total Estimated Cost**. The manager returns to the Request tab to assign a contracting officer.

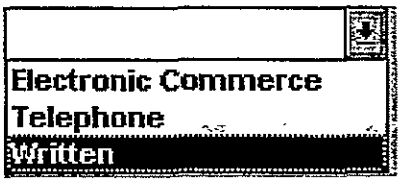
Note: If the Commit Funding button is not available, return to the Items tab and complete the accounts for each line item.

Initial RFQ tab

The Initial RFQ tab facilitates and records the Request for Quotes process.



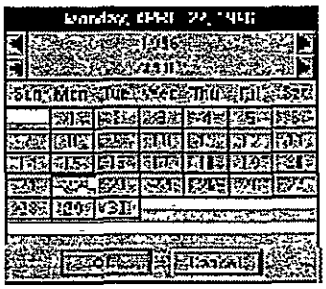
Some of the fields will vary according to the RFQ method. Fields and buttons are:



RFQ Method The RFQ Method is selected using the drop-down list box. This selection will influence the rest of the form.

Date Conducted Month, day and year the RFQ was conducted in eight-digit format (MMDDYYYY). The application will insert today's date.

Cut-Off Date Use standard eight-digit date format: insert two digits for month, two digits for day, four digits for year. Slashes are inserted automatically. (To insert a date using the calendar, double click on the date field or press the F4 key. A calendar will appear. Go to the date desired and click on OK.)



Date Sent and **Response Received** These fields are enabled after a vendor has been selected.

ID Numbers These numbers are retrieved from the database. They are displayed in blue to indicate that it cannot be edited by the user.

RFQ Status The status is displayed by the application.

SIC Code The Standard Industrial Classification Code is a four-digit code which is used to classify the products and/or services being acquired. If the RFQ Method is Electronic Commerce, you need to fill out this field. Double-click and use the Code Lookup box (described on page 9).

Close RFQ This box is enabled after a vendor has been selected. Filling this box will close the RFQ. Do not click this box until you are certain that all RFQ tabs are final.

Transmission Error Message This message appears only if electronic commerce is the RFQ method and if there is an error in transmission.

AID Contact Name of person at USAID to whom the order is being sent.

AID Contact Phone Telephone number of AID Contact Person.

AID Contact Fax Number for transmitting a document to AID contact via facsimile machine.

Limited Vendors and **Open** These are checkboxes to show whether the RFQ is open to all vendors or to a few. Click on a checkbox with the mouse to fill it. To check the box using the keyboard, press the TAB key to reach the Limited Vendor box. The box will be filled. If you want to select Open, press the right arrow key. (Note: Open RFQ is not an available option if the RFQ method is limited, i.e., telephone or written method.)

Name to Query If the RFQ is sent to limited vendors, they will be specified on this tab. To insert their names, the negotiator or contracting officer fills this field as follows: Enter the first letters of a vendor name. Press the **Vendor Query** button. The Small Purchase application will search the database for vendor names beginning with those letters. Select the vendor and close the list. The name will be inserted in the text box.

Message/Comments This is a text field for additional comments.

Staffing button Staffing allows the user to make an item available to others. For instructions on How to do Staffing, see the appendix page iv.

EDI buttons These buttons are displayed after *Electronic Commerce* is selected as the **RFQ Method:**

EDI Data button Press this button to display Electronic Data Interface screens.

Transmit RFQ button If Electronic Commerce is the RFQ Method, this button is displayed. Click it to change the status of the RFQ to *Ready to Transmit.*

Cancel RFQ button If Electronic Commerce is the RFQ Method, this button is displayed. To cancel the RFQ, click this button.

EDI Transaction Data

This form is reached by pressing the EDI Data button. It is needed when the RFQ is conducted by electronic commerce.

Fields appear on the screen with blue titles, red titles, or buttons. A field with a blue title has a list from which to make a selection – double click to see the list. A field with a red title is an alphanumeric text field – use the keyboard to enter text. A button, when clicked, displays a short form which will help you provide the needed information.

The EDI screen that you reach from the Line Items tab is different from the screen that you reach from the Initial RFQ tab.

Full documentation on Electronic Data Interchange is available from the following publications:

Electronic Data Interchange ASC X12 Standards, copyrighted by Data Interchange Standards Association, Alexandria, VA.

Federal Implementation Guideline for Electronic Data Interchange, ASC X12, Transactions Sets 840, 843 and 850.

USAID Data Elements Transaction Sets 840, 843 and 850.

RFQ Line Items tab

This tab lists items and price information for the RFQ. Column headings are displayed in regular type or in bold type. A field with a bold title has a list from which to make a selection – double click to see the list. A field with a non-bold title is an alphanumeric text field – use the keyboard to enter text.

The application will display the line items table with the following fields copied from the Request. For details on entering data, see Request Line Items, page 10.

Item Description This is a narrative description of the goods and/or services.

Product Code Double click on this cell to select the Product Code.

How to Use Code Lookup is on page 9.

Object Code The Object Class Code assigns the item to a budget category from the OMB Budget Object Class Code Listing as supplemented by USAID. To edit this field, the user double-clicks to bring up a code lookup box from which to select the OCC.

Quantity This is a six-digit numeric field showing the quantity requested for that line item.

Unit The unit of measure indicates how quantities of the given product or service will be measured. It conforms to standards for electronic commerce. Double-click to select.

Unit Price This is a six-digit numeric field that shows the price or cost per unit of a line item. This field can be edited during negotiations.

Item Total The application calculates this field by multiplying the Price and the Quantity. This field cannot be edited by the user. If the field is incorrect, correct the Price or the Quantity.

EDI Item Data button This button is available only when Electronic Commerce is the RFQ Method. Click it to enter Line Item data for electronic commerce.

SOW button Click this button to enter or view the Statement of Work. For instructions on editing the SOW, see page 11.

Note: If right-hand columns are not visible, scroll right using the scroll bar. Alternately, decrease column widths by placing the cursor on the right border of a column header, holding the left mouse button down, and dragging the mouse to the left.

RFQ Response Items tab

This tab is for RFQ Response. It can display a line item table for every vendor who has responded to the RFQ.

If the vendor responds electronically, the vendor's data will be displayed as transmitted. Otherwise, the contracting officer or negotiator will specify the **Vendor** and enter data in the following fields:

Vendor Comments This is a 1000-character field for comments.

Date Responded This is a date field using the standard date format: MMDDYYYY.

Quote No. If the vendor uses a quote number, it is entered in this field.

Telephone No. and **Fax No.** The numbers are inserted from the database but can be edited.

Actual Contact This is the name of the vendor's contact person for this purchase.

Unit Price The price is edited by typing over the estimated price which was entered on the Items tab.

Met Delivery Requirements The contracting officer or negotiator checks this box if Delivery Requirements are met by this quote.

Note: The Delivery Requirements check box must be filled manually even if the other data is filled electronically.

Summary tab

The Summary tab becomes available after the Response Items tab is saved to the database. It summarizes the Vendors' responses on the following table.

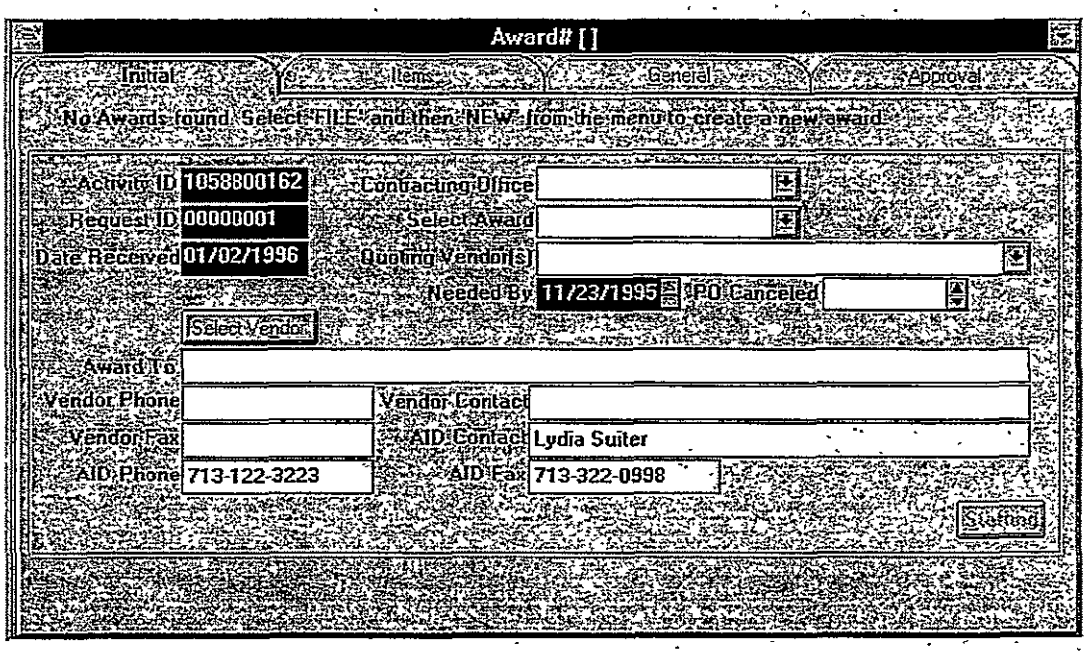
Summary

	Vendor	Total Price	Meets Delivery Requirements
1	BRIGHT ASSOCIATES, INC	$218.250	N
2	BANKS ASSOCIATES	$224.550	N
3			N
4			

Note: To generate a printed report, click on the Report button.

Initial tab - Award

This is the initial tab of the Award form. To record a new award, click on the new file button , or select File/New from the menu.



The Contracting Officer fills out applicable fields.

Contracting Office Click on the down arrow to select the office from the drop-down list.

Select Award This field is blank if no award has been created previously. If an award exists, its number can be selected using the drop-down list. Furthermore, if an award (or more) exists, this Initial tab will vary slightly from the above illustration.

Quoting Vendor The vendor is named here for this award. To select the vendor, use the drop-down list box. It will display the vendors who participated in the RFQ process. If none of the RFQ vendors are selected, fill out the field below entitled **Award To.**

PO Canceled Ignore this field unless the PO is being canceled. If it is, use the standard date format: MMDDYYYY. (To access a calendar, double-click on the date field. Highlight the date desired and click on OK.)

Award to and **Select Vendor button** The button is used in conjunction with the **Award to** field. After entering the first letters of the Vendor's name, click the Select Vendor button. The application will search the database for company names beginning with that combination of letters.

Vendor Phone and **Vendor Fax.** These fields can be edited to update the Vendor's telephone number and fax machine number. Changes made here will relate to this record only. If changes are permanent, they should be made in the A&A Support application.

Vendor Contact This field can be edited to name of the contact person for this particular award. If changes are permanent, they should be made in the A&A Support application.

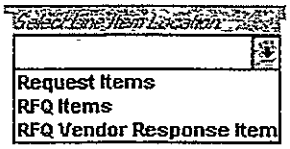
AID Contact Name of person at USAID to whom the order is being sent.

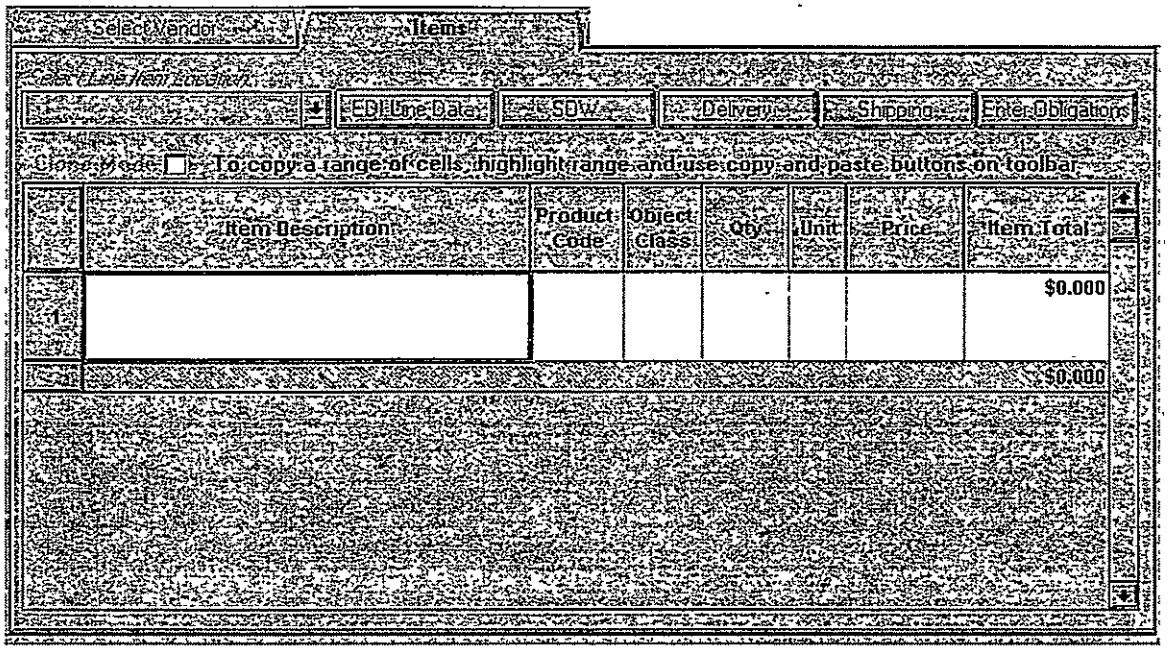
AID Phone and **AID Fax** Telephone number and fax number of AID Contact Person.

There is also a button labeled **Staffing**, explained on page iv (appendix).

Items tab - Award

The Items tab on the Award form is similar to the Request Items tab and the RFQ Items tab. You can copy line items from the original request or from the RFQ. Specify the source using **Select Line Items Location**. This box will disappear from the screen after it is used.





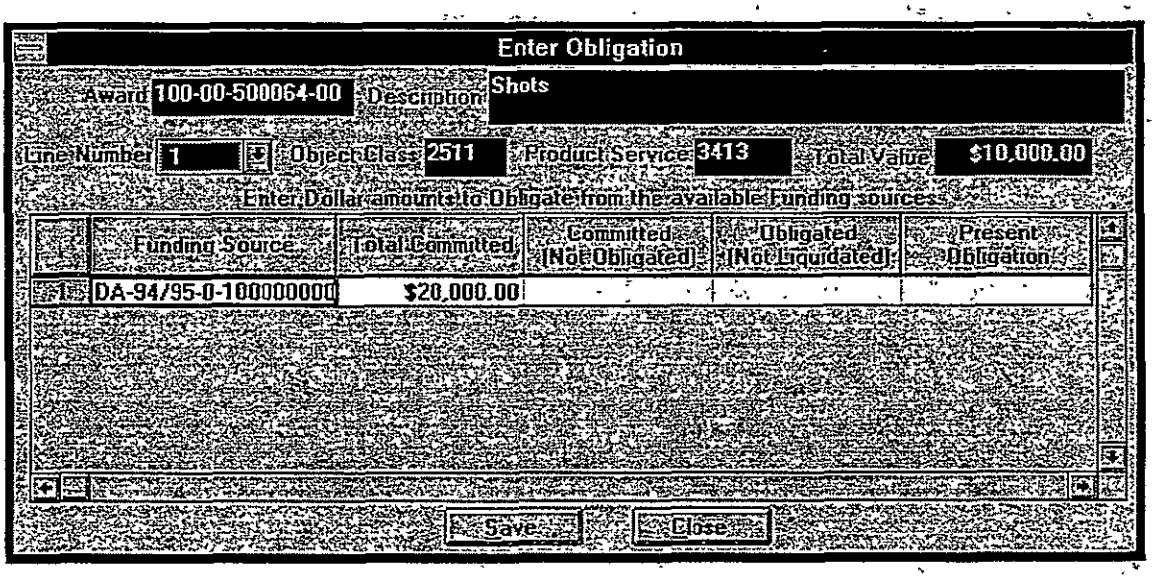
If not all items are displayed at once, use scroll bars or arrows to see additional data.

For definitions of columns, see RFQ Items on page 21.

There are buttons: **EDI Line Data, SOW, Delivery, Shipping,** and **Enter Obligations. Enter Obligations** is described below. The other buttons are described above – see pages 11 and 12.

Enter Obligation form

On this form, funding can be entered by line item. Select the line item in the **Line Number** field. Fill in the **Present Obligation.** Enter the dollar amount that you wish to obligate for each line item selected and then press the Save button.



Other columns are:

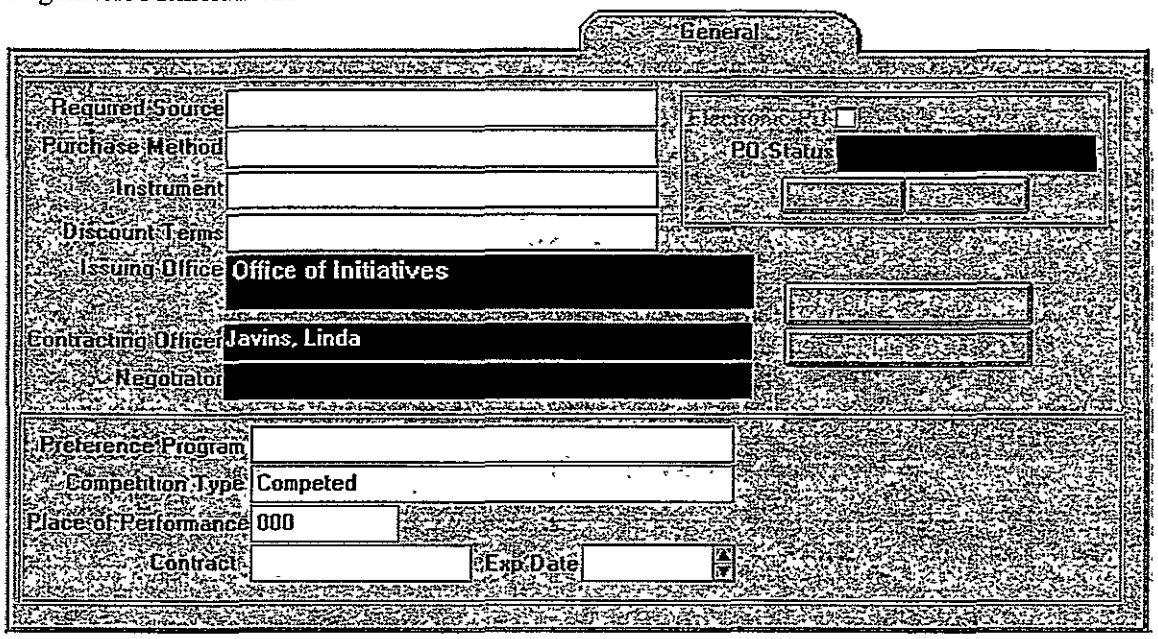
Funding Source This column lists the Funding Accounts for which funds have been committed for the selected line item.

Total Committed This column shows the total amount committed per Account.

Committed (Not Obligated) This column will display the difference between the original commitment and the subsequent obligation after funds have been obligated for this Award.

General tab

This tab records purchasing information for the award. Further documentation is recorded on the Negotiators Memorandum.



The Contracting Officer fills in these fields:

Required Source Double-click to bring up a list of sources and select from the Code Lookup box.

Purchase Method Double-click to bring up a list of purchase methods.

Instrument Double-click in the field to bring up a list for selecting the appropriate type of procurement instrument.

Discount Terms Double-click to bring up a list of discount terms.

Preference Program Double-click in this field to bring up a list for specifying the preference program.

Competition Type Double-click on this field to select the competition status.

Place of Performance Double-click in this field to select the country or geographical area.

Contract Type the Contract number in this field.

Exp Date Type the Expiration Date in MM/DD/YYYY format. Or, double-click to display a calendar.

Electronic PO Click on this box to place or remove an "X." Also, certain buttons are available only if Electronic PO is applicable: **Transmit, Cancel, EDI Base Data,** and **EDI Line Data.**

Negotiators Memorandum button is displayed only after the tab is saved. Click on it to view its associated tabs.

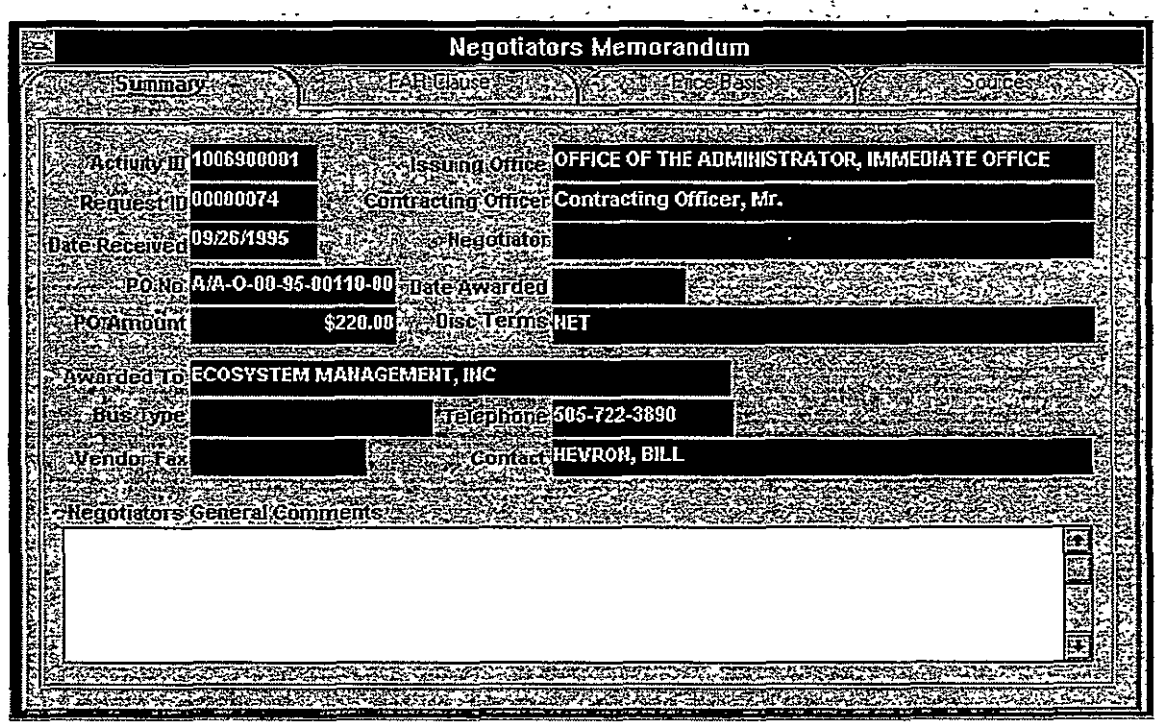
How to fill a field with a blue-letter label: Double-click on the field to bring up the Code Lookup box. Highlight your selection or use the Find feature. See page 9 for details.

Negotiators Memorandum tabs

These tabs summarize the negotiations and the history of the order. They form an important part of the official record.

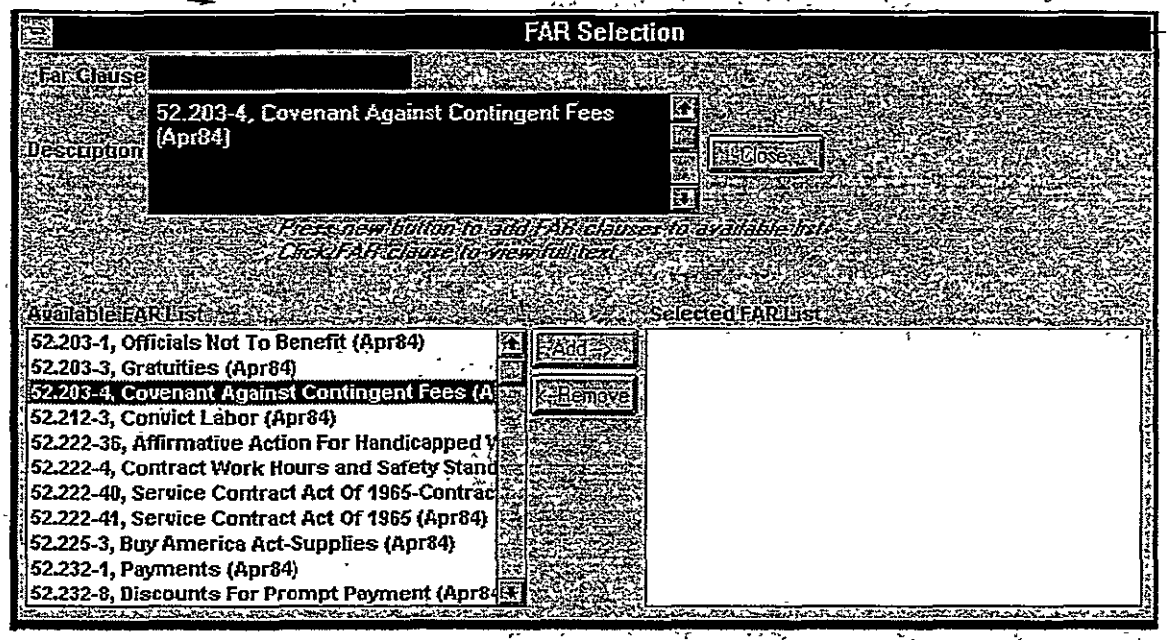
Summary tab

This tab is filled automatically from the database records, except for the textbox for **Negotiator's General Comments**. This textbox has a scroll bar which can be used to reveal additional text.



FAR Clause tab

This tab maintains a list of Federal Acquisition Regulations pertaining to the award. The tab first appears with a button labeled **Amend**. Pressing that button adds a list to the screen as shown below.



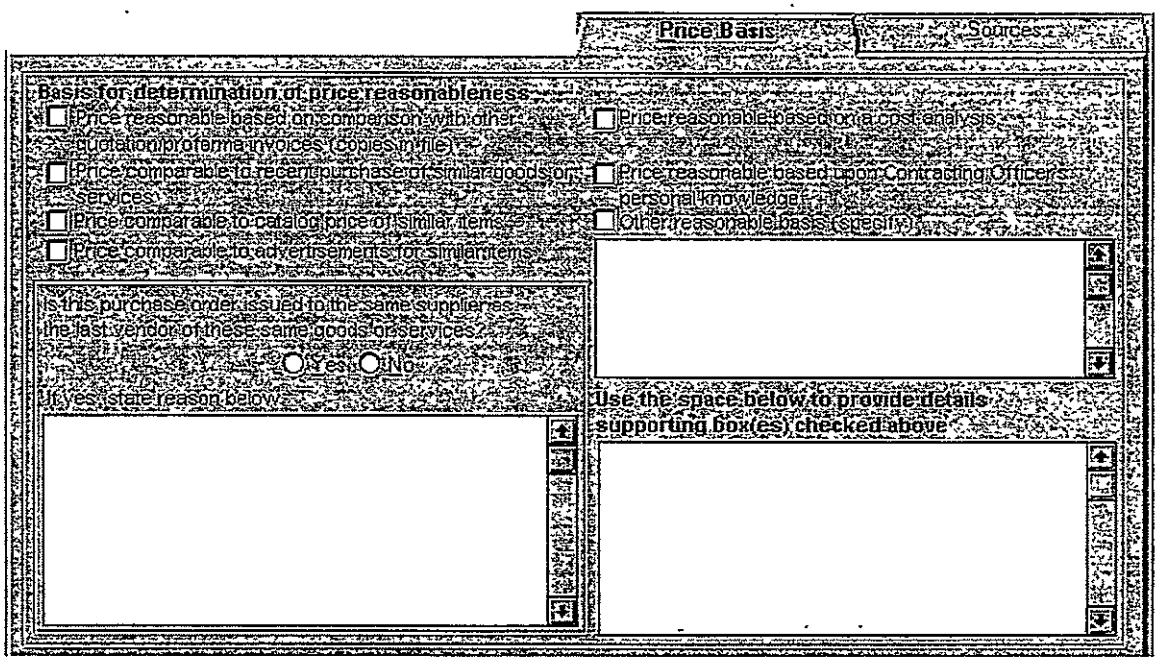
Available FAR List This is a list of numbers and titles of Federal Acquisition Regulations. To move a title to the list for this award, highlight your choice and press the Add button (ALT+ A).

Selected FAR List This list is built by selecting reference numbers and titles from the list of available Federal Acquisition Regulations. To remove a clause from this list, select it and press the Remove button.

To add FAR clauses to the available list, press the New button. Type in the number and description and press the Save button.

Price Basis tab

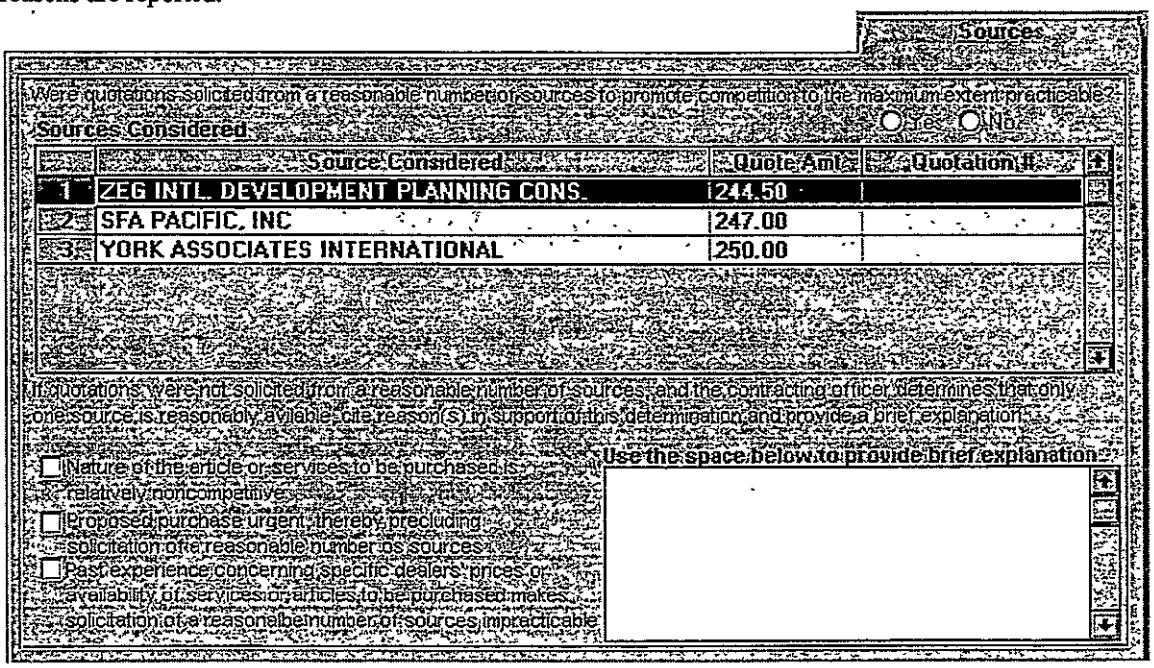
This tab records the basis for determining that prices were reasonable.



To fill a checkbox, click on it with the mouse, or, tab to it and press the space bar. The textboxes are available for typing in details. Each textbox has a scroll bar which can be used to reveal additional text.

Sources tab

This tab records the number of sources considered. If fewer than the usual number were solicited, the reasons are reported.



The Small Purchases application fills in the grid. The contracting officer or negotiator fills in any applicable checkboxes.

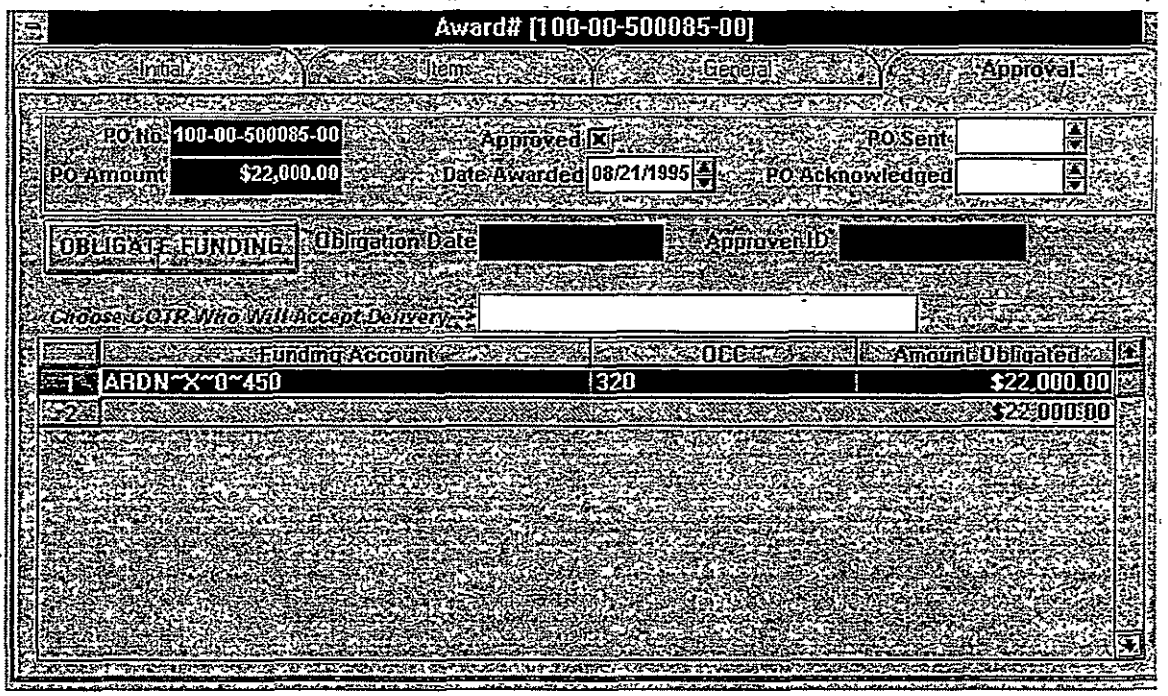
To fill a checkbox: click on it with the mouse, or, tab to it and press the space bar. A textbox is available for typing in an explanation. The textbox has a scroll bar which can be used to reveal additional text.

After completing the Negotiator's Memorandum tabs, close them (CTRL+ F4) to return to the Award tabs. From there, you can generate a printed report by clicking on the Report button.

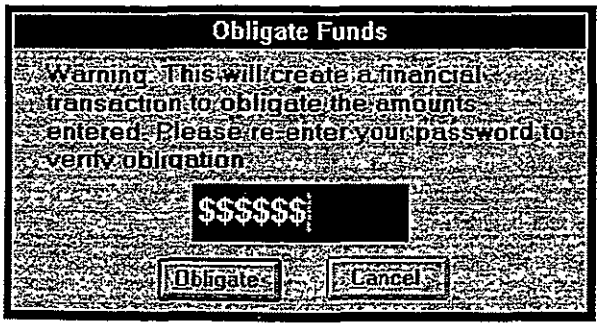
Approval tab

The Approval tab records the obligation of funds for the award. Only the Contracting Officer is authorized to obligate funds.

Before approving funds, you must Enter Obligations – see page 25.



The contracting officer names the **COTR who will accept delivery** and approves Funding by filling the **Approved** checkbox, entering the **Amount Obligated** and using the **Obligate Funding button.** Re-entering the password is required to complete the process.



The **Funding Grid** at the bottom of the tab displays all of the accounts and the amounts allocated for this Award. The accounts are listed by Account Number and Object Class Code (OCC). An account may be listed more than once, if it is linked to multiple Object Class codes.

The mandatory fields are:

Approved Click on this checkbox to fill it.
Amount Obligated Fill in this field in the grid with the amount obligated for each funding account.
COTR who will accept delivery Double click on this field to bring up a Code Lookup box from which to select the COTR.

There are also date fields to fill out for the date the Purchase Order is sent and the date it is acknowledged. The application fills out the **Date Approved** but it can be changed.

See also, **Entering Obligation by Line Item.**

The application will fill in the **Approver ID** and the **Obligation Date.** This completes the Award form.

You can generate a printed report. Click on the Report button and select from the list. For more information, see the Appendix, page vii.

Awards to More than One Vendor

If an award is split among several vendors, both the Award Line Items tab and the Approval tab will differ. Revise the line items for the first award to be made and enter the obligations. The Approval tab will reflect the changes.

After saving the award, click the New button . You will then be able to create another Award record with different line items.

APPENDIX

Mouse and Keyboard

The A&A Small Purchases Application supports the use of a mouse (or other pointing device) as well as the standard keyboard. A mouse is not required for most A&A Small Purchases Application features. A mouse is commonly used to click on buttons and icons, and to activate the pull-down menu bar. If a mouse is not available, the following keys can be used instead.

TAB key	: Moves among fields and buttons in a window.
SHIFT+TAB key combo	: Pressing the SHIFT key and the TAB key simultaneously will move backwards to previous field or button.
Up and Down Arrow keys	: Moves through a list of choices (i.e. through the menu options in a pull-down menu).
ENTER key	: Selects a button, a menu, or a menu option.
ALT key	: Moves between menu bar and current window, or, if there is a hot key (underlined letter), moves to that item.
ALT+Down Arrow keys	: Displays list of valid choices for a field, when available.

How to Select from a Drop-down List Box:

Click the left mouse button on the down arrow button to see the list, scroll down if you need to see more. Click on your selection.

Using the keyboard, hold down ALT + down arrow key to see the list. Use up and down arrows to select. Press ENTER.

Using Keyboard Shortcuts

Ctrl+ S	Save	
Ctrl+ X	Cut	(Remove text to clipboard)
Ctrl+ C	Copy	(Copy text into clipboard)
Ctrl+ V	Paste	(Paste text from clipboard)
Ctrl+ Q	Query	(Access Query application)
Ctrl+ E	Search	(Initiate Search)
Ctrl+ P	Print	
Ctrl+ A	Attach Note	(Create, edit or view note)
Ctrl+ B	Toolbar	(On and Off)
Ctrl+ F4	Close form	
Ctrl+ F6	Window	(Move to another screen)
F10	Menu	(Access Menu bar)

<u>Date fields</u>

F3	Current date
F4	Calendar

How to Use the Code Lookup Box

Fields with the code lookup feature are displayed with blue lettering. You can reach code lookup by double-clicking with the mouse.

Code Lookup offers two fields for finding the correct code: Code and Description.

To search for a Code, enter the first letter or two letters in the Code field and press the Find button.

To search for a description, either enter the first letters and use the First Letter Search option, or enter a key word in the description field and de-select First Letter Search. Press the Find button to bring up a list containing the text you entered.

Highlight the correct code and description and press the Select button (ALT+ S). If the list is long, use the scroll bar to reveal more items.

Text Editing Features

The A&A Small Purchases Application includes a word processor feature for text editing on the SOW forms. The cut, copy, delete functions act on text that has been highlighted.

If you are authorized to enter or revise a document, it will appear on a white background. To enter text, type it in using the keyboard or copy it in from the Windows clipboard as described below. To edit, place the cursor at the point where you will be making a change. Type in any new text. Delete unwanted text using the Delete key.

To Save the document, select Save from the File Menu (ALT+F, S).

Word Processor - Menu Bar

File Edit View Layout Tools Font Help

Text may be highlighted using the mouse by positioning the cursor at the beginning of the text to be highlighted, clicking the left mouse button on the button, and dragging to the end of the selection. To highlight text using the keyboard, position the cursor at the beginning of the text and hold down the SHIFT key. Move to the end of the selection using the up, down, right and left arrow keys and release the SHIFT key.

To cut or copy text, either use the cut and copy buttons on the toolbar or select the appropriate menu options from the **Edit** pull-down menu. To delete text, press the DELETE key.

Since the A&A Small Purchases Application is Windows compatible, text that is cut or copied is sent to the **Windows clipboard**. That text can be copied back into the A&A Small Purchases Application using the Paste button or menu option. Text can also be cut from other Windows compatible applications and copied into the A&A Small Purchases Application from the clipboard. For example, to import text from any Windows-based word processor, minimize the A&A Small Purchases Application main window by using the down arrow on the upper right-hand corner of the window. Hold down ALT and TAB to see the Word Processing icon. Double click on the WP button and open the document containing the text to be imported. Highlight the text and copy it to the Windows clipboard. Exit Word Processing; press ALT+TAB to find the A&A Small Purchases Application icon. Double click on it to restore the Small Purchases Application. Position the cursor at the location to import the text; then use the Paste button or menu option. Text may be exported from the Small Purchases Application in a similar manner.

To export numbers from the Line Items spreadsheet, the copy feature may be used. Highlight the cells to export and use the Copy button or menu item. Minimize the A&A Small Purchases Application window and enter any Windows-based spreadsheet. Select the Paste option. All of the numbers from the highlighted cells will be entered into the spreadsheet.

Word Processor Toolbar

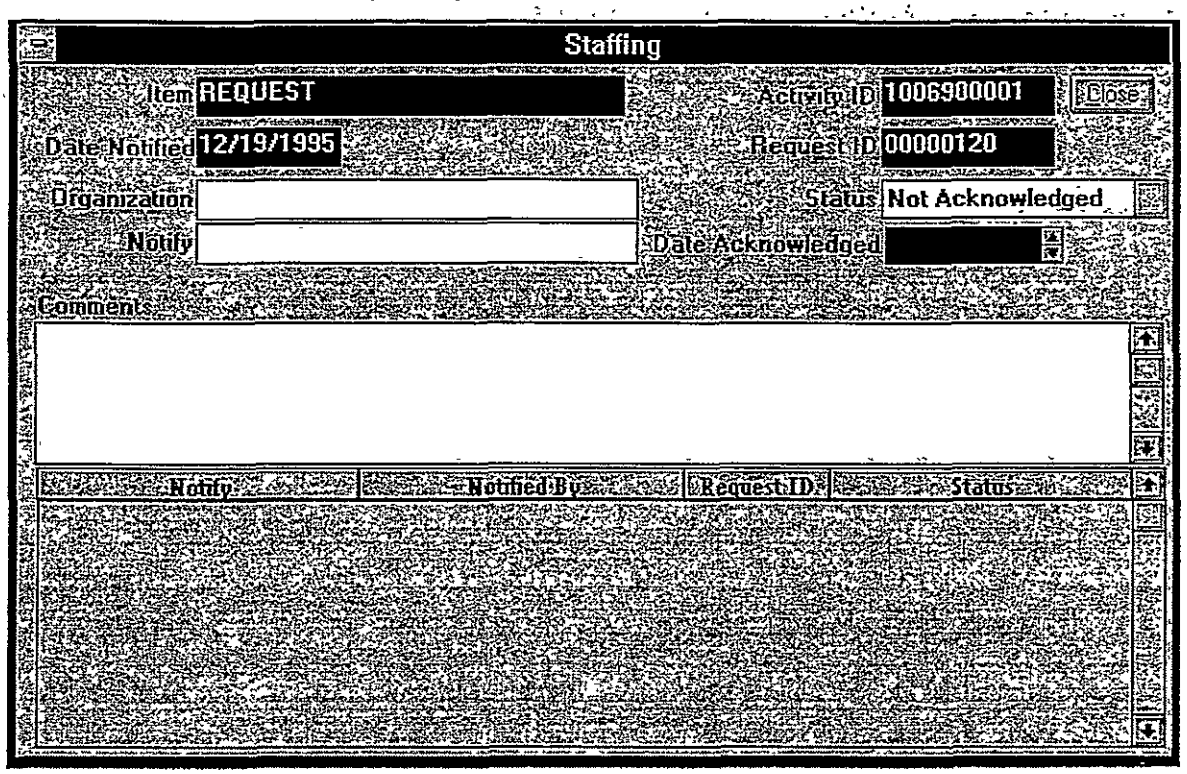
The Word Processor toolbar contains a series of buttons that can be clicked with the mouse:

Left Align	: Aligns text with the left margin, but leaves a ragged right margin.
Center Align	: Centers text between the left and right margins or on a specific point on a line.
Right Align	: Aligns text with the right margin, but leaves a ragged left margin.
Justify	: Aligns text with both the left and right margins, adding or deleting space between words as needed.
Bold	: Bolds the highlighted text in the document. This function can be accomplished by choosing Bold in the Font Menu (ALT+ O, B).
Italics	: Italicizes the highlighted text in the document. This function can be accomplished by choosing Italic in the Font Menu (ALT+ O, I).
Underline	: Underlines the highlighted text in the document. This function can be accomplished by choosing Underline in the Font Menu (ALT+ O, U).
Strikeout	: Strikes out the highlighted text in the document This function can be accomplished by choosing Strikeout in the Font Menu (ALT+ O, K).
Single Space	: Sets the line spacing for each line to accommodate the largest font in that line.
Double Space	: Sets the line spacing for each line to twice that of single line spacing.
Triple Space	: Sets the line spacing for each line to three times that of single line spacing.
Subscript (H Button)	: Sets the line to Subscript - Text that appears slightly lower then other characters in the line.
Superscript (T Button)	: Sets the line to Superscript - Text that appears slightly higher then other characters in the line.
Tab Sets	
Left Tab set	: Sets a left-aligned tab.
Right Tab set	: Sets a right-aligned tab.
Decimal Tab set	: Sets a decimal tab.
Center Tab set	: Sets a center-aligned tab.
Show/Hide	: Shows all nonprinted characters, including paragraph marks and spaces.
Font Colors	: Displays the Font Color Box. Allows you to choose the color that the text appears in the word processor.

Forms and Features

Staffing

Staffing opens a form for directing information to the attention of others. The form also lists items that have been made available to you for your action.



Fields on the Staffing form are:

Date Notified and **Date Acknowledged** The current date is inserted by the application.

Organization See *How to Select from a Code Lookup Box*, page ii.

Notify Double-click and select the employee from the Code Lookup box.

Activity ID and **Request ID** (numbers retrieved from database)

Status The status is Not Acknowledged until the recipient views the request.

Comments This is a text box. Enter text using the keyboard.

Following those is the list of items that have been staffed to you or from you. It has the following columns: Notify, Notify from, Request ID, Status.

<u>How to Notify</u>:

1. Fill in the fields Organization and Notify. The Comments field is optional.
2. Click the Save button.
3. If you need to notify more than one person, repeat steps 1 and 2.
4. Then, select the Close button or Close from the File Menu (CTRL+ F4) to leave this form.

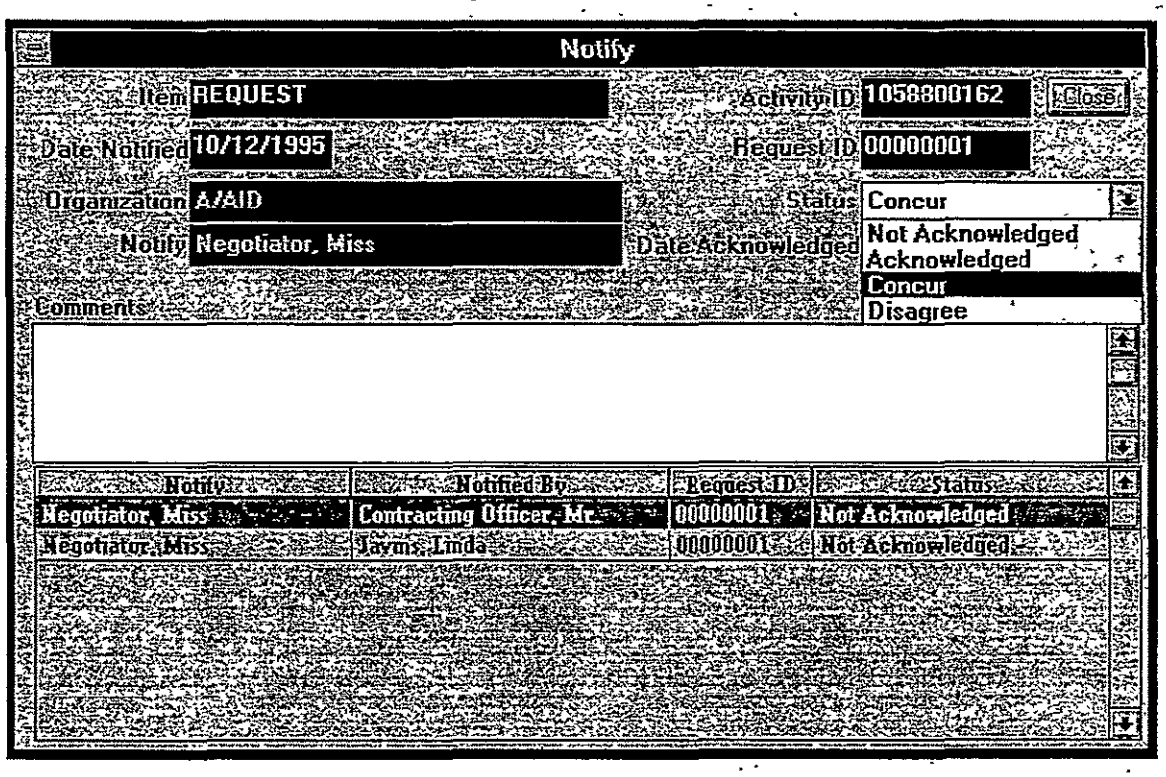
Acknowledging an Alert

To reach the Staffing screen, either:

Click on the Staffing button on a tab, or select notification from the File menu.

From the list on the lower part of the screen, select the item that you are acknowledging. Use the Status box to confirm receipt and indicate **Concur** or **Disagree**. Fill in the date or double click on the date field to access a calendar. Type in any comments.

*Selecting **Concur** on the Notify form.*

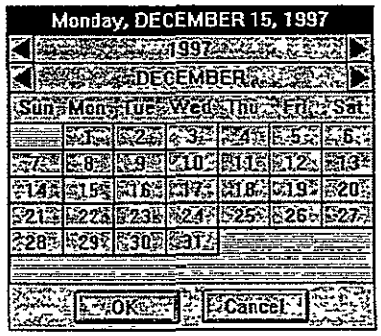


Click the Save button. Then select the Close button or Close from the File Menu (CTRL+ F4) to leave this form.

How to Enter Dates

Month, day and year are entered in eight-digit format (MMDDYYYY). Insert two digits for month, two digits for day, four digits for year. Slashes are inserted automatically.

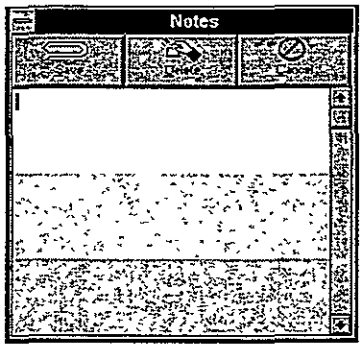
To insert a date using the calendar: double click on the date field or press the F4 key. A calendar will appear. Page through by clicking on the arrows at the top. Select the date desired by and click on OK.



How to Attach Notes

The Note box provides an eye-catching way to send comments regarding a tab. Notes may be used to communicate ideas between users of the application, such as changes needed to fields to which only the owner of the record has access.

The text field on the Note expands as comments are entered.



There are buttons on the note:
Save - Save the message and attach to the form
Delete - Remove an existing note from a form
Cancel - Return to the form without any changes.

The Note box can be reached by clicking on the Note button or by choosing Attach Note in the Options Menu (ALT+O, A).

Using the Clipboard

The Clipboard is a Windows storage area. You can put text in the Clipboard using Cut (CTRL+X) or Copy (CTRL+C). Then you can insert the text into another text field using Paste (CTRL+V).

There is a Copy button on your Help screen for copying text from Help files into the Clipboard.

Note: Clipboard is temporary storage. When you Cut or Copy text into it, its previous contents will disappear.

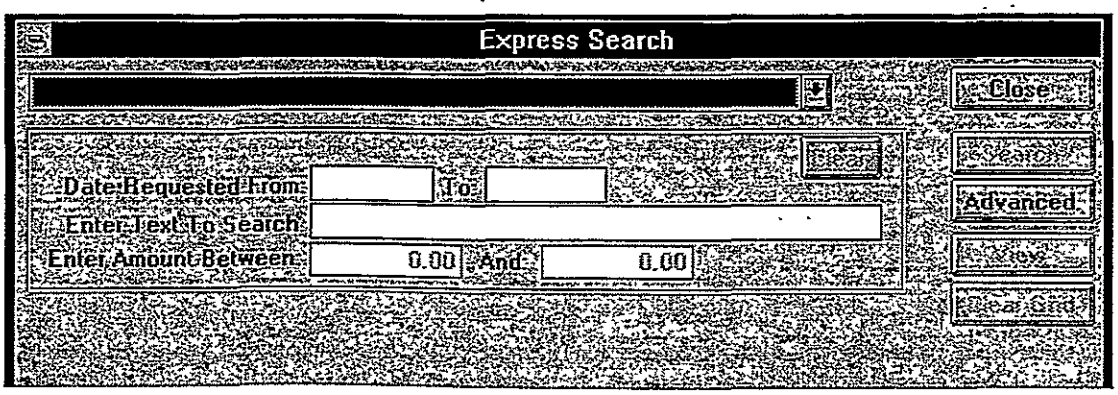
How to Search

The Search button or command opens the Search Screen. This allows you to search for records that contain specific information from the database. A&A Small Purchases allows you to do an advanced search or a simple (express) search.

Close any open forms before using Search.

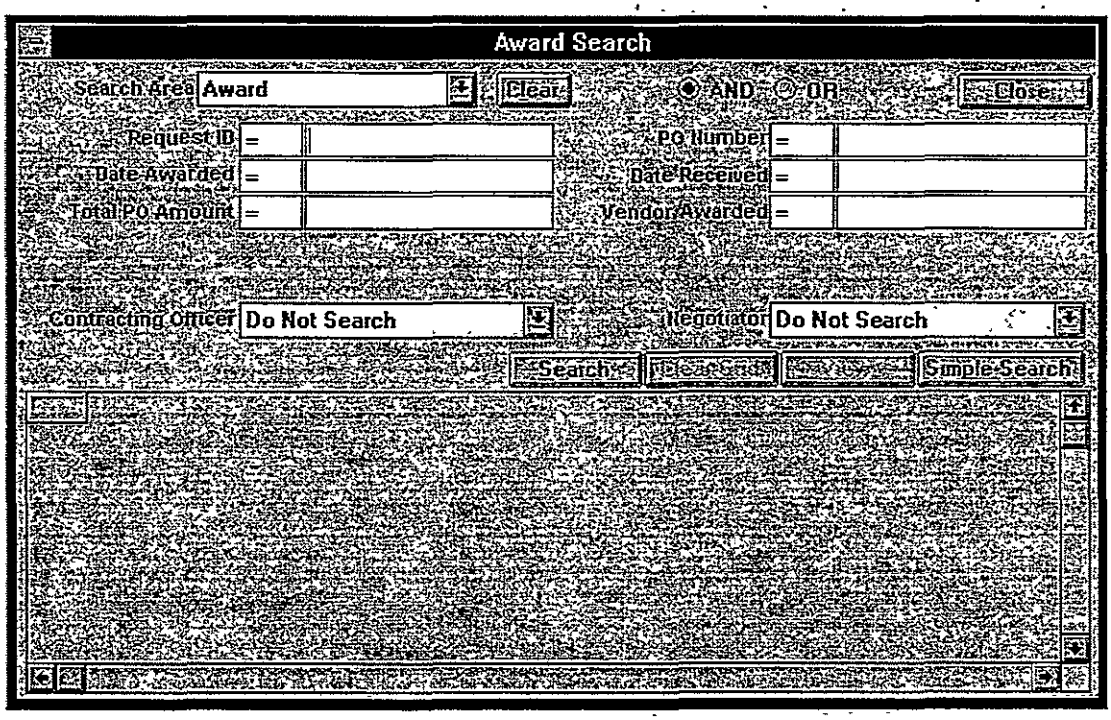
How to do a Simple Search:

1. Select the type of seach from the drop-down list box.
2. Fill in the date range to search, if known.
3. If there is a word or phrase to look for, enter the text.
4. If looking for awards of a certain amount, enter the range.
5. Click the Search button to initiate the Search (or press ALT+ S).
6. A list is displayed with all of the Requests that match attributes. Select the Request.



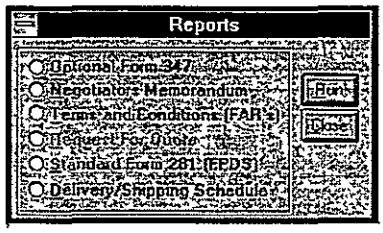
How to do an Advanced Search:

1. When the Search Screen is displayed, select the attributes that you know about the record(s) for which you are searching. The more attributes you can determine the smaller the number of records that will be returned.
2. Indicate the Search Area or group of forms you want to search.
3. Determine if you want to use **and/or** for multiple attributes.
4. Select any other fields that you can fill.
5. Click the Search button to initiate the Search.
6. A list is displayed with all of the records that match the attributes you entered. Select the record that you want to see by highlighting it and clicking on Select (ALT+ T).



Reports

The Contracting Officer or Negotiator can generate printed Reports by pressing the Report button or using the Database menu. A box lists the reports that are available at a given point in the application.



Click on the report you want to print and press the Run button to print it. (Alternate method for keyboard users, press ALT+ R.)

If you select Standard Form 281, a dialogue box will be displayed from which you can select the time period and other information.

If you need to change your printer setup, change it from your file menu before selecting Report.

Toolbar Buttons

The toolbar contains a series of buttons that can be clicked on with the mouse as an alternative to using the pull-down menus. Buttons which are not presently available will be "dimmed." Clicking on a dimmed button will have no effect. The toolbar may be turned on and off with the Options pull-down menu by selecting Toolbar.

The buttons on the toolbar are as follows:

New button : Allows you to create a new record of the type that is currently displayed. After you select this command, the application will change to Add mode.

Open button : Opens the Assignments form, Alert list, or Notification form.

Save button : Saves the current record of the type that is currently displayed .

Cut button : Removes selected text and puts it in the clipboard.

Copy button : Copies selected text and puts it in the clipboard.

Paste button : Places the selected text from the clipboard to the point you select in your document. It overlays any existing text in the field.

EDIT **Mode Panel** : Tells you what mode the currently displayed record is in. This is an informational panel only. The panel is in the toolbar. It displays either:

ADD - you are creating a new record
EDIT - you can make changes to the currently displayed record
VIEW - you can view the record, but either another user is working with it or you are not logged on in a Role that is authorized to edit this process.

Note: If you need to change from Edit mode to Add mode, click on the Open New button to execute the File/New command.

Note button : Opens the Note form. This is an open field to type comments regarding a specific Tab of the form which is currently visible. Use the Save button to attach the Note to the current Tab of the form. Notes may be used to communicate ideas between users of the application, such as: any changes needed to fields to which only the owner of the record has access.

Alert button : Displays the Small Purchases Alert List with tasks that require your attention.

Query button : Opens the external query application, as available in USAID.

Search button : Opens the Search form. This allows you to search for records that contain specific information from the database.

Report button : Opens the Reports box. This allows you to create a specific report for the RFQ or Award.

Change Role button : Displays the Select Role form. This allows you to change your role, providing that your ID associates you with multiple roles.

Help button : Accesses the Acquisition and Assistance Small Purchases Help screens.

Menu Commands

The Acquisition & Assistance Small Purchases Application menu bar is the second line in the main Acquisition & Assistance Small Purchases window. A menu can be activated by clicking on a menu title with the mouse or by pressing the **ALT** key, moving to a menu title with the **right** and **left** arrow keys, then pressing the **ENTER** key. Select a menu option from the pull-down menu by either clicking on the option or by moving to the option using the **up** and **down** arrow keys, then pressing the **ENTER** key.

Note: options which are not presently available will be "dimmed" to gray print.

File Edit Database Options Window Help

File Menu

New: Allows you to create a new record of the type that is currently displayed.. When the New button is selected, the application will change to Add mode.

Open: Displays the secondary menu that allows you to display an existing Staffing Alert, To Do List, or Source List.

Close: Closes the active form. If you have not previously saved the changes to the record, the Application will ask if you want to save the record before you close it. If you close a record without saving, you will lose all of the changes you did not save previously.

Save: Saves the active record. To quickly save a record, click the Save button on the toolbar.

Delete: Removes the currently selected record from the database.

Print Setup: Displays the Print Setup dialog box to specify printer settings for your printer. The settings you select become the default settings. For information about which settings to use with each option, see your printer manual.

Exit: Ends the A&A Small Purchases session. If Exit is selected while a form is in EDIT mode, the application will prompt the user to save any unsaved changes in a record.

Edit Menu

Cut: Removes selected text and puts it in the clipboard.

Copy: Copy selected text to the clipboard.

Paste: Places the selected text from the clipboard to the point you select in your document. It overlays any existing text in the field.

Database Menu

Change Role: Opens the Select Role form. This allows you to change your role, providing that your ID associates you with multiple roles.

Query: Opens the external query application, as available in USAID.

Search: Open the Search form to allow you to search for records that contain specific information from the database.

Reports: Opens the Create Reports form. This allows you to print a report.

Options Menu

Toolbar: To remove the Toolbar, click the left mouse button on the 'Toolbar' topic in the Options Menu. The check mark and toolbar will disappear. To make the Toolbar appear, click again on the 'Toolbar' topic. The check mark and toolbar will appear.

Additional Messages: To turn off confirmation messages, click this item to remove the check.

Save Settings on Exit: Once you have changed your options, you can save them so that they will not have to be reset when you use the application next time.

Application Logging: Turn on this feature to track interaction with the database. The Application Logging icon will appear at the bottom of the screen. To view the log, click on that icon.

Attach Note: Opens the Note form. This is an open field to write comments regarding a specific Tab. Notes may be used to communicate ideas between users of the application, such as changes needed to fields to which only the owner of the record has access.

Windows Menu

√1 : **Open Windows** are listed. To move quickly to another screen, click on its title using the mouse, OR, key in the number next to its title.

Help Menu

Contents: Displays the Contents of the A&A Small Purchases Help System.

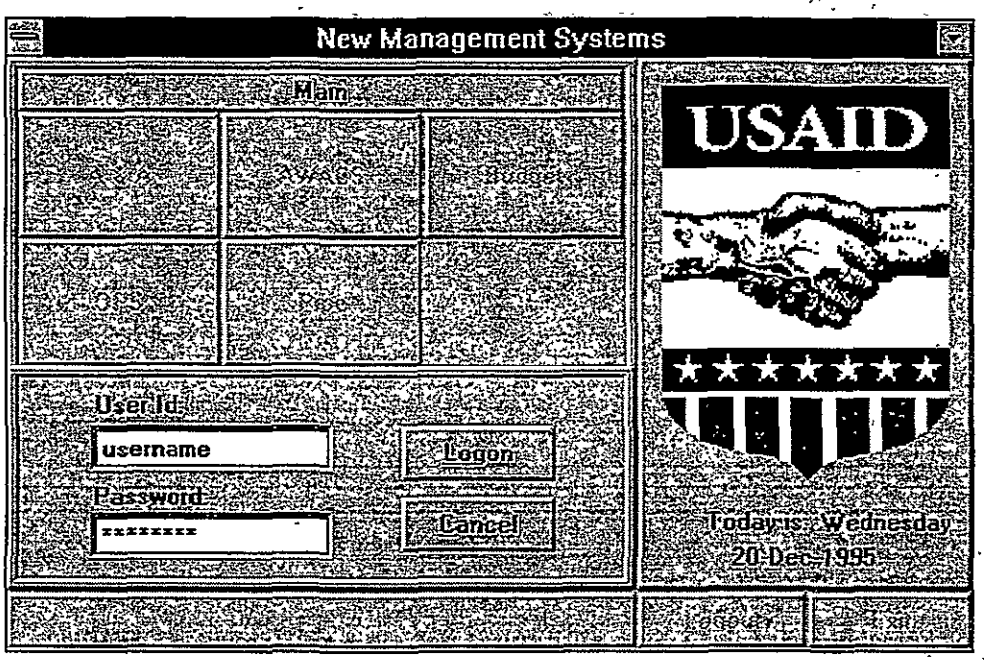
Help on Help: Opens the Windows Help system. This is an introduction to the concepts used throughout standard Windows Help files.

About: The About item on the Help Menu displays information about the Acquisition & Assistance Small Purchases Application: including the current version number and location of the program.

Logon Procedure and Problems

A&A Small Purchases is accessed through the NMS logon. The Logon box provides a security mechanism to ensure that only authorized users may log on to NMS Applications.

Double-click on the USAID icon in your Windows Program Manager to access the New Management Systems (NMS) applications. If you are not sure where to find this icon, contact your supervisor or System Administrator. The following logon screen will appear:



Enter your user ID and password and click on the Logon button to continue (or click on the Cancel button to exit). The buttons for applications to which you have access will be highlighted in bold type. Other buttons available to you on this screen include:

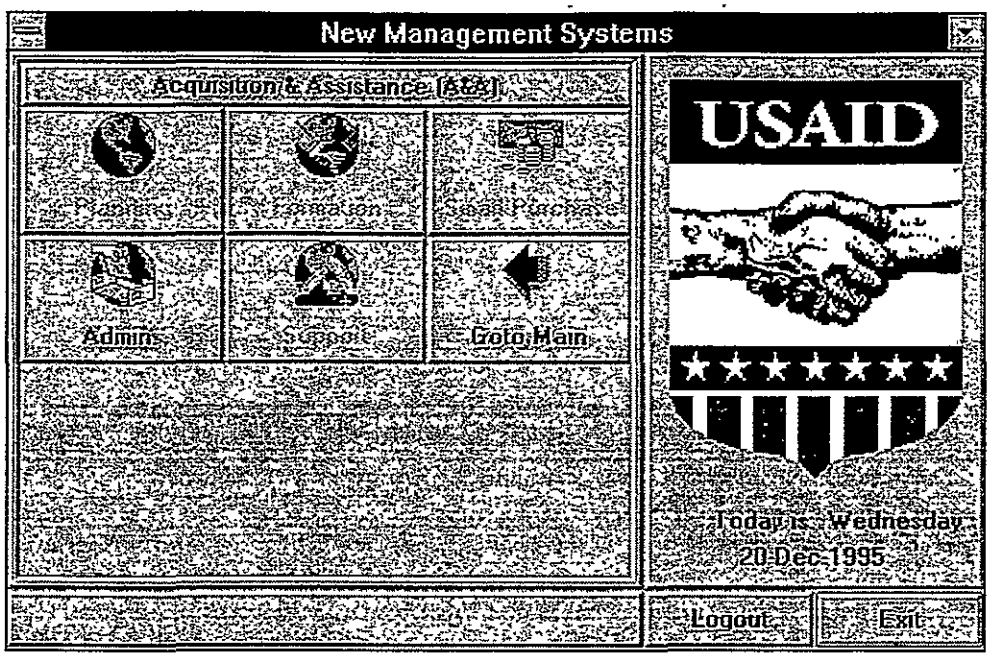
Click on this button to enter a new password, which must be at least eight characters long. (This button is displayed after you log on.)

Click on this button to set various preferences, including how often to delete temporary files and which applications to load automatically.

Click on this button to return to the previous screen.

Click on this button to completely exit the NMS logon procedure.

After selecting the appropriate application button (A&A) at the top of the screen, a screen will appear with buttons representing the modules available in the application you selected. The following screen illustrates the modules in the Acquisition and Assistance application:



Click on the button for the module that you wish to access, or click on the **Go to Main** button to return to the previous logon screen.

Possible Causes for Logon Failure:

Cause	Remedy
Improper ID or Password.	Type correct ID and password and try again.
For new users, database account has not been set up.	Contact DBA* and request an Oracle account
After an A&A Small Purchases error occurs, the system will not logon.	Exit and re-enter Windows and try again. If the problem persists, reboot and try again.
The database is down.	Contact DBA and report logon failure.

* DBA - Database Administrator

Oracle Server Messages

Message Code	Description
ORA-00001	**Unique constraint violated**
	Cause: A record exists in the database with the same primary key as the record you are attempting to add. The current record cannot be saved.
	What to do: Contact your system administrator for assistance.
ORA-00054	**Record locked for update**
	Cause: Record is being edited by another user.
	What to do: Try to access record later.
ORA-00942	**Table or view does not exist**
	Cause: You do not have a valid A&A role. Or The data table/view (file) that the application is trying to access either does not exist or is not available to you.
	What to do: Application will terminate automatically. Contact your system administrator for assistance.
ORA-01000	**Maximum cursors exceeded**
	Cause: A fatal error has occurred in the current routine. The current data may not have been saved.
	What to do: Application will terminate automatically. Contact your system administrator for assistance.
ORA-01017	**Invalid username/password**
	Cause: You have entered an invalid user ID and/or password or an Oracle account has not been created for you.
	What to do: Retry with correct username/password. If this error persists, contact your system administrator for assistance.
ORA-01031	**Insufficient privileges**
	Cause: You have insufficient privileges to perform this database task. The current data may not have been saved.
	What to do: Contact your system administrator for assistance.
ORA-01924	**Role not granted or doesn't exist**
	Cause: Your default Oracle role is missing or invalid.
	What to do: Contact your system administrator for assistance.

ORA-02291 **Parent key not found**

Cause: A 'Parent' record is required to save the current record. The Parent record could not be found. The current record cannot be saved.
What to do: Contact your system administrator for assistance. Database is corrupted.

ORA-03121 **No interface driver connected**

Cause: A SQL*Net TCP/IP error has occurred. Either the SQL*Net " directory is not in your PATH= statement in AUTOEXEC.BAT " or there is a problem with the ORACLE.INI file. "

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06107 **Oracle network server not found**

Cause: A SQL*Net TCP/IP error has occurred. The SERVICES file is invalid, could not be found or is not specified in the ORACLE.INI file.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06122 **Setup failure**

Cause: A SQL*Net TCP/IP error has occurred. The ORACLE.INI file is invalid or could not be found.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-03059 **ODBC user canceled**

Cause: An ODBC error has occurred. Either the ODBC.INI file could not be found, the proper data source is not specified, or the correct driver is not specified.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

Incident Reporting

Although comprehensive testing has eliminated as many errors as could be found and fixed, there is a need to report any new errors in a way that is meaningful to the software developers so that the errors can be corrected. The forms on the following pages should be used to report these errors. Copies of these forms should be made and kept on file for future use. The figures below indicate where to find the information needed to fill out the form along with a definition of the terms used on the form. It is important that the user and System Administrator collaborate in the response. The System Administrator may be able to resolve some of the errors before the reports are sent on to the Help Desk. Include as much detail as you can concerning the error. Remember the individuals who will evaluate and fix the error may be a continent away.

The figure below is a typical screen used in the Acquisition & Assistance application. The information needed to fill out the report will be found in the same general area throughout the other modules.

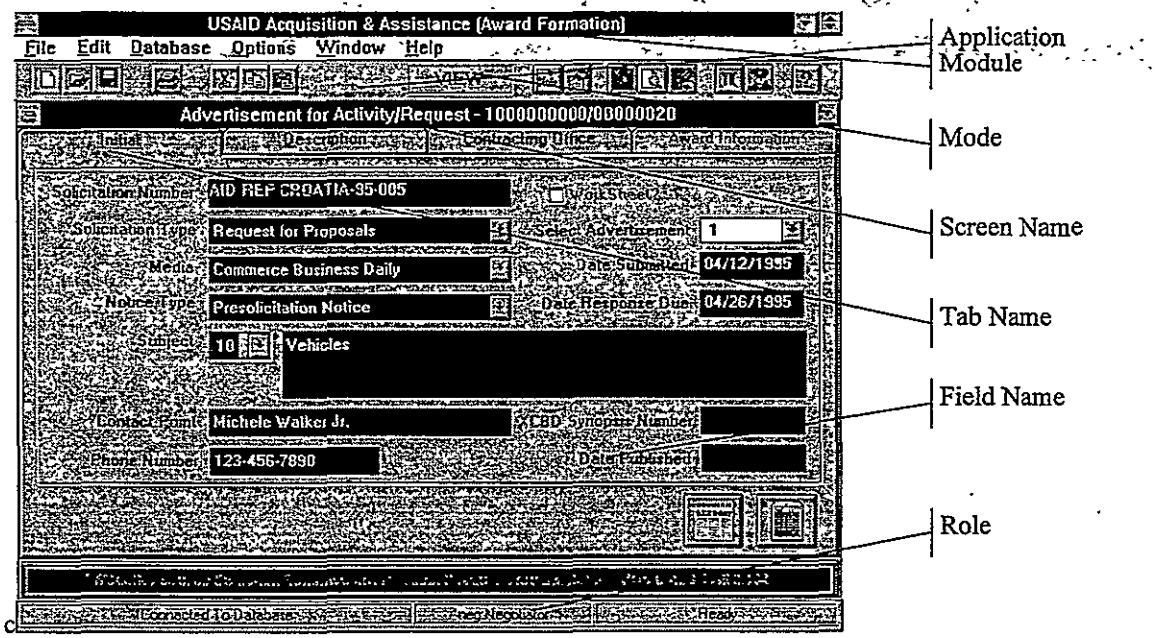


Figure 1.

The figure below is an example of the "Splash screen" that is displayed when the user selects Help, then clicks on About from the drop-down menu.

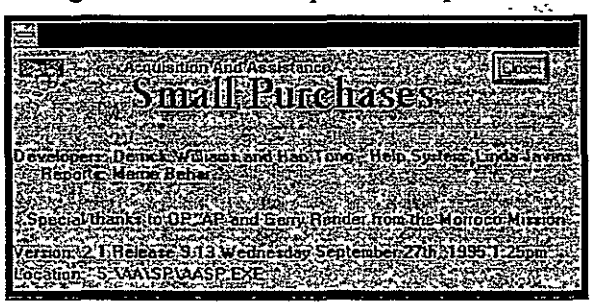


Figure 2.

Definitions, Incident Report Form

Incident Number: This number will be assigned by your System Administrator when the Report is logged in. The number should include information that will make it unique so that it will not conflict with Incident Reports sent in by other sites. This log should be scrupulously maintained and inquiries made if a timely response is not received.

IP Address: The IP address is the Internet Protocol address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Host Name: The host name is a synonym for the IP address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Name: The name of the user initiating the Incident Report.

Organization: Enter the organization code that will help to uniquely identify your installation.

Location: Enter the location that will help to uniquely identify your installation.

System Administrator: The name of the System Administrator. It is suggested that the System Administrator maintain a file of copies of the reports for future reference.

Version: The date and version number appearing on the Splash screen. See Figure 2 for an example.

Screen Name: Enter the Screen name. See Figure 1 for an example.

Tab/Form Name: Enter the name of the Tab or Form. See Figure 1 for an example.

Field Name: Enter the label or name of the field where the error occurred. See Figure 1 for an example.

Mode: Enter the Mode the application was in when the error occurred, such as ADD, EDIT or VIEW. See Figure 1 for an example.

Role: Enter the Role that you were using when the error occurred, such as Requestor, Manager, COTR, etc... See Figure 1 for an example.

Description of Problem: Enter as much information about the sequence of events leading up to the problem as you can. The frequency that the problem occurs, intermittently or every time, is important and should be noted.

Actual Error Messages: In some cases the application will trap and display error messages generated by Oracle, the Database Management System. There is a list of these messages and their codes on page xiii. There may be some messages that are not in the appendix that are generated by the application or by Windows itself. These messages are important to the developers and should be noted.

All of the entries may not be pertinent but they should be filled in. Use N/A when appropriate.

NMS Incident Report Form

Incident Number: _____ IP Address: _____

Date of Incident: _____ Host Name: _____

Name: _____ Organization: _____

Version: _____ Location: _____

Application: _____ Screen Name: _____

Mode: _____ Tab Name: _____

Role: _____ Field Name: _____

Description of Problem: _____

_____

_____

_____

_____

Actual Error Message: _____

_____

_____

_____

_____

Suggestions: _____

_____

_____

_____

System Administrator: _____

NMS System Administrators
Incident Log

Incident Number	Date Reported	Date Resolved	Brief Description of Problem

Budget

Query Application

User's Guide

January 3, 1996
Version 2.0

United States Agency for International Development

To report errors, request clarification, or offer suggestions on this user's guide, please contact the IRM Help Desk at 703-875-1234 or via e-mail at IRM Help Desk@IRM.

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Budget Query Application - Overview

The Query Application is designed to support USAID senior managers and budget analysts in producing timely policy guidance with appropriate budget parameters for use in strategic planning. The Budget applications support the distribution, tracking, and allocation of funding, the analysis of the relationships between activities and funding, and their relationships to organizations and geographic areas.

The Query Application enables the user to design queries of Budget data for analysis and evaluation by providing several formats and parameter definitions. Queries may be defined by geographical distinctions, Fund and Fund Accounts information, fiscal years, strategic objectives, activities, and organizations. Because of the range of selections possible, queries can be as broad or as sharply focused as needed to meet the needs of managers and analysts in planning and decision making.

How to use Help

1. The Query Application Help system can by accessed by clicking on the Help Button. To access the Help system from the keyboard, press the ALT key plus the letter H.
   Active Help Topics are shown as green underlined text: either a solid or a dotted line.
2. When the mouse pointer is placed on a green (active) topic, it changes to a hand.icon Click once to reveal additional help information.
   Help topics are also available through "hotspot" graphics in the Help system. When the pointer is placed on an active graphic, it changes to a hand icon. Click once to reveal additional help information.
3. If you are using the keyboard, press the TAB key until the topic is highlighted, then press ENTER.
4. To exit the Help Menu, go the File menu and click on the Exit option.

Active Graphic

Graphic illustrations of buttons, menus, or screens in Help that function as help topics. These are NOT in green; simply place the pointer on an illustration to determine if it is an active topic.

F1 Key: Context-sensitive help can be accessed by pressing the F1 key while in any field.

Accessing the Application

Logon

Double-click on the USAID icon in your Windows Program Manager to access the New Management Systems (NMS) applications. If you are not sure where to find this icon, or you have problems logging on, contact your supervisor or System Administrator. The following NMS logon screen will appear:

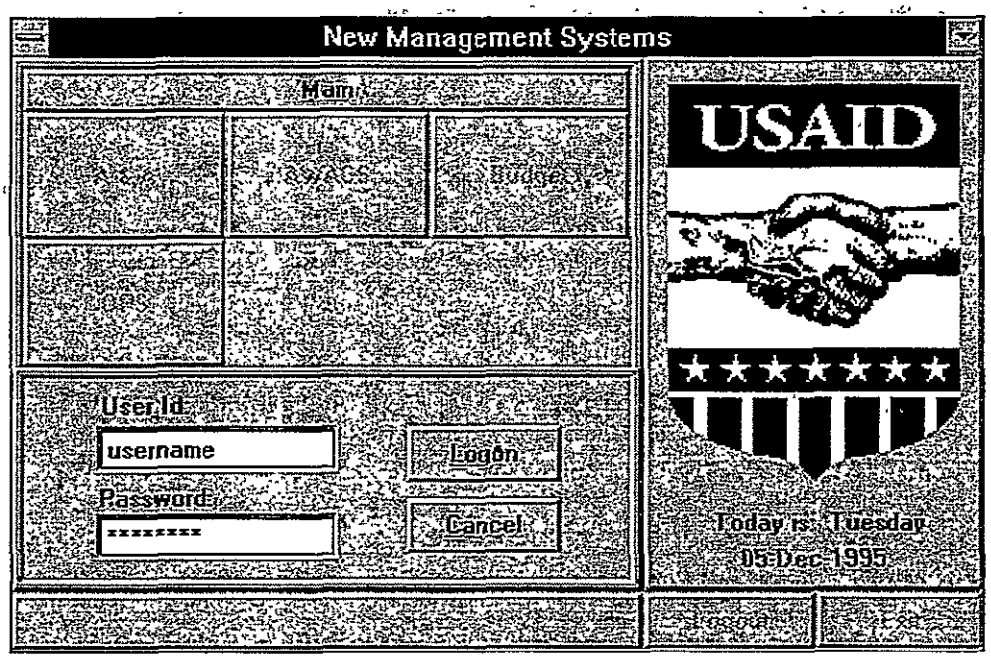


Figure 1: Logon Box

Enter your user ID and password and click on the Logon button to continue (or click on the Cancel button to exit). The buttons for applications to which you have access will be highlighted in bold type. Other buttons available to you on this screen include:

Click on this button to enter a new password, which must be at least eight characters long.

Click on this button to set various preferences, including how often to delete temporary files and which applications to load automatically.

Click on this button to return to the previous screen.

Click on this button to completely exit the NMS logon procedure.

After selecting the appropriate application button at the top of the screen, a screen will appear with buttons representing the modules available in the application you selected. The following screen illustrates the modules in the Budget application:

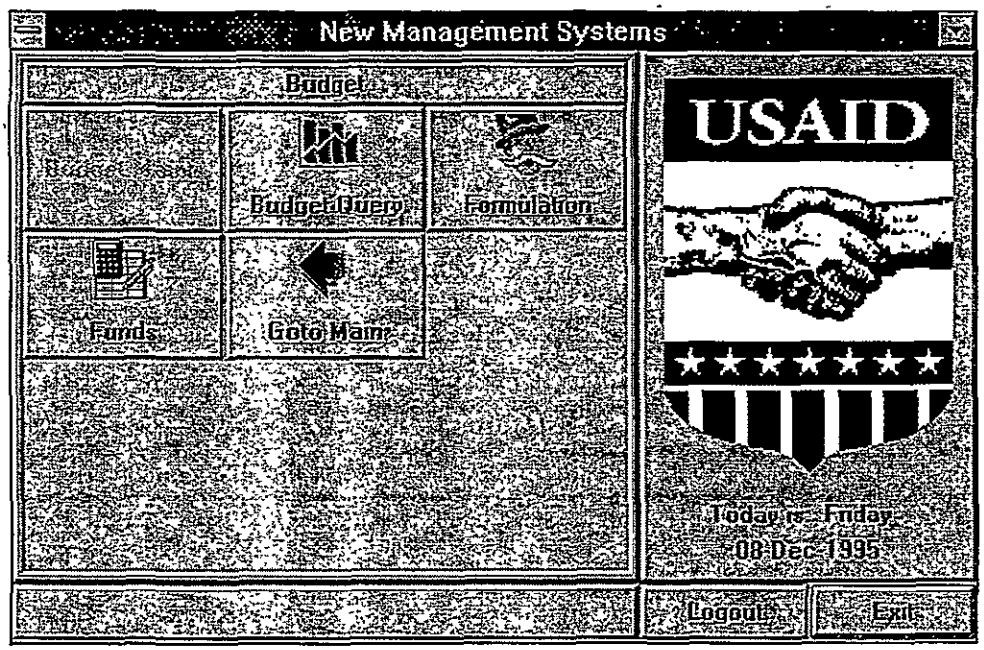


Figure 2: Logon Box-Budget Group

Click on the button for the module you wish to access, or click on the Go to Main button to return to the previous logon screen.

To access Query, click on

Once the logon procedure has been executed, the Query application appears on the screen.

Menu Bar

Place the pointer on the topic on the menu bar you wish to view. Click on the topic and the drop-down menu will appear. The menus can be accessed from the keyboard by pressing the ALT key plus the underlined letter of the menu name. To view an option in the drop-down menu, type the underlined letter in the option. When an option is "greyed", that option(s) is not available for use in a selected mode. The **Ctrl +** keys can be used to utilize functions from the drop-down menus from anywhere in the application without opening the menus, i.e., pressing **Ctrl+X** will allow the user to exit the application from any screen. The Menu Bar in the Query Application is shown below.

File Queries Windows Help

File

File

New	
Open...	
Close	
Save	Ctrl+S
Save As...	
Print...	Ctrl+P
Print Setup...	
Exit	Ctrl+X

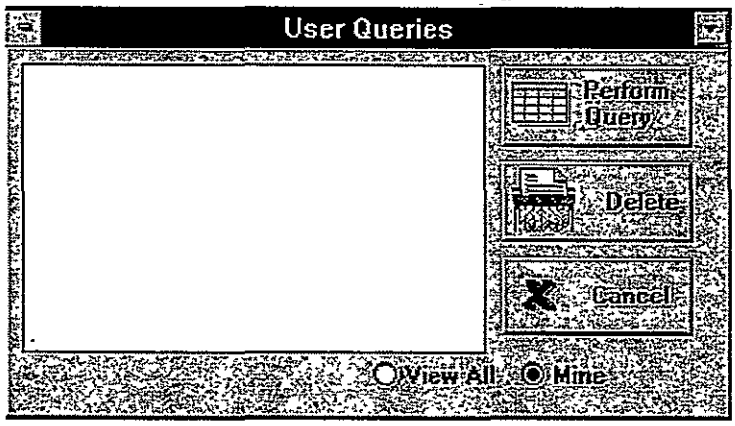
New:	Creates new file (query)
Open:	Opens existing file
Close:	Closes currently active file
Save:	Saves currently active file
Save As:	Provides option to name file for saving; also provides option to save a new version of an existing file under a new name
Print:	Prints currently active file
Print Setup:	Sets attributes and printer destination for print jobs
Exit:	Exits the application - selection of this option produces a dialog box for confirmation

Queries

Queries

- User Queries
- Query Expert

User Queries: Enables the user to open previously saved queries. Selecting this option produces the following box:



Query Expert: Accesses the Budget Expert. This action is identical to clicking on the Budget Expert button on the toolbar.

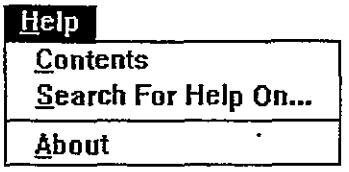
Windows

Windows

Cascade	Ctrl+L
Tile Horizontal	Ctrl+M
Tile Vertical	Ctrl+N
Arrange Icons	

Cascade: cascades the open windows
Tile Horizontal: arranges the open windows horizontally
Tile Vertical: arranges the open windows vertically
Arrange Icons: arranges icons using the minimum required space

Help



Contents: Lists topics available in the Help system.
Search for Help On: Provides the option to search for topics by name.
About: Identifies the version of the software being utilized. The following box appears when this option is selected:

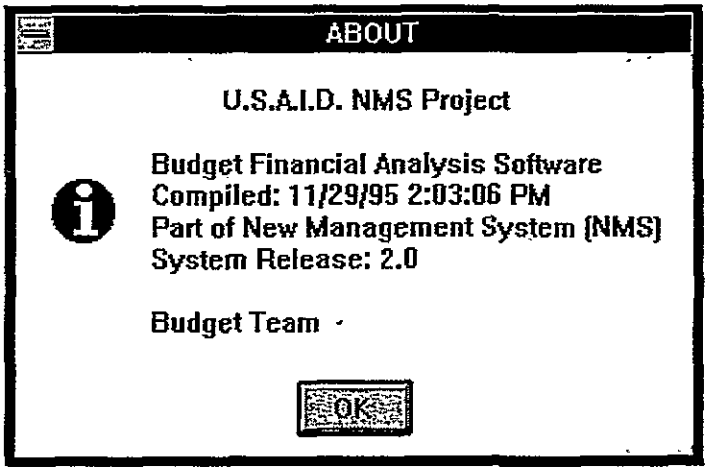


Figure 3: "About" box

Query Application

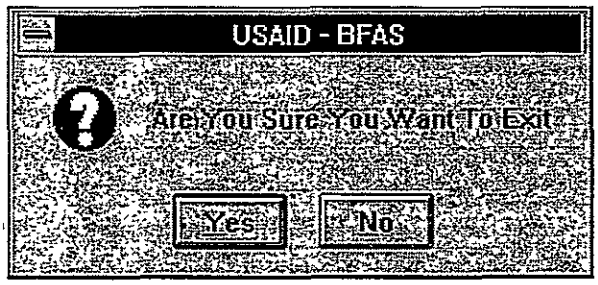
The Query Application allows the user to organize the budget data in several ways. The senior manager or analyst can define data selections for queries for a particular organization, geographic region, country, fund, fund account, activity, year, or fiscal year range. In addition to selecting data based on a combination of criteria, the data can also be aggregated and tabulated by directive, earmark, emphasis area, strategic objective, and theme.

The Query Application has the ability to present the data selections in both a spreadsheet format and in graph forms. Graphs can be generated in several styles depending on data parameters selected; bar graphs, pie graphs, line and area graphs in 3D and 2D are available.

Toolbar

The Main Toolbar of the Query application is displayed at all times.

Exit button: Exits the application. When this button is selected, a confirmation dialog box appears to verify the exit action.



Budget Expert Button: Loads the Budget Expert.

Retrieve Graph: Enables the user to access previously saved graphs.

Retrieve Spreadsheet: Enables the user to access previously saved spreadsheets.

View User-Queries: Enables the user to access previously saved queries.

Help Button: Accesses the Help system.

Budget Expert

The Budget Expert window is used to select the parameters for a query. To access the Budget Expert, click on the **Budget Expert button** on the toolbar: -**OR**- Click on **Queries** on the menu bar and select **Query Expert**. The following window will appear:

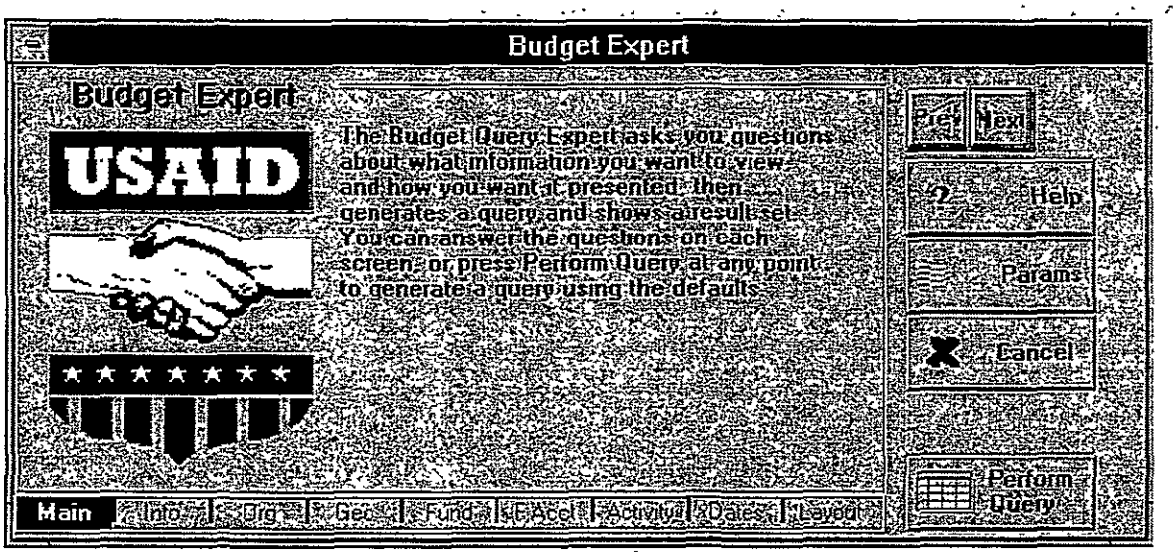


Figure 4: Budget Expert window

There are eight steps available to designing a query, some of which are optional. Each step is accessed through the tabs at the bottom of the window. Navigation between the steps is flexible; it is possible to move freely through the screens in any order desired. Each step provides a short description and instruction for selection procedure. The tabs become highlighted when selected, and identify which window is in view, i.e., the Main window is in view in this illustration, so the Main tab is highlighted.

The vertical buttons provide navigational and functional procedures.

Previous\Next:
Provides navigational ability between the step windows. Selection of these buttons will navigate to the immediate previous or next step.

Help:

Accesses the on-line Help system.

Parameters:

Displays the selected parameters for a user-designed query. Selection of this option produces the window below. This window can be positioned anywhere on the screen and left open for reference while selections are being made.

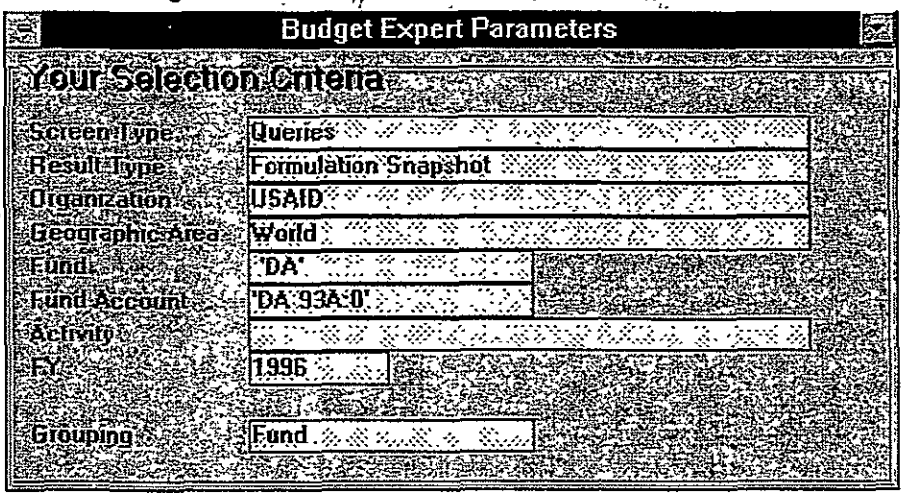


Figure 5: Parameters window

Cancel:

Closes the Budget Expert window. **Note:** Does **not** exit the application.

Perform Query:

Initiates the Query function. Once all the desired parameters have been set, select this button to create your query. The initial query will be shown in spreadsheet form.

Designing a Query

The tabs across the bottom of the Budget Expert window enable the user to design a query according to specific needs. Each tab activates a step in the query process. These steps are not mandatory; you may design a query with a broad focus, or choose to sharply define your query by making a selection in each step. It is also possible to move freely between the steps in any order you choose, and to return to steps to edit selections.

There are eight steps available in query design: **Information**, **Organization**, **Geographic Area**, **Fund**, **Fund Account**, **Activity**, **Dates**, and **Layout**.

The tabs are illustrated below:

To select a step, place the pointer on the desired selection and click once. The corresponding window will open upon selection.

Information Categories

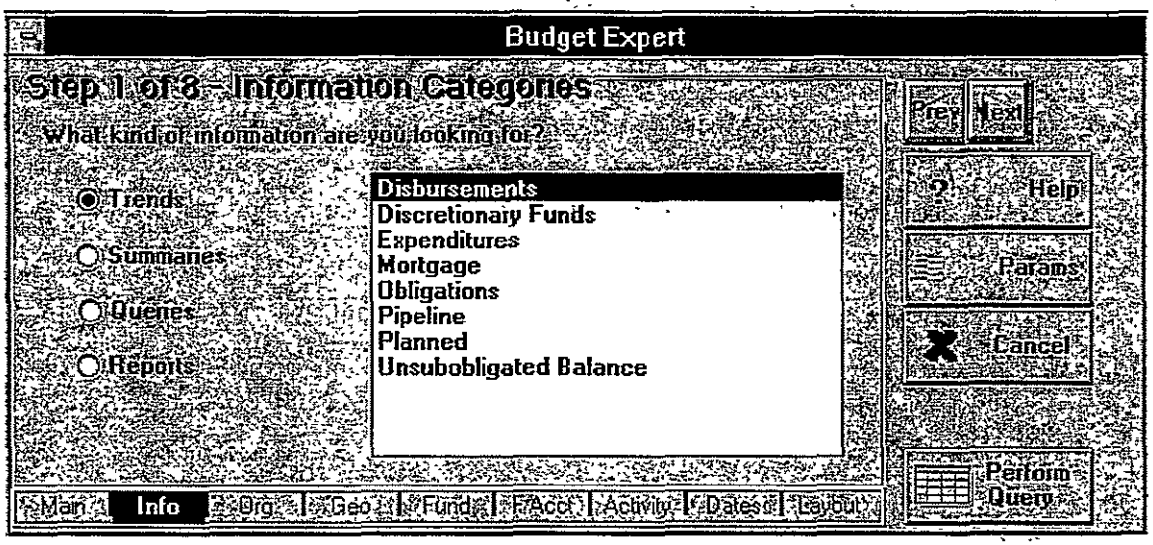


Figure 6: Info window

The Information Categories window, or Step 1 of the Budget Expert, enables the user to initiate the query desired under 4 categories listed on the left side of the window. The definitions of these categories are listed below:

Trends
A view of data over a range of Fiscal Years (FY)., i.e., 1993 to 1997. The data is aggregated chronologically.

Summaries
A view of data over a specific Fiscal Year (FY), i.e. FY 1993. A summary focuses on **one** budgetary/financial amount.

Queries
Detailed information about multiple budgetary/financial amounts.

Reports
Produces a printout of query data to satisfy USAID's external/internal hard copy reporting requirements.

Selection is made by clicking once on the radio buttons to the left of each category. The button becomes darkened, or "filled", when selected.
Selection of one of the categories defines the contents of the list box on the left. Once a category is selected, the query is further defined by selecting one of the types listed in the box. To select a type, place the pointer on the name desired and click once. The name becomes highlighted when selected.

Organization

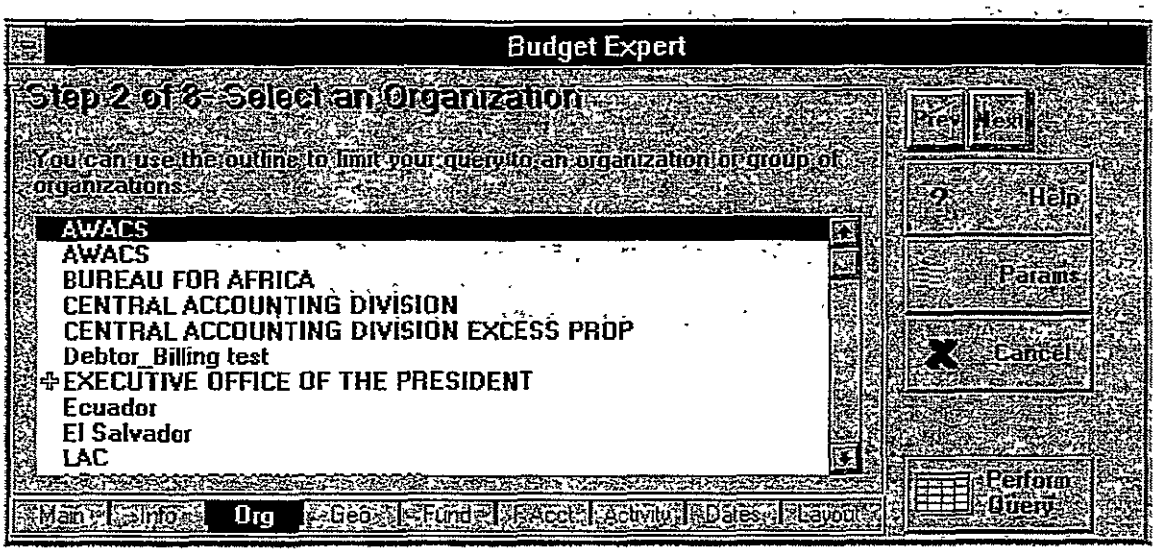


Figure 7: Organization window

Selection of this tab produces Step 2 of the Budget Expert, a selection list of USAID organizations on all levels: Agency, Bureau, Mission, and Division. Organization names or acronyms with the plus sign to their left indicate that there are lower-level organizations associated with it. Place the pointer on the plus sign and click once to reveal those lists. The plus sign will change to a minus sign, identifying the organization as the parent organization to the displayed list. This organization name will automatically scroll to the top of the list box, enabling the user to have the maximum space to view the corresponding list. Names which have no plus signs to their left indicate that they are the lowest level organization in that particular hierarchy.

To select an organization, place the pointer on the name and click once. The name becomes highlighted when selected.

Geographic Area

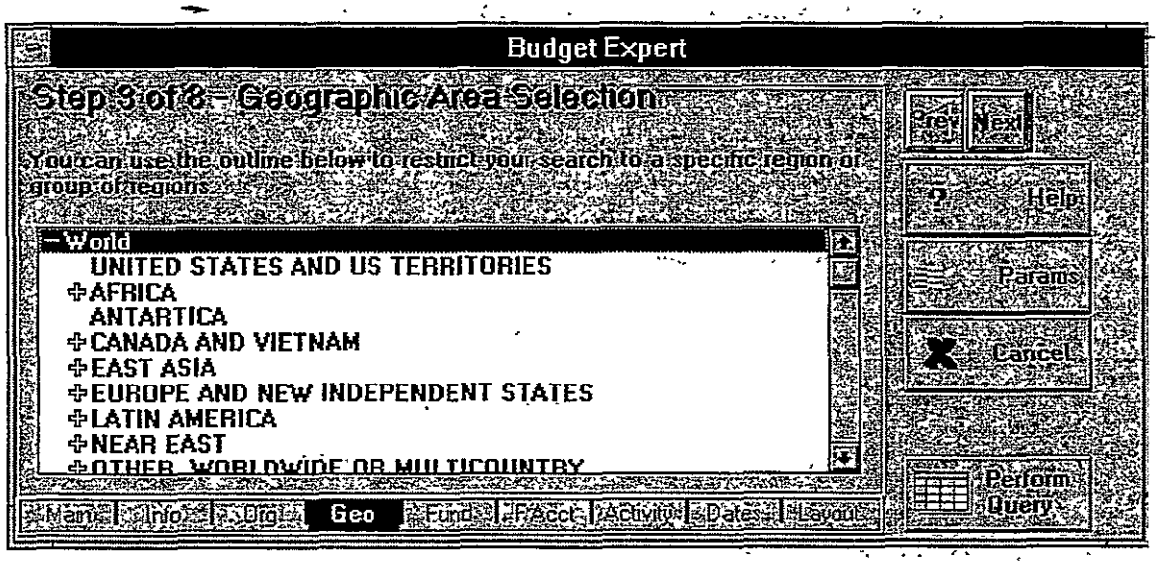


Figure 8: Geographical Area window

Selection of this tab produces Step 3, a list which allows the user to define the geographical parameters for the query. The initial setting is World; the Budget Expert will use this as default if the user chooses not to define the Geographic Area.

Geographic selections with plus signs to their left indicate that there are additional geographic areas associated with that selection. Click once on the plus sign to reveal the list. The plus sign will turn into a minus sign. The lists are hierarchical; Regions are listed under World, Country under Region, Missions and Division Offices under Country. Names with no plus signs to their left indicate that this is the lowest level area associated with that particular region.

To select a Geographical Area, place the pointer on the name and click once. The name will become highlighted when selected.

Fund Selection

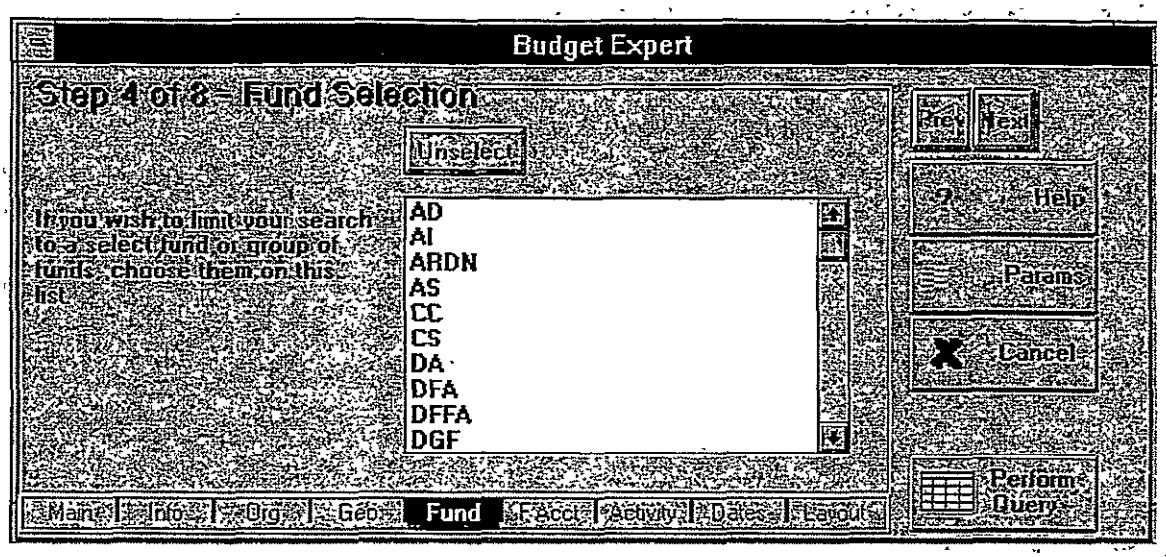


Figure 9: Fund window

Selection of this tab produces Step 4, a selection list of Funds. This is an optional step. It is not necessary to select a Fund in order to initiate a query, **however**, if a Fund is selected, only records associated with that particular Fund will be used for query formulation.

Note: Multiple Funds may be selected for a query. Use the scroll bar to navigate through the list. Place the pointer on each Fund acronym desired and click once. The Fund will become highlighted when selected.

The Fund list box has an "Unselect" button on the top left corner. When this button is "greyed", it is inactive. It becomes active once a Fund is selected, indicated by the change in letter color from grey to red. This button is used to clear selections in the list box.

Fund Account Selection

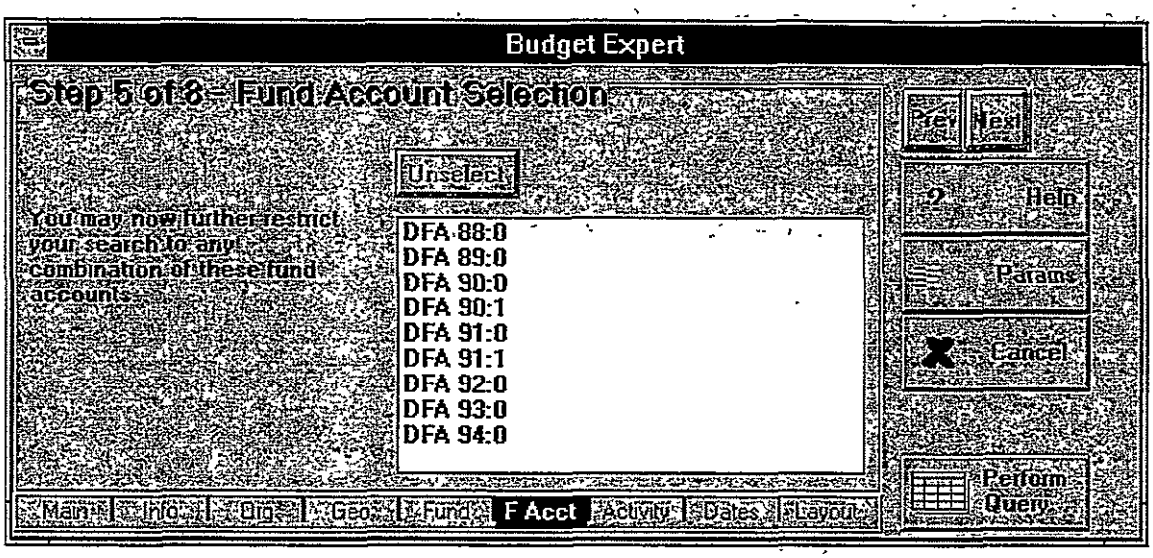


Figure 10: Fund Account window

Selection of tab produces Step 5, a selection list of Fund Accounts. This is an optional step. It is not necessary to select a Fund Account in order to initiate a query, **however**, if a Fund Account is selected, only those records associated with that particular Fund Account will be used.

Note: A Fund Account **cannot** be selected without first selecting a Fund. Multiple Fund Accounts can be selected if desired. Use the scroll bar to navigate through the list. The appearance of a scroll bar is determined by the length of the list of available Fund Accounts. Place the pointer on each Fund Account desired and click once. The Fund Account will become highlighted when selected.

The Fund Account list box has a button on the left top corner. Its active status is indicated by the color of the letters; when it is grey, it is inactive, when red, it is active. Initially, this button will read "Load". Selection of this button will load the list of Fund Accounts associated with the Fund selected. Once the list is loaded, the button will toggle to "Unselect". This button is used to clear selections in the list.

Note: Deselection of Funds in the previous step will automatically deselect any Fund Accounts selected. If Step 4 is edited, it will be necessary to reselect Fund Accounts in Step 5.

Activity Selection

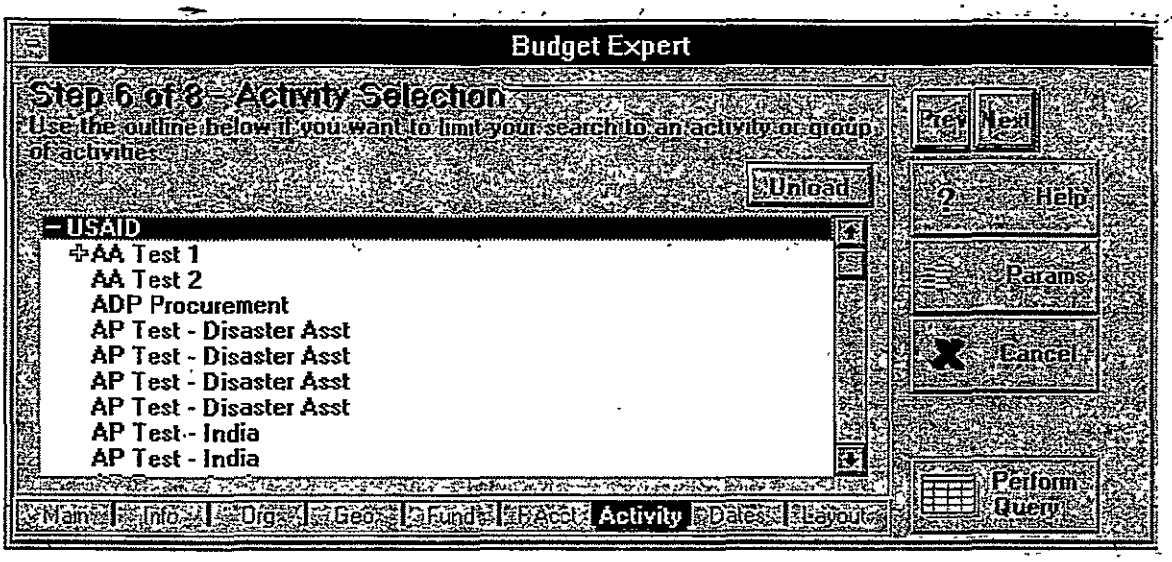


Figure 11: Activity Selection window

Selection of this tab produces Step 6, a list box of activities associated with the Organization/Fund/Geographical areas. The contents of this list is defined by selections made in the other criteria list boxes. This list box has an active toggle button on the upper right-hand corner. This button will read "Load" initially; once the list is produced, it becomes "Unload", allowing the user to cancel the list and return to one of the other selection areas to further define the query.

Use the scroll bar to navigate through the list. To select an activity, place the pointer on the name and click once. The name will become highlighted.

Note: Editing the Fund selection will clear any selections made in Activities. The list in this box is defined by the selection in Funds. If the Fund selection is changed, this selection will also need to be edited.

Dates Selection

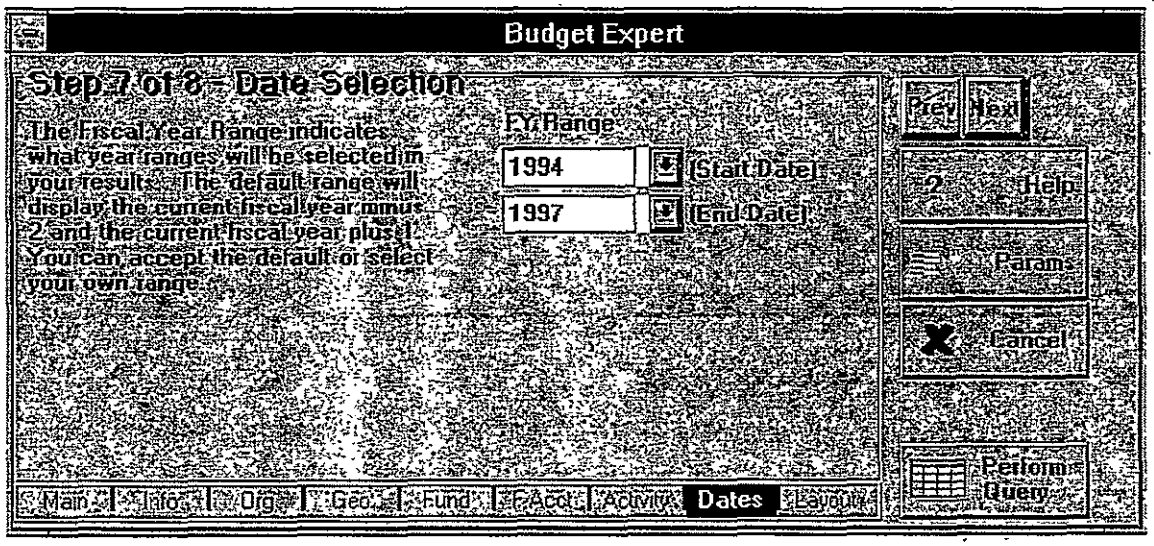


Figure 12: Dates Selection window

Selection of this tab produces Step 7, the option to select a fiscal year (FY) or a range of fiscal years to use in defining the query. The appearance of this screen is determined by the selection made in the Info window, or Step 1. Selection of **Trends** or **Reports** will produce a window with a FY range selection, and **Summaries** and **Queries** will produce a window with a single FY selection.

To select a range, place the pointer on the down arrows and click once to reveal drop-down list of dates. Select a date (start and end) by placing the pointer on the date and clicking once. The selected date will appear in the appropriate box.

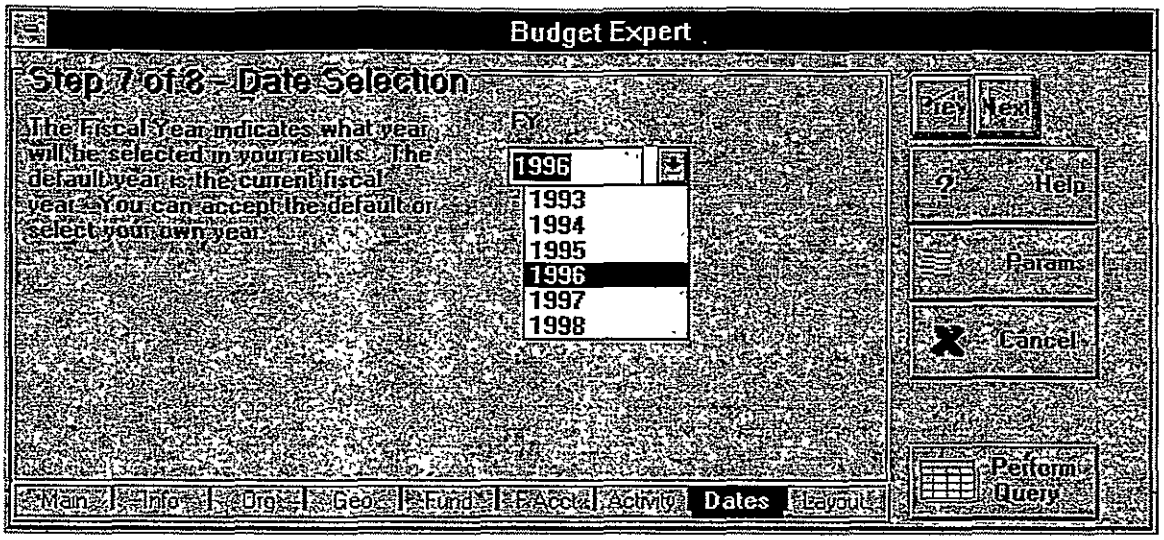


Figure 13: Dates Selection window-View 2

To select a single FY range, place the pointer on the down arrow to reveal the drop-down list of available dates. Place the pointer on the desired date and click once. The selected date will appear in the box.

Note: Available dates are determined by selections made in previous steps.

Layout Selection

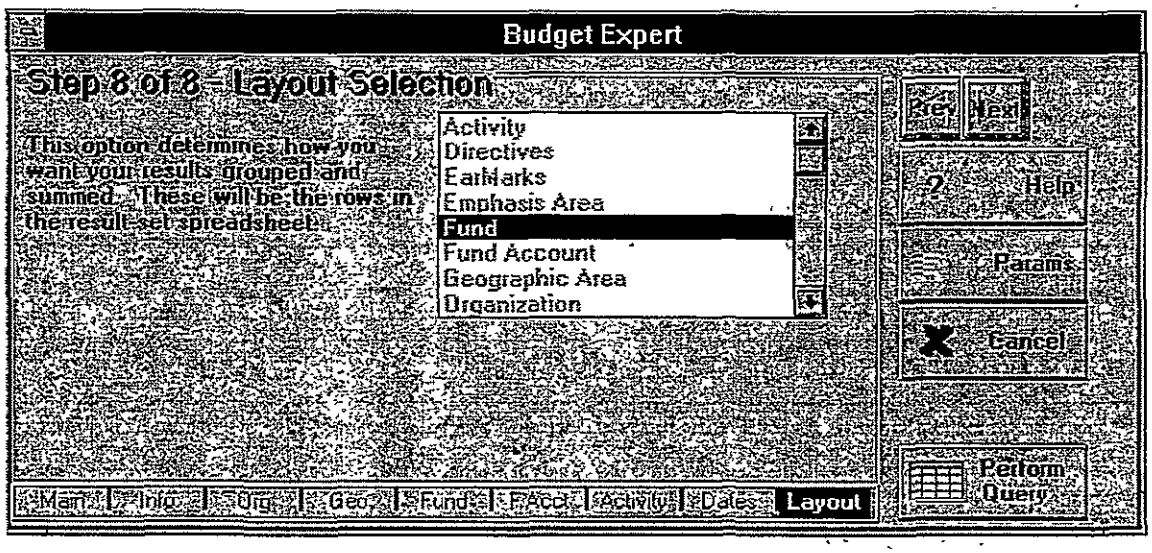


Figure 14: Layout Selection window

Selection of this tab produces Step 8, a list box that gives the user the option to determine how the results of the query are to be grouped and summed. The appearance of the Layout window is determined by the selections made in the previous steps. When the selections in the list box are "greyed", this indicates that variation in layout is not available.
The selection of Summaries in Step 1 (Info) produces a Layout window that has the option to select a Column Heading for cross-tabulation.

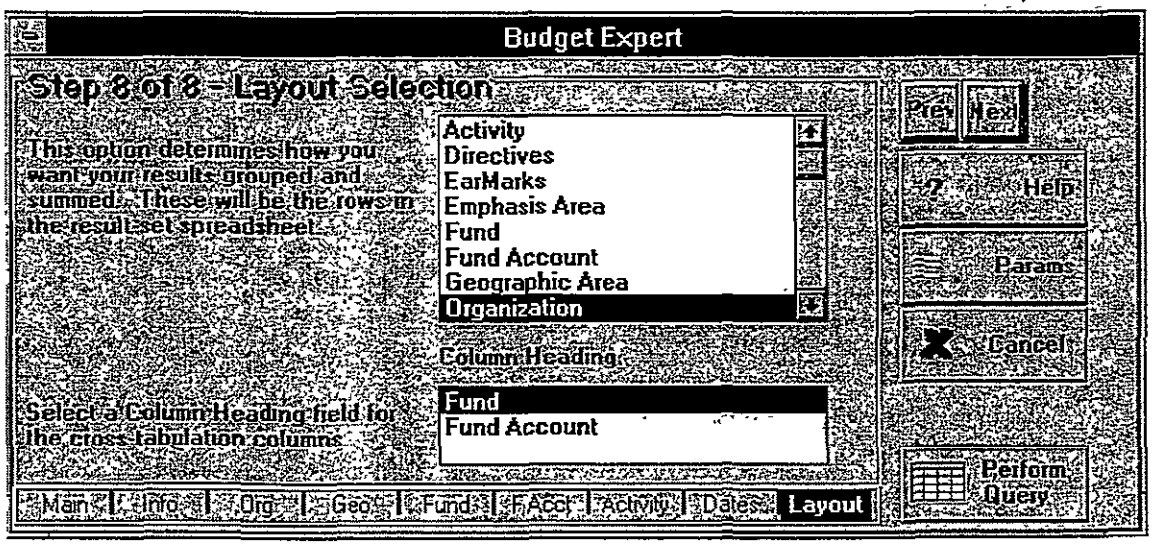
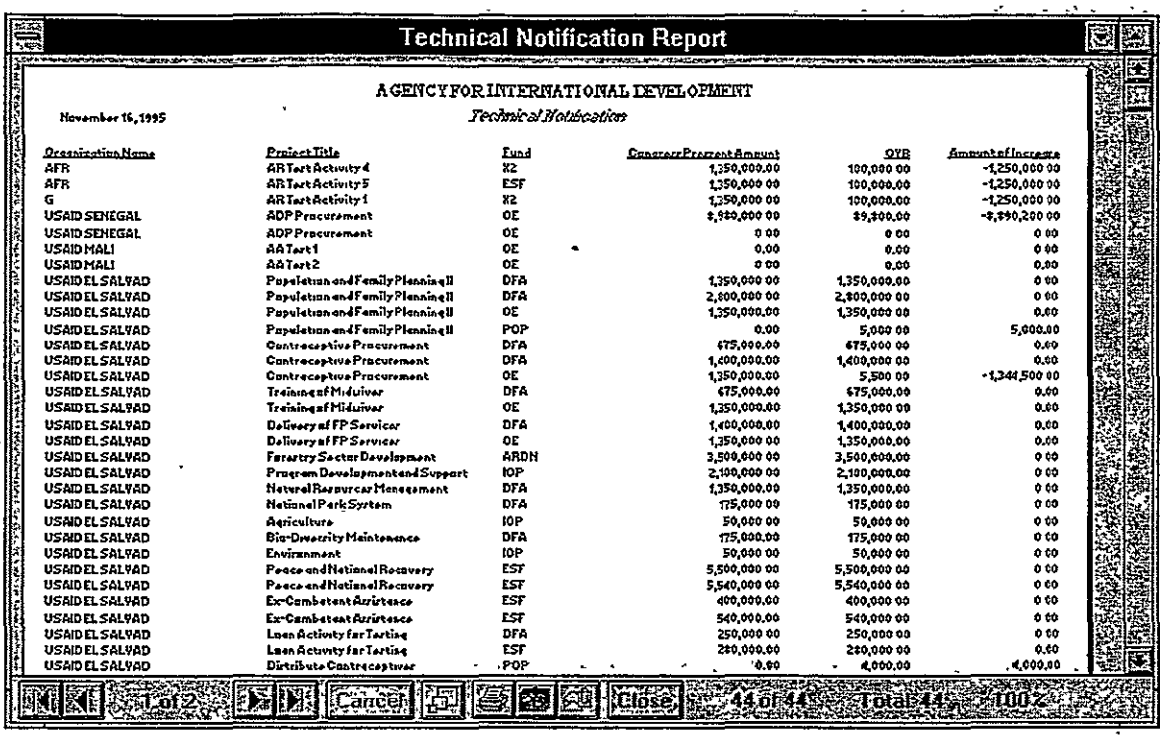


Figure 15: Layout window-View 2

To make selections in the list boxes, place the pointer on the desired option and click once. The option will become highlighted to indicate selection. Use the scrollbar to navigate up and down the list as necessary.



Technical Notification Report

AGENCY FOR INTERNATIONAL DEVELOPMENT

November 16, 1995

Technical Notification

Organization Name	Project Title	Fund	Current Program Amount	OYB	Amount of Increase
AFR	AR Test Activity 4	X2	1,350,000.00	100,000.00	-1,250,000.00
AFR	AR Test Activity 5	ESF	1,350,000.00	100,000.00	-1,250,000.00
G	AR Test Activity 1	X2	1,350,000.00	100,000.00	-1,250,000.00
USAID SENEGAL	ADP Procurement	OE	1,920,000.00	29,800.00	-1,890,200.00
USAID SENEGAL	ADP Procurement	OE	0.00	0.00	0.00
USAID MALI	AA Test 1	OE	0.00	0.00	0.00
USAID MALI	AA Test 2	OE	0.00	0.00	0.00
USAID EL SALVAD	Population and Family Planning II	DFA	1,350,000.00	1,350,000.00	0.00
USAID EL SALVAD	Population and Family Planning II	DFA	2,800,000.00	2,800,000.00	0.00
USAID EL SALVAD	Population and Family Planning II	OE	1,350,000.00	1,350,000.00	0.00
USAID EL SALVAD	Population and Family Planning II	POP	0.00	5,000.00	5,000.00
USAID EL SALVAD	Contraceptive Procurement	DFA	675,000.00	675,000.00	0.00
USAID EL SALVAD	Contraceptive Procurement	DFA	1,400,000.00	1,400,000.00	0.00
USAID EL SALVAD	Contraceptive Procurement	OE	1,350,000.00	5,500.00	-1,344,500.00
USAID EL SALVAD	Training of Midwives	DFA	675,000.00	675,000.00	0.00
USAID EL SALVAD	Training of Midwives	OE	1,350,000.00	1,350,000.00	0.00
USAID EL SALVAD	Delivery of FP Services	DFA	1,400,000.00	1,400,000.00	0.00
USAID EL SALVAD	Delivery of FP Services	OE	1,350,000.00	1,350,000.00	0.00
USAID EL SALVAD	Forestry Sector Development	ARDN	3,500,000.00	3,500,000.00	0.00
USAID EL SALVAD	Program Development and Support	IOP	2,100,000.00	2,100,000.00	0.00
USAID EL SALVAD	Natural Resources Management	DFA	1,350,000.00	1,350,000.00	0.00
USAID EL SALVAD	National Park System	DFA	175,000.00	175,000.00	0.00
USAID EL SALVAD	Agriculture	IOP	50,000.00	50,000.00	0.00
USAID EL SALVAD	Bio-Diversity Maintenance	DFA	175,000.00	175,000.00	0.00
USAID EL SALVAD	Environment	IOP	50,000.00	50,000.00	0.00
USAID EL SALVAD	Peace and National Recovery	ESF	5,500,000.00	5,500,000.00	0.00
USAID EL SALVAD	Peace and National Recovery	ESF	5,540,000.00	5,540,000.00	0.00
USAID EL SALVAD	Ex-Combatant Assistance	ESF	400,000.00	400,000.00	0.00
USAID EL SALVAD	Ex-Combatant Assistance	ESF	540,000.00	540,000.00	0.00
USAID EL SALVAD	Loan Activity for Testing	DFA	250,000.00	250,000.00	0.00
USAID EL SALVAD	Loan Activity for Testing	ESF	280,000.00	280,000.00	0.00
USAID EL SALVAD	Distribute Contraceptives	POP	0.00	4,000.00	4,000.00

Figure 16: Reports window

The Report Selection on the **Info** window enables the user to generate a printout report that meets USAID's requirements for external/internal hard copy distribution. At this time, a single report type, Technical Notification, is available. Additional report types will be available in later versions.

Once the parameters for the query report have been selected, click on the **Perform Query** button to generate the report.

Note: Only the Report selection will generate this window. The other selections on the Information window will generate a spreadsheet.

The toolbar on the bottom of the Report Window enables the user to perform functions within the window. The arrows provide navigational function through the report. The **Cancel** button allows the user to cancel the report **during generation.** Once the report is generated, this button becomes "greyed", or inactive. The buttons to the right of the **Cancel** button allow the user to zoom in/zoom out, print, and export the report. Selection of the **Close** button will close the Report window.

The bottom toolbar also provides information concerning the size and content of the report. The numbers on the left identify the number of pages in the report; the numbers on the right identify the number of records.

Spreadsheet

Once all desired selections have been made in the Step windows, click once on the **Perform Query** button to generate the query.

Queries - Budget Formulation

FUNCTIONS

	A	B	C	D	E	F	G	H
1	Fund Acronym	TOTALS	Base	Request	Passback	Reclama	Mark/CP	Approp
2		1,466,100					1,466,100	
3	DA	137,700					137,700	
4	DFA							
5	DFFA	72,900					72,900	
6	EJ							
7	EK							
8	ESF							
9	ESFF	405,000					405,000	
10	HF							
11	IG							
12	IOP							
13	OE							
14	OEE	648,000					648,000	
15	POP	202,500					202,500	

Figure 17: Spreadsheet window

The Spreadsheet window displays the query data in spreadsheet form.

Spreadsheet Menu Bar

The Spreadsheet window has a menu bar specific to its window. Click on the topic and the drop down menu will appear. The menus can be accessed from the keyboard by using the ALT key plus the underlined letter of the menu name. The **Ctrl +** keys and **Shift+** keys can be used to utilize functions from the drop-down menus from anywhere in the application without opening the menus. To select a menu option with the keyboard, type the underlined letter in the menu option. Greyed item(s) in the drop down menu(s) are not available to use in a selected mode.

File Edit Format Queries Window Help

File

File	
New	
Open Spreadsheet	Ctrl+O
Open Graph	
Close	
Save	Ctrl+S
Save As...	
Print	Ctrl+P
Page Setup	
Print Setup	
Exit Application	

New:	Opens new spreadsheet form
Open Spreadsheet:	Enables user to open previously saved spreadsheets
Open Graph:	Enables user to open previously saved graphs
Close:	Closes active spreadsheet
Save:	Saves active spreadsheet
Save As:	Saves active spreadsheet and enables user to name saved form, or to save an additional version of a previously saved spreadsheet under a new name.
Print:	Prints the active spreadsheet
Page Setup:	Enables user to set attributes for page
Print Setup:	Enables user to set attributes for print output and select printer
Exit Application:	Exits the Query Application

Edit

Edit

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Insert Rows	Shift+Ins
Insert Columns	Ctrl+Ins
Delete Rows	Shift+Del
Delete Columns	Shift+F11
Go To	Ctrl+G
Define Name	Ctrl+N
Sort By Fund Acronym	
Sort by Total	
Sort By Base	
Restore Total Col and Row	

Cut:	Cuts selected range
Copy:	Copies selected range to clipboard
Paste:	Pastes copied range from clipboard to selected area in spreadsheet
Clear:	Clears selected range
Insert Rows:	Inserts rows into selected area of spreadsheet
Insert Columns:	Inserts columns into selected area of spreadsheet
Delete Rows:	Delete selected rows
Delete Columns:	Delete selected columns
Go to:	Navigate to selected cell in spreadsheet
Define Name:	Enables user to bookmark cells or a range of cells for function purposes
Sort by Fund Acronym:	Sorts query data by Fund Acronym alphabetically
Sort by Total:	Sorts query data by totals; greatest to least
Sort by Base:	Sorts query data by base; greatest to least
Restore Total Col and Row:	Restores totals in the Total column and rows to reflect adjustments through entries, deletions, functions, or "drag and dropped" columns.

Format

Format

Alignment	Ctrl+A
Font	Ctrl+T
Border	Ctrl+B
Pattern	
Set Cell Protection	
Protection Enabled	
Number Format ["mask"]	
Fixed Rows And Columns	
Column Width	
Row Height	
Show ▶	

Alignment: Enables user to define the horizontal/vertical display of the spreadsheet.

Font: Enables user to select font for spreadsheet display

Border: Enables user to design border for spreadsheet

Pattern: Enables user to design background pattern and color for spreadsheet

Set Cell Protection: Sets cell protection as either "locked" or "hidden"

Protection Enabled: Enables or disables cell protection as a toggle; a checkmark √ will indicate when protection is enabled.

Number Format: Selection of number formatting for spreadsheet display

Fixed Rows and Columns: Enables user to define fixed rows/columns

Column Width: Enables user to design column widths

Row Height: Enables user to design row height

Note: In order to utilize the above options in the Format menu, the spreadsheet must be selected first. This does not apply to the Show menu below.

Show: Selection of this option produces the following menu:

√ Grid Lines	
√ Column Headings	
√ Row Headings	
Formulas	Ctrl+F
√ Zero Values	

The options in this menu design the display of the spreadsheet. The selection is show/hide; options with the checkmark next to them are shown in the spreadsheet, those without a checkmark are hidden. These operate as toggles; click once on the option to switch between show and hide as desired.

Queries

Queries
- Query Expert
- User Queries
- Save this query

Query Expert:	Executes the Budget Expert window
User Queries:	Produces the User-defined Query window, enables user to access previously saved queries.
Save this Query:	Enables user to save current query under user-defined name

Windows

Window
- Cascade
- Tile Horizontally
- Tile Vertically
- Arrange Icons

- 1 Budget Expert
- 2 Queries - Budget Formulation
- ✓3 Graph

Cascade:	Cascades the open windows
Tile Horizontally:	Arranges the open windows horizontally
Tile Vertically:	Arranges the open windows vertically
Arrange Minimized:	Arranges the open windows using the least amount of space

The lower section lists the open windows. The check mark identifies the currently active (on top) window.

Help

Help
- Contents
- Search For Help On...

- About

Contents:	Lists topics available in the Help system.
Search for Help On:	Provides the option to search for topics by name.
About:	Identifies the version of the software being utilized.

The Menu Bar will display an additional option once the spreadsheet, or an area of the spreadsheet, is selected/highlighted for graphing. This option is **graph**, shown below:

File Edit Graph! Format Queries Window Help

This option is an action button; selection of **Graph!** will generate a graph of the columns/rows, or entire spreadsheet, depending on the area selected.

Spreadsheet Toolbars

The spreadsheet has two toolbars with functions specific to this window. The initial toolbar appears below:

Once the spreadsheet, or an area of the spreadsheet, is selected/highlighted, additional icons and functions appear on the toolbar related to the graphing function. This toolbar is shown below.

Following are definitions of functions:

Save spreadsheet: Enables user to save current spreadsheet. This button produces a File\Directory screen for naming the spreadsheet and selecting the directory in which to save it.

Print spreadsheet: Prints the current spreadsheet.

Cut selected range: Cuts selected columns\rows from spreadsheet

Copy selected range: Copies selected columns\rows to clipboard

Paste: Pastes copied columns\rows from clipboard

Formatting text buttons: Formats text in spreadsheet according to selection, i.e., **Bold**, *Italics*, or Underlined

Format text in highlighted cells: Formats text in selected columns\rows

View a saved spreadsheet in Lotus 1-2-3:

Enables user to view a previously saved spreadsheet in Lotus 1-2-3 format

Graph highlighted cells:

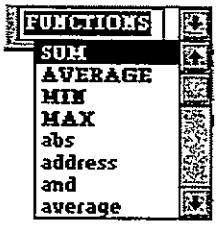
Produces graph of data in selected columns\rows

Drag and Drop highlighted column:

Enables user to "drag and drop" selected column. To utilize this option, first select column. Next, place pointer on button and **hold down the left mouse button while dragging column to desired position.** The selected column will displace any existing column and reposition it to the right of the column.

View parameters of last query:

Opens the Parameters window



Functions:

Drop-down list box of spreadsheet functions available for users in the spreadsheet. To select a function, place the pointer on the desired name and click once. **Note:** The selection made in this box functions with the following button. It does **not** produce a function on its own.

Drag and drop a function to the grid:

"Drags and drops" function in previous selection to cell in spreadsheet. To utilize this function, place pointer on button and **hold down left mouse button while dragging to desired cell.**

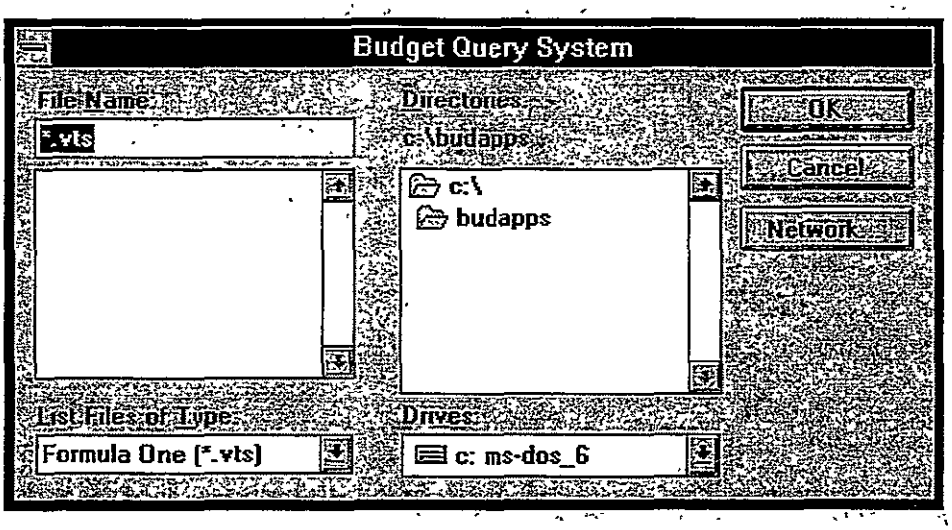
Adds a] and ends editing a cell:

Used to finish formula cells

Saving Spreadsheets

Spreadsheets may be saved for future viewing by either:

Selecting the Save Spreadsheet button on the toolbar -OR-
by selecting **Save** or **Save As** in the **File** drop-down menu.
These actions will produce the following screen:



This screen enables the user to assign a name for the saved spreadsheet and to choose a directory \drive in which to save the file.

Enter name and extension of spreadsheet in File name box.

Select drive and directory for file storage.

Click on the OK button to save the spreadsheet and return to the spreadsheet window.

Note: Spreadsheets are saved with data that is available **at the time it is saved.** To generate a saved query with current data, see **View User Queries.**

Creating Graphs

Once the Query parameters have been defined and a spreadsheet generated, it is possible to create a graph of the Query data. Bar graphs, line graphs, area graphs, and pie charts can be made with data from all columns and rows in the spreadsheet.
Note: It is necessary to select the column(s) and/or row(s) first before a graph can be created.

Select the desired columns and rows by either:

1. Clicking on the heading of the column -OR- on the title of the row.
2. Clicking in the heading of the beginning of a range of columns\rows and "dragging" to select the desired area.
3. Clicking on the heading of the Totals column, the heading of the row titles column, or the upper left-hand cell in the spreadsheet to select the entire spreadsheet.

Once the desired query data has been selected, a graph can be generated by clicking on the **Graph!** option on the Menu bar -OR- by clicking on the graph button on the spreadsheet toolbar.

Graphs

The Graph window displays the query data in a graph form. There are several selections of graph types available dependent on the type and scope of the analysis. Line, area, bar, and pie graphs are available in various formats. Below is an example of a 3D bar graph:

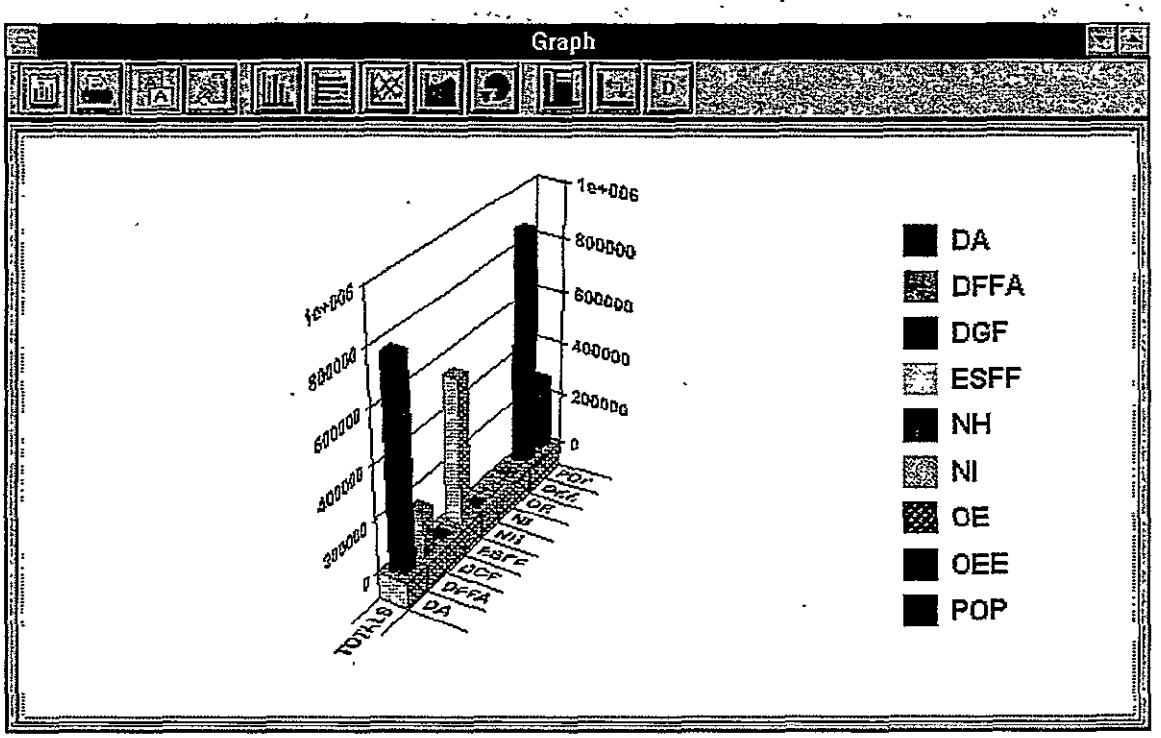


Figure 18: 3D Bar Graph

Below is an example of the Pie Graph in 3D and the Line Graph in 3D:

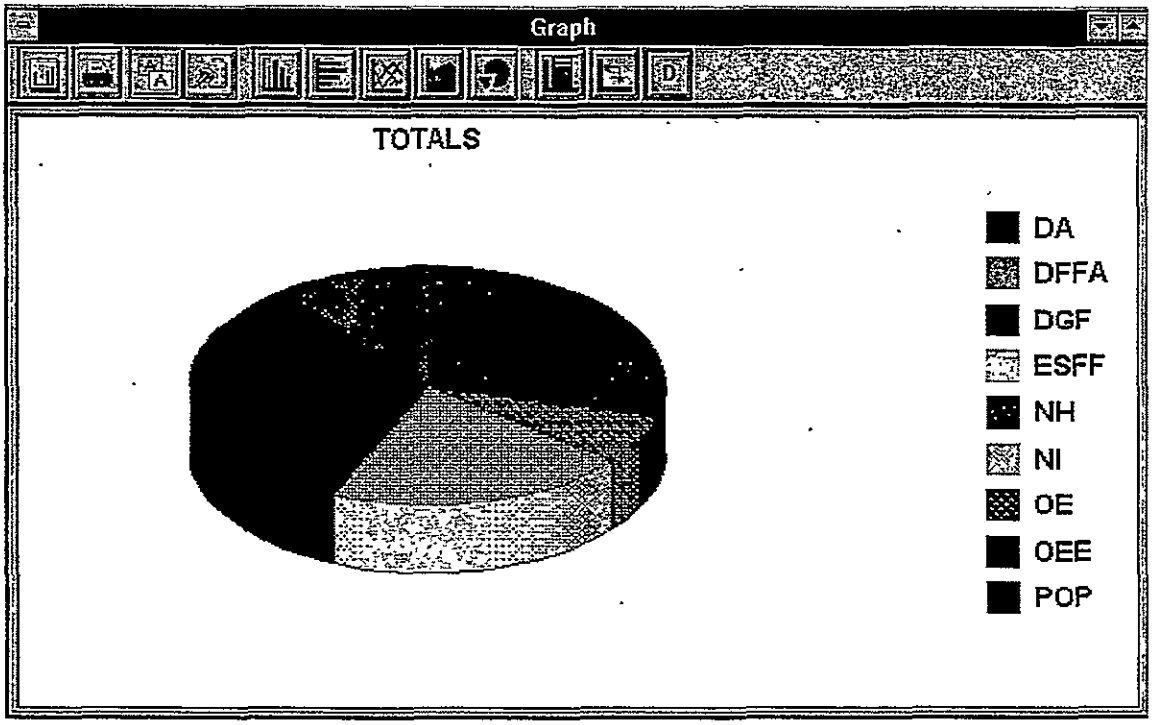


Figure 19: 3D Pie Graph

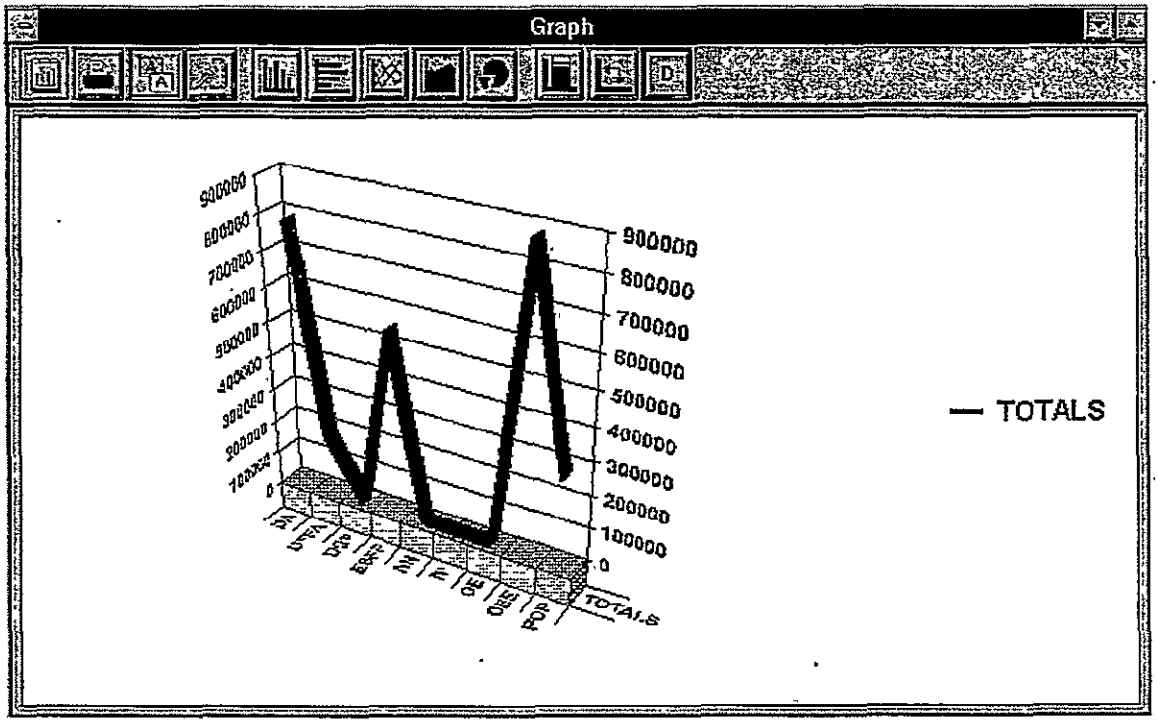


Figure 20: 3D Line Graph

Graph Menu Bar

The Graph window has a menu bar specific to its window. Click on the topic and the drop down menu will appear. The menus can be accessed from the keyboard by using the ALT key plus the underlined letter of the menu name. The **Ctrl +** keys and the **Shift+** keys can be used to utilize functions from the drop-down menus from anywhere in the application without opening the menus. To select a menu option with the keyboard, type the underlined letter in the menu option. Greyed item(s) in the drop down menu(s) are not available to use in a selected mode.

File Edit Graph Queries Window Help

File

File
- Write Metafile
- Write BMP
- Save
- Open Spreadsheet
- New Spreadsheet
- Open Graph
- Close

- Print Setup
- Print

- Exit Application

Write Metafile	Saves the displayed graph as a Windows metafile
Write BMP	Saves the displayed graph as a bitmap
Save	Saves the displayed graph as a chart
Open Spreadsheet	Opens a previously saved spreadsheet
New Spreadsheet	Generates a new spreadsheet
Open Graph	Opens a previously saved graph
Close	Closes the displayed graph
Print Setup	Enables user to set attributes for printing the graph, and selecting printer
Print	Prints the displayed graph
Exit Application	Exits the Query Application

Edit

Edit	
Copy	Ctrl+C
Paste	Ctrl+V

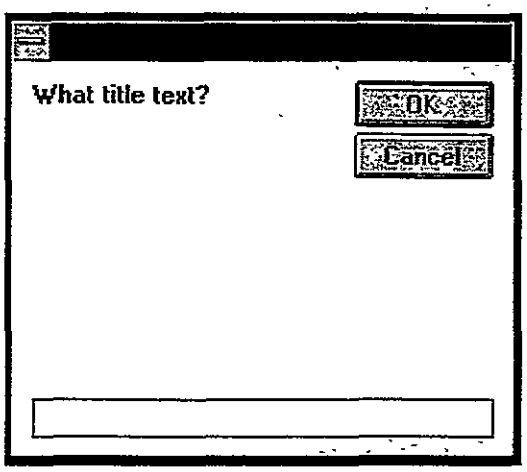
Copy	Copies displayed graph to the clipboard
Paste	Pastes copied graph

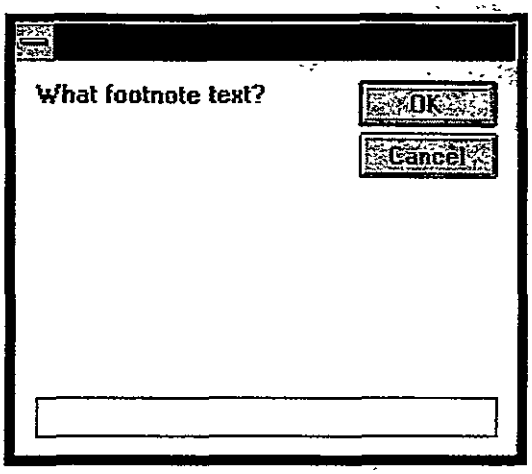
Graph

Graph	
Stack/Unstack	Ctrl+S
Transpose Axes	Ctrl+T
Dimensions	Ctrl+D
Footnote	
Title	Ctrl+I
Bar	Shift+F1
Horizontal Bar	Shift+F2
Line	Shift+F3
Area	Shift+F4
Pie	Shift+F5

Stack/Unstack	Stacks or unstacks data series in a bar graph
Transpose Axes	Transposes the *x* and *y* axis
Dimensions	Adjusts the display between 2D and 3D view
Footnote	Enables the user to apply a footnote to a graph
Title	Enables the user to apply a title to a graph
Bar	Designs the graph as a vertical bar graph
Horizontal Bar	Designs the graph as a horizontal bar graph
Line	Designs the graph as a line graph
Area	Designs the graph as an area graph
Pie	Designs the graphas a pie chart

Title and **Footnote** produce boxes that enable the user to enter text to appear in the graph window.





Enter the title or footnote you wish to appear in the graph by typing in the test box. These may be edited by utilizing this option as often as you wish; a new entry will automatically replace the preceding one.

Below is an example of a graph with both a title and a footnote:

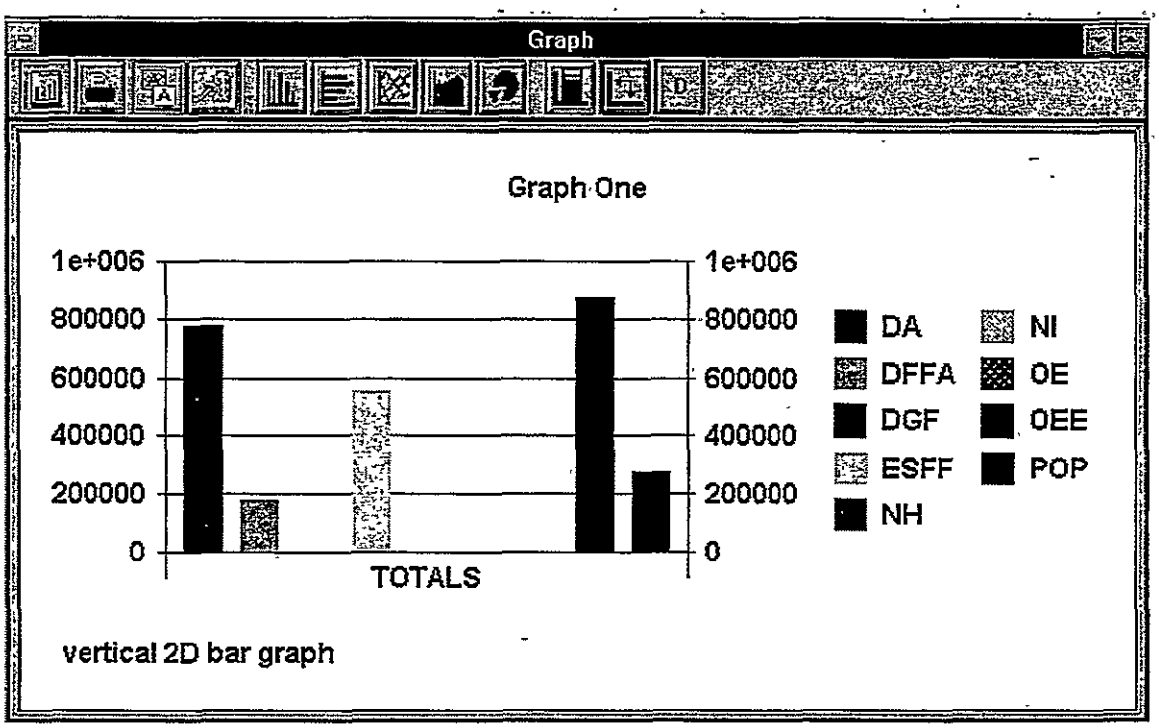


Figure 21: Graph with Title and Footnote

Queries

Query Expert	Initiates the Budget Expert window
User Queries	Accesses previously saved queries

Windows

Window

- Cascade
- Tile Horizontally
- Tile Vertically
- Arrange Icons

- 1 Budget Expert
- 2 Queries - Budget Formulation
- ✓3 Graph

Cascade:	Cascades the open windows
Tile Horizontally:	Arranges the open windows horizontally
Tile Vertically:	Arranges the open windows vertically
Arrange Minimized:	Arranges the open windows using the least amount of space

The lower section lists the open windows. The check mark identifies the currently active (on top) window.

Help

Help

- Contents
- Search For Help On...

- About

Contents:	Lists topics available in the Help system
Search for Help On:	Provides the option to search for topics by name.
About:	Identifies the version of the software being utilized.

Graph Toolbar

The Graph window toolbar is pictured below. The buttons on the toolbar enable the user to save, print, copy, and paste as well as design the graph in a variety of displays in 2D and 3D forms.

Following are descriptions of their functions:

Save graph	Saves displayed graph
Print graph	Prints displayed graph
Copy graph	Copies displayed graph to the clipboard
Paste	Pastes the copied graph into selected applications, i.e., Paintbrush. **Note:** Copied graphs can be pasted into the spreadsheet. Insert rows/columns to allow space for graph, then paste graph into the spreadsheet using this function on the spreadsheet toolbar.

The following buttons are used to design the appearance of the graph. The default for graphs is 2D vertical bar. The display can be modified as desired through selection of these buttons:

Vertical graph	Displays the graph as vertical bars
Horizontal graph	Displays the graph as horizontal bars
Line graph	Displays a line graph
Area graph	Displays an area graph

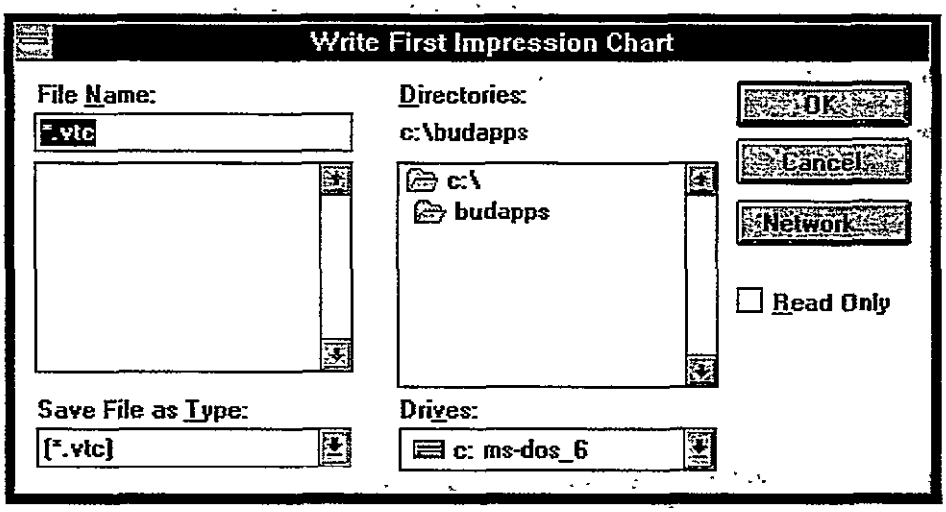
	Pie chart	Displays the graph as a pie chart
	Stack/Unstack	Stacks or unstacks data series in a bar graph. Toggles between the two displays.
	Transpose X and Y axis	Transposes the axis; toggles between the two displays.
	3D or 2D view	Toggles the display between 2D and 3D.

Note: This will generate a 2D or 3D display of the selected **type** of graph, i.e., if a vertical bar graph is generated, a selected display of a vertical bar graph will be generated, if a pie chart is generated, a selected display of a pie chart will be generated, and so on.

Saving Graphs

Graphs may be saved for future viewing by either:

Selecting the Save Graph button on the Graph toolbar -OR-
by selecting the **Save** option in the **File** drop-down menu.
These actions will produce the following screen:



This screen enables the user to assign a name for the saved spreadsheet and to choose a directory/drive in which to save the graph.

Enter the name and extension of the graph in the File name box.

Select the drive and directory for file storage.

Click on the OK button to save the graph and to return to the Graph window.

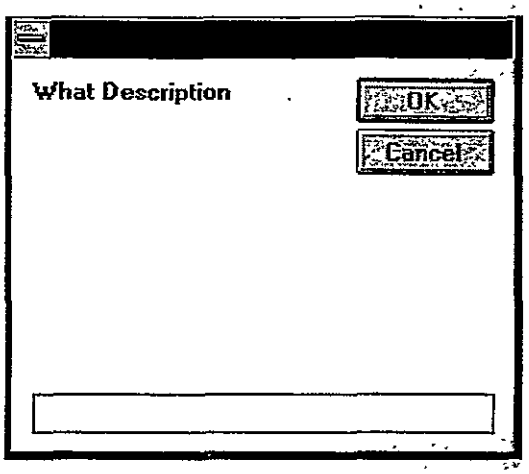
Note: Graphs are saved with data that is available **at the time it is saved.** To generate a saved query with current data, see **View User Queries.**

View User Queries

Queries can be generated using parameters saved from previous queries. These queries will reflect results drawn from **current data**, regardless of when the query parameters were saved.

Saving a Query:

Once parameters have been selected in the Budget Expert windows **and** a Query has been generated, it is possible to save the query using the Spreadsheet Menu bar.
Select the **Queries** menu option from the Menu bar.
Select **Save this Query** from the drop-down menu. This action will produce the following box:



Enter a title in the text box. The query parameters will be saved under this name.

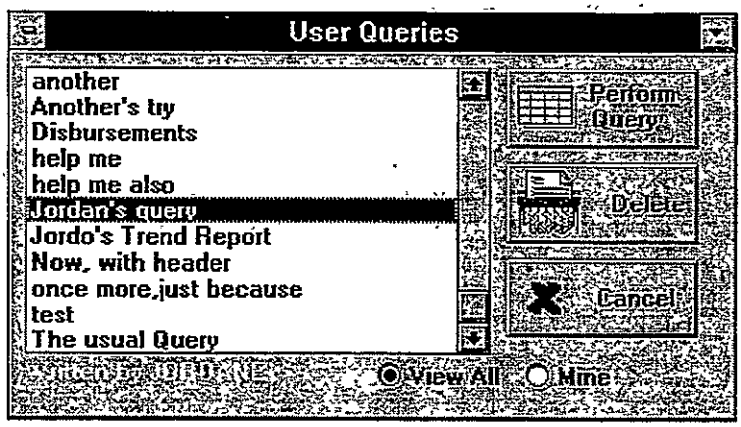
Viewing User Queries:

User queries may be accessed by either:

Selecting the View User Queries button on the toolbar -OR-

Selecting **Queries** on the Menu bar and selecting the **User Queries** option in the drop-down menu.

These actions will produce the following window:



The user has the options to view only their own queries or to view all saved queries. This selection is made by choosing one of the radio buttons at the lower section of the window.

The selection will darken, or "fill" when selected.

The window has three buttons on the right side that perform specific functions:

executes selected query from saved parameters

deletes selected saved query

closes the User Queries window

User queries titles are displayed alphabetically in the list box in the window.

The name of the author of the original query appears in yellow under the list box. This name will correspond with the selected (highlighted) query in the list box.

- To select a query for viewing, place the pointer on the desired name and click once. The name will become highlighted. Select the Perform Query button to generate the query.
- To delete a previously saved query, select the desired name in the same manner. Select the Delete button to delete the selected query.
- To close the User Queries window and return to current window in the application, select the Cancel button.

Glossary

Activity	Project or task required to carry out a program. the word "Activity" is used for any activity or unified group of activities, programs, projects, types of material assistance or other operations, and refers to both project and non-project assistance.
Agency	USAID. All references to agency in this application refer to USAID.
Bureaus	Second hierarchical level in USAID, responsible for large-scale management of operations and administrative activities. Bureaus with geographical designations overesee Missions/Divisions.
Division	Managerial offices within Missions. There may be multiple divisions within a Mission.
Fiscal Year	A twelve month accounting period, without regard to its relationship to a calendar year. The fiscal year for the U.S. Government begins October 1 and ends September 30.
Fund	A designation of Congressionally appropriated or nonappropriated funds used to finance Federal Government work. Budget uses all foreign assistance accounts including those of other government agencies.
Fund Account	Fiscal year financial information for each Fund. Year dates have suffixes which signify the duration period of that particular Fund Account. Dates with the suffix "A" signify annual funds, or funds with a one-year time period before expiration. Dates with the suffix "X" signify funds as 'no year', or as having no expiration period. Dates listed as YY\YY signify funds with a two-year time period before expiration.
Mission	USAID programs\offices defined by geographical locations, i.e., country or region.
Queries	Detailed information about multiple budgetary/financial amounts.
Reports	Produces a printout of query data to satisfy USAID's external/internal hard copy reporting requirements.
Summaries	A view of data over a specific Fiscal Year (FY), i.e. FY 1993. A summary focuses on **one** budgetary/financial amount.
Trends	A view of data over a range of Fiscal Years (FY)., i.e., 1993 to 1997. The data is aggregated chronologically.

Oracle Server Messages

Message Code	Description	
ORA-00001	Unique constraint violated	
	Cause:	A record exists in the database with the same primary key as the record you are attempting to add. The current record cannot be saved.
	What to do:	Contact your system administrator for assistance.
ORA-00054	Record locked for update	
	Cause:	Record is being edited by another user.
	What to do:	Try to access record later.
ORA-00942	Table or view does not exist	
	Cause:	You do not have a valid Budget role. Or The data table/view (file) that the application is trying to access either does not exist or is not available to you.
	What to do:	Application will terminate automatically. Contact your system administrator for assistance.
ORA-01000	Maximum cursors exceeded	
	Cause:	A fatal error has occurred in the current routine. The current data may not have been saved.
	What to do:	Application will terminate automatically. Contact your system administrator for assistance.
ORA-01017	Invalid username/password	
	Cause:	You have entered an invalid user ID and/or password or an Oracle account has not been created for you.
	What to do:	Retry with correct username/password. If this error persists contact your system administrator for assistance.
ORA-01031	Insufficient privileges	
	Cause:	You have insufficient privileges to perform this database task. The current data may not have been saved.
	What to do:	Contact your system administrator for assistance.

ORA-01924 **Role not granted or doesn't exist**

Cause: Your default Oracle role is missing or invalid.

What to do: Contact your system administrator for assistance.

ORA-02291 **Parent key not found**

Cause: A 'Parent' record is required to save the current record. The Parent record could not be found. The current record cannot be saved.

What to do: Contact your system administrator for assistance. Database is corrupted.

ORA-03121 **No interface driver connected**

Cause: A SQL*Net TCP/IP error has occurred. Either the SQL*Net " directory is not in your PATH= statement in AUTOEXEC.BAT " or there is a problem with the ORACLE.INI file. "

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06107 **Oracle network server not found**

Cause: A SQL*Net TCP/IP error has occurred. The SERVICES file is invalid, could not be found or is not specified in the ORACLE.INI file.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

ORA-06122 **Setup failure**

Cause: A SQL*Net TCP/IP error has occurred. The ORACLE.INI file is invalid or could not be found.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

3059 **ODBC user canceled**

Cause: An ODBC error has occurred. Either the ODBC.INI file could not be found, the proper data source is not specified, or the correct driver is not specified.

What to do: Application will terminate automatically. Contact your system administrator for assistance.

Incident Reporting

Although comprehensive testing has eliminated as many errors as could be found and fixed, there is a need to report any new errors in a way that is meaningful to the software developers so that the errors can be corrected. The forms on the following pages should be used to report these errors. Copies of these forms should be made and kept on file for future use. The figures below indicate where to find the information needed to fill out the form along with a definition of the terms used on the form. It is important that the user and System Administrator collaborate in the response. The System Administrator may be able to resolve some of the errors before the reports are sent on to the Help Desk. Include as much detail as you can concerning the error. Remember the individuals who will evaluate and fix the error may be a continent away.

Definitions, Incident Report Form

Incident Number: This number will be assigned by your System Administrator when the Report is logged in. The number should include information that will make it unique so that it will not conflict with Incident Reports sent in by other sites. This log should be scrupulously maintained and inquiries made if a timely response is not received.

IP Address: The IP address is the Internet Protocol address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Host Name: The host name is a synonym for the IP address. It is used to uniquely identify a host computer on a TCP/IP network. It is set up by the System Administrator of the host computer.

Name: The name of the user initiating the Incident Report.

Organization: Enter the organization code that will help to uniquely identify your installation.

Location: Enter the location that will help to uniquely identify your installation.

System Administrator: The name of the System Administrator. It is suggested that the System Administrator maintain a file of copies of the reports for future reference.

Version: The date and version number appearing in the "About" box.

Screen Name: Enter the Screen name.

Tab/Form Name: Enter the name of the Tab or Form.

Field Name: Enter the label or name of the field where the error occurred.

Mode: Enter the Mode the application was in when the error occurred, such as ADD, EDITor VIEW.

Role: Enter the Role that you were using when the error occurred, such as Requestor, Manager, COTR, etc.

Description of Problem: Enter as much information about the sequence of events leading up to the problem as you can. The frequency that the problem occurs, intermittently or every time, is important and should be noted.

Actual Error Messages: In some cases the application will trap and display error messages generated by Oracle, the Database Management System. There may be some messages that are not in the appendix that are generated by the application or by Windows itself. These messages are important to the developers and should be noted.

All of the entries may not be pertinent but they should be filled in. Use N/A when appropriate.

NMS Incident Report Form

Incident Number: _____

IP Address: _____

Date of Incident: _____

Host Name: _____

Name: _____

Organization: _____

Version: _____

Location: _____

Application: _____

Screen Name: _____

Mode: _____

Tab Name: _____

Role: _____

Field Name: _____

Description of Problem: _____

Actual Error Message:

_____

Suggestions:

_____

System Administrator: _____

NMS System Administrators Incident Log

Incident Number	Date Reported	Date Resolved	Brief Description of Problem

Operations

Results Tracking Application

User's Guide

January 3, 1996
Version 2.0

United States Agency for International Development

To report errors, request clarification, or offer suggestions on this user's guide, please contact the IRM Help Desk at 703-875-1234 or via e-mail at IRM Help Desk@IRM.

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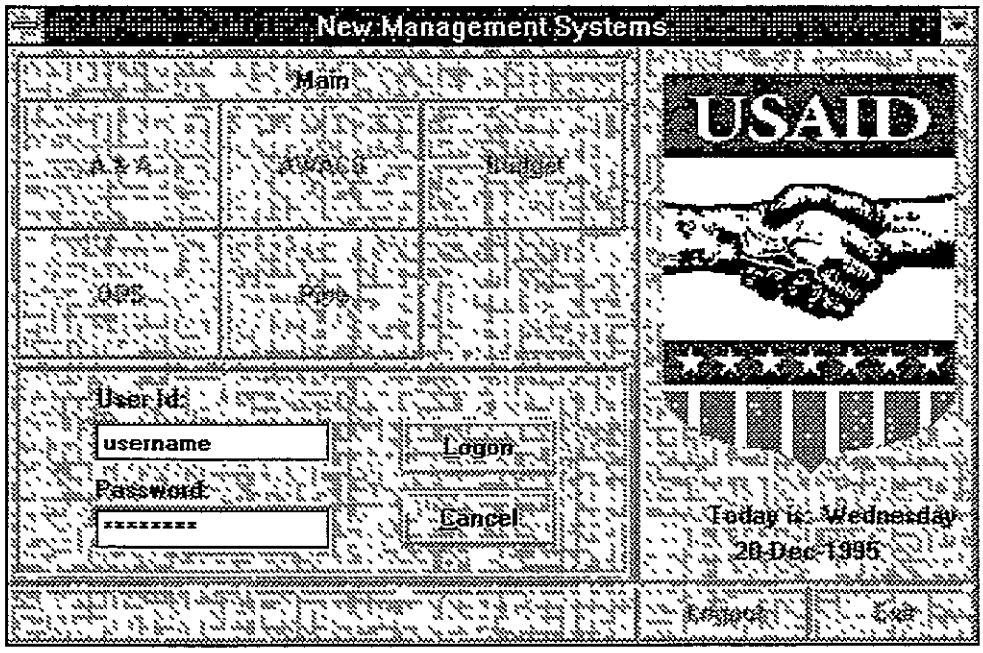
Overview

The Results Tracking system provides a means to record performance information -- all levels of development results, including both planned (i.e., target) and actual results. It also provides a means to look at results being achieved in other countries or by other United States Agency for International Development (USAID) organizations for comparison purposes and so that Agency-wide results can be aggregated.

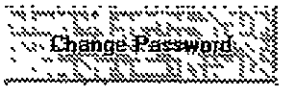
All results information in the Agency will be uploaded to Washington on a daily basis, so Washington users can access data for any country, or for any Washington-based organization which has strategic objectives and intermediate results of its own that it is tracking. In the field, data will be kept on those countries for which that location is responsible. Communications limitations make it impossible to transfer all results data from every country USAID serves to every other country daily. Field personnel wishing to access other organizations' or countries' results can initiate a query to the central database in Washington and receive the information requested the next day.

Log On

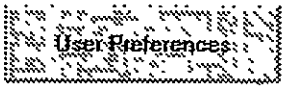
Double-click on the USAID icon in your Windows Program Manager to access the New Management Systems (NMS) applications. If you are not sure where to find this icon, or you have problems logging on, contact your supervisor or System Administrator. The following logon screen will appear:



Enter your user ID and password and click on the Logon button to continue (or click on the Cancel button to exit). The buttons for applications to which you have access will be highlighted in bold type. Other buttons available to you on this screen include:

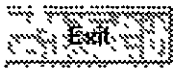


Click on this button to enter a new password, which must be at least eight characters long.



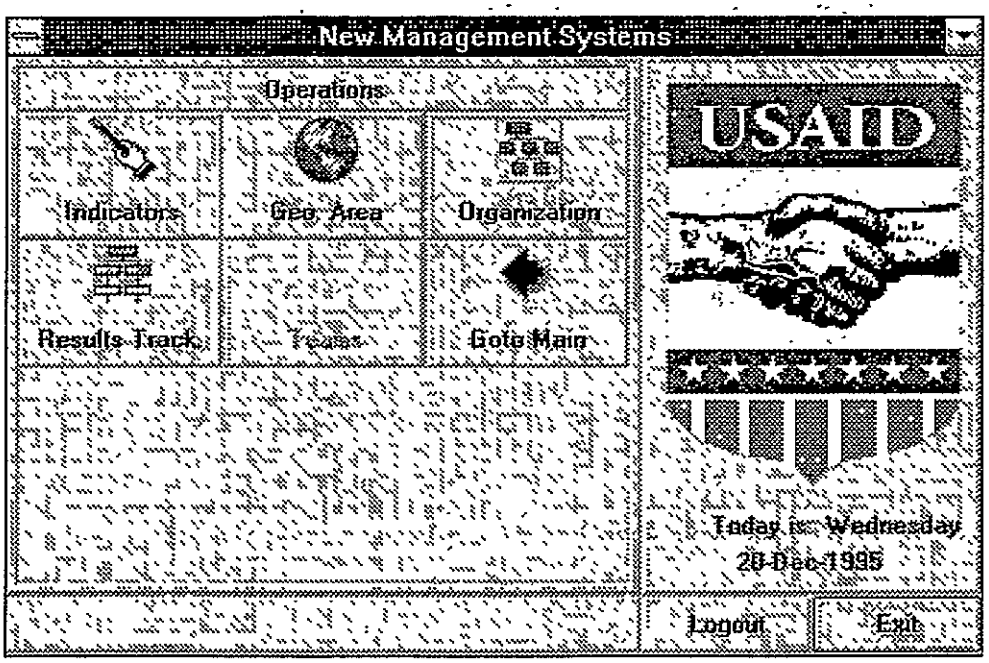
Click on this button to set various preferences, including how often to delete temporary files and which applications to load automatically.

Click on this button to return to the previous screen.



Click on this button to completely exit the NMS logon procedure.

After selecting the appropriate application button at the top of the screen, a screen will appear with buttons representing the modules available in the application you selected. The following screen illustrates the current modules in the Operations application:



Click on the button for the module you wish to access, or click on the Go to Main button to return to the previous logon screen.

Help

Help is available on every screen by either pressing F1 for context-sensitive help, pulling down the Help menu from the menu bar or, where available, clicking on the button.

> If you are unable to see all of the help information on your screen, click on the maximize button in the top right corner of the help window. Use the vertical scroll bar on the right to move down the page if necessary.
>
> Click on any green text in the help window to "jump" to its explanation.

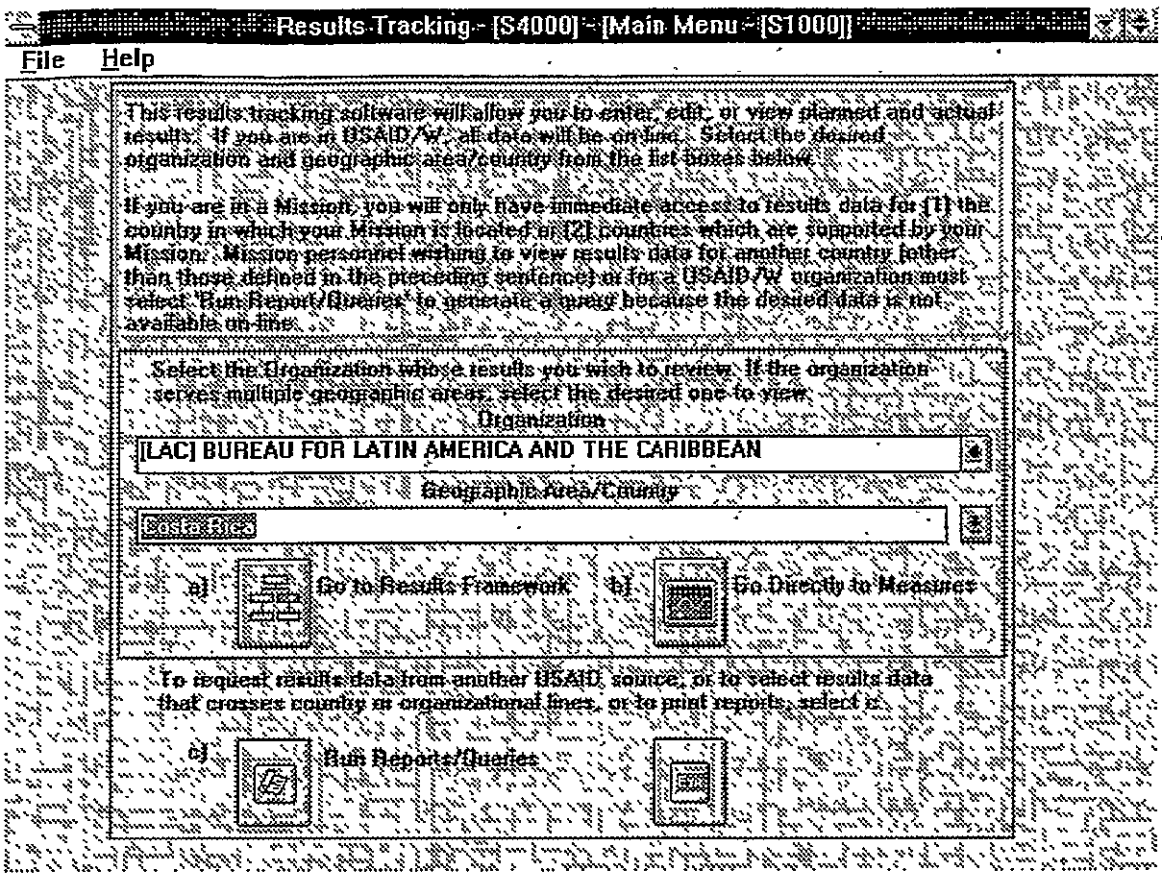
For a quick guide to setting up your results framework, pull down the on-line Help menu and select How to Get Started or turn to the Appendix at the end of this user's guide.

The warning "Windows Resources Low, Help Might Not Load" may appear if you don't have enough memory to run both the Results Tracking system and the separate help files. Close any other applications if they are open or contact your System Administrator for assistance.

If you choose to run the system without the help files, you may select the option "Disable this Message in the Future." The warning message will not appear until the next time you enter the system.

Results Tracking Main Menu

This is the first screen you will see after logging in. It gives you access to all Results Tracking functions.

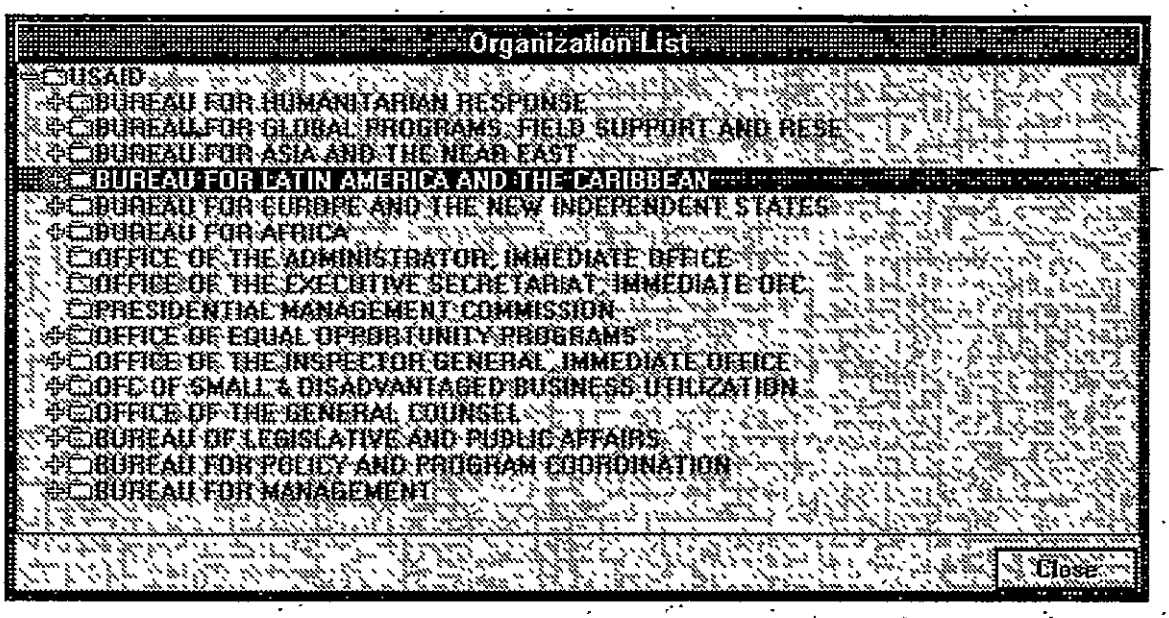


Select an Organization

In order to enter the Results Tracking system, an organization must be selected. Your current home organization, or where you are physically located, will be displayed by default. If multiple geographic areas/countries can be associated with your organization, you will also have to select the appropriate geographic area/country (see Select a Geographic Area/Country below).

The organization selection determines the results data that will be available to you after entering the system. Note: you can edit results data only for your own organization. You can view, but not change, data for other organizations.

To select a different organization to view, click on the arrow next to the Organization field; this causes the following screen to appear:



Each organization on the list has a yellow folder in front of its name. If there is no symbol in front of the folder, the organization has no subordinate organizations below it.

A folder with a plus sign (+) in front of it indicates the organization has subordinate organizations which are not currently being displayed. To display the list of subordinate organizations, click on the plus sign. The subordinate organizations will be displayed below the primary organization and the plus sign will change to a minus sign.

A yellow folder with a minus sign (-) in front of it indicates a primary organization's subordinate organizations are displayed below. Click on the minus sign to "roll-up" the subordinate organizations into the primary organization; they will no longer be visible on the list and the minus sign will change to a plus sign.

Click on the name of the organization which has the data you wish to review and click on the Close button. The organization you selected will appear in the field on the main menu screen. Continue by selecting a geographic area/country if more than one is associated with the organization (see below) and then select the Results Tracking option you wish to pursue (see below).

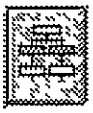
Select a Geographic Area/Country

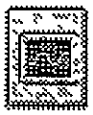
If the organization selected in the previous step has more than one geographic area/country associated with it, you must select one before proceeding into the Results Tracking system. Click on the arrow next to the Geographic Area/Country field; this causes a list of names to appear.

Click on the name of the geographic area/country which has the data you wish to review and then select the Results Tracking option you wish to pursue (see below).

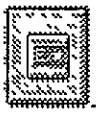
Select a Results Tracking Option

The last step needed to enter the Results Tracking system is to select one of the following options from the Main Menu:

Click on the Go to Results Framework button  to access the results framework for the selected organization and geographic area/country. The results framework is a graphic illustration of the hierarchy of contributing results that will lead to the achievement of the organization's strategic objective. All relevant operations and information can be accessed from the results framework.

Click on the Go Directly to Measures button  to access the screen where measures (i.e., the numeric values of results) are recorded, without going through the results framework.

Click on the Run Reports/Queries button . For both Washington and field users, this option is the way to select and view results data that crosses organizational lines – for example, a query to look at all child survival objectives world-wide. For the field, this option is also the means to access data on other countries/organizations for which data is not available locally. A query is a request to the central database for information on results that meet selection criteria defined by the user. It results in a query dataset which can then be used to generate reports, or can be exported to another program (e.g., Lotus 123) for further manipulation.

To exit the Results Tracking system, click the Exit button  .

Main Menu Bar

File Help

The menu bar on the Results Tracking Main Menu screen allows you to access the following options. Point to the menu item with your mouse and click, or press the **Alt** key and the underlined letter of the option. A drop-down menu will appear displaying available options. A menu item that appears gray indicates the topic is not active. An arrowhead to the right of an option indicates a second menu is available with additional options.

File
- Preferences
- Exit

The **File** option on the menu bar allows you to access the following operations:

Preferences This screen allows authorized users, generally the System Administrator, to select the home organization (i.e., the organization the user belongs to and is authorized to create data for) and the geographic areas the home organization will use to create results frameworks. Access this screen by selecting File and Preferences from the menu bar.

Exit Closes the Results Tracking main menu and exits the program.

Help

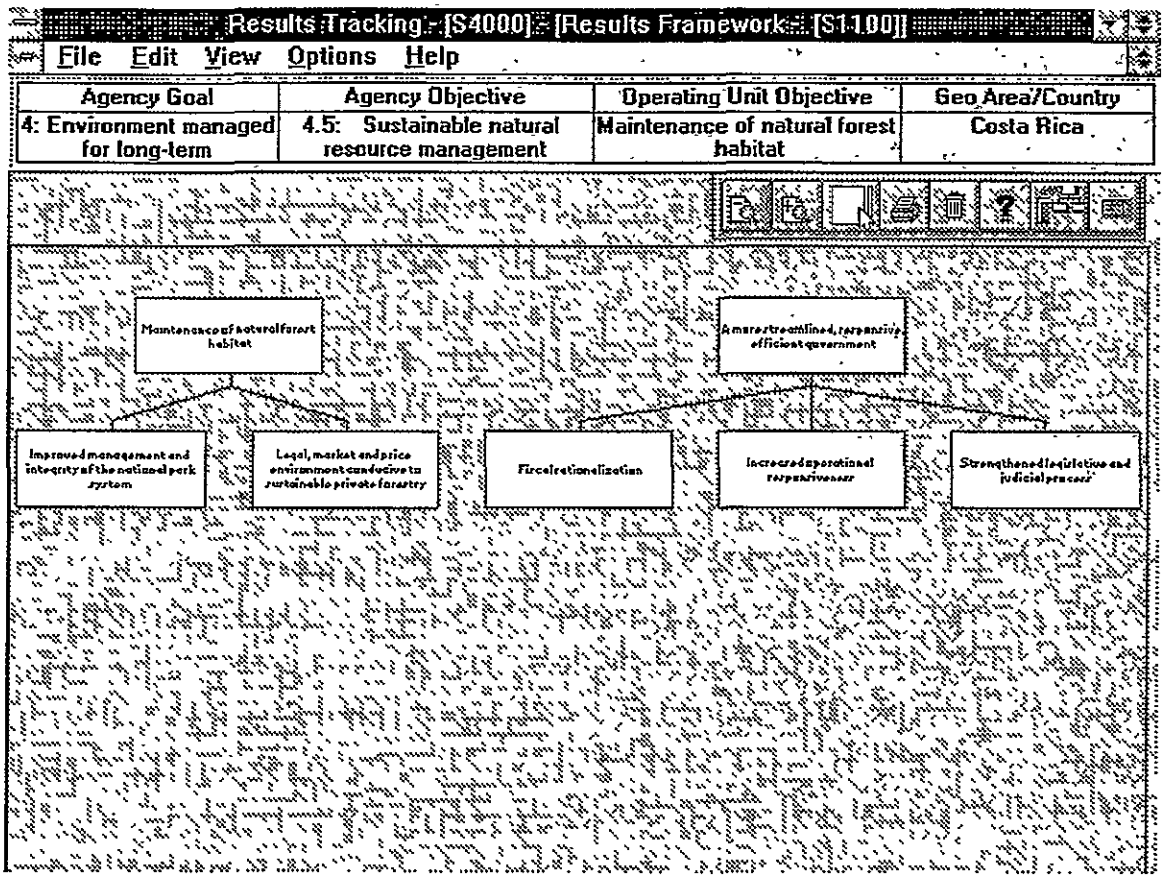
- Contents
- Search for Help On...
- Using Help
- Glossary
- How to Get Started
- About Results Tracking...

The **Help** option on the menu bar allows you to access the following help topics, including the Glossary.

Contents	Displays a list of Help topics related to the Results Tracking system.
Search for Help On...	Displays a screen allowing you to type in a keyword or phrase to search for in the Help files.
Using Help	Displays information on how to use the Help function.
Glossary	Defines Results Tracking terminology.
How to Get Started	Displays step-by-step instructions for the most common actions performed in the Results Tracking system.
About Results Tracking	Displays system information about the Results Tracking program.

Results Framework Screen

This screen provides the basic graphic orientation showing how results are organized by country or organization. Each strategic, or other, objective is shown at the top of a hierarchy of subordinate results. Only the first few words of the objective/result name appear in the graphic - box, due to space limitations. Objectives are arrayed across the screen from left to right. If all objectives are not visible, use the scroll bar at the bottom of the screen to move to the right to view the others.



The results framework defines the critical results (or interrelated changes) which are necessary to achieve the selected strategic objective. The framework must provide enough information so that it (a) adequately illustrates the development hypothesis (or cause and effect linkages) represented in the strategy, thereby assisting in communicating the underlying premise of the strategy and (b) is useful as a management tool and, therefore, focuses on the key results, which must be monitored to indicate progress.

In addition to strategic objectives, an organization may have results not associated with a strategic objective of that organization. These special objectives deal with situations such as: an activity that responds to a legislated earmark or special interest which cannot otherwise be met, an existing project or activity which is being phased out, a pilot activity in a new area, a research activity unrelated to the country portfolio, or the country-specific measurement of a regional objective. These will appear as results not connected to an operating unit strategic objective, although they may be shown as results hierarchies, i.e., with intermediate results contributing to the higher level results.

Results Framework Menu Bar

File Edit View Options Help

The menu bar on the Results Framework screen allows you to access the following options. Point to the menu item with your mouse and click, or press the **Alt** key and the underlined letter of the option. A drop-down menu will appear displaying available options. A menu item that appears gray indicates the topic is not active. An arrowhead to the right of an option indicates a second menu is available with additional options.

File
- Save
- Print
- Close
- Exit

The **File** option on the menu bar allows you to perform the following operations:

Save	Saves any changes to the active framework.
Print	Displays the Print dialog box.
Close	Closes the active record. If changes were made to the framework that had not been saved, the system will prompt you to save them. If you choose No, the framework will close without saving any changes and the Results Tracking Main Menu will be redisplayed.
Exit	Closes the results framework and exits the program.

Edit

Delete	Del
Find	Ctrl+F
Find Next	F3

The **Edit** option on the menu bar will appear gray until you highlight a result or objective. This option allows you to perform the following operations:

Delete	Removes the selected result(s).
Find	Displays a window enabling you to search for a specific result or all results.
Find Next	Searches for the next instance of the result specified in the Find window.

View

- ✓ Graphic Format
- Text View
- Agency Framework
- Common Indicators
- Zoom ▸

The **View** option on the menu bar allows you to change the appearance of the framework on your screen.

Graphic Format	Displays the results framework in a graphical format.
Text View	Displays the results framework in a text format.
Agency Framework	Displays Agency goals and objectives in text format.
Common Indicators	Displays the list of Agency-wide standard indicators.
Zoom	Displays a second menu with options for changing the size of the framework showing on your screen.

Zoom In	Increases the size of the results framework so that it is easier to read, but less of it is visible on your screen.
Fit to Screen	Forces the entire results framework graphic to be visible on your screen.
Increase 30%	Zooms in on the results framework by 30 percent.
Increase 50%	Zooms in on the results framework by 50 percent.
Increase 100%	Zooms in on the results framework by 100 percent.
Zoom Out	Decreases the size of the results framework so that more of it is visible on your screen.

Options

- Edit Objective/Result
- Add Objective/Result
- Edit Customer
- Customer
- Measures/Indicators
- Drag Object
- Agency Objective Link

The **Options** function on the menu bar allows you to perform the following operations.

Edit Objective/Result	Displays the Edit Objective/Result screen, allowing you to edit or delete the selected objective or result.
Add Objective/Result	Displays the Add Objective/Result screen allowing you to add an

	objective or result to the framework.
Edit Causality	Displays the Causality/Assumptions screen, allowing you to add or edit information about the causal link. This option is available only when a causal link is highlighted.
Customer	Displays the Target Customer screen, allowing you to add, edit, or delete target customer group information.
Measures/Indicators	Displays the Measures screen, allowing you to view and edit measures and indicator data for the selected objective or result.
Drag Object	Allows you to move a result from one position on the framework to another. Drag Object mode is indicated by a four-pointed cursor.
Agency Objective Link	Displays the Agency Objective Link, allowing you to link or unlink a result to Agency goals and objectives.

Help

- Contents
- Search for Help On...
- Using Help
- Glossary
- How to Get Started
- About Results Tracking...

The **Help** option on the menu bar allows you to access the following help topics.

Contents	Displays a list of Help topics related to the Results Tracking system.
Search for Help On...	Displays a screen allowing you to type in a keyword or phrase to search for in the Help files.
Using Help	Displays information on how to use the Help function.
Glossary	Defines Results Tracking terminology.
How to Get Started	Displays step-by-step instructions for the most common actions performed in the Results Tracking system.
About Results Tracking	Displays system information about the Results Tracking program.

Editing Text

The standard Windows functions of Cut, Copy, and Paste are available when a block of text is selected (highlighted) in the Results Tracking system. To perform the function, use the following keystrokes.

Cut	**Ctrl X**	This function removes the selected text from the screen and places it onto the Clipboard. The text stays there until you clear the Clipboard,

cut or copy other text onto it, or quit Windows.

Copy **Ctrl C** This function makes a copy of the selected text and places it onto the Clipboard, leaving the text in its original position. The text stays on the Clipboard until you clear the Clipboard, cut or copy other text onto it, or quit Windows.

Paste **Ctrl V** This function allows you to insert text from the Clipboard to the place where your cursor is located.

Status Bar

Located just below the menu bar on the Results Framework screen is the status bar. The status bar will always show the Geo Area/Country of the framework you are working in. When an Operating Unit Objective or its associated intermediate result is selected, that text will be displayed. If the objective has been linked to an Agency Goal/Objective, those boxes will display the appropriate text.

The status bar helps to keep you oriented to the Agency Goal/Objective, even when looking at a lower-level result. Click on the Agency Goal, Agency Objective, or Operating Unit Objective to see a screen displaying the entire text.

Agency Goal	Agency Objective	Operating Unit Objective	Geo Area/Country
4: Environment managed for long-term	4.5: Sustainable natural resource management	Maintenance of natural forest habitat	Costa Rica

Agency Goal A long-term development result in a specific strategic sector to which USAID programs contribute. There are currently five Agency goals.

Agency Objective A significant development result that USAID contributes to, and which contributes to the achievement of an Agency goal. Several Agency objectives contribute to each Agency goal.

Operating Unit Objective The most ambitious result (intended measurable change) that a USAID operational unit, along with its partners, can materially affect and for which it is willing to be held responsible. The strategic objective forms the standard by which the operational unit is willing to be judged in terms of its performance. The time-frame of a strategic objective is typically five to eight years for sustainable development programs, but may be shorter for programs operating under short term transitional circumstances or under conditions of uncertainty. This field will also show the Special, Regional, or Strategic Support Objective, if that is selected.

Country This field reflects the country whose data is showing on the results framework.

Toolbar

The toolbar gives you quick access to several options. To determine the function of each button on the toolbar, move your mouse until it points to the button; a yellow tag will display the button's function.

The results framework graphic may eventually become too large to appear on a single screen. The two zoom functions and the fit to screen option can be used to change the size of the graphic visible on your screen.

Zoom Out — This option decreases the size of the framework so that you see more of it on your screen. To keep a particular result centered during zoom functions, highlight it and then click on the zoom button. To keep several results centered, hold down the left mouse button, draw a rectangle around the area (a dotted line will appear around the area until you release the mouse button), and then click the zoom button.

Zoom In — This option increases the size of the framework so that you see more of it on your screen. To keep a particular result centered during zoom functions, highlight it and then click on the zoom button. To keep several results centered, hold down the left mouse button, draw a rectangle around the area (a dotted line will appear around the area until you release the mouse button), and then click the zoom button.

Fit to Screen — This option forces the entire results framework graphic to be visible on your screen.

Print — This option displays the Print dialog box, allowing you to print the current results framework.

Delete — This option removes the highlighted item(s).

Help — This option enables you to get help for topics relating to the Results Tracking system. It is part of the toolbar on the Framework screen and, on other screens, appears in the upper right corner.

Refresh — This option redraws the framework after checking the database, so that both your changes and those of anyone else currently working on the framework will be displayed. Some objects (e.g., newly created unlinked results) may move when you refresh the screen.

Exit Results Framework — This option closes the current results framework and returns to the Main Menu screen.

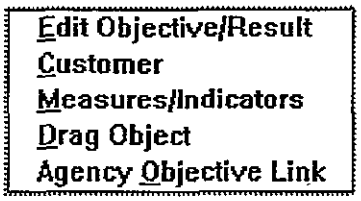
Selecting a Result or Causal Link

When entering the results framework screen for the first time, no result is selected.

To select a result, click on an objective or result; it will appear outlined in red. Double click on the objective/result to bring up the Edit Objective/Result screen.

To select a causal link, click on the line connecting two objectives/results; the link will turn red. Double-click on the line to access the Causality/Assumptions screen, which further defines the nature of the causal link.

Pop-up Menu



The pop-up menu is available after selecting (by clicking once) a result in the framework and pressing the right mouse button. Pop-up menu options, which are similar to those available from Options on the menu bar, consist of operations that can be performed on a specific result from within this screen, or via access to other screens which provide additional detailed information. Select an option by clicking on the menu list with the mouse or by pressing the underlined letter of the option on your keyboard.

Edit Objective/Result

Click Edit Objective/Result on the pop-up menu or press the letter **E** on your keyboard to go to the Edit Objective/Result screen. This screen allows you to edit the result level, result name, and description. Note: this option is also available from the Options menu on the menu bar or by double-clicking on the result in the framework.

After making changes, select OK to save any changes and return to the results framework screen, Cancel to ignore any changes made since the last save and return to the results framework screen, Save to keep any changes you made and stay on the Edit Objective/Result screen, or Delete to delete the result and its associated measures and indicators.

Customer

Click Customer on the pop-up menu or press the letter **C** on your keyboard for the Target Customer screen. This screen allows you to identify the specific customer group targeted by the result, if appropriate. Note: this option is also available from the Options menu on the menu bar.

Measures/Indicators

Click Measures/Indicators on the pop-up menu or press the letter **M** on your keyboard for the Measures screen. This screen displays result level and name, information about the indicator, and the Measures Table containing planned and actual values. Access the Indicators screen from the Measures screen by pressing the

Indicator button. Note: this option is also available from the Options menu on the menu bar.

Drag Object — Click Drag Object on the pop-up menu or press the letter **D** on your keyboard to restructure the results framework as needed. This function allows you to move a selected result to a new place on the screen. Drag Object mode is indicated by a four-pointed cursor. Hold the left mouse button down with the cursor on the selected result and drag it to a new position, then release the mouse button. You can move as many results as you wish while in the Drag mode; select another result to drag by moving the cursor to that result. To de-select the drag function, double-click the left mouse button on an empty part of the screen or de-select "Drag Object" from the Options menu on the menu bar. Note: this option is also available from the Options menu on the menu bar and by double clicking on an empty part of the Framework screen.

Agency Objective Link — Click Agency Objective Link on the pop-up menu or press the letter **O** on your keyboard for the Agency Objective Link screen. This screen allows you to identify and link the specific Agency goal and objective to which the selected result contributes.

Adding a New Objective/Result

Click Add Objective/Result from the Options menu on the menu bar for the Add Objective/Result screen. Type in the result name and select a result level from the drop-down list box. If not an Intermediate Result, the Objective-Specific Dates fields will appear. Type in the dates requested in dd mmm yyyy format (e.g., 02 Jul 1995). Type in a brief description, if desired, and press OK to save the information and exit the screen, press Cancel to exit the screen without saving any changes, or press Save to save the changes without exiting. The new objective/result(s) will appear on the framework screen and can be moved to the appropriate spot using the Drag Object function. Or you can link the result (see section 3.7) and press the Refresh button on the toolbar to have the system automatically move the result to the proper position. Any unlinked results will be moved to the right of the framework screen after pressing Refresh.

Linking Results

You may link a lower level result and the higher level result to which it contributes by positioning the cursor on the lower level result, holding down the left mouse button, and stretching a line to the higher level result. The Causality/Assumptions screen will appear, allowing you to further define the nature of the causal link just drawn.

Note: (1) A result can be connected to one or more higher level results under a single objective, (2) a result under one objective cannot be linked to a result under another objective, and (3) an objective-level result cannot be linked to another objective or to a lower level result.

Zoom

The results framework graphic may become too large to appear on a single screen. To see more or less of the total results framework, use the zoom functions, available from the View option on the menu bar or from the toolbar.

From the menu bar,

- Zoom In increases the size of the framework so that it is easier to read, but you see less of it on your screen.
- Fit to Screen forces the entire framework to be visible on your screen.
- Increase % zooms in on the framework by 30, 50, or 100 percent.
- Zoom Out decreases the size of the framework so that you see more of it on your screen.

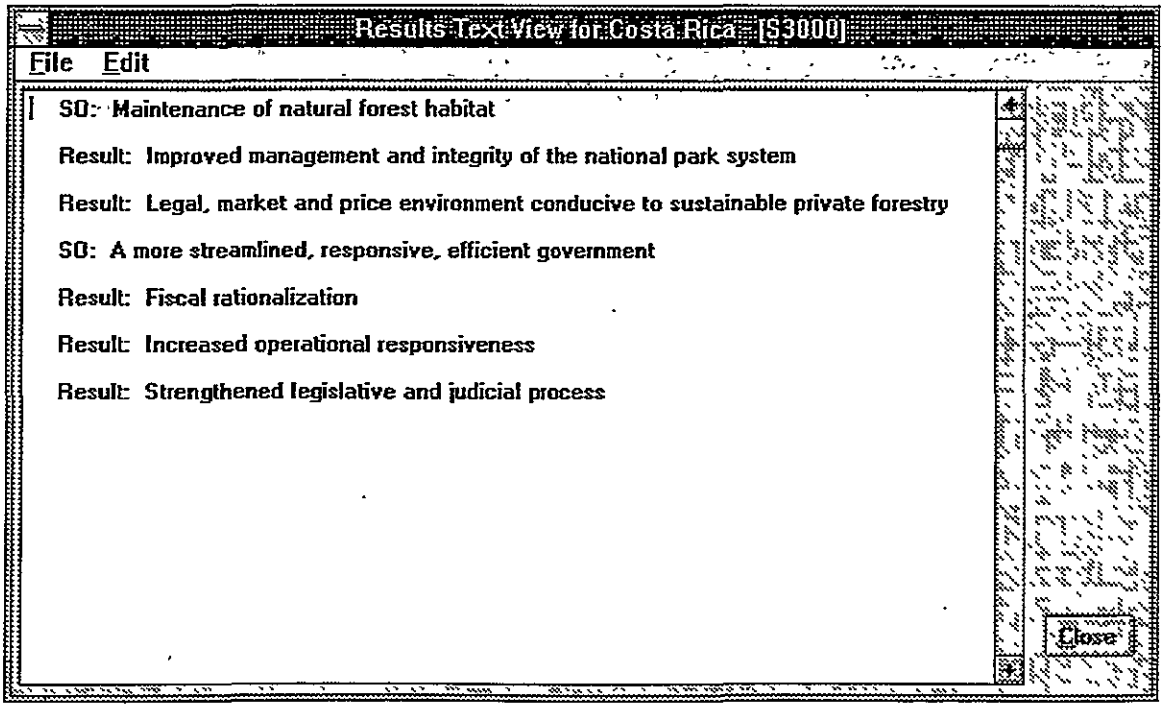
From the toolbar,

- Zoom Out decreases the size of the framework so that you see more of it on your screen.
- Zoom In increases the size of the framework so that it is easier to read, but you see less of it on your screen.
- Fit to Screen forces the entire framework to be visible on your screen.

To keep a particular result centered on your screen during zoom functions, highlight the result (it will appear outlined in red) and then select the zoom function from either the menu bar or the toolbar. To keep several results centered, hold down the left mouse button and draw a rectangle around the area -- a dotted line will appear around the area until you release the mouse button and the results will be centered.

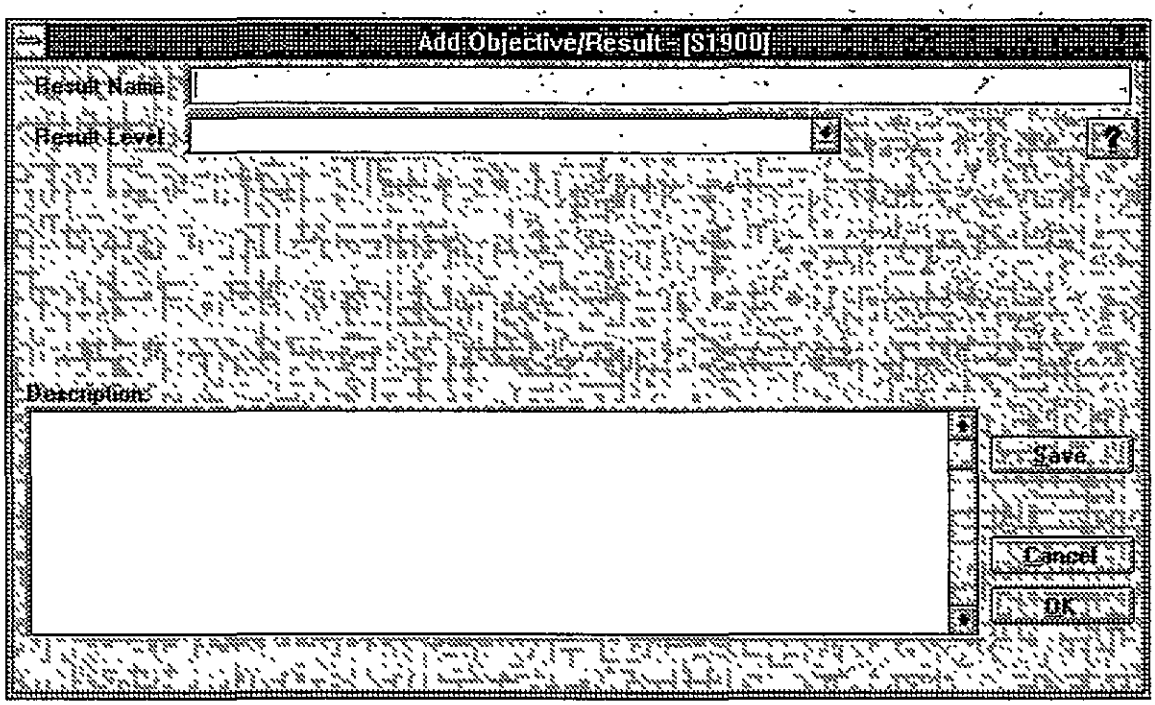
Text View

You can switch between the graphic representation of the results framework shown on the screen and a text version of the same information, showing the full result names arranged hierarchically in outline form. Select the desired view by choosing either Graphic Format or Text Format from the View menu on the menu bar. Return to the graphic format screen by clicking Close.



Objective/Result Screen

To access this basic entry screen for defining a result, highlight the objective or result, press the right mouse button, and click Edit Objective/Result on the pop-up menu or press the letter **E** on your keyboard. You can also double-click on the result in the framework, or select Add Objective/Result or Edit Objective/Result from the Options menu on the menu bar. Add Objective/Result allows you to define a newly created result and Edit Objective/Result allows you to edit a result selected on the framework.



Result Name This field may contain up to 80 characters (although it is preferable to be briefer, for purposes of displaying the name on the screen and on reports) and should be defined in terms of a brief statement of the intended result, rather than merely as a category. For example, *rural villages adopt sustainable agriculture production and practices* meets this test; merely stating *agricultural production practices* does not. The system will give you a warning if you attempt to create a duplicate objective-level name, but does not check for duplicate names at the Intermediate Result level.

Result Level This field allows you to define or change the level of the result. Note: in order to change the level of a result that is linked to another result, you must first delete the link between the two results. Select one of the following options from the drop-down list box:

Operating Unit Strategic Objective A strategic objective is the most ambitious result (intended measurable change) that a USAID operational unit, along with its partners, can materially affect and for which it is willing to be held responsible.

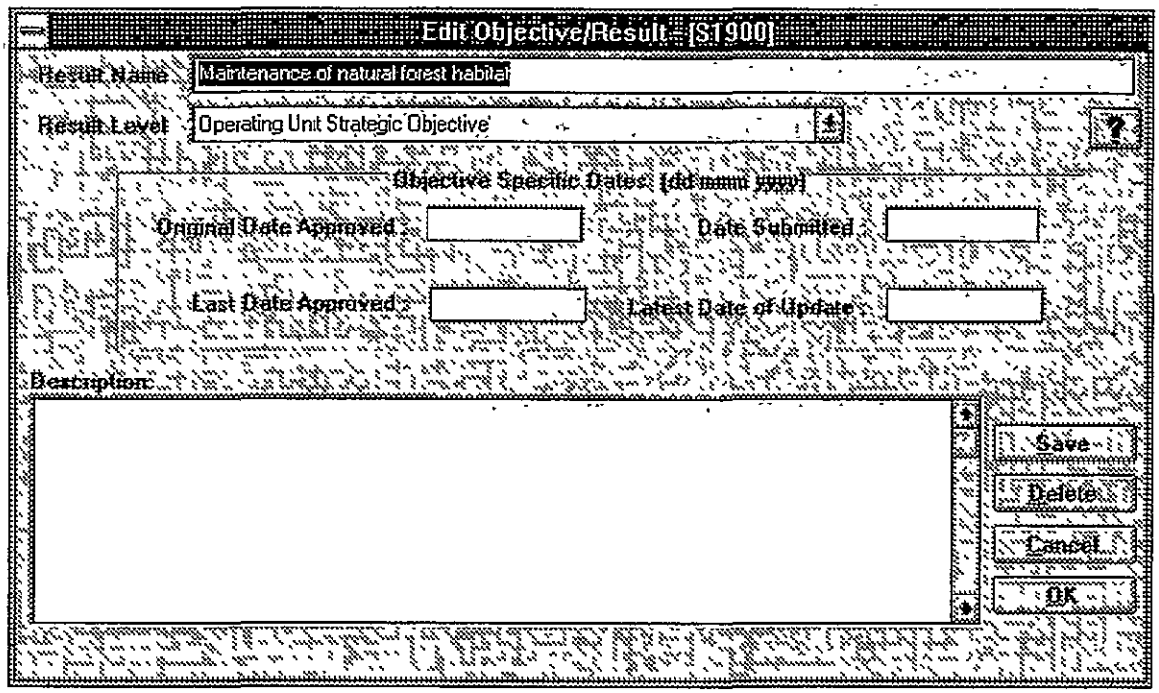
Intermediate Result	A key result which must occur in order to achieve a strategic objective, other type of objective, or another intermediate result.
Special Objective	Refers to exceptional circumstances under which a Mission or Office may wish to include activities in its portfolio that could not qualify as strategic objectives due to their limited-development impact, but which meet other US Government assistance objectives. This includes situations such as an activity that responds to a legislated earmark or special interest which cannot otherwise be met, an existing project or activity that needs additional time for orderly phase-out, a pilot activity in a new area, or a research activity unrelated to the country portfolio.
Strategic Support Objective	This objective is intended to capture and measure a regional or global development objective that is dependent on the results of other USAID operating units to achieve the objective but to which a global or regional program makes an important contribution.
Regional Objective	An objective that captures regional or global strategic results for which the operating unit is responsible, but which transcend national boundaries. A regional objective may include country-specific results in its framework.

Description This field allows you to provide a more complete description of the result, up to 1500 characters.

Press OK to save the information and exit the screen, Cancel to exit the screen without saving any changes, Save to save the information without exiting the screen, or Delete to delete the result entirely. You can also press the **Alt** key and the underlined letter of the button.

Objective-Level Results

The following four fields appear in the **Objective-Specific Dates** field if the Result Level you select contains the word "Objective" (i.e., any result level except Intermediate Result). Enter dates in dd mmm yyyy format (e.g., 01 Jul 1995). Note: if a date is entered incorrectly, the system will either automatically convert it to the proper format or prompt you to enter a valid date.



Original Date Approved	The date the objective was first approved.
Last Date Approved	The date the objective was approved after modification and resubmission.
Date Submitted	The date the objective was formally submitted to USAID/W for approval. If the objective has been revised and resubmitted, enter the most recent submission date.
Latest Date of Update	The date the objective was last modified, if it has not yet been formally approved by USAID/W.

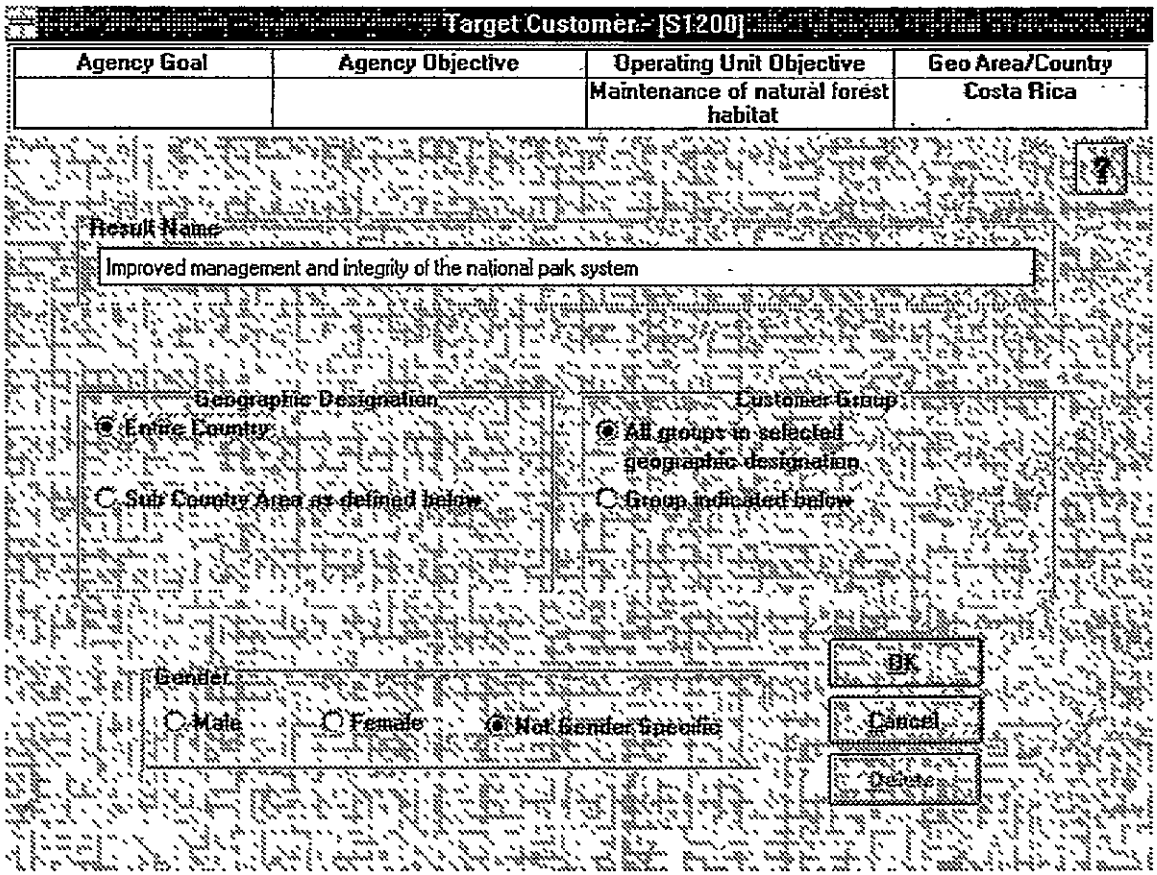
Objective-Level Activities

The Results Tracking system deals with results, as opposed to the activities necessary to achieve those results. The point of intersection between results and activities in the re-engineered operations system is the objective. That is, an objective (e.g., strategic objective, strategic support objective, special objective, or regional objective) is the highest level result for which an operating unit agrees to be held responsible. For the new financial systems, an objective is also the highest level activity to which the Budget system and AID Worldwide Accounting and Control System (AWACS) attribute funds. Therefore, the creation of an objective-level result in Results Tracking will automatically trigger the creation of a corresponding objective activity in AWACS. Once you have defined your objective in Results Tracking, you can then go to AWACS and find the objective, assign funding to it, and create subordinate activities for further distribution of the funds.

Target Customer Screen

This screen allows you to define the particular customer group that is the intended beneficiary of the result. At a minimum, this must be defined for each objective, although the defined customer group may be the entire population. Definition of target customer groups for lower level results is optional.

To access this screen, highlight the result, press the right mouse button, and click Customer on the pop-up menu, or select a result and click on Customer from the Options menu; the Target Customer screen will appear.



The screen provides three ways to define customers: by geographic area, customer group, and gender.

Geographic Designation The default selection is the Entire Country. Select a particular sub-country area by clicking the Sub Country Area button. Type in the name of a sub country area or select one from the drop-down list box. Since sub-country areas will be unique to each country in which USAID operates, no pre-defined choices are provided by the system. Selecting sub-country areas which have previously been defined by the Mission/Office permits the aggregation of results for a particular area.

Customer Group

The default selection is All Groups in Selected Geographic Designation. Select a particular group by clicking the Group Indicated Below button. Type in the name of the customer group or select one from the drop-down list box. Customer groups may be characterized by ethnic origin, occupation, income, or other pertinent factor(s). Since customer groups will be unique to each country in which USAID operates, no pre-defined choices are provided by the system. Selecting customer groups which have previously been defined by the Mission/Office permits the aggregation of results for a particular group.

Gender

Select a gender designation by clicking the Male, Female, or Not Gender Specific button. Identifying a particular result as targeting males or females specifically is not the same as measuring the result disaggregated by gender. A given result may be targeted at both males and females, yet it may still be important to track the result on a gender-disaggregated basis; for example, in a program to increase literacy for both men and women, you may still track literacy rates separately for each gender. This is done by defining separate indicators for each gender. In such a case, the result itself would be designated as Not Gender Specific. Alternatively, you could define separate results for males and females; in this instance, the result would be gender-specific.

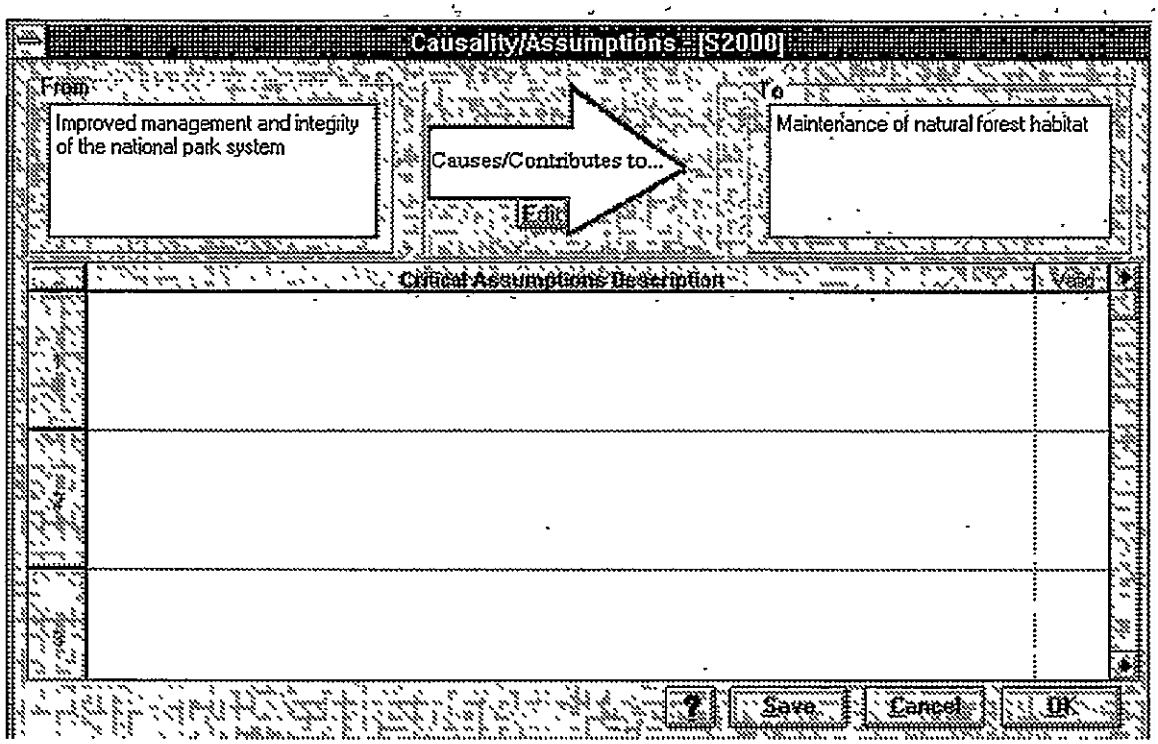
Press OK to save your selections and exit the screen or Cancel to exit the screen without saving your selections. You can also press the **Alt** key and the underlined letter on the button.

The Delete button removes the entire customer record for the result.

Causality/Assumptions Screen

This screen allows you to provide details about the causal linkage between results, i.e., the line connecting two results on the results framework screen. The screen also allows you to enter a description of the Critical Assumptions.

This screen is accessed (1) when a link is initially drawn, (2) by double-clicking on an existing line or (3) by clicking on a line and selecting Edit Causality from the Options menu on the menu bar.



Editing a Causal Link Definition

The lower level result is displayed in the left From box and the higher level result in the right To box. The nature of the causal link is defined in the large arrow between the lower and higher level results. The default linkage definition is *causes/contributes to*. It is not necessary to further define the nature of the causal link, but it is allowed.

> **To edit a causal link definition,** click on the Edit button located just below the large arrow; a text box appears in which further details can be entered. If you enter text here, it will appear on the results framework; if you retain the default language, only the line will show on the results framework. Click the OK button to return to the Causality/Assumptions screen.

Critical Assumptions

You may describe assumptions about the conditions under which the causal link is believed to hold true in the Description field at the bottom of the Causality/Assumptions screen. These may include assumptions about how the USAID intervention will operate, as well as assumptions about events beyond USAID's control, such as the activities of other donors.

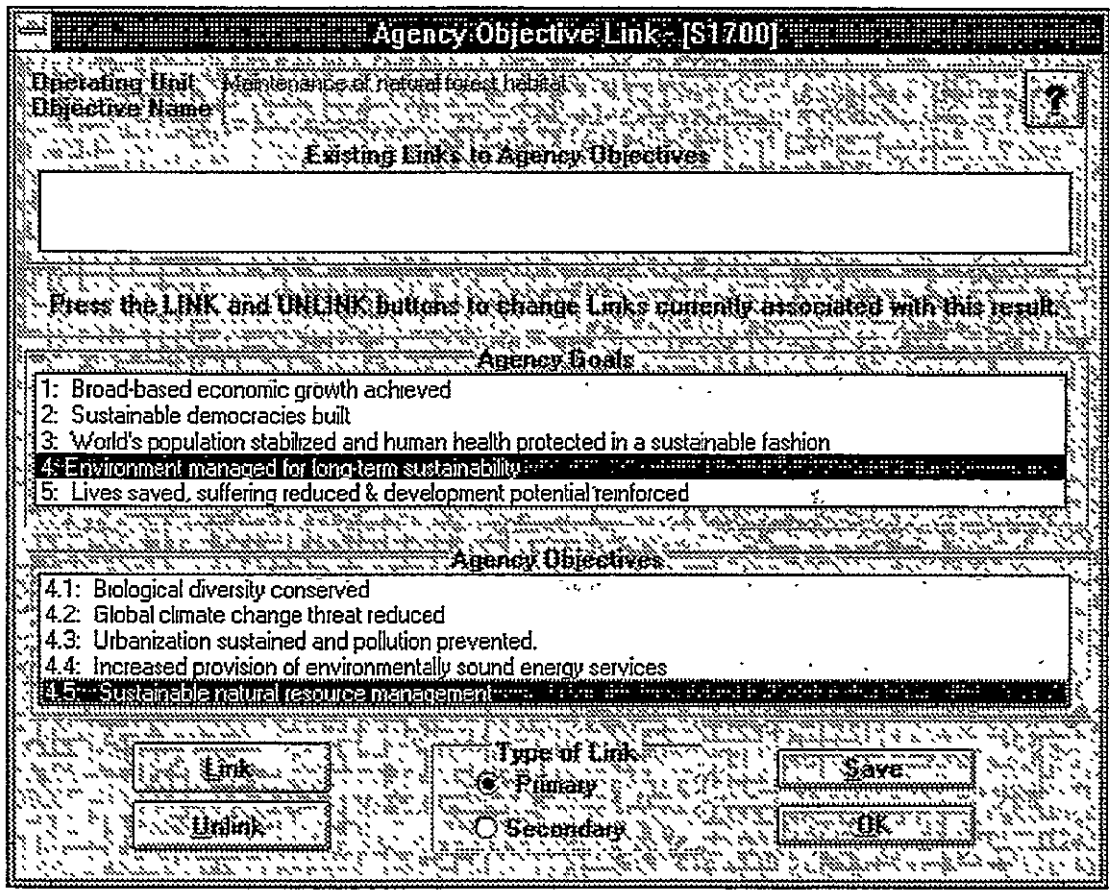
Assumptions are presumed to be true when recorded; however, they may be assessed at some subsequent date as having proved to be either true or false. This is indicated by a label Y or N. In the Valid column to the right of the description, click the right mouse button to toggle between Y, N, and a blank field.

Press the Save button to save your changes and remain on the screen, Cancel to exit the screen without saving your changes, or OK to save your changes and exit the screen. You can also press the **Alt** key and the underlined letter on the button.

Agency Objective Link Screen

This screen allows you to link an operating unit objective to the higher level goals and objectives of the Agency. All objectives must be linked to an Agency goal/objective, so that the Agency can track which objectives in which locations are contributing to the achievement of the Agency's goals.

Access this screen from the results framework by highlighting the objective, pressing the right mouse button, and clicking Agency Objective Link from the pop-up menu. Alternatively, you can highlight the objective and select Agency Objective Link from the Options menu on the menu bar.



The Operating Unit Objective Name is displayed at the top of the screen and any previously defined links to Agency objectives are listed below.

Agency Goal refers to the first level of disaggregation of the Agency's mission of sustainable development, i.e., the highest level of development results in a specific area to which USAID contributes. The five goals are:

Broad-based economic growth achieved
Sustainable democracies built
World's population stabilized and human health protected in a sustainable fashion
Environment managed for long-term sustainability
Lives saved, suffering reduced and development potential reinforced

Within each of these Agency goals, three to five objectives are defined which further break down the nature of USAID's development assistance. **Agency Objective** refers to a significant development result that USAID interventions contribute to, and which in turn contributes to achievement of an Agency goal.

Linking to Agency Objectives

A single primary link is required between each operating unit objective and an Agency goal or objective. This primary link is used to aggregate results in summarizing the Agency's program.

Additional links are secondary; for example, the objective of increasing contraceptive prevalence may primarily support the prevention of unintended pregnancies and secondarily support reduced transmission of STD/HIV.

The designation of a link as "primary" controls what will be displayed on the Status Bar for other screens in the system. While you may make multiple secondary links, only the primary link will be displayed on the Status Bar.

While more than one Agency objective can be selected, they must all be under the same Agency goal. An operating unit objective cannot be defined as relating to two different Agency goals.

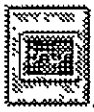
To establish a link, select the appropriate goal from the Agency Goals list box. This will cause related Agency objectives to be displayed in the list box immediately below. Select the appropriate Agency objective. Click on the Type of Link (primary or secondary) and click on the Link button. If you try to define a primary link where one has already been defined, a message appears asking if you want to make the second link the primary.

To keep the first link as primary, press No; the system will automatically select the secondary option for your link.

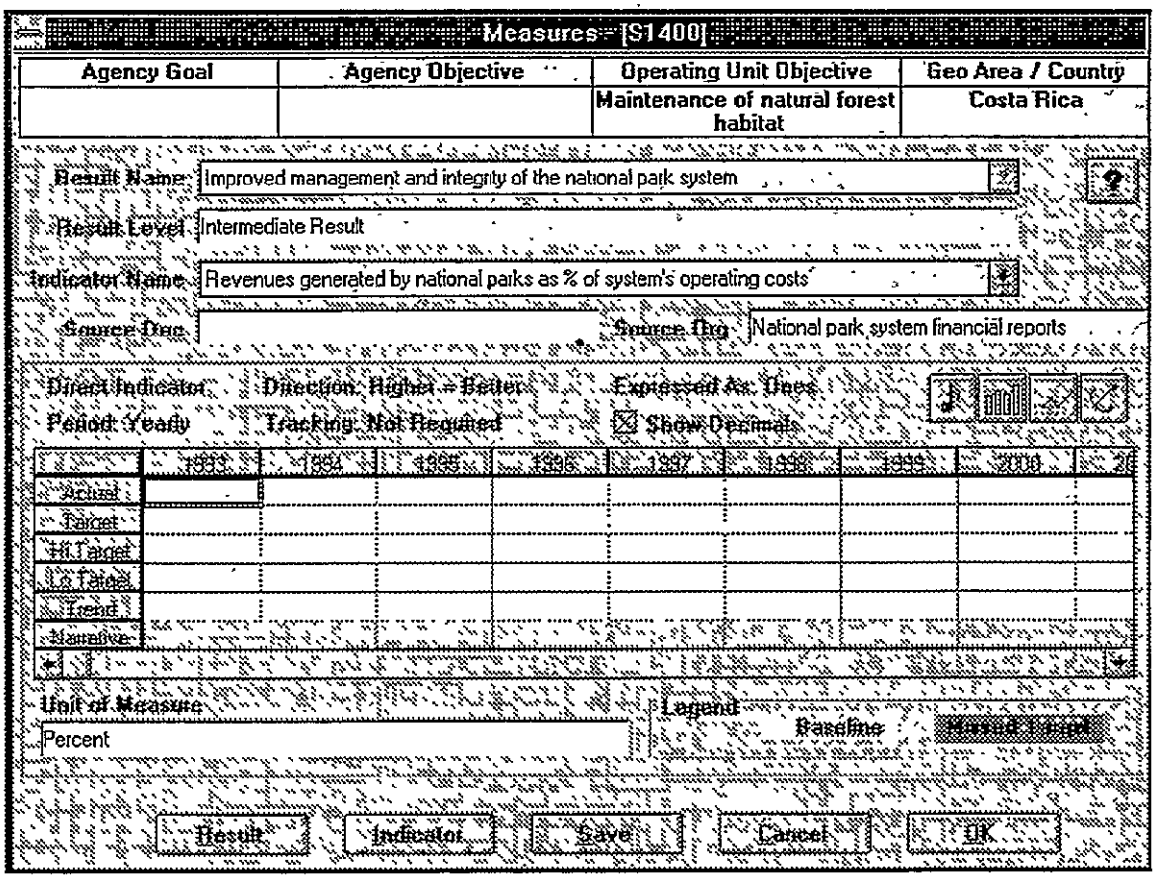
To establish the second link as primary, press Yes; the system will automatically change the first link to secondary and insert the second link as the primary.

To remove a link, click on the link in the Existing Links to Agency Objectives box and press the Unlink button.

Measures Screen

This is the primary screen for recording target and actual values -- i.e., measures -- for a result. It can be accessed from the pop-up menu on the results framework screen by selecting a particular result. It can also be accessed from the Main Menu by clicking the Go Directly to Measures button  .

If you enter this screen by selecting a result on the results framework, you will not be able to select a different result. If you enter this screen from the main menu, select the desired result from the Result Name drop-down list box. Since a result may have more than one indicator, also select the desired indicator from the drop-down list box. Note: indicator names are sorted first by whether they are quantitative (these appear first in the list) or qualitative, then alphabetically.



The Measures screen displays the result name, result level, indicator name, and information about the indicator. To see additional information about the result, press the **Result...** button at the lower left corner of the screen. This will take you to the Results screen, where you can view the result information.

For help, press the button in the top right corner of the screen.

Indicator Definitions

The following fields provide information about the indicator. This information can only be viewed on the Measures screen. To make changes to the indicator information, press the **Indicator** button at the lower left corner of the screen. This will take you to the Indicators Screen, where you can view or edit the indicator information. Press OK if you make any changes to return to the Measures screen.

Indicator Name

This field specifies the particular characteristic or dimension used to measure the intended changes. It should include the name, definition, and the formula used to calculate the indicator, if appropriate.

Source Doc

This field defines the name of the source document which provided data for the indicator. For example, the source document may be Table 13 of the Annual Report on XXXXXX, published by the World Bank. It is important to provide the specific page or table from which the data was drawn, not just the name of the publication. If the source is a local survey undertaken by the operating unit, it is not necessary to define the source organization (e.g., a USAID contractor) unless desired.

Source Org

This field defines the name of the organization responsible for producing the source document; for example, you may have used information from the World Bank. If the source is a local survey undertaken by the operating unit, it is not necessary to define the source organization (e.g., a USAID contractor) unless desired.

Proxy/Direct

This field shows whether the indicator is a direct measure of the result or a proxy measure. Generally, direct indicators are preferred for defining the result. However, in some cases, the direct indicator will not be available at the time, or with the frequency desired, for measuring performance against the target. For example, a strategic objective to reduce infant mortality over five years may define as the direct indicator census data published only at the end of each decade. In order to measure progress toward the objective, additional proxy indicators may be defined, such as percentage of children receiving vaccinations. (Of course, this indicator may actually be a direct indicator for a lower-level result contributing to the strategic objective.) You are not able to change the Proxy/Direct designation on the Measures screen.

Direction

This field allows the system to evaluate the actual measures reported in comparison to target values, and to make judgments about what should be flagged for management attention. You are not able to change the Direction designation on the Measures screen.

Higher = Better The desired result is a higher value, e.g., for gross domestic product.

Exact In rare cases, neither a higher or lower value than the target is desired, only that the target be

met exactly.

Lower = Better The desired result is a lower value, e.g., for infant mortality.

Expressed As This field displays the decimal designation of ones, thousands, or millions. If thousands was the selection, for example, a value of 10,000 would be entered on the Measures table as 10. You are not able to change this designation on the Measures screen.

Period This field displays the designated period, or the planned frequency of measurement, which defines the columns on the Measures table. You are not able to change this designation on the Measures screen.

Measures Table

This table, at the bottom of the Measures screen, contains the numeric values, or measures, in traditional spreadsheet form. The columns reflect the period in which the measures took place. The default number of columns is 25, although up to 200 columns can be displayed depending on the period type. Use the horizontal scroll bar to see any additional columns not visible on the screen. To expand the number of columns incrementally, scroll to the right edge of the table and click on any cell in the last two columns. This will trigger the addition of additional columns to the right when you press the Tab key or the right arrow key.

Click on the check box at the top of the table to select or de-select the **Show Decimals** option. If checked, the measures will display two decimal places; if not checked, the measures will display whole numbers.

Entering Data To fill in a value, use the mouse to highlight a field (it will appear with a frame around it), and then type in the number. You can enter up to seven integers, or five integers plus two decimal places. Use the Show Decimals check box to choose the desired display. The system will not allow you to enter actual data for future periods. Use the **Tab** key or the mouse to move to the next field.

Notes You can attach a note to each cell in the measures table by clicking on the cell and pressing the Note button. A screen will appear allowing you to record a note pertaining to that cell, or to view a previously recorded note. A value displayed in **bold** type will indicate the presence of a note for that cell.

This cell-specific mode differs from the Assess field at the bottom of the column, which is intended to explain how the various values for that period (target vs. actual vs. trend) relate to each other.

Unit of Measure This field displays the element in which the measures for this indicator are expressed, for example, "tons of soil" or "number of deaths." This field may also be used to record the formula for calculating the indicator.

Row Definitions

Six rows are available on the table:

Actual This row allows you to enter the actual value observed for the indicator. At least the first period's value should be recorded at the time the result is established, as this is generally the baseline. You can enter actual data only for the current and past periods.

Target This row allows you to record the specific, intended measure to be achieved. Actual values will be compared against values in this row.

Hi Target This row, in conjunction with the Lo Target row, is an alternative to using the Target row when a range of target values is desired. Hi and Lo targets are defined literally, i.e., the Hi Target must be higher than the Lo Target.

You can define either a Target or a Hi/Lo Target range -- not all three. To switch between Target and Hi/Lo Target, delete the values in the row(s) you do not want to use; this will activate the row(s) you do want to use.

Lo Target This row, in conjunction with the Hi Target row, is an alternative to using the Target row when a range of target values is desired. Hi and Lo targets are defined literally, i.e., the Lo Target must be lower than the Hi Target.

You cannot define either a Target or a Hi/Lo Target range -- not all three. To switch between Target and Hi/Lo Target, delete the values in the row(s) you do not want to use; this will activate the row(s) you do want to use

Trend This row allows you to enter information about what could be expected to happen if USAID did not intervene. This information is not required, but is sometimes useful to capture when formulating and explaining the operating unit's planned/target values.

The value for the baseline period in the table, or any prior periods, should be equal to the actual value(s) for that period(s). If Trend data has not been entered before the baseline is established, the system will fill in this information with Actual values for the baseline and prior periods.

Narrative This row allows you to indicate the presence of an assessment, i.e., an explanation of the variance between the target and the actual values for that column. You can enter a narrative in this cell whether or not there are any values in the other rows for that column.

To enter a value in a cell on the measures table, click on the appropriate cell to highlight it and type in the number. You can enter up to seven numbers, or five numbers with two decimal places.

To add or edit a note for any cell, click on the cell and then on the Note button. A value in **bold** type indicates a note has been recorded for that cell. Notes can be added only to cells with values, except in the Narrative row, where values are not recorded. A note for a Narrative cell will be indicated by the word "Note" in **bold** type.

Performance Measures Status

The system will flag variances between target and actual values by color coding the relevant cell. If an actual value does not meet the target (either greater or lesser, depending on the Direction defined on the Indicator screen), the cell will show a red background if it is a Direct indicator and Yellow if it is Proxy.

If you elect to define a target range, i.e., Hi Target and Lo Target, and the Direction is defined as Lower=Better, then you must enter data literally, i.e., the Hi Target will be the higher number, even though higher is less desirable, and the lower number must be the Lo Target, even though this is more desirable. The red/yellow color coding will show only if the actual value is higher than the Hi Target.

Measures Screen Operations

The toolbar buttons on the right of the screen allow you to perform specific operations.

Note Pressing this button allows you to add or edit a note about the value recorded in a specific cell on the the measures table.

Graph Pressing this button displays the Measures Graph, a color-coded representation of the quantitative data in the Measures table.

Projection Pressing this button takes you to the Projection screen, which allows you to have the system calculate future values based on a defined percentage change. If a value is not selected in the Measures Table, the system will prompt you to select a cell with a value. The system will then project data from that specific value.

Baseline Pressing this button allows you to define the baseline for a particular series of numbers on the Measures screen.

The command buttons at the bottom of the screen allow you to go to another screen or to perform specific operations from this screen. Click on the button or press the **Alt** key and the button's underlined letter.

Result Pressing this button displays the Objective/Result screen, allowing you to view information about the result.

Indicator Pressing this button takes you to the Indicators screen, where you can view and edit information for the indicator.

Save Pressing this button allows you to save the current data on the screen to the database without exiting the screen.

Cancel Pressing this button allows you to close the screen without saving any data you may have changed. The system will prompt with a message that data has changed, giving you the opportunity to either save the changes or exit without saving.

OK This button allows you to save data to the database, close this screen, and return to the previous screen.

Defining a Baseline

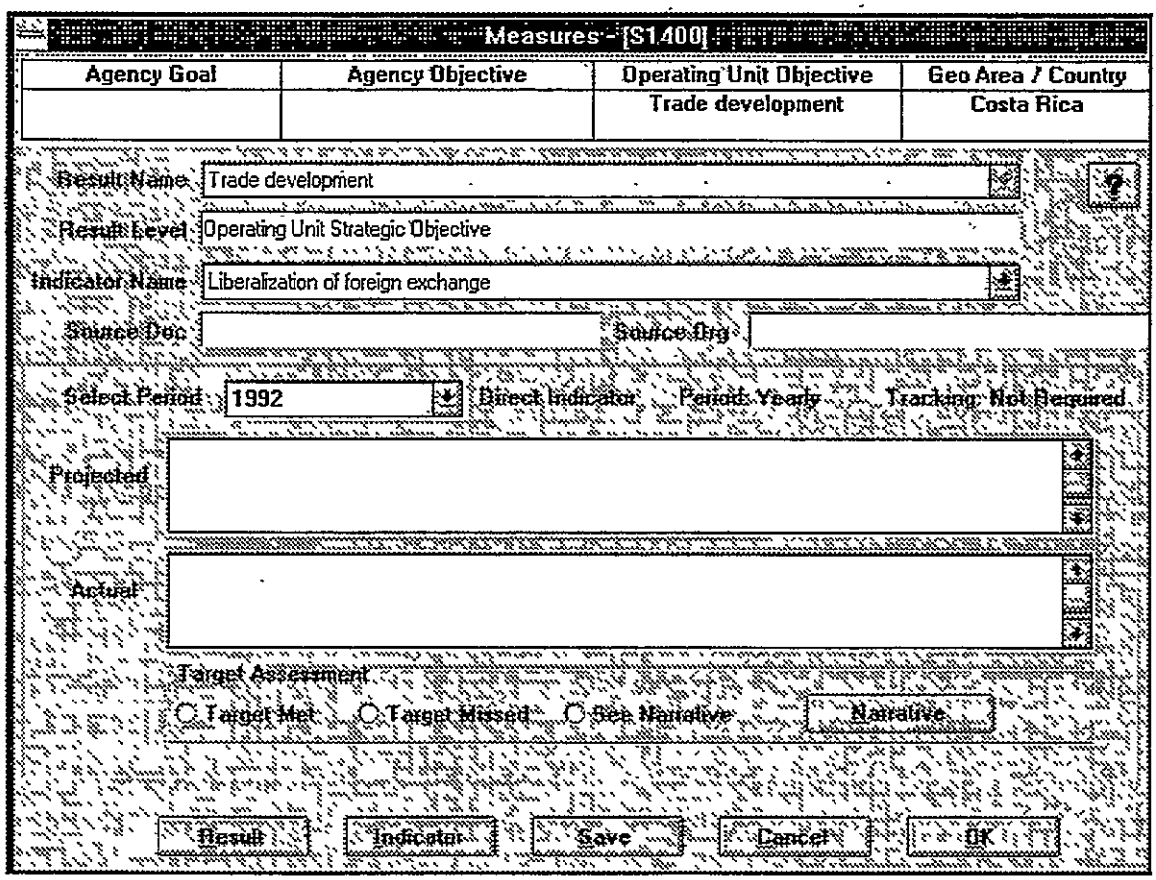
A baseline is the point used for comparison when measuring progress towards objectives or results defined in a results framework. Ideally, the baseline will be the value of the performance indicator just prior to the implementation of the USAID activity.

On the Measures Table on the Measures screen, move your cursor to the cell in the Actual row representing the starting point for the USAID intervention and press the Baseline button. The cell background will change color to light blue to indicate the baseline designation. Generally, the baseline will be the earliest actual data point, but this may not be the case if you choose to enter historical data for periods preceding USAID intervention.

Qualitative Measures Screen

This screen provides an alternative to the quantitative measures screen, to address situations where measures of performance cannot be reduced to a number. This is defined on the Indicators screen by the Quantitative/Qualitative radio buttons. If you select Qualitative, the screen format will change to produce this screen. As with the Measures screen, the top of the Qualitative Measures screen displays the result name, result level, and indicator name; the middle section provides information about the selected indicator; and the bottom of the screen contains the "measures" -- in this case, narrative information about the target and actual performance.

For help, press the button in the top right corner of the screen.



Qualitative indicators may be ordinal, i.e., one or two word labels such as Completed/Not Completed or Good/Fair/Poor, or they may be lengthier, free-form text descriptions.

The following fields provide information about the indicator:

Source Doc This field defines the name of the source document which provided data for the indicator. For example, the source document may be Table 13 of the Annual Report on XXXXXX, published by the World Bank. It is important to provide the specific page or table from which the data was drawn, not just the name of the publication. If the source is a local survey undertaken by the operating unit, it is not necessary to define the source organization (e.g., a USAID

contractor) unless desired.

Source Org This field defines the name of the organization responsible for producing the source document; for example, you may have used information from the World Bank. If the source is a local survey undertaken by the operating unit, it is not necessary to define the source organization (e.g., a USAID contractor) unless desired.

Select Period This field provides a drop-down list box from which you can select a period to view/edit in the Projected and Actual fields.

Proxy/Direct This field shows whether the indicator is a direct measure of the result or a proxy measure. Generally, direct indicators are preferred for defining the result. However, in some cases, the direct indicator will not be available at the time, or with the frequency desired, for measuring performance against the target. For example, a strategic objective to reduce infant mortality over five years may define as the direct indicator census data published only at the end of each decade. In order to measure progress toward the objective, additional proxy indicators may be defined, such as percentage of children receiving vaccinations. (Of course, this indicator may actually be a direct indicator for a lower-level result contributing to the strategic objective.) You are not able to change the Proxy/Direct designation on the Measures screen.

Period This field displays the planned frequency of measurement. You are not able to change this designation on the Measures screen.

Projected This field is the projected, or target, objective of the indicator.

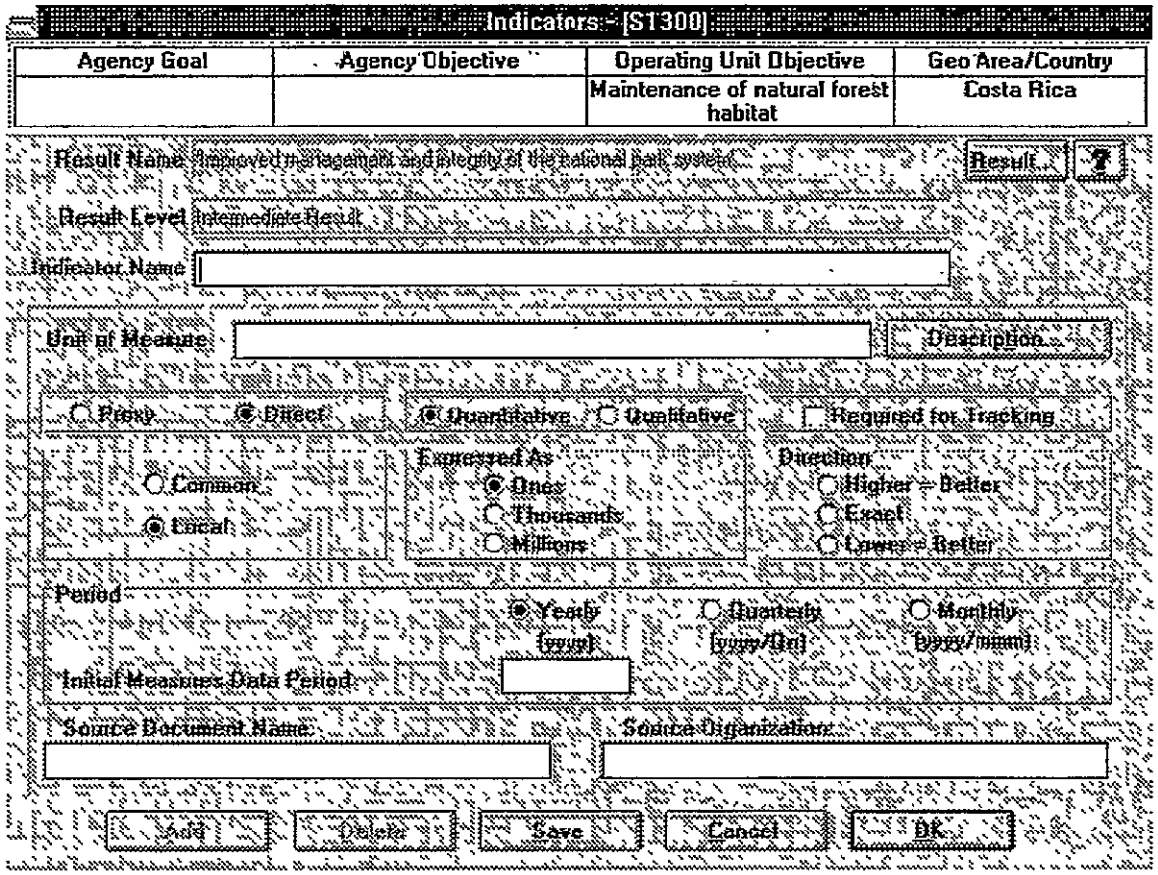
Actual This is the actual objective achieved, in a narrative format.

Target Assessment In contrast to numeric values, the system cannot determine whether a narrative target is met or not. Therefore, you must enter this information after entering the narrative description of what occurred during the period. Use the appropriate radio button to signal Target Met, Target Missed, or See Narrative. Press the Narrative command button to pop up a text window and enter an explanation, if desired. Note that this command button is available regardless of which radio button is selected.

Indicators Screen

This screen controls display and updates for the indicators tied (through measures) to a specific result. It also allows you to define one or more performance indicators for a given result. Access this screen from the Measures screen by pressing the Indicator button. The result name, result level, and indicator name are displayed at the top of the screen. Note: indicator names are sorted first by whether they are quantitative (these appear first in the list) or qualitative, then alphabetically.

For help, press the button in the top right corner of the screen.



To see additional information about the result, press the **Result...** button at the top right corner of the screen. This will take you to the Objective/Result screen, where you can view the description and any applicable dates. Press Cancel to return to the Indicators screen.

Since a result can have more than one indicator, click on the Indicator arrow to see a drop-down list of other indicators that can be selected.

Indicator Definitions

The following fields allow you to define the indicator:

Indicator Name This field should specify the particular characteristic or dimension used to measure the intended changes. It should include the name,

definition, and the formula used to calculate the indicator, if appropriate. If you need more room to provide additional details about the indicator, press the Description button to access the Indicator Description text field.

Unit of Measure

The element in which the measures for this indicator are expressed, for example, "tons of soil" or "number of deaths." This field may also be used to record the formula for calculating the indicator if it is not recorded in the Indicator Name field.

Description

Pressing this button displays a pop-up screen, enabling you to provide a more detailed description of the indicator.

Proxy/Direct

This field defines the indicator as either a direct measure of the result or a proxy measure. Generally, direct indicators are preferred for defining the result. However, in some cases, the direct indicator will not be available at the time, or with the frequency desired, for measuring performance against the target. For example, a strategic objective to reduce infant mortality over five years may define as the direct indicator census data published only at the end of each decade. In order to measure progress toward the objective, additional proxy indicators may be defined, such as percentage of children receiving vaccinations. (Of course, this indicator may actually be a direct indicator for a lower-level result contributing to the strategic objective.) Click on either Proxy or Direct to define the indicator.

Quantitative/Qualitative

An indicator defined as quantitative (i.e., numeric) is preferred to one defined as qualitative (i.e., a narrative measure that cannot be reduced to numbers). Quantitative measures aid in the consistent, accurate aggregation of results. If you identify an indicator as Common, the Quantitative designation is automatically selected. If you identify an indicator as Local, click on either Quantitative or Qualitative.

Required for Tracking

This field is used by the operating unit to reflect specific instructions given by USAID/W in its approval of the strategic objective. The results framework may contain many results which can be measured, but USAID/W may wish to stipulate that certain indicators must be tracked. If this is stipulated in the approval document from USAID/W, the operating unit should designate these indicators in the system by clicking on the check box to make an "x" appear.

Common/Local

A common indicator comes from the Agency's list of standard, approved indicators. Wherever possible, use a common indicator to aid in the consistent, accurate aggregation of results. A local indicator is used when common indicators are not applicable and will always be used when defining an indicator as qualitative. Click on either Common or Local to define the indicator.

Expressed As

Select the designation (ones, thousands, millions) that will be used for the specific indicator. The value you select will then be reflected on the Measures screen.

Direction

This field allows the system to evaluate the actual measures reported in comparison to target values, and to make judgments about what should be flagged for management attention. You are not able to change the Direction designation on the Measures screen.

Higher = Better	The desired result is a higher value, e.g., for gross domestic product.
Exact	In rare cases, neither a higher or lower value than the target is desired, only that the target be met exactly.
Lower = Better	The desired result is a lower value, e.g., for infant mortality.

Period

Select the period designation (Yearly, Quarterly, Monthly) that will be used for the specific indicator. The value you select will then be reflected on the Measures screen. It will also be reflected on the Qualitative Measures screen.

Initial Measures Data Period

This field defines the first period for which you intend to record data, which may be earlier than the start of your activity. The format for the field depends on the Period you selected (Yearly, Quarterly, Monthly) and defines the columns in the Measures Table. This period must be between the years 1980 and 2100.

Source Document Name

This field defines the name of the source document which provided data for the indicator. For example, the source document may be Table 13 of the Annual Report on XXXXXX, published by the World Bank. It is important to provide the specific page or table from which the data was drawn, not just the name of the publication. If the source is a local survey undertaken by the operating unit, it is not necessary to define the source organization (e.g., a USAID contractor or PVO) unless desired.

Source Organization

This field defines the name of the organization responsible for producing the source document; for example, you may have used information from the World Bank. If the source is a local survey undertaken by the operating unit, it is not necessary to define the source organization (e.g., a USAID contractor or PVO) unless desired.

Indicator Screen Operations

The command buttons at the bottom of the screen allow you to perform specific functions on this screen. Click on the button or press the **Alt** key and the button's underlined letter.

Add

Pressing this button allows you to add an indicator for the current result; a blank Indicators screen will appear. Select either Common or Local and the rest of the screen will appear.

To add a Common indicator, press the Common button and choose an indicator from the Indicator drop-down list.
To add a Local indicator, press the Local button. All of the fields will activate, allowing you to change the default selections. Once you have defined the indicator, press OK to accept and return to the previous screen. Note: the Period field for a local indicator cannot be changed in the Edit mode once defined.

Delete Pressing this button allows you to delete the selected indicator.

Save Pressing this button allows you to save the current data on the screen to the database without exiting the screen.

Cancel Pressing this button allows you to close the screen without saving any data you may have changed. The system will prompt with a message that data has changed, giving you the opportunity to either save the changes or exit without saving.

OK This button allows you to save data to the database, close this screen, and return to the previous screen.

Agency Common Indicators

The Agency has defined a number of common, i.e., standard, indicators for various objectives, with the intent of being able to aggregate results across countries. Unless we are consistently counting the same thing in each country, we cannot add up the results, so the use of common indicators wherever possible is highly desirable. However, it is recognized that common indicators will not always be applicable, so the option to define a local indicator is also available.

> **To define an indicator,** use the radio button to select either Common or Local. (A qualitative indicator will always be Local.) If you select Common, this will activate the drop-down menu containing the approved Agency common indicators. Double-clicking to select a common indicator will result in the appropriate fields (discussed below) for that indicator being filled in.

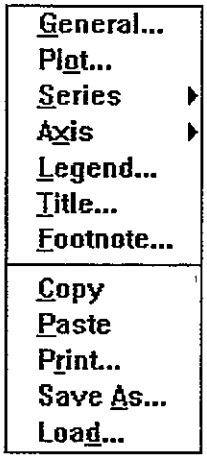
An Agency Common Indicator may or may not include a designated source. In some instances, it is important that we consistently use the same data source so that numbers across the Agency are consistent; in other instances, it is critical that each operating unit report on the same indicator, but data must be collected locally for that indicator.

Only the following fields can be edited for Agency Common Indicators: Proxy/Direct, Required for Tracking, Source Organization, and Source Document Name.

Measures Graph

Pressing the Graph button on the Measures screen displays a window with a graph of the values contained in the Measures Table. The graph title is the indicator name and the two axes of the graph represent the period and expressed as values.

The graph can be modified by clicking the right mouse button anywhere on the screen and selecting from the following pop-up menu of options.



General Click the General option to see the Format Chart dialog box with tabs for Options and Backdrop. The Options tab allows you to specify the display of the title, footnote, legend, secondary Y axis (if appropriate), and text. The Backdrop tab allows you to specify the fill type, frame type, and picture size.

Plot Click the Plot option to see the Format Plot dialog box with tabs for Type, Location, Backdrop, Order, and Base and Walls. The Type tab allows you to specify the type of chart you wish to create. The Location tab allows you to specify where you want the chart located in the window. The Backdrop tab allows you to specify the fill type, frame type, and picture size. The Order tab allows you to specify how you want the series ordered. The Base and Walls tab allows you to specify the fill and outline types.

Series The Series option gives you access to the following additional options:
Click the Series option to see the Select Data Series dialog box. Highlight one of the series in the list (actual, target, hi target, lo target, or trend) and press the Select button. The Format Series dialog box will appear with tabs for Options, Line, Markers, Statistics, and Guidelines. Select the tab to specify options for the display of that item.

Label Click the Label option to see the Select Data Series dialog box. Highlight one of the series in the list (actual, target, hi target, lo target, or trend) and press the Select button. The Format Series Label dialog box will appear with an Options tab, which allows you to specify the location and line style of the chart label.

Data Point Click the Data Point option to see the Select Data Point dialog box. Highlight one of the series in the list (actual, target, hi target, lo target, or trend) and the data point (the period specified on the Measures Table) and press the Select button. The Format Data Point dialog box will appear with a Markers tab, which allows you to specify the look of the data point markers.

Data Point Label Click the Data Point Label option to see the Select Data Point dialog box. Highlight one of the series in the list (actual, target, hi target, lo target, or trend) and the data point (the period specified on the Measures Table) and press the Select button. The Format Data Point Label dialog box will appear with an Options tab, which allows you to specify the location and line style of the data point label.

Axis The Axis option gives you access to the following additional options:
Click the Axis option to see the Select Axis dialog box. Highlight one of the axes listed (X axis, Y axis, secondary Y axis) and press the Select button. The Format Axis dialog box will appear with tabs for Options, Grid, Scale, and Ticks. Select the tab to specify options for the display of that item.

Labels Click the Labels option to see the Select Axis Label Set dialog box. Highlight one of the axes listed (X axis, Y axis, secondary Y axis) and press the Select button. The Format Axis Label dialog box will appear with tabs for Backdrop, Text, Font, and Format Code. Select the tab to specify options for the display of that item.

Title Click the Title option to see the Select Axis dialog box. Highlight one of the axes listed (X axis, Y axis, secondary Y axis) and press the Select button. The Format Axis Title dialog box will appear with a tab for Text, allowing you to specify title text options.

Legend Click the Legend option to see the Format Legend dialog box with tabs for Backdrop, Font, and Location. The Backdrop tab allows you to specify the fill type, frame type, and picture size. The Font tab allows you to specify the style, size, and color of the font. The Location tab allows you to specify where the legend will appear on the chart.

Title Click the Title option to see the Format Title dialog box with tabs for Backdrop, Text, Font, and Location. The Backdrop tab allows you to specify the fill type, frame type, and picture size. The Text tab allows you to specify the display of the title. The Font tab allows you to specify the style, size, and color of the font. The Location tab allows you to specify where the legend will appear on the chart.

Footnote Click the Footnote option to see the Format Footnote dialog box with a tab for Location, which allows you to specify where the footnote will appear on the chart.

Copy Click the Copy option to make a copy of the chart and place it onto the Clipboard.

Paste Click the Paste option to insert the contents of the Clipboard onto the chart.

Print Click the Print option to see the Print dialog box with tabs for Print, Page Setup,

and Print Setup.

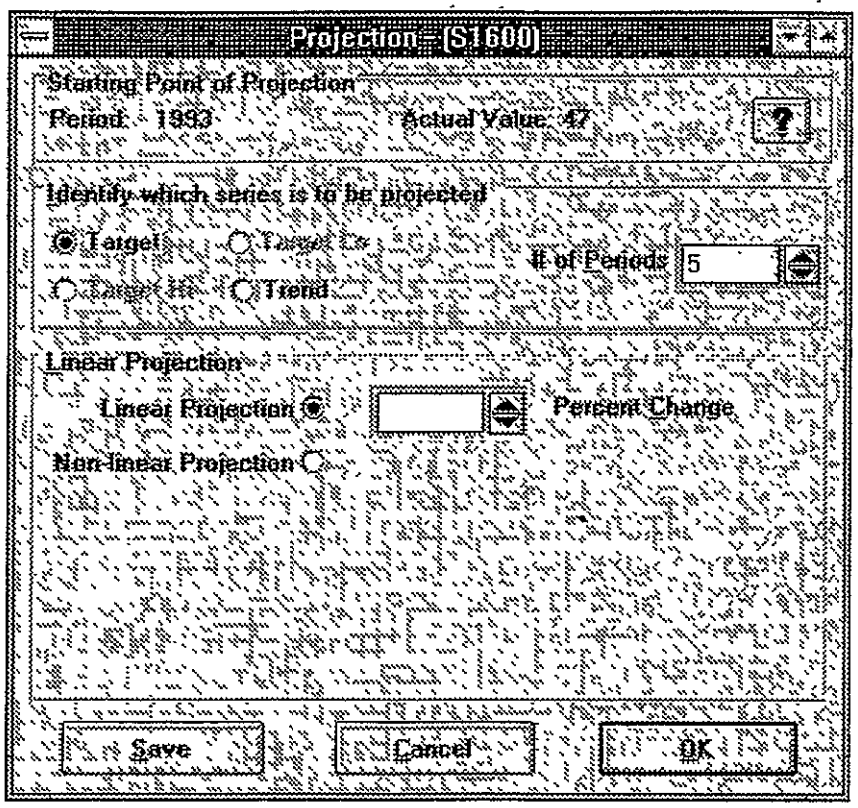
Save As Click the Save As option to save the chart with another name or in another directory.

Load Click the Load option to load the chart into another file.

Projection Screen

This screen gives you the option to have the system calculate future target or trend values (but not actual values) based on a defined percentage change. It is accessed from the Measures screen by pressing the Projection button.

You must first define the starting point for a projection by identifying the value on the Measures screen on which the calculations will be based (the system will not accept an empty cell as the starting point). Identify the column and row in the measures table by selecting (i.e., highlighting) that cell before pressing the Projection button. When you go to the Projection screen, the top portion of the screen will display the starting point you have defined.



Once you have defined the projection starting point and invoked the Projection screen, you must next identify what is to be projected -- either Target, Hi Target, Lo Target, or Trend by choosing the appropriate radio button. (This may be different than the starting point defined above. For example, you may use an actual value as the starting point to project future target values.) You must also identify the number of periods to be projected.

There are two types of projections possible, linear and non-linear. Use the appropriate radio button to choose the desired method.

Linear Projection

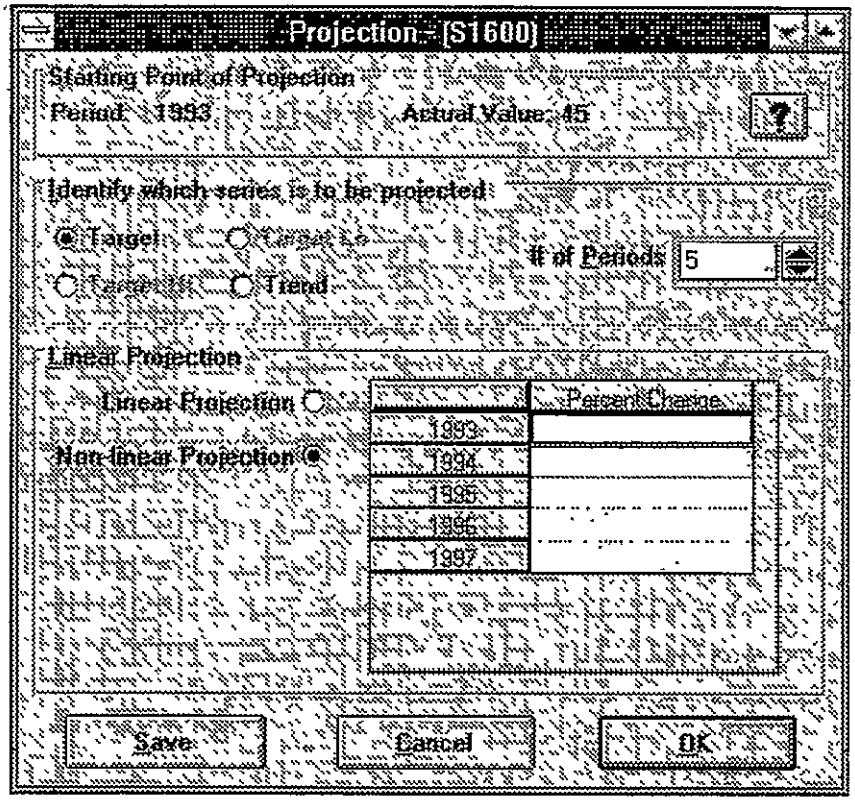
Linear projections, or straight line projections, assume the same percentage change in each future period. Select the percentage change desired by using the spin dial button to change the value in the field, or type the desired change directly into the field. Percentages are expressed as whole numbers, e.g., an annual increase of 5% is shown as 5 not .05. The system assumes a

positive trend unless you indicate negative by typing in a minus sign ahead of the number, or select a minus number using the spin dial.

Non-linear Projection

Non-linear projections allow for the possibility that the rate of change will vary over time. Enter the rate of change for each period desired by typing in the value. As with linear projections, the system assumes the change is positive unless a minus sign is typed ahead of the number.

The screen for a non-linear projection is shown below.



Defining a Projection Algorithm

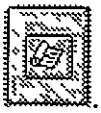
The information in the Starting Point of Projection is provided from the Measures screen. Enter the desired parameters on the rest of the screen and press OK to execute the calculation and return to the Measures screen, or press Save to execute the calculation and remain on this screen. By pressing Save, additional projections can be created; for example, you may have projected the trend line and now you wish to project the target values.

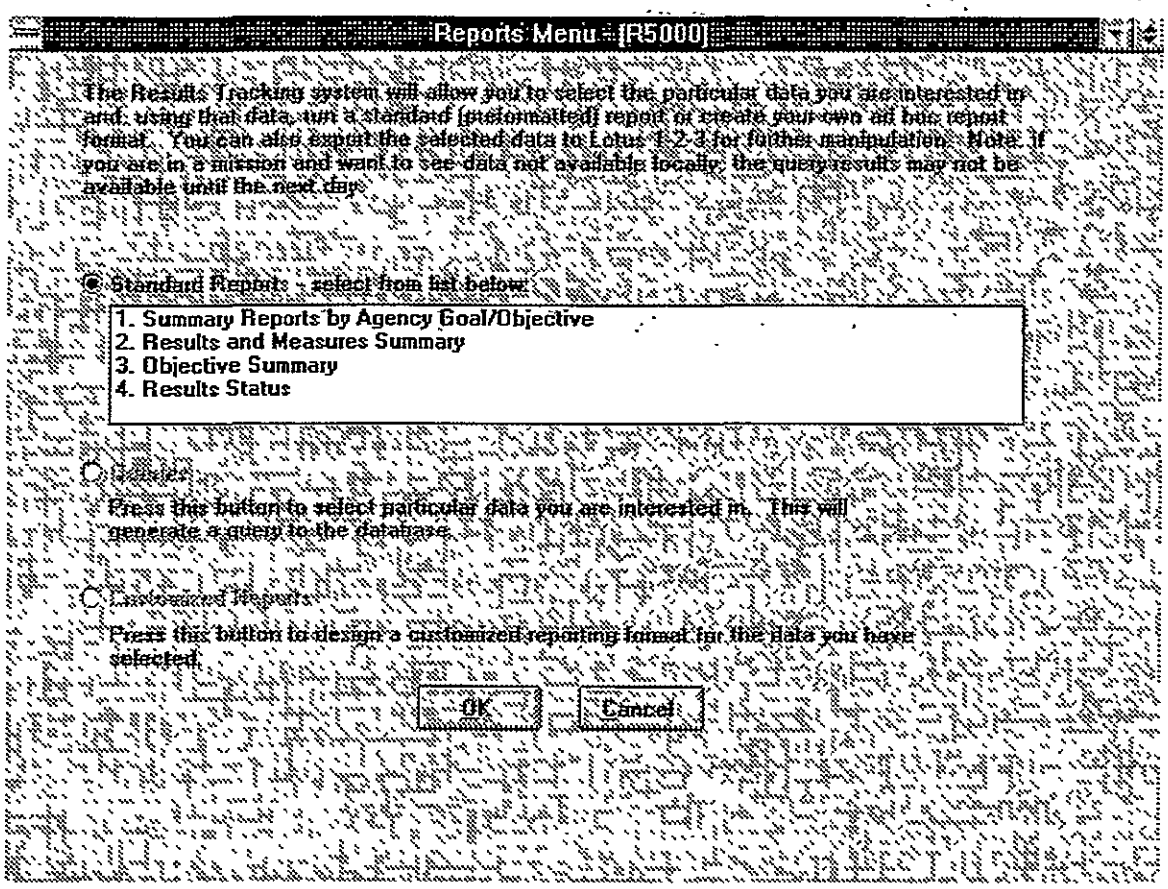
Although it is easy to project data out for a large number of periods, storing all the data may slow your system's response time. The system will caution you if you appear to be projecting an excessive amount of data.

When you return to the Measures screen, the projected values will appear in the appropriate rows and columns. Projected values can be overwritten in the Measures screen if you wish to adjust them.

Reports/Queries Screen

This screen allows you to view and print standard reports, generate a query to the database by selecting specific data, and design a customized report. At this time, the Queries and Customized Reports options are not available.

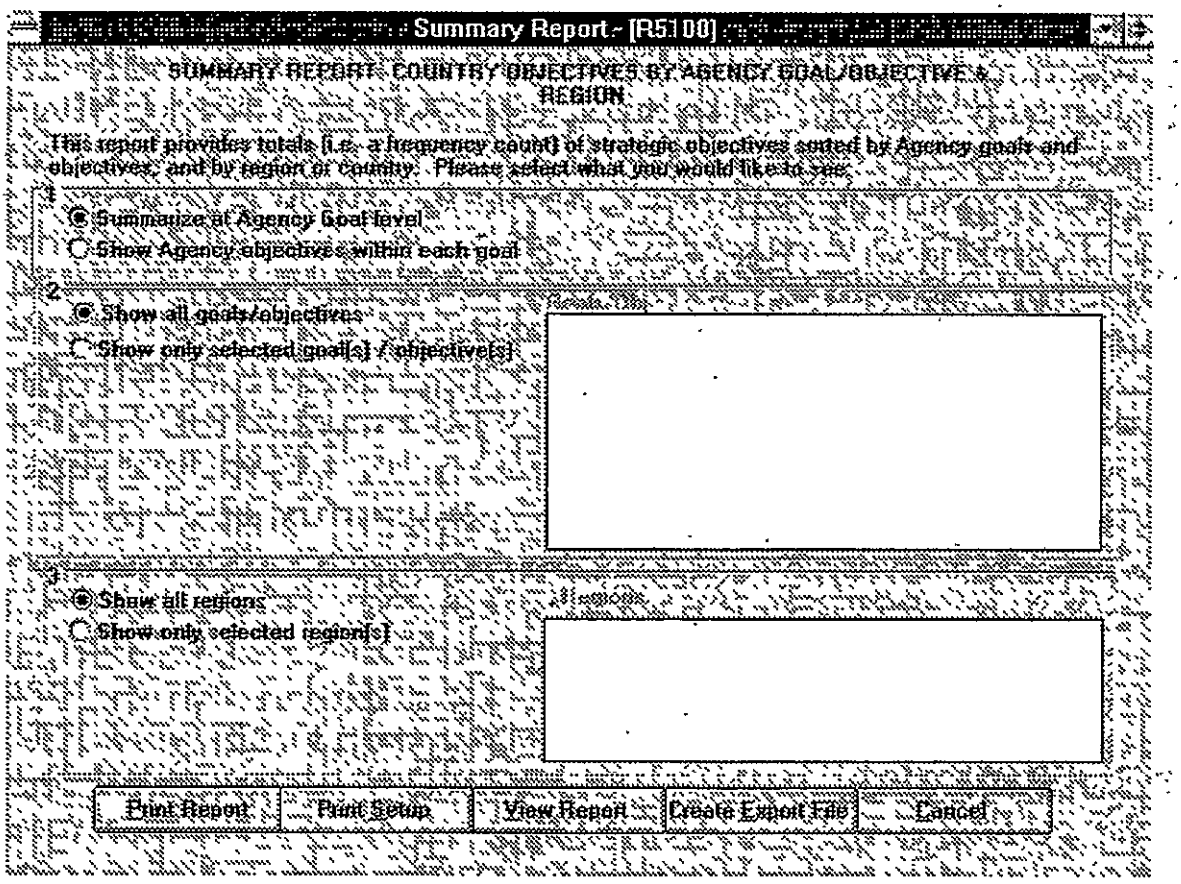
This screen is accessed from the Main Menu by clicking the Run Reports/Queries button  .



Click on the name of the report you wish to see and click on the OK button. A screen allowing you to define the report will appear.

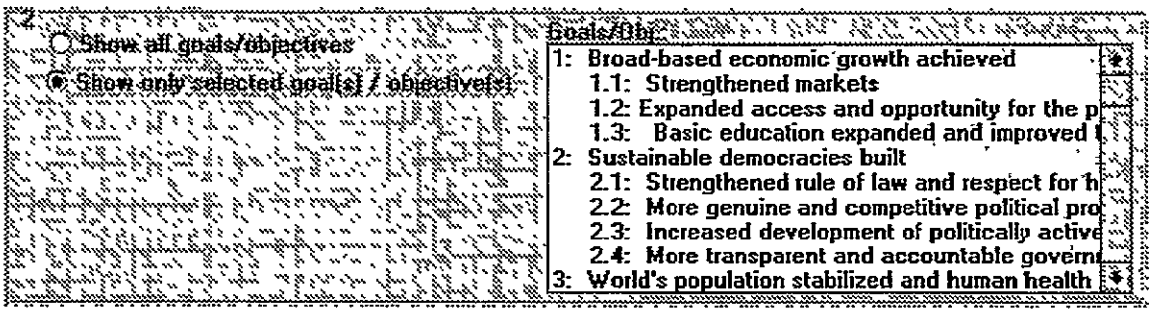
Summary Reports by Agency Goal/Objective

This report provides totals (i.e., a frequency count) of strategic objectives sorted by Agency goals and objectives, and by region or country. Three fields allow you to define the desired level of detail and scope of the report.



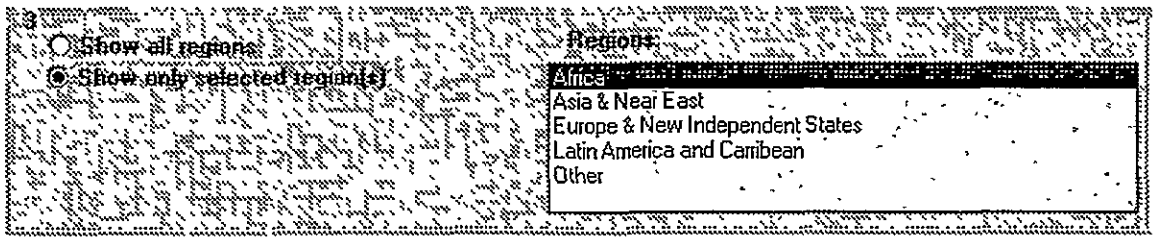
Field 1 allows you to define the report to show only the Agency Goal level or to show the Agency Objectives associated with the Agency Goal. Click on the appropriate button.

Field 2 allows you to define the report to show all goals/objectives or to show only selected goals/objectives. Click on the appropriate button. If you choose "Show only selected goal(s)/objective(s)," the following list appears:



Click on the desired goal/objective. If you select a goal, all of the associated objectives will also be selected. De-select any that do not apply by clicking once on the name of the objective.

Field 3 allows you to define the report to show all regions or to show only selected regions. Click on the appropriate button. If you choose "Show only selected region(s)," the following list appears:

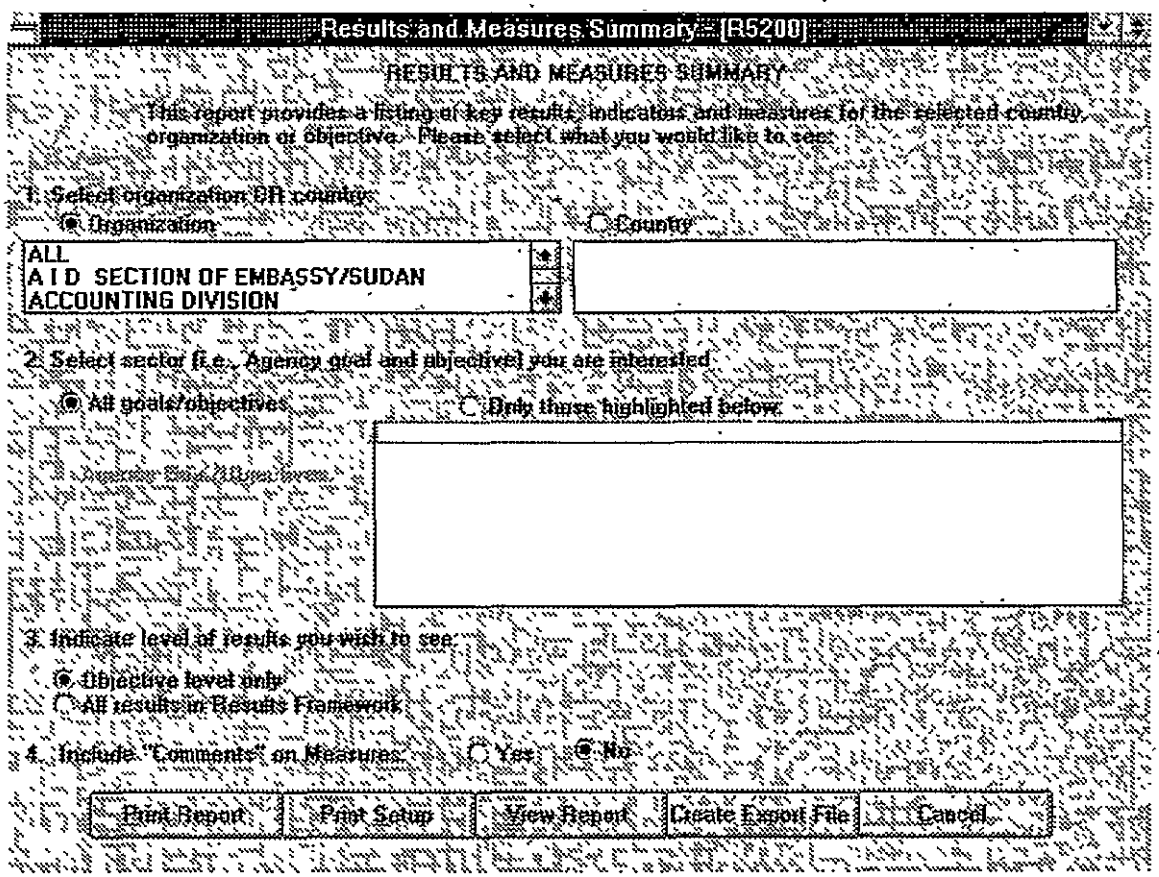


Click on the desired region.

The **Print Report** button will send the report to your printer, the **Print Setup** button allows you to define printer and paper variables, the **View Report** button allows you to look at the report on-screen without printing, and the **Create Export File** button allows you to save the report data as a text or Lotus 123 file. **Cancel** returns you to the Reports Menu screen.

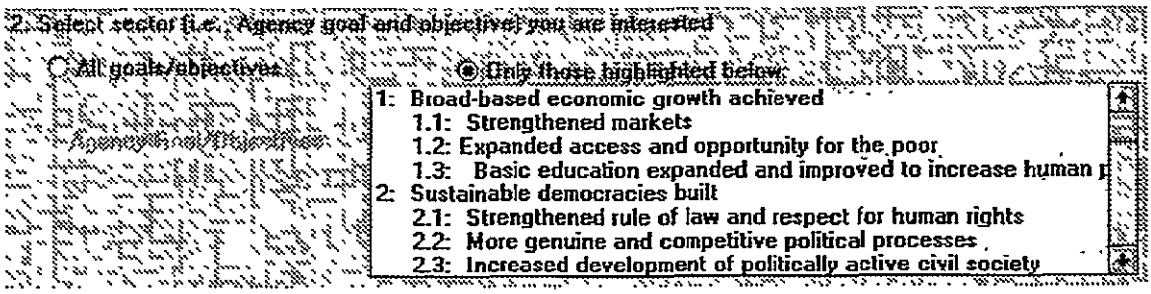
Results and Measures Summary

This report provides a listing of key results, indicators, and measures for the selected country, organization, or objective. Four fields allow you to define the desired level of detail and scope of the report.



Field 1 allows you to define the report to show one or many organizations OR one or many countries. Click on the appropriate Organization or Country button, scroll through the list using the arrow buttons, and click on the name of the organizations/countries you wish to see in the report.

Field 2 allows you to define the report to show all goals/objectives or to show only selected goals/objectives. Click on the appropriate button. If you choose "Only those highlighted below," the following list appears:



Click on the desired goal/objective. If you select a goal, all of the associated objectives will also be selected. De-select any that do not apply by clicking once on the name of the objective.

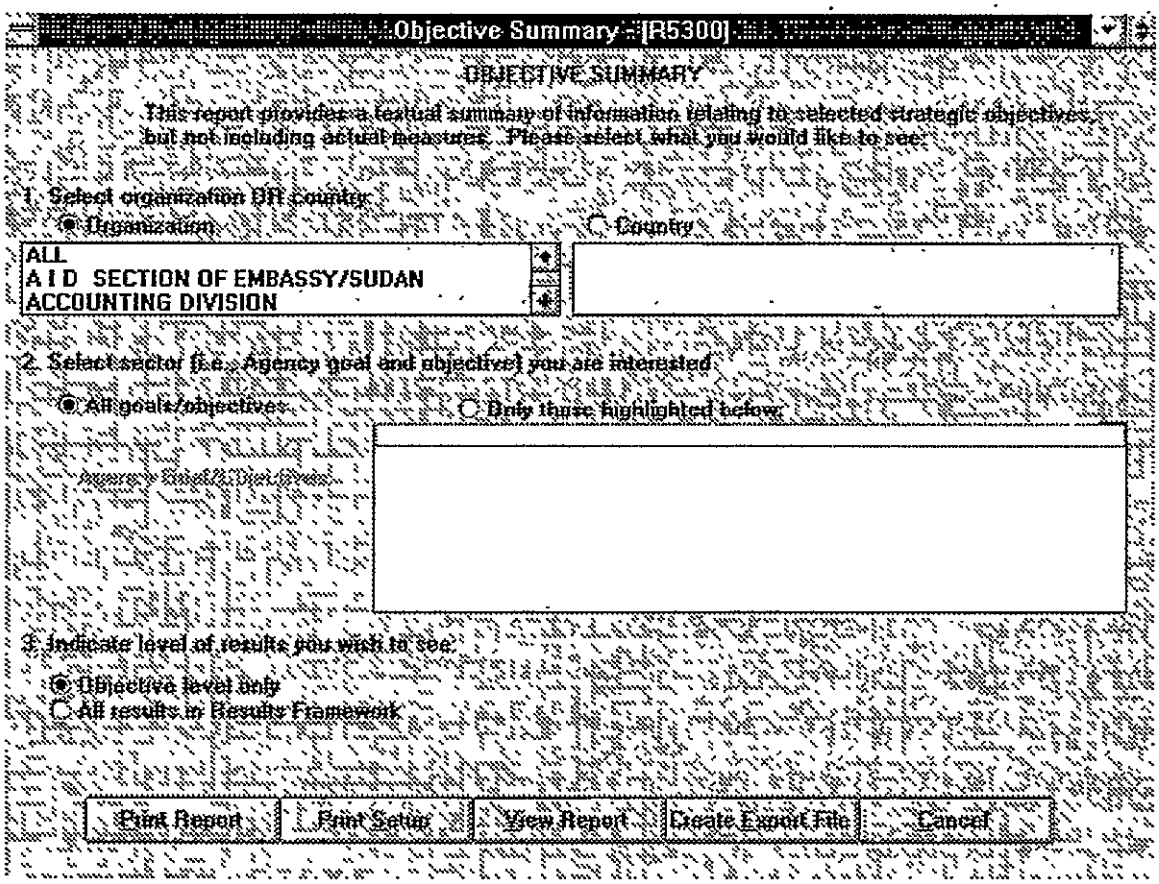
Field 3 allows you to define the report to show objective-level results only or to show all results in the results framework. Click on the appropriate button.

Field 4 allows you to include any comments recorded in the measures table. Click on the appropriate button.

The **Print Report** button will send the report to your printer, the **Print Setup** button allows you to define printer and paper variables, the **View Report** button allows you to look at the report on-screen without printing, and the **Create Export File** button allows you to save the report data as a text or Lotus 123 file. **Cancel** returns you to the Reports Menu screen.

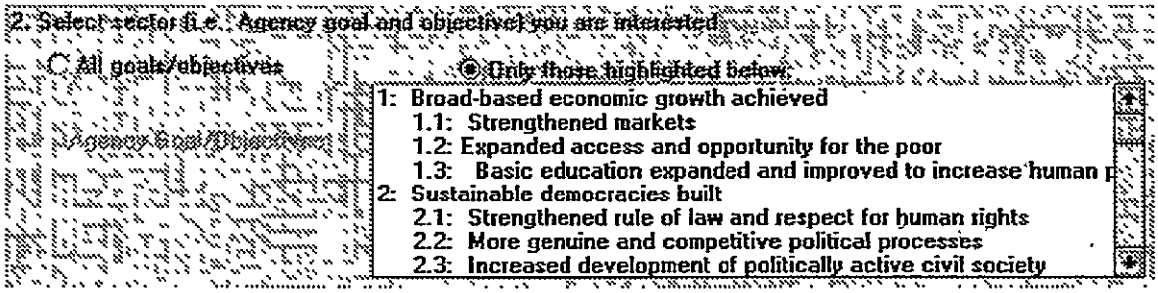
Objective Summary

This report provides a text summary of information relating to selected strategic objectives, but not including actual measures. Three fields allow you to define the desired level of detail and scope of the report.



Field 1 allows you to define the report to show one or many organizations OR one or many countries. Click on the appropriate Organization or Country button, scroll through the list using the arrow buttons, and click on the name of the organizations/countries you wish to see in the report.

Field 2 allows you to define the report to show all goals/objectives or to show only selected goals/objectives. Click on the appropriate button. If you choose "Only those highlighted below," the following list appears:



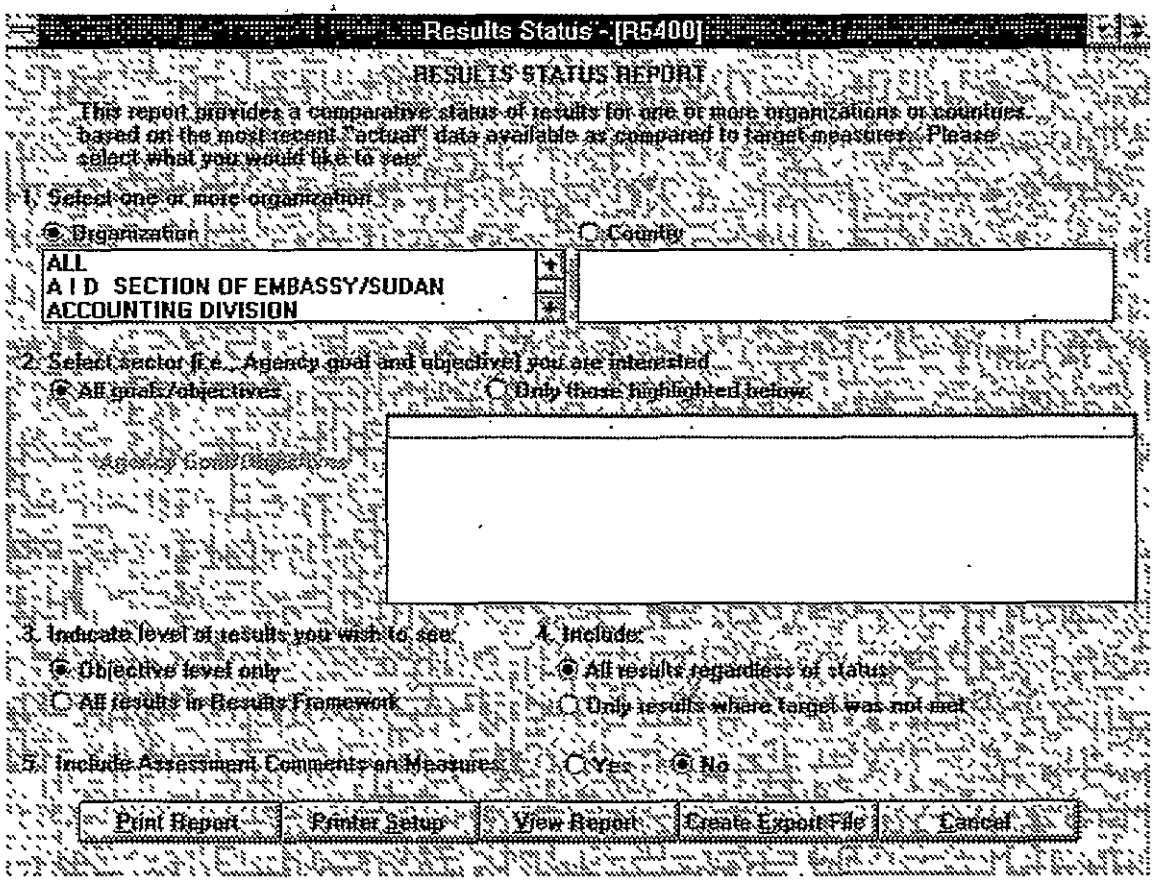
Click on the desired goal/objective. If you select a goal, all of the associated objectives will also be selected. De-select any that do not apply by clicking once on the name of the objective.

Field 3 allows you to define the report to show objective-level results only or to show all results in the results framework. Click on the appropriate button.

The **Print Report** button will send the report to your printer, the **Print Setup** button allows you to define printer and paper variables, the **View Report** button allows you to look at the report on-screen without printing, and the **Create Export File** button allows you to save the report data as a text or Lotus 123 file. **Cancel** returns you to the Reports Menu screen.

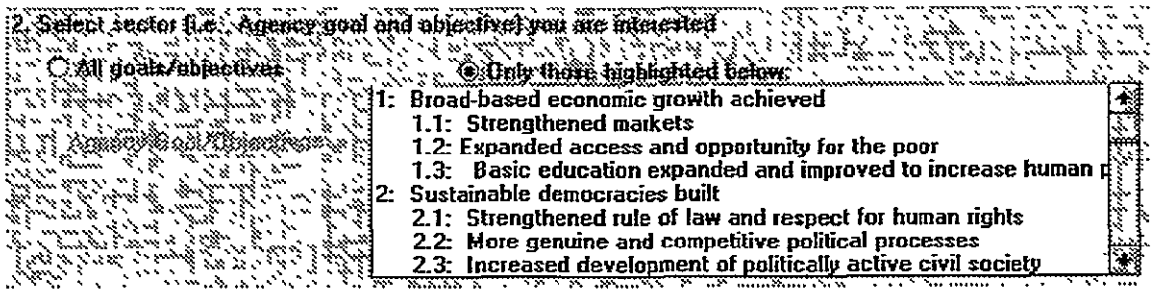
Results Status

This report provides a comparative status of results for one or more organizations or countries, based on the most recent actual data available as compared to target measures. Five fields allow you to define the desired level of detail and scope of the report.



Field 1 allows you to define the report to show one or many organizations OR one or many countries. Click on the appropriate Organization or Country button, scroll through the list using the arrow buttons, and click on the name of the organizations/countries you wish to see in the report.

Field 2 allows you to define the report to show all goals/objectives or to show only selected goals/objectives. Click on the appropriate button. If you choose "Only those highlighted below," the following list appears:



Click on the desired goal/objective. If you select a goal, all of the associated objectives will also be selected. De-select any that do not apply by clicking once on the name of the objective.

Field 3 allows you to define the report to show objective-level results only or to show all results in the results framework. Click on the appropriate button.

Field 4 allows you to include all results, whether or not they met their target, or to include only the results that did not meet their target. Click on the appropriate button.

Field 5 allows you to include any comments recorded in the Narrative row of the measures table. Click on the appropriate button.

The **Print Report** button will send the report to your printer, the **Print Setup** button allows you to define printer and paper variables, the **View Report** button allows you to look at the report on-screen without printing, and the **Create Export File** button allows you to save the report data as a text or Lotus 123 file. **Cancel** returns you to the Reports Menu screen.

straightforward measurement characteristic or dimension that is framed at the same level as the objective or result for which it has been defined, grounded in theory and practice, and accepted by both skeptics and proponents of the relevant program as a valid indicator of whether the objective has been met.

Hi Target Used in combination with Lo Target, as an alternative to defining a single target when it is desirable to define a range. Hi target always refers to the numerically higher value in the range, regardless of whether that value is more desirable. Thus, for an infant mortality indicator, the hi target represents the minimum desired change.

Indicator A particular characteristic or dimension used to measure intended changes defined by an organizational unit's results framework and results package. Indicators are used to observe progress and to assess the actual result of an activity (group of activities) compared to the expected result. Indicators serve to answer how or whether a unit is progressing towards its objective, rather than why/why not such progress is being made. Indicators are usually expressed in objective, quantifiable and measurable terms (numeric values, percentages, scores and indices).

Intermediate Result A key result which must occur in order to achieve a strategic objective (or other type of objective).

Linear Projection A projection of future values for an indicator generated by the software using a straight-line calculation, i.e., the percentage rate of change is the same for all periods.

Lo Target Used in combination with Hi Target, as an alternative to defining a single target when it is desirable to define a range. Lo target always refers to the numerically lower value in the range, regardless of whether that value is more desirable. Thus, for an infant mortality indicator, the lo target would represent the "stretch" target.

Local Indicator An indicator defined by the local operating unit to meet its unique requirements and the availability of data, where no Agency common indicator exists, or where it is not practical to use a standard indicator.

Measure The measurement value (target or actual) for a result, i.e., for quantifiable indicators, the number that results from the measurement process.

Non-Linear Projection A projection of future values for an indicator generated by the software using other than a straight-line calculation, i.e., the percentage rate of change can be defined differently for each period.

Operating Unit USAID field mission or USAID/W office or higher level organizational unit which expends program funds to achieve a strategic objective, strategic support objective, regional objective, or special objective.

Operating Unit Strategic Objective The most ambitious result (intended measurable change) that a USAID operational unit, along with its partners, can materially affect and for which it is willing to be held responsible. The strategic objective forms the standard by which the operational unit is willing to be judged in terms of its performance. The time-frame of a strategic objective is typically five to eight years for sustainable development programs, but may be shorter for programs operating under short term transitional circumstances or under conditions of uncertainty.

Performance Status The designation applied to a comparison of planned or target results vs. actual results. Status values include: Target Met/Target Not Met/Target Exceeded. The performance status can be calculated automatically in the case of a numeric or quantitative indicator, or entered manually in the case of a narrative or qualitative indicator.

Primary Link The principal association of a strategic objective with an Agency objective used to trace how the Agency is directing its resources. An objective may have several links with different Agency objectives, but only one, the most important, can be defined as the primary link. See also secondary link.

Proxy Indicator An indirect measurement of performance that has a known and predictable relationship to the direct indicator it is substituting for. Proxy indicators are most commonly used when data for direct indicators are either unavailable, available but at time intervals that are not consistent with management needs, or are too costly to collect.

Qualitative Indicator An indicator that cannot be expressed in objective, numeric terms, and therefore is described in a narrative fashion. These may be expressed as short narrative descriptions, or as ordinal categories such as Accomplished/Not Accomplished, or Excellent/Good/Fair/Poor.

Quantitative Indicator An indicator expressed in objective, quantifiable terms such as numeric values, percentages, scores and indices. Quantitative indicators are the preferred approach to measuring performance wherever possible.

Query A request to the central database for information on results that meet selection criteria defined by the user. It results in a query dataset which can be used to generate reports, or can be exported to another program (e.g., Lotus 123) for further manipulation.

Regional Objective An objective that captures regional or global strategic results for which the operating unit is responsible, but which transcend national boundaries. A regional objective may include country-specific results in its framework.

Result A change in the condition of a customer or a change in the host country condition which has a relationship to the customer. A result is brought about by the intervention of USAID in concert with its development partners. Results are linked by causal relationships, i.e., a result is achieved because related, interdependent result(s) were achieved. Strategic objectives are the highest level result for which an operating unit is held accountable; intermediate results are those results which contribute to the achievement of a strategic objective.

Result Level Categories of results as defined in the Results Tracking system and in Agency objectives. The levels are Strategic Objective, Regional Objective, Strategic Support Objective, Special Objective, and Intermediate Result.

Results Framework The results framework is a graphical representation of the cause and effect linkages between results. The framework also establishes an organizing basis for measuring, analyzing, and reporting results of the operating unit.

Secondary Link A link other than the principal association of a strategic objective with an Agency objective, or to any link between a lower level result and an Agency objective. Used to define an association of lesser importance than the primary link.

Special Objective The result of an activity or activities which does not qualify as a strategic objective, but supports other US government assistance objectives. A special objective is expected to be small in scope relative to the portfolio as a whole.

Strategic Objective The most ambitious result (intended measurable change) that a USAID operational unit, along with its partners, can materially affect and for which it is willing to be held responsible. The strategic objective forms the standard by which the operational unit is willing to be judged in terms of its performance. The time-frame of a strategic objective is typically five to eight years for sustainable development programs, but may be shorter for programs operating under short term transitional circumstances or under conditions of uncertainty.

Strategic Support Objective Strategic support objectives are intended to capture and measure a regional or global development objective which is dependent on the results of other USAID operating units to achieve the objective but to which a global or regional program makes an important contribution. Therefore, the key differentiation from a strategic objective is that there is a recognition that the achievement of the objective is accomplished and measured, in part, through the activities and results at the field mission level.

Target The specific and intended result to be achieved within an explicit timeframe and against which actual results are compared and assessed. A target is to be defined for each indicator.

Trend The pattern of values for a particular indicator that would be expected to occur if there were no USAID intervention. The trend may be used as a basis for comparison with the expected results if USAID did intervene.

Unit of Measure The element in which the measures for this indicator are expressed, for example, "tons of soil" or "number of deaths." This field may also be used to record the formula for calculating the indicator if it is not recorded in the Indicator Name field.

Appendix -- How To Get Started

Log on to the system using the appropriate user name and password. Contact your supervisor or System Administrator if you have questions or problems.

The Results Tracking Main Menu is the first screen you will see after logon.

1. Select an organization by clicking on the button under Organization to display the list of available organizations. Click on the desired organization.

2. Select a country if your organization supports more than one. Click on the button under Country to display the list of available countries. Click on the desired country.

3. Select one of the following options:

    a) Go to Results Framework (see How to Create a Results Framework)
    b) Go Directly to Measures (see How to Create Measures)
    c) Run Reports/Queries (see How to Create Reports)

How to Move Around the System

Results Tracking functions can be accessed in several ways. For instance, to zoom in on a part of the framework to see it better, you can pull down a command from the menu bar, click on a button on the toolbar, or use a variety of keystrokes. Some of these methods can also be used together. The following is a description of how each of the primary methods of access works.

1. **Menu bar** functions can be accessed in three ways:

   Mouse: Click once on the menu bar option you wish to access. A pull-down menu will appear with a list of options. Click on the listed option you wish to access. An option followed by an arrow indicates another menu is available. An option followed by ... indicates a dialog box will appear, requiring you to provide more information before the selected option can be completed.

   Alt key: Press the Alt key on your keyboard to activate the menu bar, then press the letter that is underlined in the option you wish to access. For example, to open the View menu, press Alt, then press the letter V on your keyboard (abbreviated as Alt+V). To make further selections, press only the underlined letter. If you press the Alt key again, you will de-activate the menu bar.

   Ctrl key: Press the Ctrl key on your keyboard, then press the letter that is underlined in the option you wish to access. For example, to find a result on the framework, press Ctrl, then press the letter F on your keyboard (abbreviated as Ctrl+F). The system will highlight the requested result. These shortcuts are listed on the pull-down menus to the right of the option.

2. The **toolbar** is a shortcut to some of the options available on the menu bar. Click once on the button representing the function you wish to access. To determine the function of the toolbar button, move your mouse pointer over the button to display the yellow "tag" description.

3. A **pop-up menu** is available when you are on the results framework screen. This menu has some of the same options as those on the menu bar under Options. To access the pop-up menu, select a result by clicking once on it and then click your right mouse button once. Use your mouse to click on the desired option on the pop-up menu or press the option's underlined letter on your keyboard.

4. Many screens have **buttons** that allow you to perform certain operations, such as save, cancel or delete. Click once on the button with your mouse or press the Alt key and the button's underlined letter.

Any reference to a mouse button refers to the left mouse button, unless otherwise stated.

How to Create a Results Framework

A results framework consists of objectives and results, represented by "boxes," and causal links, represented by lines connecting the objectives/results. This graphical view of the hierarchy of objectives and results can also be viewed in a text mode.

1. On the Results Tracking Main Menu, click on the Go to Results Framework button . If the framework is empty, you will need to add one or more objectives/results (see How to Create an Objective/Result). Once the framework has been created, you can add, edit, or delete objectives/results as needed.

2. When the framework contains at least two results that are related in some way to the same objective, you will need to create the links that connect them (see How to Create a Causal Link).

3. To move objectives/results around on the framework screen, see How to Drag an Object.

4. To update your framework periodically with the latest database information, see How to Update the Framework.

5. To define the customer for an objective/result, see How to Define a Customer.

6. To define the indicators that apply to the objective/result, see How to Create an Indicator.

7. To record the measures that apply to the objective/result, see How to Create Measures.

How to Create an Objective/Result

1. Select "Add Objective/Result" from the Options menu on the menu bar. The Add Objective/Result screen will appear.

2. Enter the name of the result in the Result Name field.

3. Click on the Result Level button to display the list of available result levels. Click on the desired result level.

4. If you select any result level except Intermediate Result, the Objective Specific Dates fields will appear in the center of the screen. Enter dates as needed.

5. (Optional) Enter a detailed description of the result in the Description field.

6. Press OK to save the result and exit to the framework screen, Cancel to exit to the framework screen without saving the result, or Save to save the result and stay on the Add Objective/Result screen. You can also press the **Alt** key and the button's underlined letter.

7. The result(s) you created will be on the framework screen when you return to it.

8. Link the result(s) to its higher level result, if appropriate (see How to Create a Causal Link).

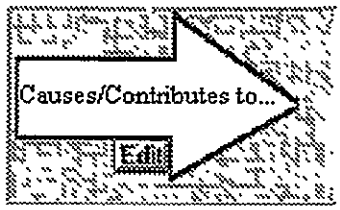
9. Move the result(s) to its proper position on the framework screen (see How to Drag an Object).

How to Create a Causal Link

1. On the framework screen, click and hold the left mouse button on a lower level result, drag the mouse and the resulting line to its higher level result, and release the mouse button.

2. The Causality/Assumptions screen appears, allowing you to provide details about the link.

3. (Optional) Click the Edit button to enter a description of the link:



Click OK to close the description screen. When you return to the framework screen, the first 20 characters of the description will be displayed on the link. The default phrase **Causes/Contributes to...** will not appear on the link.

4. (Optional) Enter a description of the critical assumptions being made about the causal link. Each critical assumption should be defined in a separate description cell.

> To insert additional cells, press the Insert key on your keyboard. A new cell will appear above the cell your cursor is in and the cell numbering will automatically be updated.
>
> To delete a description cell, click in the cell and press the Delete key. The cell will be removed and the cell numbering will automatically be updated.

The standard Windows text editing functions of cut, copy, and paste can be used to move text around in these cells.

5. (Optional) Indicate the validity of a critical assumption in the column to the right of its description. Click the right mouse button to switch between Y (the critical assumption is valid), N (the critical assumption is not valid), and a blank field (no statement about the validity is being made).

6. Press Save to save the causal link and stay on the Causality/Assumptions screen, Cancel to exit to the framework screen without saving the causal link, or OK to save the causal link and exit to the framework screen. You can also press the **Alt** key and the button's underlined letter.

How to Drag an Object

1. Click on a result on the framework screen and pull down the Options menu from the menu bar, press your right mouse button to activate the pop-up menu or double-click on an empty part of the screen.

2. Click on Drag Object. The cursor will change to a four-pointed cross.

3. Place your cursor on the result that is to be moved, hold down the left mouse button, drag the result to the desired location, and release the mouse button.

4. While you are in Drag Object mode, you can place your cursor on any other result and repeat step 3.

5. To exit Drag Object mode, pull down the Options menu from the menu bar and click on Drag Object to de-select it, or double-click on a blank part of the framework screen.

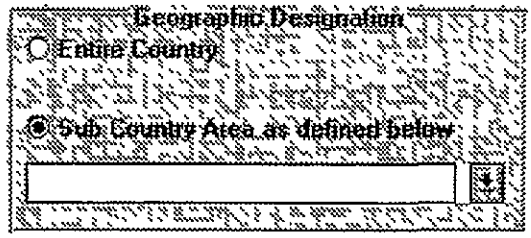
How to Update the Framework

Other users may be making changes to the database at the same time you are working on the framework. To update the framework with the latest database information, click the Refresh button on the Toolbar.

How to Define a Customer

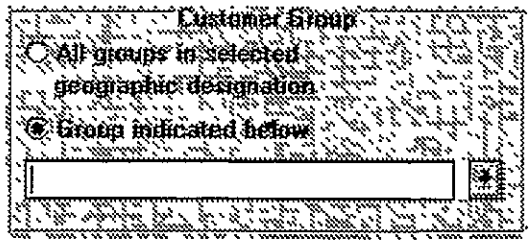
1. Click on an objective/result on the framework to select it and pull down the Options menu from the menu bar or press your right mouse button to activate the pop-up menu. Click on Customer. The Target Customer screen will appear.

2. Select the customer's geographic designation. If you choose "Sub Country Area," the following field will appear:



3. Click on the button to select from the list of areas, or enter the name of a new area.

4. Select the Customer Group. If you choose "Group indicated below," the following field will appear:



5. Click on the button to select from the list of groups, or enter the name of a new group.

6. Select the customer's gender, if appropriate, or select Not Gender Specific.

7. Press OK to save the customer designation and exit to the framework screen, Cancel to exit to the framework screen without saving the customer designation, or Delete to remove the customer from the result. You can also press the **Alt** key and the button's underlined letter.

How to Create an Indicator

An indicator(s) must be defined before you can create and track measures for a result. Access the Indicators screen from the framework by following step 1 below, or from the Main Menu by pressing the Go Directly to Measures button on the Main Menu (see How to Get Started).

1. Click on a result on the framework screen to select it and pull down the Options menu from the menu bar or click the right mouse button to activate the pop-up menu. Click on Measures/Indicators.

   If at least one indicator for a result has been defined, the Measures screen will appear. Click on the Indicator button to go to the Indicators screen.

   If no indicator has been defined for a result, select the type of indicator, Common or Local, and press OK to continue or Cancel to return to the framework screen without creating an indicator.

3. The complete Indicators screen will appear.

4. The following fields must be completed for the system to accept your indicator:

   Indicator Name
   Direction
   Initial Measures Data Period

5. The following fields are optional; some appear with system defaults. To change the default selection, click the button next to the appropriate designation.

   Unit of Measure
   Proxy/Direct
   Quantitative/Qualitative
   Required for Tracking
   Expressed As
   Period
   Source Document Name
   Source Organization

6. To provide a more detailed description of the indicator, click the Description button next to the Unit of Measure field. After entering a description, press OK to save the data and return to the Indicators screen, or Cancel to ignore the changes and return to the Indicators screen.

7. Press Add to define another indicator for the result, Delete to remove the indicator from the result, Save to keep the indicator and remain on the Indicators screen, Cancel to go to the Measures screen without saving the indicator, or OK to save the indicator and go to the Measures screen. You can also press the **Alt** key and the button's underlined letter.

How to Create Measures

Access the Measures screen from the framework by following step 1 below, or from the Main Menu by pressing the Go Directly to Measures button (see How to Get Started).

1. Click on a result on the framework to select it and pull down the Options menu from the menu bar, or click the right mouse button to activate the pop-up menu. Click on Measures/Indicators.

> If no indicator has been defined for a result, the Indicators screen will appear (see How to Create an Indicator). You must define an indicator in order to create measures.
>
> If at least one indicator for a result has been defined, the Measures screen will appear.

2. To select a different indicator from the one shown in the Indicator Name field, click on the button and select the desired indicator from the list.

3. The data about the indicator is displayed in the center of the screen and is read-only. To modify the indicator data, click the Indicator button in the lower left corner to go to the Indicators screen.

4. The Measures Table at the bottom of the screen allows you to enter quantitative data. The column labels are determined by the Period and the Initial Measures Data Period you selected for the indicator.

> If your measures data cannot be reduced to numbers, define the indicator as qualitative. The Qualitative Measures screen will allow you to provide a narrative description of the target, the actual result, and an assessment of whether the target was met or not (see How to Create Qualitative Measures).

5. Enter data in the appropriate rows on the Measures Table. Note: the Hi Target and Lo Target rows allow you to enter a range of target values. However, you can enter data only in the Hi/Lo Target rows or in the Target row, not all three.

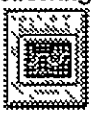
6. A graph of the measures table data can be displayed by clicking the Graph button (see How to Create a Graph).

7. To create a projection of future target or trend values based on the data in the measures table,
highlight the cell you wish to base your projection on and click the Projection button (see How to Create a Projection).

8. To establish the baseline for the data displayed in the measures table, highlight the cell in the Actual row that is to be defined as the baseline and click the Baseline button. For more information, see How to Establish a Baseline.

9. Press Save to save the measures and stay on the Measures screen, Cancel to exit to the framework screen without saving the measures, or OK to save the measures and exit to the framework screen. You can also press the **Alt** key and the button's underlined letter.

How to Create Qualitative Measures

Access the Measures screen from the framework by following step 1 below, or from the Main Menu by pressing the Go Directly to Measures button  (see How to Get Started).

1. Click on a result on the framework to select it and pull down the Options menu from the menu bar, or click the right mouse button to activate the pop-up menu. Click on Measures/Indicators.

2. An indicator that has been defined as qualitative rather than quantitative will produce a Measures screen that allows you to enter narrative information rather than specific numeric values.

3. Measures data entered in the projected and actual fields can be one or two word descriptions, such as Completed/Not Completed, or can be longer narrative descriptions.

4. Select the appropriate target assessment and, if desired, enter a longer description by pressing the Narrative button.

How to Create a Graph

A graph can be created only if there is data in the measures table on the Measures screen.

1. Access the Measures screen (see How to Create Measures).

2. Click on the Graph button at the bottom of the Measures screen. A graph of the data in the measures table will appear.

3. To change the look of the graph, click the right mouse button anywhere on the Graph screen. A pop-up menu of formatting options will appear. Each option is further defined by "tabs," which allow you to customize the look of your graph.

How to Create a Projection

The system can calculate future target or trend values based on a percent change that you define.

1. Access the Measures screen (see How to Create Measures).

2. Highlight the cell on which you wish to base your projection. This starting point will be displayed at the top of the Projection screen.

3. Click on the Projection button at the bottom of the Measures screen to go the Projection screen.

4. Select the series, i.e., whether you wish to project a target or trend value.

5. Select the number of periods you wish the projection to cover.

6. Select a linear or non-linear projection:

   If you select a linear projection, which assumes the percent change will not vary over the projected period, you must also select the amount of percent change.

   If you select a non-linear projection, which allows for the percent change to vary over the projected period, a table appears on the screen. Enter the percent change for each period.

7. Press Save to create the projection, Cancel to ignore any changes and exit the screeen, or OK to save the projection and exit the screen. You can also press the **Alt** key and the button's underlined letter.

How to Designate a Baseline

A baseline is the starting point used for comparing progress toward an objective or result.

1. Access the Measures screen (see How to Create Measures).

2. On the measures table, highlight the cell in the Actual row that you wish to define as the baseline.

3. Press the Baseline button. The cell in the measures table will change to blue.

How to Create Reports

Access the Reports Menu from the Main Menu by pressing the Run Reports/Queries button (see How to Get Started). The Reports Menu will appear.

1. Select the report you wish to create from the four listed in the Standard Reports box:

   Summary Reports by Agency Goal/Objective
   Results and Measures Summary
   Objective Summary
   Results Status

2. Press OK to go to the screen for that report or Cancel to exit the Reports Menu and return to the Main Menu. You can also press the **Alt** key and the button's underlined letter.

Note: the Queries and Customized Reports options are not available at this time.

3. The report screens contain fields that allow you to define the level of detail and scope of the report.

4. The buttons at the bottom of the screens allow you to define printer and paper variables, look at the report on-screen, export the report in various formats, and print the report.

United States Agency for International Development

AWACS - Activity

User Guide

February 29, 1996

By Funds Management Project Team

USAID

This manual was produced using *Doc-To-Help*®, by WexTech Systems, Inc.

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Activity - Application Overview

Activity Overview

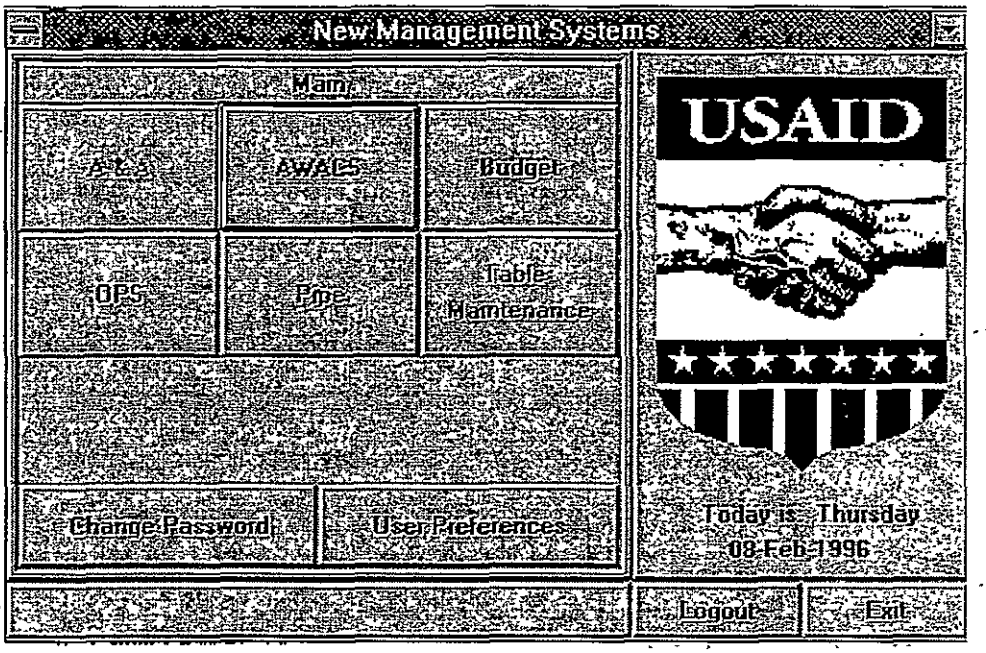
The Activity screen records related information about activities. Activities are planned undertakings to be accomplished, produced, or constructed. Activities can only be created and updated by users with appropriate authorization. AWACS determines your authorization based on the user ID entered and the level of security assigned to that ID. Based on the type of transaction entered, AWACS will update the appropriate. The transaction information will be available to other programs, within funds management and for other AWACS modules, which rely on funds information.

AWACS - The Activity Function

AWACS Logon Screen

Within the Windows application on your PC computer is an ICON labeled NMS. This ICON represents the group of applications related to AWACS. To open up this window, ***Double-click*** on the NMS ICON.

The first screen displayed in the NMS application is the NMS Logon screen. Every user must have a User Id and a Password (logon) assigned by the AWACS System Administrator.



Activity Logon

To logon to the Activity application:

1. ***Enter*** the User Id.
2. ***Enter*** the Password.
3. ***Select*** the Logon button; or
5. ***Select*** the Cancel button, if you do not wish to enter the application. (The user will be returned to the window's Program Manager screen).

   If all security checks pass, the application will open, uniquely identifying the user to the system for the purpose of defining which screens the user has authorization to review and/or update. *(Note: The current status of the AWACS Activity Logon is displayed at the bottom of the Logon Screen).*
6. ***Select*** OPS.
7. ***Select*** Define Activity.

Potential Logon Problems

If the application does not open, first review the potential problems listed below. If still unable to enter the system, please notify your system administrator.

Incorrect Logon Identifiers

Verify that the User Id and Password entered are correct. Incorrect attempts to logon will display an error message, however three consecutive failed logons will automatically abort the application, returning the user to the window's Program Manager. This security measure prevents an unauthorized user from accessing the application.

Currently Open AWACS Session

Check to see if you have previously logged into the system, and have not yet terminated the previous AWACS session.

LAN Server Temporarily Down

Check to see if anyone else who may use the system is also having difficulty in logging into the system. (If so, this could possibly mean that the LAN server is temporarily down, in which case the system administrator should be advised.)

Activity Menu Options

Menu Options

When the application opens the drop-down menu options will appear across the top of the Activity screen. If the ICON is applicable to the current screen being displayed, then the ICON will be in full color; ICONS which are disabled for use are gray.

Activity Tool Bar

The following describes the function of these ICONS, starting at the left:

- **ADD** - Add the current record to the database.
- **MODIFY** - Modify the current record in the database.
- **DELETE** - Delete the current record from the database.
- **CUT** - Delete the highlighted data and place it on the system clipboard.
- **COPY** - Make a copy of the highlighted data and place it on the system clipboard..
- **PASTE** - Copy the system clipboard to the highlighted field.
- **UNDO** - Return the screen to the state it was in prior to the last action.
- **QUERY** - *(This function is not available to the Activity function).*

- **REFRESH** - Clears the screen of all current displays of information.
- **NEXT** - *(This function is not available to the Activity function).*
- **PRIOR** - *(This function is not available to the Activity function).*
- **PRINT** - Produce a snapshot of the screen as it looks at that moment in time.
- **EXIT** - Exit the AWACS Funds Management application. This will return the user to the window's AWACS Program Group of the window's Program Manager. Any changes made to the current record that have not been saved will be lost.

Activity Drop-down Menu

The following are the available drop-down functions within the Activity system.

Activity Drop-down Menu - Item Description

FILE - This is an alternate way of accessing the ICONS available within the toolbar. All toolbar ICONS, with the exception of *Undo, Cut, Copy,* and *Paste,* are located in this list..

EDIT - Within this drop-down list are the remaining ICONS not included within the FILE drop-down list. These are *Undo, Cut, Copy,* and *Paste.*

PROCESS - A drop-down sub-menu will be displayed when the *Process* menu option is selected. This sub-menu lists primary processes that can be executed for the Activity Function. The only process listed for this activity is *'Define Activities'*.

WINDOW - This allows the user to specify how to arrange the various windows on the current system. The options are: Cascade, Arrange ICONS. The Window drop-down menu also allows the user to switch from window-to-window. All windows that are currently open are put into a numbered list at the bottom of the Window drop-down menu, below the bottom dividing line (e.g., 1 Objective/Activity).

HELP - This feature allows the user to retrieve assistance on how to run the Activity function by looking at the *Contents* of the help file, or doing a *Search* on various character strings. (The entire user's manual for the Activity function is accessible via *HELP*).

Activity - Screen Overview

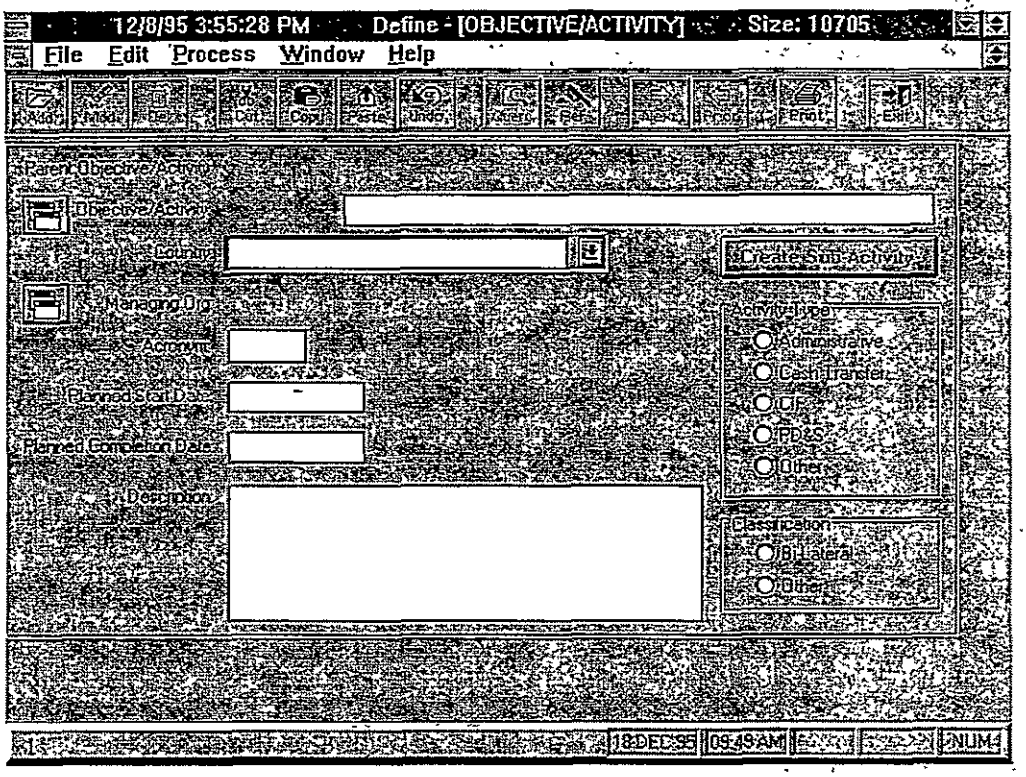
Screen Overview

The Activity function is comprised of one screen. It allows a user to either *Add* a sub-activity to a specified parent activity, or U*pdate* an activity. This section will describe the Activity screen and its various components, as well as how to perform both Activity adds and updates.

Define Activities

A user initiates the Activity function by selecting *Process* from the main menu of the Activity screen and then selecting *Define Activities* from the drop-down Process menu. An authorized user can add sub-activities to a parent activity or modify an existing activity.

Activity Screen



Activity Screen Data

Parent Activity - This field is used to reflect, if applicable, the Parent Activity of the Activity currently being accessed. (Display Only)

Organization/Activity - A planned undertaking to be accomplished, produced, or constructed. The user must select an Activity from the Activity Listing.

To display a list of activities and subactivities:

- *Click* on the square cascade button to the left of the Activity field.
- *Click* on the plus sign next to USAID and choose appropriate line. This will cause data related to the activity selected to be moved to the screen, filling up the appropriate fields.
- *Click* on the *Create Subactivity* button to move the selected Activity to the Parent Activity field on the screen so the user can manually enter information for the Sub-Activity. (Mandatory)

Country - If applicable, choose a country from the drop-down list of countries that appears when you *Click* on the arrow to the right of the Country field. (Optional)

Managing Org - This represents the Bureau, Mission, or Office managing the Activity. To fill this field, select the applicable Managing Org. from the Organization Table. If the Activity currently being accessed has a parent, the Managing Org. of the parent activity is moved to the Activity screen, and the Managing Org. field is disabled from being modified for the current Activity. (Mandatory)

To display the Managing Org table (this process can also be used for Organization/Activity):

a) ***Click*** on the cascade button to the left of the Managing Org. field

b) ***Click*** on the plus (+) sign next to *'USAID'*.

c) A folder refers to a higher level Managing Org. A folder with a plus (+) sign next to it represents a closed folder with a lower sub-level of selections present. Open a folder to view the contents of the lower level(s) by clicking on the plus sign.

d) A folder with a minus (-) sign next to it represents an open folder. To close a folder, collapse the list of sub-groups listed below it by clicking on the minus sign.

e) The only Managing Orgs. available for final selection does not have a sign preceding it. ***Clicking*** on any other line will only open or close that specific folder.

f) To select a Managing Org., ***Click*** on the name of an organization (without any sign next to it). This will move the selected organization to the screen, and then remove the list from the screen.

Acronym - A five (5) character field in which the user can specify an acronym for the Activity. (Optional)

Planned Start Date - If entered, the Planned Start Date must be in DD-MMM-YYYY format. (Mandatory)

Planned Completion Date - If entered, the Planned Completion Date must be in DD-MMM-YYYY format. The Planned Completion Date must be greater than the Planned Start Date. (Optional)

Description - A 250 character field in which the user can key a description of the Activity. (Optional)

Create Sub-Activity button - If it is desired to define a Sub-Activity or change information previously entered, click on this button to either refresh or clear the current information.

Activity Type radio buttons - ***Click*** on one of the following radio buttons which relate to the various types of Activities that exist: (Mandatory)

- Administration
- Cash Transfer
- CIP (Commodity Import Program)
- PD&S (Program Development & Support)
- Other - If none of the other Activity Types are applicable.

Classification radio buttons - ***Click*** on one of the following radio buttons which relate to the classification of the Activity: (Mandatory)

- **Bi-Lateral** - If the parent activity is *Bi-lateral*, the activity classification must also be *Bi-lateral*, in which case the classification button is automatically set.
- **Other** - If the parent activity is *Other*, the sub-activity may be either *Bi-lateral* or *Other*.

Activity Functionality

Adding a New Activity

To Create a new Activity:

1. ***Click*** on the Cascade button to the left of the Objective/Activity field to display the list of available Objective/Activity. ***Select*** an Activity under which the Sub-Activity is to be created. The system will move the data associated with the Activity to the screen. (Mandatory)
2. ***Click*** the "Create Sub-Activity" button.
3. ***Type*** the name of the Sub-Activity being created into the Objective/Activity field. (Mandatory).
4. Select a Country. ***Click*** on the name of the country desired to move it into the Country field. (Mandatory)
5. If the Managing Org. field is not populated after the Objective/Activity is selected, ***Click*** on the Managing Org Cascade button to display the list of available Managing Organizations Activities. The system will move the data associated with the Managing Org. to the screen.
6. Enter an Acronym. (Optional)*
7. Enter a Planned Start Date. (Mandatory)
8. Enter a Planned Completion Date. (Optional)*
9. Enter a Description. (Optional)*
10. ***Click*** on the appropriate Activity Type radio button. (Mandatory)
11. ***Click*** on the appropriate Classification radio button. (Mandatory)
12. ***Click*** the ADD ICON in the tool bar. The system will verify that the new Activity does not already exist. If the Activity does not already exist the specified Activity will be added and a unique Activity ID generated. (The Activity ID is a 10 digit number. The first 5 digits represent the Org. Code of the user creating the Activity. The last 5 digits are generated by the AWACS system.)

*Enter any non-mandatory data which is known at the time the Activity is created:Acronym, Planned Completion Date and Description. Data for non-mandatory fields can be added at a later time by updating the Activity.

Updating an Activity

To update an Activity:

1. Select the Activity for modification. (Mandatory)
2. Modify any of the following fields: Objective/Activity, Country, Acronym, Planned Start date, Planned Completion date, or Description.
3. Note: The Parent Objective/Activity and the Activity Id can not be modified. No fields on a reserve activity can be modified. If a Parent Objective/Activity is Bi-Lateral the classification cannot be modified.
4. *Click* the **MODIFY** ICON in the tool bar to save any changes made.

Deleting an Activity

An Activity may be deleted if (a) it has no children and (b) it is not a reserve activity.

To delete an Activity:

1. Select the Activity for deletion. (Mandatory).
2. *Click* the **DELETE** ICON in the tool bar to save any changes made.

Glossary of Terms

Activity

Any planned undertaking to be accomplished, produced, or constructed.

AWACS

An acronym which stands for 'AID Worldwide Accounting and Control System'

G/L

The General Ledger

ICON

An image or graphic that symbolizes a system function. A program item ICON is an unopened application in a program group that, when selected, will begin the execution of the application it symbolizes. An application ICON is an application that has been opened for execution and minimized prior to termination of the application, which remains in the same state as when the user minimized it. A document ICON is a document that has been minimized, representing to the user that the document remains open and immediately accessible upon being maximized.

Menu Bar

The area directly below the title bar of a window that contains the options available to a user in a given system. Depending on which screen is currently in use, the system may deem certain functions in the menu bar inappropriate, and disallow their corresponding function for that screen usually by displaying the selection in gray.

Password

The Password is a security provision which is used in conjunction with the User ID to access AWACS, preventing unauthorized access to the AWACS system.

Program Group

A program group is a group of related applications represented by an ICON and associated label. When a user ***double-clicks*** a program group ICON with the left mouse button, a small window opens up to display a set of ICONS representing the various applications that have been grouped together under the Program Group ICON.

User Guide

A reference source which accompanies a product or software application designed to demonstrate to a user the various features of a system and how to best utilize them.

User ID

A security provision consisting of a unique alphanumeric string of characters, which is assigned to an authorized user of the AWACS system in order to prevent unauthorized access to the system. A User ID uniquely identifies the user to the system and defines the extent to which interaction with the AWACS system can occur.

Windows Program Manager

The segment of Microsoft Windows responsible for the organization and management of applications which are designed to execute in a windows environment.