

Federal IT Procurement Program

**Procurement Analysis
Reports (PAR)
Data Base Manual**

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**Federal Information Technology
Procurement Program**
(FTP)

***Procurement Analysis Reports (PAR)
Data Base Manual and Data Base Software***

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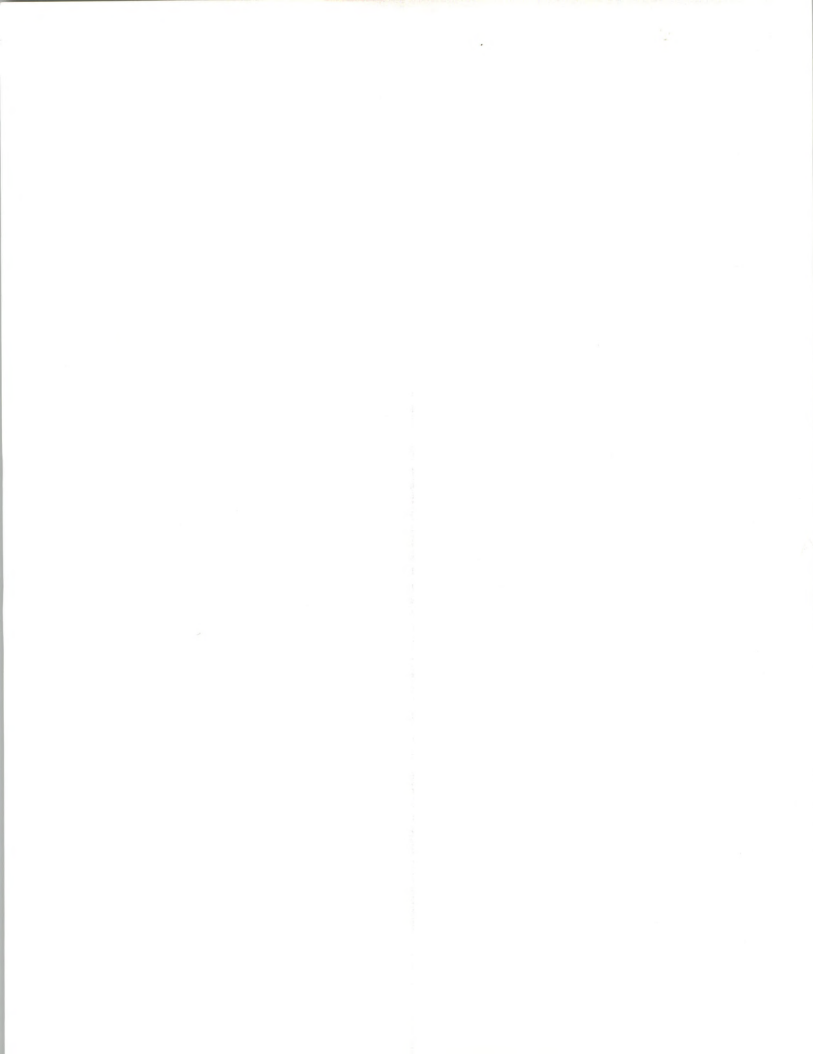
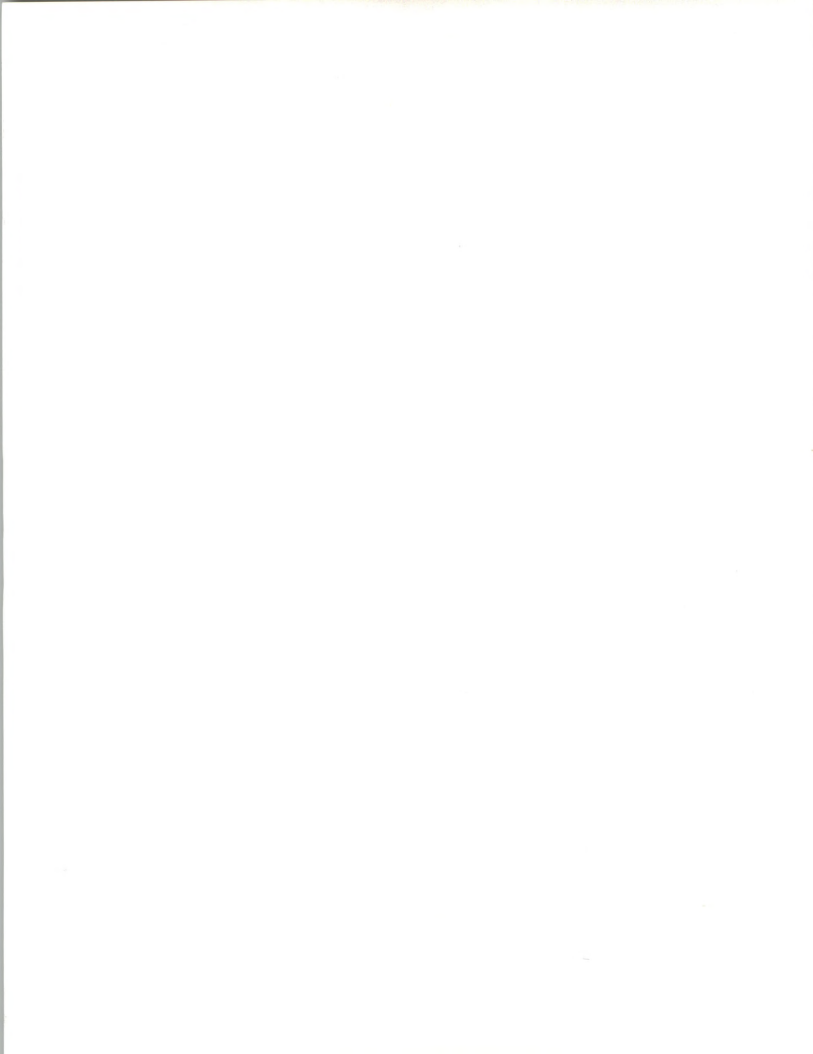
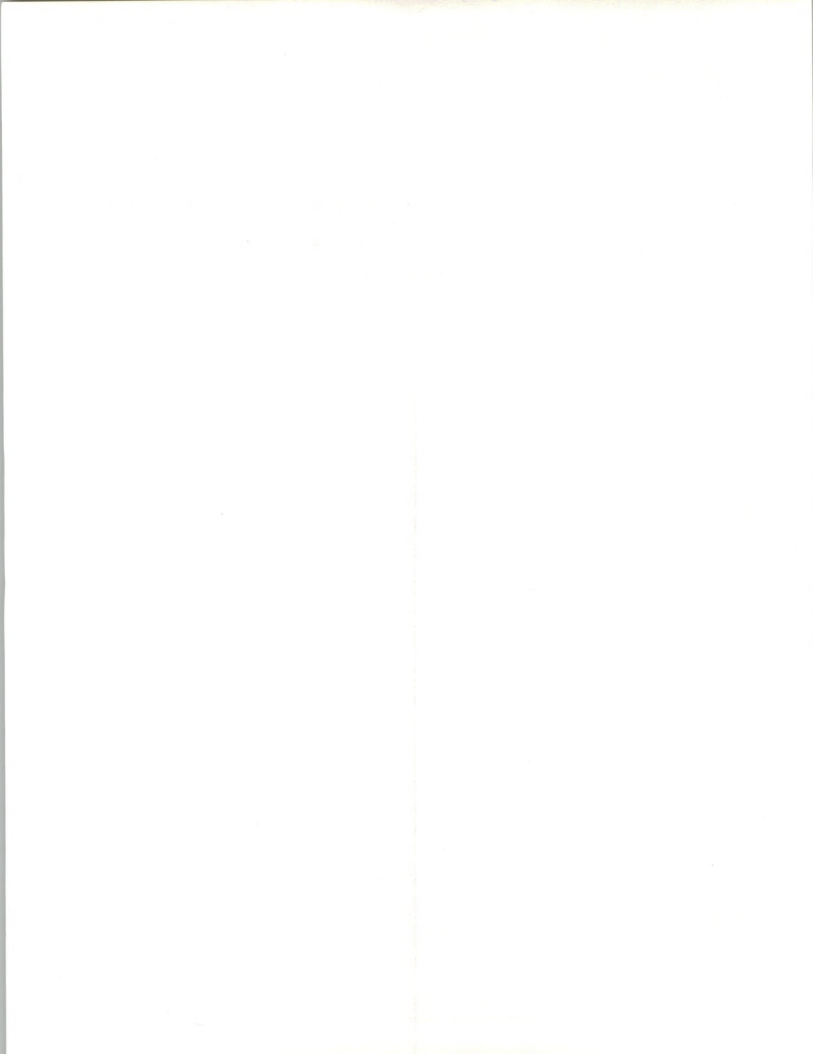


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PAR Data Base Installation Instructions

These PAR (Procurement Analysis Report) installation instructions are designed to allow you to rapidly load and install the PAR data base on your equipment of choice. INPUT recommends operating the PAR data base on a 386 with a DOS 5.0 operating system. The minimum requirements to operate this system are:

1000000 bytes free on your hard drive
520000 bytes free of RAM

If you wish to run the data base on a LAN, we recommend installing it locally on the server.

1. All keyboard commands are represented as **bold print**. Insert the installation disk in the floppy drive. Note floppy is designated as either drive A or drive B. For demonstration purposes, we'll assume you are installing from Drive A.
2. Exit any menu system you may be in. From the hard drive's DOS prompt (we'll assume you are working from drive C) enter the following command:

```
C:\>cd \ <enter>
```

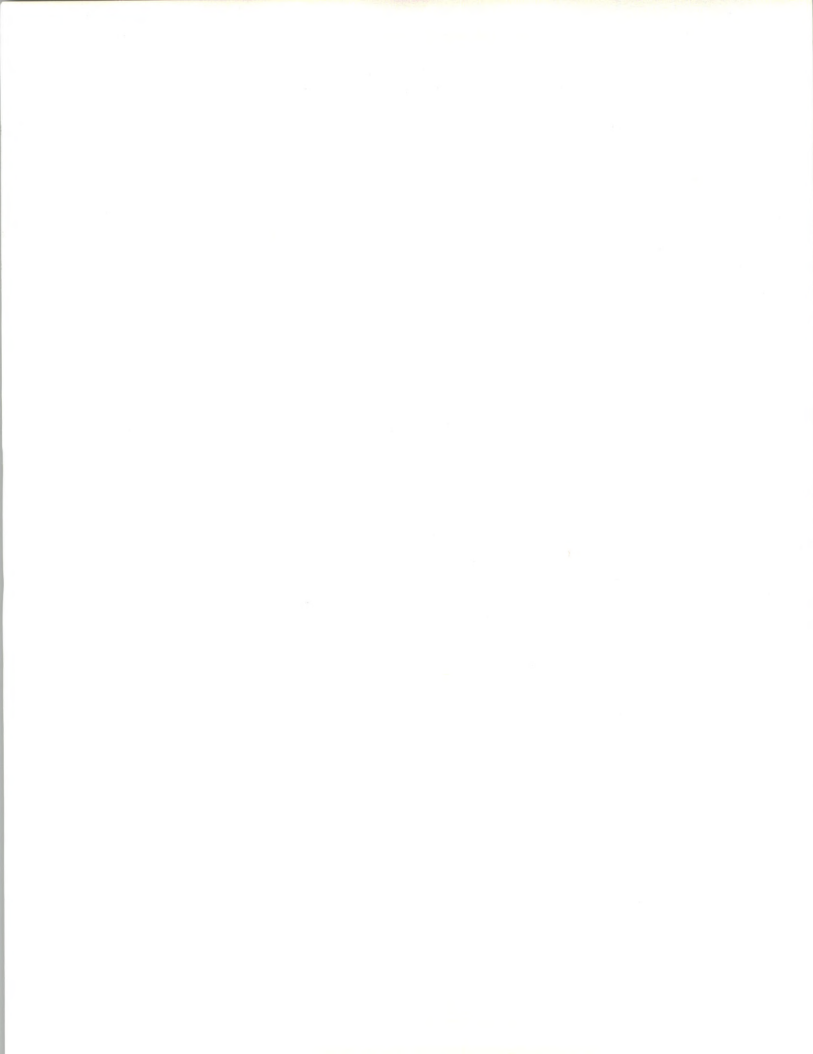
3. Verify the availability of enough memory on the hard drive by entering the command:

```
C:\>chkdsk <enter>
```

The output will read something like:

```
Volume HARD_DRIVE created 03-20-1991 2:01p  
Volume Serial Number is 16F1-45AA
```

```
124545024 bytes total disk space  
75776 bytes in 3 hidden files  
260096 bytes in 99 directories  
75020288 bytes in 3432 user files  
49188864 bytes available on disk  
  
2048 bytes in each allocation unit  
60813 total allocation units on disk  
24018 available allocation units on disk  
  
655360 total bytes memory  
530640 bytes free
```



Verify there are 10000000 bytes available on disk and at least 520000 bytes (RAM) free. If there are less than 520000 bytes free, you may experience "Out of Memory" error during execution. If the chkdsk command does not work, try the following command:

```
C:\>mem <enter>
```

The output will read something like this:

```
655360      bytes total conventional memory
655360      bytes available to MS-DOS
530640      largest executable program size

524288      bytes total contiguous extended memory
0           bytes available contiguous extended memory
458752      bytes available XMS memory
            MS-DOS resident in High Memory Area
```

Verify the largest executable program size is at least 520000. If neither of these commands work, you are unable to verify the available memory and cannot continue. Please contact INPUT.

4. To verify the DOS version, enter:

```
C:\>ver <enter>
```

If not DOS 5.0, advise upgrade to DOS 5.0 to enhance memory management on PC.

5. Check your CONFIG.SYS file. Verify the files command is equal to at least 49. Let's set ours to 71.

```
C:\>edit CONFIG.SYS <enter>
```

```
FILES = 71
```

6. Change to the disk drive in which you will insert your floppy disk (i.e., A:>).
7. Insert disk 1 into drive A. Type the following command:

```
A:>INSTALL C: (C being the root directory in which the  
PAR database resides)
```



8. Answer the questions presented to you. The drive to install INPUT.EXE will be the same as the root directory where you want the data base to reside. The path should remain \INPUT and the network read only option is for those users running the data base on a network. Lantastic and other DOS-based network users choose D for this option. NetWare users choose N.
9. After you have answered all the questions, the system will prompt you to install. Highlight "yes" and press <Enter>.
10. Follow the instructions on the screen for changing disks at the proper time.
11. When the screen states "*insert disk with batch file*", insert disk 1.
12. When you return to the C: prompt, type the following:

```
C:\>CD\INPUT  
C:\INPUT>PAR U
```
13. After installing the data base for the first time, just type PAR from the root directory prompt to begin.
14. If you are using the PAR data base on a monochrome monitor or an LCD and would like the screens to be displayed in monochrome rather than in VGA, enter the data base in the following manner:

```
C:\>CD\INPUT  
C:\INPUT>PAR M
```
15. Please re-enter your printer configurations after installation (updating the data base). Refer to the Utilities chapter on page 67.



PAR Data Base Update Instructions

These update instructions are designed to guide you through the few steps necessary to update the PAR data base on your site when the monthly version of the data base is delivered. INPUT urges you to conduct the update immediately to insure internal users always have a current version of the INPUT data base available on-line.

1. Change to the disk drive in which you will insert your floppy disk (i.e., A:>).
2. Insert disk 1 into drive A. Type the following command:

A:>INSTALL C: (C being the root directory in which the PAR database resides)

3. Answer the questions presented to you. The drive to install INPUT.EXE will be the same as the root directory where you want the data base to reside. The path should remain \INPUT and the network read only option is for those users running the data base on a network. Lantastic and other DOS-based network users choose D for this option. NetWare users choose N.
4. After you have answered all the questions, the system will prompt you to install. Highlight "yes" and press <Enter>.
5. Follow the instructions on the screen for changing disks at the proper time.
6. When the screen states "*insert disk with batch file*", insert disk 1.
7. To enter the PAR data base, just type PAR from the root directory prompt.
8. If you are using the PAR data base on a monochrome monitor or an LCD and would like the screens to be displayed in monochrome rather than in VGA, enter the data base in the following manner:

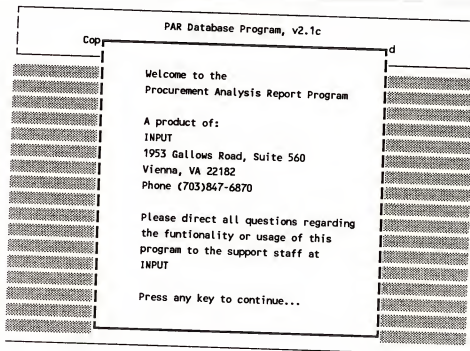
**C:>CD\INPUT
C:\INPUT>PAR M**

9. Please re-enter your printer configurations after installation (updating the data base). Refer to the Utilities chapter on page 67.



Using the PAR Data Base System

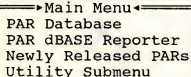
Welcome to the PAR (Procurement Analysis Report) Data Base Program. This program has been designed to facilitate data retrieval and analysis of the PAR information. The program is written in Clipper and the data is in a dBase-compatible format. The PAR Program is a menu-driven application. You will not need to type in any commands. Simply point to what you want and press <Enter>. The initial introduction screen will appear as follows:





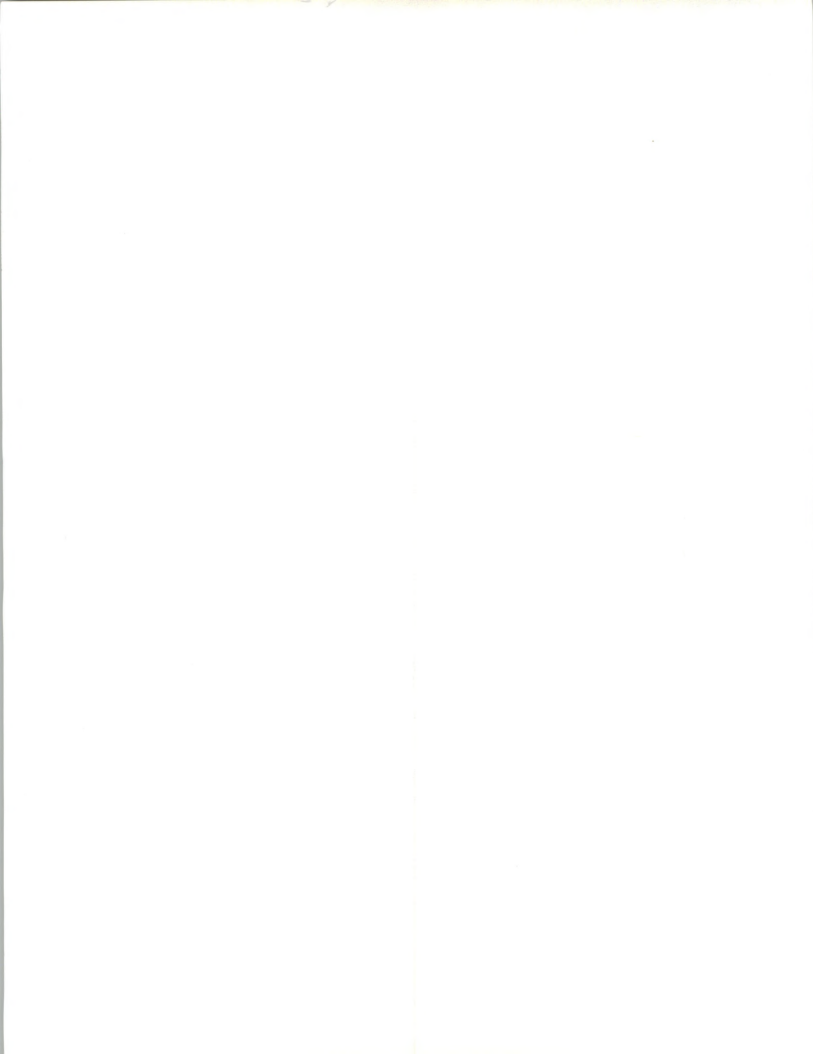
Press any key to continue or wait 10 seconds and the Main Menu will appear...

PAR Database Program, v2.1j
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→Main Menu←
PAR Database
PAR dBASE Reporter
Newly Released PARs
Utility Submenu

At the Main Menu four selections will appear. The first selection is the "PAR data base". This selection will allow you to view the PARs. The second selection is the "PAR dBASE Reporter". This selection will enable you to design custom reports and queries on the PAR Data Base. The third selection is "Newly Released PARs". This selection allows you to print the index of the last data base release or the individual PARs from the last release. The last selection is a submenu of utilities that will allow you to change your printer setup, screen colors, and to pack and reindex the data bases.



Moving the cursor to PAR Data base and pressing <Enter> at the *Main Menu* will launch you into the PAR Data base. The data base will appear as a list of PARs sorted alphabetically by Program name.

INPUT PAR Program, v2.1c				
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PAR Database File				
New?	Program	Acronym	DOD/Civ	Department
N	ACQUISITION INFORMATION M	AIM	DOD	ARMY
N	ADMINISTRATIVE AND SCIENT		C	HEALTH AND H
	ADP DEVELOPMENT AND MAINT		C	HOUSING AND
N	ADP SUPPORT SERVICES		CIVIL	ENERGY
	ADP SUPPORT SERVICES		C	JUSTICE
	ADP SUPPORT SERVICES		C	JUSTICE
	ADP SYSTEM SUPPORT SERVIC		C	NASA
	ADP TECHNICAL SERVICES		C	LABOR

Search for Program joint operation

Again, notice that the PARs are sorted by the Program Name and that you are prompted at the bottom of the screen for the Program Name. At this prompt you may type in any program name or you may type in just the first few characters of a program name. For example, enter **joint operation** at the prompt and press <Enter>.



This list is immediately repositioned to the first occurrence of the PARs that begin with the words "joint operation".

PAR Database Program, v2.1c Copyright (c) 1992 - INPUT - All Rights Reserved					
PAR Database File					
New?	Oper	Program	Acronym	DOD/Civ	Department
N	JPA	JOINT OPERATIONS PLANNING	JOPE5	DOD	DEFENSE
N	CF	JOINT STAFF AUTOMATION FO	AFCAC 303	DOD	AIR FORCE
N	TLC	JOINT UNIFORM SERVICES TE	JUSTIS	DOD	AIR FORCE
N	JPA	JOINT WORLDWIDE INTELLIGE	JWICS	DOD	DEFENSE INTE
N	JPA	JOINT WAMCCS ADP MODERNIZ	JOINT WAM	DOD	DEFENSE
N	LH	KENNEDY INVENTORY MANAGEM	KIMS	CIVIL	NASA
N	JLW	KEY ENTRY SERVICES FOR RB		PUBLIC CORP	UNITED STATE
N	IAN	KEYSTONE II TELECOMMUNICA	KEYSTONE I	DOD	ARMY

Search for Program

You will notice that the top PAR on the list is highlighted with a light bar. You may use your arrow keys to move up and down among these choices or you may use the left and right arrow keys to look at additional information. Take a moment to practice using the arrow keys at this point. You may also <PgUp> and <PgDn>. <Home> will take you to the top of the list and <End> will take you to the bottom.



Press <F10> to bring up the Key Field list.

This list allows you to select from seven fields. Selecting any of these fields will resort the data on that field alphabetically or numerically and change the prompt to allow for searches.

PAR Database Program, v2.1i
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PAR Database File

New?	Oper	Program	Acronym	DOD/Civ	Department
N	IAN	ACQUISITION INFORMATION M	AIM	DOD	ARMY
N	CF	ACQUISITION OF PERSONAL C		CIVIL	ENERGY
N	TLC	ACQUISITION OF TERMINAL E			REASURY
N	JLW	ADMINISTRATIVE AND SCIENT		→ Select Key ←	EALTH AND H
N	IAN	ADMINISTRATIVE DATA TELEC	ADTN 2000	Program	RANSPORTATI
N	JLW	ADP AND TELECOMMUNICATION		Acronym	ENERGY
N	IAN	ADP DEVELOPMENT AND MAINT		Dept	OUSING AND
N	IAN	ADP ENGINEERING SUPPORT S		Agency (abr.)	OMMERCE
				Roman	
				RFPdate	
				RFP#	



Press **D** for Department or move the cursor to Dept and press **<Enter>** to resort the data on the Department field. Notice how the prompt now reads "Search for Department".

PAR Database Program, v2.1c Copyright (c) 1992 - INPUT - All Rights Reserved					
PAR Database File					
New?	Oper	Program	Acronym	DOO/Civ	Department
N	JPA	JOINT OPERATIONS PLANNING	JOPEJ	DOO	DEFENSE
N	JPA	INTEGRATED DEFENSE COMMUN	IDCS-WH	DOO	DEFENSE
N	IAW	CONUS DEFENSE INTEGRATED	CDIN	DOO	DEFENSE
N	JLW	INTERNATIONAL SWITCHED VO	ISVS	DOO	DEFENSE
N	JPA	DEFENSE INFORMATION SYSTE	DISN	DOO	DEFENSE
N	IAW	COMPARTMENTED MODE WORKST		DOO	DEFENSE
N	JPA	RISC TECHNOLOGY WORKSTATI		DOO	DEFENSE
N	JPA	AN/GYQ 21 VICTOR FOLLOW O	21 VICTOR	DOO	DEFENSE

Search for Dept

Type in a Department name. The PARs will be listed in alphabetical order by Department beginning with Air Force. Type in the name of any Department. The list will move to the first occurrence of a PAR in that Department. The Roman selection allows you to view the PARs in Roman Number order. The RFP selection will sort the PARs by the estimated RFP date. The RFP number selection will sort the PARs according to the RFP number. The Agency selection will sort the PARs by agency name. The Acronym selection will sort the PARs by acronym.

Press **<Enter>** and you will be able to view the highlighted PAR.



PAR Database Program, v2.1c Copyright (c) 1992 - INPUT - All Rights Reserved		
PAR Program Information Data Entry		
New?:N	Oper.:JPA	Multiple RFPs?:
Program Name...:JOINT OPERATIONS PLA	DPA Date.....: / /	
Acronym.....:JOPEs	DPA Number....:	
Agency Type...:DOD	Total Value...: OK	
Department....:DEFENSE	Notes File	
Agency (abr.):DISA		
Agency (spell):DEFENSE INFORMATION	Budget/Funding Info Page	
PAR Status....:AWARDED	Service/Delivery Modes Page	
PAR #(Roman)...:V-04G-005	Location Information Page	
PAR #(Numeric):54G005	Contractor File	
PAR Created...:03/15/90	Incumbent File	
Last Update...:11/19/91	Subs:	
PAR Release...:J6	PAR Text	
RFP Date.....:02/11/91		
RFP Number....:DCA100-90-R-0280	Press F9 to activate Print Utility	

UpAr/DnAr = Previous/Next, Home/End = First/Last, Ent = Select, Esc = Exit

You are now viewing a PAR. Your cursor is in the upper left hand corner. Take some time to practice moving the cursor with the arrow keys and the <PgUp> and <PgDn> keys. Some of the PAR information appears on this screen. The rest resides in the Pages, Files and Notes fields.



To logically separate information for viewing, three additional pages are contained within each PAR record. They are the Budget/Funding Info Page, the Service/Delivery Mode Page, and the Location Information Page. Use your Up arrow key to move the cursor. Notice how it wraps around the screen. Point to the Budget/Funding Info Page and press <Enter>.

```

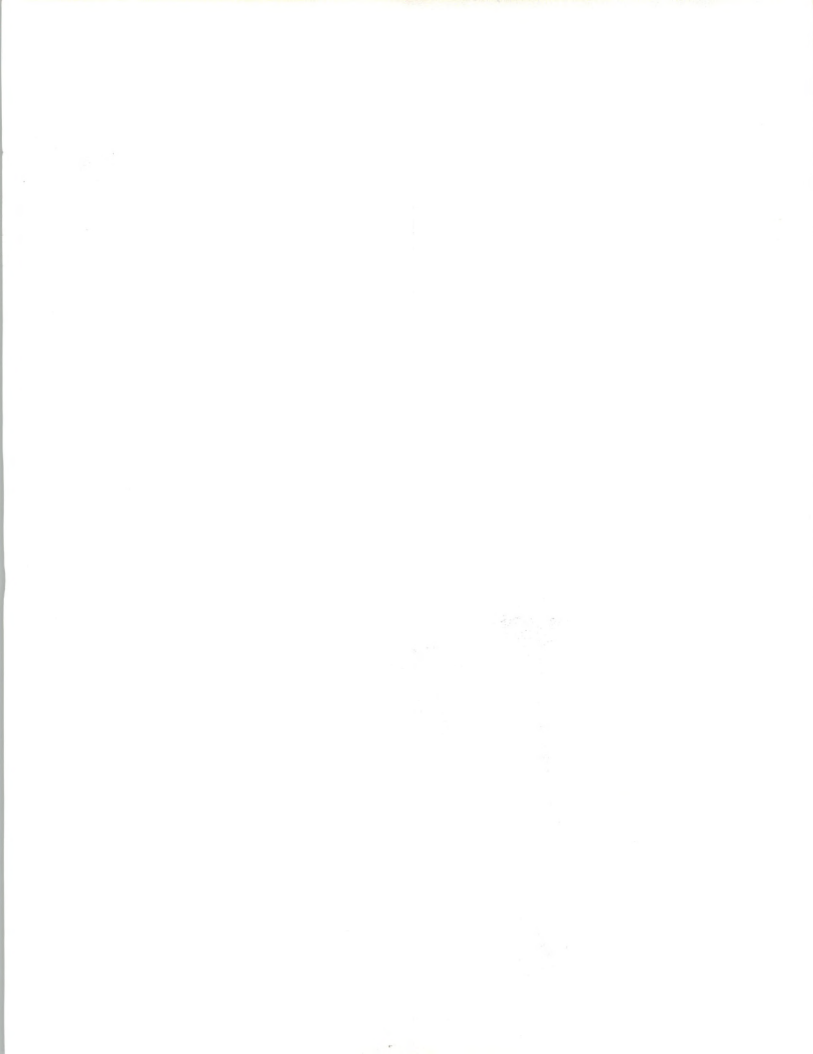
PAR Database Program, v2.1c
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PAR P
-----
New?:N Oper.:JPA
Program Name...:JOINT OPE
Acronym.....:JOPES
Agency Type...:D00
Department...:DEFENSE
Agency (abr.):DISA
Agency (spell):DEFENSE
PAR Status....:AWARDED
PAR #(Roman)...:V-04G-005
PAR #(Numeric):54G005
PAR Created...:03/15/90
Last Update...:11/19/91
PAR Release...:J6
RFP Date.....:02/11/91
RFP Number....:DCA100-90-R-0280

Budget Funding Information
-----
FY1989:      0K
FY1990:      0K
FY1991:      48,287K
FY1992:      49,535K
FY1993:      44,078K
FY1994:      47,078K
FY1995:      45,072K
FY1996:      42,395K
FY1997:      0K
FY1998:      0K
FY1999:      0K
FY2000:      0K
FY2001:      0K
FY2002:      0K
FY2003:      0K
FY2004:      0K
FY2005:      0K

Press F9 to activate Print Utility
  
```

UpAr/DnAr = Previous/Next, Home/End = First/Last, Ent = Select, Esc = Exit



The Budget/Funding Information for this PAR will pop up. Press <Esc> to return to the PAR Information Screen.

```

PAR Database Program, v2.1c
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PAR Program Information Data Entry

New?:N Oper.:JPA           Multiple RFPs?:
Program Name.:JOINT OPERATIONS PLA  DPA Date.....: / /
Acronym.....:JOPEB         DPA Number.....:
Agency Type...:000        Total Value...:      OK
Department....:DEFENSE     Notes File
Agency (abr.):DISA
Agency (spell):DEFENSE INFORMATION  Budget/Funding Info Page
PAR Status....:AWARDED      Service/Delivery Modes Page
PAR #(Roman)...:V-04G-005   Location Information Page
PAR #(Numeric):54G005      Contractor File
PAR Created...:03/15/90    Incumbent File
Last Update...:11/19/91    Subs:
PAR Release...:J6         PAR Text
RFP Date.....:02/11/91
RFP Number....:DCA100-90-R-0280    Press F9 to activate Print Utility
  
```

UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

Now move the cursor to the Service/Delivery Mode Page and press <Enter>.

```

PAR Database Program, v2.1c

Service/Delivery Modes

S/W Products.:X Office Inf Sys : Prof Services...:X Netwkr Srvc:X
Sys Software:X Hardware..... :X S/W Developmt.:X EDI.....:
UNIX.....: Micros..... :X Cnsulting/Dsn.: EIS.....:
4GLS.....: Workstns.....: IV&V.....: EMAIL.....:X
5GLS.....: Midsize.....: Educ/Training.:X LAN.....:
CASE.....: Mainframe.....: S/W Maintenance.:X MAN.....:
AI/EXPERT.: Super Cmptr...: Image Systems...: VAN.....:X
DBMS.....:X H/W Maintnce.:X Optcl Memry...: WAN.....:
SQL.....: Front-end Proc: Image Schnrs...: CPE.....:
Appl S/W...:X Terminals.....: Syst Operations.: Modems...:
S/W Maint...: Peripherals...:X GOCO.....: Multiplxr:
Spec Langs.:X Mag Memory...: COCO.....: Secure Sys.:
ADA.....:X Other.....:X Procg Services.: Electrical:
System Intrtn: POSIX.....: Trans Process.: Physical.:
Turnkey System: GOSIP.....:X G'grphic Inf Sys: Software.:
  
```

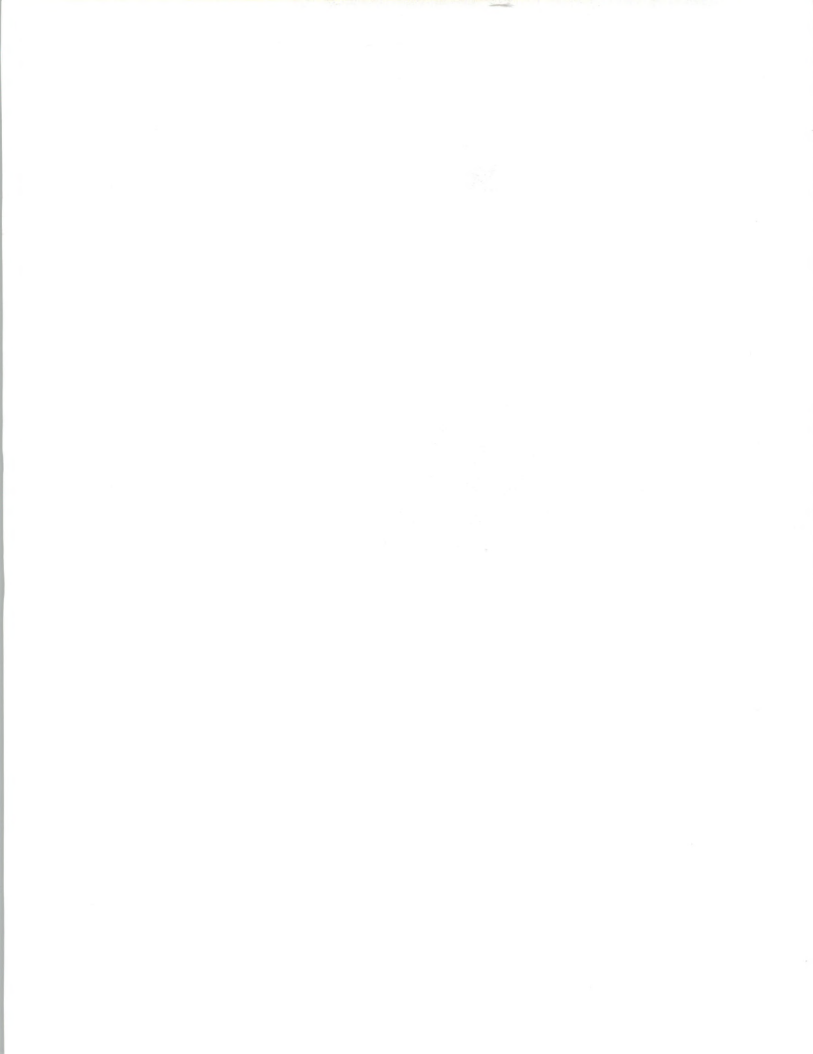
UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit



The Service/Delivery Modes associated with this PAR pop up. Note that some Modes are marked by an "X". Later on in the Report Generator you will utilize the X's as a means of determining report queries. Press <Esc> to return to the PAR Information Screen.

PAR Database Program, v2.1c Copyright (c) 1992 - INPUT - All Rights Reserved	
PAR Program Information Data Entry	
New?:N Oper.:JPA	Multiple RFPs?:
Program Name...:JOINT OPERATIONS PLA	DPA Date.....: / /
Acronym.....:JOPEs	DPA Number.....:
Agency Type...:DOD	Total Value...: OK
Department....:DEFENSE	Notes File
Agency (abr.):DISA	
Agency (spell):DEFENSE INFORMATION	Budget/funding Info Page
PAR Status....:AWARDED	Service/Delivery Modes Page
PAR #(Roman)...:V-04G-005	Location Information Page
PAR #(Numeric):54G005	Contractor File
PAR Created...:03/15/90	Incumbent File
Last Update...:11/19/91	Subs:
PAR Release...:J6	PAR Text
RFP Date.....:02/11/91	
RFP Number....:DCA100-90-R-0280	Press F9 to activate Print Utility

UpAr/DnAr = Previous/Next, Home/End = First/Last, Ent = Select, Esc = Exit



Now use the arrow key to move the cursor to the Location Information Page and press <Enter>.

```

PAR Database Program, v2.1c
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PAR Program Information Data Entry
New?:N  Oper.:JPA           Multiple RFPs?:
Location Information Page
Contract Office Location: ARLINGTON           State: VA
Program Office Location.: WASHINGTON         State: DC
If Project performance applies to one site only,
Project Location.....:                      State:
Is Project performance at multiple locations? X

RFP Number.....:DCA100-90-R-0280 | Press F9 to activate Print Utility

```

UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

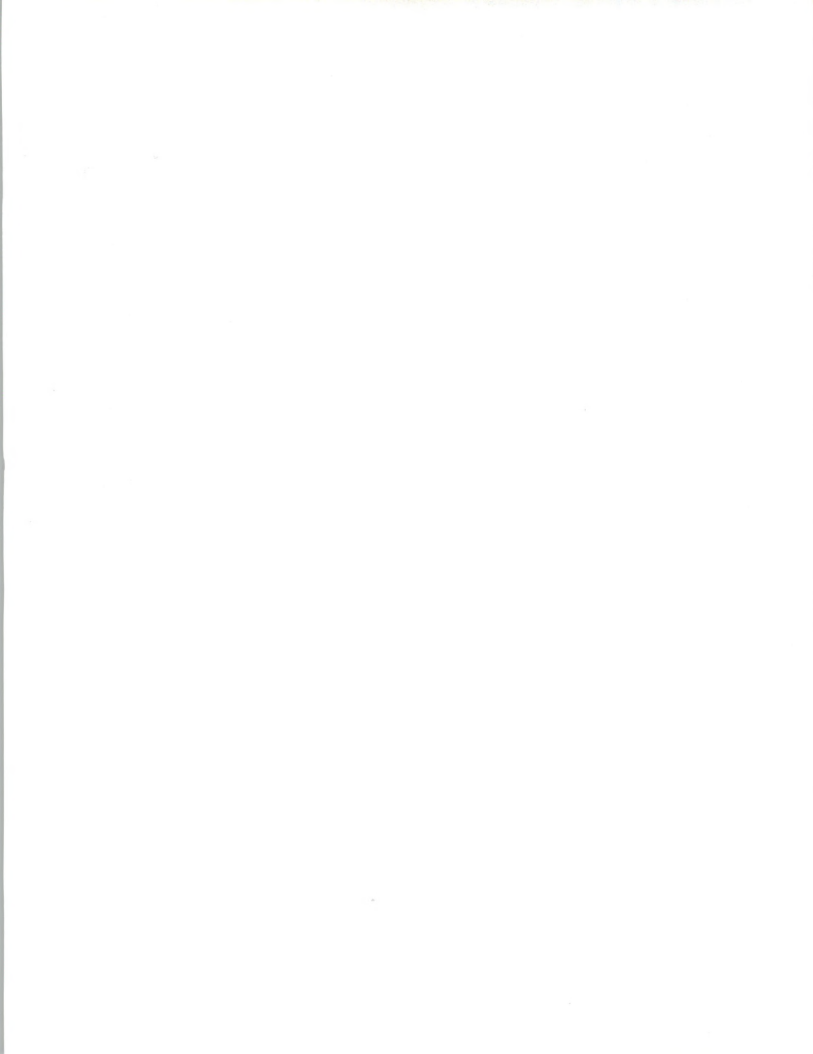
The Location Information Page pops up. Again, press <Esc> to return to the PAR Program screen.



PAR Database Program, v2.1c	
Copyright (c) 1992 - INPUT - All Rights Reserved	
PAR Program Information Data Entry	
New?:N Oper.:JPA	Multiple RFPs?:
Program Name.:JOINT OPERATIONS PLA	DPA Date.....: / /
Acronym.....:JOES	DPA Number.....:
Agency Type...:DOD	Total Value...: OK
Department.....:DEFENSE	Notes File
Agency (abr.):DISA	
Agency (spell):DEFENSE INFORMATION	Budget/Funding Info Page
PAR Status....:AWARDED	Service/Delivery Modes Page
PAR #(Roman)..:V-04G-005	Location Information Page
PAR #(Numeric):54G005	Contractor File
PAR Created...:03/15/90	Incumbent File
Last Update...:11/19/91	Subs:
PAR Release...:J6	PAR Text
RFP Date.....:02/11/91	
RFP Number....:DCA100-90-R-0280	Press F9 to activate Print Utility

UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

The next two prompts on this screen are the Contractor and Incumbent Files. They are different from the previous Page screens. They are data base subfiles that list Contractor and Incumbent information.



Move the cursor to the Contractor File and press <Enter>.

PAR Database Program, v2.1c			
Copyright (c) 1992 - INPUT - All Rights Reserved			
Contractor File			
New	Roman	Award Date	Contractor
Age	V-04G-005	/ /	GTE
Dep	V-04G-005	11/01/83	GTE
Age	V-04G-005	01/01/84	SYSTEMS RESEARCH AND APPLICATIONS
Age			
PAR			
PAR			
PAR			
PAR			
Las			
PAR Release....:J6		PAR Text	
RFP Date.....:02/11/91			
RFP Number.....:DCA100-90-R-0280		Press F9 to activate Print Utility	

Search for Award Date / /

The Contractors for this PAR pop up as a list. You may use your arrow keys, PgUp, PgDn, Home, and End keys to maneuver around within this list. Press <enter> to view the contents of the highlighted Contractor.

Note: If a blank (empty) data entry screen pops up, this means that the Contractor File is empty for that particular PAR.



```

      PAR Database Program, v2.1c
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      Contractor File

      Current Program/Project Contract Award Information

      Award Date.....: / /
      Contractor.....: GTE
      Estimated Life Cycle Value:      OK
      Contract Duration.....:
      Contract Type.....:
      Title.....: JOPES EXTENSION
      Contract Number.....: DCA100-89-C-0066

      RFP Date.....:02/11/91
      RFP Number.....:DCA100-90-R-0280
      Press F9 to activate Print Utility
  
```

UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

You are now viewing the Contractor award information for this PAR. To return to the PAR Information screen press <Esc> <Esc>.



```

PAR Database Program, v2.1c
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PAR Program Information Data Entry

New?:N Oper.:JPA Multiple RFPs?:
Program Name.:JOINT OPERATIONS PLA DPA Date.....: / /
Acronym.....:JOPEB DPA Number....:
Agency Type...:DOD Total Value...: OK
Department....:DEFENSE Notes File
Agency (abr.):DISA
Agency (spell):DEFENSE INFORMATION Budget/Funding Info Page
PAR Status....:AWARDED Service/Delivery Modes Page
PAR #(Roman)...:V-04G-005 Location Information Page
PAR #(Numeric):54G005 Contractor File
PAR Created...:03/15/90 Incumbent File
Last Update...:11/19/91 Subs:
PAR Release...:J6 PAR Text
RFP Date.....:02/11/91
RFP Number....:DCA100-90-R-0280 Press F9 to activate Print Utility

```

UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

Now move the cursor to the Incumbent File and press <Enter>.

```

PAR Database Program, v2.1c
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Incumbent Contract File

New
Pro Roman Awarded Incumbent
Acr
Age V-04G-005 09/25/91 SYSTEMS RESEARCH AND APPLICATIONS
Dep
Age
Age
PAR
PAR
PAR
PAR
Las
PAR Release...:J6 PAR Text
RFP Date.....:02/11/91
RFP Number....:DCA100-90-R-0280 Press F9 to activate Print Utility

```

Search for Awarded _/_



The Incumbents for this PAR pop up as a list. You may use your arrow keys, PgUp, PgDn, Home, and End keys to maneuver around within this list. Press <Enter> to view the contents of the highlighted Incumbent.

Note: If a blank (empty) data entry screen pops up, this means that the Incumbent File is empty for this particular PAR.

```

PAR Database Program, v2.1c
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Incumbent Contract File
New|-----|
Pr| Roman | Awarded | Incumbent
Ac|-----|
Ag|-----|
De|-----|
Ag|-----|
Ag| Date Awarded.....: 09/25/91
PA| Incumbent.....: SYSTEMS RESEARCH AND APPLICATIONS
PA| Contract Value.....: 25,873K
PA| Contract Duration.: 4 YEARS
PA| Contract Type.....: FFP
La| Title.....: JOPES SOFTWARE VERSIONS 5-11
PA| Contract Number...: DCA100-91-C-0123
RF|-----|
RF|-----|

```

UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

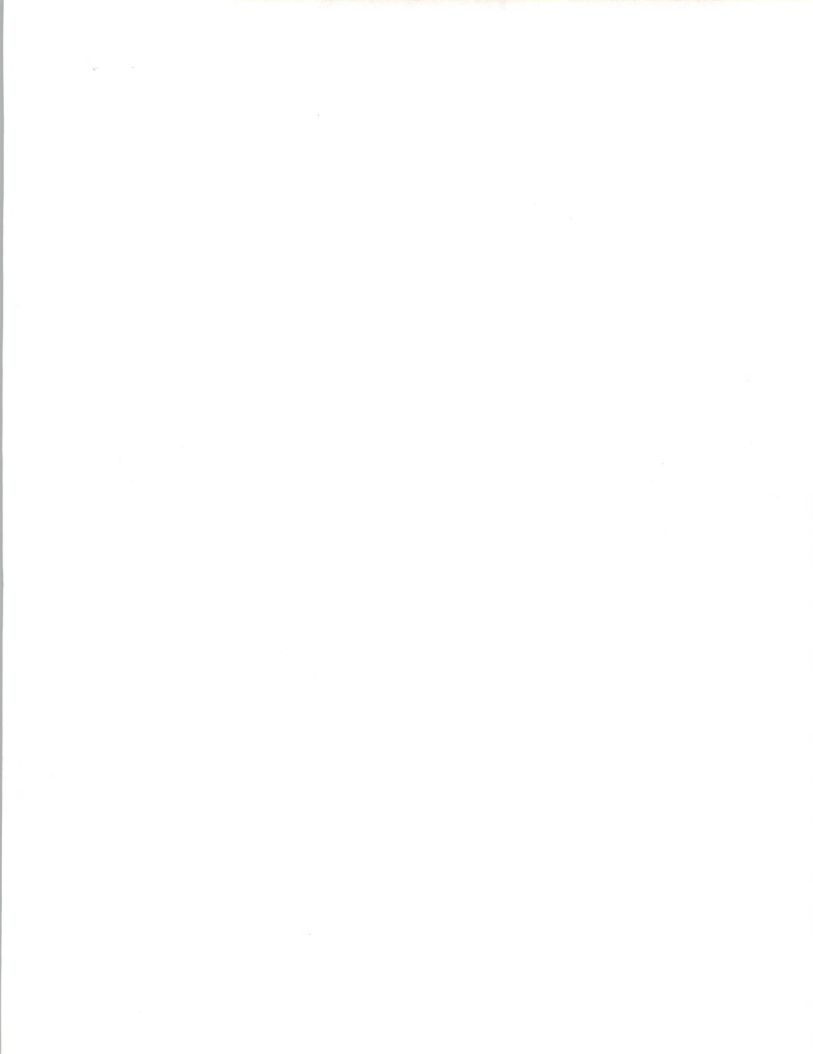
You are now viewing one of the Incumbents for this PAR. To return to the PAR Information screen press <Esc> <Esc>.



PAR Database Program, v2.1c	
Copyright (c) 1992 - INPUT - All Rights Reserved	
PAR Program Information Data Entry	
New?:N Oper.:JPA	Multiple RFPs?:
Program Name.:JOINT OPERATIONS PLA	DPA Date.....: / /
Acronym.....:JOPEs	DPA Number.....:
Agency Type...:DOD	Total Value...: OK
Department....:DEFENSE	Notes File
Agency (abr.):DISA	
Agency (spell):DEFENSE INFORMATION	Budget/Funding Info Page
PAR Status....:AWARDED	Service/Delivery Modes Page
PAR #(Roman)...:V-04G-005	Location Information Page
PAR #(Numeric):54G005	Contractor File
PAR Created...:03/15/90	Incumbent File
Last Update...:11/19/91	Subs:
PAR Release...:J6	PAR Text
RFP Date.....:02/11/91	
RFP Number....:DCA100-90-R-0280	Press F9 to activate Print Utility

UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

Move the cursor to the PAR Text field and press <Enter>.



(See Note A)			
SCHEDULE: DRAFT:	CBD	PRE-BID	RFP/RFQ
(SOW)	ANN:	CONF.:	RELEASE: BID DUE: AWARD:
	8/28/90		2/11/91 4/15/91 9/25/91
New	12/17/90		
Proj(See Note B)	10/15/91		
Acr			
Age	CONTRACT TYPE(S):		DURATION:
Dep			
Age	Firm Fixed Price		Base period of 27 months
Age			with 2 one-year options
PAR			
PAR			
PAR	CONTRACTING OFFICE:		PROGRAM OFFICE:
PAR			
Las	Leo Milanowski		Jack Stegman/David Miquelon
PAR	Contract Management Div.		WAM Program Office
RFP	DCA Code PMR (Hudson)		Room MF618
RFP	701 S. Courthouse Rd		The Pentagon

Word Wrap On (ALT W)

Row: 0 Column: 0

The PAR text window will pop up onto your screen. Within this PAR Text Field you may use your arrow, PgUp, and PgDn keys to view the information. Do not edit this information because it will be replaced by next month's update. Press <Esc> to return to the PAR Information screen.

PAR Database Program, v2.1c	
Copyright (c) 1992 - INPUT - All Rights Reserved	
PAR Program Information Data Entry	
New?:N Oper.:JPA Program Name...:JOINT OPERATIONS PLA Acronym.....:JOPES Agency Type...:DOD Department....:DEFENSE Agency (abr.):DISA Agency (spell):DEFENSE INFORMATION PAR Status....:AWARDED PAR #(Roman)...:V-04G-005 PAR #(Numeric):54G005 PAR Created...:03/15/90 Last Update...:11/19/91 PAR Release...:J6 RFP Date.....:02/11/91 RFP Number....:DCA100-90-R-0280	Multiple RFPs?: DPA Date.....: / / DPA Number....: Total Value...: OK Notes File Budget/Funding Info Page Service/Delivery Modes Page Location Information Page Contractor File Incumbent File Subs: PAR Text Press F9 to activate Print Utility

UpAr/DnAr= Previous/Next, Home/End= First/Last, Ent= Select, Esc= Exit



Finally, if you are interested in adding your own notes/ideas to a PAR, move the cursor to the Notes File field and press <Enter>.

PAR Database Program, v2.1c		Copyright (c) 1992 - INPUT - All Rights Reserved	
Notes File			
New			
Pro	Roman	Description	
Acr			
Age			OK
Dep			
Age			
Age			
PAR			
PAR			
PAR			
PAR			
Las			
PAR Release....:J6			
RFP Date.....:02/11/91			
RFP Number....:DCA100-90-R-0280			Press F9 to activate Print Utility

Enter a description of the contents of this note page

The Notes/Information data entry screen will appear and you will be prompted to enter a description for this Notes File. Enter **COMMENTS** at the Description prompt and press <Enter>.



This will bring up a blank screen which you can use to record your own notes regarding this program.

PAR Database Program, v2.1c Copyright (c) 1992 - INPUT - All Rights Reserved	
On 2/26/92 I cd Mrs. Smith regarding status of RFP.	
Word Wrap On (ALT W)	Row: 0 Column: 51

Feel free to enter a few ideas regarding this PAR. Press <Esc> and A to accept. The system has saved these notes and is now prompting you to save the entire Notes record. Again press <Esc> and A to accept and to return to the PAR Program list mode. Any text you add to the Notes Field will not be affected when you receive your next update disk from INPUT.



To print the PAR that you are viewing, press <F9> from the PAR Record screen.

PAR Database Program, v2.1i
Copyright (c) 1992 - Input, Inc. - All Rights Reserved

PAR Program Information Data Entry

New?:N Oper.:IAN

Multiple RFPs?:

Program Na

Acronym...

Agency Typ

Department

Agency (ab

Agency (sp

PAR Status

PAR # (Roma

PAR # (Nume

PAR Create

Last Updat

PAR Release...:K1

RFP Date.....: / /

RFP Number....:

PAR Report Output

Print from V-02-039 to V-02-039

Report Destination? P

Printer Number? 1

Filename? PARDATA.TXT

Add report to File? N

Begin Printing? N

⇒ PAR Text

Press F9 to activate Print Utility

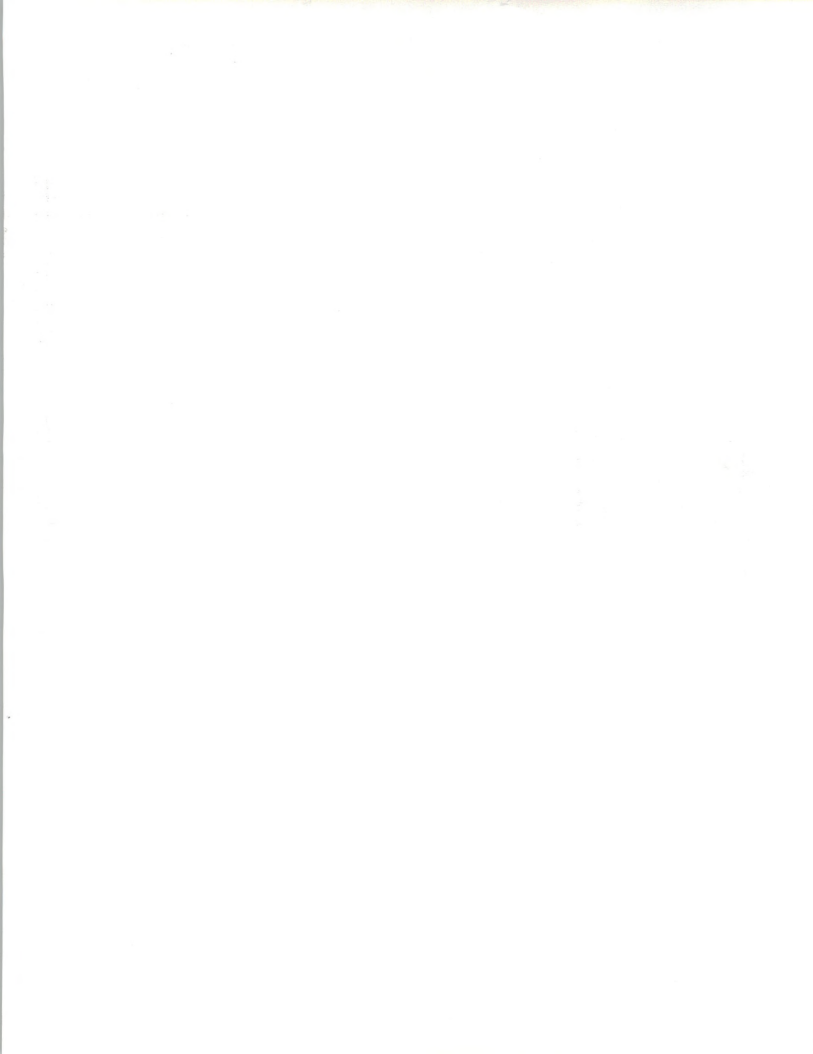
UpAr/DnAr=Previous/Next, Home/End=First/Last, Ent=Select, Esc=Exit

↑=Previous Item ↓=Next Item PgUp=Top/Previous Screen PgDn=Next Page

You will be prompted to enter the Roman number for the PAR or group of PARs you wish to print. The system supplies the Roman number for the PAR that you are currently viewing. Press <Enter> <Enter> to select this PAR. You are then prompted to enter a report destination. You can choose **P** for printer, **F** for File, or **D** for display. If you choose **P**, you have the option to change the printer number. The numbers are preset and correspond to printers available for use on your system. After a printer number is chosen, the system will ask to begin printing. Press **Y** for Yes.

If you choose **F** for the report destination, the system will prompt you to enter a file name. Type in your file name. The system will then ask you if you want to add this PAR to any existing file with the same file name. Enter **Y** for yes or **N** for No. The system will then ask to begin printing. Type **Y** or **N**. The system will create an ASCII file in your C:\INPUT> directory.

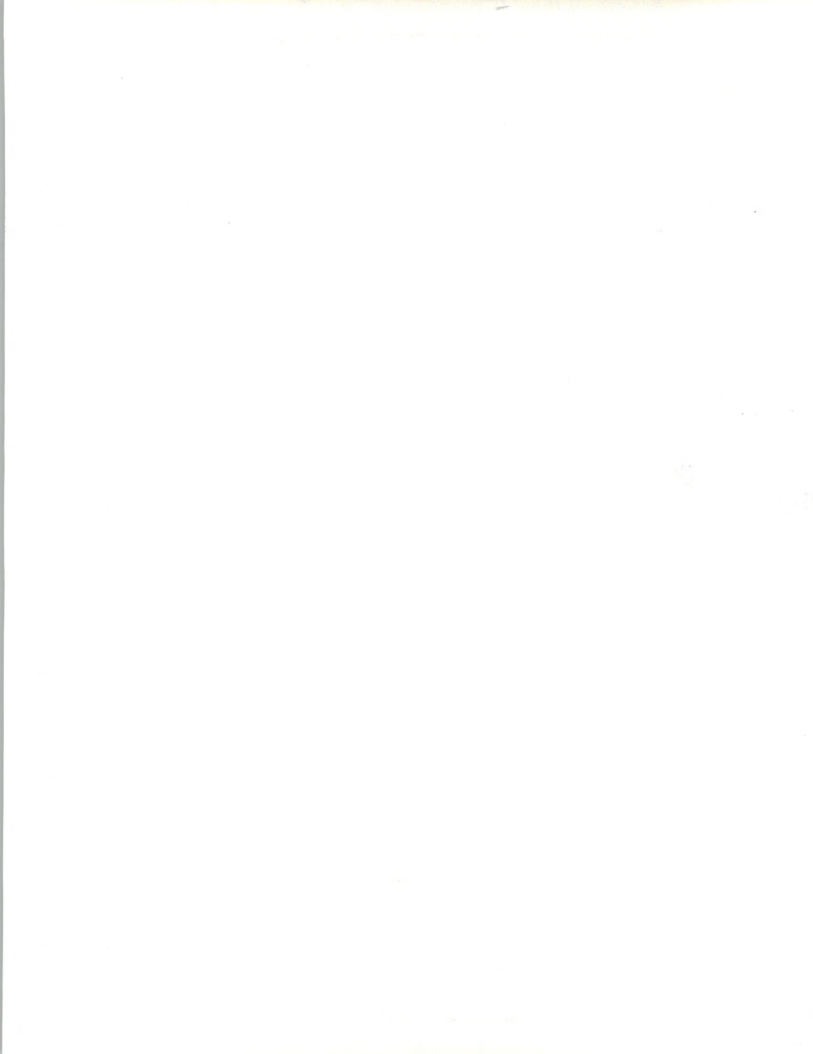
If you choose **D** for display, the system will ask to begin printing. Type **Y** or **N**. The system will create a report to screen which will resemble the printed copy of a PAR. Type **L** to scroll through the PAR by line, **S** to scroll the PAR by screen, and **C** to scroll through the entire report. Typing **R** will reset the prompt to the beginning of the report. To stop viewing the PAR, type **Q** to quit.



Press <Esc> <Esc> <Esc> to return to the Main Menu.

PAR Database Program, v2.1j
Copyright (c) 1992 - Input, Inc. - All Rights Reserved

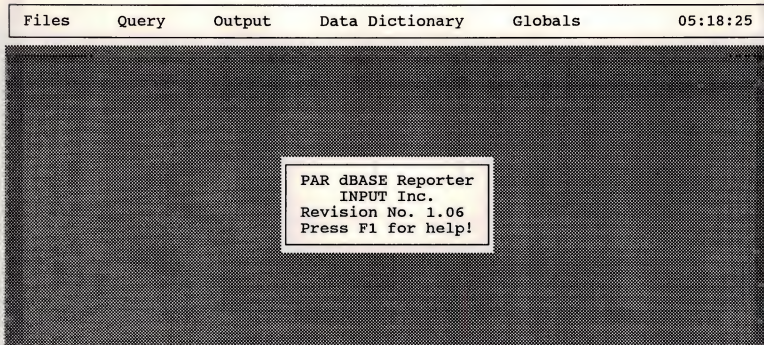
→ Main Menu ←
PAR Database
PAR dBASE Reporter
Newly Released PARs
Utility Submenu



PAR dBASE Reporter

1. Basic Operation

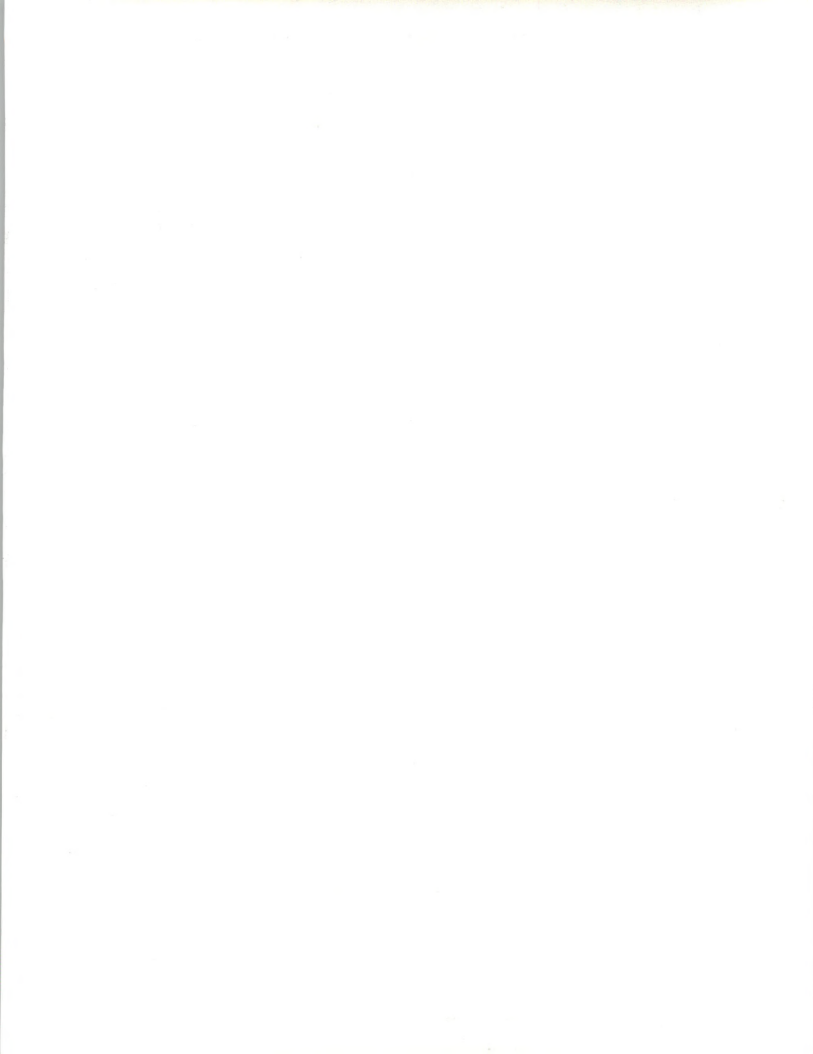
You are now going to generate a report using the PAR dBASE Report Generator. From the Main Menu, choose the **dBASE Reporter** option and press **<Enter>**.



Current data dictionary: Program Analysis Report Database

PAR dBASE Reporter is built around a framework of menus. A menu is a series of options for you to select from. For example, when you first fire up PAR dBASE Reporter, the main menu will contain the options "File", "Query", "Output", "Data Dictionary", and "Globals". Whenever a menu is active on-screen, you can make a selection in one of several ways: (a) using the arrow keys to move the highlight bar to the desired option and pressing **<Enter>**; or (b) pressing the highlighted trigger letter. For the reporter main menu, the first letter of each option serves as the trigger letter, though this will not always be the case.

To open a submenu, select a menu option by one of the two options listed above. To close a submenu, press **<Esc>**. In general, you press **<Esc>** to return to the previous menu.



There is a third way to select menu options shown on some of the PAR dBASE Reporter submenus: "Quick Keys". For example, press **F** from the main menu to open the "Files" submenu. This submenu contains three options for you to select from. Notice that each of these options has a "quick key" associated it—for example, **<Alt-X>** is the quick key for the Exit option. Any of these quick keys are active anywhere from within the structure of the PAR dBASE Reporter main menu. You can try this now by pressing **<Esc>** to close the Files submenu, then press **<Alt-X>** from the main menu. Surprise—you'll be at the PAR Data Base Main Menu before you know what hit you.

While the menu is helpful as you become familiar with PAR dBASE Reporter, knowledge of these quick keys can ultimately save you a lot of time getting around in the program.

2. Quick Start Part One

a. Selecting Fields to be Displayed

Our first step for generating a report is to determine which fields should be shown as part of the output. Use the right arrow key to highlight the "Query" submenu and press **<Enter>**.



Files	Query	Output	Data Dictionary	Globals	05:22:43
-------	-------	--------	-----------------	---------	----------

Display Fields	F3
Sort Order	F4
Condition	F5
Execute Query	

Load Query	Alt-Q
Save Query	
Clear Query	
Delete Query	

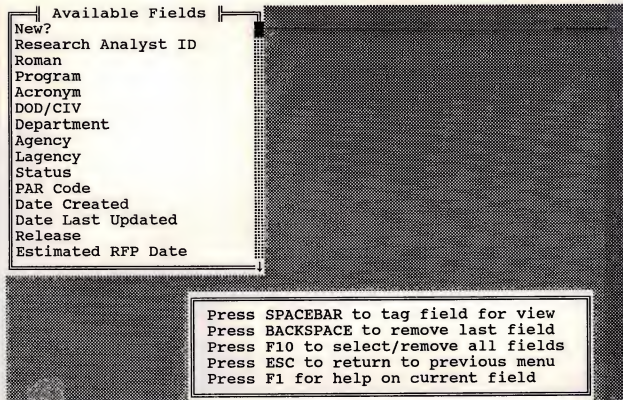
dBASE Reporter
INPUT Inc.

Revision No. 1.06
Press F1 for help!

Current data dictionary: Program Analysis Report Database

You should now be at the Query submenu. The first option on that submenu, "Display Fields", will be highlighted. Press <Enter> to select it.





We now want to select the fields we want to see on our report. Move the highlight bar to the field "Program" and press <Spacebar> to select it.

Repeat this process for any other fields you want on the report. Let's add "Department", "Agency", "Roman", and "Status".



Available Fields	Selected Fields
New?	Program
Research Analyst ID	Department
Acronym	Agency
DOD/CIV	Roman
Agency	Status
PAR Code	
Date Created	
Date Last Updated	
Release	
Estimated RFP Date	
RFP Number	
Multiple RFPs	
DPA Date	
DPA Number	
Multi	

Press SPACEBAR to tag field for view
Press BACKSPACE to remove last field
Press F10 to select/remove all fields
Press ESC to return to previous menu
Press F1 for help on current field

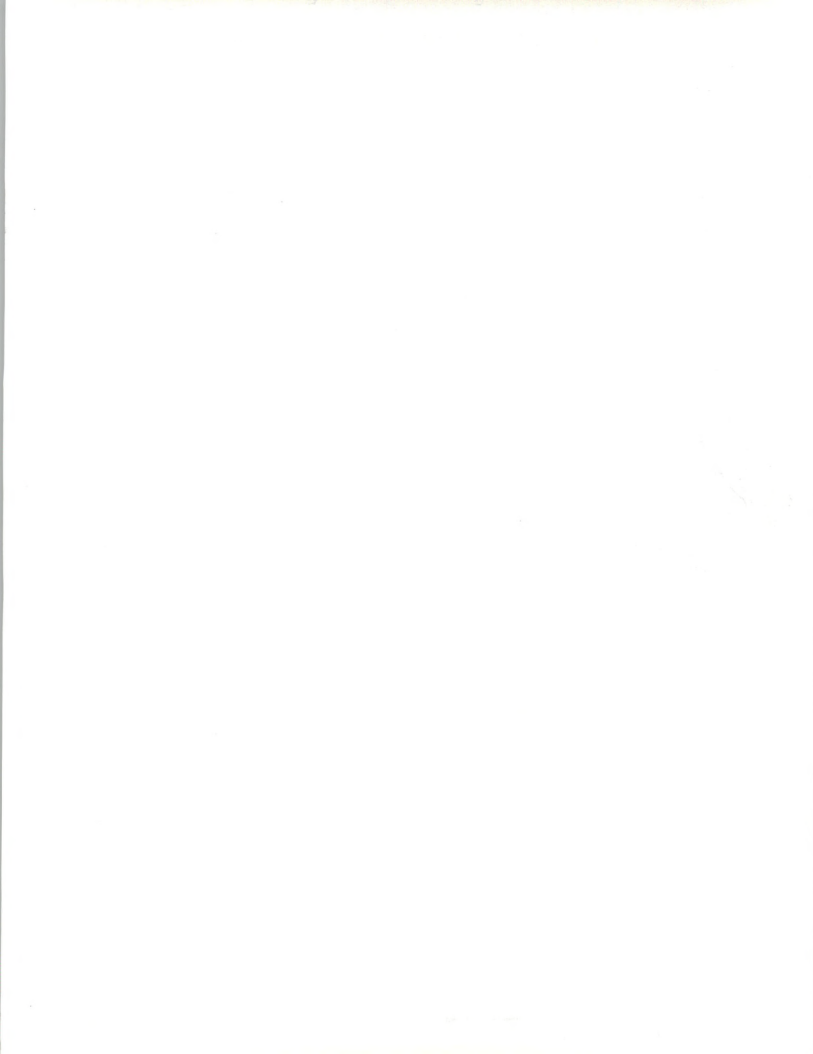
Press <Esc> to exit back to the Query submenu.

b. Selecting a Sort Order

Our next step is to establish a sort order, which will determine the order in which we see the data.

Use the down arrow to highlight the "Sort Order" option and press <Enter>.

You will be presented with a window similar to that for the Display Fields.



Available Fields

- New?
- Research Analyst ID
- Roman
- Program
- Acronym
- DOD/CIV
- Department
- Agency
- Agency
- Status
- PAR Code
- Date Created
- Date Last Updated
- Release
- Estimated RFP Date

Press SPACEBAR to add highlighted field to sort
Press F10 to add highlighted field (descending)
Press BACKSPACE to remove most recent field
Press PgUp/PgDn or arrows to move up and down
Press ESC to return to previous menu

Use the arrows to move to the field you want to sort on. Let's choose "Department". Make sure that the field is highlighted and press <Spacebar>. The field will move from the left side to the right side of the screen.

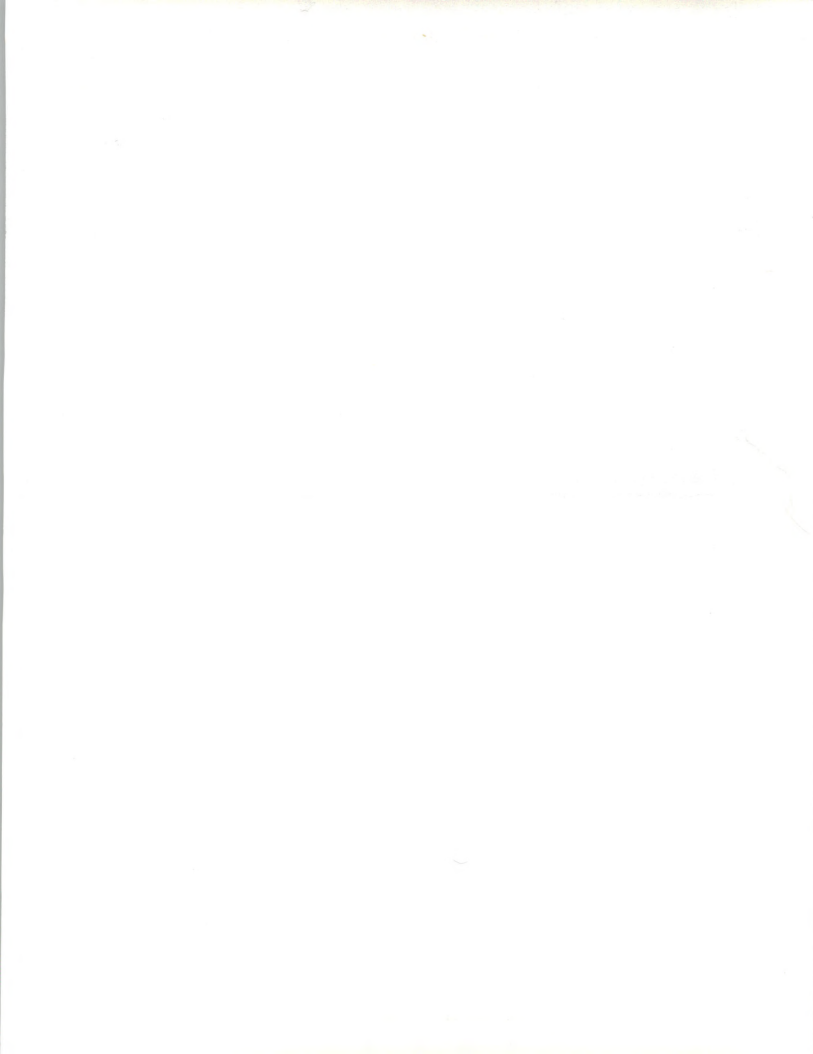
Repeat this process for the next sort field. Let's choose "Agency". The data output will now be sorted alphabetically by department and under each department; the agencies for that department will also appear in alphabetical order.

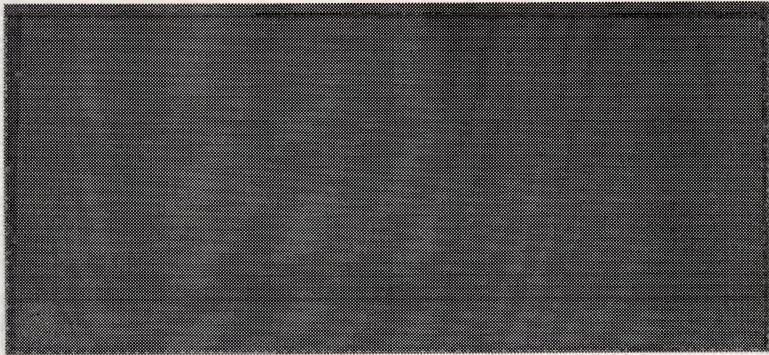
Once again, press <Esc> to return to the previous menu. (Ignore the "execute query" message—press the Spacebar to make that message vanish faster.)

c. Selecting a Query Condition

Our next step is to create a query condition, which allows us to look at a subset of the entire file.

Use the down arrow to highlight the "Condition" option, and press <Enter>.





Add Condition

Edit Condition

Delete Condition

Exit

You will see four choices along the bottom row of the screen. The first option, "Add Condition", is highlighted and that is the one you want, so press <Enter>.



Available Fields

New?
Research Analyst ID
Roman
Program
Acronym
DOD/CIV
Department
Agency
Agency
Status
PAR Code
Date Created
Date Last Updated
Release
Estimated RFP Date
RFP Number
Multiple RFPs

↑↓ move highlight bar

← select an item

Esc back up one level

F1 help

You will be given the list of fields to select from. Remember that we will select and report records that meet the conditions we specify. Use the down arrow to highlight the "Status" field and press <Enter>.



Status

- is equal to
- is less than
- is greater than
- is less than or equal to
- greater than or equal to
- is not equal to
- is between
- is empty
- is not empty
- contains
- contains (positional)
- does not contain
- begins with
- ends with
- sounds like

↑↓ move highlight bar ← select an item Esc back up one level F1 help

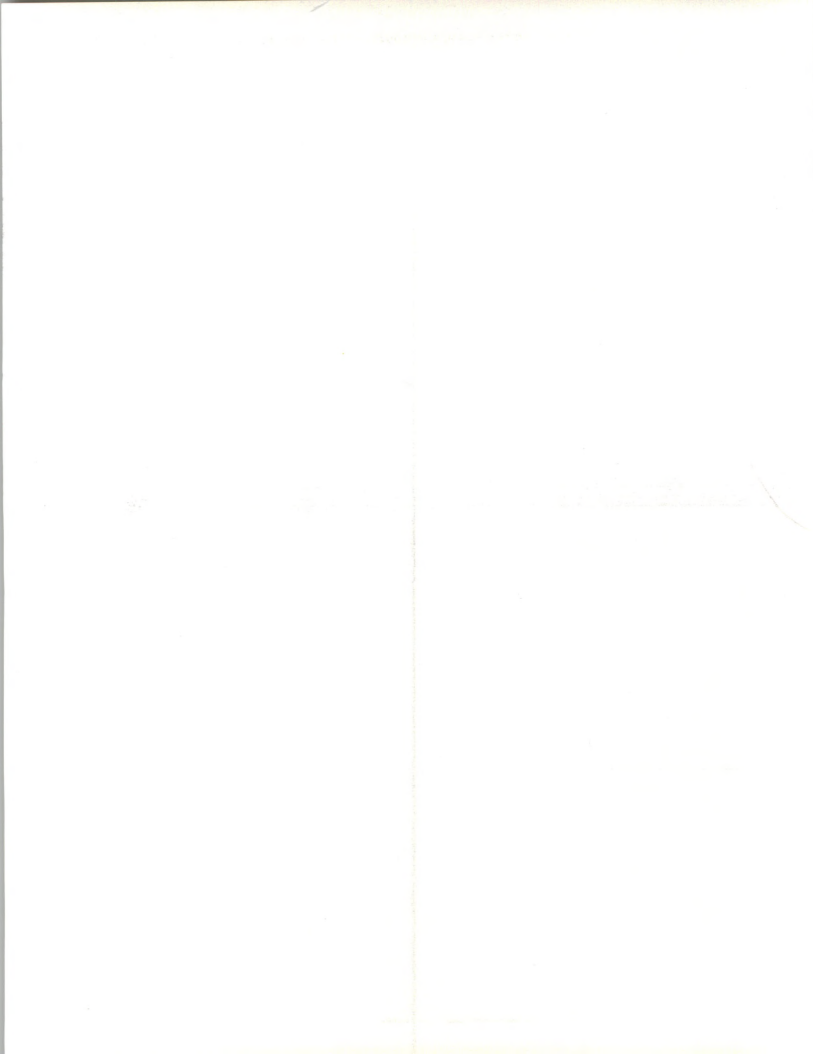
You will then be presented with a list of operators. These operators are self-explanatory. Use the down arrow to highlight the "is equal to" and press <Enter>.

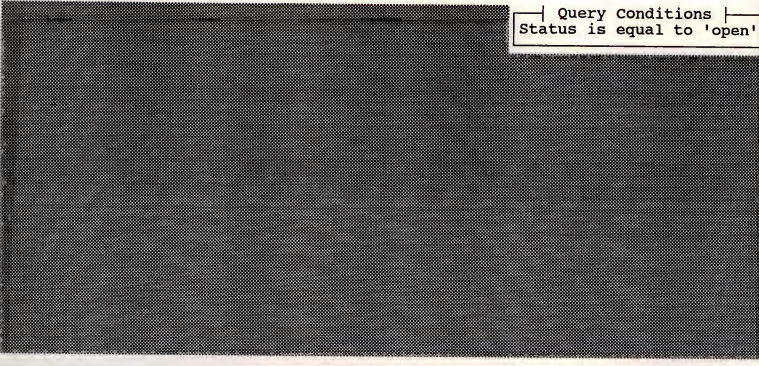


Status is equal to
(Press F2 to view suggested values)

↑ move highlight bar ← select an item Esc back up one level F1 help

You will be prompted to enter what you want the field to contain. Type in the desired comparator (in either upper- or lower-case) and press <Enter>. Let's type **Open** so we retrieve a list of all the open PARs and press <Enter>.





| Query Conditions |
| Status is equal to 'open' |

Add Condition

Edit Condition

Delete Condition

Exit

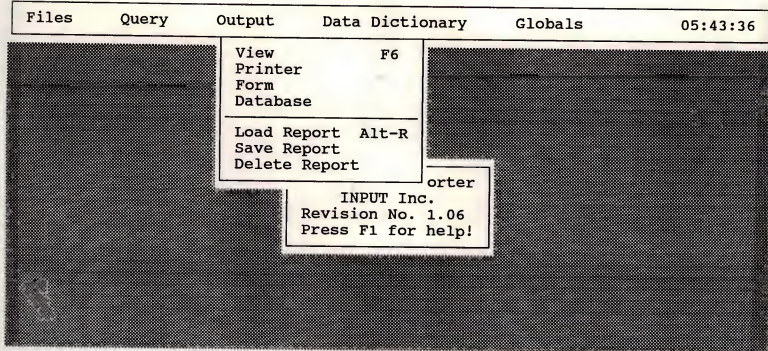
Press <Esc> to exit from this window back to the Query submenu.

d. Executing the Query

After setting up your sort order and query condition, you probably noticed a message "To activate this Query, select EXECUTE...". It is indeed time to execute this query. This re-orders your data base based on both the query condition and the sort order steps that we just performed.

In the Query menu press the down arrow to highlight the "Execute Query" option, and press <Enter>. A status bar will appear in the middle of the screen showing you the progress of this action. When this is finished, you will be moved automatically to the Output menu.





Current data dictionary: Program Analysis Report Database

Just to make sure that everything is kosher, let's view the data on the screen before we print it out. The "View" option is the first option on the Output menu. It should already be highlighted, so go ahead and press <Enter>. You will be presented with a browse window containing exactly the data you specified. Use the arrow keys to move through the data, and press <Esc> when you are finished browsing. Highlight "Yes" for "Are you sure you want to exit?" and press <Enter>.

e. Printing a Hard Copy

The end result of this work is to get a hard copy of the data. But before we do that, we need to install a printer. (I hope you have a printer that supports compressed print, because we'll need that if you selected many, or large fields for your report.)

Press the right arrow twice to move to the "Globals" submenu.



Files	Query	Output	Data Dictionary	Globals	05:46:05
<div style="border: 1px dashed black; padding: 5px; text-align: center;"> PAR dBASE Reporter INPUT Inc. Revision No. 1.06 Press F1 for help! </div>				Printer Setup Case Sensitive Show Alias Show Deleted Recs Show Index Status <input checked="" type="checkbox"/> Date Format Company Name Bells and Beeps Toggle Video Mode 43/50 Line Forms Wildcard for Search Input File Path Output File Path	
				Save Globals	

Current data dictionary: Program Analysis Report Database

Press **<Enter>** for "Printer Setup", then highlight "Yes" for "Do you want to install a different printer?" and press **<Enter>** again.

To find your printer, you can use the up or down arrows, PgUp, and PgDn keys. A faster method is to type in the first few letters of your printer's name. For example, if you have an HP Laserjet, press **HP** to jump immediately to that group of printers. Once you have located your printer, press **<Enter>** to install it.

Great! You've installed your printer. Now press **S** to save global information. If you do this, next time you enter PAR dBASE Reporter you will not have to re-install your printer.

Now press the left arrow twice to move back to the "Output" menu. Press the down arrow to highlight the "Printer" option and press **<Enter>**.



Files	Query	Output	Data Dictionary	Globals	06:13:08
		View Printer Form Database	F6		
		Load Report Save Report	Alt-R		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Review print options (header/footer/etc)? <div style="display: flex; justify-content: center; gap: 50px;"> YES NO </div> </div>					

Current data dictionary: Program Analysis Report Database

You will be asked several questions about your printed output. The first question is whether you want to review your print options, which include the header and footer. Answer "NO" to this question. (We'll discuss this in greater detail later in this manual.)

The next question is whether you want to send output to the printer or to a text file. Highlight "Printer" and press <Enter>. You will be asked to verify that the printer is on-line and ready. Make sure it is, then highlight "Ready" and press <Enter>. You'll see a status bar in the middle of the screen. When it's finished, so is your report!

f. Saving Our Report for Next Time

The last thing we'll do before we exit PAR dBASE Reporter is save a copy of our report specification. This is composed of the various pieces of the report, including the list of fields, the sort order, and the query condition. You can also add other things, like a report header and footer, but we will not get into those until the next Quick Start discussion. We want to save a copy of this so that we do not have to go through the trouble of recreating it.

You should still be on the "Output" submenu. Look for the "Save Report" option near the bottom. Rather than using the arrow keys, this time just press **S** to select this option.



Files	Query	Output	Data Dictionary	Globals	05:59:43
		View Printer Form Database	F6		
		Load Report Save Report Delete Report	Alt-R		
		Report Description			
		Enter description:			
		Press F1 for help!			

Current data dictionary: Program Analysis Report Database

You will be first asked to enter a description. Your description may be up to 60 characters long. Give this report the description that is meaningful to you and others. Let's call it **Open PARs**. Press <Enter> when you are finished typing the description.

You will then be asked to enter a filename, which may be up to 8 characters long. Use a meaningful name for your report. Let's call ours **OPENPARS**. This will hopefully keep you from deleting it when you are cleaning "garbage" from your directory. The ".GRR" file extension will be added automatically. The message "Saving Report" should appear briefly, then disappear.

Now we can exit PAR dBASE Reporter—press <Esc> <Esc> to get the "Are you sure you want to exit" message. Make sure the "Yes" is highlighted, and press <Enter> to bid the program a fond (but surely temporary) adieu.

3. Quick Start Part Two

Here are some suggestions to refine your output somewhat.

Fire up the PAR dBASE Reporter by highlighting it on the Main Menu and pressing <Enter>.



a. Reload the Report

You did save your report from last time, right? Great ... then you will not have to take the time to recreate it. Instead, use the right arrow to move to the "Output" submenu and press **L** for Load Report. (In the future, you might consider using the Alt-R quick key to accomplish this.)

You'll be given a list of available reports. There will probably only be one—that which you just saved. Press <Enter> to load it.

The message "Loading Report" will appear on the screen, and an index file will be built for the data. As mentioned earlier, this is to reflect your query condition and sort order.

b. Changing Print Options

All of our work is going to revolve around the Print Options section. This is accessible either when you are preparing to print a report, or from the Globals submenu. We will go ahead and print another hard copy, so we can access the Print Options as part of that process.

Press **P** to select "Printer". You will be presented with the question: "Review print options?". Press **Y** for Yes.

[The body of the document contains extremely faint and illegible text, likely bleed-through from the reverse side of the page. The text is too light to transcribe accurately.]

Printer Options	
Page Length: 40	Left Margin: 5
Show total records printed? N	Top Margin: 0
Suppress duplicate values? Y	Column Spacing: 1
Double-spaced output? N	Show record count for subgroups? N
Summary report only? N	Show % of total for subgroups? N
Orientation (P/L): L	Auto-compress? Y
	Printer port: LPT1
	Lines per inch (6/8): 6
Header Information	
Line 1: Left	Center
Line 2: 'DATE	'COMPANY_NAME
Line 3: 'TIME	
Line 3:	Right
Line 4:	Page 'PAGE
Line 4:	Temporary Index of PARs Includ
Lines between header and column headings: 1	in the L6/L7 Release
Footer Information	
Line 1: Left	Center
Line 2:	
Line 3:	
Line 4:	Right
Lines between bottom of data and footer: 1	
	Press F10 to insert items in header/footer
	Press PgDn to save changes, or ESC to exit

The Print Options window is divided into three sections: "Printer Options", "Header Information", and "Footer Information". We will look at the "Printer Options" section first.

c. Printer Options

The first item is "Page Length". If you are using a laser printer, this should probably be set to 45 for landscape printing and 60 for portrait printing.

Left and Top margins should be self-explanatory. Left Margin can be between 1 and 49. Top Margin can be between 1 and 19. The default settings for these margins are 5 and 0, respectively.

If you answer yes to "Show total number of records printed?", that will simply print the total number of records printed at the end of your report.

Column Spacing is the number of spaces to separate each of the columns on your report. The default spacing is 1, and you can increase this as high as 19 if you wish.

"Suppress duplicate values?" can be a confusing question. To answer it, here are two examples of not suppressing, and then suppressing, duplicate values. Watch the Author name column to see the effect.

10



Not Suppressing Duplicate Values

Author	Title
Darren Forcier	REVIEW UPDATE: Overlay Version 3.5
Darren Forcier	REVIEW: Blinker—Dynamic Overlay Linker
Darren Forcier	REVIEW: Class(y)
Darren Forcier	REVIEW: Desqview Clipper API
Darren Forcier	REVIEW: The Force Compiler
Joe Booth	REVIEW: Data Junction
Joe Booth	REVIEW: Rad—Rapid Application Development
Steve Baker	REVIEW: FlexFile
Steve Baker	REVIEW: Telepathy

Suppressing Duplicate Values

Author	Title
Darren Forcier	REVIEW UPDATE: Overlay Version 3.5 REVIEW: Blinker—Dynamic Overlay Linker REVIEW: Class(y) REVIEW: Desqview Clipper API REVIEW: The Force Compiler
Joe Booth	REVIEW: Data Junction REVIEW: Rad—Rapid Application Development
Steve Baker	REVIEW: FlexFile REVIEW: Telepathy

Many people prefer to suppress duplicate values for aesthetic purposes, though you are certainly free to choose whatever method you prefer.

“Show record count for subgroups?” is one of the options you have available to you. By answering “Yes” to this question, PAR dBASE Reporter will automatically give us the number of records printed for each subgroup based on the primary sort order. This would result in printed output similar to the following:

Author	Title
Darren Forcier	REVIEW UPDATE: Overlay Version 3.5 REVIEW: Blinker—Dynamic Overlay Linker REVIEW: Class(y) REVIEW: Desqview Clipper API REVIEW: The Force Compiler
'Darren Forcier': Count = 5	



Author	Title
Joe Booth	REVIEW: Data Junction REVIEW: Rad—Rapid Application Development
'Joe Booth': Count = 2	
Steve Baker	REVIEW: FlexFile REVIEW: Telepathy
'Steve Baker': Count = 2	

There are two other options that will appear in this first section dependent upon the type of printer you are using. If you are using a laser printer, you will be given the option of changing the page orientation. "P" is Portrait, which is standard 8 1/2" width, 11" length. "L" is Landscape, which is 11" width, 8 1/2" length. We have set this to landscape, because you will probably be using it the most.

If you have a printer that supports 8 lines per inch, you will be given the option of switching between 6 and 8 LPI. 8 LPI allows you to squash more data onto the printed page.

d. Changing Header and Footer

The next two sections of this window are devoted to Header and Footer Information, respectively. The header and footer are each composed of four lines. Each of those four lines is divided into three sections: Left, Center, and Right. Items in the Left section will be printed flush against the left margin. Items in the Center section will be centered horizontally on the row. Items in the Right section will be printed flush against the right margin.

These items can contain either stock insertion items or actual text. For your convenience, there is a variety of stock insertion items (such as date, time) that you would not necessarily want to have to re-type each time you prepared a report.

The default report header comprises of the following:

Line 1: Date (flush left), Company Name (centered), Page # (flush right)
Line 2: Time (flush left), Report Description (centered)

All four of these are stock insertion items. You can insert these (and other similar items) anywhere you like in the header or footer.

If you have saved the report, the report description you used to save it will appear centered on the top of each page of the report.



You may change any of the header or footer options that you wish by typing in the appropriate field or pressing <F10> to get a list of the stock insertion options.

Just after Line 4, you will see the item "Lines between header and column headings". This specifies the buffer to use between the report header and the column headings. By default, this will be one blank space, though you can increase it to as many as 9.

The footer should currently be completely empty. Let's have a one-line footer that shows the current date flush left, current page # centered, and current time flush right.

Place the cursor in the Footer Line 1/Left item. Press <F10> for the list of insertion options and press <Enter> to select the "date".

Move the cursor to the Footer Line 1/Center item. Type in a hyphen (-) followed by a space. Press <F10> again for the list of insertion options. Use the down arrow to highlight the "Page" option and press <Enter> to select it. Then type in another space and a hyphen. This will print the page number like so: "- 1 -", "- 2 -", etcetera.

Move the cursor to the Footer Line 1/Right item. Press <F10> once again for the insertion options, press the down arrow once to highlight Time, and press <Enter> to select it.

Press <PgDn> to save your changes.

You might want to save the report again so that you will not have to recreate the header and footer.

Before moving on, get another hard copy so that you can see the effect of the subgroup counts and the header/footer changes you made.

You have now finished "Quick Start Two". The rest of this chapter describes each of the menu options for the PAR dBASE Reporter in depth.

4. Files Menu

The PAR dBASE Reporter Data Dictionary will make all file selections available to you. You should not need to use this option unless you want to choose the "DOS" option and escape to DOS temporarily.

The "DOS" option allows you to temporarily exit PAR dBASE Reporter to DOS. The quick key associated with this menu option is **Alt-F10**. Let's try it. When you make use of this option, you will have approximately the same amount of free memory available as just prior loading the PAR data base program.

Type **EXIT** at any prompt to return to the PAR dBASE Reporter.

The quick key, Alt-F10 for the DOS option, is available *anywhere* within PAR dBASE Reporter.

5. Query Menu

The Query menu contains the following options: "Display Fields", "Sort Order", "Condition", "Execute Query", "Load Query", "Save Query", "Clear Query", and "Delete Query".

a. Display Fields

The "Display Fields" option allows you to select the fields that you wish to see as part of your report or output. The quick key associated with this menu option is F3.

When you select this option, you will be presented with two lists of fields on the left and right side of the screen. The fields shown on the left are still available for selection. Those shown on the right have already been selected for display.

To select a field for display, highlight it with the arrow keys and press **<Spacebar>** or **<Enter>**.

To remove the last field selected for display, press **<Backspace>**.

To remove all fields selected for display, press **<F10>**.

To return to the previous submenu, press **<Esc>**. You may return to this menu option at any time to change the fields being displayed.

b. Sort Order

The "Sort Order" option allows you to determine what order you see your data in. The quick key associated with this menu option is F4.

As with "Display Fields", when you select this option you will be presented with two lists of fields on the left and right side of the screen. The fields shown on the left are still available for selection. Those shown on the right have already been selected as part of the sort order.

To select a field as part of the sort order, highlight it with the arrow keys and press **<Spacebar>**. If you wish to use a descending sort on this field, press **<F10>** instead of Spacebar. By default, sorts are ascending (A-Z). You may combine ascending and descending sorts as part of the same sort order.



To remove the last field selected, press <Backspace>.

To return to the previous submenu, press <Esc>. You may return to this menu option at any time to change the sort order.

c. Condition

The "Condition" option is used to determine which subset of data you want to look at by creating query conditions. The quick key associated with this menu option is F5.

When you select this option, you will see four options along the bottom of the screen: "Add Condition", "Edit Condition", "Delete Condition", and "Exit". We will run through the steps of adding a new condition before we discuss editing or deleting conditions.

A query condition generally contains the following items:

- the field you are querying
- an operator (equal to, greater than, etcetera)
- a value

Press **A** to add a new condition. You will first be presented with a list of available fields. Use the arrow keys to highlight the appropriate one, and press <Enter>.

The next window will contain operators. PAR dBASE Reporter features the following operators:

- 1) is equal to
- 2) is less than
- 3) is greater than
- 4) is less than or equal to
- 5) greater than or equal to
- 6) is not equal to
- 7) is between
- 8) is empty
- 9) is not empty
- 10) contains*
- 11) contains (positional)*
- 12) does not contain*
- 13) begins with*
- 14) ends with*
- 15) sounds like*

*Applies to character data only



Most of these operators are self-explanatory. However, the positional contains requires further illumination. It is a pattern-matching device that lets you look for specific characters in specific positions. You use question marks to block out irrelevant characters. For example, you want to find all items that have the letters "ABC" in the third through fifth positions. You could use "???ABC" as the matching value.

The next window allows you to enter a value for this particular query condition. You can also peek into the data base by pressing <F2> if you get stuck for what to enter.

You may press <Backspace> to go back through any of these three steps (field, operator, value). When you have completed a query condition, it will be shown on the right side of the screen.

Many of you will want to set a query for free text searching. In order to do this, you must select "PAR text" in the "Available Fields" list, then choose the operator "contains", and specify the word or words you would like to find. For example, if you want to search for a list of PARs which contain the word "video", your query condition would look like this:

PAR text contains 'video'

The PAR dBase Reporter does not allow wildcards in memo field searches.

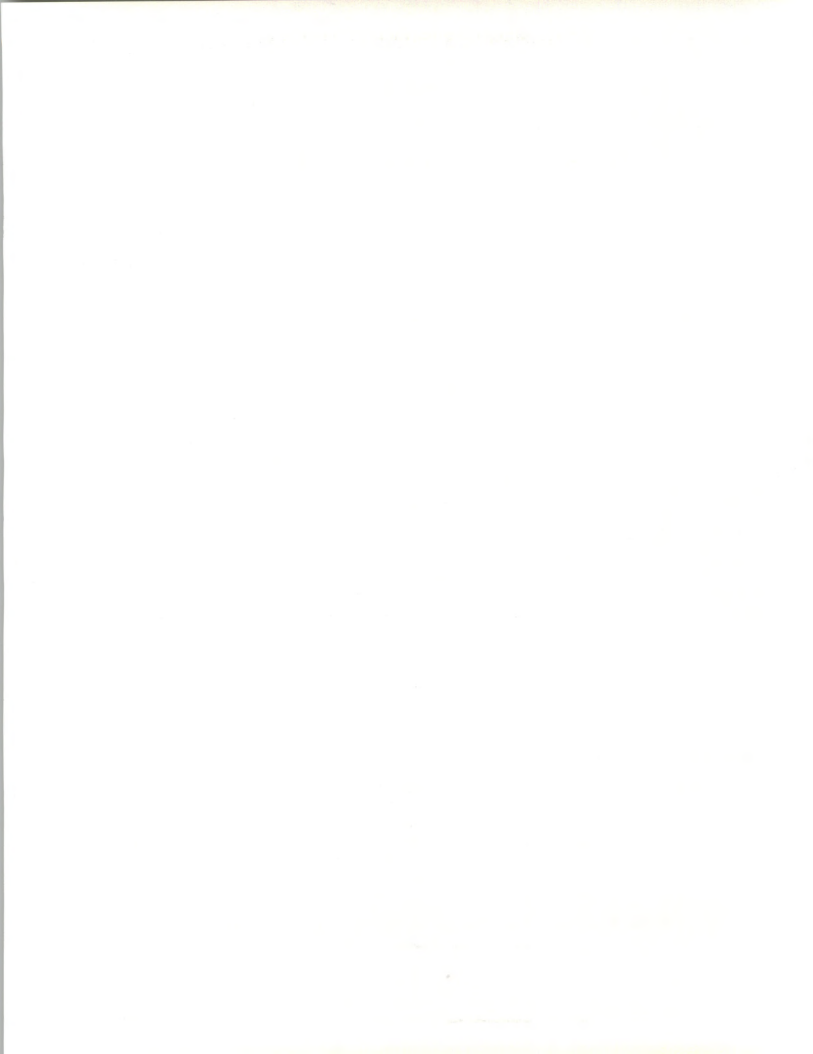
1) Boolean Operators/Parentheses

When you add subsequent query conditions, you will need to specify a "boolean" operator associated with them. This will generally amount to selecting either "AND" or "OR". If you select "AND", that means that both the previous condition *and* the new one must be fulfilled in order for a record to be part of your query. If you select "OR", then either the previous condition *or* the new one need be fulfilled.

You can also select the options "AND (" and "OR ((". These allow you to nest parentheses as part of your query conditions. Parentheses can be used to override the natural precedence of these two operators. Ordinarily, AND is evaluated prior to OR.

Suppose that you wanted to find all the "OPEN" PARs that contained either "Software products" or "Microcomputers." You could use parentheses to subtly change the way that the AND and OR were evaluated. The two keyword conditions are grouped together with parentheses. Your query condition would look like this:

"Status" is equal to "OPEN" AND ("Software Products" is equal to "X" OR "Microcomputers" is equal to "X")



2) Editing Query Conditions

You may edit any individual query condition after the fact by selecting the "Edit Condition" option. When you select it, a highlight bar will appear in the query condition window. Use the arrow keys to highlight the condition you wish to edit, and press <Enter>. If you change your mind and decide not to edit any conditions, press <Esc>.

3) Deleting Query Conditions

You may delete any individual query condition by selecting the "Delete Condition" option. As with editing conditions, a highlight bar will appear in the query condition window. Use the arrow keys to highlight the condition you wish to edit, and press <Enter>. If you change your mind, press <Esc> to exit without deleting any conditions.

d. Execute Query

The "Execute Query" option takes your sort order and query condition(s) into account to give you a different view on your data base. This view will be limited to the subset defined by your query condition, shown in the order as defined by your sort order.

Note: Whenever you change the sort order and/or query condition, you must select the "Execute Query" option to reflect those changes.

e. Load Query

The "Load Query" option allows you to load a previously saved query. The quick key associated with this menu option is Alt-Q.

When you select this option, you will be presented with a list of descriptions of previously saved queries (or an error message if there are no queries found). Use the arrow key to highlight the one you want, and press <Enter>.

This query will be executed immediately and thus take effect.

Note: Saving a query only saves the condition you specified. It does not save the display fields. Therefore, in most cases, you will want to save your report, rather than just the query. Loading saved query only, will not allow you to use the output menu, because you have not specified fields to be displayed as output.

f. Save Query

The "Save Query" option allows you to save a query for later use. This will save the query condition and sort order, along with a description of the query which you provide.



When you select this option, you will be first asked to enter a description. Your description may be up to 60 characters long. If you decide not to save the query, leave the description empty. Press <Enter> when you are finished typing the description.

You will then be asked to enter a filename, which may be up to 8 characters long. (Again, you can back out of this by leaving the filename empty). The “.GRQ” file extension will be added automatically. If you enter the name of an existing file, you will be warned that you are about to overwrite it.

The message “Saving Query” should appear briefly, then disappear.

You can then re-load this query with “Load Query” to run this query with different display fields.

g. Clear Query

The “Clear Query” option allows you to clear the current query conditions. You will be asked if you wish to proceed with this, and if so, all query conditions will be removed.

Note: Display fields and sort order will not be cleared. In fact, if there is an active sort order, the current view will be rebuilt automatically.

h. Delete Query

The “Delete Query” option allows you to delete a previously saved query file.

When you select this option, you will be presented with a list of descriptions of previously saved queries (or an error message if there are no queries found). Use the arrow key to highlight the query you want to delete, and press <Enter>.

6. Output Menu

The Output menu contains the following options: “View”, “Printer”, “Form”, “Database”, “Load Report”, “Save Report”, and “Delete Report”.

a. View

The “View” option lets you view the result of your query on-screen prior to committing it to print. But more importantly, you can also make changes to the layout of the data via this option. The quick key associated with this menu option is F6.

Note: This option will only be available when there is at least one field selected for display.



When you select this option, you will be presented with a table-style browse of your query results. The columns of this table will correspond directly to the Display Fields that you established earlier. For example, if you picked three display fields—Name, Title, and Address—you will have three columns containing those fields.

The following active keys apply during the browse:

Key	Description
<Up Arrow>	Move up one row of data
<Down Arrow>	Move down one row of data
<Left Arrow>	Move left one column
<Right Arrow>	Move right one column
<PgDn>	Move down one screenful of data
<PgUp>	Move up one screenful of data
<Ctrl-PgDn>	Move to bottom of data
<Ctrl-PgUp>	Move to top of data
<Ctrl-Left>	Pan to leftmost visible column on screen
<Ctrl-Right>	Pan to rightmost visible column on screen
<Home>	Jump to start of previous subgroup (requires sort order)
<End>	Jump to start of next subgroup (requires sort order)
<Ctrl-Home>	Pan to first (leftmost) column
<Ctrl-End>	Pan to last (rightmost) column
<Enter>	View memofield (if applicable)
<Esc>	Exit View section
<F2>	Show calculations for numeric column
<F3>	Show count of total records in this subset

b. Printer

The “Printer” option allows you to send the results of your query/report to the printer or a text file.

Note: This option will only be available when there is at least one field selected for display.

When you select this option, you will first be asked if you want to review your print options, which include the header and footer. If you want to change any of these, answer “Yes”. You will then be changing print options specific to this report. If you later save the report with the “Save Report” option, these edited print options will be saved along with it.

Note that Print Options will be covered in greater detail under “Printer Setup” in the “Globals Menu” discussion.



The next question is whether you wish to send output to the printer or to a text file. If you select "Printer", you will be asked to verify that the printer is on-line and ready. Make sure it is, then highlight "Ready" and press <Enter>. A status bar will appear showing the progress of your printed report. (If you have redirected printer output to a text file, the name of the text file will appear above the status bar.) You can cancel the output process at any time by pressing <Esc>.

If you elect to print to a text file, you will be asked if you wish to "suppress control codes". Control codes are printer codes, such as those which turn on bold or compressed print. The general rule of thumb is if you do not ultimately plan on sending this text file to your printer, you should suppress control codes.

Note: Your printed output will automatically be compressed if the total width of all columns is greater than 80. Naturally, this only applies if you have installed a printer that supports compressed print.

c. Form

The "Form" option allows you to create and print your own forms.

Note: This option will only be available when there is at least one field selected for display.

When you first select this option, you will be presented with a blank screen. The general idea is to insert fields, text, and boxes to create a form that tickles your fancy. When you are satisfied with your form, you can print it.

Note: If you have EGA or VGA display, you can set PAR dBASE Reporter to use expanded video mode for your forms. This will enable you to put more information on each form. See "43/50 Line Forms" under the "Globals Menu" discussion for more information.

The active keys in the form painter are:

Key	Action
<Alt-L>	load previously saved form
<Alt-S>	save current form
<Alt-P>	print current form
<Alt-D>	delete a form from disk
<Alt-O>	review/change print options
<Alt-T>	change typeface for current item

Key	Action
<F2>	show more info about current item
<">	edit current item (text only)
<Alt-F>	insert field at current position
<Alt-B>	insert box at current position
<Alt-E>	erase item at current position
<Ins>	insert row at current position
	delete row at current position
<Alt-M>	move current item
<<>	slide items on this row one space left
>>>	slide items on this row one space right
<Alt-N>	delete all items and start over
<Arrow keys>	move cursor
<Home>	move to top left corner
<Tab>	move right five columns
<Shift-Tab>	move left five columns
<PgUp>	move to top row
<PgDn>	move to bottom row
<Ctrl-Left>	move to start of item (or leftmost column)
<Ctrl-Right>	move to end of item (or rightmost column)

1) Moving the Cursor

You can move the cursor on the form with the arrow keys, PgUp, PgDn, Home, End, Tab, Shift-Tab, Ctrl-Left, and Ctrl-Right. Note that if the cursor is positioned on a field, box, or text field, the Ctrl-Left and Ctrl-Right keys will move you to the left and right edge of that item.

2) Inserting Items

To insert fields, move the cursor to the desired location and press <Alt-F>. You will be given a list of all available fields. Highlight the one you want, and press <Enter> to insert it.

To insert text, move the cursor to desired location and just start typing. You can exit the editing process by pressing <Enter>, the up arrow, or the down arrow. The arrows are useful because it means that you can type several pieces of text on different rows quickly.

To insert a box, move the cursor to the desired location for the top left corner and press <Alt-B>. You will be given a list of available box outlines. Highlight the one you want and press <Enter> to select it. Use the arrow keys to size the box to your liking, and press <Enter> again when you are finished to anchor it.



3) Editing Text

Move the cursor to anywhere on the text in question and press <Enter>. Type the new text and press <Enter> when you are finished.

4) Moving Items

To move any item, press <Alt-M> while the cursor is positioned on it. The color of the item will change to indicate that it is active. The following keys are active when moving items:

Key	Action
<Up>	Move item up one row
<Down>	Move item down one row
<Left>	Move item left one column
<Right>	Move item right one column
<PgUp>	Move item to top row
<PgDn>	Move item to bottom row
<L>	Left-justify item
<C>	Center item
<R>	Right-justify item
<Ctrl-Left>	Left-justify item
<Ctrl-Right>	Right-justify item
<Esc>	Cancel movement

Press <Enter> when you are finished moving the item. Note that items cannot be stacked on top of each other.

5) Deleting Items

To delete an item, move the cursor on top of it and press <Alt-E>. You will be asked for confirmation.

6) Deleting All Items

To delete all items and start again with a fresh slate, press <Alt-N>. You will be asked for confirmation. Be certain that you want to do this—there is no way to recover deleted items!

7) Moving All Items on Row

To move all items on a row left or right, move the cursor to that row and press "<" or ">", respectively. Note that these keys will not work for items that are inside a box.

8) Print Options

Press **<Alt-O>** to review and/or change print options.

Page Break Between Forms: This determines whether or not to print only one form per page. If you answer "No", then as many forms will be printed as will fit on one page.

of lines per page: This determines the page length.

of lines between forms: This serves as a separator between forms. Also note that if you begin the form on a row other than the top row, those blank lines will serve as an additional separator between forms.

Pause between forms: Answer "Yes" to this if you need to manually change paper between forms.

of copies to print: This is self-explanatory. Note that forms will be printed for collating—in other words, if you are printing two copies of forms for four records, they will be printed 1-2-3-4, 1-2-3-4.

9) Printing a Form

Press **<Alt-P>** to print a form. You will be asked if you wish to review your print options. You will then be asked if you want to send the output to the printer or a file. If you select "Printer", you will be asked to verify that the printer is on-line and ready.

A status bar will appear showing the progress of your printed report. (If you have redirected printer output to a text file, the name of the text file will appear above the status bar.) You can cancel the output process at any time by pressing **<Esc>**.

If you elect to print to a text file, you will be asked if you wish to "suppress control codes". Control codes are printer codes, such as those which turn on bold or compressed print. The general rule of thumb is if you do not ultimately plan on sending this text file to your printer, you should suppress control codes.

10) Saving Forms

You can save forms for later use by pressing **<Alt-S>**. This will save all items that you have placed on your form, current query condition (if any), and form print options, along with a description of the form which you provide.

You will be first asked to enter a description. Your description may be up to 60 characters long. If you decide not to save the form, just leave the description empty. Press <Enter> when you are finished typing the description.

You will then be asked to enter a filename, which may be up to 8 characters long. (You can back out of this by leaving the filename empty). The ".GRF" file extension will be added automatically. If you enter the name of an existing file, you will be warned that you are about to overwrite it.

The message "Saving Form" should appear briefly, then disappear.

11) Loading Forms

To re-load a previously saved form, press <Alt-L>. You will be presented with a list of descriptions of previously saved forms (or an error message if there are no forms found). Use the arrow key to highlight the one you want, and press <Enter>.

12) Deleting Forms

You can delete previously saved form files by pressing <Alt-D>. You will be presented with a list of descriptions of previously saved forms (or an error message if there are no forms found). Use the arrow key to highlight the form you wish to delete, and press <Enter>.

Note: Whenever you save a form, the current security level will be saved along with it. You will only be able to delete that form if you have at least the same security level as the person who created it.

13) Showing More Information about an Item

If you would like to see more information about any item in the form painter, place the cursor on it and press F2. This is most useful for fields, because the data base name will not be shown on the form painter due to space restrictions.

d. Database

The "Database" option allows you to send the results of your query/report to a new database file.



Note: This option will only be available when there is at least one field selected for display.

When you select this option, you will be asked for a filename (up to eight characters). The file extension ".DBF" will be added automatically. The status bar will appear showing the progress of the output. You may cancel the output process at any time by pressing <Esc>.

f. Load Report

The "Load Report" option allows you to load a previously saved report. The quick key associated with this menu option is Alt-R.

When you select this option, you will be presented with a list of descriptions of previously saved reports (or an error message if there are no reports found). Use the arrow key to highlight the one you want, and press <Enter>.

g. Save Report

The "Save Report" option allows you to save a report for later use. This will save the name and order of the display fields, current query condition (if any), and print options, along with a description of the report which you provide.

Note: This option will only be available if there is at least one field selected for display.

When you select this option, you will be first asked to enter a description. Your description may be up to 60 characters long. If you decide not to save the report, just leave the description empty. Press <Enter> when you are finished typing the description.

You will then be asked to enter a filename, which may be up to 8 characters long. (Once again, you can back out of this by leaving the filename empty). The ".GRR" file extension will be added automatically. If you enter the name of an existing file, you will be warned that you are about to overwrite it.

The message "Saving Report" should appear briefly, then disappear.

You can then re-load this report with the "Load Report" option.



h. Delete Report

The "Delete Report" option allows you to delete a previously saved report file.

When you select this option, you will be presented with a list of descriptions of previously saved reports (or an error message if there are no reports found). Use the arrow key to highlight the report you want to delete, and press <Enter>.

Note: Whenever you save a report, the current security level will be saved along with it. You will only be able to delete that report if you have at least the same security level as the person who created it.

7. Globals Menu

The Globals menu enables you to view, change, and optionally save a wide variety of global configuration options. This allows you to tailor PAR dBASE Reporter specifically to your needs.

The options on this menu include: "Printer Setup", "Case Sensitive", "Show Alias", "Show Deleted Recs", "Show Index Status", "Date Format", "Company Name", "Bells and Beeps", "Toggle Video Mode", "43/50 Line Forms", and "Save Globals".

a. Printer Setup

The "Printer Setup" option enables you to either change your installed printer, or any of your master print options (header/footer/etc.).

When you select this option, you will be asked if you want to select printer or change print options. Highlight the desired option and press <Enter>.

1) Select Printer

If you pick "Select Printer", you will be given the name of the currently installed printer and asked if you want to install a different one.

Use the up or down arrows, PgUp, or PgDn to find your printer. You may also type in the first few letters of your printer's name. For example, if you have an HP Laserjet, press H to jump immediately to that group of printers. Once you have located your printer, press <Enter> to install it.



Press <PgDn> to save any changes you make. Press <Esc> to exit without saving changes.

2) Print Options

Changing print options in the globals menu actually creates or changes default print options. If you specify print options for an individual report and save that report, the print options for that particular report will also be saved.

The Print Options window is divided into three sections: Printer Options, Header Information, and Footer Information.

Printer Options

Page Length represents the total number of rows that can be printed on one page. If you are using a laser printer and wish to print a portrait orientation, you should probably change this to 60.

Left Margin indicates where printed output should begin on the left side of the page. This can be set between 0 and 49. The default left margin is 5.

Top Margin indicates where printed output should begin at the top of the page. This can be set between 1 and 19. The default top margin is 0.

"Show total number of records printed?" allows you to print the total number of records at the end of your report. If you answer No to this, this total will not be printed.

Column Spacing represents the number of spaces to separate each of the columns on your report. The default spacing is 1, and you can increase this as high as 19 if you wish.

"Suppress Duplicate Values?" will suppress duplicate key values. For an example of this, please refer back to Quick Start Part Two. Note: This is only relevant when there is an active sort order, and can only be used to suppress values that serve as the primary sort key.

"Show record count for subgroups" allows you to see at a glance the number of records printed for each subgroup based on the primary sort order. For an example of this, please refer back to Quick Start Part Two.



“Double-spaced output” allows you to have a blank line between each row of data. This is useful if you need to make annotations directly on the report. By default, reports will be single spaced.

“Show % of total for subgroups” allows you to print the percentage of the total records in each subgroup. This requires an active sort order. By default, percentages will not be printed.

“Summary report only” allows you to suppress the printing of detail records. If you specify a summary report, the only items printed will be the report header, footer, subtotals for each subgroup, and grand totals. Note that it makes little sense to print summary reports if you do not have subgroups (i.e., an active sort order).

Orientation: If you are using a laser printer, you will be given the option of changing the page orientation. “P” is Portrait, which is standard 8 1/2" width, 11" length. “L” is Landscape, which is 11" width, 8 1/2" length.

Lines per inch: If you have a printer that supports 8 lines per inch (LPI), you will be given the option of switching between 6 and 8 LPI. 8 LPI allows you to cram more data onto the printed page.

Header/Footer Information

The next two sections of this window are devoted to Header and Footer Information, respectively. The header and footer are each composed of four lines. Each of those four lines is divided into three sections: Left, Center, and Right. Items in the Left section will be printed flush against the left margin. Items in the Center section will be centered horizontally on the row. Items in the Right section will be printed flush against the right margin.

These items can contain either stock insertion items or actual text. Stock insertion items are things that you would ordinarily like to have as part of your report header/footer, but do not necessarily want to retype each time. You can insert the following stock items anywhere in the header or footer by pressing <F10>:

- Date
- Time
- Company Name
- Page Number
- Report Description
- Query Description



The following text enhancement codes may also be inserted anywhere in the header or footer by pressing <F10>:

- Bold On
- Bold Off
- Underscore On
- Underscore Off
- Italic On
- Italic Off
- Compressed On
- Compressed Off

Warning: If you turn on a text enhancement, you must turn it back off or it will remain on for the duration of your report!

The default report header is comprised of the following:

Line 1: Date (flush left), Company Name (centered), Page # (flush right)

Line 2: Time (flush left)

“Lines between header and column headings” represents the number of blank lines to insert between the end of the report header and the beginning of the column headings. The default value is 1, though you can increase it to as many as 9.

“Lines between bottom of data and footer” represents the number of blank lines to insert between the end of the data and the beginning of the report footer. The default value is 1, though you can increase it to as many as 9.

b. Case Sensitive

The “Case Sensitive” option is a toggle that determines whether queries should be case sensitive or not. By default, queries will not be case sensitive.

For example, if you are checking for a field that contains the word “BASEBALL”, a case insensitive query will also find “Baseball”, “baseball”, and any other permutation of the word. If it is paramount that the query only find the word “BASEBALL”, then you should toggle Case Sensitivity on.

If a check mark appears next to “Case Sensitive”, that indicates that queries will be case sensitive.



c. Show Alias

The "Show Alias" option is another toggle that determines whether database aliases should be shown throughout PAR dBASE Reporter. By default, aliases will be shown.

This is purely a matter of aesthetics. Some people do not like having to look at the database aliases. Here is a quick example of the difference:

Showing Aliases

```
SAMPLE->TITLE  
SAMPLE->AUTHOR  
SAMPLE->KEYWORDS
```

Not Showing Aliases

```
TITLE  
AUTHOR  
KEYWORDS
```

If a check mark appears next to "Show Alias", that indicates that database aliases will indeed be shown.

d. Show Deleted Recs

The "Show Deleted Recs" option is another toggle that determines whether deleted records should be displayed when you view data on-screen. By default, deleted records will be shown.

If a check mark appears next to "Show Deleted Recs", that indicates that deleted records will indeed be shown.

e. Show Index Status

The "Show Index Status" option is another toggle that determines whether the omnipresent status bar should be displayed. By default, the status bar will be shown.

It is our recommendation that you leave this option set on for your own benefit. The status bar plays an important role in keeping you apprised of the status of executing queries and the like. It is true that by stifling the status bar, the process will be quicker because PAR dBASE Reporter does not need to take the time to display the status bar. However, it will seem like an eternity if nothing is being displayed on the screen—take our word for it.



If a check mark appears next to "Show Index Status", that indicates that the status bar will be shown.

f. Date Format

The "Date Format" option allows you to change the way that PAR dBASE Reporter displays and prints dates. The following date formats are available:

- mm/dd/yy (default)
- yy.mm.dd
- dd/mm/yy
- dd.mm.yy
- dd-mm-yy
- yy/mm/dd
- mm-dd-yy
- mm/dd/yyyy
- yyyy.mm.dd
- dd/mm/yyyy
- dd.mm.yyyy
- dd-mm-yyyy
- yyyy/mm/dd
- mm-dd-yyyy

Use the arrow keys to select the desired date format, and press <Enter> to select it.

g. Company Name

This option enables you to change the company name printed on reports. Type in the desired company name, and press <Enter>.

h. Bells and Beeps

The "Bells and Beeps" option allows you to enable or disable sound. By default, sound is disabled. If sound is enabled, PAR dBASE Reporter will give you tones in conjunction with error and wait messages. Some people like it, and some don't, which is why we let you turn it off.

If a check mark appears next to "Bells and Beeps", that indicates that PAR dBASE Reporter will use sound.

i. Toggle Video Mode

The "Toggle Video Mode" option allows you to switch between standard 25-line video and 43/50-line video. If you have EGA or VGA video, you may wish to take advantage of this option so that you can get more data on screen at once. By default, PAR dBASE Reporter starts up in 25-line mode.



Note: If you toggle video mode and save global information, PAR dBASE Reporter will put you in the desired video mode when you fire it up again.

j. 43/50 Line Forms

The "43/50 Line Forms" option is similar to "Toggle Video Mode". However, it is restricted to the form painter. If you have this set on, you will automatically switch to 43/50 line mode upon entering the form painter. The reasoning behind this is that you can therefore have longer forms.

Note: This option is meaningless without EGA or VGA.

If a check mark appears next to "43/50 Line Forms", that indicates that the option is enabled.

k. Save Globals

The "Save Globals" option allows you to save the current state of all global options so that you can use them in the future. If you select this option, the message "Saving global info" will appear briefly, then disappear. The file GR.CFG will be saved in the same directory from which you loaded GR.EXE.

If you select this option, and GR.CFG already exists, you will be asked to confirm that you wish to overwrite it.

Press <Esc> <Esc> to return to the PAR Data Base main menu.

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Newly Released PARs

From the main menu you can choose the *Newly Released PARs* submenu to print indices or all individual PARs from the latest release.

Highlight this main menu option and press <Enter>.

PAR Database Program, v3.0a
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```
→ Main Menu ←  
PAR Database  
PAR dBASE Reporter  
Newly Released PARs  
Utility Submenu  
→ Newly Released PARs ←  
Print Index of New PARs  
Print Newly Released PARs
```

Print index of new or updated PARs for this release.

The Newly Released PARs submenu will appear. By choosing one of these menu options, you can print the indices of the latest PAR release or the entire PAR release in hardcopy form.

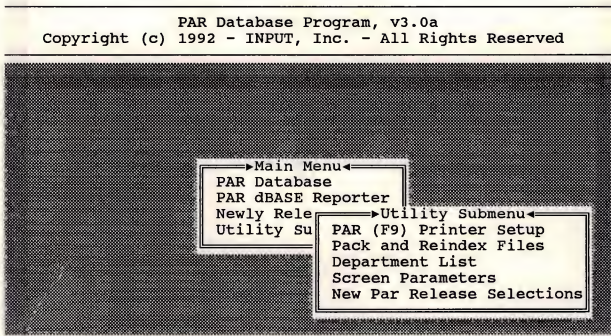
If you wish to print the entire PAR release, we recommend you start printing before leaving the office at night. This option takes approximately two hours on a 386 machine and will print about 150 pages.

When you choose a menu option you will be presented with the printer destination screen. Enter the appropriate destination, printer number, or filename and begin printing. See page 25 for more details on printing.



Utilities

From the main menu you can choose the utilities submenu to change printer configuration, screen colors, and to pack and reindex the data base.



Configure Printers for the F9 PAR Reports.

To set printer destination options, choose the "PAR (F9) printer setup" option. Choose "configuration" and select any of the files listed in the directory. Highlight "printers" and press <Enter>. You will now be able to enter up to eight printer destinations. Highlight printer number "1" and press <Enter>. The system will list available printer options. Choose a printer model and press <Enter>. Continue with this process until you have entered all desired printer destinations.

To return to the main menu, press <Esc> <Esc>, choose "exit" and press <Enter>, and then press <Esc>.

Appendix A

The PAR dBASE Reporter within the PAR Data Base is designed to allow clients the opportunity to create reports or queries customized to their individual needs.

The following are additional guidelines to allow you to fully utilize the report generator when querying on service delivery modes:

The PAR dBASE Reporter allows you to set query conditions for each field used in a search.

The query condition for service delivery modes is always "delivery mode' is equal to 'X'". If you are creating a report and would like the system to list all PARs that have a particular requirement, you must use an "X" for that service delivery mode. For example, if you select "hardware", you must query "'Hardware' is equal to 'X'".

To fully utilize the PAR dBASE Reporter keep in mind the following information concerning the service delivery modes. There are thirteen major categories of requirements (See Appendix B). Within each category there are several subcategories. If you have a special interest in a subcategory, for example microcomputers, you might display the hardware field and the microcomputer field, but only query for hardware—"Hardware' is equal to 'X'". This will allow the system to generate a list of all hardware programs and will place an "X" in those categories that have microcomputer requirements. This method will give you a good overall picture of hardware opportunities and will highlight microcomputers. To get a more specific report, put an "X" in the microcomputer category.

Warning: Not setting a query condition in the PAR dBASE Reporter tells the system to search all programs in the PAR Data base. If you create an entire report without setting any limits, the result will be a list of all programs in the data base.

Several of the fields listed in the Report Generator require definition:

New - A "Y" in this category shows that a PAR is new to the release.

Oper - is used internally by INPUT. This field gives the initials of the INPUT Research Analyst who last updated the PAR.

DoD/Civ - allows users to list only Defense or Civilian programs. For example, setting the lower and upper limits to "DoD" tells the system to only list Defense programs.



Agency(abr) - gives the abbreviation for an agency within a department. For example, SSA would be used for Social Security Administration.

Status - tells what stage the procurement is in. INPUT uses five different codes: Awarded, Deleted, Open, Partially Awarded and Protest. If you are searching only programs that are active, select the status field and set the lower limit at "open" and the upper limit at "protest."

Roman - the code INPUT uses to track PARs

PARCode - an internal tracking number used by INPUT

Created - the date when INPUT originally wrote the PAR

Update - the last date INPUT updated this PAR

Release - the PAR release code in which the PAR was last updated

RFPdate - INPUT's estimated RFP date. If an estimate of 4QFY92 was given by an agency, the earliest possible date for the RFP release, 7/1/92, will be used.

MultRFP - indicates that several RFPs will be released for one program.

Value - INPUT's estimated value for the program

FY1989 - The FY numbers show the OMB A-11 dollar amounts that an agency has requested for a project during that fiscal year.

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Appendix B

**SERVICE DELIVERY MODES (REQUIREMENTS)—
DEFINITIONS**

The following is a list of terms used in the INPUT PAR data base to define specific requirements:

Requirements	Abbreviations	Definitions
SOFTWARE PRODUCTS	S/W *	Computer instruction sets developed by a software manufacturer
SYSTEMS SOFTWARE	SYS SW	Enables the computer/communications to perform basic machine-oriented or user interface functions.
UNIX	UNIX	A generic multi-user, time-sharing operating system developed in 1971 at Bell Labs.
4GLS	4GL	Fourth generation language.
5GLS	5GL	Fifth generation language. This is an umbrella term encompassing many research fields in the computer industry including artificial intelligence, natural language, and expert systems.
CASE	CASE	Computer-aided system engineering. An applications development tool used to design and develop a computer system.
AI/EXPERT SYSTEMS	AI	The field of study that explores computer AI involvement in tasks requiring intelligence, imagination and intuition.
DBMS	DBMS	A set of programs that create, manage, protect, and provide access to the data base.

*Abbreviations used in the Report Generator's List of Fields



SQL	SQL	Standard query language. A high-level, non-procedural language, included in most data base management systems, for people with no formal programming training to use to specify requirements.
APPLICATIONS SOFTWARE	APPLSW	Software products that perform a specific function related to solving business or organizational needs. This category includes applications such as word processing, payroll, accounting, graphics, etc.
SOFTWARE MAINTENANCE	SWMTPROD	Upgrades, Zaps, and problem assistance supplied by the software manufacturers
SPECIAL LANGUAGES	SPEC LANG	Special programming languages
ADA	ADA	DoD high-order language
SYSTEM INTEGRATION	SYS INTGRT	A business offering that provides a complete solution to an information system, networking or automation requirement through the custom selection and implementation of a variety of information system products and services.
TURNKEY SYSTEMS	TURNKY	A turnkey system is an integration of equipment (CPU, peripherals, etc.) systems software, and packaged or custom applications software into a single system developed to meet a specific set of user requirements. Most CAD/CAM systems and many small business systems are turnkey systems.
OFFICE INFO SYSTEMS	OFFICE AUTO	The use of information technology to achieve the goals of an office.
HARDWARE	HW	The computer and its associated equipment (This category does not include hardware used for imaging systems).



MICROCOMPUTERS	MICRO	The smallest and least expensive class of computers. Combines all of the CPU, memory, and peripheral functions of an 8-, 16-, or 32-bit computer on a chip.
WORKSTATIONS	WKST	High-performance, desktop, single-user computers employing (mostly) reduced instruction set computing (RISC). These products usually cost over \$15,000.
MIDSIZE COMPUTERS	MIDHW	This category includes superminicomputers and the more traditional business minicomputers. Due to steadily improving design and technology, the latter have outgrown traditional definitions (which defined small systems as providing 32-bit to 64-bit word lengths at prices ranging from \$15,000 to \$350,000). Increasingly, minicomputers and workstations meet the 32-bit definition, and may go beneath the \$15,000 lower price limit.
MAINFRAMES	M-FRAME	Presently centered on storage controllers, but likely to become bus-oriented and to consist of multiple processors or parallel processors. Intended for structured mathematical and signal processing.
SUPERCOMPUTERS	SUPER	High-powered processors with numerical processing throughput that is significantly greater than the fastest general purpose computers, with capacities in the 100-500 million floating point operations per second (MFLOPS) range.
HARDWARE MAINTENANCE	HW MAINT	Monitoring, supporting, sustaining, and repairing all computer hardware
FRONT-END PROCESSORS	FRNT PROCRS	Communications control units designed to relieve the central computer of some communications tasks.



TERMINALS	TERMINAL	Devices that consist of an input device, an output device, and a communications link to the main computer.
PERIPHERALS	PERIPHERAL	This category includes items such as printers and keyboards.
MAGNETIC MEMORY	MAG	This category includes hard drives, magnetic memory, tape backup devices, CD ROM drives (not used to store images), etc.
OTHER	OTHER	Other standards.
POSIX	POSIX	Portable Open System Interconnection Exchange standard is an interface specification that defines the interface between application programs and operating systems.
GOSIP	GOSIP	Government Open Systems Interconnection Profile. The government standard for the seven-layer computer system architecture governing application, presentation, session, transport, network, data link, and physical services.
PROFESSIONAL SERVICES	PROF	Broad category for all information technology-related services.
SOFTWARE DEVELOPMENT	SW DEV	Includes user requirements definition, software design, contract or custom programming, code conversion, benchmarking and documentation
CONSULTING/DESIGN	CONSULTDP	Advises on applications and use of systems. Includes IS management consulting, technical program assistance, feasibility analysis, ADP requirements analyses, system audits, systems engineering technical services.
IV&V	IVV	Independent Validation and Verification

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EDUCATION AND TRAINING	EDUC	Includes products and services related to information systems and services for the professional end user such as computer-aided instruction, computer-based education, and vendor instruction of user personnel.
SOFTWARE MAINTENANCE	SWMT CUST	Maintenance services for custom software on a contractual basis.
IMAGE SYSTEMS	DOC IMAGE	Systems which process and store raster image files rather than ASCII text or vector graphics.
OPTICAL MEMORY	OPTIC	Use of light-generated impulses to represent data on disk
IMAGE SCANNERS	SCAN	A hardware device that recognizes images on paper, film and other media and converts them to digital form
SYSTEM OPERATIONS	SYSOPS	Involves the operation and management of all or a significant part of the user's information systems functions under a long-term contract.
GOCO	GOCO	Government-Owned, Contractor-Operated, previously referred to as facilities management.
COCO	COCO	Contractor-Owned, Contractor-Operated.
PROCESSING SERVICES	PROC SVC	This category includes transaction processing, utility processing, data entry, disaster recovery, and other processing services.
TRANSACTION PROCESSING	TRANS	Client uses vendor-provided information systems to process transactions such as order processing, billing, etc. Transactions may be entered in one of four modes: interactive, remote batch, distributed services, and carry-in batch.

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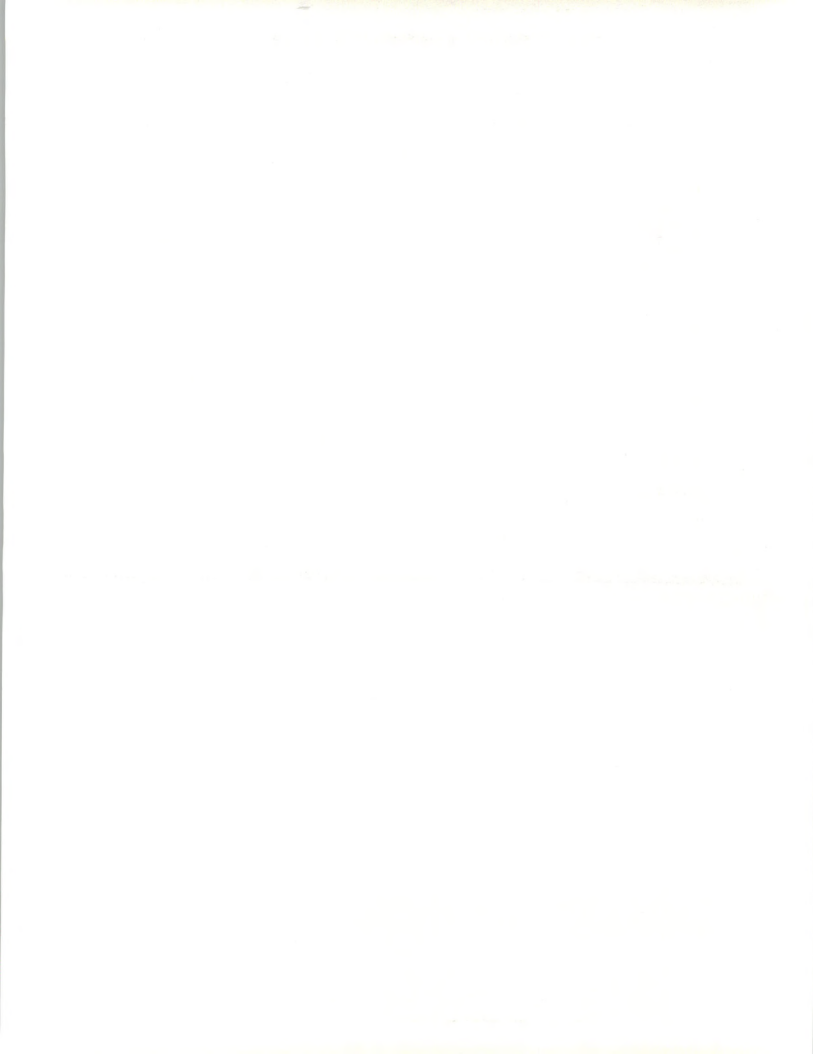
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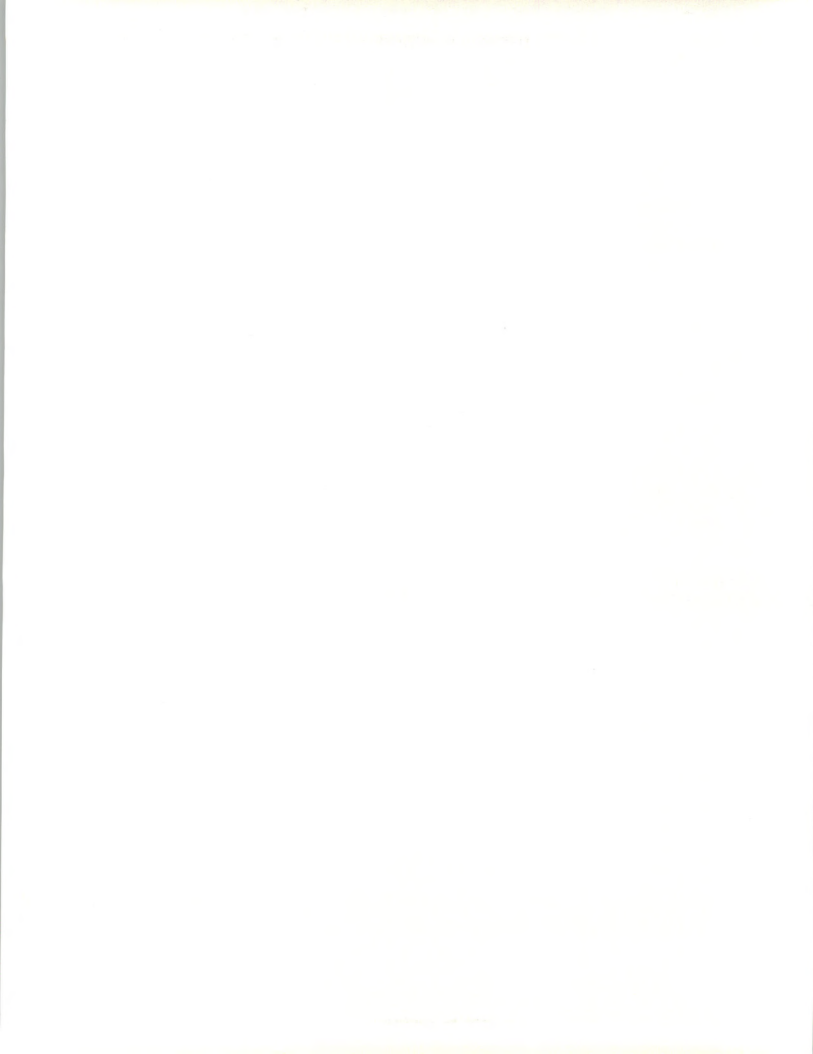
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GEOGRAPHIC INFO SYS	GIS	A geographic information system is a computer hardware and software system designed to collect, manage, manipulate, analyze, and display spatially referenced data.
NETWORK SERVICES	NETSVCS	Communication through the use of electronics. Includes networks, which transmit data, voice, video, or textual information electronically between locations.
EDI	EDI	Application-to-application exchange of standardized business documents between trade partners or facilitators
EIS	EIS	Executive Information System - Information system that consolidates and summarizes ongoing transactions within the organization.
E-MAIL	E MAIL	The process of sending messages directly from one terminal or computer to another.
LAN	LAN	Local-Area Network. Limited-access network between computing resources in a relatively small area, such as a building or department.
MAN	MAN	Metropolitan-Area Network
WAN	WAN	Wide-Area Network.
VAN	VAN	Value-Added Network. Typically, common carrier networks augmented with computerized switches and enhanced capabilities. These networks have become associated with packet-switching technology. (Examples include TYMNET and Telenet.)
CPE	CPE	Customer Premise Equipment



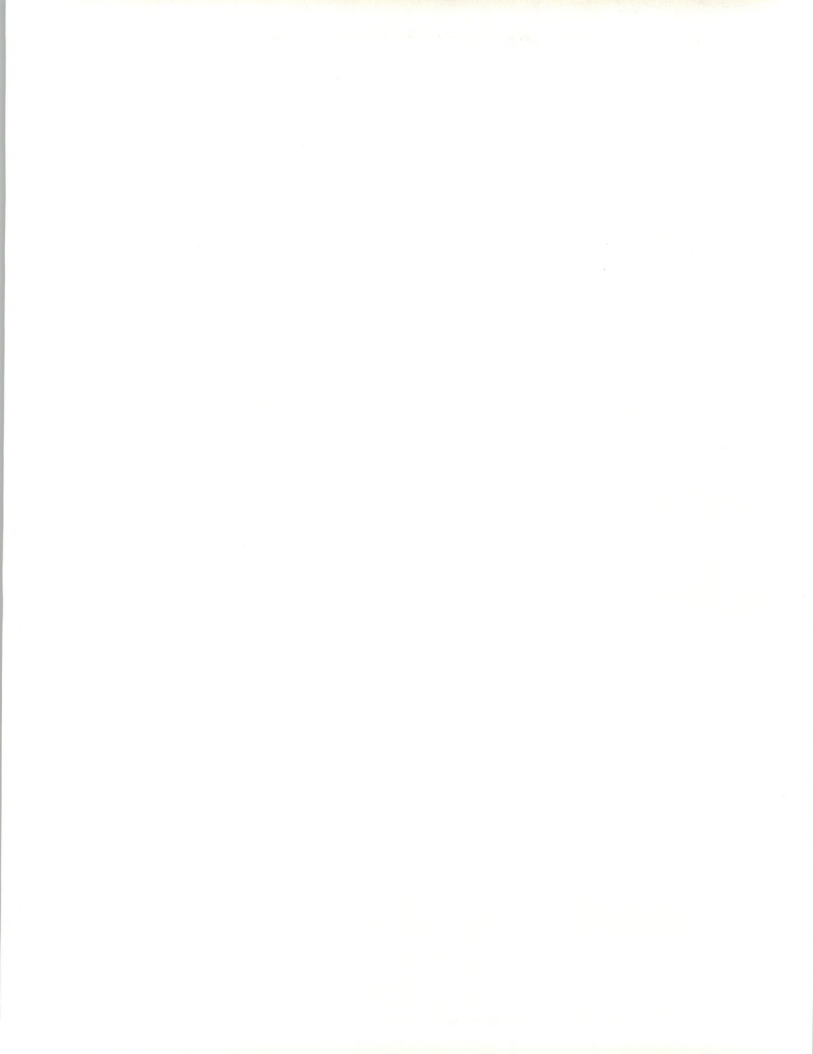
MODEMS	MODEM	Devices that encode information into electronically transmittable form (Modulator) and restores it to original analog form (Demodulator).
MULTIPLEXORS	MUX	Multiplexor
SECURE SYSTEMS	SECURE	Physical, equipment, and software (digital) coding procedures to protect the contents of computer files and data transmission from inadvertent or unauthorized disclosure to meet requirements of the Privacy Act and national classified information regulations.
ELECTRICAL	ELECT	Computer security equipment includes both processors and peripheral equipment which are Tempest-shielded, as well as processor-based equipment used in the protection of computer systems.
PHYSICAL	PHYSICAL	Physical boundaries or barriers to protect computer systems
SOFTWARE (SECURITY)	S/W SECURE	Computer security software products include any commercially available product whose primary function is to enhance the security system. It does not include general purpose operating systems which incorporate standard security features. Products included in this category are software supporting communications security, anti-virus software, and software specifically aimed at security.



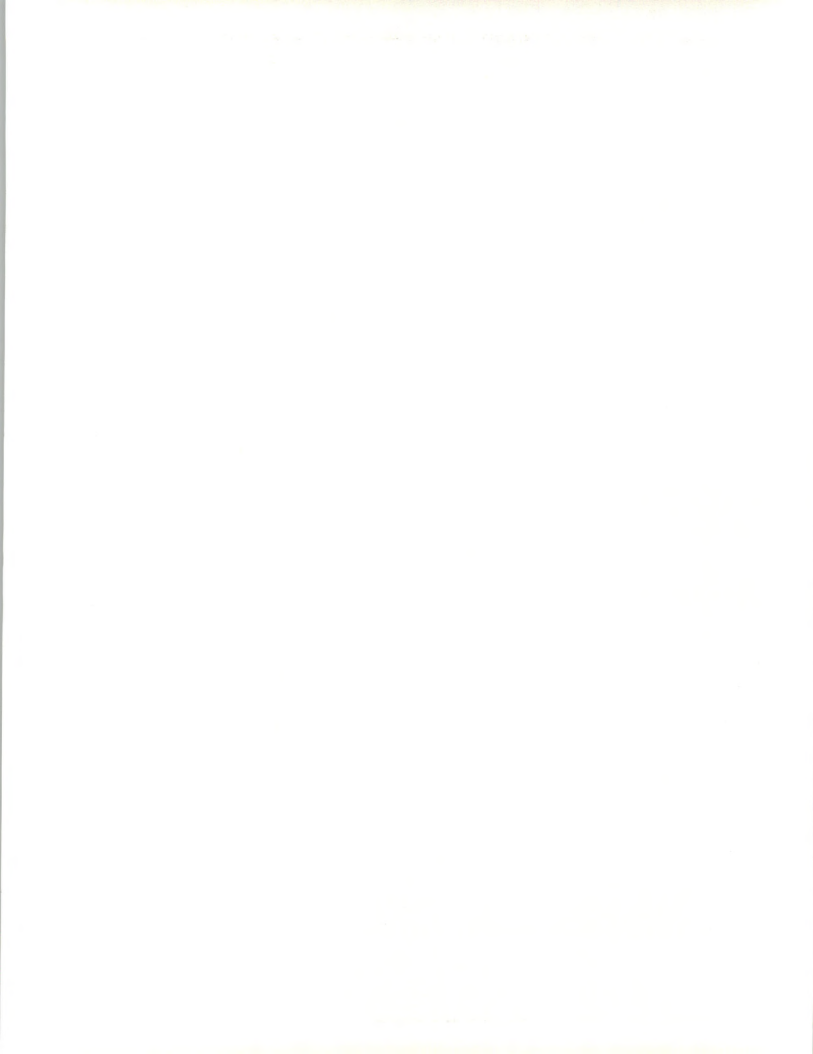
IDENTIFIED PROGRAM REQUIREMENTS

The following is a referral guide for use with the PAR dBASE Reporter. You may use it as a checklist of requirements before setting up a search.

SOFTWARE PRODUCTS	___
SYSTEMS SOFTWARE	___
UNIX	___
4GLS	___
5GLS	___
CASE	___
AI/EXPERT SYSTEMS	___
DBMS	___
SQL	___
APPLICATIONS SOFTWARE	___
SOFTWARE MAINTENANCE	___
(PRODUCTS ONLY)	___
SPECIAL LANGUAGES	___
ADA	___
SYSTEM INTEGRATION	___
TURNKEY SYSTEMS	___
OFFICE INFORMATION SYSTEMS	___
HARDWARE	___
MICROCOMPUTERS	___
WORKSTATIONS	___
MIDSIZE COMPUTERS	___
MAINFRAMES	___
SUPERCOMPUTERS	___
HARDWARE MAINTENANCE	___
FRONT-END PROCESSORS	___
TERMINALS	___
PERIPHERALS	___
MAGNETIC MEMORY	___



OTHER	—
POSIX	—
GOSIP	—
PROFESSIONAL SERVICES	
SOFTWARE DEVELOPMENT	—
CONSULTING AND DESIGN	—
IV&V	—
EDUCATION AND TRAINING	—
SOFTWARE MAINTENANCE (CUSTOM ONLY)	—
IMAGE SYSTEMS	—
OPTICAL MEMORY	—
IMAGE SCANNERS	—
SYSTEM OPERATIONS	—
GOCO	—
COCO	—
PROCESSING SERVICES	—
TRANSACTION PROCESSING	—
NETWORK SERVICES	—
EDI	—
EIS	—
E-MAIL	—
LAN	—
MAN	—
WAN	—
VAN	—
CPE	—
MODEMS	—
MULTIPLEXORS	—



SECURE SYSTEMS

—

ELECTRICAL (TEMPEST)

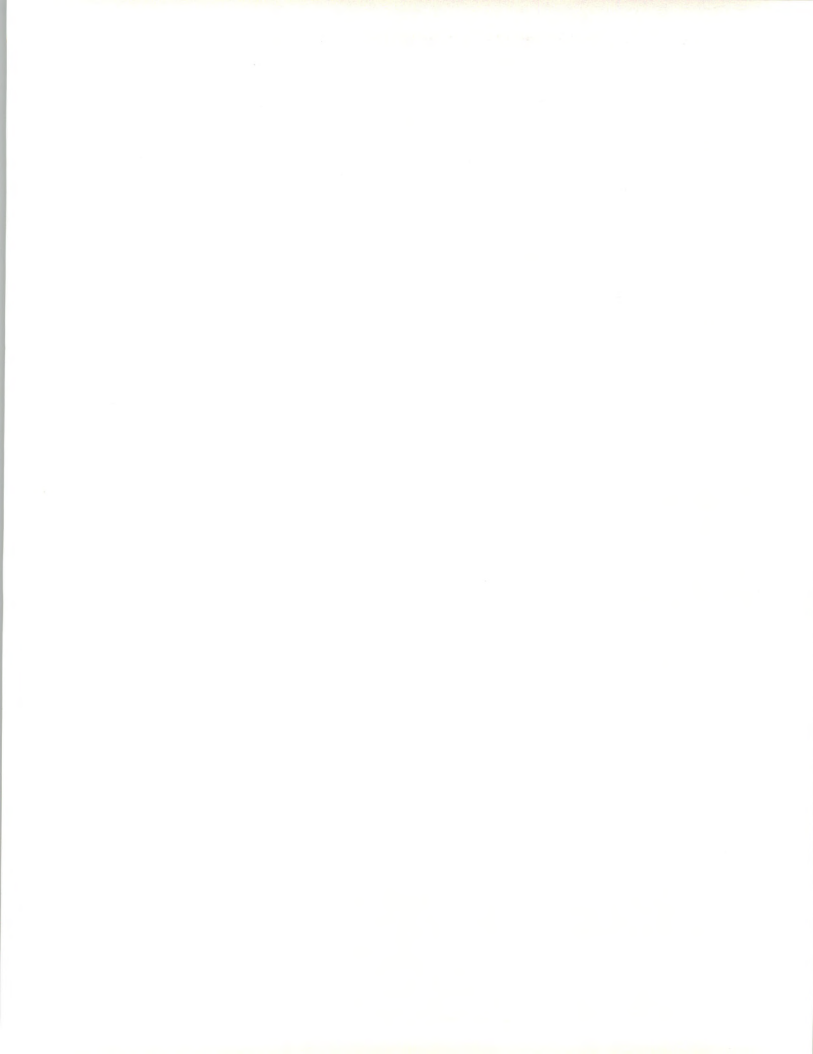
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PHYSICAL

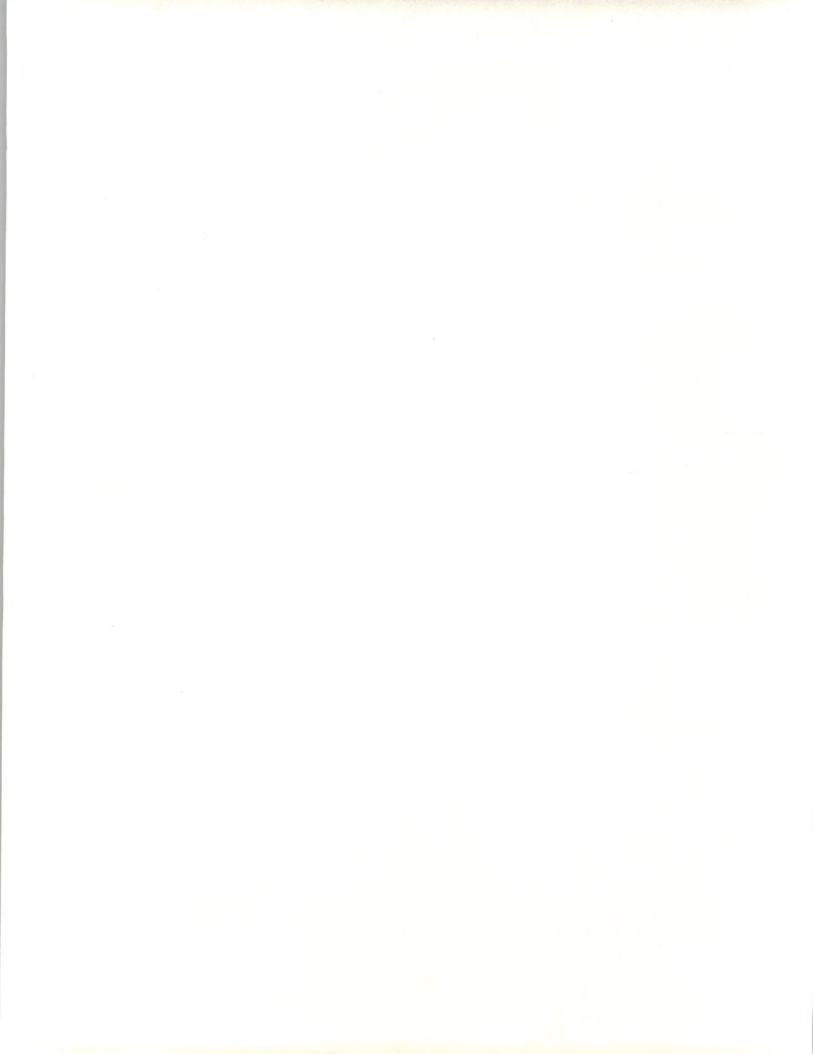
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SOFTWARE

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- **Software and Services Vendors**
- **U.S. Federal Government**
 - Procurement Plans (PAR)
 - Forecasts
 - Awards (FAIT)
- **Commercial Application (LEADS)**

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- **Market strategies and tactics**
- **Product/service opportunities**
- **Customer satisfaction levels**
- **Competitive positioning**
- **Acquisition targets**

For Buyers—evaluate:

- **Specific vendor capabilities**
- **Outsourcing options**
- **Systems plans**
- **Peer position**

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