DCARC Defense Cost & Resource Center

CSDR-Submit & Review

Lead Reviewer Guide

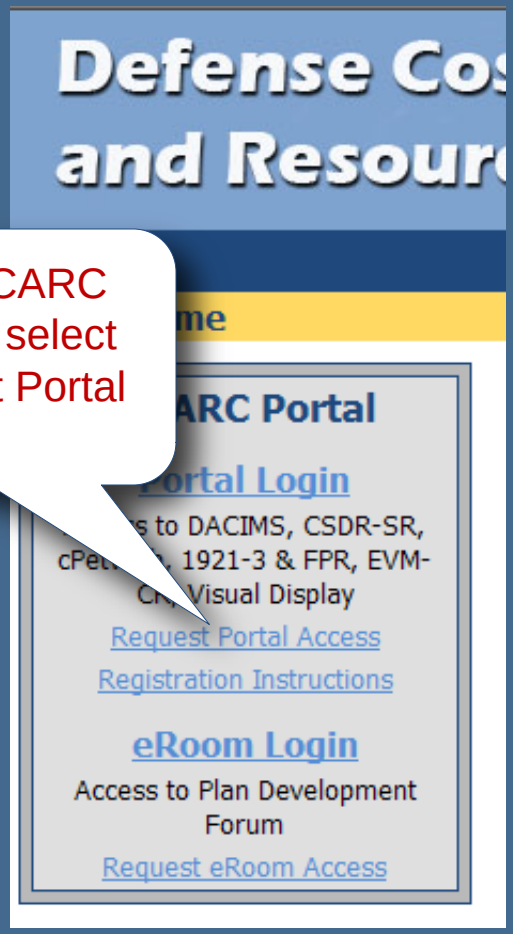
8/21/2012

Lead Reviewer Training

- The following document provides step-by-step screenshots to illustrate the major actions performed by Lead Reviewers:
  - Requesting a DCARC Account
  - Reviewing and commenting on CSDR Submissions
  - Viewing CSDR Plans

Requesting a DCARC Portal Account

- Go to the DCARC Public website at http://dcarc.cape.osd.mil
- Click the Portal Login button.
- If you already have an account for the EVM-CR, you will not need to request a new account. Simply email DCARCSupport@tecolote.com and request the CSDR-SR Reviewer role be added to your account.



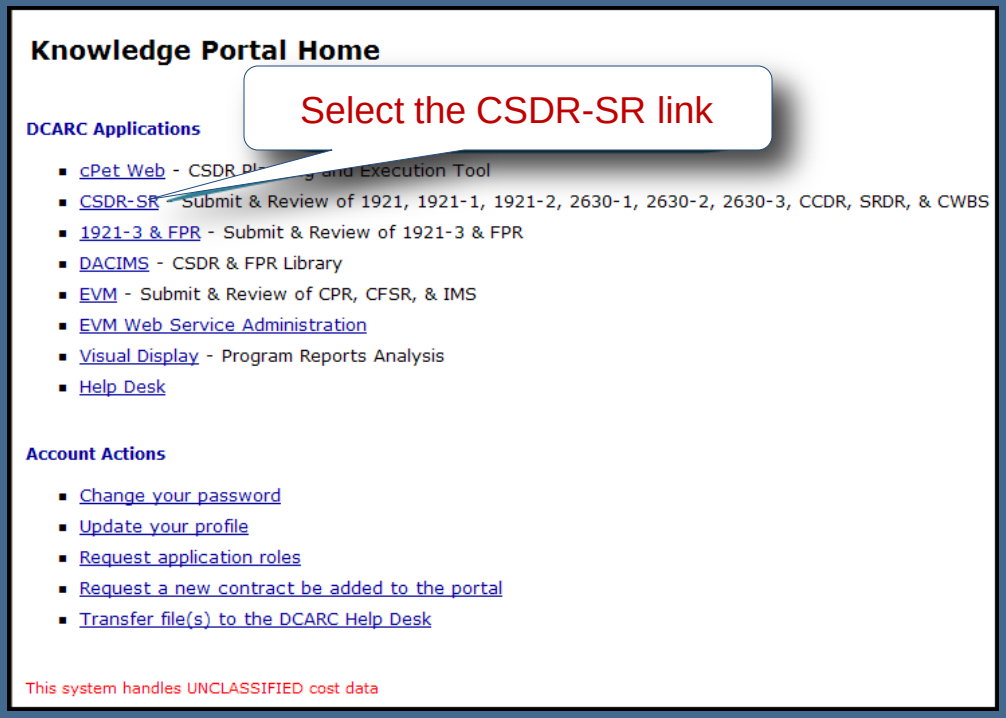
From the DCARC Home page select the Request Portal Access link

Requesting a DCARC Portal Account

- Select the Register here link.
- Create a username and password and fill out the user profile.
- Request the CSDR_SR Reviewer role.

Logging in to the CSDR-SR

- After logging in, select the CSDR-SR link to enter the website.

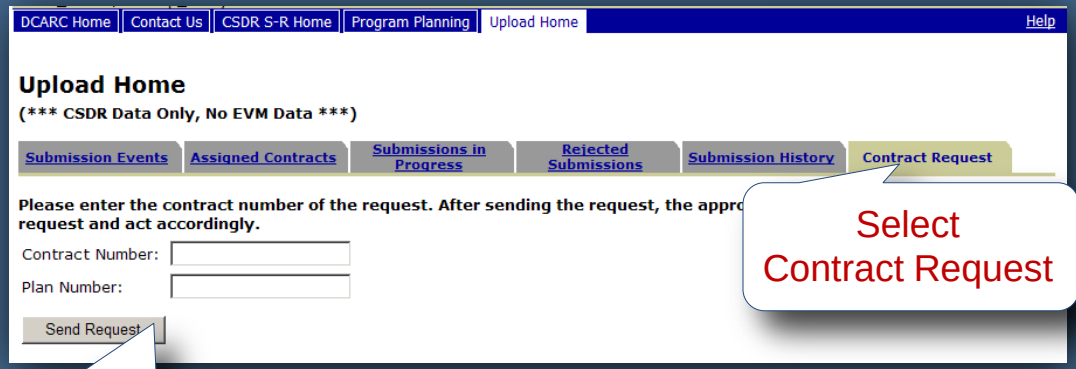


Logging in to the CSDR-SR

- Select Program Planning to continue.

Logging in to the CSDR-SR

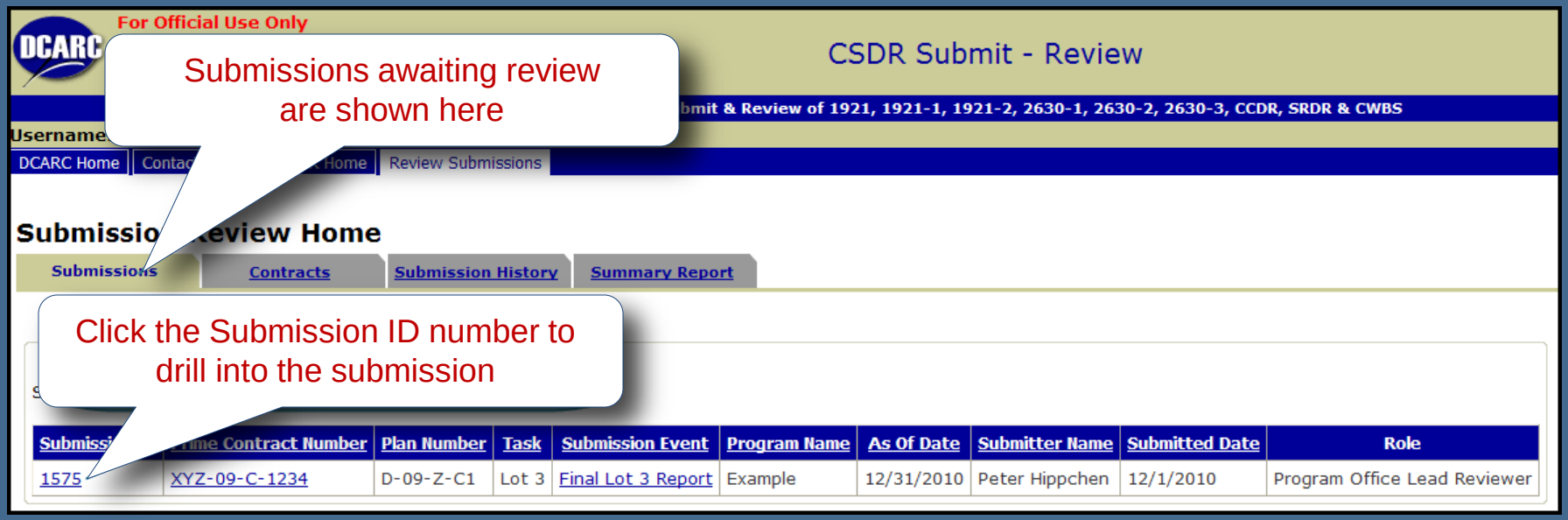
- To be added to a contract first select the Upload Home tab
- Next select the Contract Request tab on the Upload Home Page
- Enter the contract number and select the Send Request button



Enter Contract Number and Send Request

Review Submissions

- The Submissions tab shows all submissions on your assigned contracts that are awaiting review.
- Click the Submission ID number to access the submission.



Submission Detail

- After clicking the Submission ID number you will be brought to the submission detail screen.

Submission Detail

Back

Prog:**Example**	Ctr#:**XYZ-09-C-1234**
Ctr:**DCARC Corporation**	Sub:
Event:**Final Lot 3 Report**	

Contract | Submission | Files | Validation | Reviewers

Submission Information

Submission ID: 1575 **Submission Event:** Final Lot 3 Report **Expected As Of Date:** 4/30/2012 **Expected Submission Date:** 6/30/2012

Historical PM: DoD **As Of Date:** 12/31/2010 **Submission Date:** 12/1/2010

Stage: Reviewing **Status:** Pending **Status Set By:** Peter Hippchen **Status Set Date:** 12/1/2010

Submitter Name: Peter Hippchen **Submitter Comment:** Upload Test

Point of Contact Information

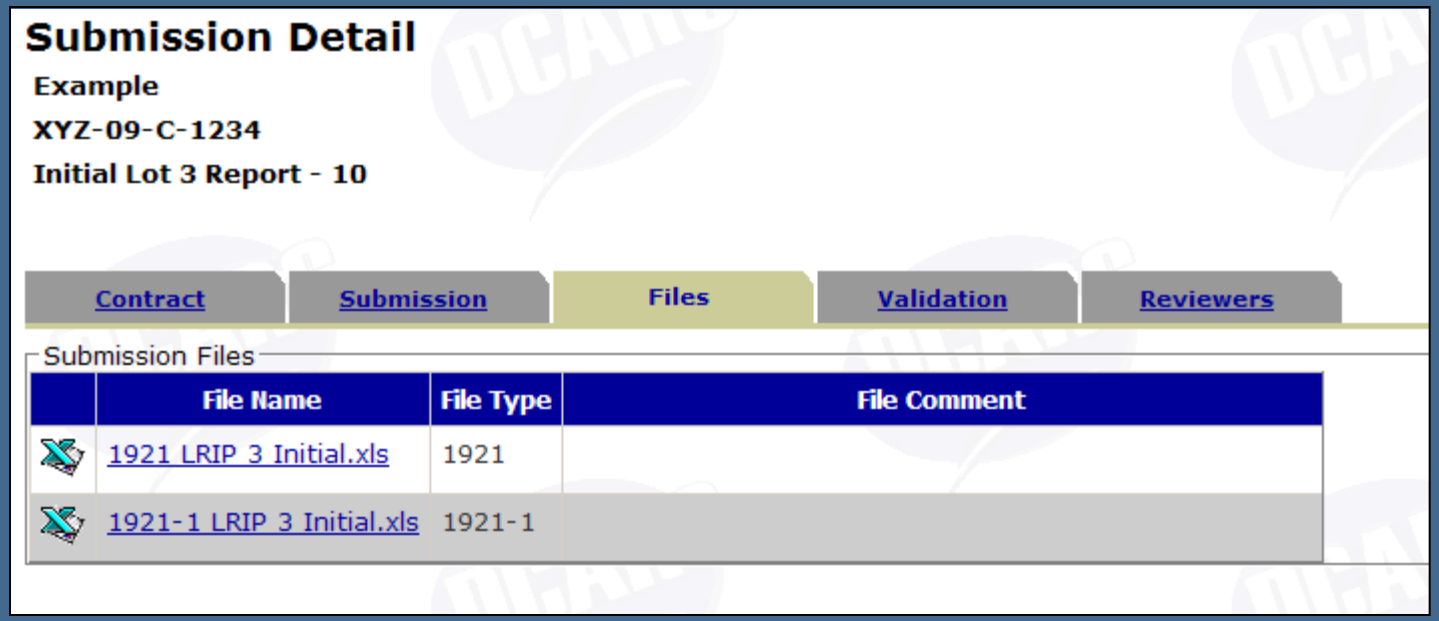
Name: Peter Hippchen **Phone:** 703-414-3290

Fax: **Email:** phippchen@tecolote.com

Edit POC Information

Submission Detail

- Click the Files tab to view files uploaded with this submission.
- For cost report submissions select the Validation tab to review validation results from the cPet automated tool.

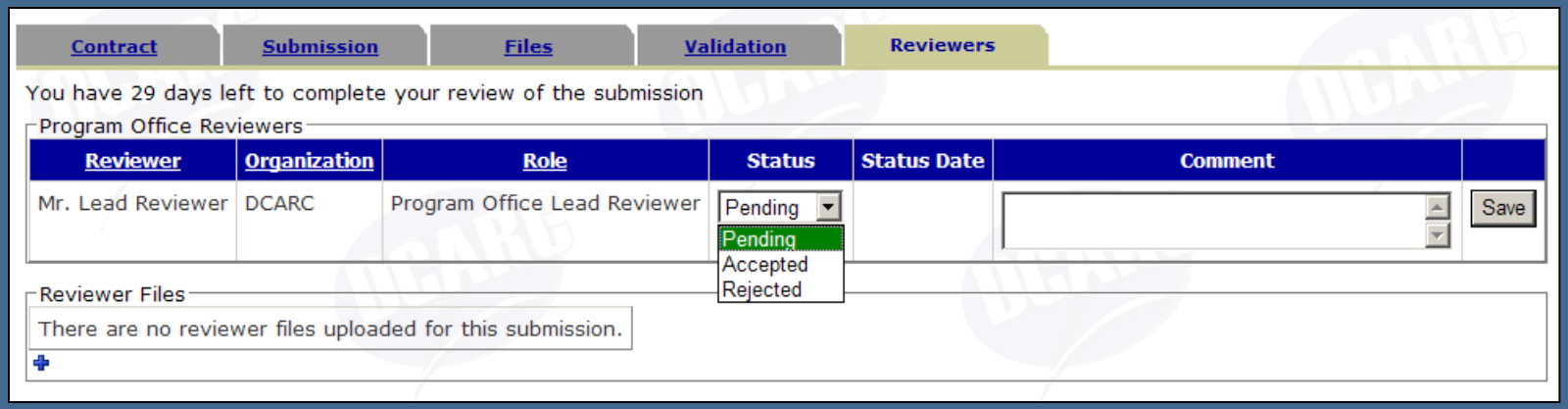


Submission Detail

- The Working Files table at the bottom will show files from any previous validations run by the Submitter.
- Select the Validate button to run or re-run Validation on the select cost report files.

Submission Detail

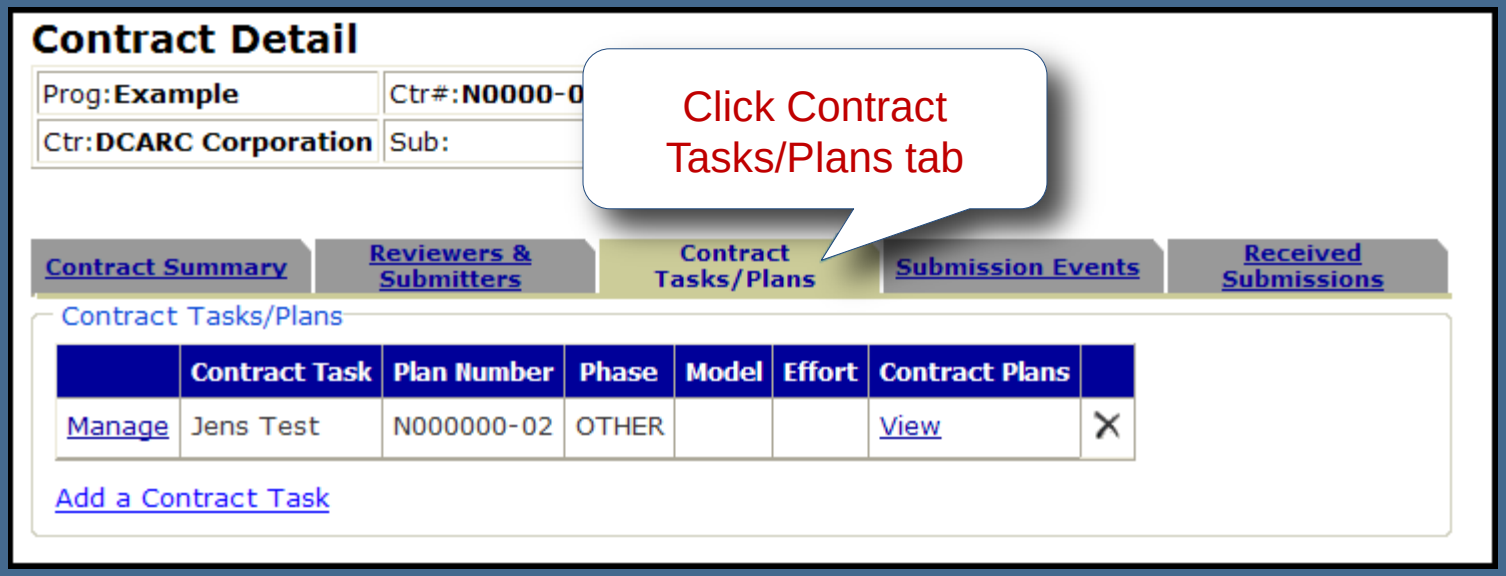
- Change the status to Accepted if you approve the submission or Rejected if a resubmission should be required.
- If the comments box is too small you can attach a file with comments by selecting the + icon.
- Remember to hit the Save button when you are finished.



Review Submissions

- Click the Contracts tab to view all of your assigned contracts.
- If no contracts are listed here, please email DCARCSupport@Tecolote.com with your contract number.

Viewing Plans



- Click the Contract Tasks/Plans tab to view all plans on this record.
- To view plan choose the View link.