Getting Started Guide

This guide is an introduction to PARS basics. You will learn how to get a PARS account, navigate the system, and perform common tasks. For additional help, please contact PARS Support at (703) 748-7022 or parshelp@ppc.com.

I. GETTING INTO THE SYSTEM

a. Getting an account

You must have a valid username and password to access PARS. To request an account, start at the PARS logon page (https://pars.energy.gov), and click on the link labeled, "Click here if you do not have an account." Fill out the online user registration form containing your personal information, be sure to complete all required fields. The administrator you select is responsible for approving your account. You will be notified via email when your account has been approved. This email will give you directions for how to obtain a password.

If you are a Site or Program Administrator and you do not have a PARS account, please contact the PARS support desk at (703) 748-7022 or parshelp@ppc.com.

b. Logging in

From the PARS logon page (https://pars.energy.gov), type in your username and password and then click <Logon>.

If you have forgotten your password you can get a new one from the logon page. Enter your username only (leave the password field blank). Check the box that reads, "I forgot my password" and click <Logon>. Within minutes you will receive an email with directions for changing your password. Please note: this feature will not work if your account has not been approved.

II. GETTING AROUND – NAVIGATION

a. Start Page

The Start Page is the first screen that appears upon logging into PARS. Your personalized Start Page displays the most common PARS functions. From this one page you can access many of the project entry and reporting features of PARS. The Start Page contains a News section, with links to reminders about PARS updates and announcements. There is also a Tools section, containing the tools to perform the primary tasks you need to get done. Also on the Start Page is a My Profile section, where you can view and modify your preferences and settings. The Inbox section provides a direct link to new or modified data by clicking directly on the items within this section. The Reports section of the Start Page enables you to access the entire list of standard, shared and personally created reports. Favorite Reports gives you quick access to reports that you have marked as favorites.

b. **Navigation bar**

The PARS Navigation Bar, located at the top of each screen, can be used from any page within the PARS system. The Home, Records, Reports and Help menus are found along the Navigation Bar.

- Home– provides you the ability to navigate back to the Start Page or to your Inbox from any point in the system. You can also change your password and logout of the system from here.
- Records – contains links to tools that will help you to enter your data and add new projects.
- Reports – enables you to retrieve project data by running or creating reports.
- Help – contains resources and information about the PARS system to assist you in using the system and answering your questions. The Help menu also provides access to numerous external links to sites of interest and contact information for the PARS Helpdesk.

III. COMMON TASKS

a. **Data Entry**

The data entry screens provide a complete view of all current data in a project record. You can use the data entry screens to create new projects, update existing projects, and delete specific data or entire projects from the database. The data entry screens permit you to maintain all project data and ensure that they are accurate, complete, and reliable.

You can enter data into a field that is blank (an unpopulated record), or into a field that already contains an entry (a populated field). Certain fields require data to be entered in specific formats. In all instances, data must be entered without formatting or units. Some fields are populated based on the selection of an option from a drop-down or pick list, some are manually entered, while others are system generated.

Saving data allows you to continue to add, edit, or delete but the data are not committed to the database until they have been accepted by your administrator. Saved data will be shown in your Inbox until it has been accepted. Saved data will appear on all reports configured to show redlined markups.

b. **Data Retrieval – Reports**

- Standard Reports – are built-in reports available to all users with the most commonly reported data. They are found in the Reports menu in the Navigation Bar as well as on the Start Page. These reports can serve as templates for your own modifications.
- View Full Record – displays all of the records associated with your project. To use this display tool, first run the PARS Project List
- Report Wizard – walks you through the report building process step-by-step to create a customized report. This wizard is found in the Reports menu in the Navigation Bar, as well as in the Tools section of the Start Page.