

# PARS II

## Project Assessment and Reporting System

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## **General PARS II Project Information**

**Q: *What is the motivation, purpose and expected benefit from the PARS II system?***

A: PARS II was designed to replace the current PARS I, and the key difference is that EVMS and schedule data at the control account level will be uploaded from the contractors' systems, rather than hand-keyed at the top level each month by the federal staff. This will provide a single source of truth for project data that is accurate, timely, consistently reported, and auditable. Contractors and federal staff will view the same data in the same dashboards for analysis.

**Q: *Where can I go to find out information on PARS II?***

A: The PARS II website is located at the following URL:  
[http://www.management.energy.gov/online\\_resources/pars2.htm](http://www.management.energy.gov/online_resources/pars2.htm)

**Q: *Is HelpDesk assistance available for issues specifically related to PARS II?***

A: Yes. For any questions with the PARS II system, please feel free to contact the PARS II Helpdesk:  
By Telephone:

DC Metro Area  
301-903-2500 - Once connected, select option 4, then option 5  
Nationally  
1-866-834-6246 - Once connected, select option 4, then option 5

Email:  
[i-Manage.eas@hq.doe.gov](mailto:i-Manage.eas@hq.doe.gov)

## **Accessing and Using PARS II**

**Q: *Where can I go to access PARS II?***

A: Access to PARS II is located at the following URL:  
<https://pars2.doe.gov>

**Q: *How do I obtain a PARS II User ID and Password?***

A: The account access process for PARS II relies on the Department of Energy's MIS Application Gateway system to verify the requestor's identity and to approve his/her request for access to a specific DOE Headquarters application, such as PARS II. Once approved by the MIS Application Gateway, the PARS II Help Desk Administrator will assign a new PARS II account to the requestor. Additional user request information is located at the following URL: [http://www.management.energy.gov/online\\_resources/pars2ReqUserAcct.htm](http://www.management.energy.gov/online_resources/pars2ReqUserAcct.htm)

**Q: *PARS II will not allow me to log-in, it just keeps displaying the login window for User ID and Password. What should I do?***

A: This happens when either your User ID or Password are not being accepted by the application. Please contact the PARS II Helpdesk who will help you reset your password or unlock your account. The PARS II Helpdesk can be reached:

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**Q: *Upon log-in, I do not see a list of my projects. What should I do?***

A: Users sometimes assume that by logging into PARS II with their User ID that the system will automatically populate the screens with their specific projects. That is not the case. To view your list of projects, use the

“Find” button in the upper left hand corner of the main screen. Please click and conduct a search with no parameters. A project list will appear for those projects which you have been granted rights of access.

For additional guidance on how to retrieve and view your project list, you may refer to the User Guide on the PARS II website ([http://www.management.energy.gov/documents/PARS\\_II\\_User\\_Guide.pdf](http://www.management.energy.gov/documents/PARS_II_User_Guide.pdf)), or download a copy of the training materials for Course 102, ([http://www.management.energy.gov/online\\_resources/TrainingMaterials.htm](http://www.management.energy.gov/online_resources/TrainingMaterials.htm)) also on the PARS II website. If a project which you believe you should have access does not appear, further information on conditions that may relate to project lists, is provided in the next question: **“I am a FPD tracking a project and it does not appear on my project list. What should I do?”** If that does not answer your question(s), please contact the PARS II Helpdesk. The PARS II Helpdesk can be reached:

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**Q: *I am a FPD tracking a project and it does not appear on my project list. What should I do?***

A: Specific criteria have been established for projects that will be migrated into PARS II. All projects less than 20 million dollars or projects which have a CD-4 date before September 6, 2010 are not included. As a result, you may have a more extensive list of projects than those that you see on your project list in PARS II. If your project exceeds these criteria, please contact the PARS II Helpdesk. The PARS II Helpdesk can be reached:

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**Q: *Upon log-in, I receive a white screen. What should I do?***

A: Please close all browser windows (PARS II and web applications). Reopen a browser and proceed with the PARS II log-in. PARS II does enable the use of multiple browsers simultaneously, however upon time-out (20 minutes) all browsers (PARS II and web applications) must be closed in order to log into PARS II. If you have used the log-out functionality in the application, the necessity to close all browsers before log-in is not required.

**Q: *When I attempt to view my CD or Monthly Assessment, there is no information in the drop-down list. What is the problem?***

A: In order to view any data within PARS II, a project must be selected. When selecting a project, the project name will appear in the heading/top of the screen. If there is no information in the drop-down list, no project has been selected. This can be confirmed by looking at the top of the screen to see if a project is displayed. Please return to the project list and click on the desired project. After completing your selection, your project will appear in the heading/top of the screen and you may return to the CD or Monthly Assessment.

**Q: *My workstation is requiring an Active-X installation? How should I proceed?***

A: A PARS II workstation configuration modification is required to use the reporting function in the Project Assessment and Reporting System. Administrative rights for each individual user’s workstation are required to complete the modification. Since most users do not have this permission, further assistance will be required via your local IT Helpdesk. A document containing instructions for this modification, along with minimum workstation requirements, is located at the following URL:

**Q: When I try to access PARS II, I receive a server error? What is the problem?**

A: PARS II is a public addressable website with access to the following URL: <https://pars2.doe.gov/> from any internet-connected computer. If you cannot access this website, the error message may be a result of an internal security / web filtering / firewall issue with your workstation. The following steps should be followed to determine the cause of the server error:

1. Please access either of the following URLs:
  - <http://www.energy.gov>
  - <http://management.energy.gov>
2. If you cannot access either website, please contact your local site IT Helpdesk.
3. If you can access either website, the PARS II website can be accessed through the following steps:
  - Please access the following URL: <http://management.energy.gov>
  - Please click-on “Project Management” within the left hand menu.
  - Within the right hand menu of the “Project Management” screen is “Related Links”. Please click-on “Online Resources” to be directed to the “Welcome to PARS II” screen.
  - On the upper right hand menu of the PARS II information screen, is a “PARS II FUNCTIONS” category. Please click-on “Login to PARS II” to gain access.

**Q: I tried to upload a document attachment, but it does not appear in my document list. What should I do?**

A: Currently, the PARS II system does not have an error message/warning for attachments which have failed to upload properly. Successful attachment upload will be reflected in the Attachment List window which appears upon completion of the upload process. However, files with special characters, (such as # or &), in the file name cannot be attached in PARS II. The file will appear to upload properly, but when clicking on the file to view, the user will receive an error message and will not be able to view the attached file. Please rename the file, removing the special characters, prior to uploading the attachment to PARS II.

If the attachment does not appear in the Attachment List window, two options are available:

1. Repeat the Attachment process
2. Please contact your OECM Analyst who can store your document on a network (HQ) drive in a related project folder.

If you have additional questions, please contact the PARS II Helpdesk. The PARS II Helpdesk can be reached:

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**Q: I have an intermediate phased milestone that I would like to provide information? How should I do this?**

A: The PARS II system allows for attachments in the following phases: CD-0, CD-1, CD-2, CD-3A, CD-3, CD-4 and Closeout. All intermediate phased milestone attachments should be uploaded into the closest/most relevant CD. When attaching the file to the appropriate milestone, please type in the Title field the specific approval memo, i.e. “CD-2D Approval Memo” (please note that the Title field contains a drop down menu, but also allows free form text to be typed into the field). Please indicate and describe in the Approval Notes section the attachment name so that quick reference can be made. If you do not have the appropriate rights for editing within the Approval Notes section, please contact your OECM Analyst so that he or she can upload and enter the

appropriate information. If you require additional assistance, please contact the PARS II Helpdesk. The PARS II Helpdesk can be reached:

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**Q: *I cannot enter a full description into the Project Description field of the Project screen. What should I do?***

A: Within the PARS II system, there are character limits in specific fields. The Project Description field only allows 1540 characters. PARS II has set field sizes that are large enough to be fully expressive, but short enough to encourage users to represent themselves or their projects concisely.

**Q: *Can I access PARS II with the newest version of Internet Explorer (IE9)?***

A: Microsoft has recently released version 9 of Internet Explorer (IE9) for Vista and Windows 7. The PARS II support team is currently in the process of testing IE9 for use with PARS II. Until this testing is complete, please do not attempt to access PARS with IE9 as you may experience some usability issues. We will send out another notice once PARS II has been certified for use with IE9.

## **Training**

**Q: *Where can I go to learn more about PARS II training?***

A: The PARS II training website is located at the following URL:  
[http://www.management.energy.gov/online\\_resources/pars2Training.htm](http://www.management.energy.gov/online_resources/pars2Training.htm)

**Q: *What does training consist of?***

A: PARS II training is delivered as traditional, instructor-led, hands-on classroom training, and also, as instructor-led Webinars with limited hands-on. In the training, you will be provided with presentation handouts and step-by-step "how to" exercises. You will also have the opportunity for practice workshops.

**Q: *What training should I register for?***

A: Registration for PARS 102 or PARS 103 is dependent on your project assessment role and function. PARS 104 will be offered to site contractors as part of Dekker's Contractor deployment training.

- PARS 102 is intended for FPD and Program staff (Senior Managers, Acquisition Executives, Stakeholders, Interested Parties) who update the OA Monthly Status, but not other OA data.
- PARS 103 is intended for OEMC, Program, and FPD staff who enter and update all OA Data.
- PARS 104 is intended for Project site staff responsible for uploading CPP data into PARS II each month.

**Q: *What is the schedule for training courses?***

A: A PARS II training course calendar is located at the following URL:  
[http://www.management.energy.gov/documents/PARS\\_II\\_Training\\_Schedule.pdf](http://www.management.energy.gov/documents/PARS_II_Training_Schedule.pdf)

## **Reports**

**Q: *What standard reports are available in PARS II?***

A: PARS II has the capability to provide various summaries in order to conduct analysis for a user's specific project. Financial reports and Information on a project (Overview, Critical Decisions, Monthly Assessments, Drilldown Reports, etc.) are readily available. A PARS II Reports Catalog is located at the following URL:  
[http://management.energy.gov/documents/PARS\\_II\\_Reports\\_Catalog.pdf](http://management.energy.gov/documents/PARS_II_Reports_Catalog.pdf)

**Q: *Is Ad Hoc reporting available in PARS II?***

A: Yes. Users can create new reports or copy a report from the "Shared Reports" list and paste it into the "My Reports" folder. The report then can be modified for specific use.

**Q: *When is the data required to be reported each month?***

A: Please contact your OECM analyst for your specific requirement.