



Reports

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Link to the cASM EDU site: https://edu.tqsapps.com/casmportal_EDU/

Link to the cASM production site: <https://www.casm.csd.disa.mil/casmportal/>



1 Reports

The Reports module allows users to generate reports, also referred to as run a report, using data from the Requirements Module database. After a report is generated, the user has the option to export it to Microsoft® Excel or print it.

2 Report Generation

To generate a report, select a report from the **Select Report** drop down, then **Retrieve Report** (see **Figure 1**).

The screenshot shows a web interface for report generation. At the top, there is a 'Select Report:' dropdown menu with a left-pointing arrow icon. The selected option is 'Requirements Summary with Lines of Accounting Detail'. A dropdown menu is open below it, showing several options: 'Requirements Summary with Lines of Accounting Detail', 'Lines of Accounting Summary', 'Lines of Accounting Detail Summary', 'Requirements Summary', and 'Contract Package Details'. Below the dropdown, there are three input fields: 'FUNDCITE:', 'Staffing Structure:', and 'RDD On or After:'. Each field has a small calendar icon to its right. At the bottom right of the form, there are two buttons: 'Clear' and 'Retrieve Report'.

Figure 1: Report without Optional Filters

2.1 Pre-Filters

To select a Filter use the drop down menus and/or select dates from the calendar. Filters may be cleared by clicking on the filter icon or by selecting **Clear** (see **Figure 2**).

This screenshot is similar to Figure 1 but shows the interface with optional filters. The 'Select Report:' dropdown is still set to 'Requirements Summary with Lines of Accounting Detail'. Below it, the 'FUNDCITE:' field now has a dropdown arrow and a filter icon (a downward-pointing triangle). The 'Staffing Structure:' field also has a dropdown arrow and a filter icon. The 'RDD On or After:' field now has a calendar icon and a filter icon. The 'Clear' and 'Retrieve Report' buttons are still present at the bottom right.

Figure 2: Report with Optional Filters

2.2 Column Filters

Once a report is generated, column headings may be used to filter data. When a column filter is in use, the filter icon will display in red. Multiple filters may be used simultaneously; however, columns may only be sorted one at a time (see **Figure 3**).

- ▼ Filter Data
- ▼ Sort A-Z or Numerically

2.2.1 Check Box

The check boxes on the column filter(s) allows a user to make multiple selections from data displayed within the column by clicking on the check box next to the data to be filtered.



2.2.2 Text Filter

Using the text box a user may filter specific content within the data. Wildcard characters “*” or “?” may be substituted for any one character within the filter criteria.

2.2.3 Calendar Dates

This is used to select data within a specific date range. Use the arrows at the top of the calendar to move from month to month. To reset the calendar settings, use the **Reset** button displayed below the calendar.

2.2.4 Range

This is used to select numerical data within a given range.

2.3 Search

Entering a term or value in the search box will **bold** the data in the report. The arrow keys next to the box will navigate through the bolded items contained within the report.

2.4 Clear Filters

Clear Filters removes all selected column filters.

FONDCITE	Req Code	Req Title	PSC	DODAAC	Staffing S...	Unit Cost	Qty	U/M	Total	Strategy	RDO	Status
17 11 1111 111	1013-305F	LOA-Setup 3	6466	FB5806	AOR 1	40	6	Each	360	Sole Sourced	24 Jul 2013	In Work
17 11 1111 111	1013-305F	LOA-Setup 3	5555	FB5806	AOR 1	5000	5	Each	25000	Sole Sourced	24 Jul 2013	In Work
17 11 1111 111	1013-305F	LOA-Setup 3	4444	FB5806	AOR 1	4000000	1	Each	4000000	Sole Sourced	25 Jul 2013	In Work
17 11 1111 111	1013-305F	LOA-Setup 3	3333	FB5806	AOR 1	300000	1	Each	300000	Sole Sourced	24 Jul 2013	In Work
17 11 1111 111	1013-305F	LOA-Setup 3	2222	FB5806	AOR 1	20000	2	Each	40000	Sole Sourced	24 Jul 2013	In Work
17 11 1111 111	1013-305F	LOA-Setup 3	1111	FB5806	AOR 1	1000	1	Each	1000	Sole Sourced	24 Jul 2013	In Work
17 11 1111 111	2013-304R	Step 2 Validat	1234		AOR 1	3000	1	Each	3000	Competitive	25 Jul 2013	In Work
17 11 1111 111	2013-304Q	Package for T	1234	FB5806	AOR 1	3000	20	Each	60000	Competitive	24 Jul 2013	Approved
17 11 1111 111	2013-306T	Step 1 extern	1234	FB5806	AOR 1	33	1	Each	33	Competitive	29 Jul 2013	In Work
17 11 1111 111	2013-3069	1111111112	1234	FB5806	AOR 1	8	900	Each	7200	Competitive	29 Jul 2013	In Work
17 11 1111 111	2013-3068	Step 1 Basic C	1234	FB5806	AOR 1	5	300	Each	1500	Competitive	29 Jul 2013	Approved
17 11 1111 111	2013-3067	ABCDEFGHIJK	1234	FB5806	QC Staffing Struc	10	500	Each	5000	Competitive	29 Jul 2013	Approved
17 11 1111 111	2013-3055	Data rightz fo	1234		AOR 1	5685	1	Each	5685	Competitive	25 Jul 2013	Approved
17 11 1111 111	013-305R	Multi-Levels	1232	ATAERT	AOR 1	95985	7	Each	671895	Competitive	26 Jul 2013	In Work
17 11 1111 111	2013-305M	1465 - Conatr	7895	FB5806	AOR 1	79565	3	Each	238695	Sole Sourced	26 Jul 2013	Approved
17 11 1111 111	2013-3057	Data Rights	1234		AOR 1	55965	5	Each	279825	Competitive	25 Jul 2013	Approved
17 11 1111 111	2013-3056	TAG! You're #	1234		QC Staffing Struc	55965	5	Each	279825	Competitive	25 Jul 2013	In Work
17 11 1111 111	2013-3056	TAG! You're #	7539	FB5806	QC Staffing Struc	88595	2	Each	177190	Competitive	31 Jul 2013	In Work
17 11 1111 111	2013-306U	Comm	1231		AOR 1	12312	1	Assembly	12312	Competitive	29 Jul 2013	Approved
17 11 1111 111	2013-306K	Multi-Item-50	2002	FB5802	AOR 1	5000	2	Each	10000	Sole Sourced	11 Aug 2013	In Work
17 11 1111 111	2013-306K	Multi-Item-50	2001	FB5801	AOR 1	10000	1	Each	10000	Sole Sourced	04 Aug 2013	In Work
17 11 1111 111	2013-306K	Multi-Item-50	2003	FB5803	AOR 1	54000	3	Each	162000	Sole Sourced	18 Aug 2013	In Work
17 11 1111 111	2013-306W	Multi-Item-50	1003	FB5803	AOR 1	4000	3	Each	12000	Sole Sourced	18 Aug 2013	Approved

Figure 3: Generated Report without Optional Filters



2.5 Export Report

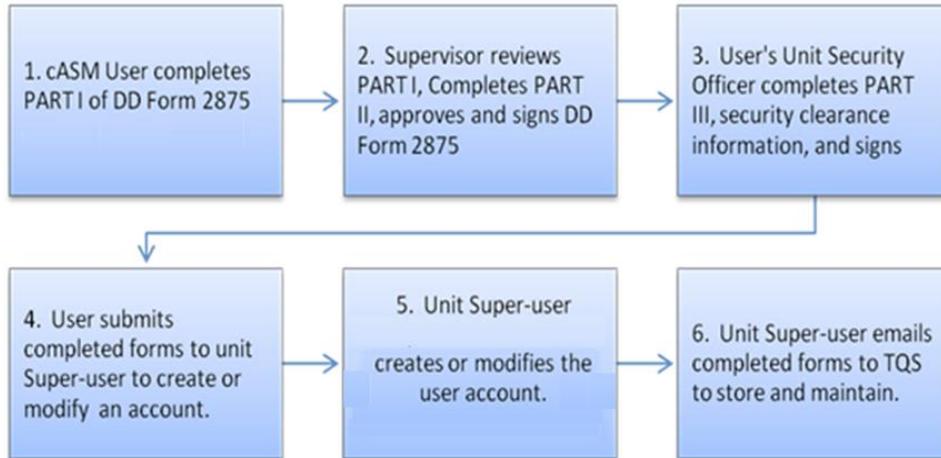
To export a generated report to Microsoft [®]Excel, select **Export data to Excel File**  and then **Save**.

2.6 Print Report

To print a generated report, select **Print Report**  then **Print**.



Appendix A – cASM DD Form 2875 Process



Instructions

Step 1: cASM user completes DD Form 2875 PART I requesting a new account or modification to an existing account, signs and sends to the user’s supervisor.

Step 2: cASM user’s supervisor completes DD Form 2875 PART II, signs and sends it to the unit Security Officer.

Block 13 Put one or more of the following statements in Block 13:

Personal Info (Required)

- Justification for cASM Access
- User DODACC
- Unit
- Unit Identification Code (UIC)
- Branch of Service

Block 27 Select one or more of the following statements in Block 27:

Access to the following Modules:

- Planning
- Requirements
- Reports

Access to Staffing Structure:

(Name of Staffing Structure insert here)

Access to COCOM:

(Name of COCOM insert here)



cASM Role: (select only one Role)

Requirements Generator
Resource Manager
Contracting Officer
Approver

Step 3: cASM user's security officer completes PART III, signs, and returns the forms to the user.

Step 4: cASM user provides the completed and signed forms to the unit's cASM Super-user.

Step 5: The Super-user emails the completed form to TQS at TSC@TQSINC.com who will forward the request to the cASM PMO for collection and storage of the approved 2875.



Appendix B – 508 Keyboard Functions

This document describes the keyboard functions that navigate throughout Requirements. The basic keys are described below.

- **Spacebar** or **Enter** key will activate item in focus.
- **Tab** key navigates through the application and highlights in **BLUE** when it has focus.
- The **up**, **down**, **left** and **right** arrow keys navigate through items to set focus.
- **Ctrl Down Arrow** – Open any drop-down list unless stated otherwise.
- **Page Up / Page Down**– Switches months inside a date picker i.e. RDD date etc.
- **Delete**– Delete Icons



Appendix C – Acronyms

Term	Definition
AF	Air Force
AOR	Area of Responsibility
CAC	Common Access Card
cASM	Contingency Acquisition Support Model
CCO	Contingency Contracting Officer
DD	Defense Department
DFARS	Defense Federal Acquisitions Regulations System
DLA	Defense Logistics Agency
DODAAC	Defense Department Activity Address Code
FUNDCITE	Funding Citation
ID	Identification or Identifier
JCC	Joint Contingency Contracting
JCCS	Joint Contingency Contracting System
JRE	JAVA Runtime Environment
JRRB	Joint Requirements Review Board
LOA	Letter of Authorization
PIN	Personal Identification Number
PRDS	Purchase Request Data Standard
PMO	Program Management Office
PSC	Product Service Code
QC	Quality Control
RDD	Requested Delivery Date
REQ	Requirement
RP	Requirements Package
SBIR	Small Business Innovation Research
SPS	Standard Procurement System
TSC	Technical Support Center
TQS	Total Quality Systems, Inc.
UIC	Unit Identification Code