



**Participant Utilization Reporting System
(PURS)
User Manual
December 1, 2001**

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1. Introduction

1.1 Purpose

This User Manual provides instructions for using the Government-Industry Data Exchange Program (GIDEP) Participant Utilization Reporting System (PURS). GIDEP participants are responsible for submitting reports describing their utilization of the GIDEP database and related documents. PURS is an easy to use application of the GIDEP web site that provides status information and on-line report forms to allow participants to efficiently report their utilization.

1.2 Background

The GIDEP web site provides an online searchable database of technical information for use by government and contractor program participants. GIDEP's directive is to reduce or eliminate expenditures of resources by allowing participants to make maximum use of existing information stored in the database. An important part of GIDEP's responsibility is the tracking and reporting of the benefits and the reduced or eliminated expenditures, as a gauge of the program's overall effectiveness. Benefit tracking depends on participants reporting their utilization data to GIDEP in a timely manner. PURS was developed in response to inputs from GIDEP participants, to simplify the utilization reporting process, while adding capabilities to make the process more effective and efficient. PURS is designed to:

- 1) Notify participants when they should report utilization to GIDEP
- 2) Simplify and speed utilization report fill-out by participants
- 3) Provide automatic pre-fill of some utilization report fields
- 4) Automate the representative's final review process
- 5) Provide a report history summary with re-submittal capability
- 6) Improve validation of utilization report fields
- 7) Provide more flexible user navigation between web pages
- 8) Provide confirmation that utilization report submittals are received
- 9) Assist participants in estimating reduced/eliminated expenditures

1.3 Report Submission Workflow

GIDEP participants are classified by PURS as either *User Level* or *Representative Level* participants. User Level participants may access only their own utilization status and reports, while Representative Level participants may access all utilization status and reports generated by users within their own organization. For example, a Representative Level



participant from Lockheed Sunnyvale may access utilization reports generated by all the User Level participants of Lockheed Sunnyvale, but has no access to reports generated by other Lockheed companies.

There are two basic utilization report workflows used by GIDEP participant organizations. Some participant organizations have their User Level participants submit utilization reports to their Representative Level participants for final review before submitting the reports to GIDEP (Workflow #1). Other participant organizations allow their User Level participants to submit utilization reports directly to GIDEP without Representative review (Workflow #2). Therefore, User Level participants are categorized as either *User Level 1* or *User Level 2*, where User Level 2 has “direct submission authority”. Contact your GIDEP Representative to find out which workflow your organization uses.

There are seven "states" that utilization reports can be in at any point in time. PURS tracks the different states for each utilization report, provides or denies access, and places the reports on various notification lists according to their state. The states and their descriptions are detailed in the table below:

<i>State</i>	<i>State Description</i>	<i>User1 Access</i>	<i>User2 Access</i>	<i>Rep Access</i>	<i>On User List?</i>	<i>On Rep List?</i>	<i>On Hist. Lists?</i>
(None)	Participant accessed document, but no utilization report created yet.	Create	Create	Create	Yes	Yes	No
Working	User1 has created and is working on utilization report, but has not yet submitted to Rep. OR User2 has created and is working on utilization report, but has not yet submitted to GIDEP.	Read/Write	Read/Write	Read/Write	Yes	Yes	No
Working (Rep)	Rep created report or assumed control of a User1 or User2 Working report. Not submitted to GIDEP yet.	Read-Only	Read-Only	Read/Write	Yes	Yes	No
Batch	Report entered in Batch mode.	Read-Only	Read-Only	Read/Write	No	Yes	No
Draft	User1 has submitted report to Rep for final review.	Read-Only	(N/A)	Read/Write	No	Yes	User Only
Final	Rep submitted report to GIDEP. OR User2 submitted report to GIDEP, bypassing “Draft” state.	Read-Only	Read/Write	Read/Write	No	No	Yes
	Rep or User2 may still revise and re-submit report until “FY Re-Submittal Deadline”.						
Frozen	Same as Final, except nobody may revise or re-submit report, since “FY Re-Submittal Deadline” has passed.	Read-Only	Read-Only	Read-Only	No	No	Yes

Table 1: PURS Workflow States

2. Getting Started

2.1 What You Need to Access PURS

To access PURS, you first need to have a user ID and password to access the GIDEP website. Once you are able to log into the GIDEP website, you will have access to PURS via the GIDEP database web page. You also need a version 4 (or above) web browser, either *Microsoft Internet Explorer* or *Netscape Navigator*. Your computer's video resolution should be set to 800 x 600 or higher.

2.2 Accessing PURS

To access PURS from the GIDEP website, click the Utilization button on the GIDEP database web page. This will open the PURS Required Reports web page, showing GIDEP documents for which you or your organization owe utilization reports. From this page, you can click various links to create new utilization reports, access previously submitted reports, review Draft reports (if you are a Representative), or perform other tasks. Refer to Chapters 3 through 5 of this document for detailed instructions on performing these tasks.

2.3 Leaving PURS

When you are finished using PURS, you may either log out of the GIDEP website altogether, or continue using other parts of the GIDEP website. To log out of the GIDEP website altogether, click the Log-Out link in the top or bottom right-hand corner of most PURS-related web pages. You will see a message indicating that you have successfully logged out of GIDEP. See Figure 1 for a sample screen. Be sure to close your web browser to ensure that no one else can use your identity to access the GIDEP website. To continue using the GIDEP website after you are finished using PURS, click the GIDEP Database link on the top or bottom of most PURS pages.

Note: If you are editing a utilization report, make sure you save your work before leaving PURS (press the "Save Report..." or "Submit Report" button). Failure to do so will result in the loss of your input.



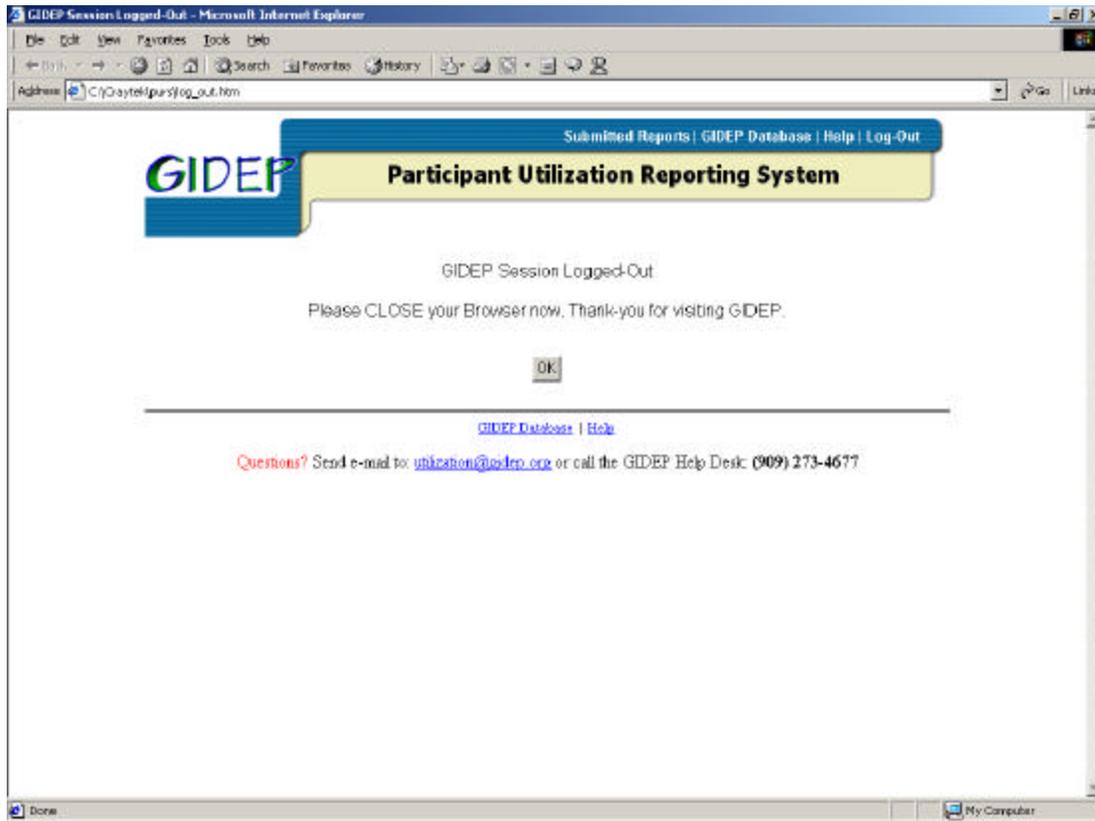


Figure 1: PURS Log-out Page

2.4 Getting Help with PURS

If you need help with PURS, try the online help by clicking “Help” at the top or bottom of most PURS pages. The online help is designed to provide quick answers to most questions about using PURS. You can also download the PURS User Manual (this document) in PDF format from the GIDEP website. If you still need help, you can call or e-mail the GIDEP Help Desk at: (909) 273-4677 (or, DSN 933-4677); or utilization@gidep.org

3. Required Reports Web Page

The Required Reports page notifies you of utilization reports that are required, provides status of un-submitted reports; and, allows you to create, edit, review and submit utilization reports. If you are a Representative Level participant, this page also provides organization-wide status information and the ability to perform or override utilization reporting for your User Level participants.

3.1 User Level Participants

If you are a User Level participant, the Required Reports Page (see Figure 2) provides a notification list of GIDEP documents that you accessed via the GIDEP website, but for which you have not yet submitted a utilization report. The notification list is sorted by the document Access Date (the earliest dates appear first), and you should work from the top of the list down to ensure timely completion of your reports. Each document on the list shows a status (whether you need to create a new report, complete an existing report, etc.). You merely click on the status link to perform the required task. The list shows up to 12 documents at a time; and, if needed, provides links at the bottom of the screen that let you see more documents ([First Page](#), [Next Page](#), [Previous Page](#) and [Last Page](#)).

The Required Reports Page gives you several options:

- 1) **Create a New Utilization Report.** Documents that require a new utilization report will show [Create Report](#) links in both the No-Impact Report column and the Impact/Benefit Report column. If you or your organization benefited from your utilization of the GIDEP document, click the [Create Report](#) link in the Impact/Benefit Report column to create a new Impact/Benefit report. PURS will automatically pre-fill some fields on the new report. If there was no benefit in using the document, you can instead create a new No-Impact Report by clicking the other [Create Report](#) link in the No-Impact Report column. Instructions for filling out reports are in Chapter 4 of this manual.

Note: Once you create a new report, the notification list will be updated to show that the report is now in the “Working” state until you complete and submit the report.

- 2) **Create a New Blank Report.** If you accessed other GIDEP documents that are not shown on your notification list, you may use PURS to report your utilization online instead of filling out and mailing paper forms. This allows you to take full advantage of the online utilization reporting tools, and saves GIDEP additional effort to convert. To create a new report for



a document not on your list, click the appropriate [Blank Form](#) hyperlink at the bottom of the list.

- 3) **Review and Edit a “Working” Report.** You can review and edit your previously created unfinished reports by clicking on the appropriate [Working](#) hyperlinks. This allows you to save a partially completed report and finish it at a later time.
- 4) **View a “Working (Rep)” Report.** If your Representative is writing a utilization report for you, or has taken control of a report that you previously created, [Working \(Rep\)](#) will appear in the status column until your Representative submits the report to GIDEP. You may still view, but not edit, such a report by clicking the [Working \(Rep\)](#) hyperlink.
- 5) **View Accessed Documents.** You can also review the GIDEP documents that you accessed by clicking the GIDEP document number hyperlinks (under the “GIDEP Document Number” heading). This feature allows you to quickly recall the subject matter of the documents, and therefore more efficiently report utilization.

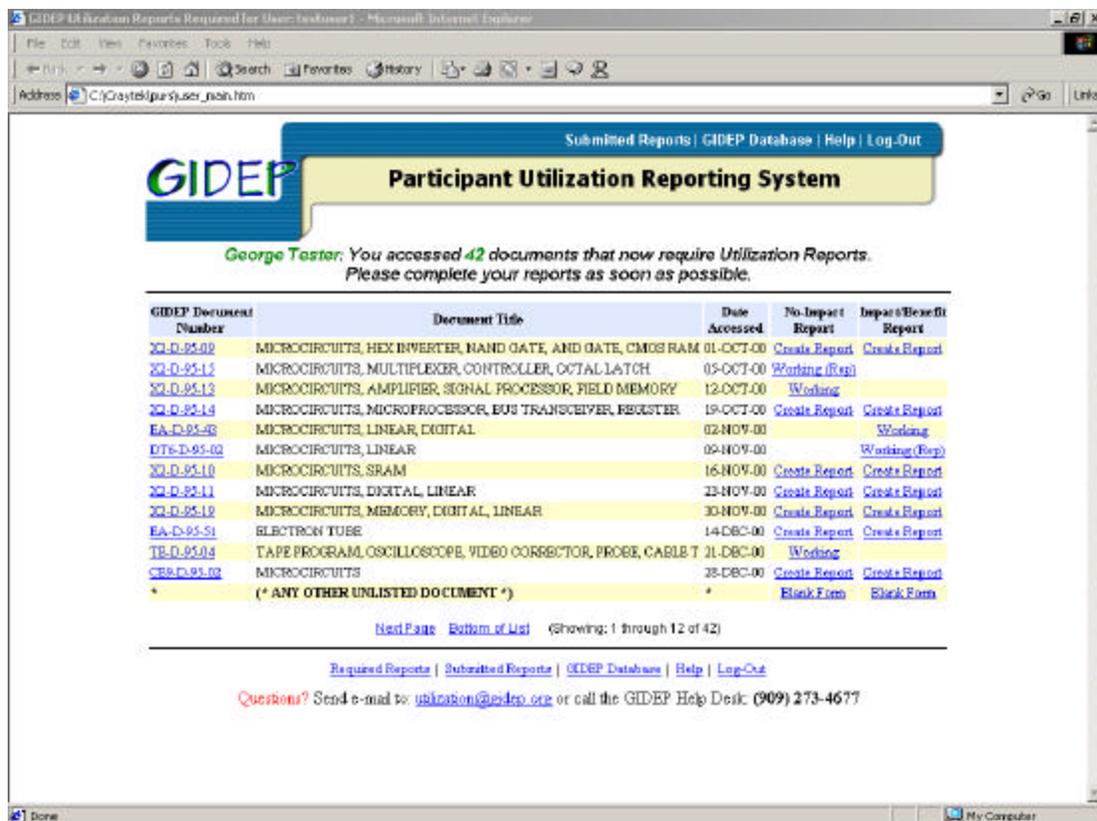


Figure 2: User Level Required Reports Page

3.2 Representative Level Participants

If you are a Representative Level participant, the Required Reports page (see Figure 3) will display a notification listing of all documents accessed by you and by all users within your organization for which a Utilization Report has not yet been submitted to GIDEP. This notification list will be sorted alphabetically by username, then by the Document Access Date (from the oldest document accessed to the newest document accessed) for each user in your organization.

As a Representative, you will have all of the capabilities of the User Level Participants (described in section 3.2), plus the following options:

- 1) **Review Draft Reports.** You can review draft utilization reports submitted to you by users in your organization, and then either submit them to GIDEP, edit them yourself before submitting them to GIDEP, or return them to users for re-work. Draft reports will appear in your Required Reports notification list as Review Draft hyperlinks. To review a draft report, click on the Review Draft hyperlink.
- 2) **Create a new report.** You can create a new utilization report for yourself and for any GIDEP user within your organization. If you create a report for a non-Representative user, “Working (Rep)” will appear in that user’s notification list and they will only be able to view, but not edit, the report.
- 3) **Review a user’s “Working” Report.** You can review and edit a user’s “Working” Report.

Note: If you choose to modify your user’s current working report, then that user will no longer be able to edit the report. Also, the report status will change from “Working” to “Working (Rep)” on both your notification list and the user’s notification list, to indicate that you now have control of the report. See Table 1.

- 4) **Access GIDEP Documents.** You can access GIDEP documents viewed by any GIDEP users within your organization. To access a document, simply click on the appropriate hyperlink under the GIDEP Document Number column.



Submitted Reports | GIDEP Database | Help | Log-Out

GIDEP Participant Utilization Reporting System

TEST has 100 documents that now require Utilization Reports (13 Working).
0 Drafts await your final review and submittal.

GIDEP Document Number	Document Title	Date Accessed	No. Impact Report	Impact/Benefit Report	User/Name
EA-D-95-17	MICROCIRCUITS	01-OCT-00	Working (Rep)		Cliff Tester
X2-D-95-17	MICROCIRCUITS, OP AMP, COMPARATOR, TRANSCIVER	26-OCT-00	Working (Rep)		Cliff Tester
EA-D-95-44	MICROCIRCUITS, LINEAR, DIGITAL, MEMORY	09-NOV-00	Create Report	Create Report	Cliff Tester
RP6-D-95-04	MICROCIRCUITS, RADIATION HARDENED, CMOS, DIGITAL LOGIC	07-DEC-00	Create Report	Create Report	Cliff Tester
EA-D-95-51	BRACKET, ELECTRICAL SWITCH	21-DEC-00	Create Report	Create Report	Cliff Tester
X2-D-95-21	MICROCIRCUITS, DIGITAL, LINEAR	18-JAN-01	Create Report	Create Report	Cliff Tester
EA-D-95-57	MICROCIRCUITS	01-FEB-01	Create Report	Create Report	Cliff Tester
X2-D-96-01	MICROCIRCUITS, INTEGRATED, DISCRETE, DIGITAL	26-FEB-01	Create Report	Create Report	Cliff Tester
EA-D-96-04	MICROCIRCUITS, DIGITAL, LINEAR, MEMORY	14-MAR-01	Working (Rep)		Cliff Tester
G10-D-96-01	MICROCIRCUITS	11-APR-01	Create Report	Create Report	Cliff Tester
EA-D-96-11	MICROCIRCUIT	25-APR-01	Create Report	Create Report	Cliff Tester
EA-D-96-14	MICROCIRCUIT, MEMORY, LINEAR, DIGITAL	28-MAY-01	Create Report	Create Report	Cliff Tester
*	(* ANY OTHER UNLISTED DOCUMENT *)	*	Blank Form	Blank Form	(* Any User *)

[Next Page](#) [Return to List](#) (Showing: 1 through 12 of 100)

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log-Out](#)

Questions? Send e-mail to: utilization@giddep.org or call the GIDEP Help Desk: (909) 273-4677

Figure 3: Representative Level Required Reports Page

4. Filling-out and Submitting Utilization Reports

The instructions in this chapter cover how to fill out online Impact/Benefit and No-Impact utilization reports in PURS. These instructions apply whether you are creating a new report, editing or completing an existing report, or revising and re-submitting a previously submitted report.

Whenever you choose to create a utilization report by clicking a [Create Report](#) link or a [Blank Form](#) link, or access an existing report by clicking a [Review Draft](#), [Working](#) or [Working \(Rep\)](#) link, an online report form will open so you can edit or review the report. Based on the report's status and your permission level, the top right corner of the form will indicate whether you have "Editable" or "Read-Only" access to the report. You may only fill-out reports that are "Editable".

There are 2 kinds of Editable reports: 1) Those created by clicking a [Create Report](#) hyperlink for documents accessed via the GIDEP web site; and 2) Those created by clicking the [Blank Form](#) hyperlink, to report utilization of other GIDEP documents not listed on the web site. Reports created via the [Create Report](#) hyperlink have the Document Number, Title, Access Date and Accessing User already pre-filled for you. You cannot change these pre-filled fields. Reports created via the [Blank Form](#) hyperlink require that you fill in the Document information, Access Date and, optionally, the Accessing User. The instructions that follow assume that you create most reports using the [Create Report](#) hyperlink, while *special instructions* are included for [Blank Form](#) reports.

4.1 No-Impact Report Fill-out

The No-Impact Report form (see Figure 4) is designed for very quick fill-out with minimal effort. Unless you clicked a [Blank Form](#) link, the Document Number, Title, Access Date and Accessing User are already pre-filled for you. You typically just click the appropriate one of four "radio-button" options described on the next page, and then press the "Submit Report" button. Alternately, you can also press the "Save Report, Do Not Submit Yet" button to save the report as an unfinished "Working" report, or press the "Convert to Impact/Benefit Report" button to instead report a benefit.

Remember that your organization may reap benefits from GIDEP documents by impacting your future decisions regarding parts procurement or other actions, even if there is no impact now. If this is the case, remember to come back and update your No-Impact reports to indicate these benefits before the "FY Re-Submittal Deadline" date.

Special Instructions for [Blank Form](#) Reports Only: See Figure 4a. If you are a User Level participant, you will not be able to change the



“Accessed By” field on the Blank Form. If you are a Representative, select the “Accessed By” user from the drop-down list of all users in your organization. Enter the date you accessed the document (format: mm/dd/yyyy). Be sure to enter a valid date – PURS cannot save your report unless it can generate a reference number based on the Access Date that you enter. Next, enter the Document Number and Document Title that you accessed (be as accurate as you can). Press the “Save Report, Do Not Submit Yet” button - this will generate the reference number based on your Access Date and save the unfinished report. Finally, continue filling out the other report fields per instructions below.

The screenshot shows a web browser window titled "No-Impact Utilization Report: TESTREP-2002-011 - Microsoft Internet Explorer". The address bar shows the file path: "C:\Oray\tek\purs\user Manual and Help Files\no_impact_editable.htm". The page content includes:

- Report Title: **No-Impact Utilization Report**
- Reference Number: TESTREP-2002-011
- Status: Working (Rep) (Editable)
- Accessed By: TESTREP Date Accessed: 08-DEC-2001
- GIDEP Document Number: BP6-D-95-04
- Document Title: MICROCIRCUITS, RADIATION HARDENED, CMOS, DIGITAL LOGIC
- Radio buttons for selection:
 - PART ONLY:**
 - No Impact (Part in inventory but lot number different than reported)
 - Unknown (Part in inventory but extent of usage not yet determined)
 - None (Parts identified in above document not used)
 - OTHER DOCUMENTS:**
 - Documents Reviewed - No Impact
- Buttons: Convert to Impact/Benefit Report, Save Report Do Not Submit Yet, Submit Report, Reset
- Footer: Questions? Send e-mail to: unization@gidep.org or call the GIDEP Help Desk: (909) 273-4677

Figure 4: No-Impact Report Form

Click the appropriate radio button to select one of the following 4 options: (Note: In all 4 descriptions below, the word “programs” refers to both government and industry programs).

No Impact – Part(s) identified in the GIDEP document that you accessed are used by your organization, but none of your in-house programs are affected by the documented deficiency/concern. For example: the parts used by your organization might have different lot numbers than those identified in the document.

Unknown - Part(s) identified in the GIDEP document you accessed are in your organization's inventory, but you do not currently know the extent of their usage by your organization. Sometime after you submit this utilization report, you should come back and update this report when you determine parts usage. You can at that time convert the report to an Impact/Benefit utilization report if needed, by pressing the "Convert to Impact Benefit Report" button.

None - Part(s) identified in the GIDEP document that you accessed are NOT used by any program in your organization.

Documents Reviewed – No Impact – You have reviewed other documentation identified in the GIDEP document you accessed, and determined that none of your in-house programs are affected by the deficiency/concern.

After you click one of the four above options, you normally then press the "Submit Report" button. If you are a Representative or a User Level 2 participant, this button submits the report directly to GIDEP. You may still access these reports on your Submitted Reports page.

If you are a User Level 1 participant, the Submit Report button submits the report as a Draft to your Representative for final review. Reports you submit will be displayed on your Submitted Reports page, where you may still view them but no longer edit them (see Table 1). These reports will also indicate "Draft" status until your Representative submits them to GIDEP, and your Representative will be able to edit your reports, if required.



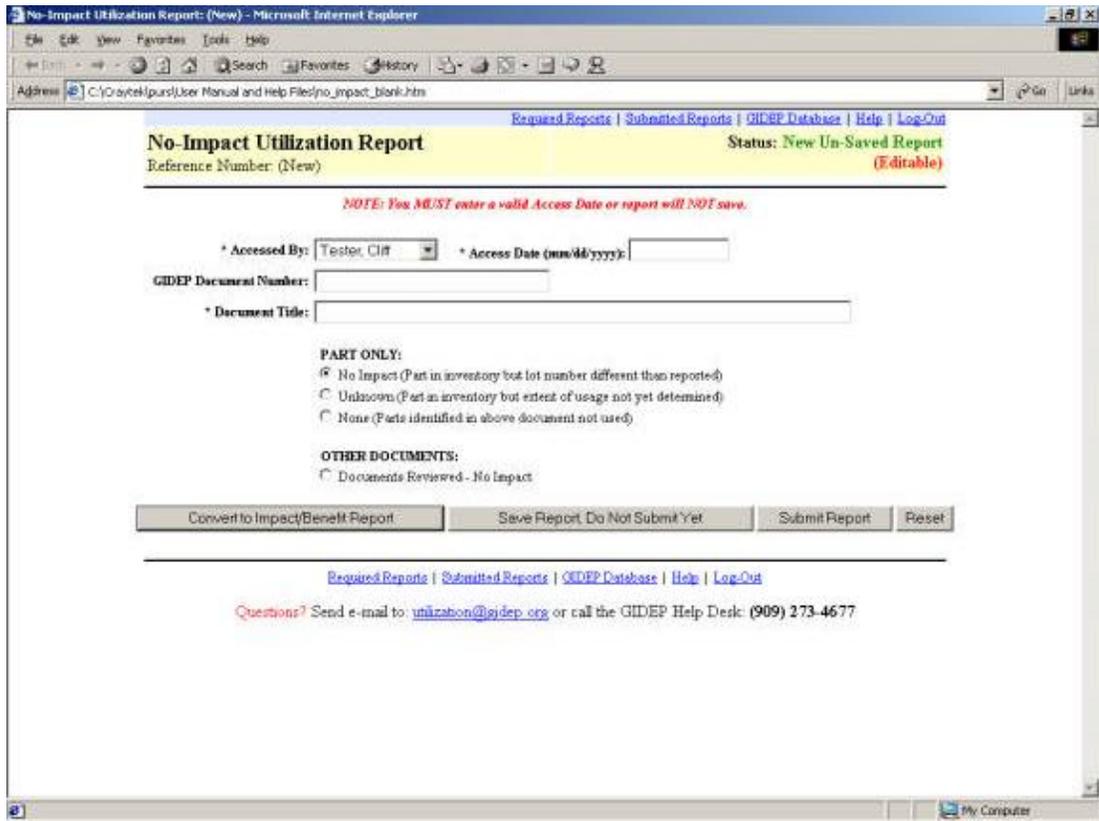


Figure 4a: No-Impact Report "Blank Form"

4.2 Impact/Benefit Report Fill-out

The Impact/Benefit Report form (see Figure 5) is designed to make your reporting of benefits as efficient as possible. Unless you clicked a [Blank Form](#) link, the GIDEP documentation information, Access Date and your User ID are pre-filled, and default values for Program Affected and Benefiting Agency are pre-filled from your most recent previously submitted report. You can still edit the pre-filled Program Affected and Benefiting Agency values as needed. Fields marked with “*” must be completed.

Impact/Benefit Utilization Report: TESTREP-2002-002 - Microsoft Internet Explorer

Address: C:\Oxytel\purs\User Manual and Help Files\benefit_editable.htm

Required Reports | Submitted Reports | GIDEP Database | Help | Log-Out

Impact/Benefit Utilization Report

Reference Number: TESTREP-2002-002

Status: Working (Rep) (Editable)

Accessed By: TESTREP Date Accessed: 13-MAR-2002

GIDEP Document Number: EA-D-96-04

Document Title: MICROCIRCUITS, DIGITAL, LINEAR, MEMORY

* Narrative: The 1234567890 memory chip is used extensively in multiple in-house projects, since it is a component in our generic master memory assembly. The above referenced document alerted us to the fact that this memory chip ...

Line Item 1:

Part/Model Number: 1234567890 * Program Affected: JKIO

Equipment Name: Master Memory Assembly * Benefiting Agency: OEM-CIO

* Expenditure Prevention Total \$: 14,047.00 -> Enter Total Expenditure: Worksheet Industry Averages Best Estimate

Add Additional Line Item Save Report Do Not Submit Yet Submit Report Reset

Required Reports | Submitted Reports | GIDEP Database | Help | Log-Out

Questions? Send e-mail to: utilization@gidep.org or call the GIDEP Help Desk: (909) 273-4677

Figure 5: Impact/Benefit Report Form

Special Instructions for Blank Form Reports Only: See Figure 8a. If you are a User Level participant, you will not be able to change the “Accessed By” field on the Blank Form. If you are a Representative, select the “Accessed By” user from the drop-down list of all users in your organization. Enter the date you accessed the document (format: mm/dd/yyyy). Be sure to enter a valid date – PURS cannot save your report unless it can generate a reference number based on the Access Date and “Accessed By” user that you enter. Next, enter the Document Number and Document Title that you accessed (be as accurate as you



can). Press the “Save Report, Do Not Submit Yet” button - this will validate the Access Date, generate the report reference number, and save the unfinished report. Finally, continue filling out the other report fields per the instructions below.

Below are descriptions of what you should enter for each field:

- 1) **Narrative (*)** – Please provide as much detail as you can about the impact to your organization, what actions were taken to avoid a potential problem or unwanted expenditure, and provide detail as to what equipment(s), program(s), and parts were affected. Representatives are allowed to update submitted narratives to report additional information as needed (see Chapter 5 for instructions on revising and re-submitting reports). **Note:** Narratives can each hold about 50 lines of text (4000 characters).
- 2) **Part/Model Number** – Type in the part or model number of the affected equipment.
- 3) **Equipment Name** – Type in the affected equipment name.
- 4) **Program Affected (*)** – Type in the name of the Program that was affected.
- 5) **Benefiting Agency (*)** – Type in the name of the benefiting agency.
- 6) **Expenditure Prevention Total (*)** – Enter an estimate of the cost/expenditure savings (or prevention) for your organization that resulted from your utilization of GIDEP data. To do this, click one of the 3 radio buttons “Worksheet”, “Industry Averages” or “Best Estimate” to select an online tool designed to assist you. This will open a new form containing the tool that you selected (**see next three pages**).

Option 1 – Worksheet

The Worksheet form (see Figure 6) computes avoided costs from your organization's actual itemized labor and material costs. You enter the hourly labor rates and estimated hours for your organization's personnel, itemized by job classification. Next, you enter the costs of any materials (with quantities), and press the "Calculate Total" button. For example, if your engineering department avoided a week's work for two engineers, you would enter your average engineering hourly labor rate and 80 hours. Continue entering numbers and pressing the "Calculate Total" button until you are satisfied the total is accurate. Then, press the "Save Total" button to save the total amount into the Total Prevented Expenditure field on your Impact/Benefit report. To cancel and return to editing your report without saving the total, click the "Cancel – Back to Report" button.

Note: The itemized cost data that you enter into the Worksheet is NOT sent or saved in the GIDEP database, but is only used within your web browser to compute the total. Only the Total Prevented Expenditure amount is saved on your report. If you want a copy of your filled-in Worksheet for your records, you must print a hard copy before you press the "Save Total" or "Cancel – Back to Report" buttons.

Expenditure Prevention Worksheet - Microsoft Internet Explorer

Address: C:\Oray\tek\purs\User Manual and Help Files\expenditure_worksheet.htm

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log Out](#)

Enter your itemized Labor rates, hours and Material costs for your Line Item 01, then press the Calculate Total button.

When you are satisfied with the Total, press the Save Total button.

Labor	Burden Rate	Hours	Material	Cost Each	Qty
Engineering	\$35.00	80	Material A	\$2500.00	2
Technicians	\$28.00	160	Material B	\$00.00	1
Quality Assurance	\$00.00	0	Material C	\$00.00	1
Documentation	\$00.00	0	Material D	\$00.00	1
Other	\$55.00	3	Material E	\$00.00	1

Expenditure Prevention Total: \$ 12445

Calculate Total Save Total Cancel - Go Back to Report

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log Out](#)

Questions? Send e-mail to: uniration@giddep.org or call the GIDEP Help Desk: (909) 273-4677



Figure 6: Worksheet Form

Option 2 - Industrial Averages

The Industrial Averages form (see Figure 7) provides a list of industry standard cost savings for various tasks that you can use to help you estimate your organization’s avoidance of unplanned expenditures. The list is grouped by specific task categories and includes the average industry costs for both development/production and operational phases of programs. Once you determine which is the relevant category (or multiple categories) for your specific application, you may use the industry standard cost data to estimate the total avoided cost expenditure. You then enter the amount into the Total Prevented Expenditure box, and click the “Save Total” button to save the amount and return to editing your report. To cancel and return to editing your report without saving the total, click the “Cancel – Back to Report” button.

Industrial Average Expenditure Preventions

Based on the Industrial Averages listed below, enter your total estimated prevented cost:

Total Prevented Expenditure: \$

Avoided Task(s)	Labor Hours Needed [per event]	Average Development or Production Cost [per event]	Average Fielded or Operational Cost [per event]
Alternate Parts Selection	16	\$10,000 - \$16,000	\$10,000 - \$16,000
Change Order	20	\$20,000 - \$25,000	\$20,000 - \$25,000
Configuration Change	20	\$20,000 - \$25,000	\$20,000 - \$25,000
Construction Analysis	40	\$40,000 - \$50,000	\$40,000 - \$50,000
Delivery Slippage	20	\$20,000 - \$25,000	\$20,000 - \$25,000
Destructive Physical Analysis	12 - 24	\$12,000 - \$24,000	\$12,000 - \$24,000
Inspection	1	\$200 - \$500	\$200 - \$500

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log-Out](#)

Questions? Send e-mail to: utilization@gidep.org or call the GIDEP Help Desk: (909) 273-4677

Figure 7: Industrial Averages Form

Option 3 – Best Estimate

The Best Estimate form (see Figure 8) provides instructions and simply allows you to enter your estimated cost savings directly. Once you have typed in your estimate, click the “Save Total” button. To cancel and return to editing your report without saving the total, click the “Cancel – Back to Report” button.

Best Estimate of Total Expenditure Prevention - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address A:\expenditure_estimate.htm

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log-Out](#)

Please enter your best estimate of the total expenditures or costs you prevented or avoided by using this GIDEP information:

\$ 50000

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log-Out](#)

Questions? Send e-mail to: utilization@gidep.org or call the GIDEP Help Desk: (909) 273-4677

Figure 8: Best Estimate Form

At any time while editing your Impact/Benefit report, you can do any of the following by pressing the appropriate button at the bottom of the screen:

- 1) **Add additional line items** – This allows you to add additional information on your other equipment that may have benefited from your utilization of the GIDEP document. When adding additional line items, you will need to enter the Part/Model Number, Equipment Name, Program Affected, Benefiting Agency and the Expenditure Prevention Total for the additional equipment.
- 2) **Save Report. Do Not Submit Yet** – This allows you to save the report as a “Working” report, so you can finish it at a later time.



- 3) **Submit Report** – This allows you to submit your finished report to either GIDEP (if you are a Representative Level participant or User Level 2 participant), or to your Representative for final review (if you are a User Level 1 participant). Choose this option only if you are finished with the report and are ready to submit it to the next step. When you submit a report, PURS performs validation of the report fields and will notify you if required fields are not completed.
- 4) **Reset** –This will reset your report form to its original state. Note however, that if you previously saved your report, then resetting the form will only reset it back to the last saved version of the report.

Note: If you are a User Level 1 participant, the Submit Report button submits the report as a Draft to your Representative for final review. Reports you submit will be displayed on your Submitted Reports page, where you may still view them but no longer edit them (see Table 1). These reports will also indicate “Draft” status until your Representative submits them to GIDEP, and your Representative will also be able to edit your reports, if required.

Note: After you edit a report, you must press a button to either Submit or Save your report, or your edit changes will not be saved.

The screenshot shows a web browser window titled "Impact/Benefit Utilization Report: (New) - Microsoft Internet Explorer". The address bar shows the URL "C:\Craytel\purs\User Manual and Help Files\benefit_blank.htm". The page content includes a navigation bar with links for "Required Reports", "Submitted Reports", "GIDEP Database", "Help", and "Log Out". The main heading is "Impact/Benefit Utilization Report" with a status of "New Un-Saved Report (Editable)". A red note states: "NOTE: You MUST enter a valid Access Date or report will NOT save." The form contains several required fields marked with an asterisk: "Accessed By" (dropdown menu showing "Tustor, Cliff"), "Access Date (mm/dd/yyyy)", "GIDEP Document Number", "Document Title", "Narrative" (a large text area), "Part/Model Number", "Program Affected", "Equipment Name", and "Benefiting Agency". Below these fields, it shows "Prevention Total \$: 0.00" and a prompt "Save Report before entering total". At the bottom of the form are four buttons: "Add Additional Line Item", "Save Report, Do Not Submit Yet", "Submit Report", and "Reset". A footer contains contact information: "Questions? Send e-mail to: utilization@gidep.org or call the GIDEP Help Desk: (909) 273-4677".

Figure 8a: Impact/Benefit Report “Blank Form”

5. Submitted Reports Web Page

The Submitted Reports page allows you to view utilization reports that you or your organization have submitted to GIDEP for documents you accessed during the current fiscal year, or the previous fiscal year. If you are a Representative or a User Level 2 participant, this page also lets you revise and re-submit your previously submitted reports until a deadline date (“FY Re-Submittal Deadline”) that GIDEP sets each fiscal year. To access the Submitted Reports page, click the [Submitted Reports](#) hyperlink on the title bar, or at the bottom of any PURS web page.

5.1 User Level Participants

If you are a User Level participant, the Submitted Reports page (see Figure 9) will only allow you to access your own previously submitted reports. The prompt at the top of the page shows your GIDEP username and a count of how many utilization reports you submitted during the current fiscal year. The reports are displayed in “Date Accessed” order with earlier dates being displayed at the top of the list. The list shows up to 10 documents at a time; and, if needed, provides links at the bottom of the screen that let you see more documents ([First Page](#), [Next Page](#), [Previous Page](#) and [Last Page](#)). The Submitted Reports page gives you several options, which are described on the next page:



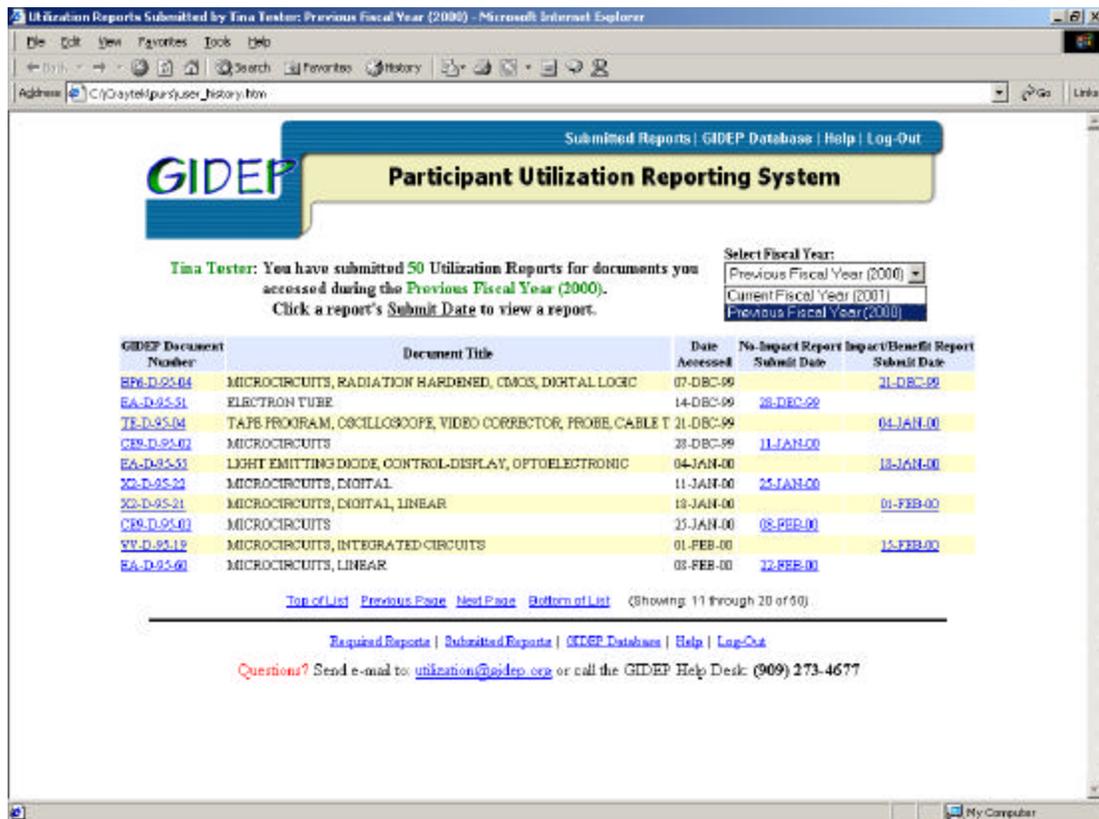


Figure 9: User Level Submitted Reports Page

- 1) **Select Fiscal Year.** The Submitted Reports page by default shows reports for documents accessed during the current fiscal year. You can show either the current fiscal year (the default), or the previous fiscal year, by selecting the year from the drop down menu near the top of the list. When you select the fiscal year, the reports that were submitted for that period will be displayed.
- 2) **View Accessed Documents.** You can view the GIDEP documents that you previously accessed. To do this, click on the GIDEP document number hyperlinks (under the “GIDEP Document Number” heading).
- 3) **View your Submitted Reports.** You can choose to view any of your previously submitted reports by simply clicking on the appropriate Report Submit Date Hyperlink. This will open the selected report form (see Figures 10 and 11).

Note: If you are a User Level 1 participant, the top right corner of each report form (Figures 10 and 11) will show that you have Read-Only access to the report, and will indicate the report’s status and the date submitted (status is either: Final Report submitted to GIDEP or Draft Report under review by your Representative).

If you are a User Level 2 participant, the top right corner of each report form will either indicate Read-Only or Edit access, depending on whether the GIDEP deadline date for re-submitting reports (the “Frozen” date) has passed. You will be able to edit any of your previously submitted reports up until the “Frozen” date. See Figures 13 and 14 for samples of Editable Reports. The “Frozen” date is determined by GIDEP each fiscal year and is typically set to December 31st of the fiscal year following the fiscal year that you accessed the GIDEP document.

The screenshot shows a web browser window displaying a "No-Impact Utilization Report" form. The browser's address bar shows the URL "C:\Oray\ek\purs\user Manual and Help Files\no_impact_readonly.htm". The form is titled "No-Impact Utilization Report" and has a reference number of "TESTUSER1-2002-001". The status is "Final - Submitted 02-OCT-01 (Read-Only)". The form includes the following information:

- Accessed By: TESTUSER1 Date Accessed: 01-OCT-2001
- GIDEP Document Number: X2-D-95-09
- Document Title: MICROCIRCUITS, HEX INVERTER, NAND GATE, AND GATE, CMOS RAM

The form has two main sections for selection:

- PART ONLY:**
 - No Impact (Part in inventory but lot number different than reported)
 - Unknown (Part in inventory but extent of usage not yet determined)
 - None (Parts identified in above document not used)
- OTHER DOCUMENTS:**
 - Documents Reviewed - No Impact

At the bottom of the form, there are navigation links: "Required Reports | Submitted Reports | GIDEP Database | Help | Log-Out". A red text prompt says "Questions? Send e-mail to: utilization@giddep.org or call the GIDEP Help Desk: (909) 273-4677".

Figure 10: No-Impact Report Form: Read-Only

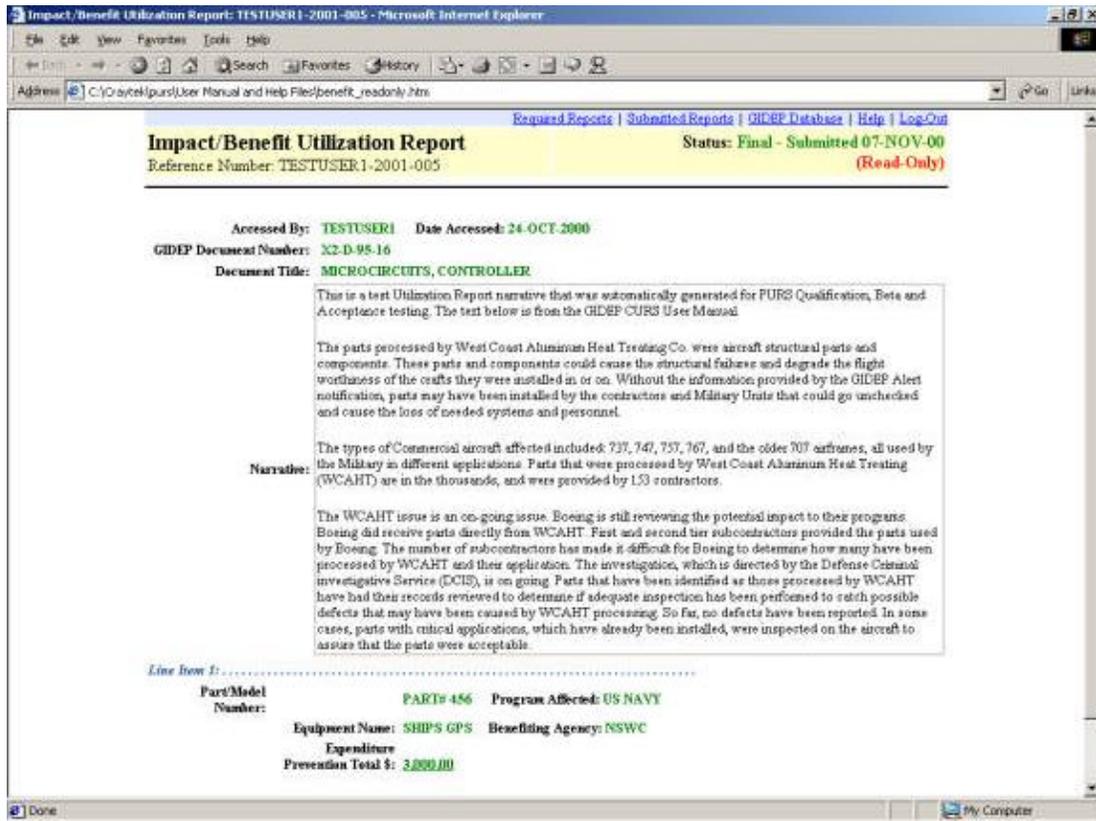


Figure 11: Impact/Benefit Report Form: Read-Only

5.2 Representative Level Participants

If you are a Representative Level participant, the Submitted Reports page (see Figure 12) will allow you to view and optionally revise reports submitted by yourself and by all users in your organization.

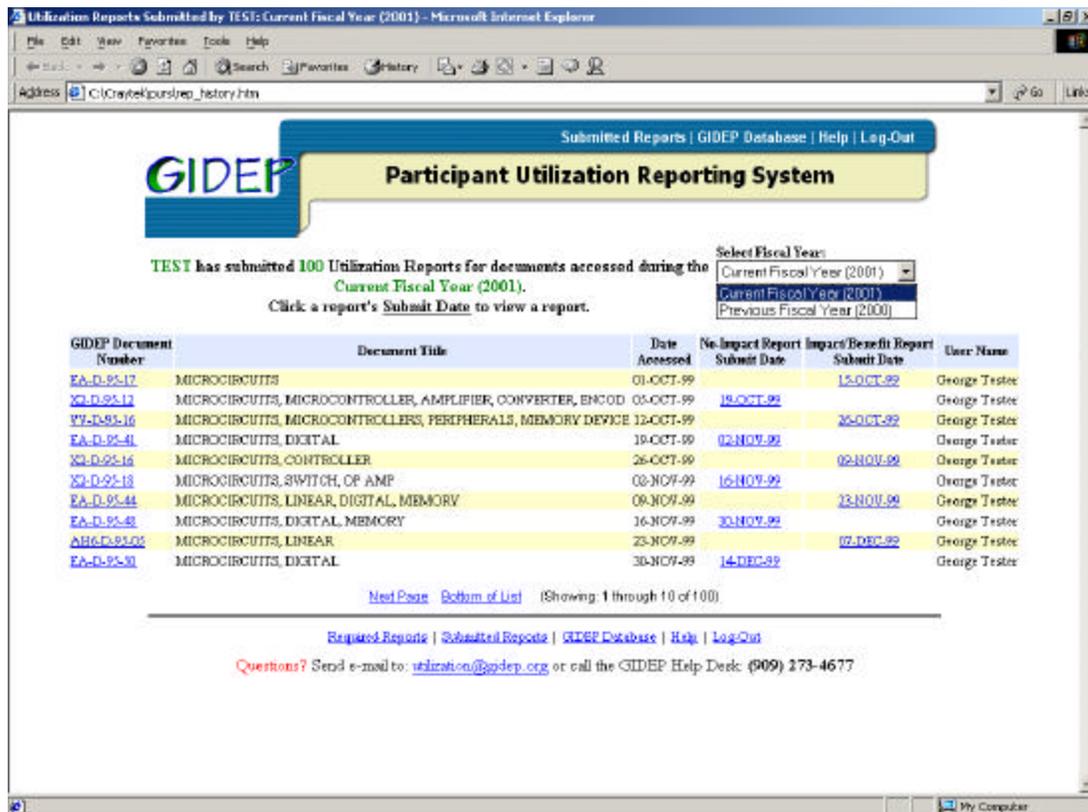


Figure 12: Representative Level Submitted Reports Page

You will see your organization's name and a count of utilization reports submitted by all GIDEP users in your organization, for documents accessed during the current fiscal year. The reports are sorted first by username, then by Date Accessed with the earlier Access Dates being displayed first for each user on the list. The Submitted Reports page gives you several options that are described below:

1. **Select Fiscal Year.** The Submitted Reports page by default shows reports for documents accessed during the current fiscal year. You can show either the current fiscal year (the default) or the previous fiscal year by selecting the year from the drop down menu near the top of the list. When you select the fiscal year, the reports that were submitted for that period will be displayed.
2. **View Accessed Documents.** You can view the GIDEP documents that any user in your organization previously accessed. To do this, click on the GIDEP document number hyperlinks (under the "GIDEP Document Number" heading).
3. **View or Revise any users' submitted reports.** You can choose to view and optionally revise any of your users' reports as well as your own. To do this, simply click on the Submit Date Hyperlink of the desired report



under the appropriate reports column heading. This will open the selected report form (see Figures 13 and 14).

The top right corner of each report form will indicate the status and the most recent submittal date of the report. It will also indicate whether you have either Read-Only or Edit access, depending on whether the GIDEP deadline date for re-submitting reports (the “Frozen” date) has passed. You may edit any of your organization’s previously submitted reports up until the “Frozen” date. The “Frozen” date is determined by GIDEP each fiscal year and is typically set to December 31st of the fiscal year following the fiscal year that you accessed the GIDEP document. To revise a report, simply edit it using the report form and then press the “Re-Submit” button to submit your revised version of the report to GIDEP.

The screenshot shows a web browser window titled "No-Impact Utilization Report: TESTUSER1-2002-001 - Microsoft Internet Explorer". The address bar shows the file path "C:\Oraytek\ipus\User Manual and Help Files\no_impact_submitted.htm". The page content includes a navigation bar with links for "Required Reports", "Submitted Reports", "GIDEP Database", "Help", and "Log-Out". The main heading is "No-Impact Utilization Report" with a status of "Final - Submitted 02-OCT-01" and a note "(Editable)". Below this, the "Reference Number" is "TESTUSER1-2002-001". The form fields are: "Accessed By: TESTUSER1", "Date Accessed: 01-OCT-2001", "GIDEP Document Number: X2-D-95-09", and "Document Title: MICROCIRCUITS, HEX INVERTER, NAND GATE, AND GATE, CMOS RAM". Under "PART ONLY", there are three radio button options: "No Impact (Part in inventory but lot number different than reported)", "Unknown (Part in inventory but extent of usage not yet determined)", and "None (Parts identified in above document not used)". Under "OTHER DOCUMENTS", there is one radio button option: "Documents Reviewed - No Impact". At the bottom of the form, there are three buttons: "Convert to Impact/Benefit Report", "Re-Submit Report", and "Reset". A footer section contains a "Questions?" link and contact information: "Send e-mail to: utilization@giddep.org or call the GIDEP Help Desk: (909) 273-4677".

Figure 13: No-Impact Report Form: Editable, Submitted Final

Impact/Benefit Utilization Report: TESTREP-2002-003 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address C:\Program Files\Internet Explorer\user manual and help files\benefit_submitted.htm

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log Out](#)

Impact/Benefit Utilization Report

Reference Number: TESTREP-2002-003

Status: **Final - Submitted 19-NOV-01**
(Editable)

Accessed By: **TESTREP** Date Accessed: **10-APR-2002**

GIDEP Document Number: **GU2-D-96-01**

Document Title: **MICROCIRCUITS**

* Narrative:

This is a test Utilization Report narrative that was automatically generated for PURS Qualification, Beta and Acceptance testing. The text below is from the GIDEP CURS User Manual.

The parts processed by West Coast Aluminum Heat Treating Co. were aircraft structural parts and components. These parts and components could cause the structural failures and degrade the flight worthiness of the crafts they were

Line Item 1:

Part/Model Number: SN70234 * Program Affected: OEM

Equipment Name: Quad NAND Gate * Benefiting Agency: Marines

* Expenditure Prevention Total \$: **100.00** -> Enter Total Using: Worksheet Industry Averages Best Estimate

[Required Reports](#) | [Submitted Reports](#) | [GIDEP Database](#) | [Help](#) | [Log Out](#)

Questions? Send e-mail to: utilization@gidep.org or call the GIDEP Help Desk: (909) 273-4677

Figure 14: Impact/Benefit Report Form: Editable, Submitted Final

