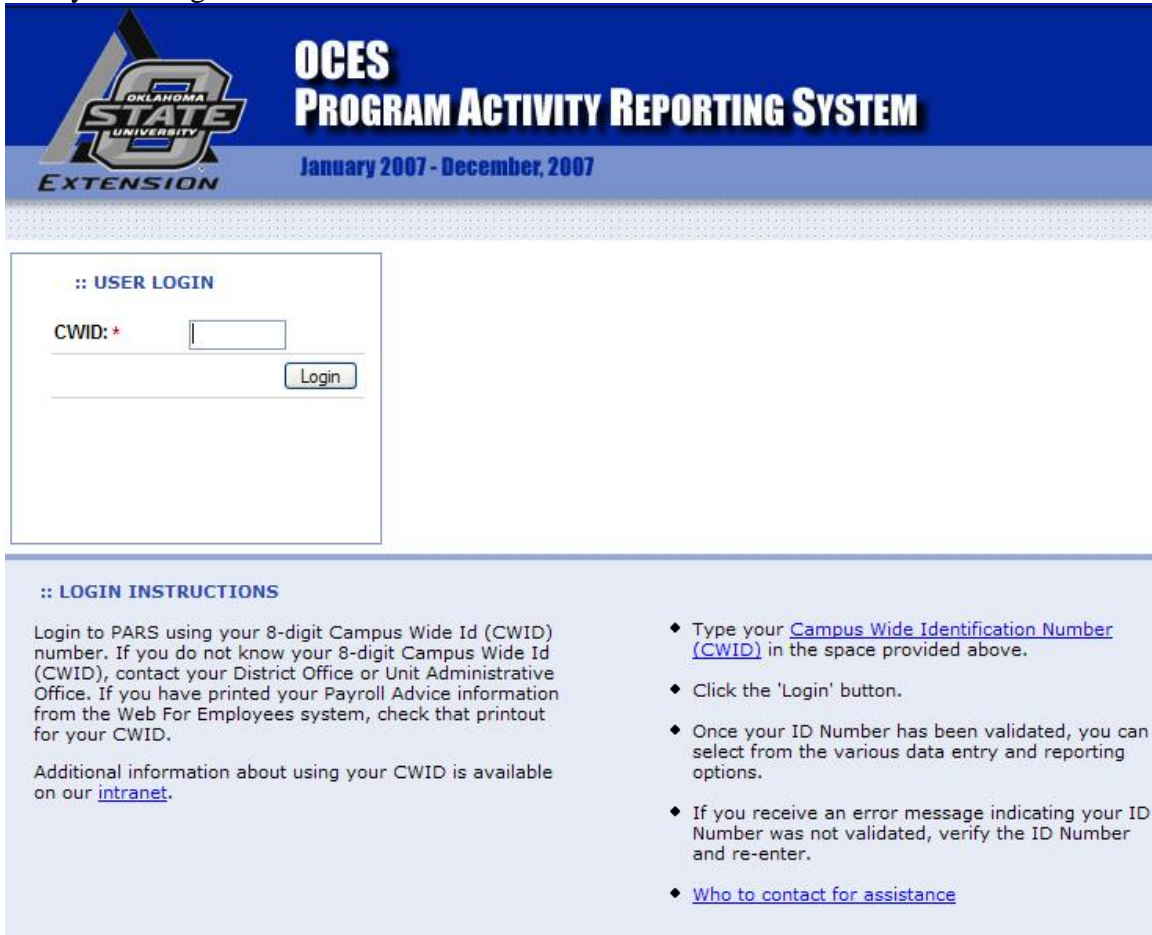# OCES Program Activity Reporting System (PARS)

PARS is a web-based data entry system that has been designed for use by county, area, district, and departmental personnel. Activity and contact information may be reported by either an individual or a support staff. Access to PARS is available at:
http://pars.dasnr.okstate.edu

1. System Login

2. Activity Management
   - Menu

   - View/Edit Activities

   View

To view records: By default, the activity list shows 10 records per page. You can use the page navigation button to view other pages. If you want to see all records, click on the link "show all records".

To sort activities by the table header, click on the associated table header.

To see explanation for a table header, put your mouse on that table header

View- filter the records

To search some activity records, click on the ' **Show filter**' link and define your searching criteria, click on the '**filter**' button to generate your searching results.

Edit

OCES
PROGRAM ACTIVITY REPORTING SYSTEM

January 2007 - December, 2007

| ACTIVITY MANAGEMENT | NARRATIVE MANAGEMENT | REPORTS | USER GUIDE | SYSTEM LOGOUT |

CWID: 00000000 - ACTIVITY/ACTION FORM - Update

[Update] [Cancel]

Record	MONTH: *	TEAM: *	KA: *	AUD1: *	AUD2:	Check: *	ACTIVITY:
1	01	8	124	10	11	○ Uncomplete / ● Complete	
2	01	1	306	11	11	○ Uncomplete / ● Complete	
3	12	30	806	10	Select one...	● Uncomplete / ○ Complete	

[Update] [Cancel]

To edit activities: Put checkmarks in the boxes next to these activities, then click on the **'edit'** button.

- Add an Unplanned Activity

When you have completed the entry of your activities, press the "Insert" button. Some error checking will take place to make sure the data is reasonable. If all data is correctly entered, you will be redirected to the "View/Edit/Delete Activities" page.

3. Narrative Management
   - List

To view or modify narrative, click on the 'View|Modify" link.
To add a new narrative, click on the "Add" link.

- Add

The Word-like interface enables you to write your narrative in a professional format. You can get help on each tool by clicking on the "?" icon and moving your mouse over the tool's icon.

You can cancel this editing process at any time by clicking on the "Go Back" link.

You can copy text into the narrative from Word using the Edit/Copy within Word then Edit/Paste within the narrative form. If you notice Odd-looking characters or have problems printing the narrative, first save your Word document as a text file (from within Word, choose File->Save As. And choose .txt) then Edit/Copy and Edit/Paste.

- Modify

To modify content, enter your inputs and click on "Update record" button.
You can cancel this editing process at any time by clicking on the "Go Back" link.

4. Report Generation
- Menu

- Activity Report

Define your searching criteria, click on the "Submit" button to see the result in a new opened browser.

- Narrative Report

- Print/view blank form

5. System Logout

Click on "System Logout", if you finish using the system. PAR system can properly clean your session and direct you to the login page