

## Assessing Official Recommendations – Ad hoc Report

### Data Elements:

- Agency that supplied the record
- Contracting Office Organization and Code
- Assessing official recommendation
- Type of assessment (initial, final?)
- Contractor name
- Does contractor concur with the evaluation (yes/no)
- Business sector
- Type of contract

### Conditions:

- Contracting Office Organization and Code

### Instructions for selecting data elements and running the report:

1. Login to [www.ppirs.gov](http://www.ppirs.gov)
2. Select “AD HOC Reports” on the left-side navigation bar
3. Select “Advanced AD HOC Report” button
4. From the **Data Elements** list box on the left, scroll down and select “Agency that supplied the record”.
5. Click “Add Columns” button to add it to the **Selected Data Elements** list box on the right.
6. Repeat steps 4 and 5 until all data elements indicated above are listed on the **Selected Data Elements** list box.
7. Add the mandatory condition by selecting “Contracting Office Organization and Code” from the drop-down list located just below the **Data Elements** list box. The drop-down list will only contain data elements you have selected and added to your **Selected Data Elements** list.
8. Click “Add Where” button.
9. In the WHERE clause table, enter the name of Agency you want to retrieve in the “M(Value) column”, right after the “Expression” column. For example, enter NASA.
10. Click “Run Query” button.
11. The results of your ADHOC query will show up in a table that includes all the data elements you selected.
12. To be able to modify or re-run this report for a future date, without having to build it again, click “Save ADHOC to Profile” button.
13. Type in a short description or title for your report, and click “Save to Profile”.
14. Go back to the previous screen by clicking “Back to ADHOC”.

You can re-run the ADHOC report you previously saved by selecting it from “My ADHOCs” drop-down list, and clicking “Open My ADHOC”. This will bring back your customized report.