



## CSTARS OS+ COURSE OFFERINGS

The CSTARS Training Guidance Report outlines detailed CSTARS training information that will be available to OS+ personnel. The OS+ CSTARS Training facility will offer five (5) courses as listed below:

- Requisition Preparation
- Purchasing Users
- Contracting Users
- Acquisition Managers
- System Administrators

## CSTARS OS+ TRAINING COURSE SYNOPSIS

Following are brief synopsis of the five course offerings:

### REQUISITION PREPARATION

**Course Synopsis:** This course is structured to teach users to become familiar with CSTARS functionality used in the Customer subsystem. As an introduction, users will become familiarized with requisition entry, attaching support documentation to a requisition, as well as adding and maintaining new personnel, and setting up a deliverables schedule. In addition, users will become familiar with using spell check, as well as canceling, submitting, and deleting a requisition.

**Recommended Attendees:** Procurement Technicians or any user that creates requisitions or purchase requests as part of their procurement duties.

### PURCHASING USERS

**Course Synopsis:** This course is structured to teach users to become familiar with CSTARS functionality used in Simplified Acquisitions. As an introduction, users will become familiarized with requisition entry, attaching support documents, copying multiple line items, spell check, extracting line items, export/import line items, as well as creating a route list and working with route models. Users will learn to create and amend a solicitation and how to use the tools available for entering and evaluating bids. Users will create and maintain all types of purchasing awards to include Purchase Orders, Agreements, Delivery Orders, BPA Calls, and work with FPDS Reporting. They will learn how to create multiple awards and split awards against one RFP or purchase request. Lastly, this course will teach users how to modify awards and Delivery Orders and enter Contract Closeout detail.

**Recommended Attendees:** Purchasing Agents, Contracting Officers (CO), or Contract Specialists (CS)

### CONTRACTING USERS

**Course Synopsis:** This course is structured to teach users to become familiar with the complete set of CSTARS functionality used in Contracting. As an introduction, users will become familiarized with requisition entry, route lists, procurement models, attaching support documents, spell check, extracting line items, and export/import line items. In addition, users will learn to create and amend a solicitation, and to use the tools available for entering and evaluating bids. Users will create and maintain all award types, including Contracts, Agreements, Indefinite Delivery Contracts, Delivery Orders to include Delivery Orders Against a Local Requirements Contract or Indefinite Delivery Indefinite Quantity Contract (IDIQ), Delivery Order Against an Other Agency Requirements Contract, as well as Priced / Unpriced BOA, and BPA Calls. They will work with FPDS Reporting as well as creating multiple awards and split awards against one RFP or purchase request. Lastly, users will learn how to modify an award and Delivery Orders and enter Contract Closeout detail.

**Recommended Attendees:** Contracting Officers (CO), Contract Specialists (CS), or Contracting Officer's Technical Representatives (COTR).



# CSTARS OS+ Training Guidance Report

## ACQUISITION MANAGER

**Course Synopsis:** This course is structured to teach users to become familiar with the complete set of CSTARS functionality used in Purchasing or Contracting. As an introduction, users will become familiarized with assigning and reassigning actions as well as reassigning an entire workload from the Supervision Worksheet. In addition, users will learn how to assign and unassign an action to a team. Lastly, users will become familiar with Standard Reports used within CSTARS.

**Recommended Attendees:** Procurement Office Supervisors, Contracting Office Supervisors, Acquisition Managers, Purchasing Management, Contracting Management, Contracting Supervisors, Contracts Team Leader, and the Systems Administrator.

## SYSTEM ADMINISTRATION

**Course Synopsis:** The System Administration course provides an overview of the functionality necessary to administer the CSTARS database. We will discuss the role of the Systems Administrator, with an introduction to purchasing and contracting from the SA's perspective. Through a combination of lecture, discussion, and hands-on lab work, they will learn routine database procedures, including AR Updates, database maintenance, file management, matrix management, and database security. In addition, users will be instructed on how to set up user variables and the System Administrator will be introduced to the Progress ad hoc programming language.

**Recommended Attendees:** The technical and functional System Administrators and their assistants.

## CSTARS OS+ TRAINING COURSE SCHEDULE

**ALL TRAINING COURSES WILL BE TAUGHT IN HCHB ROOM 5022**

Date	Time	Course
Monday, October 2	9:00 am – 4:00 pm	Requisition Preparation
Tuesday, October 3	9:00 am – 4:00 pm	Contracting/Purchasing Users
Wednesday, October 4	9:00 am – 4:00 pm	Contracting/Purchasing Users
Thursday, October 5	9:00 am – 4:00 pm	Contracting/Purchasing Users
Friday, October 6	9:00 am – 4:00 pm	Contracting/Purchasing Users
Monday, October 9		<b>HOLIDAY – No Courses</b>
Tuesday, October 10	9:00 am – 4:00 pm	Contracting/Purchasing Users
Wednesday, October 11	9:00 am – 4:00 pm	Contracting/Purchasing Users
Thursday, October 12	9:00 am – 4:00 pm	Contracting/Purchasing Users
Friday, October 13	9:00 am – 4:00 pm	Contracting/Purchasing Users
Monday, October 16	9:00 am – 4:00 pm	Acquisition Managers
Tuesday, October 17	9:00 am – 4:00 pm	System Administrators
Wednesday, October 18	9:00 am – 4:00 pm	System Administrators
Thursday, October 19	9:00 am – 4:00 pm	System Administrators
Friday, October 20	9:00 am – 4:00 pm	Make-Up Session (As Needed)