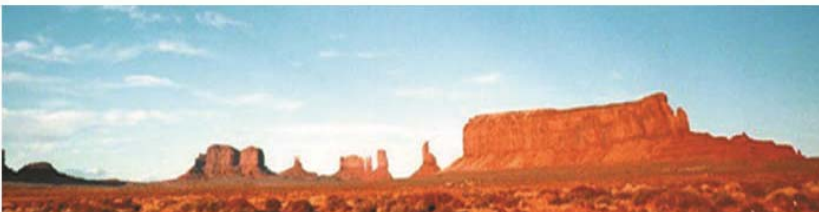


B2G**N**OW

Software for Government

Staff User Manual

Chapter 1 – System Overview



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Second Edition

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Chapter 1 – System Overview

Understanding user types

There are three types of users: Diversity Users, Project Managers/Buyers, and Vendor Users. Diversity Users and Project Managers/Buyers are both for staff, but the Project Manager/Buyer account is designed for strictly view-only access to records. The accessible records and transactions depend on your account type.

A **Diversity User** can:

- Add vendors and edit vendor information.
- Access and edit contracts, concessions, certifications, and audit information.
- Create new contracts, concessions, insurance certificates, and outreach projects.

A **Project Manager/Buyer** can:

- View contract records and audit information.
- Add vendors and edit vendor information.

A **Vendor** user can:

- Update their contact information.
- Provide subcontractor payment data for contract audits.
- Provide revenue and payment data for concession audits.

Understanding notification types

The system automatically generates several types of user notifications:

- Username/password reminder, password change, and account registration notices.
- Contract/concession/insurance audit notices.
- Unresponsive subcontractor/supplier/subtenant notices.
- Audit discrepancy notices.
- Outreach notices.

Some notifications may require a response, which are typically received by B2Gnow Support. There may be times when B2Gnow cannot address the issue. In these circumstances, B2Gnow forwards the message to a member of your staff, usually the Compliance Officer or Certification Officer. Please take the appropriate actions to resolve any user issues.

Understanding user roles for diversity users

The description for the user's accessibility defines the user roles. B2Gnow configures the roles with specific access rights to match the functions of your staff.

User Roles ?				
	Name	Description	Assigned Users	Actions
	Administrator	Full system access	12	Edit Delete
	Certification Officer	Certification Officer	6	Edit Delete
	Certification Officer - Advanced	All certification functions	1	Edit Delete
	Consultant Access	Role for external consultants to access system data and reporting.	1	Edit Delete
	Contract Compliance Officer	Contract Compliance Officer	22	Edit Delete
	Contract/Concession Compliance Officer	Contract/Concession Compliance Officer	1	Edit Delete
	Staff Administrator	Full access to all staff functions.	9	Edit Delete
	User	Standard user with standard access.	36	Edit Delete
	View Only User	View only access to records.	85	Edit Delete

Getting started

To access the system, you require a user name and password. B2Gnow may have created an account for you during implementation, or you can contact B2Gnow Support to have a new account configured.

NOTE: Your organization may require a procedure to be followed to approve your request for access. Please ask your supervisor or department director for more information.

To retrieve your log in information from the system home page

1. In the **System Access Login** box, click **Forgot Password**.
2. Enter your email address, user name, or user number.

Password Reminder

Enter your email address, username, or user number in the box below and we will send your password to your registered e-mail address or fax number. If you do not know your username, you can [look it up](#).

3. Click **Submit**.

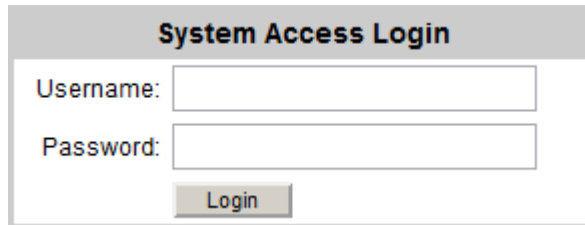
An email and/or fax user name/password reminder will be sent to you within minutes. In most cases, your user name is your email address.

Logging in for the first time

Once you receive your user name and password you are ready to get started.

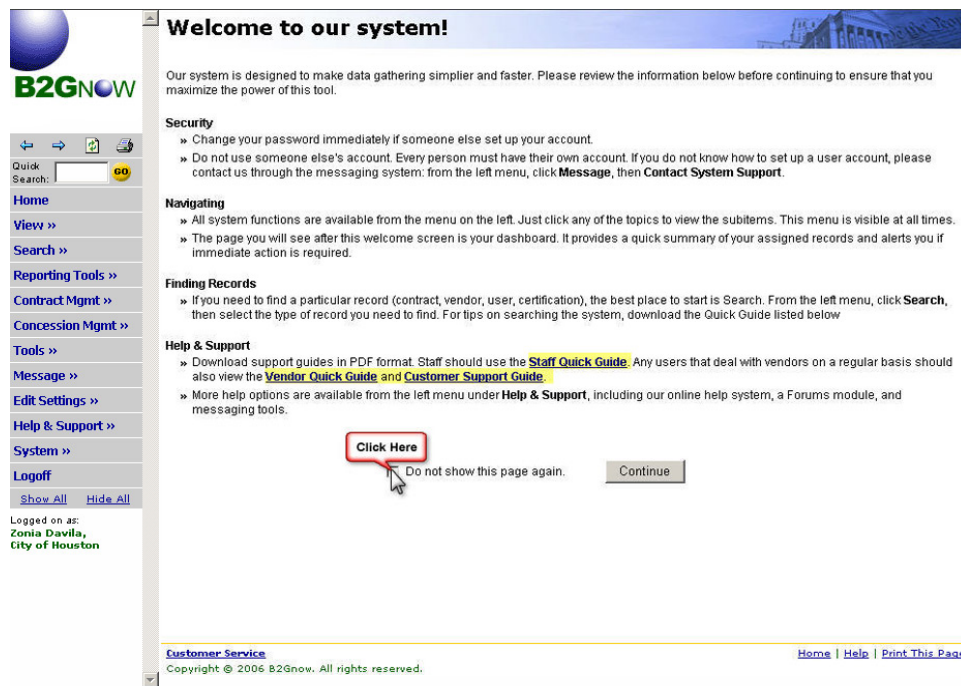
To log in

1. In the **Username** and **Password** fields, enter your user name and password.

A screenshot of the 'System Access Login' form. It has a title bar that says 'System Access Login'. Below the title bar, there are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a 'Login' button.

2. Click **Login**.

The Welcome page displays introductory information for your benefit.

A screenshot of the 'Welcome to our system!' page. The page has a blue header with the B2GNow logo on the left. The main content area is white and contains several sections: 'Security', 'Navigating', 'Finding Records', and 'Help & Support'. Each section has a list of instructions or links. At the bottom of the page, there is a 'Click Here' button with a mouse cursor pointing to it, and a 'Continue' button. The footer contains 'Customer Service' and 'Copyright © 2006 B2Gnow. All rights reserved.'.

Review the information on this page. There are several useful PDFs available for download from the Help & Support area. You can download the Staff Quick Guide, the Vendor Quick Guide, and the Customer Support Guide. You can use these guides as a quick reference to the system.

Click the checkbox to not display the page on future logins.

Viewing the Home page & Dashboard

After clicking Continue on the Welcome page, the system home page displays. From this page, you can access every feature your user role permits.

The screenshot displays the B2Gnow system home page. On the left is a vertical navigation menu with the B2Gnow logo at the top, followed by icons for Home, Search, Reporting, Create, Tools, Settings, Help & Support, and Logoff. The main content area is titled 'Your Dashboard' and includes a dropdown menu set to 'view data dashboard'. It contains several sections: 'My Contract Audits' with a table of records (Last 30 days, Last 3 months, Last 12 months) showing 'No active records'; 'My Support' with a table (Total, < 7 days, > 7 days) also showing 'No active records'; 'My Vendors' with a table (Incomplete < 3 mo, Submitted < 3 mo, Active) showing 13, 32, and 445 records respectively; and links for 'My Contracts and Concessions', 'My Concession Audits', 'My Outreach', 'My Certification Applications', and 'My Certifications', each with a 'View' link. A note at the bottom of the dashboard says 'Click Hide or View to configure your dashboard.' On the right side, there are three panels: 'Alerts' with links 'View All Alerts', 'Deactivate', and 'Displayed Alerts', and two alert entries; 'System News' with a red arrow icon and text about new features released June 30, and a 'General' section with a bulleted list of updates; and 'Configure' with links 'Change Your Password' and 'View More'.

Your Dashboard view data dashboard

[My Contract Audits](#) [Hide]

	Last 30 days	Last 3 months	Last 12 months
No active records			

[My Support](#) [Hide]

	Total	< 7 days	> 7 days
No active records			

[My Vendors](#) [Hide]

	Incomplete < 3 mo	Submitted < 3 mo	Active
Vendor Questionnaires	13	32	445

[My Contracts and Concessions](#) [View](#)

[My Concession Audits](#) [View](#)

[My Outreach](#) [View](#)

[My Certification Applications](#) [View](#)

[My Certifications](#) [View](#)

Click **Hide** or **View** to configure your dashboard.

Alerts

[View All Alerts](#) [Deactivate](#) [Displayed Alerts](#)

Contract 4600007122: Payments to Subs reported	9/10/12	View Deactivate
Contract 4600009916: Confirm payments to sub	8/10/12	View Deactivate

System News

New Features released June 30. Lots of new items -- features noted with * require configuration to activate.

General

- Users can use vendor quick search options for one click access to the directory.
- Integration with Outlook Calendar: from a certification, contract, or vendor comment click the Add to Calendar link to add a trigger reminder in Outlook for your comment. On an event after reserving a space, the same process can be used to create a reminder on your own computer.
- Implemented configurable options to control user password strength.*
- Implemented new PDF tool for printing web pages.

New Features released April 15

[View More](#)

B2Gnow Training Classes

[View More](#)

Configure

[Change Your Password](#)

Using the Dashboard

Your Dashboard					view data dashboard	
My Contracts and Concessions [Hide]		Contracts		Concessions		
No records assigned						
My Concession Audits [Hide]		Last 30 days		Last 3 months		Last 12 months
No active records						
My Certification Applications [Hide]		Pending Submission		Pending Receipt Elec Paper		Pending Processing
Total Apps		99		10 38		90
DBE New		8		1 6		9
MBE/WBE/DBE/SBE/PDBE NCA		28		8 7		58
MBE/WBE/SBE/PDBE New		55		1 21		7
SBE New		5		0 3		7
SBE NCA		3		0 1		9
My Vendors [Hide]		Incomplete < 3 mo		Submitted < 3 mo		Active
Vendor Questionnaires		15		32		445
My Contract Audits		View				
My Support		View				
My Outreach		View				
My Certifications		View				
Click Hide or View to configure your dashboard.						

The Dashboard provides a snapshot of your records and transactions. Items in red indicate the need for immediate attention. To view a list of issues, click the red number.

To configure your dashboard, click Hide or View. Your configuration automatically saves each time you view the Dashboard.

Exploring the navigation menu



The left navigation menu provides access to all functions in the system. Click the main categories to open additional sub-items. Click sub-items to access the selected function in the right display window.

NOTE: When new functions are added to the system, the menu may be extended or rearranged.

Performing searches

Using various search options and methods, you can search for specific information in the system.

Searching for basic information

To search for information

1. From the **Search** menu, select a search option.
2. In the **Search Parameters** area, enter the search criteria.
3. Click **Search First 20 Matches** for a quick set of results or **Search All Matches** for a full set.

Understanding search types

User Search – Search for specific individuals in the system. You can search the entire system to find a vendor contact, project manager/buyer, or diversity user. You can search by company or organization, name, email address, or phone number.

[Users](#) | [Vendors](#) | [Contracts](#) | [Concessions](#) | [Outreach](#)

Enter search parameters and click **Search**. The more specific the terms, the more limited the results. If unsure about the exact name of a person, use the first few letters.

Search Parameters	
Organization	
First Name	
Last Name	
User Type	☐ Buyer ☐ Diversity user ☐ Vendor
User Number	
Email	

Vendor Search – Search for a specific vendor in the system. You can complete a simple search by name or an expanded search for vendors with specific certifications and commodity codes.

If your organization uses the system to certify vendors or has access to a certified directory, you can use certification details in the search.

[Users](#) | [Vendors](#) | [Contracts](#) | [Concessions](#) | [Outreach](#)

Search for vendors using their names, locations, classifications, ratings, and/or other criteria. Enter information into any of the boxes below and click **Search**.

Quick Search Options	
Click a button to initiate an immediate search	
Certified Directory	Registered Firms

Search Parameters	
Business Name/DBA	
Contact Person	First: Last:
City	
State/Province	U.S. States/Provinces or Canadian Provinces
Zip Code/Postal Code	U.S. Zip Code or Canadian Postal Code
Phone Area Code	
NAICS Code	GO
Business Description	

Certification Parameters	
Certifications Select all	Match ANY certification type selected below GO

Contract/Concession/Outreach Project/Insurance Search – Search for a reference number or title associated with a record. You can use advanced search parameters to locate the record.

Users | Vendors | **Contracts** | Concessions | Outreach

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search First 20 Matches Search All Matches Clear Form

Search Parameters	
Contract/Reference Number	 (Contract number, financial system reference, project number)
Contract Title	
Containing Text	 (Contract description, summary, notes, comments)
Contractor	 ☒ Prime ☐ Subcontractor ☐ Either
Buyer/Project Manager	 (Organization name, contact name)
Contract Compliance Officer	None selected ▼

Search First 20 Matches Search All Matches Clear Form

Additional Search Parameters	
Diversity Goal	From % to % (enter values into either/both field(s))
Assigned Department	None selected ▼
Contract Type	None selected ▼
Contract Category	None selected ▼

Tips for performing searches

You can search for information based on the parameters that you set. To create a search string, keep the following tips in mind:

- **Start with one parameter.** Usually you can find the record you are looking for by using one or two parameters. The more specific your search terms, the less likely you are to find the record because of spelling, order, or other variations in your search.
- **Keep search parameters short.** Use “ACME” instead of “ACME Construction, Inc.” You can even use partial words, such as “envi” instead of “environmental consultant.”
- **The system ignores punctuation.** C. C. is the same as C C; C & C is treated the same as C and C.
- **Become familiar with possible settings and options.** A record may not display because you selected the wrong option. Narrow the search parameters to prevent returning too many items in your search results.
- When searching for businesses named for their founder, such as John Smith & Co., the record may be listed under “John Smith and Co.” or “Smith, John and Co.” You may need to search for both versions. Start by searching for one of the names, such as Smith.
- **Searches are not case sensitive.** ACME is treated the same as acme.

- When searching by first name, be aware that users may be listed by alternate names. For example: James, Jim, Jimmy, or J.
- **When searching by contract or project number, you must enter the number in the exact order.** However, it does not have to be complete (for example, enter C53 to view all contracts that have C53 in the contract number, such as C531, C532, C53B, or C53980). If you enter the sequence out of order, you will not find the record you are looking for (C53 will not find C35).

Configuring your settings

Changing your password

The first time you log in to the system, you may be required to change your password.

To change your password

1. From the **Settings** menu, click **Change Password**.
2. In the **Old Password** field, enter your old password.
3. In the **New Password** and **Type New Password Again** fields, enter your new password.

Configuration Settings: Change Password

[Help & Tools](#)

Maintaining a secure password is central to the security and confidentiality of your data. To change your password, enter a new password below. All passwords must conform to the following requirements:

Password requirements:

- Password must be at least 6 characters long.
Create a password that is easy to remember, but difficult for others to guess. Do not make your password the same as your username or your first or last name, as these are too easy for an intruder to guess. Never share your password with anyone else. If another person in your organization needs access to the system, please contact us for an additional user account.

When you change your password, you will receive a confirmation message. You can also contact Customer Support to get your password reset.

* required entry

Old Password *	
New Password *	
Type New Password Again *	

4. Click **Save**.

Your new password is effective immediately. You may also receive an email confirmation of the change.

Editing your settings

Depending upon your access permissions, you may be able to update your account settings.

To update your account settings

1. From the **Settings** menu, open the **Your Settings** sub-menu.
2. Select the settings area you want to update.
3. Edit the fields as needed.
4. Click **Save**.

In the following example, User Information settings are displayed. You can open options by clicking the settings area in the navigation menu or by clicking the tab.

Configuration Settings: User's Contact Information Help & Tools

User Name: Admin7

[Contact Info](#) [Addresses](#) [Preferences](#) [Notifications](#) [Workflow](#) [Feature Access](#)

Adjust your user contact information using the fields below. Click **Save** to confirm your changes.

*** required entry**

User Information ?

Username/Email *	admin7@b2gnow.com		
User ID Number	30000001-004		
Name * (First, Middle Initial, Last)			Admin7
Title			
Phone *	713	837-9027	Ext.
Fax *	713	837-9050	
Division			

On the **Addresses** tab, you specify the address(es) you want to use for your mailing address, which is where your mail is delivered; your billing address, which is the address you use for billing information; your shipping address, which is where any packages are delivered; and your physical address, which is the physical location of your office. They may be the same. Contact B2Gnow Support if you need to add an address to the list.

[Contact Info](#) [Addresses](#) [Preferences](#) [Notifications](#) [Workflow](#) [Feature Access](#)

Adjust your address settings using the fields below. Click **Save** to confirm your changes. The **Reset Settings** button restores your address settings to the default for the organization.

*** required entry**

Default Addresses ?

Mailing *	[Default] : P.O. Box 1562, Houston, TX ...
Billing *	[Default] : P.O. Box 1562, Houston, TX ...
Shipping *	[Default] : 611 Walker Street, 7th Floor, Houston, ...
Physical *	[Default] : 611 Walker Street, 7th Floor, Houston, ...

On the **Preferences** tab, you can set the time zone for your location and specify your preferred language.

Contact Info | Addresses | **Preferences** | Notifications | Workflow | Feature Access

Adjust your user preferences using the fields below. Click **Save** to confirm your changes.

*** required entry**

Account Settings ?

Time Zone * US/Central

On the **Notifications** tab, you specify the way in which you want to receive notifications from the system.

Contact Info | Addresses | Preferences | **Notifications** | Workflow | Feature Access

Adjust your notification preferences using the fields below. Click **Save** to confirm your changes.

*** required entry**

Notification Delivery ?

Preferred Notification Method

☐ Email AND Fax: Send me plain-text email

☒ Email: Send me plain-text email

☐ Fax

☐ Don't send any messages. All messages will be read when logged into the system.

On the **Workflow** tab, you set assigned department and user hierarchy. If a user is assigned to a specific department, they can only view contracts and related records from that department. Otherwise the user can view all records maintained by your organization.

Contact Info | Addresses | Preferences | Notifications | **Workflow** | Feature Access

Adjust your workflow settings using the fields below. Click either of the **Save** buttons to confirm your changes.

*** required entry**

User Settings ?

Assign Department Select and assign to **limit** user to that department's contracts.
-- Select a department -- Assign

Assigned Departments User can access records assigned to **all** departments.

Save Cancel

Workflow ?

User's Manager (Pick only one)

☒ None

☐ Admin7, Houston

☐ User7, Houston

☐ User8, Houston

On the **Feature Access** tab, view the user's role for accessing the system.

Contact Info | Addresses | Preferences | Notifications | Workflow | **Feature Access**

Adjust your user role settings using the fields below. Click **Save** to confirm your changes.

User Roles ?

☐ Administrator AdministratorAccess

☒ Contract Compliance & Workforce Contract Compliance & Workforce. Ability to manage staff user accounts

☐ View Only View Contracts and Workforce. This user cannot create or edit contracts or workforce reports.

Save Cancel

Sending messages

The system includes the ability to send email messages to other users. It is an easy way for Compliance or Certification Officers to contact vendors about an issue without having to use an external email program. Vendors also communicate with each other. The sent message is saved, providing a detailed transaction and audit history.

Contacting Support

If you need assistance, you can contact System Support.

To contact support

1. Open the **Help & Support** menu, and then click **Contact Support**.
2. In the **Message Subject** field, enter a description of the issue for which you want to contact support.
3. In the **Message** field, enter the message.
4. Click **Save/Send**.

Messaging: Send a Message to Customer Support [Help & Tools](#)

[Send a Message](#) [Contact Support](#) [Submit Feedback](#) [Report a Problem](#)

Use this page to send a message to a customer support. You can attach a file if needed.

If you are reporting an issue and it is related to a particular record, or there are examples that can be reviewed by customer support, please provide this information to reduce the time it takes to review and resolve the situation.

*** required entry**

Message Subject *	
Message *	
Attach File	Attach File

To report a problem

If you experience an unexpected issue with the system, please report the problem to customer support by clicking the Report a Problem tab. When reporting an issue, enter specific information. The more information you give to us about the problem, the faster we can address the issue. Tell us what you were doing and what links you clicked. When applicable, please attach a screenshot of the page.

Messaging: Compose Problem Report

Help & Tools 

[Send a Message](#) [Contact Support](#) [Submit Feedback](#) [Report a Problem](#)

Use this form to report problems with the system.

Fill in as much information as possible and use the **additional information** box to describe how the problem occurred. You can attach any documentation or a screen capture of the problem (hit the **PrtScn** key and paste into a Word document).

If the issue is with a particular record, or there are examples that can be reviewed, please provide this information to reduce the time it takes to review and resolve the situation.

* required entry

Page Name *	
Date of Problem *	
Time of Problem	-- : -- : --
What you were doing at the time?	
Describe the Problem	
Additional Information	
Attach File	Attach File

To capture a screenshot

1. Click the **Print to PDF** link at the bottom right of the page, or
2. Press and hold the **Alt** key, and then press the **Print Screen** key.



3. Release the keys.
4. In Microsoft Word, paste the image into a new document, and then save the document.

To attach a file

1. When composing your message, click **Attach File**.
2. Locate and open the file.
3. Click **Attach File**.

Sending messages to other users

You can send email or fax messages to other users, depending on their user settings. Users can also access messages and attachments after logging on to the system.

To send a message

1. Click the **Send a Message** tab.

Messaging: Send Message [Help & Tools](#)

[Send a Message](#) [Contact Support](#) [Submit Feedback](#) [Report a Problem](#)

Enter the details of your message. Click **Review** to continue. The recipient list for this message has been saved, and you can add other recipients at any time.

*** required entry**

To (Email) *
([Clear Emails](#))
Separate email addresses with commas.

Message Subject *

Message *

Attach File
[Attach File](#)

Files will be attached to the system record and available for download from the system. A link to download the file from the system will be included in the notification to the recipient. The file will not be distributed by email or fax due to security restrictions.

[Spell Check](#) [Clear All](#) [Clear Message](#)

[Review](#) [Cancel](#)

2. In the **To (Email)** field, enter the user's email address.
3. In the **Message Subject** field, enter the subject of the email message.
4. In the **Message** field, enter the message.
5. Click **Review** to verify your message.
6. Click **Send** to send your message.

You can also contact users from the search results page, on the contract audit summary page, and from a vendor profile.

Generating reports

The system has hundreds of standard reports and may include custom reports for your organization. A complete list of these reports displays on the Reporting Tools: Report List page. There are two types of reports, real time reports, specified with a v2 next to the report title, and data dump reports.

Certified Directory			
Business Revenues and Employees	Three and five year average revenues and employee counts for each certified firm. Displays one or two year average if three years of revenues not available.	Add to Favorites	Schedule Report
v2 > Certified firms contracting with other B2Gnow organizations	List of all actively certified firms that have been awarded contracts with OTHER organizations using the B2Gnow system.	Add to Favorites	
Duplicate active certifications	List of duplicated firms and certification types.	Add to Favorites	Schedule Report
v2 > Ethnicity & Gender Summary	Summary of certified firms by ethnicity and gender on selected date.	Add to Favorites	
v2 > Recently Certified/Renewed Firms	Firms certified and renewed in the date range selected; with contact information, one line per firm.	Add to Favorites	

Running reports

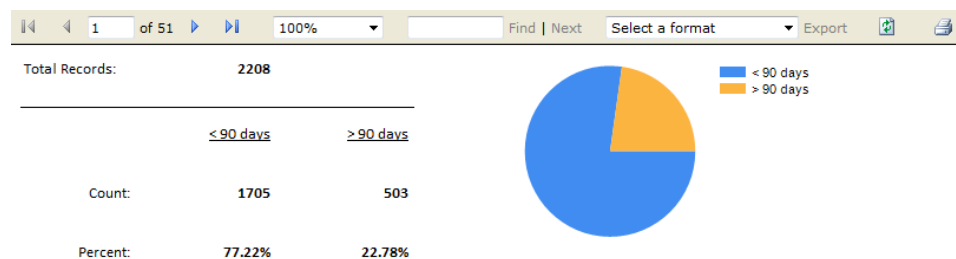
You can use the Reporting Tool to generate any of the reports available to you.

To run a real time report

1. Open the **Reporting** menu, and then click **Full List**.
2. Click the title of the real time report you want to run, which will have a v2 next to it.
3. Enter or select the options you want to use for the report. Options may differ between reports.

Start Date		End Date		View Report
Types	ACDBE, DBE, M/DBE, MBE, PDBI	Actions	Expansion, New, Recertification/	
Threshold (Days)	90			

4. Click **View Report**.
The report displays in the browser window.
5. You can navigate between pages, change the magnification, search for specific text, and print the report.



6. To export the report into another format, such as PDF, Excel, CSV, Word, or TIF, select the format type from the **Select a format** list, and click **Export**.

To run a data dump report

1. Open the **Reporting** menu, and then click **Full List**.
2. Click the title of the report you want to run, which will not have a v2 next to it.

Certified Directory			
Business Revenues and Employees	Three and five year average revenues and employee counts for each certified firm. Displays one or two year average if three years of revenues not available.	Add to Favorites	Schedule Report
v2 > Certified firms contracting with other B2Gnow organizations	List of all actively certified firms that have been awarded contracts with OTHER organizations using the B2Gnow system.	Add to Favorites	
Duplicate active certifications	List of duplicated firms and certification types.	Add to Favorites	Schedule Report
v2 > Ethnicity & Gender Summary	Summary of certified firms by ethnicity and gender on selected date.	Add to Favorites	
v2 > Recently Certified/Renewed Firms	Firms certified and renewed in the date range selected; with contact information, one line per firm.	Add to Favorites	

3. Select the parameters. Some reports require a date or date range, and all reports have different output formats. You must select the desired output format at this time.

*** required entry**

Report Parameters	
Report Title *	Contracts: Unresponsive Vendors
Report Description	Unresponsive Vendors
Output Format * (Select one or more)	☒ Webpage (HTML) ☒ Microsoft Excel (XLS) ☐ Microsoft Access (MDB) ☐ Comma delimited (CSV)

Filter Parameters			
Include	Parameter	Operator	Value
☐	Business Name	None selected	
☐	Total Incomplete Lines	None selected	
☐	Incomplete Prime Lines	None selected	
☐	Incomplete Sub Lines	None selected	
☐	Contact Person	None selected	

4. Click **Run Report**. It will be queued for processing and will usually complete within two minutes.

Viewing reports

After running a data dump report, you can view it through the Report Output page. If the report is available to view, the status displays as "Ready to view." If the status is "pending," the report is not ready for viewing.

To view a report

1. Open the **Reporting** menu, and then click **View Report Output**.
2. Click the **Ready to view** hyperlink.

List will automatically refresh once per minute. [Refresh List](#)

Report Output					
Report	Status	Date Requested	Date Last Viewed	Date For Deletion	Actions
Contracts: Unresponsive Vendors	Ready to view	9/11		9/18 Extend	Share Delete

- In the **Report Output Format** area, click the **View** hyperlink for the format in which you want to view the report.

* required entry

Report Parameters	
Report Title *	Contracts: Unresponsive Vendors
Report Description	Unresponsive Vendors
Report Output Format	View Webpage (HTML) View Download in Microsoft Excel (XLS) format You may need to first save, then open the XLS file from your hard drive.

[Queue Report Again](#)
[Share Report](#)

There are several report output formats that are available. Not all formats are available on every report.

Webpage (HTML)

The report output displays as a Web page. Some reports may display multiple tables of data. Use this format to quickly view transaction and system information.

Adobe Acrobat (PDF)

The report output is formatted in a special report with tabularized and/or chart graphics. You can save and email the report.

Microsoft Excel (XLS)

The report output is downloaded and displayed as a Microsoft Excel spreadsheet. You may be prompted to open or save the file.

Comma delimited (CSV)

The report output is formatted in a manner that divides the data using commas. You can open the results in a viewer (such as Microsoft Excel) or save the results to a .csv file (which can be opened using Microsoft Excel).

Text (TXT)

The report output is formatted and output directly to a text file. You can open the report results in a text viewer, or you can save the results to a text file. Use this format to download data you can load into older database systems.

Custom Format

Some reports require specific output layouts, such as the FAA, FTA, and FHWA annual/semi-annual reports. The calculated data displays in a form for review and editing.