



Version 2.0

User Guide

U.S. ARMY MATERIEL COMMAND
LOGSA
SUPPORTING WARFIGHTERS GLOBALLY

SUSTAINING THE ARMY THROUGH THE MATERIEL ENTERPRISE LENS...

CONFRONT CHALLENGES -- CONQUER ADVERSITY -- SOAR TO EXCELLENCE!

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ABOUT SYSPARS

Systems Planning and Requirements Software (SYSPARS) is a multi-service expert system that assists the logistics and acquisition community in the preparation of required acquisition and program management documentation. SYSPARS is designed to enhance productivity and accuracy by providing users with a set of expertly developed modules that assist in building program planning documents. Through tailored interactive question and answer sessions, SYSPARS assists users in systematically considering all issues pertinent to an acquisition program. The decision networks embedded within SYSPARS lead the user through the maze of supportability issues to be considered and automated consistency checks help the user avoid inconsistencies in document generation. There is also a question report capability that allows users to view all questions within a document and a commenting capability through which users can leave notes as they progress through the construction of a document. After completing a module in SYSPARS, a user will have a standardized, system-specific document that can be readied for submission.

SYSPARS MODULES

SYSPARS contains an extensive knowledge base, drives the expert system, and incorporates the latest policy and procedures, training information, lessons learned, and subject matter expertise. The comprehensive and timely acquisition program documents contained in the SYSPARS module suite include:

- Business Case Analysis (BCA)
- Commercial Performance Based Agreement (PBA)
- Diminishing Manufacturing Sources & Material Shortages (DMSMS) Management Plan
- ILS Performance Specification
- Integrated Logistics Support (ILS) Statement of Work (SOW)
- IUID Implementation Plan
- Life Cycle Schedule
- Life Cycle Sustainment Plan (LCSP)

- Logistics Product Data Attribution Selection Worksheet
- Materiel Fielding Plan
- Organic Performance Based Agreement (PBA)
- PBL Strategy
- Provisioning Plan (PP)
- Simulation Support Plan (SSP)
- Systems Engineering Plan (SEP)
- Technology Development Strategy /Acquisition Strategy (TDS/AS)
- Test and Evaluation Master Plan (TEMP)
- Transportability Report
- Warranty Advisor

The SYSPARS knowledge base is kept up to date with current policy changes. Also, more documents are continually being added to the SYSPARS system based on user requests.

OBTAINING SYSPARS

REGISTER

To obtain SYSPARS, you must first be a registered user. A password is required to complete the installation process; hence, you will need to complete registration to get your password. Being a registered user allows the SYSPARS team to alert you to software updates. In other words; if a new document is available or SYSPARS has made updates based on policy or regulation, a new release will be available for download. You must register to receive these update emails.

To become a registered user of SYSPARS, complete and submit the registration form found on our Web Page:

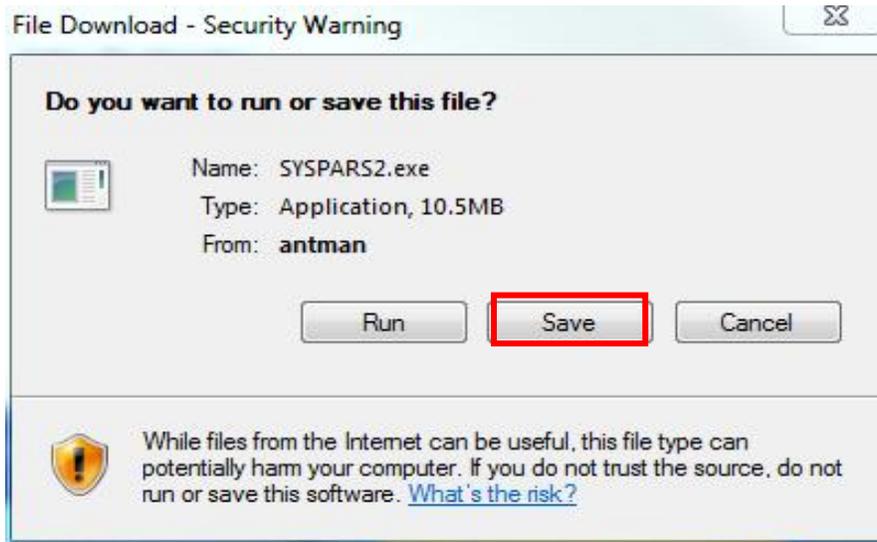
<https://www.logsa.army.mil/lec/syspars/download.cfm>

DOWNLOAD

Before downloading SYSPARS you will need to install Java 7, or newer. Once Java is installed and you have received your registration password via email, you may download SYSPARS from the same URL as used above:

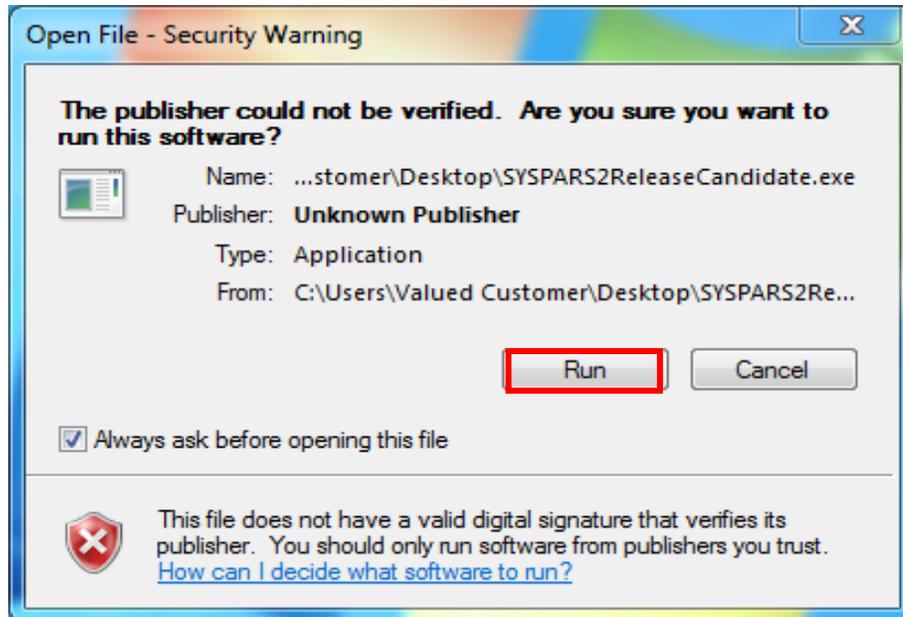
<https://www.logsa.army.mil/lec/syspars/download.cfm>

Download the Windows Install File and save to your machine. The save file will be called **SYSPARS2.exe**.

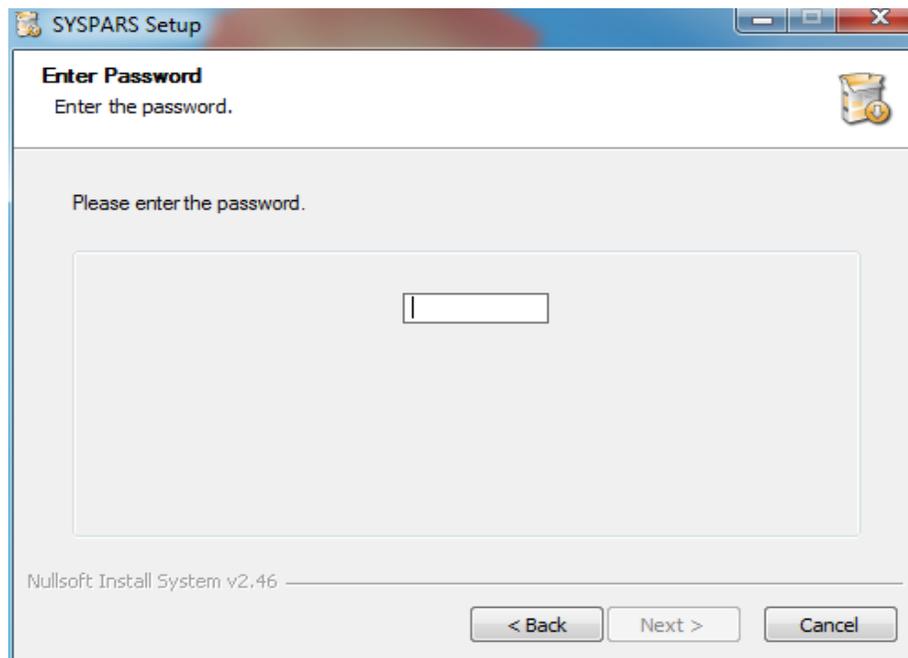


INSTALL

Open **SYSPARS2.exe** from the saved location to begin installation. Select Run.



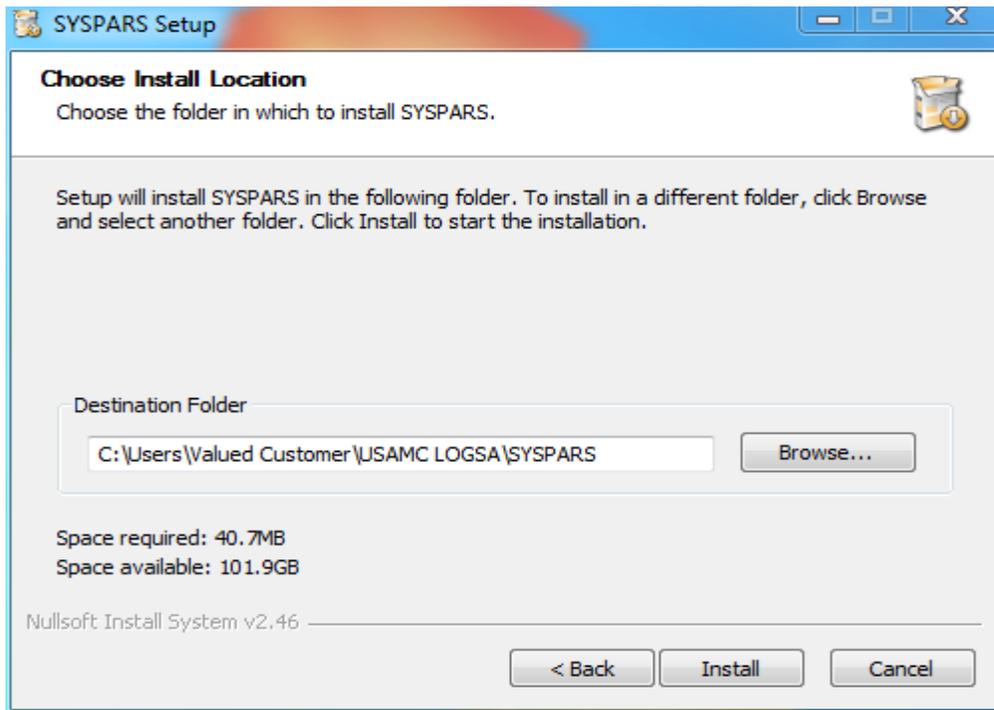
Remember: a password is **REQUIRED** to continue with installation. Enter the password received after registering for SYSPARS.



Follow through the Install wizard (shown below).



In order to successfully install SYSPARS, you must have administrative privileges or have an administrator install it for you. You may choose your install folder, or leave everything on default settings. If you install in the same location as a previous version, SYSPARS will upgrade. The old installation of SYSPARS will be deleted but your SYSPARS save files will remain. If you choose to install in a new location the old installation of SYSPARS remains intact. If you choose this option you must copy the user data folder prior to deleting the old version of SYSPARS. If you do not copy the user data folder your SYSPARS save files will be lost.



Installation may take a few moments; when you are finished with installation, you will be asked to restart your computer. Once restart has completed you are ready to use SYSPARS.



Do not uninstall any version of SYSPARS without first backing up the user data folder.

1. The user data folder is located on the drive where SYSPARS is installed (example C: drive). The default path is **\Apps\USAMC LOGSA\SYSPARS\userdata**. Copy this folder to your desktop or another location that you can easily access.
2. **WARINING.** If SYSPARS is uninstalled without first executing step 1, **all user data and documents will be lost.**

USING SYSPARS

NAVIGATING TO SYSPARS

After a successful installation, you are now ready to open and use SYSPARS. To begin using SYSPARS, simply do the following:

1. Select 'Start'
2. Go to 'All Programs'
3. Select 'SYSPARS'

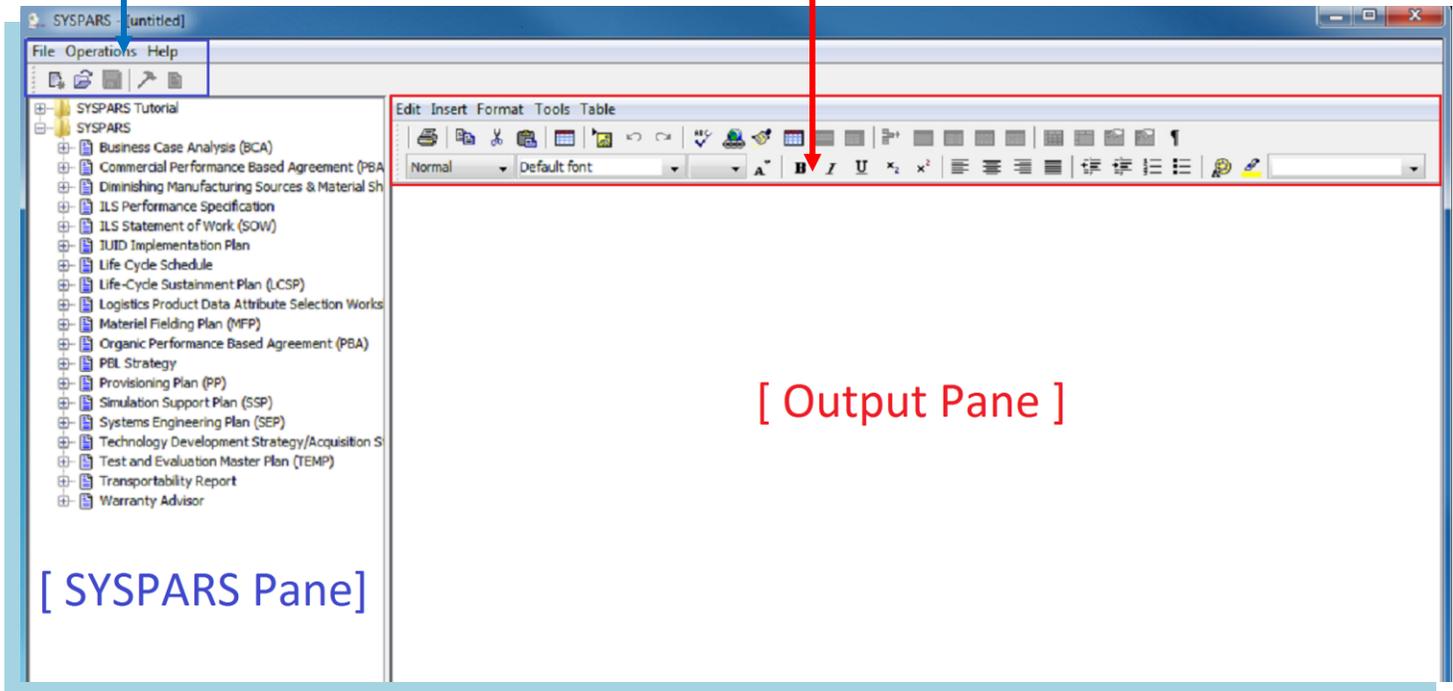


SYSPARS INTERFACE

Below is the simple layout of the SYSPARS interface, broken into two panes:

SYSPARS Menu

Output Menu



SYSPARS MENU

Menu Table	Function	Function Description
	New	Start a new SYSPARS file
	Open	Open an existing SYSPARS file
	Open Recent	List the 4 most recently opened SYSPARS files
Program	Save text changes	Saves text changes within current save file
	Save SYSPARS file	Saves current file
	Export as Word (.doc)	Saves file as a .doc
	Export as Project (.csv)	Saves LCS as CSV file for use in Microsoft Project
	Exit	Exit the program
	Construct	Construct text by answering questions
	Construct Unanswered	Automatically directs user to unanswered questions
	Auto Construct	Automatically answer questions and display text in output window
Operations	Display Text	Display text in output window
	Section Comment	View document comments
	Reports:	
	Question Report	List all questions for the currently selected section or document
	Question Report with Help	List all questions for the currently selected section or document with Help content.
	Comment Report	Show all questions with comments for a selected section or document
	Display Properties	Show Version information or document properties
Help	Help Contents	Help files associated with SYSPARS
	About SYSPARS	Show Version information

[SYSPARS PANE]:

The SYSPARS Pane, or the SYSPARS “Knowledge Base” contains the documents hosted within SYSPARS. From this pane, you may select your document and begin creation.

OUTPUT MENU:

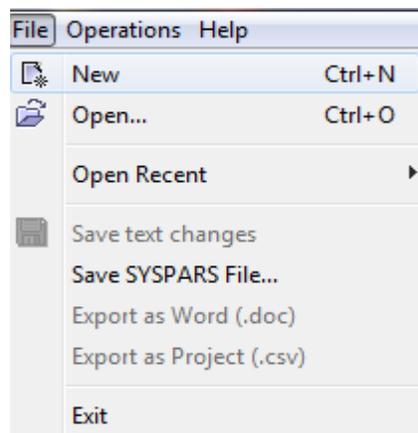
Allows you to edit text in the Output Pane.

[OUTPUT PANE]:

Any text that you have input into SYSPARS will be displayed in the output pane. Question Reports, Comment Reports, and Completed document text will be displayed here. From here, you may edit text and export to Microsoft Word.

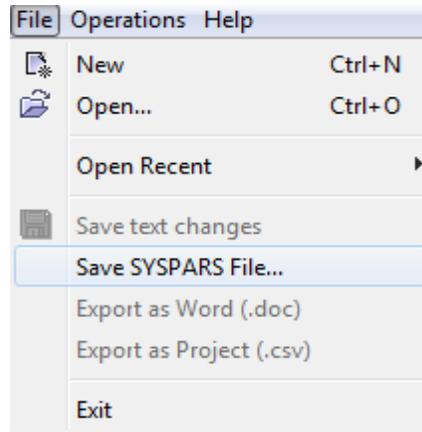
CREATING A NEW FILE

For your first use of SYSPARS, you will need to create a new file to work from. To do this, select **File** → **New** from the [SYSPARS Menu](#).

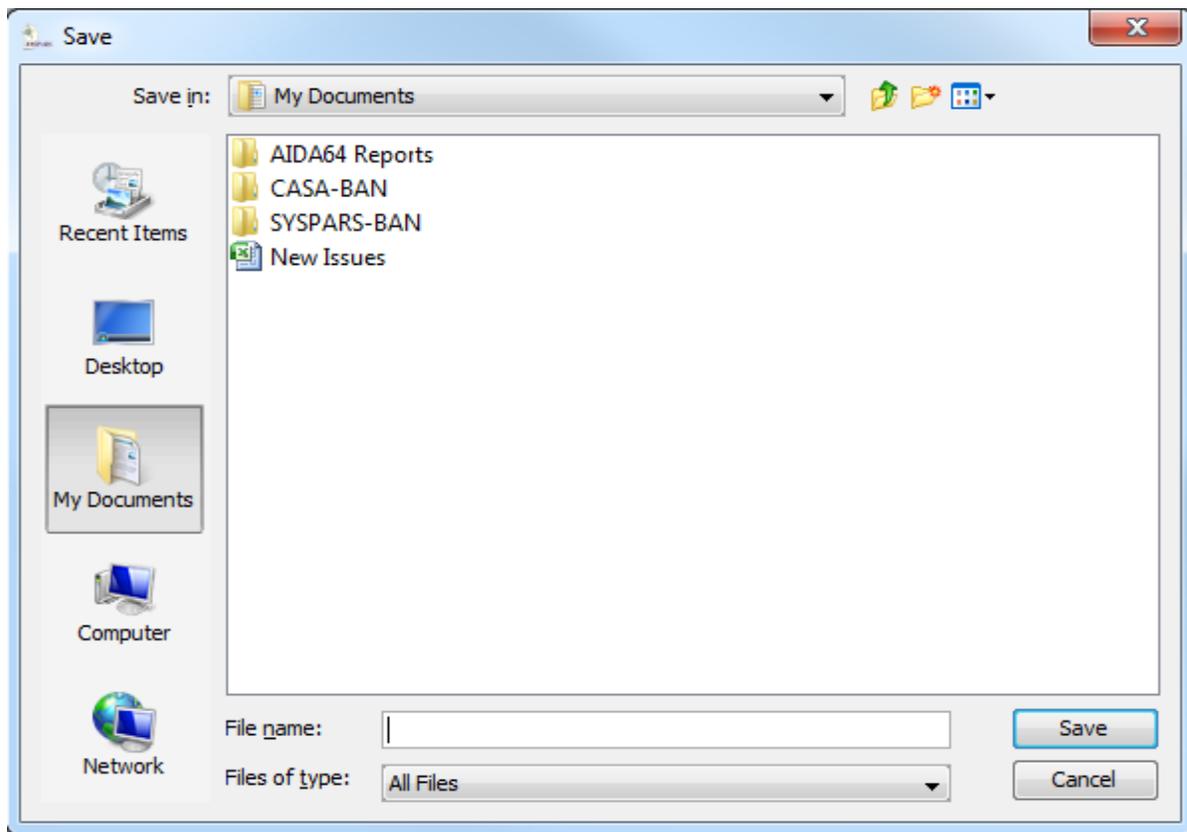


Once you have created a new file, you should save the file with a unique name. **You will only have to save ONCE in SYSPARS.** Thereafter, SYSPARS will automatically save your work for you after you complete a section of questions, or, if you cancel out of a section of questions.

To save your file, select **File** → **Save SYSPARS File**



When the **Save** window appears, give your SYSPARS save file a unique name and save it in your desired location.



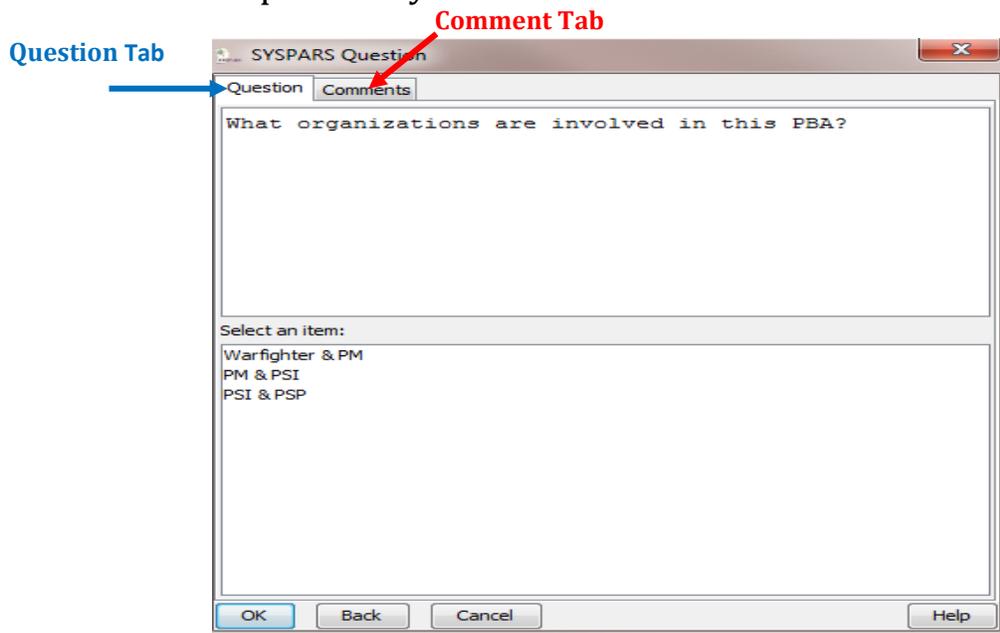
The default location is My Documents but you can choose to save the files in whatever location is desired. Whatever you name the file will be the name of your **SYSPARS save file**.

BUILDING A DOCUMENT

To create any document within SYSPARS you must first answer the questions within the document. Select the section in the outline to answer questions and then construct the section. There are 4 ways to answer questions in SYSPARS:

1. Click the **Hammer icon** from the toolbar → 
2. Right click on the section and choose **“Construct”**
3. From the **SYSPARS Menu**, Click **Operations** → **“Construct”**
4. Double click the section

Questions are answered one at a time. A SYSPARS question box is displayed below. Choose **OK** to go to the next question or **Back** to revisit the previous question. Help is also available for most questions by simply pressing the **Help** button. The **Cancel** button will end the question and answer session. At that time, you will be asked if you would like to save your answered questions. By saving your answers, you will be able to revisit the section and see the answers to the questions that you previously answered.



The **comment tab** allows for any additional comments. These comments are for personal use and will not be used as output in the plan.

If there are unanswered questions in a section, you can answer these questions without having to address the previously answered questions. Select the section in the outline that you want to complete. Right click on the section and choose the Construct Unanswered function. You will then be presented with the first question that has not been answered for that section and will continue through the remainder of the section.

SECTION STATUS SYMBOLS

While you are building a document within SYSPARS, you may notice certain status symbols applied to your document sections. These symbols will provide a visual indication about a section, as shown in the figure below:

The diagram illustrates the relationship between section status symbols and a document outline. On the left, four blue boxes define the symbols:

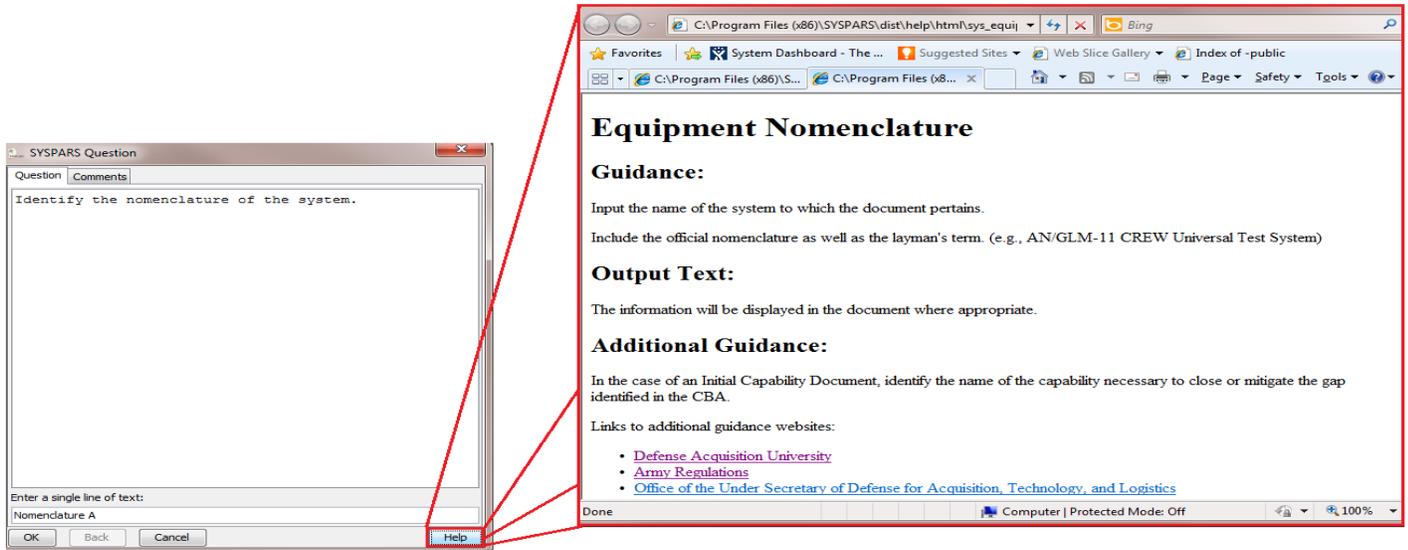
- Complete**: Represented by a green checkmark icon. Description: Section has been constructed and all information required for that section has been inputted.
- Modified**: Represented by a red asterisk icon. Description: Section has been impacted or modified based on input to another section of document.
- Partial**: Represented by a yellow question mark icon. Description: Section is partially complete.
- Comment**: Represented by a blue comment bubble icon. Description: Section has a comment associated with it.

On the right, a document outline for 'SYSPARS' is shown. The sections and their status symbols are:

- Business Case Analysis (BCA)
- Cover Page (Modified symbol)
- Executive Summary (Partial symbol)
- 1.0 Introduction (Complete symbol)
- 1.1 Subject (Complete symbol)
- 1.2 Purpose (Complete symbol)
- 1.2.1 Issue(s) Assessment (Complete symbol)
- 1.2.2 Performance Measure/Metrics (Complete symbol)
- 1.2.3 Data Scope (Complete symbol)

HELP FILES

If at any time you do not understand a question within SYSPARS or you require guidance, there is a Help file for every situation. For every question within SYSPARS, there is a standardized help file that will offer assistance. These help files will provide more information on the subject, links to helpful websites, and any other references you may require.



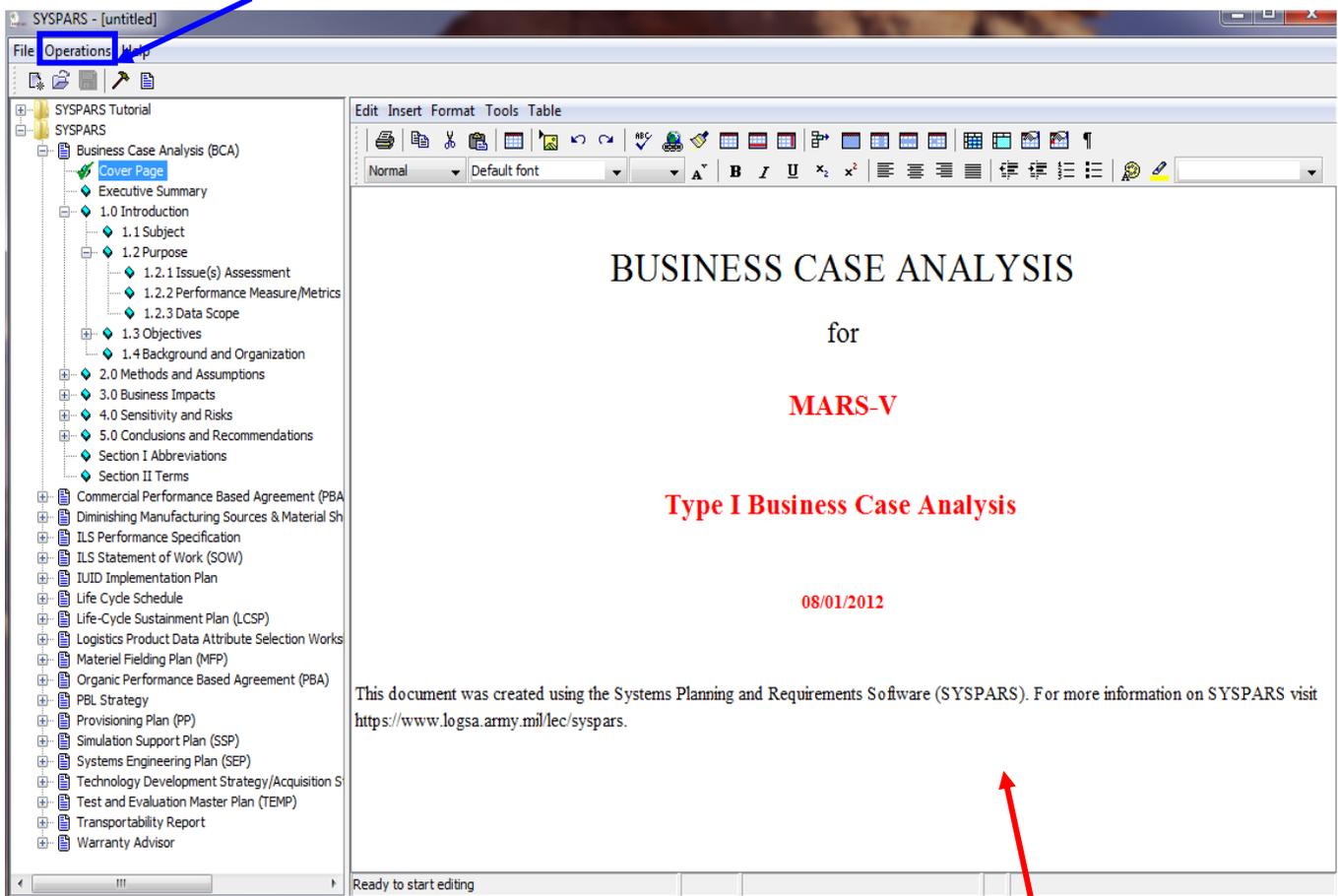
SAVING FILES

To save your program unique file within SYSPARS, select the “**Save SYSPARS File**” command from the **Program menu** and then give the file a name. Your save file name will be displayed in the top left corner of the SYSPARS window. There is auto-saving within SYSPARS and so this action only needs to be performed once. This means that after completing each section, the document will be automatically saved. Also, whenever you cancel out of a question, you will be prompted with a save box to save your file. To open a SYSPARS saved document, select the Open icon, navigate to the directory where you saved your file and locate the name of the document.

DISPLAY TEXT

The output text from any section is constructed after answering all questions within the section. When all questions have been answered, a green check mark will appear over the section picture in the left side window. If any of the questions in a section have not been answered, a yellow question mark will appear over the section picture in the left side window. If an answer is changed and affects other sections, a red asterisk will appear over the section picture in the left side window. You can also select the section by right clicking and then selecting the “Display Text” function. This will generate the output text in the right side SYSPARS Output Pane.

Click 'Operations' Select 'Display Text'



Text is Displayed to Output Pane

To create an entire document, you must answer all questions in all sections of the document. Next, right click the document and select “Display Text.” The entire document, to include all sections, will output in the right side SYSPARS output window.

IMPORTING AN EXISTING DOCUMENT

This section only applies to documents created without the aid of SYSPARS. If an existing document was created outside of SYSPARS (i.e. using Microsoft Word) and needs to be imported into SYSPARS, follow the steps below:

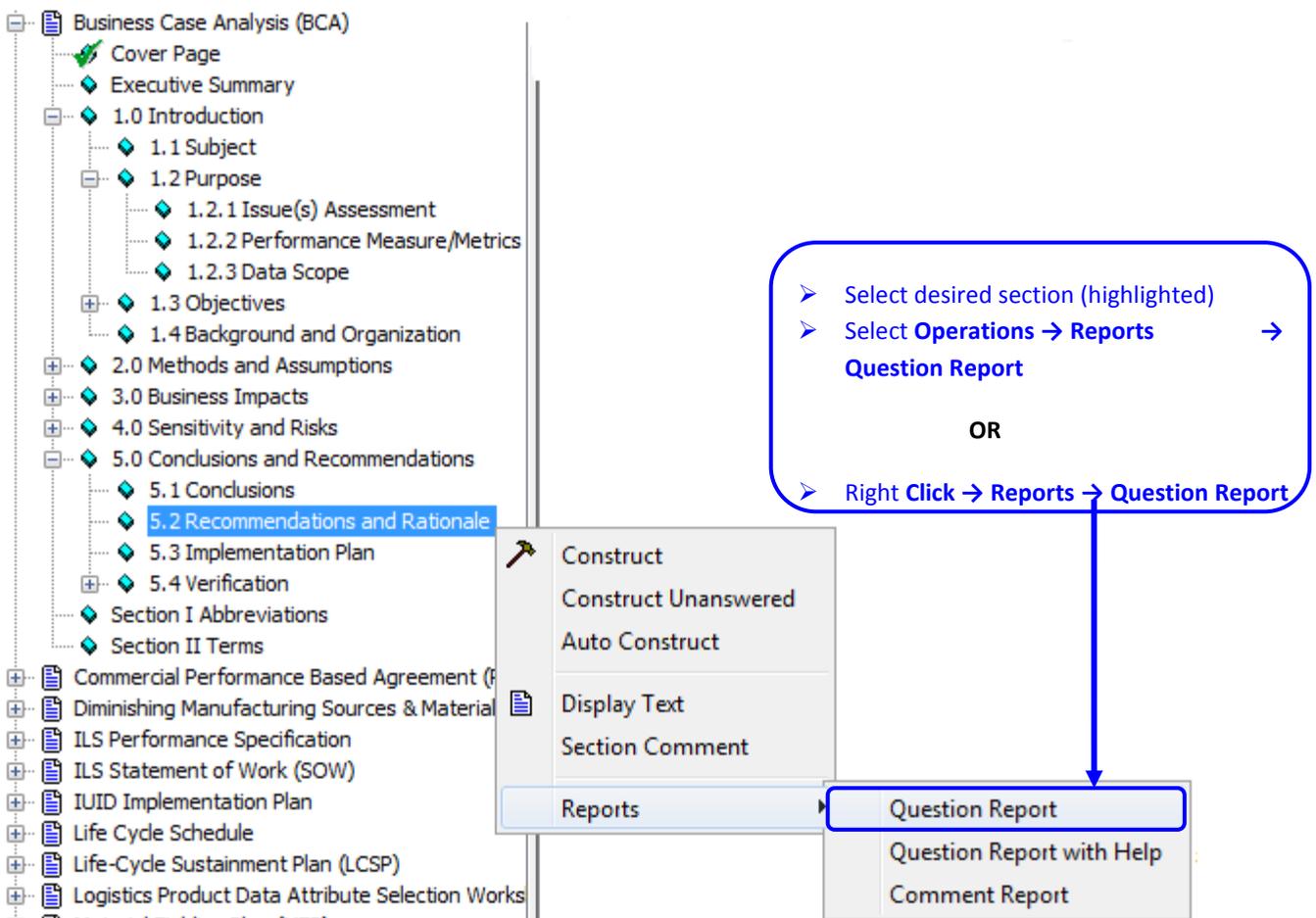
1. Locate the template within the SYSPARS program.
2. Print the Question Report for each section (see the following section on “Question Reports”)
3. Compare the questions in the Question Reports with the information in the existing document.
4. Construct each section and copy and paste the corresponding information from the version of your document saved as a word file into the window for the SYSPARS question.

Note: Additional information may be required in SYSPARS that is not in the existing ILS document.

REPORTS

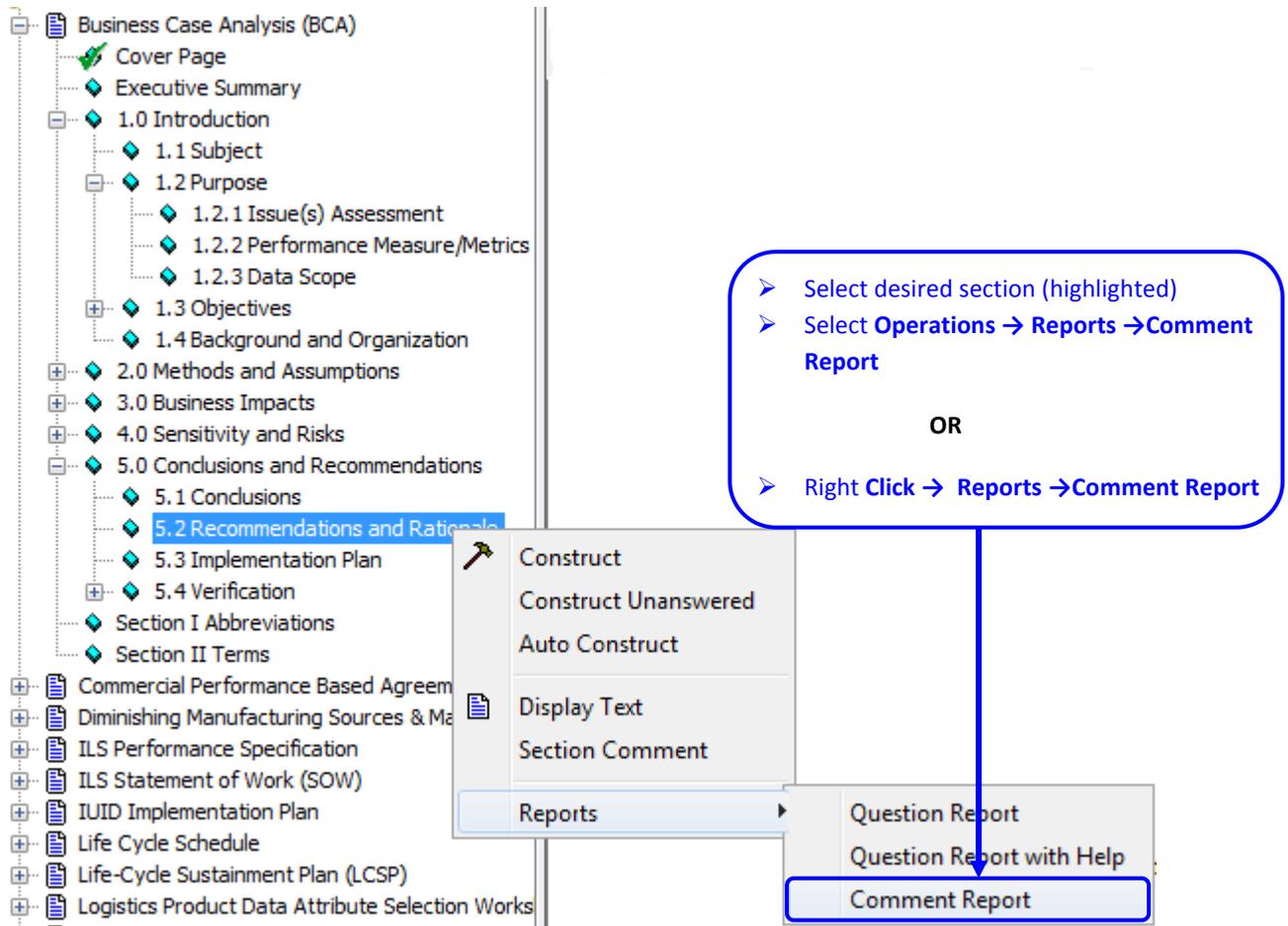
QUESTION REPORTS

Sections and sub-sections typically contain questions. When these questions are answered, the output text is generated for the section. Sometimes it is helpful to view the list of questions before they are asked. SYSPARS has a function to view all of the questions that are necessary to generate the text for each section. To view the questions in a section, right click on the section and select “**Reports** → **Question Report**”. The Question Report will be generated in the right side SYSPARS output window.

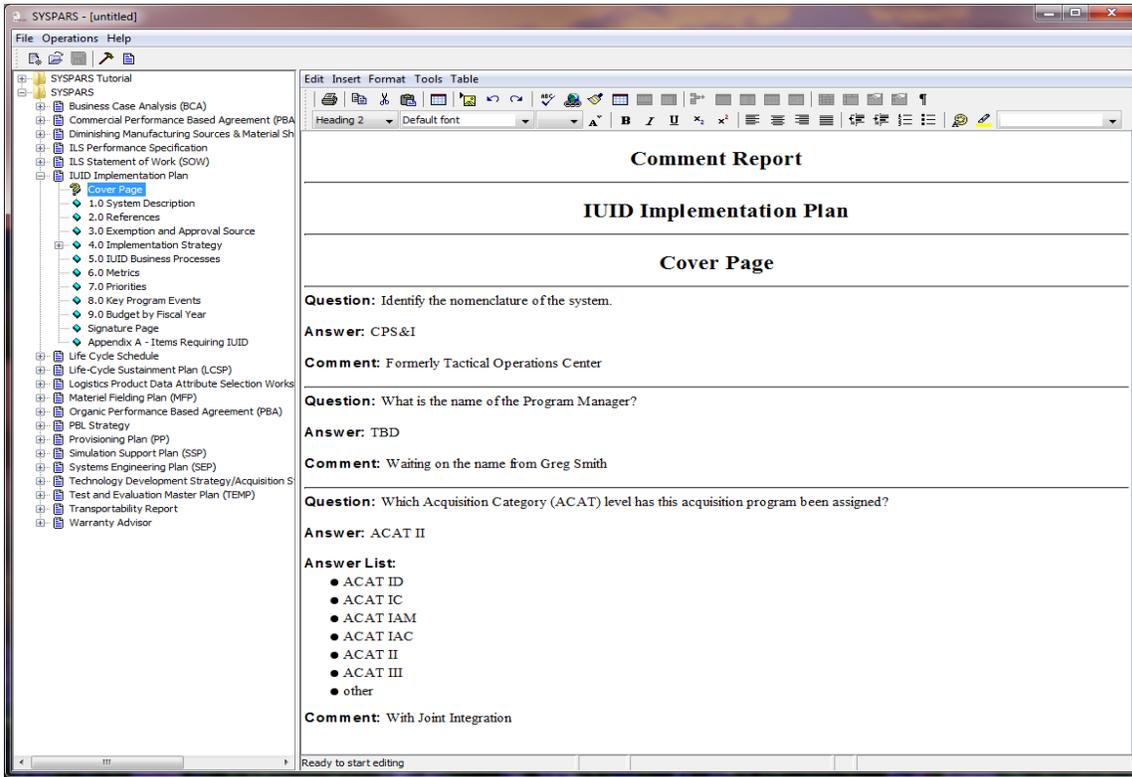


COMMENT REPORT

SYSPARS has a function to view all of the comments that are input by the user for each question in each section. To view the comments in a section or document, right click on the section or document and select “**Reports → Comment Report**”. The Comment Report will be generated in the right side SYSPARS Output Pane. The Comment Report displays only questions with a comment.



The figure below shows how the comment report is displayed within the output pane:

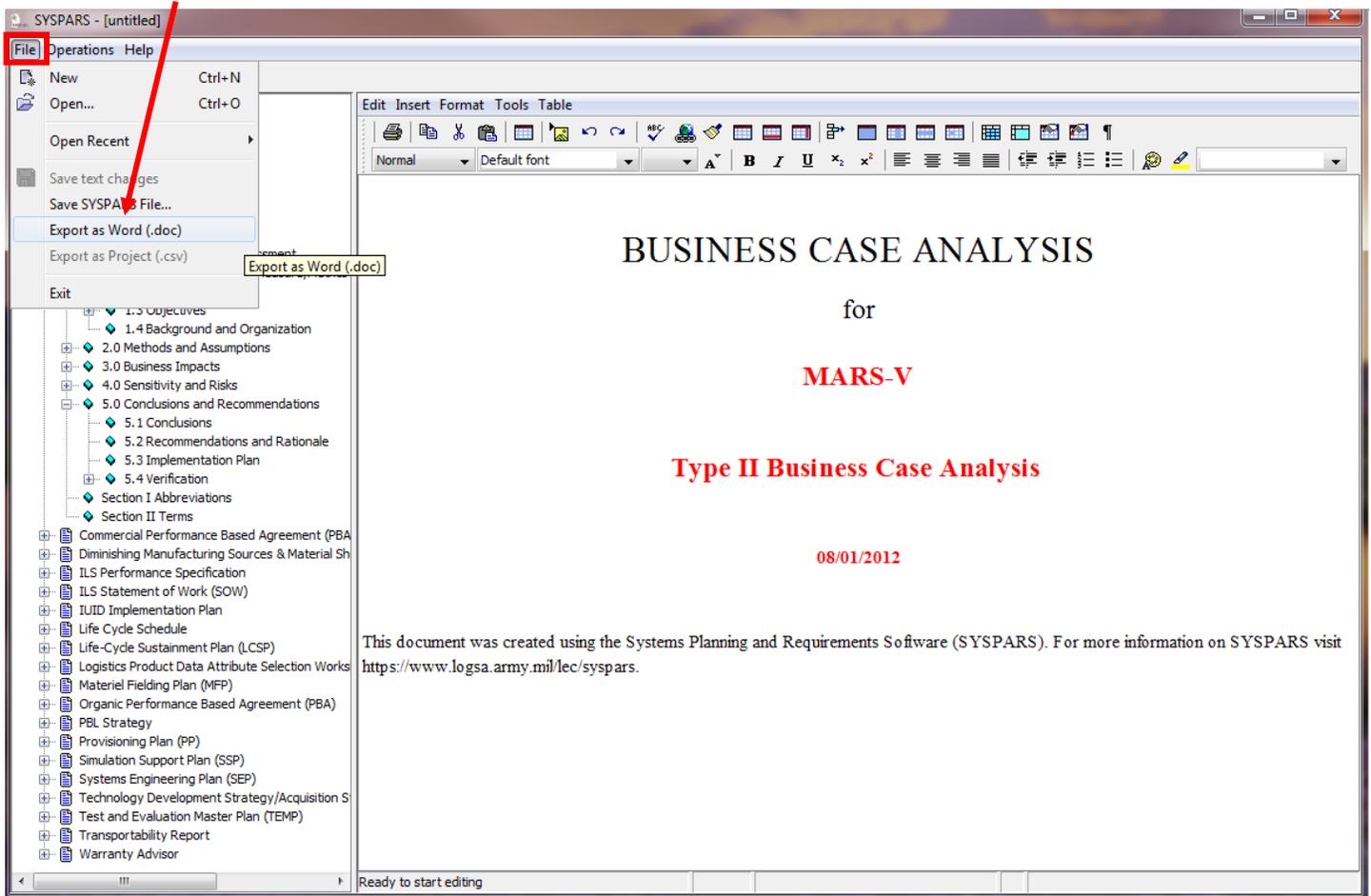


EXPORTING YOUR DOCUMENT TO MICROSOFT WORD

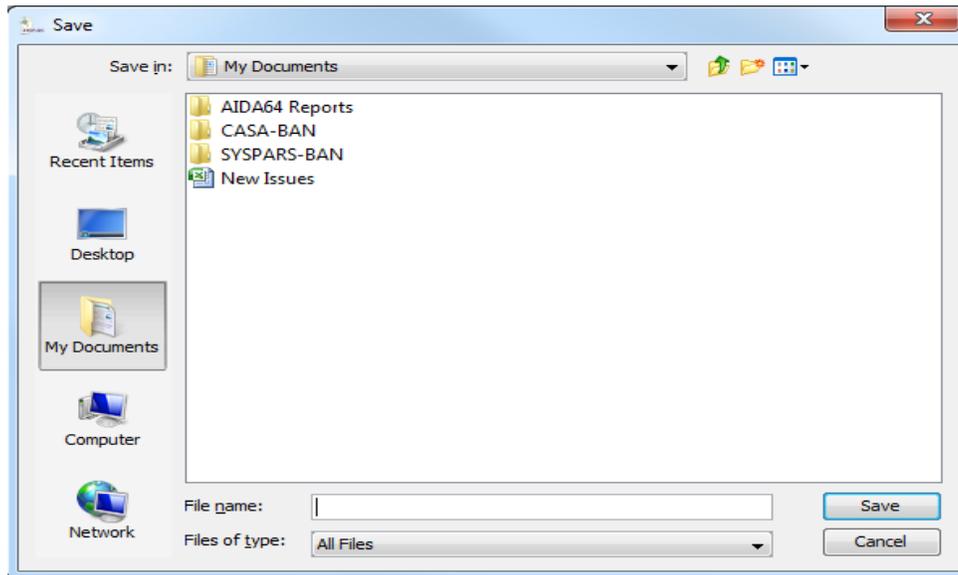
To Export your SYSPARS generated document to word, you first need to display your document (or question/comment report) to the Output Pane. To Display the Text of your document to the **Output Pane**, select the topmost level of your document. When the document name is highlighted, select **Operations → Display Text** from the **SYSPARS Menu bar**.

To export your document, **Select File → Export as Word (.doc)** from the **Program Menu**.

Click 'File'
Select 'Export As Word (.doc)'



When the window to Save your document appears, name your document appropriately and save it to your desired location.



Now, navigate to the saved location of your .doc file and you will be able to open your SYSPARS created document with Microsoft Word.

SHARING SYSPARS FILES

Your SYSPARS save files are housed wherever you choose to save them. If you desire to share files with other users you may want to save the file in a shared drive.

SYSPARS SUPPORT

WEB SUPPORT

The SYSPARS website contains comprehensive SYSPARS program information, including:

- Release Notes
- Document Descriptions
- Registration and Download
- Frequently Asked Questions
- Troubleshooting
- Training Materials
- Contact Information

Visit our website at: <https://www.logsa.army.mil/lec/syspars/index.cfm>

LOGSA SUPPORT

TELEPHONE

Commercial: (256) 955-9847

DSN: 645-9847

ELECTRONIC MAIL

logsa.syspars@conus.army.mil

ADDRESS

USAMC LOGSA
ATTN: AMXLS-AI (SYSPARS)
Redstone Arsenal, AL 35898-746

SYSPARS TRAINING

A half-day training course for SYSPARS is offered monthly in the Redstone Arsenal, AL area. This training is designed to familiarize students with the functionality of SYSPARS through a short briefing and a hands-on exercise of the software.

You may view the training schedule and register for classes here:

<https://www.logsa.army.mil/lec/forms/register/trainingindex.cfm>

TRAINING AT YOUR LOCATION AND SPECIALIZED TRAINING

If it is determined to be more cost effective to bring the SYSPARS training team to your location, LOGSA will work with you to accommodate your needs. In such a case, the training can be specialized based on your specific requirements. Please contact the [LEC SmartDesk](#) for more information about scheduling SYSPARS training at your location.

LIST OF ACRONYMS

AS	Acquisition Strategy
ASW	Attribute Selection Worksheet - (Logistics Product Data Attribute Selection Worksheet)
BCA	Business Case Analysis
PBA	Performance Based Agreement
DMSMS	Diminishing Manufacturing Sources & Material Shortages Management Plan
ILS	Integrated Logistics Support
ILS SOW	Integrated Logistics Support Statement of Work
IUID	Item Unique Identification
LCS	Life Cycle Schedule
LCSP	Life Cycle Sustainment Plan
PBL	Performance Based Logistics
PP	Provisioning Plan
SSP	Simulation Support Plan
SEP	Systems Engineering Plan
TDS	Technology Development Strategy
TEMP	Technology Evaluation Master Plan