Auto coder Instructions at a Glance

1. Click Enable Editing
2. Copy and paste proposals ids and PRCs in the blue table under the columns prop\_id and PRC columns respectively.
   1. It can add 0 to 3 PRCs per proposal.
   2. You can also list context statement ids.
3. Click Check Coding button.
   1. The gray table shows which proposals already have PRCs, context statements, and basic research percentage at 100%. It also lets you check that you or your cluster owns the proposals.
   2. P, C, and/or % in blue table column A mark proposals that need a PRC, basic resrch %, or the context statement id, respectively.
4. The next buttons will use EJ in Internet Explorer, so be sure it is open and has not timed out. You can minimize the EJ window for quicker results.
5. To associate the same context statement to all proposals, enter the context statement id in E14 and click the “Only Associate Ctxt” button. (Be sure you list all collabs if you use this.) After you confirm that EJ is ready, sit back and relax until EJ stops blinking.
6. To set PRCs, Click Autocode. Confirm EJ is ready, then sit back and relax.
7. Either button automatically refreshes the gray table; check if it missed any.
   1. Click arrows to sort both blue (and gray) table by prop\_id if needed.
   2. Check that missed proposals are in PENDing status
   3. Check what cluster owns the jacket (check the org code on transfers),
   4. Sort column A, delete those coded correctly, and retry the missing.

This is a work in progress: If you receive any error messages during the autocoding, please alert Jack so he can see what happened and fix the Autocoder.

