

AT-AT User Report

Reference Guide

Homepage

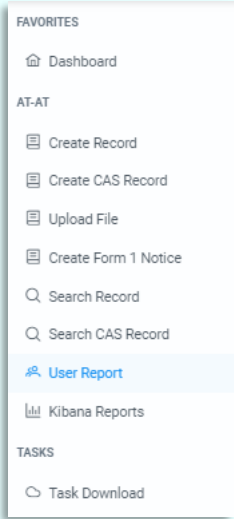
AT-AT

Navigation

User Report

Table of Contents

Overview	1
Roles	1
Accessing the AT-AT User Report	1
How to Access the AT-AT User Report	1
AT-AT User Report Search	1
User Report	1
<i>Role Search Criteria:</i>	1
<i>User Search Criteria:</i>	1
<i>Organization Group Selection for Home Organization Search Screen</i>	2
AT-AT User Report Search Results	3
User Report Results:	3
Exporting Search Results	4
Sample Export	4

<p>Overview</p>	<p>The AT-AT User Report is a customizable report of searchable data for AT-AT users. The user can only see roles within their span of control.</p>
<p>Roles</p>	<p>Roles with the ability to access the AT-AT User Report:</p> <ul style="list-style-type: none"> • AT-AT Region/HQ Monitor • DCAA Administrator
<p>Accessing the AT-AT User Report</p>	<p>How to Access the AT-AT User Report</p> <ol style="list-style-type: none"> 1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (https://piee.eb.mil/). 2. Select the AT-AT icon. 3. Locate the AT-AT navigation section. 4. Click the User Report from the navigation section.  <p>The screenshot shows a navigation menu with the following items:</p> <ul style="list-style-type: none"> FAVORITES <ul style="list-style-type: none"> Dashboard AT-AT <ul style="list-style-type: none"> Create Record Create CAS Record Upload File Create Form 1 Notice Search Record Search CAS Record User Report (highlighted) Kibana Reports TASKS <ul style="list-style-type: none"> Task Download
<p>AT-AT User Report Search</p>	<p>The User Report Search page allows users to enter in search criteria to search for AT-AT users within their span of control.</p> <p>User Report</p> <p><i>Role Search Criteria:</i></p> <ul style="list-style-type: none"> • Role Status* <ul style="list-style-type: none"> ○ Active ○ Inactive ○ Archive • Applications * <ul style="list-style-type: none"> ○ AT-AT – Audit Tracking and Action Tool <p><i>User Search Criteria:</i></p> <ul style="list-style-type: none"> • Home Organization Search By <ul style="list-style-type: none"> ○ Organizational Group (<i>Field is a selectable option</i>) <ul style="list-style-type: none"> ▪ Home Organization Group <ul style="list-style-type: none"> • Find Group (<i>Select the button to populate the Organization Group Selection for Home Organization</i>) ▪ Home Organization Include Subgroups (<i>Field is a toggle</i>)

- Organizational Code (*Field is a selectable option*)
 - Home Organization Location Codes (*Starts With / Equal To*)
- Start Registration Date Range
- End Registration Date Range
- User Email (*Starts With / Equal To / Contains*)
- User First Name (*Starts With / Equal To*)
- User Last Name (*Starts With / Equal To*)
- Logon Type
 - Common Access Card
 - Software Certificate
 - User ID / Password
- User Type(s)
 - Civilians
 - Military
 - Contractor
- Warrant Indicator
 - Y
 - N

Button(s):

- Search
- Cancel

The screenshot shows a web form titled "User Report" with a sub-section "Role Search Criteria". It contains several input fields and dropdown menus for filtering users. The "User Search Criteria" section includes radio buttons for "Organizational Group" (selected) and "Organizational Code", a "Find Group" button, date range pickers, and various dropdown menus for search criteria. A "Home Organization Include Subgroups" toggle is also present. At the bottom, there are "Search" and "Cancel" buttons.

Organization Group Selection for Home Organization Search Screen

- Home Organization Find Organization Group by Group Name
- Home Organization PIIIE Level 2

Button(s):

- Save
- Cancel

Enter in the applicable search criteria and select Search to continue.

**AT-AT User
Report
Search
Results**

The User Report Results page displays.

User Report Results:

- User First Name
- User Last Name
- Home Organization
- Home Organization Group
- User Title
- Logon Type
- Job Series
- User Job Description
- User Grade/Rank/Title
- Commercial Phone Number
- DSN Phone Number
- User Email
- User Type
- Sponsor / Supervisor First Name
- Sponsor / Supervisor Last Name
- Sponsor / Supervisor Email
- Role
- Role Status
- Role Location Code
- Extension
- Group Type
- Group Name
- Application
- Last Access Date
- Registration Date
- Create Date
- Cyber Awareness Training Date
- Access Approval
- Annual Revalidation Date
- All Roles Inactivated Date
- Warrant Indicator

Button(s):

- Export (*As CSV or Excel*)
- Refine Search
- New Search

User Report Results

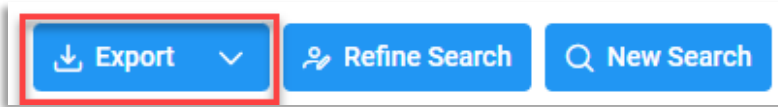
[Export](#) [Refine Search](#) [New Search](#)

User First Name ↑↓	User Last Name ↑↓	Home Organization ↑↓	Home Organization Group ↑↓	User Title ↑↓	Logon Type ↑↓	Job Series ↑↓	User Job Description ↑↓	User Grade/Rank/Title ↑↓	C
		S0512A	DCMA SOUTHERN CALIFORNIA		User ID \ Password	0050	DCMA	1	4
		S0512A	DCMA SOUTHERN CALIFORNIA		User ID \ Password	0050	DCMA	1	4
		HAA110	DCAA EASTERN REGION - HAA110		User ID \ Password	0062	DCAA	CATAT	5
		S0512A	DCMA SOUTHERN CALIFORNIA		User ID \ Password	1102	DCMA	AMT	8
		S0512A	DCMA SOUTHERN CALIFORNIA		User ID \ Password	9999	DCMA	SPC	1

Records: 1 to 5 Max Records Returned: 5

Exporting Search Results

Once the search results are returned, the Export Results button allows the user to export search results in CSV or Excel format for import to a spreadsheet. Go to the **Task Download** section in the navigation bar to view the exported results.



Sample Export

	A	B	C	D	E	F	G
	USER FIRST NAME	USER LAST NAME	HOME ORGANIZATION	HOME ORGANIZATION GROUP	USER TITLE	LOGON TYPE	JOB SER
2			S0512A	DCMA SOUTHERN CALIFORNIA	Time Lord	User ID \ Password	0050
3			S0512A	DCMA SOUTHERN CALIFORNIA	Correctional Institution Administration	User ID \ Password	0006
4			S0512A	DCMA SOUTHERN CALIFORNIA	DBA	User ID \ Password	
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