

User Report

Reference Guide

EDA Homepage

Reports

Access and Account Management Report

User Report

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EDA Roles	<p>Roles with access to the User Report in EDA:</p> <ul style="list-style-type: none">• EDA Acquisition Sensitive Reporting• EDA Advanced• EDA Executive Reporting
Search Criteria	<p>The user will navigate to the User Report page and enter criteria to retrieve desired data.</p> <p>Role Search Criteria:</p> <ul style="list-style-type: none">• Role Status * (Active/Inactive/Archive)• Applications * (See list below)• Role Location Code Search By<ul style="list-style-type: none">○ Organizational Group<ul style="list-style-type: none">▪ Role Location Group<ul style="list-style-type: none">• Role Location Group Find Organizational Group by Group Name (Pop-up box)• Role Location Group PIII Level 2▪ Role Location Group Include Subgroups

- Organizational Code
 - Role Location Codes (Starts With/Equal To)

- Roles

User Search Criteria:

- Home Organization Search by
 - Organizational Group
 - Home Organization Group
 - Home Organization Find Organizational Group by Group Name (Pop-up box)
 - Home Organization PIII Level 2
 - Home Organization Include Subgroups
 - Organizational Code
 - 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) (Civilian/Military/Contractor)
- Warrant Indicator (Y/N)

User Report

Role Search Criteria

Role Status *

Applications *

Role Location Code Search By

- Organizational Group
 Organizational Code

User Search Criteria

Home Organization Search By

- Organizational Group
 Organizational Code

Home Organization Group ⓘ

Home Organization Include Subgroups

Start Registration Date Range

End Registration Date Range

User Email

User First Name

User Last Name

Logon Type

User Type(s)

Warrant Indicator

<p>Example: Application Selection</p>	<p>To return results with a specific Application, select a value from the Application Selection dropdown menu.</p> <p>Applications include:</p> <ul style="list-style-type: none"> • PIEE – Administrative Support • eMIPR – Military Interdepartmental Purchase Request • WAWF – Wide Area Workflow • SPRS – Supplier Performance Risk System • CLOSEOUT – Contract Closeout • CLS – Clause Logic Service • CON-IT – Contracting Information Technology • CSP – Contractor Submission Portal • EDA – Electronic Data Access • FedMall • GFP – Government Furnished Property • IUID Registry • JAM – Joint Appointment Module • AT-AT - Audit Tracking & Action Tool • CDR – Contract Deficiency Reporting • CEDMS – Corporate Electronic Document Management System • PALT – PALT & Protest Tracker • Advana • PC – Purchase Card • PCM – Purpose Code Management • PIEE – Procurement Integrated Enterprise Environment • PPML – Procurement Process Model Library • SDW – Shared Data Warehouse • SOL - Solicitation • SPM – Surveillance and Performance Monitoring Module
<p>Sample Search Results</p>	<p>Once the search criteria is entered, the system will return a list of results with the requested criteria.</p> <p>User Report Results Columns:</p> <ul style="list-style-type: none"> • User First Name • Home Organization Group • User Job Description • DNS Phone Number • Role • Extension • Application • Create Date • Annual Revalidation Date • User Last Name • User Title • User Grade/Rank/Title • User Email • Role Status • Group Type • Last Access Date • Cyber Awareness Training Date • All Roles Inactivated Date • Home Organization • Logon Type • Commercial Phone Number • User Type • Role Location Code • Group Name • Registration Date • Access Approval • Warrant Indicator

User Report Results

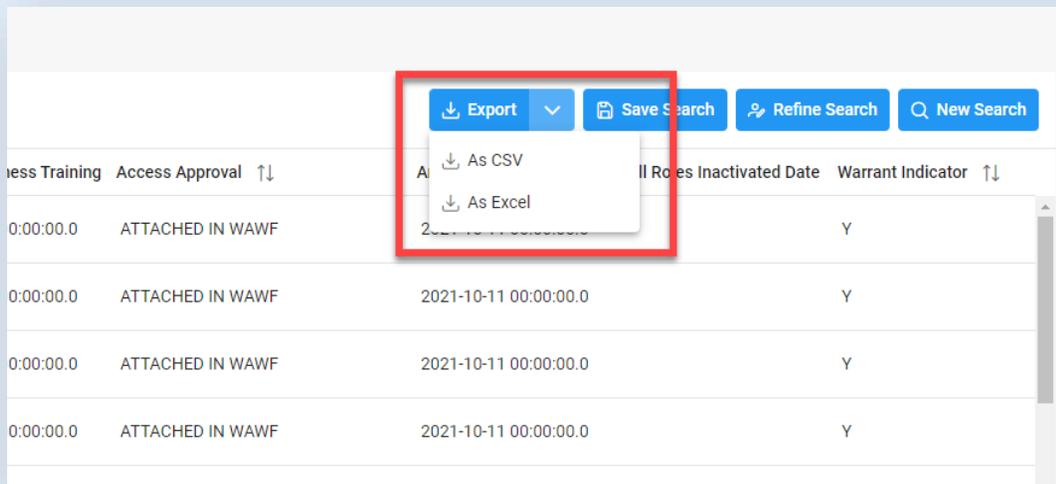
Export Save Search Refine Search New Search

User First Name ↑↓	User Last Name ↑↓	Home Organization ↑↓	Home Organization Gr	User Title ↑↓	Logon Type ↑↓	User Job Description ↑↓	User Grade/Rank/Title ↑↓	Commercial Phone Nu DS
Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111
Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111
Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111
Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111
Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111
Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111

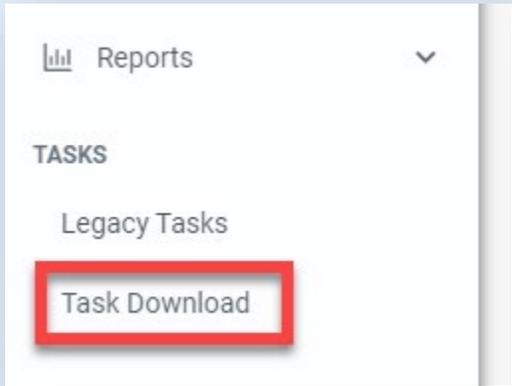
Records: 1 to 10 1 2 10 Max Records Returned: 13

Once the search results are returned, the **Export** button will allow the user to export search results in CSV format for import to a spreadsheet.

Exporting Search Results



The requested download is available in the **Task Download** section of the application.



Sample export:

	A	B	C	D	E	F	G	H	I	J	K	L
	USER FIRST NAME	USER LAST NAME	HOME ORGANIZATION	HOME ORGANIZATION GROU	USER TITLE	LOGON TYPE	USER JOB DESCRIPTION	USER GRADE/RANK/TITLE	COMMERCIAL PHONE NUMBE	DSN PHONE NUMBE	USER EMAIL	USE
1	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
2	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
3	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
4	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
5	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
6	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
7	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
8	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
9	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
10	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
11	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
12	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
13	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT
14	Carla	Gov	S0512A	DCMA LOS ANGELES	Contracting	User ID \ Password	DCMA	3	11111111		cmc@caci.com	MILIT