



FSRS Federal Government User Guide

Last Updated September 29, 2015

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Revision Notes:



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



Revision	Date	Description
1.1	10/27/2010	FSRS Government User Guides (used for Jul 2010 launch) consolidated to a single guide (versus 4 disparate role based guides) and revised to reflect both Contract and Grant Award FFATA Reporting capabilities of the 10/29/2010 version of FSRS.gov.
1.2	11/3/2010	Selected text updated for clarity.
1.3	01/23/2015	Updates to Reporting Instructions manual and Batch upload. Added references to additional resources for users.
1.4	9/29/2015	Revised due to FSRS Threshold Increase.

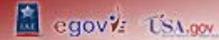


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Section 1 FSRS Basics

1.1 System Background

The Federal Funding Accountability and Transparency Act (FFATA) necessitated a system to allow prime grant award and prime contract recipients to report sub-award activity and executive compensation. The **FFATA Sub-award Reporting System – FSRS.gov** – is the system that allows grant award and contract award recipients to electronically report their sub-award activity. July 2010, "FSRS.gov" launched as the resource for prime awardees to report on FFATA-required **contract** sub-award activity and executive compensation. October 2010, "FSRS.gov" expanded to incorporate FFATA-required **grant** sub-award and executive compensation reporting.

Effective October 1, 2015, the Department of Defense (DOD), General Services Administration (GSA), and National Aeronautics Administration (NASA) are issuing [FAR Case 2014-022](#) as a final rule amending the Federal Acquisition Regulation (FAR) to implement the inflation adjustment of acquisition-related dollar thresholds.

To learn more, please review the home page materials that discuss the system's background, reporting requirements, and the FFATA legislation, regulations and OMB Guidance.

1.2 About this User Guide

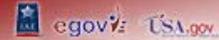
This user guide is intended for federal government users of the FSRS.gov system. The guide will help these users utilize the system to review FFATA reports that have been submitted by prime award recipients. "Sub-awardees" or "sub-contractors" do not use this system to report. Only prime award recipients submit FFATA reports in this system.

There are four federal government user roles in this system. The roles in part reflect the activities that are performed in the eSRS.gov system (see section 2.1 below for discussion of the relationship between this system and eSRS.gov). The federal government user roles are outline as follows:

- Agency Coordinator –**AC** has full access to FSRS for their agency and below. User can manage their agency hierarchy, other agency contacts, manage new agency contact registrations, review FFATA reports and run reports on data from their registered level and below.
- Point of Contact – **POC** - users manage other agency contacts (but not the agency organization), manage new agency contact registrations, review FFATA reports and run reports on data from their registered level and below.



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- Contracting Officer - **CO** - users review FFATA reports and run reports on data from their registered level and below. In a FSRS Context, this role is likely more appropriate for users needing to review FFATA reports pertaining to contracts.
- Designated Government User - **DGU** users review FFATA reports and run reports on data from their registered level and below.

Sections of the guide address specific features that are available to specific federal government user types. If a section does not apply to all federal government user types, the limitation is highlighted. For instance, Agency Coordinators are the only system users that manage their “Agency Hierarchy”. That feature is highlighted in this guide as being **not applicable to POC, DGU and CO users**.

“Awardees” (prime grant awardees and prime contract recipients) should refer to the “Awardee User Guide” (links to this guide can be found on FSRS.gov and from within all navigational pages of the awardee user’s fsrs.gov interface).



1.3 Key Navigational Icons/Terms Defined

(Note: Additional reference guides, data dictionaries, and quick reference guides can be found on the [Resources](#) page of the system.)

Navigation Term	What to Look for:	Description
Add New Child		When agency coordinators are managing agency records, this button opens a form which allows them to add a new child agency to the agency's hierarchy.
Apply Search		Button the user clicks to apply their desired search criteria (e.g., when filtering a list of records in the system).
Back		When reviewing a record from a list (e.g., FFATA Report list), use "back" navigation in the upper corner to return the list (previous screen).
Batch Options		Reveals a pull-down menu of operations that will be put forward for all checked (v) list items on the List displayed on the screen: e.g., save to excel.
Batch Options - "Select All" + or "Deselect All" - Options		Use the "+" option to select all in the list for batch operation. Use the "-" option to deselect all in the list for batch operation. A checkmark by the object means the object is selected.
Cancel (from a record review - e.g., when reviewing an award record on the worklist)		Return to previous page.



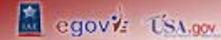
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Navigation Term	What to Look for:	Description
Class (in Reporting)		In Reporting, there are categories of data elements that form the basis of FSRS.gov system reports.
Clear		Clears selected search criteria.
Collapse Navigation Arrow		Click a downward pointing arrow to “collapse” a navigation category. Seen on the main navigation bar, and seen on top of page list filters (e.g., collapse “Search Filters”)
Edit		Use this icon to open a record for “edits” (versus merely “review”).
Expand Navigation Arrow		Click a right pointing arrow to “expand” a navigation category. Seen on the main navigation bar, and seen on top of page list filters (e.g., expand “Search filters”)
FFATA Report		A FFATA report is created by the prime awardee (contractor or prime grant award recipient), by award for each month where they had sub-contract of sub-award activity for the contract or grant. Federal government users find these reports under the main navigation “Reports”, the sub-navigation “FFATA”.



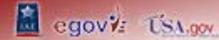
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



Navigation Term	What to Look for:	Description
Home		This is the user's point of entry to the system. From this page, users can access all navigation; see pending actions, system statistics and system announcements.
Jump		Moves directly to and displays the selected page (in a multi-page list).
Logout		Navigation to sign off the system. Found in upper right of every page in the system.
My Account		Navigation where user manages account data (e.g., password management, request new role)
Next		Shows the next page (in a multi-page record list).
Previous		Shows the previous page (in a multi-page record list).
Report Month	Report Month	FFATA reports are submitted by month of sub-award/sub-contract activity. The Report Month indicates what month the report is reflecting.
Required Field		Indicates entry into the field is required before save/submit can be used.
Review		Review the record data.



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

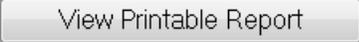


Navigation Term	What to Look for:	Description
Save		Saves your work and leaves you on the same form of the record.
Save PDF		Opens a FFATA report in PDF document format. This can be saved to a user's local system.
Search Filters		Search filters are resources that allow a user to search for records in a list that match the search filter settings.
Sort Arrow (on list displays)		When reviewing a list, if the column heading has an arrow, the user can click the heading to sort by that column's terms. The column that is controlling the presented order will be "maroon" in color.
Source	Source	The report list will indicate the "source" of the report. Those reports tied to a Contract award will list "contract", and those reports tied to a grant award will list "grant".
Status	Status	FFATA reports have three types of Status – DRT (DRAFT – saved in the system but not submitted), SUB (Submitted through the system) or RPN (Reopened – previously submitted and reopened by the awardee).
Submit		Button used to submit a report (during step 7 of creating a report/or when resubmitting a reopened report).



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



Navigation Term	What to Look for:	Description
Switch Role		Upper right navigation element that is shown to a user if there is more than one user role associated with the user's account. If clicked the user will see selection bar that allows them to move to another "role" associated with their account.
View Printable Report		Opens a FFATA report in a format that is formatted for printing.



1.4 Getting Help with FSRS

1.4.1 The Help Desk

- I. Users can access the Federal Service Desk (FSD) directly from within the system. FSD is the help desk organization that provides help desk support for FSRS.gov.
- II. A link to the FSD is presented on the home page in the right-hand side bar. This link can also be found when logged into the system at the bottom of each page.

Navigation to Access FSD on FSRS.gov

Documents

User Guides
» [FSRS Awardee Guide](#)

Training Materials
» [FSRS Awardee User Demonstration](#)

News

Question of the Month:
Who is required to file a FFATA report in FSRS? [View the answer](#)

New! As of October 29, 2010, FSRS.gov now supports both contracts and grants sub-award reporting. Prime awardees, [click here](#) to register or log-in.

Viewer Software:
Some documents linked from this page are in PDF, Flash, or PowerPoint format. To view these files, you may need to download:
» [Adobe Acrobat Reader](#)
» [Adobe Flash Player](#)
» [Microsoft PowerPoint Viewer 2007](#)

For questions about FSRS, contact:
» Your contracting officer for questions about FSRS applicability to your contracts.
» [For Help: Federal Service Desk](#)

- III. Clicking on the FSD link opens a transition page introducing the Federal Service Desk (FSD) where users can secure assistance.

FSD Transition Page



You will be re-directed to the Federal Service Desk in 30 seconds. Click the logo above if you would like to be redirected immediately.

INTRODUCING...

The Federal Service Desk

FSRS Users:

We are pleased to introduce you to a new source of help for your questions concerning the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS).

The Federal Service Desk (FSD) launched in June 2009 as a project of the GSA's Integrated Acquisition Environment (IAE). At the Federal Service Desk (fsd.gov) you can now:

- Find information you need by searching several ways in the Answer Center
- Submit a request online for Non-Technical (Policy) and Technical service
- Check on your help desk ticket online
- Give us feedback on Frequently Asked Questions
- Chat live with a Customer Service Representative
- Phone us toll free at 1-866-606-8220
- Phone us internationally at 334-206-7828

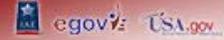
Over the next year or so, additional systems will gradually transition to FSD for their help desk support. We hope you take advantage of the full range of services offered at www.fsd.gov.

- IV. Users are automatically re-directed to the FSD 30 seconds after navigating to the transition page.

1.4.2 Resources Page

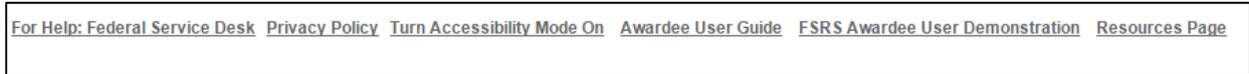


Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



- I. When logged into the system, in the main navigation bar at the bottom of any system page, users will see a link to access a resources page. This page presents resources for the user related to the utilization of the FSRS system.

Image of Bottom Navigation

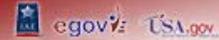


- II. On this page, users will find Quick Reference Guides, User Guides, Demonstration Videos, Technical Documentation, and access to the system's FAQs (Frequently Asked Questions).

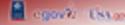
Resources Page



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



Resources

Quick Reference Guides

Managing **CONTRACT** Subaward Reporting in FSRS:

- [Add a Contract Award to the Awardee Worklist](#)
- [Delete a Contract Award from the Awardee Worklist](#)
- [Creating and Submitting a Contracts FFATA Subaward Report in FSRS](#)
- [Edit a Report from the FFATA Reports List](#)
- [Review, Access and Retrieve Reports from the FFATA Reports List](#)
- [Complete a Batch Upload for Contracts Sub-award Reporting](#)

Managing **GRANT** Subaward Reporting in FSRS:

- [Add a Grant Award to the Awardee Worklist](#)
- [Delete a Grant Award from the Awardee Worklist](#)
- [Creating and Submitting a Grants FFATA Subaward Report in FSRS](#)
- [Edit a Report from the FFATA Reports List](#)
- [Review, Access and Retrieve Reports from the FFATA Reports List](#)
- [Complete a Batch Upload for Grants Sub-award Reporting](#)

User Guides

For Awardee Users:

- [Awardee User Guide](#)

For Government Users:

- [Federal Government User Guide](#)

Demonstration Videos

For Awardee Users:

- [FSRS Awardee User Demonstration](#)
- [FSRS Awardee User Demonstration \(downloadable\) - After zip directory is open, click on the link for 'paooverview1.htm' to begin](#)

For Government Users:

- [FSRS Fed. Govt. User Demonstration](#)
- [FSRS Fed. Govt. User Demonstration \(downloadable\)](#)

Webinar Archives

Launch of Grants on 10/29/2010

For Awardee Users:

- [Awardee Overview - 10/28/2010](#)
- [Awardee Overview - 10/7/2010](#)

For Government Users:

- [Government User Overview](#)
- [Government User Training](#)

Technical Documentation

- [Data Definitions for Contracts](#)
- [Data Definitions for Grants](#)
- [Contracts Report Submission Web Services Documentation](#)
- [Grants Report Submission Web Service Documentation](#)
- [Complete a Batch Upload for Contracts Sub-award Reporting](#)
- [Complete a Batch Upload for Grants Sub-award Reporting](#)
- [FFATA \(Contracts\) Excel Template](#)
- [FFATA \(Grants\) Excel Template](#)
- [FFATA \(Contracts\) XML Sample File](#)
- [FFATA \(Grants\) XML Sample File](#)

FAQs

- [FAQs](#)

[Privacy Policy](#)

1.5 Log-In to FSRS

1.5.1 System Tie with eSRS

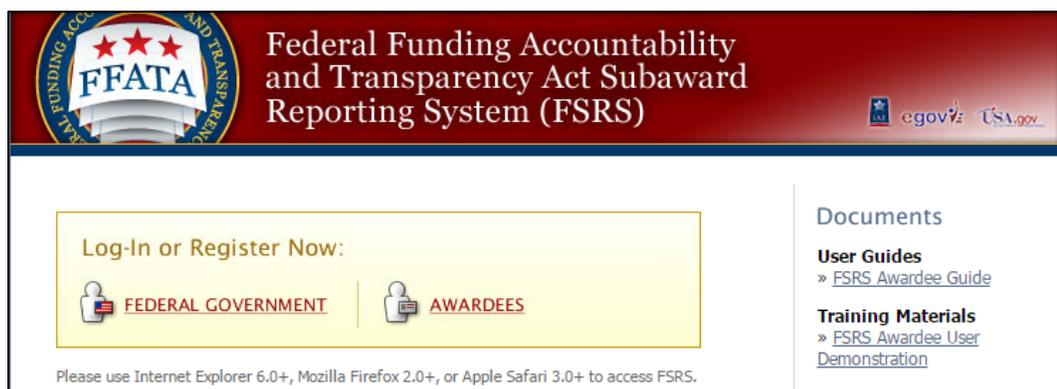
Users registered in the electronic Sub-contracting Reporting System (www.esrs.gov) are able to access the FSRS system with the same log-in credentials as used for eSRS. If you register for a new account in the FSRS system, you will be able to login to the eSRS system with the same credentials. In addition, authenticated (logged-in) users are able to toggle between the eSRS.gov and FSRS.gov applications seamlessly by clicking on the link in the upper right hand corner of any page, “Log-in to eSRS” or “Log-in to FSRS,” depending on the system in which you are currently working.

eSRS Log-In Link when Logged into FSRS.gov



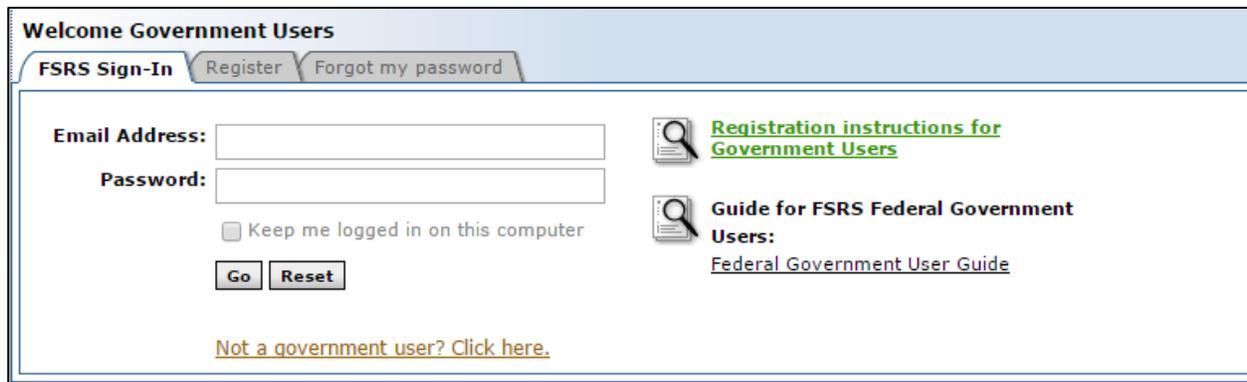
1.5.2 Existing Users

- I. Users point their browser to <https://www.fsr.gov/>
- II. The awardee then clicks on the “Federal Government” link within the “Log-In or Register Now” box shown below.



- III. An agency user logs-in to FSRS by entering their email address and password under the FSRS Sign-In tab and clicking the Go Button.
- IV. If an agency user forgets their password, they can click the “Forgot my Password” tab. Doing so will generate a password and send it to the awardee via email.

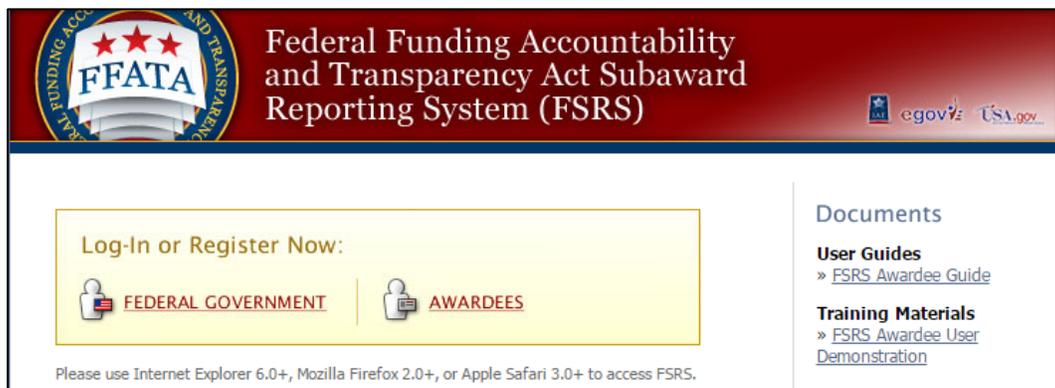
Federal Government Log-In



1.5.3 New Users

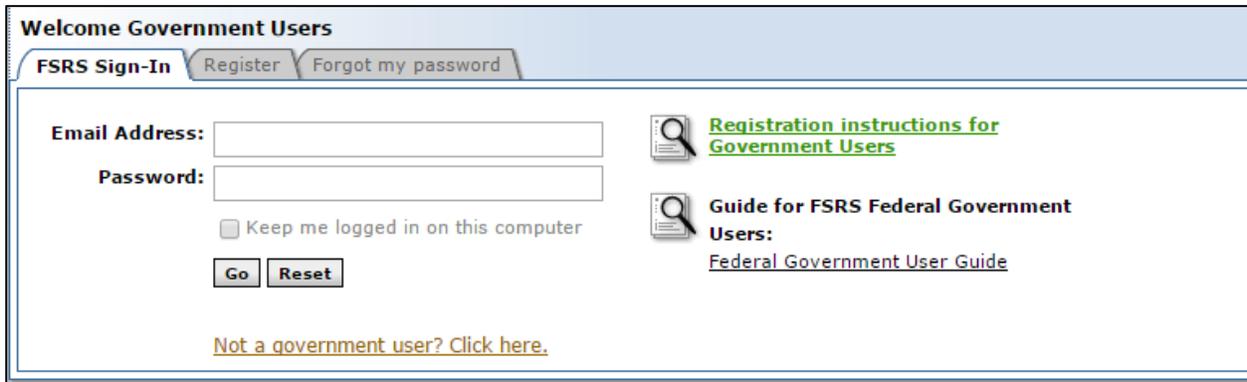
- I. Users point their browser to <https://www.fsr.gov>. **NOTE: Users do not need to re-register if they have an existing eSRs Federal Government user account (www.esrs.gov).** The email address and password used for eSRs will allow the user to log-in to FSRS.gov.
- II. The agency user clicks on the “Federal Government” link within the “Log-In or Register Now” box.

Log-In or Register Now Box



III. To register, the user clicks the “Register” tab under the Federal Government Log-In section.

Federal Government Log-In



Welcome Government Users

FSRS Sign-In Register Forgot my password

Email Address:

Password:

Keep me logged in on this computer

Go Reset

[Registration instructions for Government Users](#)

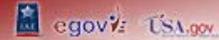
[Guide for FSRS Federal Government Users: Federal Government User Guide](#)

[Not a government user? Click here.](#)

IV. The user completes the multi-step process that displays. **Note: Throughout the system a red asterisk (*) designates that the field is required.**



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- V. Step 1: The user selects their Agency/Sub-Agency association and clicks Continue. **Note:** Instructions for each step are provided in a left hand side bar.

Federal Government Registration Screen Step 1

Welcome Government Users

FSRS Sign-In | **Register** | Forgot my password

Instructions

Agency
Select your agency from the drop-down list. Agencies are organized hierarchically.

How-To:

1. Click on the Agency select list.
2. Use the scroll bar on the left side to find your agency
3. An agency with an arrow on the right (>) indicates a submenu with subagencies you may select.
4. The submenu always begins with the parent agency in bold. You may select the parent agency here, or choose a subagency below it.

Government User Registration Wizard

Agency*:
ASSISTANT SECRETARY FOR ADMINISTRATION (12B0)



- VI. Throughout the registration process a “Progress” bar is provided on the right hand side of each page. At any time in the process you can link on one of the hyperlinks and you will be taken to that step of your registration.

Federal Government Registration Progress side bar

Progress

Agency:
ASSISTANT SECRETARY FOR
ADMINISTRATION (12B0)

Your Full Name:
Empty

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
Empty

Supervisor Name:
Empty

Supervisor Email:
Empty

User Level:
Empty

Permission Level/Role:
Empty

Desired Password:
Empty

Repeat Desired Password:
Empty

Would you like to register for
multiple roles/offices?:
Empty

VII. On Step 2, the registration form will ask for your Name, Position and Email address.

Federal Government Registration Step 2

Welcome Government Users

FSRS Sign-In **Register** Forgot my password

Instructions

Your Full Name
Please enter your full name.
Example: John F. Smith

Your Suffix
If applicable, enter your suffix

The Title of Your Position
Enter the title of the position you hold at your agency.

Your Email Address
Enter your email address.
Example: john@agency.gov

Government User Registration Wizard

Your Full Name*:

Your Suffix:

The Title of Your Position:

Your Email Address*:

- VIII. Users must complete all required fields and click the Continue button.
- IX. On Step 3, the user is required to provide their Supervisor's Name and Email Address.
- X. On Step 4, the user is required to determine the level of their account assignment within their agency.
- XI. On Step 5, the user is required to select their Permission Level/Role.
- XII. On Step 6, the user is required to set the Password for their account. **Note: Remember your username is your registered email address entered in step 1.**
- XIII. On Step 7, the user is prompted regarding multiple role/offices designations for their account. If Yes, is selected a new form will display asking the user to complete the required agency, user level and role information again. This process can be repeated for as many roles the user requires to manage their agency's contracts and grants.

- XIV. On the Final Step the user will be prompted to review their selected information and then click the submit registration button

Federal Government Review Registration

Welcome Government Users

FSRS Sign-In
Register
Forgot my password

Instructions

Verify Your Entries

Verify all entered information. If any information is not correct, press "Go Back" or click on the item to go directly to it. You will have a chance to review again before you submit this form.

Government User Registration Wizard

Please verify all entered information and submit this form now.

Agency:
ASSISTANT SECRETARY FOR ADMINISTRATION (12B0)

Your Full Name:
User Guide

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
user@guide.gov

Supervisor Name:
Tester Govt

Supervisor Email:
tester@gov.gov

User Level:
User Level agency

Permission Level/Role:
Agency Coordinator (AC)

Desired Password:
***** (hidden)

Repeat Desired Password:
***** (hidden)

Would you like to register for multiple roles/offices?:
Would you like to register for multiple roles/offices? No

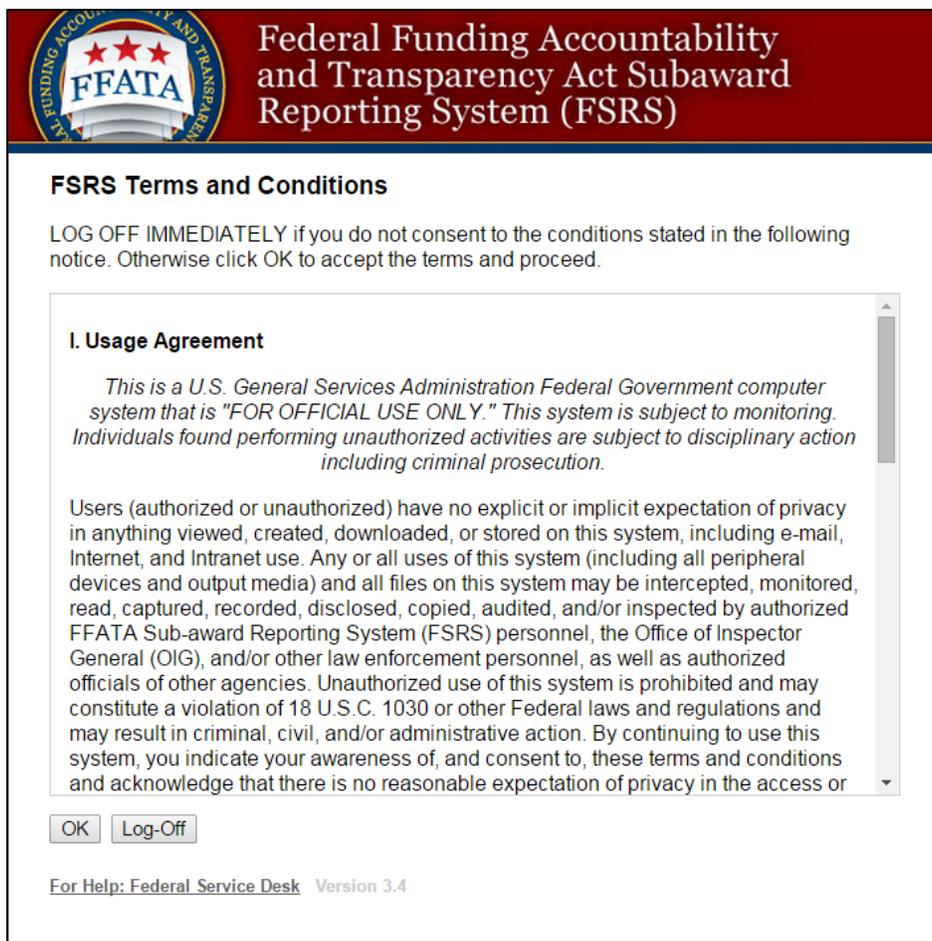
- XV. Once the user has submitted their registration they will have to complete an email verification step. Once they have verified their registration via email, an email will be sent to the registered agency coordinators authorized to approve registrations for the agency.

- XVI. When the user’s registration has been approved they will receive an email from the system notifying them that they can now access the system. **Note: This grants the user access to both eSRS AND FSRS with the role(s) they registered.**

1.6 Terms of Use Agreement

- I. All users are required to agree to the Terms of Use for FSRS.
- II. Use the side scroll bar resource to review the terms and conditions in their entirety.
- III. A user can click “OK” to move forward or “Log-Off” to exit the system.

Terms of Use Agreement Screen



FSRS Terms and Conditions

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click OK to accept the terms and proceed.

I. Usage Agreement

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized FFATA Sub-award Reporting System (FSRS) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or

OK Log-Off

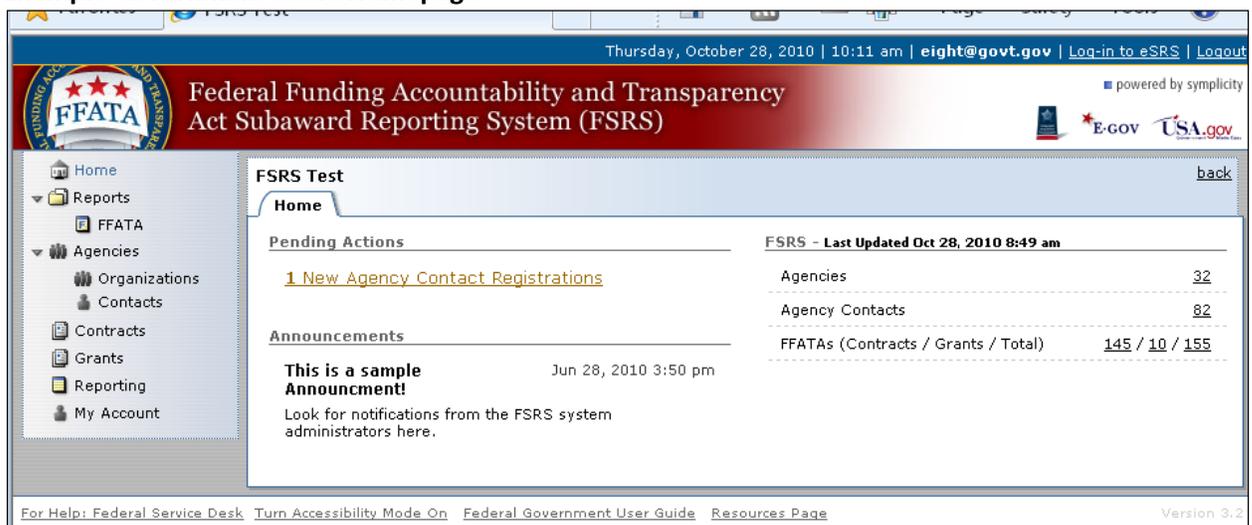
For Help: [Federal Service Desk](#) Version 3.4

Section 2 Navigation Overview

2.1 Home

- I. Login to FSRS.
- II. You will be directed to your FSRS homepage. (Depending upon your account, your homepage and navigation menu may appear differently)
- III. On the left hand side of the screen, the navigation menu is shown. This menu is available throughout all pages on the system.
- IV. “Pending Actions” will display all items in the system that your account has access to with the status “pending”.
- V. “Announcements” are created by FSRS administrators
- VI. Overview FSRS Statistics are shown on this page.
- VII. When you are done using the system, please click on the “Logout” link (found at the top of every page).
- VIII. The lower navigation bar has links to the Help Desk, the option to turn on accessibility mode (this disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site), this user guide, and the resources page.

Example Government Users Homepage



Thursday, October 28, 2010 | 10:11 am | eight@govt.gov | [Log-in to eSRS](#) | [Logout](#)

powered by [simplicity](#)

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

[Home](#) | [Reports](#) | [FFATA](#) | [Agencies](#) | [Organizations](#) | [Contacts](#) | [Contracts](#) | [Grants](#) | [Reporting](#) | [My Account](#)

FSRS Test [back](#)

Home

Pending Actions

[1 New Agency Contact Registrations](#)

Announcements

This is a sample Announcement! Jun 28, 2010 3:50 pm
Look for notifications from the FSRS system administrators here.

FSRS - Last Updated Oct 28, 2010 8:49 am

Agencies	32
Agency Contacts	82
FFATAs (Contracts / Grants / Total)	145 / 10 / 155

For Help: [Federal Service Desk](#) | [Turn Accessibility Mode On](#) | [Federal Government User Guide](#) | [Resources Page](#) Version 3.2

2.2 Main Navigation Overview

The federal government user's main navigation runs vertically along the left side of the screen.

Home: Home returns a user to the default home page (same as seen on login).

Reports: The FFATA Reports section allows a user to review FFATA Reports. See Section 4 below.

Agencies:

Organizations: List the agency organizations. Users will see a list of agency records within their agency. From this navigation, Agency Coordinators can add new agency records. POCs can review the records, but they are not able to make edits/additions. See Section 5 below. **This navigation is not applicable for DGU, or CO users.**

Contacts: Users will see a list of agency contacts within their agency. From this navigation, POCs and Agency Coordinators can add approve new agency records. DGU and COs can review the records. See section 5.2 below.

Contracts: List of contracts sourced from FPDS-NG. See Section 6 below. **Navigation is not applicable for DGU.**

Grants: List of grants sourced from FAADS+ (as reported by USASpending). See Section 7 below. **Navigation is not applicable for DGU.**

Reporting: Resource allows users to report on the following classes of system data.

- FFATA Contracts
- FFATA Grants
- Government Directory
- Contractor Directory

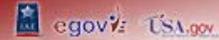
See Section 8 below.

My Account: Resource allows user to update their profile data, change their password, or to request a new role/office affiliation for their account. See Section 9 below.





Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



- VII. Users may also view only specific types of reports using the search fields that show above the list (click expand “Search Filters” button to open the filters that may be used if not visible on screen). Set the filters and click “apply search.”
- VIII. To clear a search, click the “clear” button that appears adjacent to the search button field after a search has been executed.
- IX. Users can also perform advanced searches of the list on the advanced search tab.

FFATA Report List with Search Filters Expanded on Screen

FFATA Reports
back

Search Filters

Days Since Last Action (>=)

Report Month

Report Source:

Keywords:

searches contract number, fain, duns, vendor/awardee name, contracting office id and submitter email

Apply Search

Items 1-10 of 10 < Previous | Jump 1 | Next >

Contract / Award Number	Contractor	Agency ID	Agency Name	Source	Report Month	Office ID	Sub By	Date Sub	Options
025W0003	BROOKLYN BUREAU OF COMMUNITY SERVICE (INC)	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	Jun, 2010		alpha@awardee.com	Oct 01, 2010 5:29 pm	Save PDF
10AM0007	CHILDREN AND FAMILIES, CONNECTICUT DEPARTMENT OF	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	Jan, 2010		test-123@symplicity.com	Oct 26, 2010 7:45 pm	Save PDF
10AM0010	HEALTH AND HUMAN SERVICES, MAINE DEPARTMENT OF	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	May, 2010		alpha@seis.com	Sep 23, 2010 11:38 am	Save PDF
10AM0110	HEALTH AND HUMAN SERVICES, MAINE DEPARTMENT	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	Jun, 2010		beta@seis.com	Oct 14, 2010 1:34	Save PDF



3.2 Review a FFATA Report

- I. When a Federal Government user opens a FFATA report for review, they will see the FFATA report that the Prime Contractor or Grant Award Recipient has submitted via the system.
- II. There are field differences between grant and contract FFATA submissions. Data dictionaries for each workflow are available on the resources page (refer to your bottom navigation bar for access to the resources page). These dictionaries might be helpful to review as they define the fields on each workflow.
- III. When a report is created, as a user enters the award / contract number, a great deal of information is pre-populated for them. This is done to ensure consistency between the FSRS.gov system and other government systems. The FSRS.gov system is designed to pull in data from other feed systems.
 - a. For Grants, a primary source of data is FAADS+ (as reported by USASpending). Data is also resourced from System for Award Management (SAM) for prime award recipients and from SAM or Dun & Bradstreet (D&B) databases for sub-award recipients.
 - b. For Contracts, the primary source of data is FPDS-NG. Data is also resourced from System for Award Management (SAM) for prime award recipients and from SAM or Dun & Bradstreet (D&B) databases for sub-award recipients.
 - c. The data dictionaries define the primary/secondary sources of pre-populated fields on each workflow.



3.3 Review a Grant FFATA Report

- I. From the reports list, click on the  View Icon beside any grant sourced report.
- II. From the report “core” screen, users can View Printable Report, or Save to PDF.
- III. In the right side bar, users will see the Report History.
- IV. FOR **GRANT** FFATA Reports ONLY, prime award recipients can utilize a red “flag” resource on certain pre-populated data fields. The awardee can indicate that the data being auto-populated is incorrect by marking the “is this information correct?” field “no”. The user is then required to explain their response (image of a sample awardee interface field is shown right). While the submitted FFATA report data is not changed, the flag designation for the field, and the explanation of that flag, is viewable by the federal government user as they review the report on their interface.
- V. If FFATA data has been flagged by the awardee as being incorrect, federal government users will see a tab “FAADS+ Flagged Data” on the grant report record when it is open to review.

FFATA Report For Grants * indicates a required field

1. Federal Award Identifier Number (FAIN)*:
1001MD1407

2. Federal Agency ID*:
7590

  Is this information correct?
 Yes No

Please explain*:
Explanation must be entered if you mark the field "no".

(maximum characters: 255) 200 remaining.

Report with Flagged Data

VI. To review which fields have been flagged, and the explanation for the flag designation, click on the “FAADS+ Flagged Data” tab.

VII. Click “back” to return to the Core report tab.

The FAADS+ Flagged Data Tab of a Grant Report

VIII. If data has not been flagged, the “FAADS+ Flagged Data” tab will not display when the FFATA Report record is open to review.

Grant Report without Flagged Data

The screenshot shows a web application interface for reviewing a grant subaward report. At the top, the breadcrumb path is "100000000: HEALTH AND HUMAN SERVICES, MAINE DEPARTMENT OF". There are two tabs: "Core" (selected) and "Event Log". A green notification bar contains a lightbulb icon and the text: "Note: This is a FFATA grant subawards report for awards made in May, 2010". Below the notification are three buttons: "Back To Reports List", "View Printable Report", and "Save PDF".

The main content area is titled "FFATA Report For Grants" and contains a numbered list of fields:

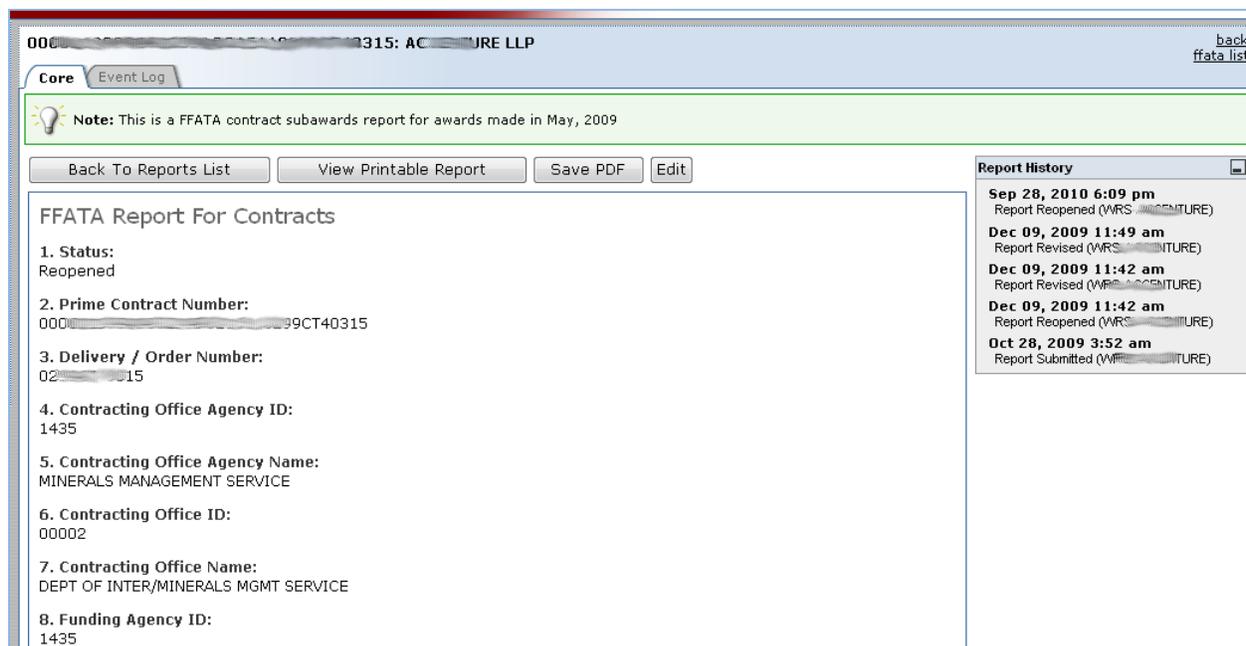
- 1. Federal Award Identifier Number (FAIN):** 1C0000000
- 2. Federal Agency ID:** 7590
- 3. Federal Agency Name:** ADMINISTRATION FOR CHILDREN AND FAMILIES
- 4. Prime Awardee DUNS #:** 809045594
- 5. DUNS Number +4:**
- 6. Prime Awardee Name:** HEALTH AND HUMAN SERVICES, MAINE DEPARTMENT OF
- 7. Prime Awardee Address:**
 - Street Address: 221 STATE STREET

On the right side, there is a "Report History" section showing "Sep 23, 2010 11:38 am Report Submitted (alpha seis)". Below it is a "Subaward Date" section with a dropdown menu showing "FFATA: May 2010".

3.4 Review a FFATA CONTRACT Sourced Report

- I. From the reports list, click on the  View Icon beside any contract sourced report.
- II. From the report “core” screen, users can View Printable Report, or Save to PDF.
- III. In the right side bar, users will see the Report History.
- IV. Click “Back” to return to the report list.

Contract Report

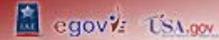


Agency Contract Transfers

- I. Agencies have the ability to transfer a contract from one agency/office to another agency/office in FPDS-NG.
- II. When a contract is transferred to a new agency/office in FPDS-NG, ALL reports in the FSRS Reporting system that were created PRIOR to the transfer, regardless of status (Draft, Submitted, Reopened), will remain associated to the former agency/office (the contract agency/office at the time of report creation).
- III. When a contract is transferred in FPDS-NG, the former agency/office will NOT have access to any new reports created in the FSRS Reporting AFTER the transfer took place.



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



- I. When a contract is transferred in FPDS-NG, the new agency/office on the contract will have read-only access to the most recent report submitted in the FSRS Reporting system prior to the transfer (i.e., submitted to the former contract agency/office), regardless of status.

Contract PIID Changes

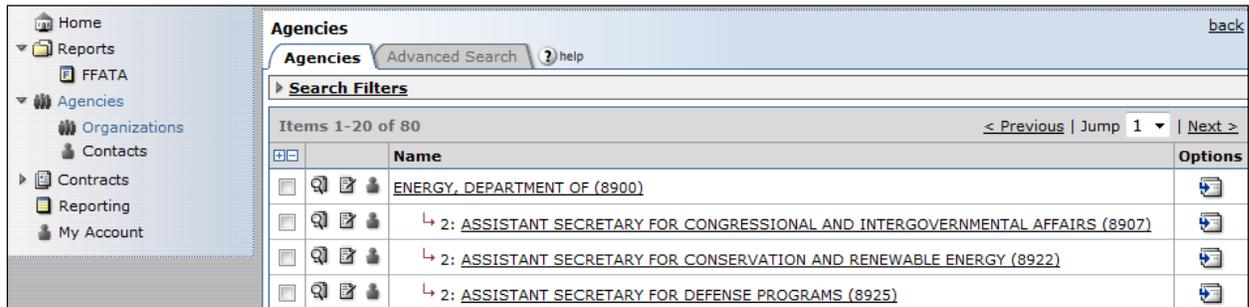
- I. Agencies have the ability to modify PIID/Contract numbers in FPDS-NG.
- II. The FSRS Reporting system will receive modified PIID/Contract numbers from FPDS-NG.
- III. The FSRS system will update all existing reports, regardless of status, with the modified PIID/Contract number. This process will overwrite the original PIID/Contract number on the report.
- IV. When a PIID/Contract number is modified, the FSRS reporting system will display a new field from FPDS-NG labeled "Other Award (or IDV) ID" which will identify the original PIID/Contract number for reference.
- V. The original PIID/Contract number will no longer be searchable in the FSRS Reporting system.

Section 4 Agencies and Agency Contacts

4.1 Review / View Existing Agencies (n/a for CO, DGU users)

- I. Click on “Agencies” on the left hand navigation menu.
- II. Click on “Organizations” on the left hand menu.
- III. You will see a screen similar to the “Agencies / Organizations Screenshot” below.
- IV. Click on the View Icon beside any agency/organization to see more information pertaining to that specific agency/organization.
- V. Notice that any child organization will appear below the parent organization and will also have a an arrow the left of the name.

Agencies / Organizations Screenshot



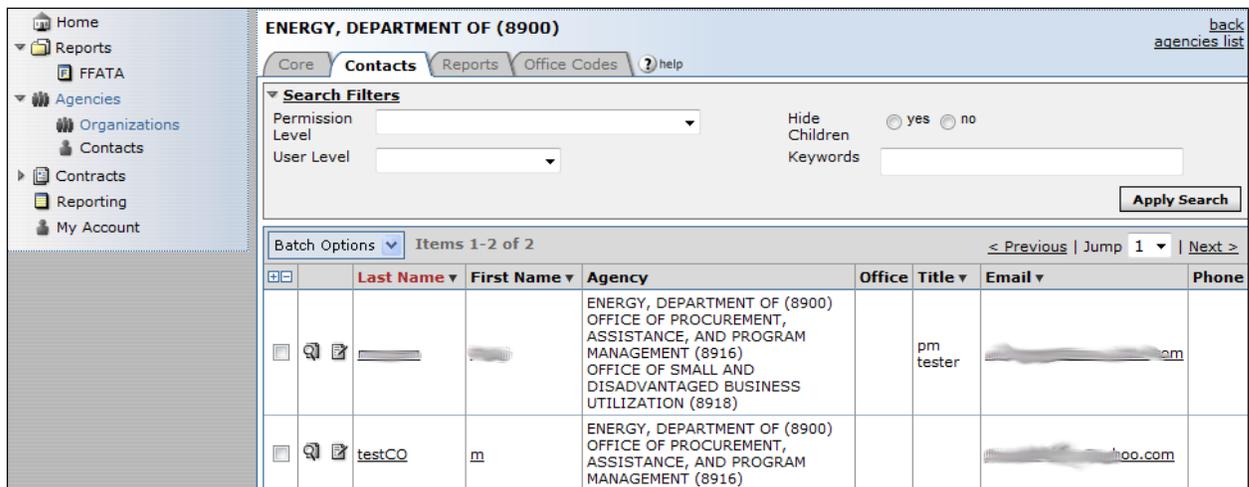
Agencies					back
Agencies					Advanced Search ? help
Search Filters					
Items 1-20 of 80					< Previous Jump 1 Next >
			Name		Options
<input type="checkbox"/>				ENERGY, DEPARTMENT OF (8900)	
<input type="checkbox"/>				↳ 2: ASSISTANT SECRETARY FOR CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS (8907)	
<input type="checkbox"/>				↳ 2: ASSISTANT SECRETARY FOR CONSERVATION AND RENEWABLE ENERGY (8922)	
<input type="checkbox"/>				↳ 2: ASSISTANT SECRETARY FOR DEFENSE PROGRAMS (8925)	

4.2 Agency Contacts

4.2.1 View Agency Contacts

- I. Click on “Agencies” on the left hand navigation menu.
- II. Click on “Organizations” under Agencies.
- III. Click on the Contacts button next to the agency and the Contacts for this agency will appear.
- IV. Click on the View icon beside the desired contact to review his/her Contact Information, including Core profile (name, email), Roles, and Account details.

FSRS Agency Contacts Screenshot



ENERGY, DEPARTMENT OF (8900) [back agencies list](#)

Core **Contacts** Reports Office Codes ? help

Search Filters

Permission Level Hide Children yes no

User Level Keywords

Apply Search

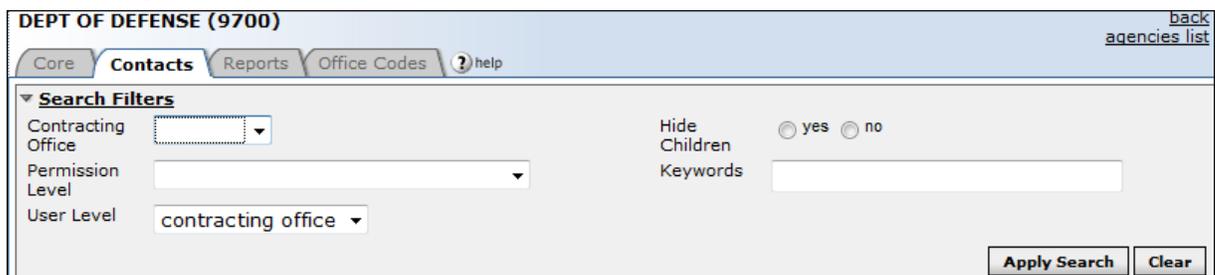
Batch Options Items 1-2 of 2 [< Previous](#) | Jump | [Next >](#)

	Last Name	First Name	Agency	Office	Title	Email	Phone
<input type="checkbox"/>			ENERGY, DEPARTMENT OF (8900) OFFICE OF PROCUREMENT, ASSISTANCE, AND PROGRAM MANAGEMENT (8916) OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (8918)		pm tester		
<input type="checkbox"/>	testCO	m	ENERGY, DEPARTMENT OF (8900) OFFICE OF PROCUREMENT, ASSISTANCE, AND PROGRAM MANAGEMENT (8916)				

Note: You can also view contacts by Office:

- a) Click on “search filters”
- b) Select “contracting office” in the “User Level” drop-down within the Search Filters section.
- c) A new drop-down box will appear called “Contracting Office.”
- d) Select the desired Office and click “Apply Search” button.

Filter Contact by Office Screenshot



DEPT OF DEFENSE (9700) [back agencies list](#)

Core **Contacts** Reports Office Codes ? help

Search Filters

Contracting Office Hide Children yes no

Permission Level Keywords

User Level

Apply Search **Clear**

Group List By

- I. There are two viewing options for the Agency Contacts list: Group By User or Group By Accounts. You can alternate views by clicking on the desired link. Note: The current view will be the one that is not underlined.

Group List By: Filter Screenshot

- II. The “Group List By User” option will display each user in one row of the main list. This means that if a user is registered under multiple agencies, that user will be listed once with all associated agencies listed in a single field. When in this view, you will not be able to sort by Agency or Office.

Group List By: User Filter Screenshot

Group List By: By User						
Batch Options		Items 1-20 of 38				Jump 1
	Last Name	First Name	Agency	Title	Email	P
<input type="checkbox"/>	Account	Test		com	
<input type="checkbox"/>	AFMC (AFMC) AIR FORCE RESEARCH LABORATORY (AFRL) CCE (CCE) DEPT OF DEFENSE (9700)	DoD Tester	GE.....BTA.MIL	70
<input type="checkbox"/>	USACE (USACE)	yahoo.com	
<input type="checkbox"/>	SMALL BUSINESS ADMINISTRATION (7300)	ail.com	

- III. The “Group List By Accounts” option will display each account in one row of the main list. This means that if a user has multiple accounts or “hats” associated with their user registration, each



account will be listed in its own row. When in this view, you will be able to sort by Agency or Office.

Batch Options: Mail

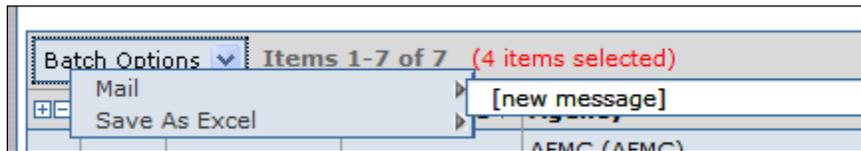
- I. Use the checkbox feature to select the desired contacts. Or, use the option to select ALL or the option to deselect ALL contacts.

Batch Options Resource

Batch Options ▾ Items 1-7 of 7 (4 items selected)				
<input type="checkbox"/>		Last Name ▾	First Name ▾	Agency
<input checked="" type="checkbox"/>		[redacted]	[redacted]	AFMC (AFMC) AIR FORCE RES CCE (CCE)
<input checked="" type="checkbox"/>		[redacted]	Stephen	PUBLIC BUILD
<input checked="" type="checkbox"/>		[redacted]	Michael	A Test Agency

- II. After selecting the desired contacts, you can send an email message to all by selecting Batch Options -> Mail -> [new message].

Batch Options Resource – New Message



- III. The Mail Wizard tab will display for you to create the details/parameters for your batch mail message. Complete all required fields and click “next” to continue.

Batch Options Resource – Mail Wizard Step One

Contacts [back](#)

Agency Contacts | **New Agency Contact Registrations** | **Mail Wizard** | [help](#)

STEP 1: Review/Edit Message
Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

<p>Message Identifier: Please enter an identifier for this message <input type="text"/></p> <p>Subject*: Enter the subject of the email message. <input type="text" value="Test Message"/></p> <p>From*: Please enter the e-mail address which will be used in the from field. <input type="text" value="test@symplicity.com"/></p> <p>Cc: Address(es) who should be carbon copied <input type="text"/></p> <p>Bcc: Address(es) who should be blind copied <input type="text"/></p> <p>HTML Format: Do you wish to format this message using HTML? <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Message Body*: Please enter the message body, including any substitution fields <input type="text" value="test"/></p>	<p>AVAILABLE FIELDS</p> <p>[fullname] [fname] [mi] [lname] [phone] [fax] [email] [password] [date] [tab]</p> <p>Please note: Use of the [password] field will result in the login password being reset and a new password generated for all contacts receiving this email.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- IV. Review the list of recipients and make any desired changes to the list.
- V. Click “Prev” to return to Step 1.
- VI. Click “Cancel” to stop the action.
- VII. Click “Send Messages” to begin the mailing process.

Batch Options Resource – Mail Wizard Step Two

Contacts [back](#)

Agency Contacts | **New Agency Contact Registrations** | **Mail Wizard** | [help](#)

STEP 2: Review Recipients
Please review the list of recipients below, and make any desired changes.

GE...BTA.MIL ▲

...comcast.net ▼

...ymplicity.com ▼

Remove Selected Recipients

WARNING: When you click 'Send Messages', the mailing will begin. This is your last chance to change your mind or make any corrections.



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

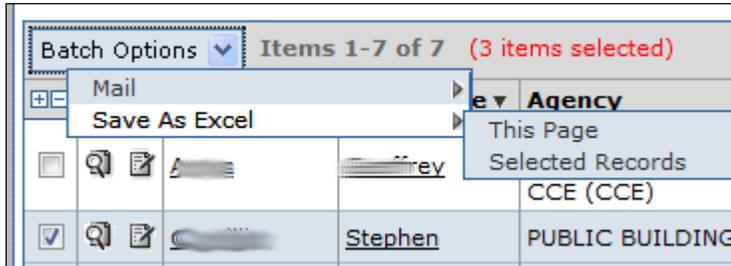




Batch Options: Save As Excel

- I. Use the checkbox feature to select the desired contacts. Or, use the respective option to select ALL or deselect ALL contacts.
- II. After selecting the desired contacts, you can save the list as an excel file by clicking Batch Options -> Save As Excel -> Selected Records. A pop-up will appear with the option to open the file or save the file.
- III. You can also save an entire page as an excel file without having to select specific contacts by clicking Batch Options -> Save As Excel -> This Page. A pop-up will appear with the option to open the file or save the file.

Batch Options Resource – Save as Excel





4.2.2 Edit Your Agency Contacts (n/a DGU/CO users)

- I. Click on “Agencies” on the left hand navigation menu.
- II. Click on “Organizations” under Agencies.
- III. Click on the Contacts button next to the agency, and the Contacts for this agency will appear.
- IV. Click the Edit Icon beside the contact you wish to edit. **Note: You will only be able to edit contacts registered at your level in the hierarchy and below.**

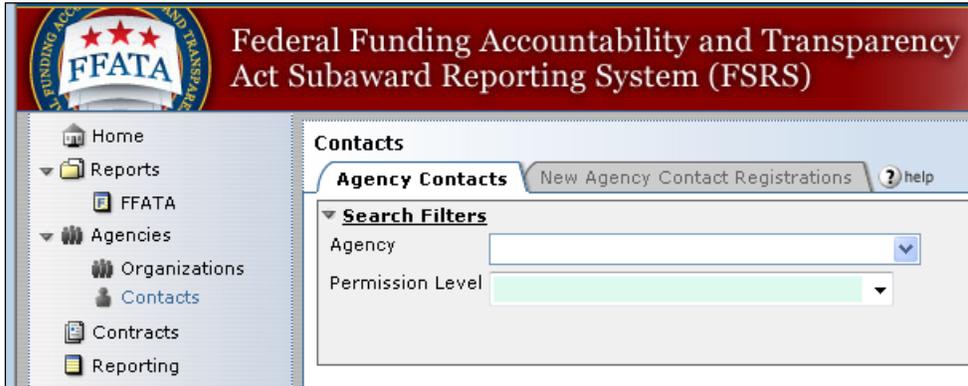
Agency Contact List

DEPT OF DEFENSE (9700) agency									
Core Contacts Reports Office Codes ? help									
Search Filters									
Permission Level	<input type="text"/>	Hide Children	<input type="radio"/> yes <input type="radio"/> no						
User Level	<input type="text"/>	Keywords	<input type="text"/>						
<input type="button" value="Apply Search"/>									
Batch Options		Items 1-10 of 10			< Previous Jump 1 Next				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last Name	First Name	Agency	Office	Title	Email	Phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benoit	Robert	DEPT OF DEFENSE (9700)		IVV Tester	ro_benoit@yahoo.com	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hkennedy	hkennedy	DEPT OF DEFENSE (9700)		DoD AC	yvite@kennedygroup.org	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jones	John	DEPT OF DEFENSE (9700) DEPT OF THE NAVY (1700)			bbenoit@arcsystems.com	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hkennedy	hayward	DEPT OF DEFENSE (9700)		QA	hayward.kennedy@usa.gov	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ames	Geoffrey	AFMC (AFMC) AIR FORCE RESEARCH LABORATORY (AFRL) CCE (CCE) DEPT OF DEFENSE (9700)	GS03 FA8104 W91WAW	DoD Tester	GEOFFREY.AMES@AFRLTA.MIL	703.607.

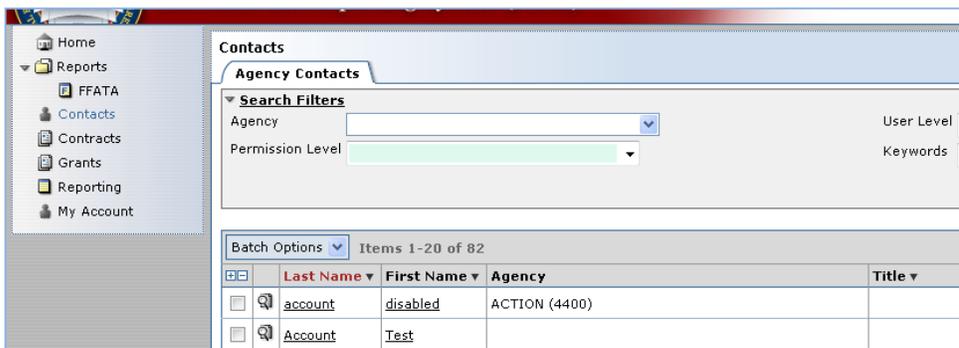
4.2.3 View All Agency Contacts

- I. Click on “Contacts” from the left-hand navigation menu.

Contacts Main Navigation (applicable for AC, POCs users)



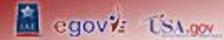
Contacts Main Navigation (applicable for DGU, CO users)



- II. The list will default to ALL registered government users; however, you can use the Search Filters to refine the list by Agency, Permission Level (Account Type), User Level (agency or contracting office) and/or Keywords (e.g., name, email).
- III. Set search filters and click Apply Search
- IV. Click on the icon or the Name of the desired contact to view details.
- V. Click on a desired email address to have your email client generate a new message with the “To” field pre-populated.
- VI. You can sort any columns with a black arrow in the header. Maroon color shows active sort column.



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Agency Contact List

Contacts
[back](#)

Agency Contacts
New Agency Contact Registrations
[? help](#)

Search Filters

Agency

Permission Level

User Level

Keywords

Batch Options
Items 1-20 of 38
Group List By: [By User](#) | [By Accounts](#)

Jump
| [Next >](#)

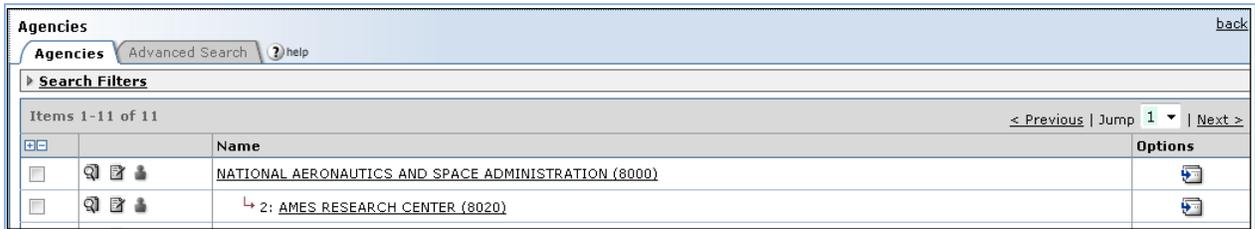
		Last Name	First Name	Agency	Office	Title	Email	Phone
<input type="checkbox"/>								
<input type="checkbox"/>		Account	Test				@vaoo.com	
<input type="checkbox"/>				USACE (USACE)			es@.ahoo.com	
<input type="checkbox"/>				AFMC (AFMC) AIR FORCE RESEARCH LABORATORY (AFRL) CCE (CCE) DEPT OF DEFENSE (9700)	GS03 FA8104 W91WAW	DoD Tester	R@BTA.MIL	703.607.1549

4.3 Add New Child Agency (n/a for DGU, CO, POC users)

Important Note! When a Contract/Award is reported upon in the FSRS Reporting system and the contract/award ties to a new agency that was not in FSRS, the agency will automatically be created.

- I. Click on “Agencies” on the left hand navigation menu.
- II. Click on “Organizations” under Agencies.
- III. Click on the “Add New Child” button next to the parent agency (far right column “options”).

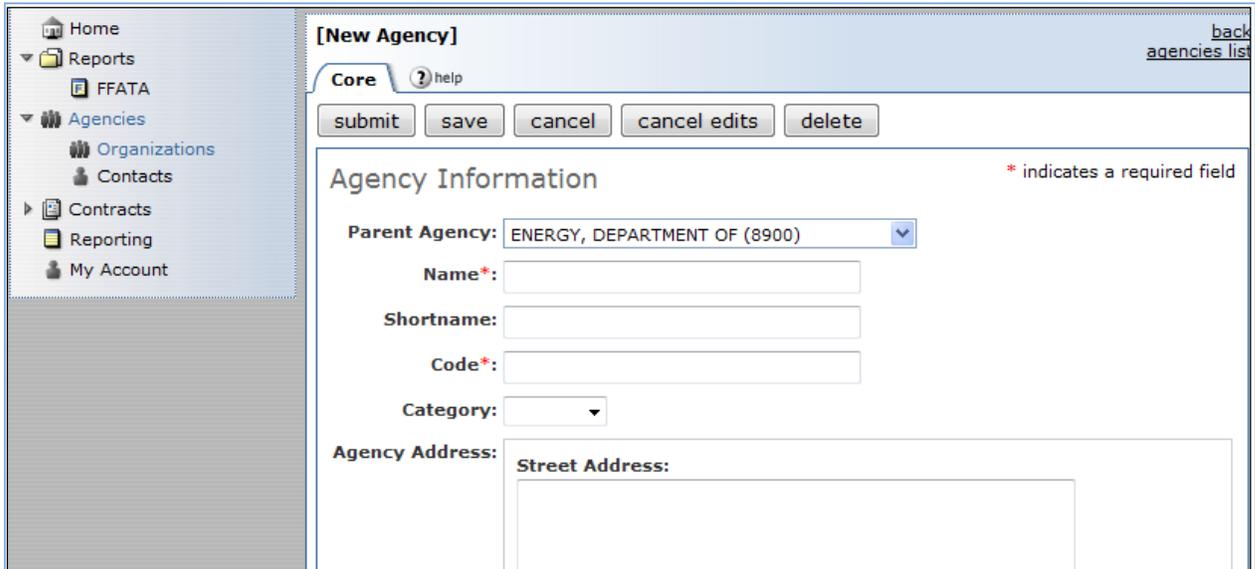
Agencies List – Add New



Agencies			
Agencies Advanced Search help			
Search Filters			
Items 1-11 of 11			< Previous Jump 1 Next >
<input type="checkbox"/>			Name
<input type="checkbox"/>			NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (8000)
<input type="checkbox"/>			↳ 2: AMES RESEARCH CENTER (8020)
			Options

- IV. You should now see a screen similar to the “Add Child Agency Screenshot” below.
- V. Populate the fields. Required fields are marked with a red asterisk.
- VI. Click “Submit” when you are finished.

Add Child Agency Screenshot



- Home
- Reports
- FFATA
- Agencies
 - Organizations
 - Contacts
- Contracts
- Reporting
- My Account

[New Agency]
[back](#)

Core [help](#)

submit
save
cancel
cancel edits
delete

Agency Information

* indicates a required field

Parent Agency: ENERGY, DEPARTMENT OF (8900) ▼

Name*:

Shortname:

Code*:

Category:

Agency Address:

Street Address:

Section 5 Contracts (n/a DGU)

5.1 Contracts List

- I. Users click on “Contracts” on the left hand navigation menu to open the Contracts list. Users will see a screen similar to the one shown below.
- II. Users can click on the icon or the “Contract Number” to view the details of the contract.
- III. Users may also use the search criteria (Advanced Search Tab) or the filtering technology to filter the list to a smaller number of results.
- IV. Note: You will not be able to search for PIID/Contract numbers that have been changed in FPDS-NG. You are only able to search for current PIID/Contract numbers.

Contract List Screenshot

Contracts					
Contract List					
Search Filters					
Batch Options					
Items 1-10 of 10 Cached on: Oct 28, 2010 9:40 am					
< Previous Jump 1 Next >					
Contract Number	Agency	DUNS Number	Vendor Name	IDV Number	
AC[REDACTED]20	AGRICULTURAL RESEARCH SERVICE (42H2)	194[REDACTED]56	HOA[REDACTED]STRUCTION, LLC		
GS00[REDACTED] / GSPO44004384	GENERAL SERVICES ADMINISTRATION (4700)	800000030	DISTRIBUTED SOLUTIONS, INC	GSBO44834384	
GS00[REDACTED] 11	NATIONAL SCIENCE FOUNDATION (4900)	17[REDACTED]82	NEW[REDACTED]MACHINERY & INDUSTRIES SUPPLY CO. INC		
HHS[REDACTED]00100606C	NATIONAL INSTITUTES OF HEALTH (4300)	794[REDACTED]001	PEAK[REDACTED]TECHNOLOGICAL INC		

- I. When a contract is opened to review, users will see core contract details



Contract Core Tab Screenshot

GS-01 / GS-04 [back](#)
[contracts list](#)

Core [Contractors](#)

Note: This is a task order against an IDV

[Edit](#)

Contract Information

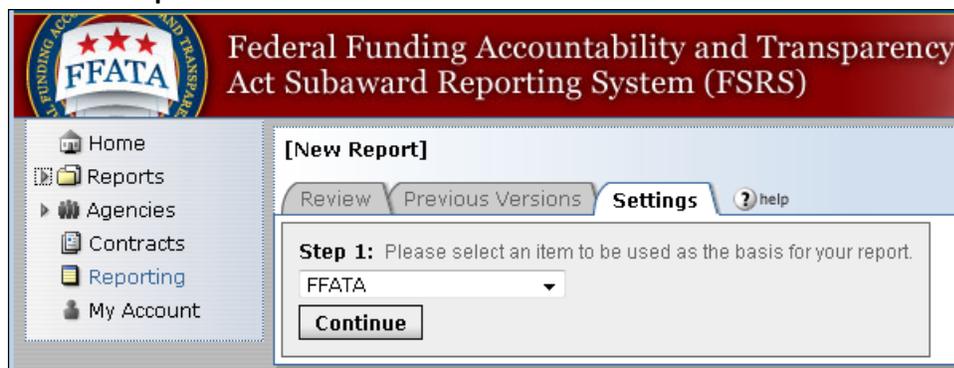
Contract Number: GS-01 / GS-04
Last Update From FPDS (ATOM): Jul 19, 2010 11:45 am
Top Level Agency: GENERAL SERVICES ADMINISTRATION (4700)
Agency (From Contracting Office): GENERAL SERVICES ADMINISTRATION (4700)
IDV Contract?: No
Subcontracting Plan: B
Award Type: C
Ultimate Contract Value: 200000.00
Current Contract Value: 10000.00
Dollars Obligated: 5000.00
Ultimate Contract Value (Mod 0): 100000.00
Current Contract Value (Mod 0): 5000.00
Dollars Obligated (Mod 0): 5000.00
IDV Number: GSBOM634384

Section 7 Reporting

7.1 Build New Reports

- I. Users can create a new report by navigating to “Reporting” on the left navigation menu.
- II. The user then clicks “Add New”.
- III. Users are then taken to a screen similar to the one below.
- IV. The first step is to select the basis for a report (what are the rows of the report).
- V. Users click “Continue” to move forward in the report creation process.

Add New Report Screenshot



- VI. On the next screen, users should checkmark the “Save As” box and input a “Name” and “Description” for the Report.
- VII. When updating an existing report, users should save the report under a different name by check-marking Copy to New Report.
- VIII. Users select the fields to be included in the report by check-marking specific fields.
- IX. Users narrow the focus of a report by clicking on the “Filter” link under a particular field.
- X. Once fields and filters have been assigned, users view the report by clicking Submit at the bottom of the page.
- XI. While a report is processing, users will see a note that the report is processing.
- XII. NOTE: Save & continue will save change to report builder, but will not run report in order to view it.

Build a New Report Screenshot

[back reporting list](#)
[New Report]

Review Previous Versions Settings help

Save as: **Max. on-screen results:** (enter zero to display all rows)

Description:

Step 2: Please select the fields and filters you wish to have included in your report.

Base Class: FFATA Report Count

Status Summarize

Contract filter

Target Agency filter

AMES RESEARCH CENTER

Limit Filter to Selected Values

Government Review for FFATA Actions

Report is Processing Screenshot

[back reporting list](#)
[New Report]

Review Previous Versions Settings

Report Queued for Processing

Queue Position: # 1. This report is being processed.

Querying database...

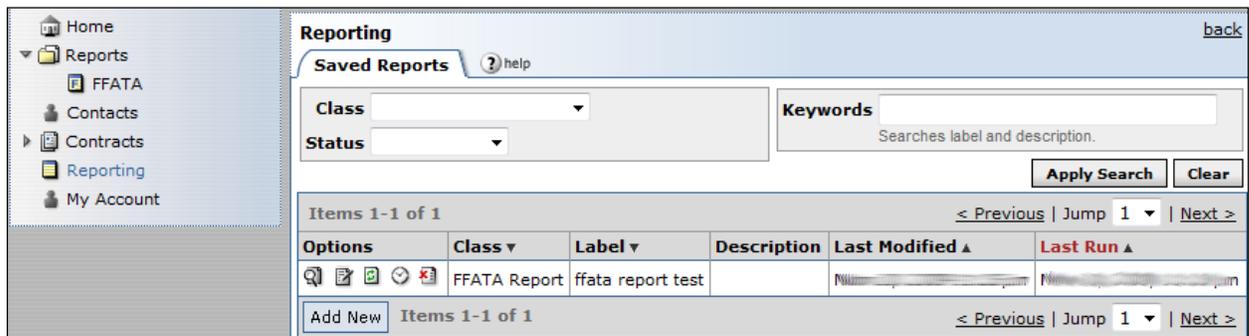
Status: Processing (Elapsed time: 00:02)
Submitted by: eight govt (*eight govt*)

Warning: You cannot review the latest report until it has completed processing.

7.3 View Existing Reports

- I. Users view existing reports by clicking on “Reporting” on the left navigation menu.
- II. Saved reports display on a user’s displayed “Reporting” list.
- III. Users can “View”, “Edit”, “Re-run”, or “View Previous Results” by clicking on respective icons.

View Existing Reports



The screenshot shows the 'Reporting' section of the FSR system. On the left is a navigation menu with options: Home, Reports, FFATA, Contacts, Contracts, Reporting (highlighted), and My Account. The main content area is titled 'Reporting' and includes a 'Saved Reports' tab with a help icon. Below this are search filters for 'Class' and 'Status' (both dropdown menus), and a 'Keywords' search box with the text 'Searches label and description.' and buttons for 'Apply Search' and 'Clear'. A table below shows 'Items 1-1 of 1' with columns for 'Options', 'Class', 'Label', 'Description', 'Last Modified', and 'Last Run'. The table contains one entry: 'FFATA Report' with label 'ffata report test'. At the bottom of the table area are 'Add New' and 'Items 1-1 of 1' labels, along with navigation links: '< Previous | Jump 1 | Next >'.

Section 8 My Account

8.1 General Information

- I. The “My Account” navigation enables users to change their personal information (e.g., Name, Title, Phone, Fax, and E-mail) and passwords.
- II. Users click on “My Account” in the left navigation menu to open the navigation.
- III. Users can edit their personal contact data captured in the presented fields.
- IV. Users click “Save” to save changes.

8.2 Request New Role/Office for an Account

- I. From within the system, users can request the addition of a new role/office affiliation for their account.
- II. Users click the “request new role/office” button on the right side bar.
- III. Users then complete the required information on the request form that is presented and click “send request” to submit the request for a new role.
- IV. Users will receive an email when their registration has been approved by the agency administrator responsible for review of that request.

Request Role / Office Screenshot



The screenshot displays the 'My Account' interface. On the left is a navigation menu with options: Home, Reports, FFATA, Agencies, Organizations, Contacts, Contracts, Grants, Reporting, and My Account. The main content area is titled 'My Account' and has two tabs: 'General Information' (selected) and 'Password'. A 'save' button is located at the top left of the form. The 'My Account Information' section contains the following fields: Title, Fullname* (filled with 'eight govt'), First Name (filled with 'eight'), Middle Name, Last Name (filled with 'govt'), Suffix, Email* (filled with 'eight@govt.gov'), Phone, Cell Phone, and Fax. A note indicates that an asterisk (*) denotes a required field. On the right side, the 'User Roles' section shows a table with one role: 'HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)' with the title 'Agency Coordinator (AC)'. A note below the table states '* Agency in bold is current selected role'. A 'request new role/Office' button is positioned below the table. The top of the page features the FFATA logo and the system name, along with 'powered by simplicity', 'E-Gov', and 'USA.gov' logos.

Request New Role Form

My Account
back

General Information | Password | Request New Role

Note: Please fill out all the required information below and click [send request] to submit your registration for a new role. You will receive an email when your registration has been approved.

New Role Information * indicates a required field

Agency*:

User Level*: agency contracting office

Role*: Agency Coordinator (AC)
 Contracting Official
 Designated Government User (DGU)
 POC

Supervisor Name:

Supervisor Email:

User Roles

HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)	Agency Coordinator (AC)
-------------------------------------------------	-------------------------

* Agency in bold is current selected role

8.3 Change Password

- I. Users click on the “My Account” navigation in the main navigation to change their password.
- II. The user then clicks on the “password” tab.
- III. The new password is entered twice on the form.
- IV. The user then clicks on “Save” to enter the new password in the system.

Password Change Screenshot



Home
My Account

General Information | Password | help

My Password

Enter New Password:

Verify Password: