FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

SUB-AWARD REPORTING SYSTEM

(FSRS)

QUICK REFERENCE GUIDE:

HOW TO DELETE A CONTRACT AWARD FROM THE AWARDEE WORKLIST

Revision Sheet

| Release No.	Date	Revision Description
1.0	10/29/2010	Initial version

View, Add and Delete Award from Worklist

- o **This module pertains to:**
  User being able to review all existing contracts and/or grants (whichever is applicable) that have been linked their account. The "Worklist" also allows a user to delete award information from this list when necessary. In order to process any report action in this system, awards must be viewable, and/or added to the "My Worklist" tab under "Worklist."

- o **Who should be using this tutorial?**
  Awardees who are responsible for submitting FFATA Subaward reports in FSRSs.

- o **Why is this tutorial important?**
  The FFATA Subaward Reporting System (FSRS) is the only mechanism available to report subaward and executive compensation data required by the transparency act for both Federal contracts and grants to USAspending. This tutorial is designed to navigate the user seamlessly through the post award process for reviewing, adding or deleting actions from the "My Worklist" tab.

- o **How long will this tutorial take me?**
  This tutorial will only take approximately five (5) minutes to complete.

- o **What is the expected outcome of this process?**
  Upon completing this process, the user will become knowledgeable about the worklist.

- o **How does this module fit into the overall FFATA Subaward reporting process in FSRS?**
  The user will understand the intricate details on how to review, add and delete notices in the FSRS worklist section.

Deleting an Award from the Worklist:

Home Page of FSRS
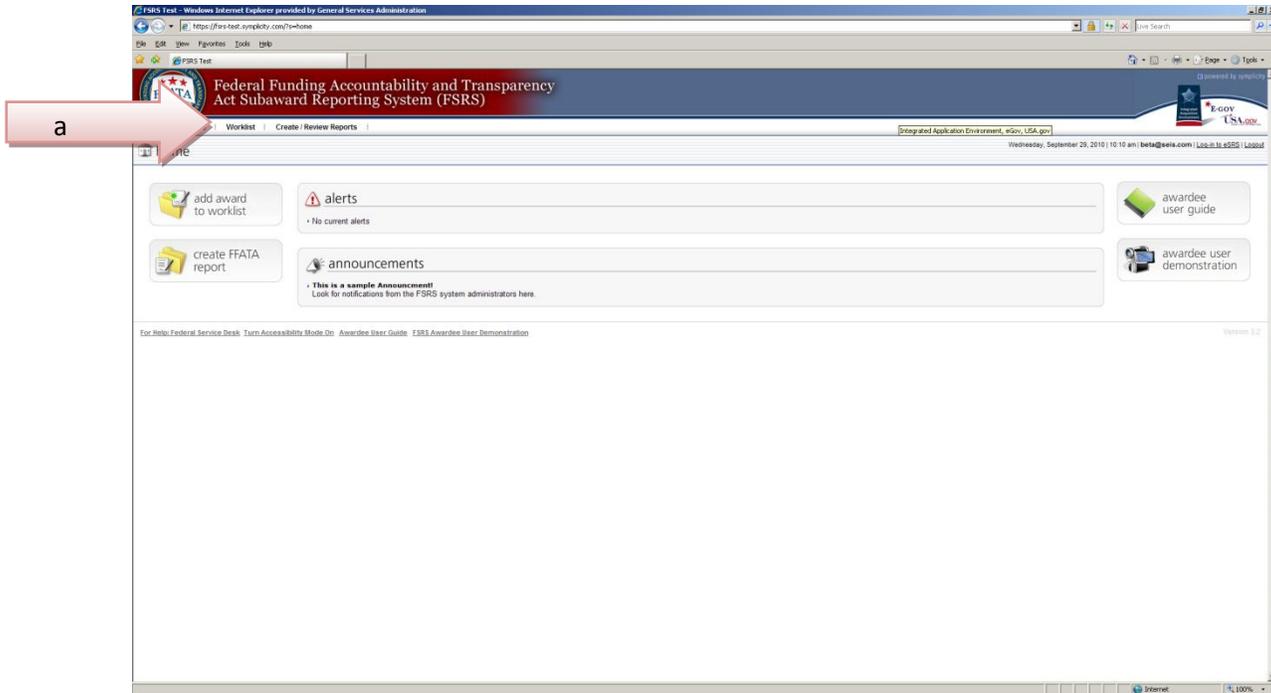
To delete a contract award from the worklist, begin by going to the FSRS Home Page:

    a) Select Worklist from the main negation bar to advance to the list of awards located in that section;

Awardee Worklist

Under "My Worklist" tab:

a) Review and identify the award that needs to be removed from the worklist;

b) Go to the Options column to the right of the award identified and select the [Remove] button to delete the award from your worklist.
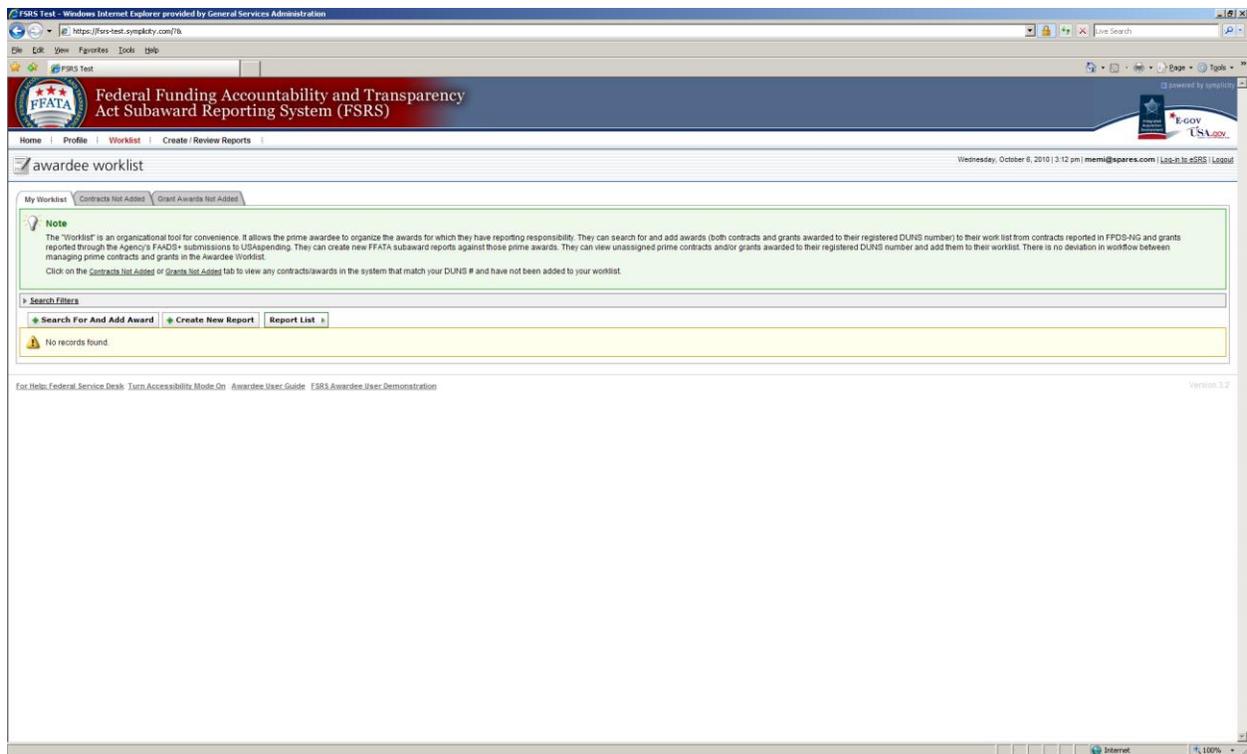
The contract identified to be removed is deleted from the worklist and the action has been successfully completed.

The contract still exists in FSRS; it is simply no longer associated with your worklist. If you want to add it to your worklist later, you can select it from the "Contract Not Added" tab.

This concludes the tutorial on deleting awards from the worklist.