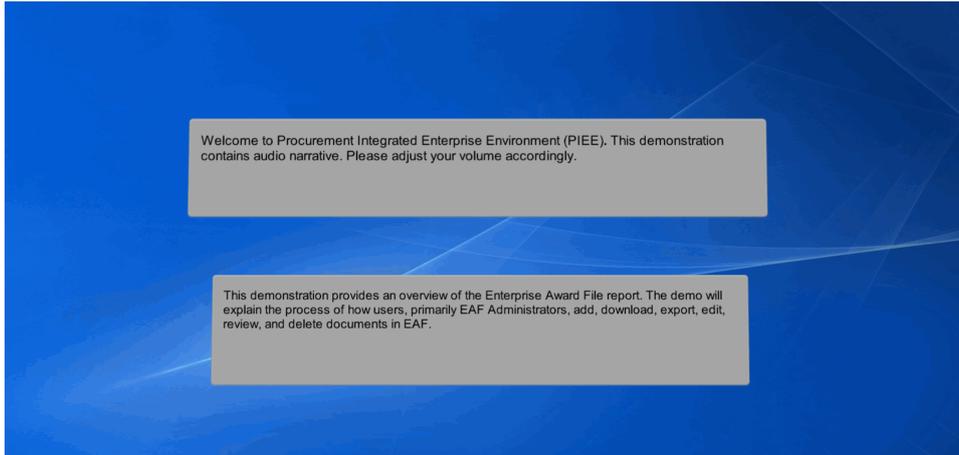
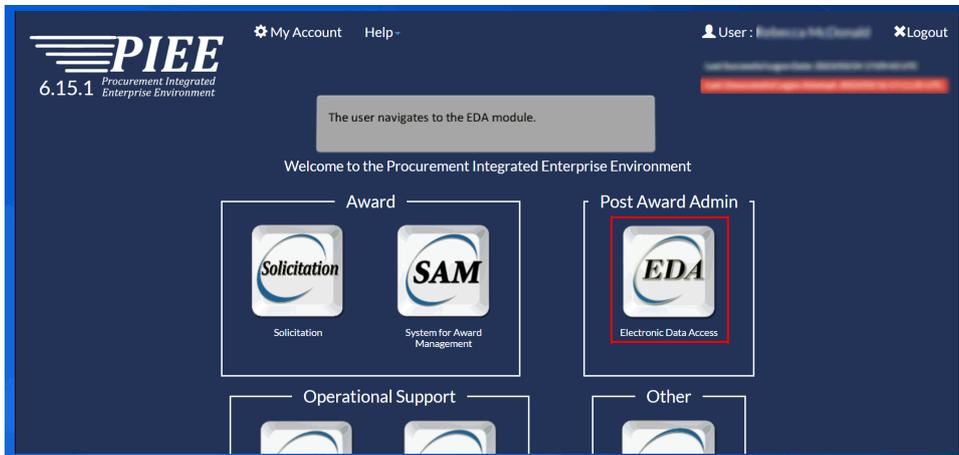


Intro



Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This demonstration provides an overview of the Enterprise Award File report. The demo will explain the process of how users, primarily EAF Administrators, add, download, export, edit, review, and delete documents in EAF.

Step 1



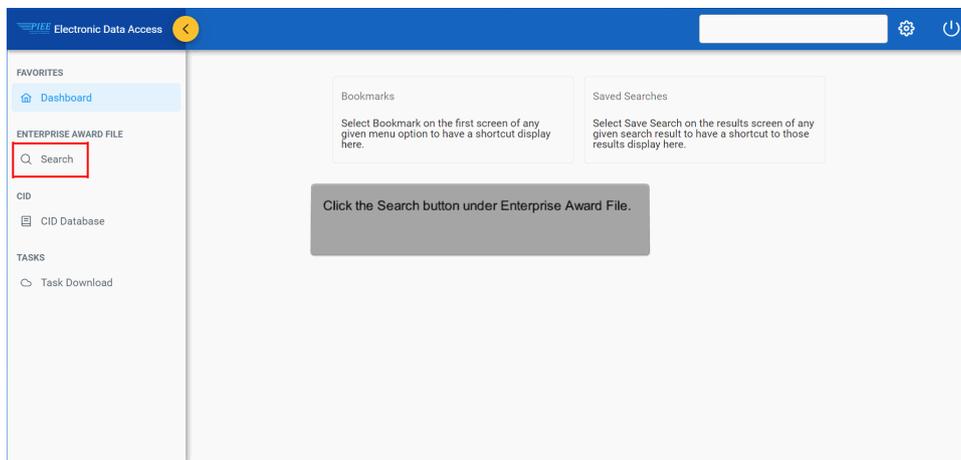
The user navigates to the EDA module.

Step 2



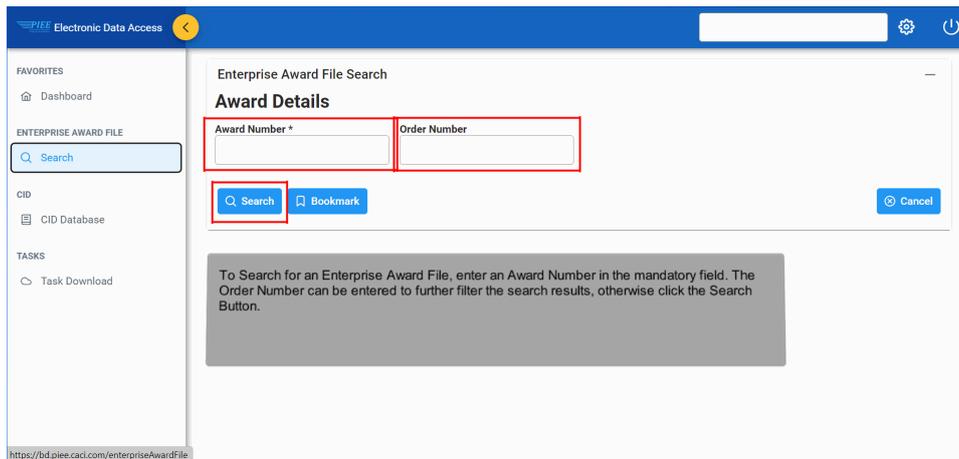
To begin in EAF, users must first search for the desired document. All users have the ability to search within EAF

Step 3



Click the Search button under Enterprise Award File.

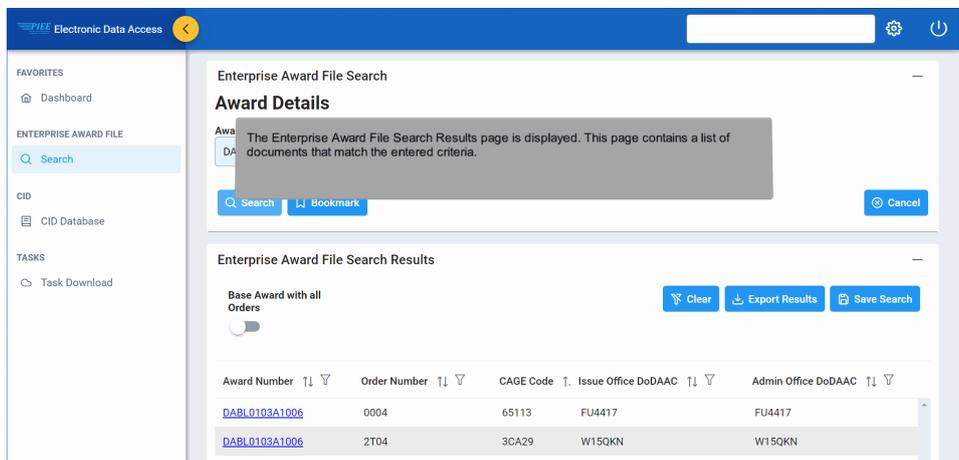
Step 4



The screenshot shows the 'Enterprise Award File Search' interface. On the left is a navigation sidebar with 'FAVORITES' (Dashboard), 'ENTERPRISE AWARD FILE' (Search), 'CID' (CID Database), and 'TASKS' (Task Download). The main content area is titled 'Enterprise Award File Search' and 'Award Details'. It contains two input fields: 'Award Number *' (mandatory) and 'Order Number'. Below these fields are 'Search', 'Bookmark', and 'Cancel' buttons. A grey instruction box states: 'To Search for an Enterprise Award File, enter an Award Number in the mandatory field. The Order Number can be entered to further filter the search results, otherwise click the Search Button.'

To Search for an Enterprise Award File, enter an Award Number in the mandatory field. The Order Number can be entered to further filter the search results, otherwise click the Search Button.

Step 5

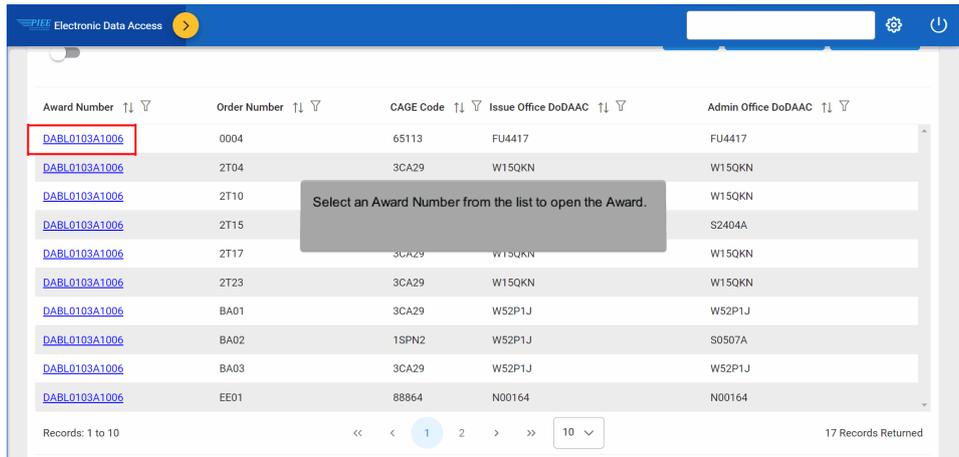


The screenshot shows the 'Enterprise Award File Search Results' page. A grey instruction box at the top states: 'The Enterprise Award File Search Results page is displayed. This page contains a list of documents that match the entered criteria.' Below this is a table of search results. The table has columns for Award Number, Order Number, CAGE Code, Issue Office DoDAAC, and Admin Office DoDAAC. There are also buttons for 'Clear', 'Export Results', and 'Save Search'.

Award Number	Order Number	CAGE Code	Issue Office DoDAAC	Admin Office DoDAAC
DABL0103A1006	0004	65113	FU4417	FU4417
DABL0103A1006	2T04	3CA29	W15QKN	W15QKN

The Enterprise Award File Search Results page is displayed. This page contains a list of documents that match the entered criteria.

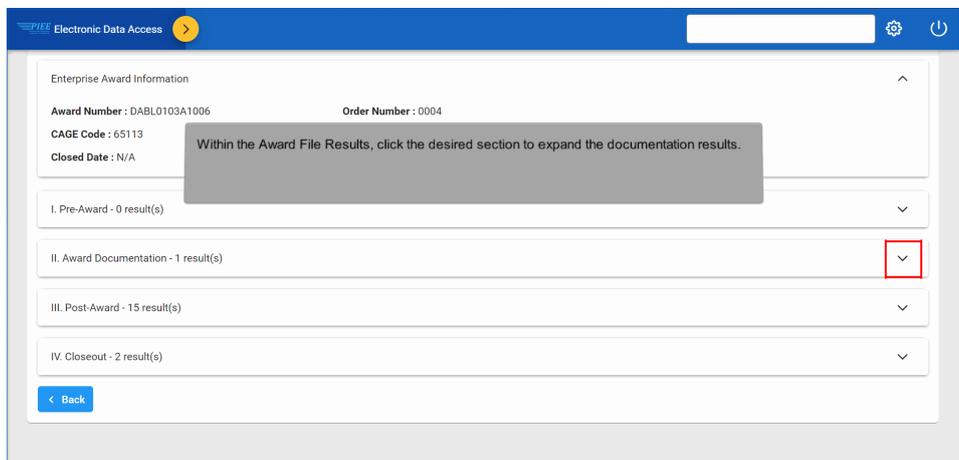
Step 6



Award Number	Order Number	CAGE Code	Issue Office DoDAAC	Admin Office DoDAAC
DABL0103A1006	0004	65113	FU4417	FU4417
DABL0103A1006	2T04	3CA29	W15QKN	W15QKN
DABL0103A1006	2T10			W15QKN
DABL0103A1006	2T15			S2404A
DABL0103A1006	2T17	3CA29	W15QKN	W15QKN
DABL0103A1006	2T23	3CA29	W15QKN	W15QKN
DABL0103A1006	BA01	3CA29	W52P1J	W52P1J
DABL0103A1006	BA02	1SPN2	W52P1J	S0507A
DABL0103A1006	BA03	3CA29	W52P1J	W52P1J
DABL0103A1006	EE01	88864	N00164	N00164

Select an Award Number from the list to open the Award.

Step 7



Enterprise Award Information

Award Number : DABL0103A1006 Order Number : 0004

CAGE Code : 65113

Closed Date : N/A

I. Pre-Award - 0 result(s)

II. Award Documentation - 1 result(s)

III. Post-Award - 15 result(s)

IV. Closeout - 2 result(s)

< Back

Within the Award File Results, click the desired section to expand the documentation results.

Step 8

Electronic Data Access

Download All Download Selected Collapse All Expand All Export All

Enterprise Award Information

I. Pre-Award - 0 result(s)

II. Award Documentation - 1 result(s)

D. Award Documents - 1 result(s)

Contractual Documentation Results

Export Clear

	PCO Mod	ACO Mod	Issue Office DoDAAC	Admin Office DoDAAC	Payment Office DoDAAC	Obligated
<input type="checkbox"/>	ASDASD	ASD	FU4417	FU4417	FU4417	\$0.00

Locate the desired document. After locating the document, users have the ability to Add, Export, Edit, Review, and Delete Documents. Any action taken within the EAF system is automatically saved.

Step 9

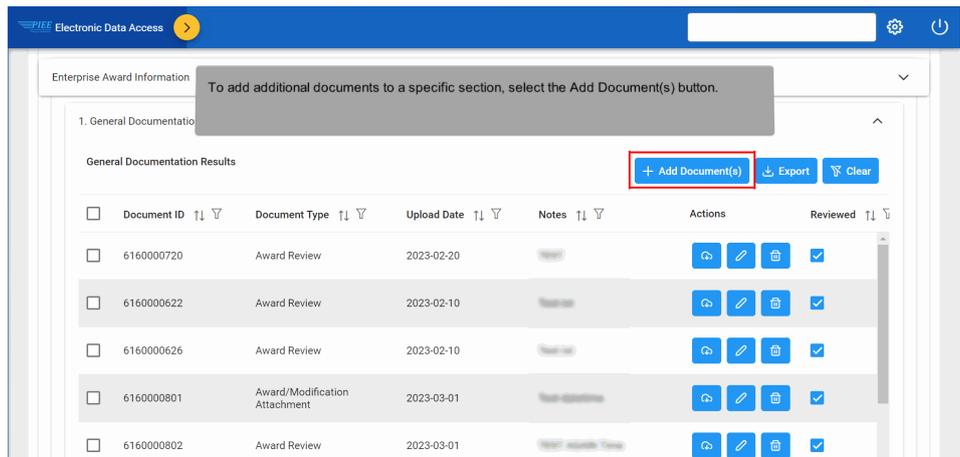
Enterprise Award File System Topic Overview

- Search
- Add Documents
- Export Selected
- Edit Document
- Review
- Delete
- Download
- Export All

The following slides demonstrate the process of adding a document to EAF. Only EAF Administrators have the ability to Add Documents.

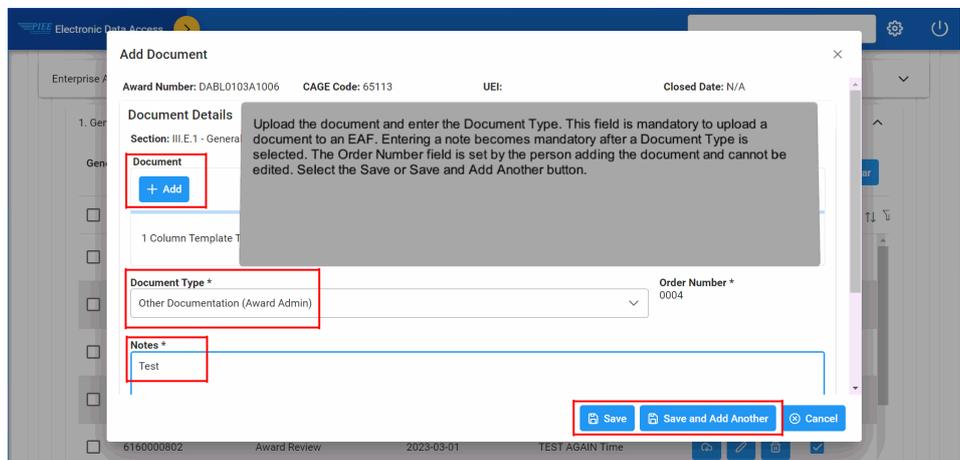
The following slides demonstrate the process of adding a document to EAF. Only EAF Administrators have the ability to Add Documents.

Step 10



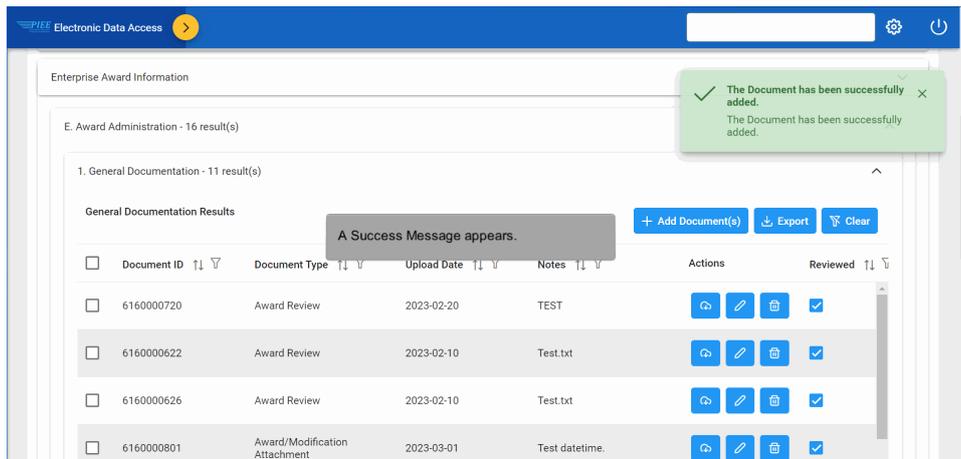
To add additional documents to a specific section, select the Add Document(s) button.

Step 11



Upload the document and enter the Document Type. This field is mandatory to upload a document to an EAF. Entering a note becomes mandatory after a Document Type is selected. The Order Number field is set by the person adding the document and cannot be edited. Select the Save or Save and Add Another button.

Step 12



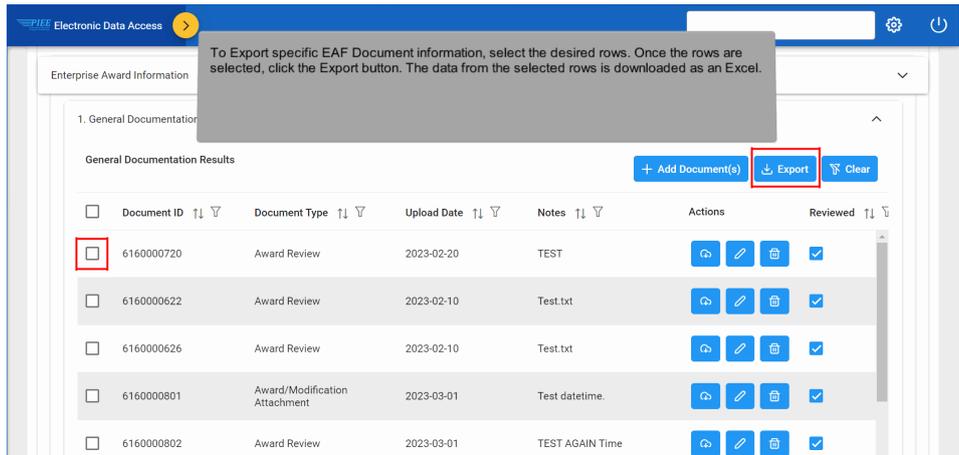
A Success Message appears.

Step 13



The following slides demonstrate the process of Exporting selected documents from EAF.

Step 14



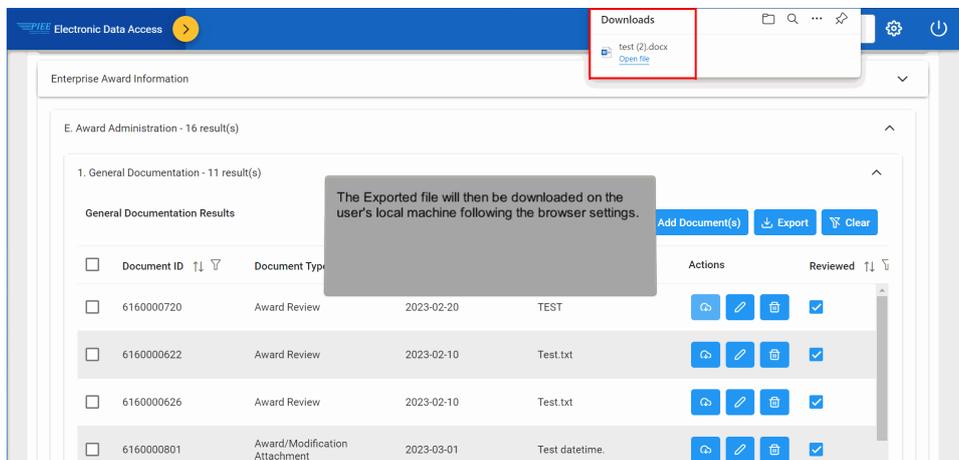
To Export specific EAF Document information, select the desired rows. Once the rows are selected, click the Export button. The data from the selected rows is downloaded as an Excel.

General Documentation Results

<input type="checkbox"/>	Document ID	Document Type	Upload Date	Notes	Actions	Reviewed
<input checked="" type="checkbox"/>	6160000720	Award Review	2023-02-20	TEST		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6160000622	Award Review	2023-02-10	Test.txt		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6160000626	Award Review	2023-02-10	Test.txt		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6160000801	Award/Modification Attachment	2023-03-01	Test datetime.		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6160000802	Award Review	2023-03-01	TEST AGAIN Time		<input checked="" type="checkbox"/>

To Export specific EAF Document information, select the desired rows. Once the rows are selected, click the Export button. The data from the selected rows is downloaded as an Excel.

Step 15



The Exported file will then be downloaded on the user's local machine following the browser settings.

Downloads

- test (2).docx
- Open file

General Documentation Results

<input type="checkbox"/>	Document ID	Document Type	Upload Date	Notes	Actions	Reviewed
<input type="checkbox"/>	6160000720	Award Review	2023-02-20	TEST		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6160000622	Award Review	2023-02-10	Test.txt		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6160000626	Award Review	2023-02-10	Test.txt		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6160000801	Award/Modification Attachment	2023-03-01	Test datetime.		<input checked="" type="checkbox"/>

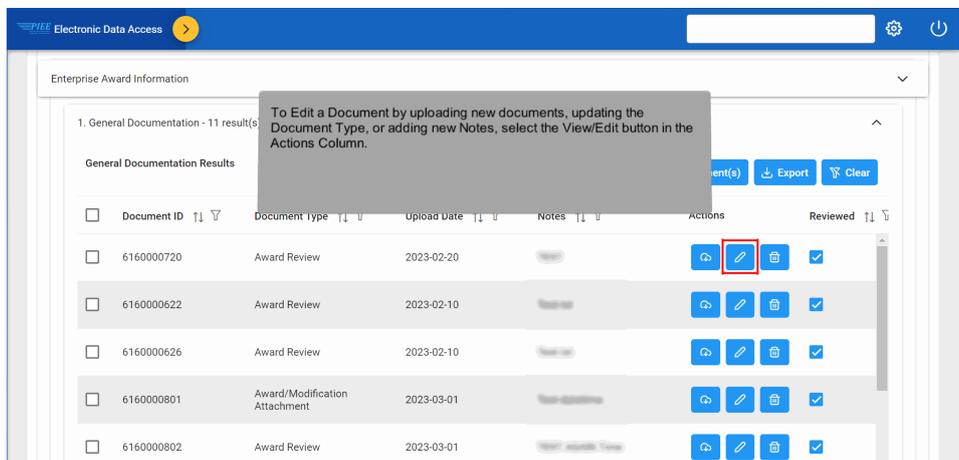
The Exported file will then be downloaded on the user's local machine following the browser settings.

Step 16



The following slides demonstrate the process of Editing a document in EAF. Only EAF Administrators have the ability to Edit Documents.

Step 17



To Edit a Document by uploading new documents, updating the Document Type, or adding new Notes, select the View/Edit button in the Actions Column.

Step 18

Edit Document

Award Number: DABL0103A1006 CAGE Code: 65113 UEI: Closed Date: N/A

Document Details

Section: III.E.1 - General Documentation

Document

+ Add

test.docx

Document Type *

Award Review

Order Number *

0004

Notes

TEST

Save Cancel

To Edit the Document: upload a new document, update the Document Type, or write a Note. The Document Order Number is not editable. When the updates are complete, click Save.

To Edit the Document: upload a new document, update the Document Type, or write a Note. The Document Order Number is not editable. When the updates are complete, click Save.

Step 19

Enterprise Award Information

E. Award Administration - 16 result(s)

1. General Documentation - 11 result(s)

General Documentation Results

A Success Message appears once the document edits are saved.

Document ID	Document Type	Date	Reviewed
616000622	Award Review	2023-02-10	Reviewed
616000626	Award Review	2023-02-10	Reviewed
616000801	Award/Modification Attachment	2023-03-01	Not Reviewed
616000802	Award Review	2023-03-01	Not Reviewed

The Document has been successfully updated.
The Document has been successfully updated.

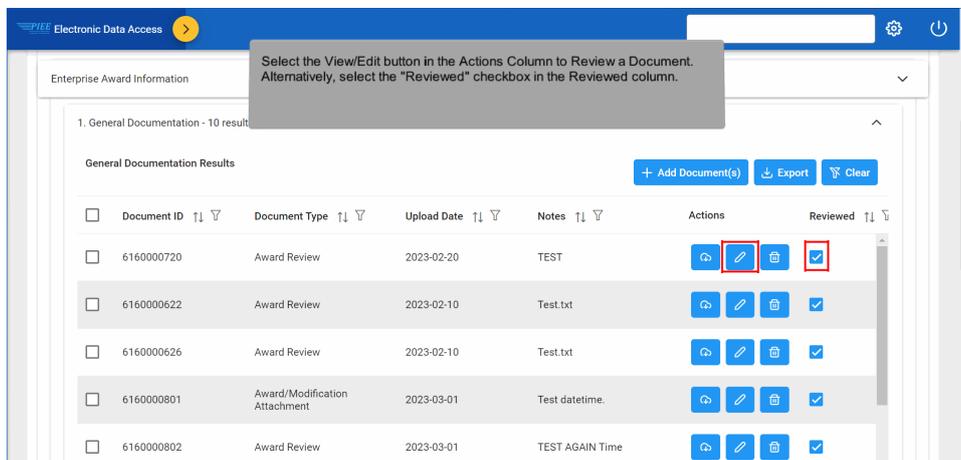
A Success Message appears once the document edits are saved.

Step 20



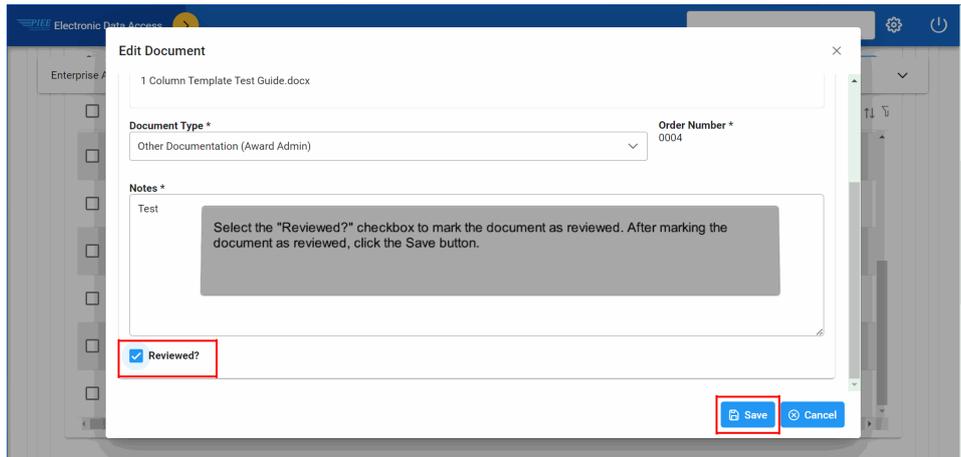
The following slides demonstrate the process of reviewing a document in EAF. Only EAF Administrators have the ability to Review Documents.

Step 21



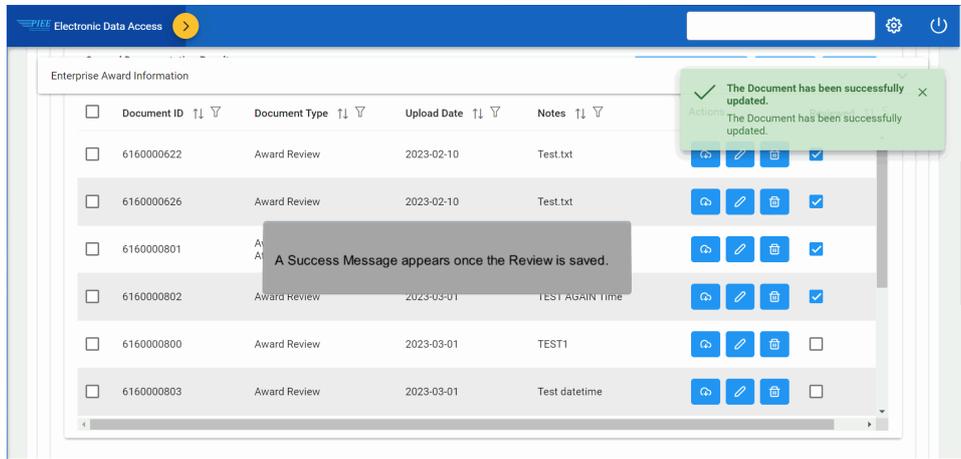
Select the View/Edit button in the Actions Column to Review a Document. Alternatively, select the "Reviewed" checkbox in the Reviewed column.

Step 22



Select the "Reviewed?" checkbox to mark the document as reviewed. After marking the document as reviewed, click the Save button.

Step 23



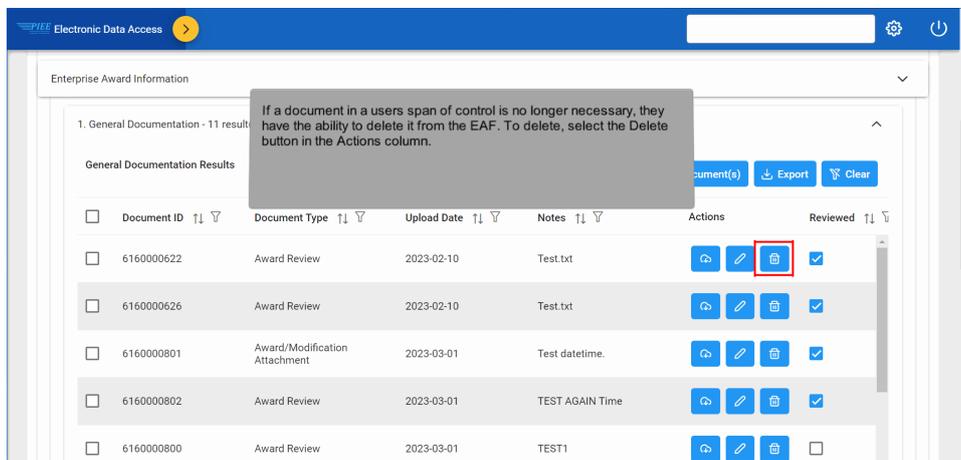
A Success Message appears once the Review is saved.

Step 24



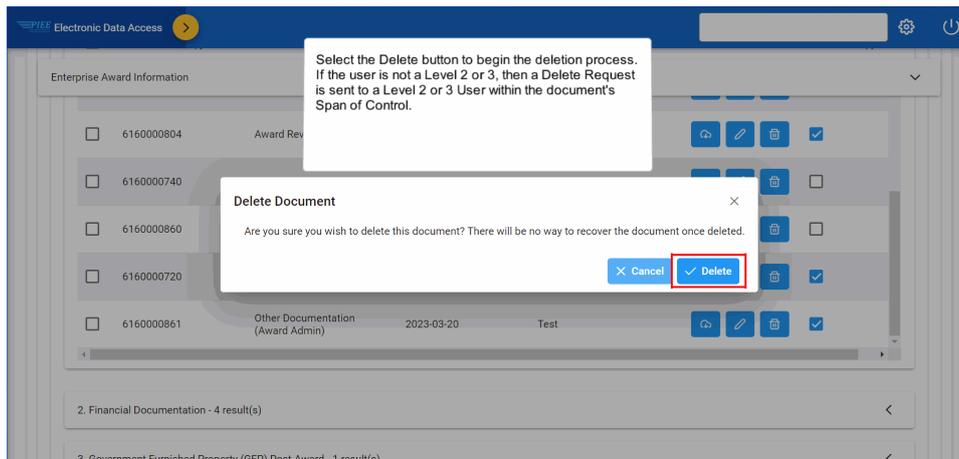
The following slides demonstrate the process of deleting a document from EAF. Only EAF Administrators have the ability to Delete Documents.

Step 25



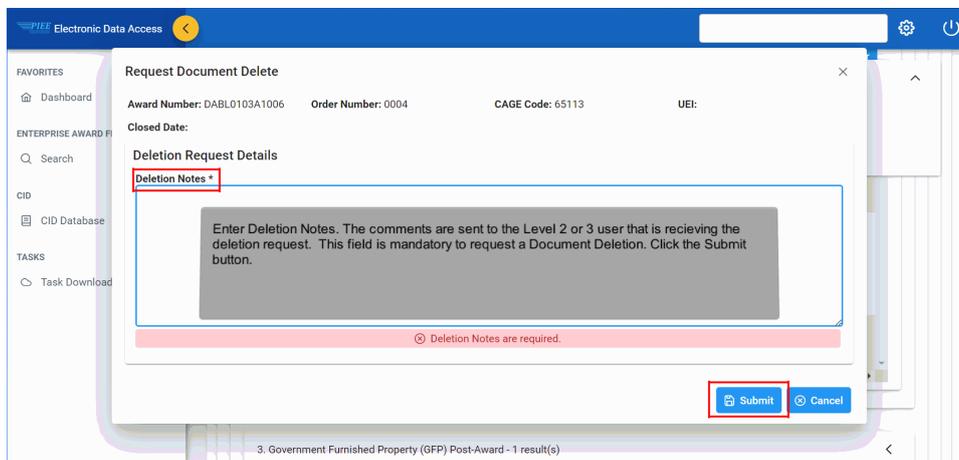
If a document in a users span of control is no longer necessary, they have the ability to delete it from the EAF. To delete, select the Delete button in the Actions column.

Step 26



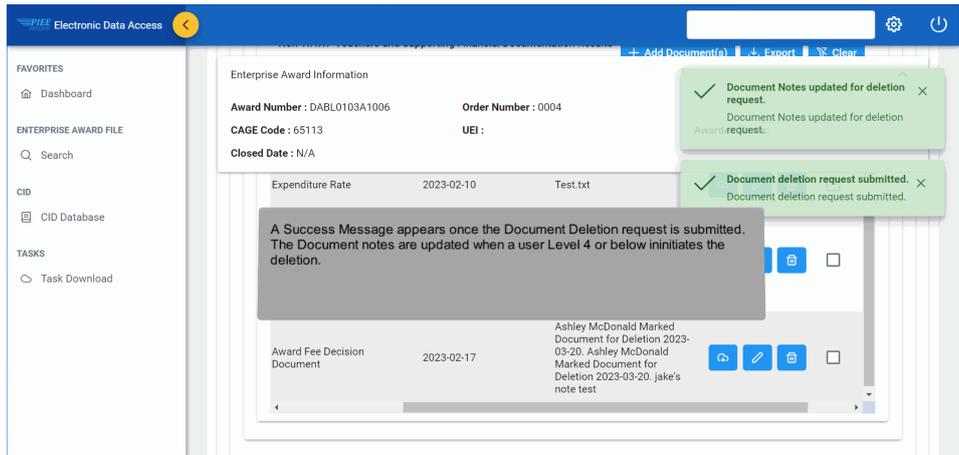
Select the Delete button to begin the deletion process. If the user is not a Level 2 or 3, then a Delete Request is sent to a Level 2 or 3 User within the document's Span of Control.

Step 27



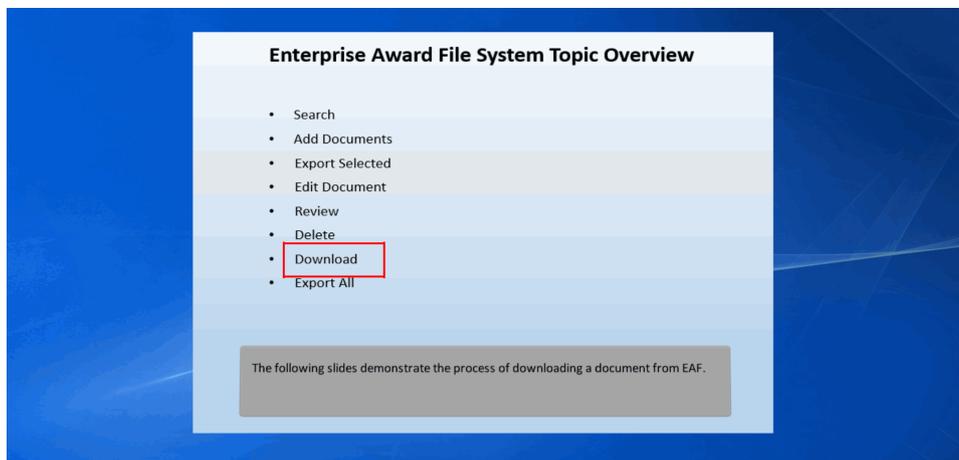
Enter Deletion Notes. The comments are sent to the Level 2 or 3 user that is receiving the deletion request. This field is mandatory to request a Document Deletion. Click the Submit button.

Step 28



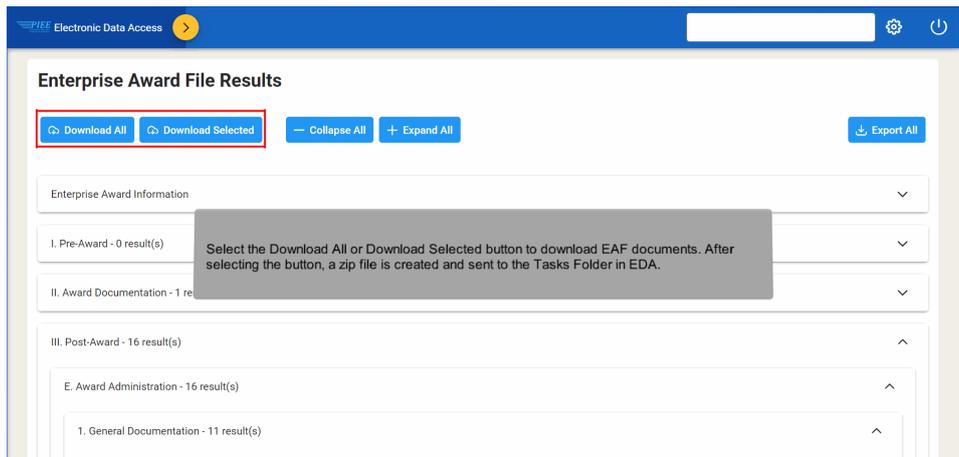
A Success Message appears once the Document Deletion request is submitted. The Document notes are updated when a user Level 4 or below initiates the deletion.

Step 29



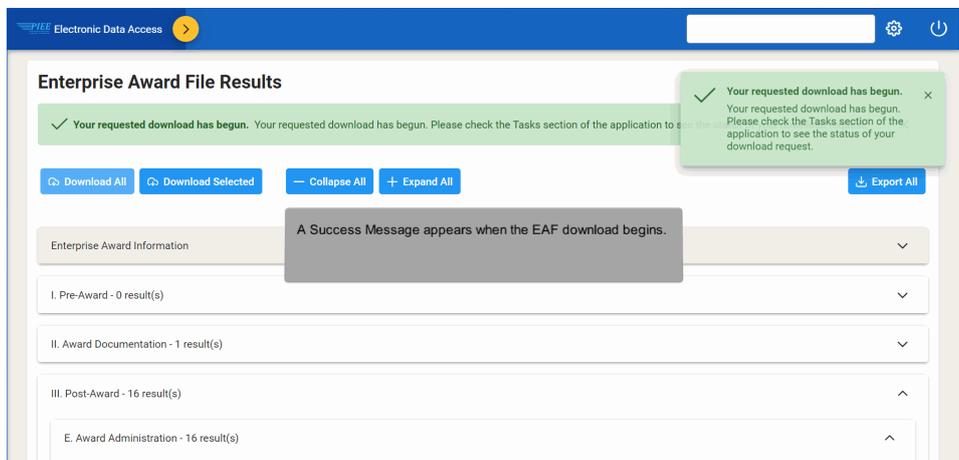
The following slides demonstrate the process of downloading a document from EAF.

Step 30



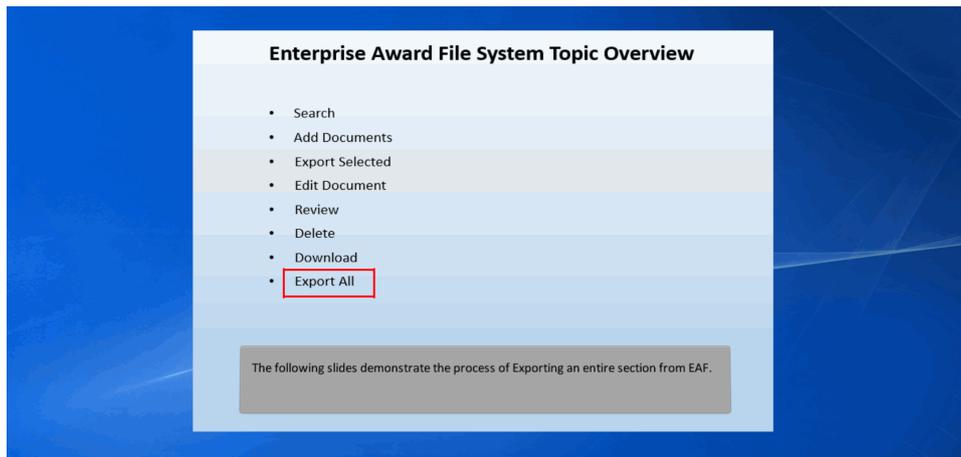
Select the Download All or Download Selected button to download EAF documents. After selecting the button, a zip file is created and sent to the Tasks Folder in EDA.

Step 31



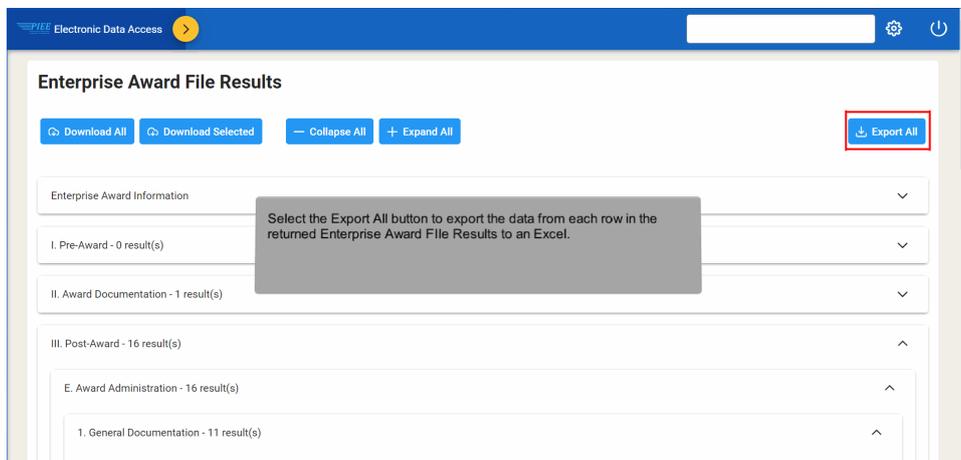
A Success Message appears when the EAF download begins.

Step 32



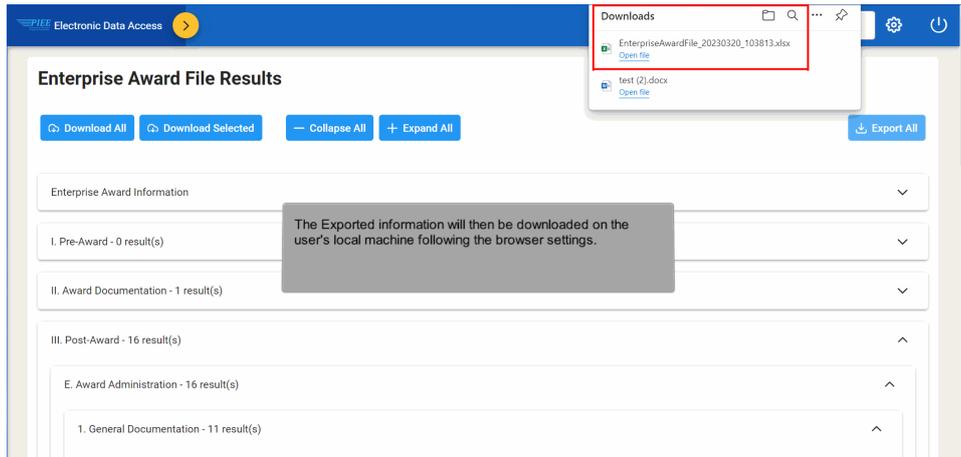
The following slides demonstrate the process of Exporting an entire section from EAF.

Step 33



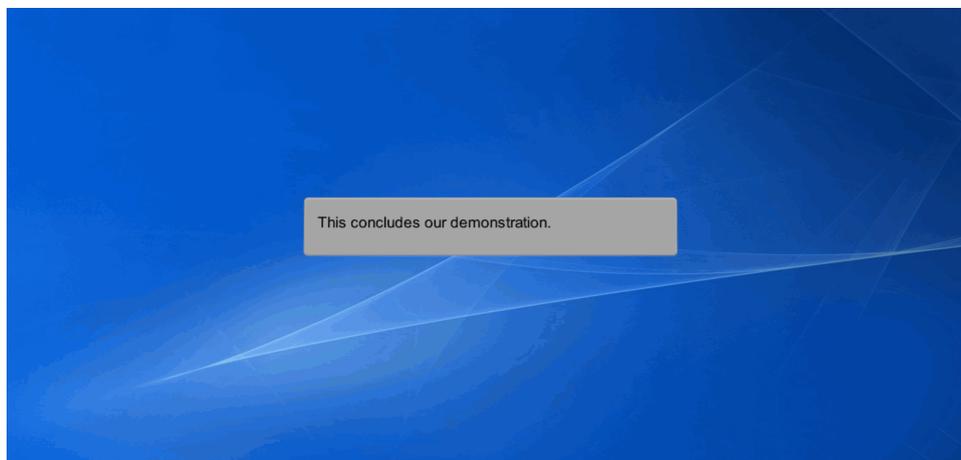
Select the Export All button to export the data from each row in the returned Enterprise Award File Results to an Excel.

Step 34



The Exported information will then be downloaded on the user's local machine following the browser settings.

End



This concludes our demonstration.