Active Vendor with Activity Name Report

Reference Guide

EDA Homepage ► Analytics ► Reports ► Access and Account Management ► Active Vendor with Activity Name Report

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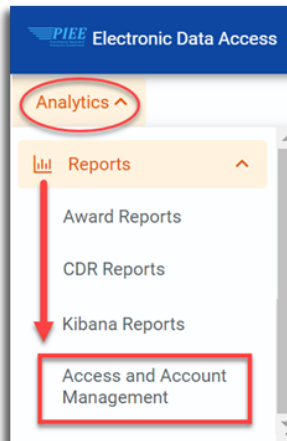|	
EDA Roles	Roles with the ability to access Active Vendor with Activity Name Reports in EDA: • Advanced Reporting • Executive Reporting • Acquisition Sensitive Reporting *GSC users with EDA Executive Reporting role to see everything. *GSC users with EDA Advanced Reporting or Acquisition Sensitive Reporting to see everything.
Search Criteria	The user will log into PIEE and select the EDA icon. From the EDA dashboard go to the Analytics tab and select **Access and Account Management** from the Reports dropdown.

After Access and Account Management is selected, select the link to **Active Vendor with Activity Name Report** from the Access and Account Management page.

The user will navigate to the Active Vendor with Activity Name Report page and enter criteria to retrieve desired data.

- CAGE Code
- User Last Name

Search Criteria page:

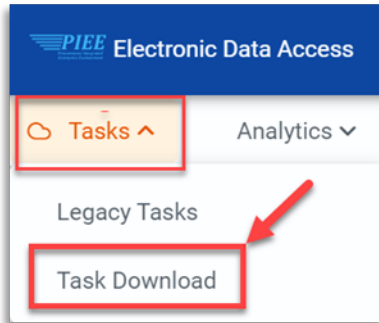|	
Search Results	After the search criteria are entered, the system will return a list of results with the requested criteria. Criteria for the Active Vendor with Activity Name Report search results include: • Cage Code • Activity Name • User Last Name • User First Name • User Email
Exporting Search Results	Once the search results are returned, the "Export" button will allow the user to export search results in CSV format for Excel format for import to a spreadsheet. For this guide, Excel is being used for the export.

After selecting an export format, to retrieve either export, select the **Task Download** link in the Task dropdown of the EDA Dashboard.

Find the requested download in the Job List and select the **Jobs** button in the Action column.

In the Download Files window, select **Direct Download.**

Sample Excel spreadsheet:

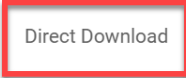|	CAGE CODE	ACTIVITY NAME	USER LAST NAME	USER FIRST NAME	USER EMAIL
1	CAGE CODE	ACTIVITY NAME	USER LAST NAME	USER FIRST NAME	USER EMAIL
2	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Doe	John	wawf-test@caci.com
3	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Pavelka	Debbie	wawf-test@caci.com
4	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Blajian	Matthew	test@caci.com
5	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Tester	Tester	wawf-test@caci.com
6	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	G	D	wawf-test@caci.com
7	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Patel	Raj	rajpatel@caci.com
8	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Pritchett	Debbie	dpritchett@caci.com
9	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Nicole	Raine	nraine@caci.com
10	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Mogulla	Madhuri	mmogulla@caci.com
11	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	x	x	x@caci.com
12	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Scott	Renee	reneescott1971@gmail.com
13	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	VENDOR-01	RFT	wawf-test@caci.com
14	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	Doe	John	rdietz@caci.com
15	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	hays	lesley	lehays@caci.com