

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:

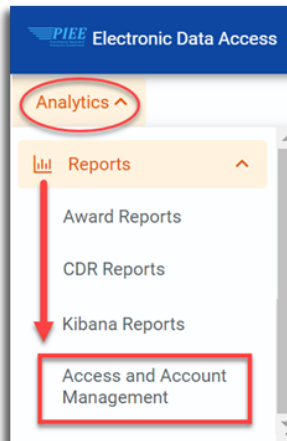
- Advanced Reporting
- Executive Reporting
- Acquisition Sensitive Reporting

*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.

Access and Account Management		
Report	Description	Documentation
GAM Activation/Deactivation Report	The GAM Activation-Deactivation Report provides information on what accounts have been activated and deactivated by a GAM across PIEE.	VIEW REFERENCE GUIDE
PIEE Hierarchy Report	The PIEE Hierarchy Report provides information on the types of users and number of users associated with each DoDAAC in the PIEE hierarchy.	VIEW REFERENCE GUIDE
Active Vendor with Activity Name Report	Active Vendor with Activity Name Report will provide information on activities of active vendors.	VIEW REFERENCE GUIDE

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:

Active Vendor with Activity Name Report

Search Criteria

CAGE Code ⓘ

User Last Name

After the search criteria are entered, the system will return a list of results with the requested criteria.

Search Results

The screenshot shows a search results interface with the title "Active Vendor with Activity Name Report Results". At the top right, there are four buttons: "Export" (with a dropdown arrow), "Save Search", "Refine Search", and "New Search". Below the buttons is a table with the following columns: "Cage Code" (with up/down arrows), "Activity Name" (with up/down arrows), "User Last Name" (with up/down arrows), "User First Name" (with up/down arrows), and "User Email" (with up/down arrows). The table contains four rows of data, all with a Cage Code of "06481" and an Activity Name of "NORTHROP GRUMMAN SYSTEMS CORPORATION". The User Last Name values are "1", "B", "D", and "G". The User First Name values are "vendor", "PB Cert Vend", "D", and "D". The User Email values are "wawf-test@caci.com", "wawf-test@caci.com", "deb@caci.com", and "wawf-test@caci.com". At the bottom of the table, there is a pagination bar showing "Records: 1 to 10", a set of navigation arrows, a page number "1" (highlighted in a yellow circle), and a dropdown menu set to "10". On the far right, it says "Records Returned: 242".

Cage Code	Activity Name	User Last Name	User First Name	User Email
06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	1	vendor	wawf-test@caci.com
06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	B	PB Cert Vend	wawf-test@caci.com
06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	D	D	deb@caci.com
06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	G	D	wawf-test@caci.com

Criteria for the Active Vendor with Activity Name Report search results include:

- Cage Code
- Activity Name
- User Last Name
- User First Name
- User Email

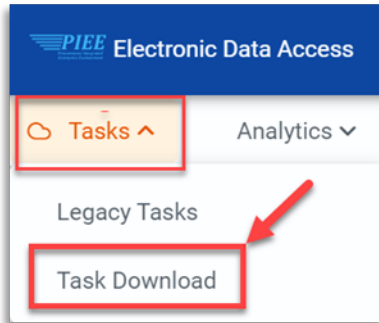
Once the search results are returned, the "Export" button will allow the user to export search results in CSV format for Excel format for import to a spreadsheet. For this guide, Excel is being used for the export.

Exporting Search Results







The screenshot shows the same search results interface as above, but with the "Export" button highlighted by a red box. A dropdown menu is open from the "Export" button, showing two options: "As CSV" and "As Excel". A red arrow points to the "As Excel" option. The table below the dropdown shows the first row of data: "Activity Name" is "NORTHROP GRUMMAN SYSTEMS CORPORATION" and "User Last Name" is "B". The "User Email" column shows "wawf-test@caci.com".

Activity Name	User Last Name	User Email
NORTHROP GRUMMAN SYSTEMS CORPORATION	B	wawf-test@caci.com

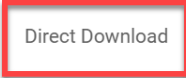


After selecting an export format, to retrieve either export, select the **Task Download** link in the Task dropdown of the EDA Dashboard.



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

Job List								Help	Refresh
Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions		
> 39458	Active_Vendor_Wit h_Activity_Name_R eport	6/13/22, 7:45 PM		EXCEL	STARTED	0	 		
> 39457	Active_Vendor_Wit h_Activity_Name_R eport	6/13/22, 7:43 PM	6/13/22, 7:44 PM	EXCEL	FINISHED	242	 		
> 39441	User_Audit_Report	6/13/22, 3:09 PM	6/13/22, 3:09 PM	EXCEL	FINISHED	3443	 		

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

Download Files								×
Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)		
39458	6/13/22, 7:46 PM	Active_Vendor_Wit h_Activity_Name_R eport_39458_1_20 220613_194641_1 f588a22-4ecf- 4c85-bb40- fd87577495f1.zip	0.010601 MB	1 / 1				

Sample Excel spreadsheet:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
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