

# Bulk Document Download

## Training Document



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This report provides the ability to download the documents and related attachments for the two source systems -EDA and WAWF. The Search criteria is by 1) Contract#/Order#, 2) Cage Code and 3) Contract#/Order#/Pay Office DoDAAC at a higher level and additional filters by Date (start and end date).

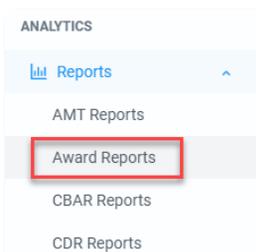
## EDA Roles

Roles with access to the Bulk Document Download report:

- Acquisition Sensitive Reporting
- Advanced Reporting
- EDA Executive Reporting User
- Contracts

## Where to Run the Report

Expand the **Reports** menu under Analytics in EDA and select the **Award Reports** option.



In the Award Reports section select the **Bulk Document Download**.

Report	Description	Documentation
<a href="#">Bulk Document Download</a>	This report provides the ability to download the documents and related attachments for the two source systems -EDA and WAWF. The Search criteria is by 1) Contract#/Order#, 2) Cage Code and 3) Contract#/Order#/Pay Office DoDAAC at a higher level and additional filters by Date (start and end date).	<a href="#">VIEW REFERENCE GUIDE</a>

## Search Criteria

The Bulk Document Download page displays. Enter search criteria to retrieve desired data.

### Bulk Document Download Search Criteria:

- Search By \*
  - Contract Number
    - Contract Number \*
    - Order Number (SPIIN)
  - CAGE Code
    - CAGE Code \*
  - Contract Number and DoDAAC
    - Contract Number \*

- Order Number (SPIIN)
  - Contract Paying Office DoDAAC \*
- Source System \*
  - EDA (*toggle*)
  - WAWF (*toggle*)
    - Document Types (*drop-down*)
    - Active/Archive \* (*drop-down*)
    - Include WAWF Voiced Documents (*toggle*)
- WAWF Invoice Received Date (*two fields range – start and end*)
- EDA Contract Signature Date (*two fields range – start and end*)
- Inspection Date (*two fields range – start and end*)
- Acceptance Date (*two fields range – start and end*)

**Bulk Document Download**

**Bulk Document Download**

Search By \*  Contract Number  
 CAGE Code  
 Contract Number and DoDAAC

Source System \*  EDA  
 WAWF

WAWF Invoice Received Date  
 to

EDA Contract Signature Date  
 to

Inspection Date  
 to

Acceptance Date  
 to

*Buttons:*

- Search
- Bookmark
- Cancel

Click the **Search** button after entering the search criteria. The search results display on the following page.

**Search Multiple  
Contract  
Numbers/Order  
Numbers**

Searching with Multiple Contract and Delivery Order Numbers:

1. **Enter Multiple Values:** In the **Contract** and **Order Number** fields enter multiple numbers simultaneously.
2. **Delimit the List:** Separate each number in the list using any non-alphanumeric character (e.g., comma, space, semicolon, hyphen, tab).
3. **Enter Manually or Paste:** The user can type the list directly into the field or paste it from a spreadsheet.
4. **Initiate Search:** The system will return only exact matches for the numbers provided.
5. **Note Character Limit:** The character limit allows for the entry of approximately 714 Contract Numbers.

Pairing Contract and Delivery Order Numbers:

1. **Enter Both Types:** If values are entered in both the **Contract** and **Delivery Order Number** fields, the system will pair the values based on the order of entry.
2. **Understand Unequal Lists:**
  - If more Contract Numbers than Delivery Order Numbers are entered, the system will pair the initial Contract Numbers with the entered Delivery Order Numbers sequentially.
  - For any subsequent Contract Numbers without a corresponding Delivery Order Number, the search will return *all* results associated with those Contract Number(s).
  - **Example:** When searching five Contract Numbers and four Delivery Order Numbers, the system will:
    - Return exact matches for the first four Contract Number/Delivery Order Number pairs.
    - Return all Delivery Orders associated with the fifth Contract Number.

**Search Results**

The Bulk Document Download Results table displays the search results.

**Bulk Document Download Results Columns:**

- Checkbox
- Contract #
- Order#

- CAGE
- Type
- Invoice #
- Shipment #
- Document Type
- Document Status
- Invoice Received Date
- ACO
- PCO
- KO Signature Date
- Inspection Date
- Acceptance Date
- Active/Archive

**Bulk Download Results**

[Download All](#)
[Download Selected](#)

Evidential Matter Bulk Download [Refine Search](#) [New Search](#)

<input type="checkbox"/>	Contract # ↑↓	Order # ↑↓	CAGE ↑↓	Type ↑↓	Invoice # ↑↓	Shipment # ↑↓	Document Type ↑↓	Document Status ↑↓	Invoice Received Date ↑↓	ACO ↑↓	PCO ↑↓	KO Signature Date ↑↓	Inspection Date ↑↓	Acce Date
<input type="checkbox"/>	D0000505D0005	1212	06481	WAWF	1546	CFIA459	CIF	Processed	2009-03-17					2009
<input type="checkbox"/>	D0000505D0005	1212	06481	WAWF	784	CFIB478	CIF	Processed	2009-03-17					2009
<input type="checkbox"/>	D0000505D0005	1212	06481	WAWF	48252	CFIA448	CIF	Processed	2009-03-17					2009
<input type="checkbox"/>	D0000505D0005	1212	06481	WAWF	12005	CFIA400	CIF	Processed	2009-03-17					2009

*Buttons:*

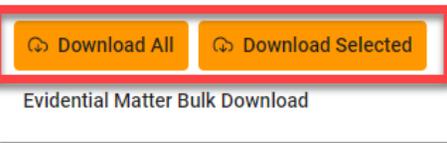
- Download All
- Download Selected
- Refine Search
- New Search

*NOTE: The columns are sortable.*

**Downloading Search Results**

Click the **Download All** or **Download Selected** (after making selections) button on the search results page to export as an Excel. A job runs to download the file.

## Bulk Download Results

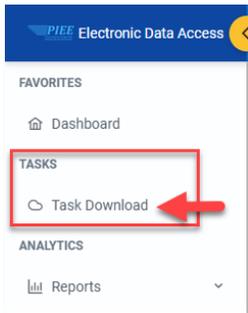


Download All Download Selected

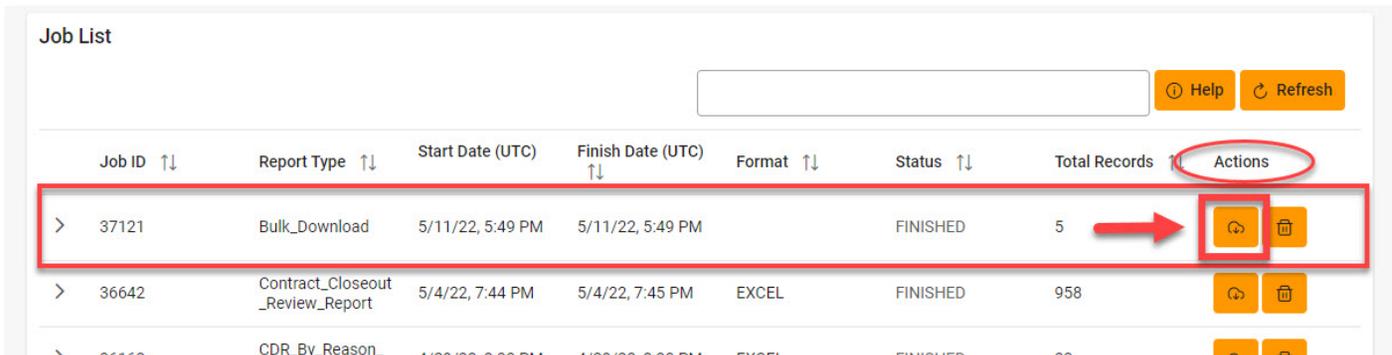
Evidential Matter Bulk Download

### Viewing Available Downloads of Reports:

In the navigation panel, under the Tasks menu, select **Task Download**.



The Job List page appears. Click the **Download** button in the Actions column.



Job List

Help Refresh

Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
> 37121	Bulk_Download	5/11/22, 5:49 PM	5/11/22, 5:49 PM		FINISHED	5	Download Delete
> 36642	Contract_Closeout_Review_Report	5/4/22, 7:44 PM	5/4/22, 7:45 PM	EXCEL	FINISHED	958	Download Delete
> 36369	CDR_By_Reason_	4/20/22, 8:20 PM	4/20/22, 8:20 PM	EXCEL	FINISHED	22	Download Delete

The Download Files pop-up appears with job details. Select the **Direct Download** link in the Direct Download (faster download) column.

**Download Files**

Job ID ↑↓	Create Date (UTC) ↑	Package Name ↑↓	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
37121	5/11/22, 5:49 PM	06481-37121_1_20220511_174951_94f5d7bd-1c3d-4dcf-aa3a-a181d72228a1.zip	0.056233 MB	1 / 1	Direct Download	

Part: If you don't see all the parts available then it means that the data are still being extracted. This usually happens for a huge amount of data extraction.

Download: Using 'Direct Download' will allow you to download artifacts in parallel and download speed will be significantly faster for large artifacts. Use 'Download via EDA App' option if you run into any firewall issue.

[Close](#)

The system downloads the file to the local machine based on browser settings.