

Find Files Overview

Training Document

PIEE

EDA

EAF

Find Files

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Roles

The role(s) with the ability to access the Find Files functionality:

- EAF User
 - Unrestricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files
 - Download files
 - Edit files
 - Document Type
 - Notes
 - Review Status
 - Delete files uploaded by user
 - Read file metadata
 - Restricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files uploaded by user
 - Download files uploaded by user
 - Edit files uploaded by user
 - Document Type
 - Notes
 - Review Status
 - Delete files uploaded by user
 - Read file metadata
- EAF Advanced User
 - Unrestricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files
 - Download files
 - Edit files
 - Document Type
 - Notes
 - Review Status
 - Delete files
 - Restrict all uploaded files
 - Read file metadata
 - Restricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files
 - Download files
 - Edit files
 - Document Type
 - Notes
 - Review Status
 - Delete files
 - Read file metadata

	• Advanced Reporting ○ (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files) • Contracts ○ (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files) • Acquisition Sensitive Reporting ○ (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files) • EDA Executive Reporting User ○ (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files)
Find Files	The Find Files functionality serves as a comprehensive document retrieval tool within the Enterprise Award File (EAF) system, enabling authorized personnel to locate and access documents that have been manually uploaded to the system repository. This specialized search function accommodates various document categories and provides targeted results based on specific search parameters. Access to the Find Files functionality is governed by a role-based security model, with different user roles including EAF User, EAF Advanced User, Advanced Reporting, Contracts, Acquisition Sensitive Reporting, and EDA Executive Reporting User receiving varying levels of access permissions. These permissions are determined by two primary factors: the user's established Span of Control within the system and whether the documents have been designated as restricted. The system organizes manually uploaded content into two distinct record classifications: CAGE Documents (associated with specific contractor identification codes) and Award Documents (linked to particular contract awards). This training module provides a comprehensive explanation of both record types, with separate sections detailing the search results interface and document management actions such as editing and deletion procedures for each category. Jump to CAGE Documents - Search Results Jump to Award Documents - Search Results
Search Criteria	For locating manually uploaded documents within the Enterprise Award File system, select the Find Files link in the EAF navigation menu. A search screen displays. Search Criteria: • CAGE Code (5 numeric, no special characters) OR • Award Number (up to 19 alphameric, no special characters) • Order Number (up to 19 alphameric, no special characters)

NOTE: CAGE Code and Award Number / Order Number are mutually exclusive choices.

Upload Details Fields:

- Record Type (*field is a drop-down list*) (*options: Award and CAGE / Award / CAGE*) (*field defaults to 'Award and CAGE'*)
- Document Type(s) (*field is a drop-down list; multi-select*) (*field is disabled until either "Award" or "CAGE" is selected for 'Record Type'*)
- File Name (*field uses contains search*)
- Upload Date From (*format: YYYY/MM/DD*)
- Upload Date To (*format: YYYY/MM/DD*)
- Uploaded By Email (*field uses contains search*)
- Uploaded By Me (*field is a checkbox*) (*if this box is checked, the Uploaded By Email field is cleared and disabled*)

NOTE: Example of how a Contains search functions, e.g., entering 'W52P' will return all files where ' W52P' appears anywhere within the file name. This includes:

- W52P1J10C0047
- SPM2DW52P3215
- N0038W52P9D014N

Unlike 'Starts With' searches that only match at the beginning of a field, the Contains search finds matches where the search term appears anywhere within the field value.

Buttons:

- Search
- Reset

NOTE: At least one search criterion is required. The system will prompt if no criteria are entered.

NOTE: Search results are capped at 10k returned results.

Search Criteria

CAGE Code

OR

Award Number

Enter Award Number or FPIID

Order Number

Enter Order Number

Upload Details

Record Type

Award and CAGE

Document Type(s)

Select multiple...

File Name

Upload Date From

YYYY/MM/DD

Upload Date To

YYYY/MM/DD

Uploaded By Email

☐

Uploaded By Me

Search

Reset

Enter the search criteria and select the **Search** button to proceed. The search results display.

NOTE: The system determines contract office information as follows:

- *The Issuing Office (Issue DoDAAC) is determined from the latest PCO MOD, or from the original Award if no PCO MOD exists.*
- *The Admin Office (Admin DoDAAC) is determined from the latest MOD (either PCO or ACO), or from the original Award if no MOD exists.*

CAGE Documents – Search Results

This section details the CAGE Documents search results interface and document management functionality within the Enterprise Award File (EAF) system. Users can view a comprehensive list of CAGE documents with associated metadata including file names, document types, and upload details. The interface implements a role-based security model where restricted files (indicated by lock icons) are only accessible to EAF Advanced Users within their Span of Control or the original document uploaders. The section covers the complete document lifecycle management capabilities, explaining how users can edit document properties (including document type, restriction status, and notes) and delete documents based on their permission level. EAF Users can only modify documents they personally uploaded, while EAF Advanced Users can manage any document within their Span of Control. The content also describes important system constraints, such as the inability to change document types across different sections, and outlines the specific fields and procedures required when performing edit and delete operations.

CAGE Documents – Search Results:

CAGE Documents

- File Name (*a lock icon displays next to restricted files. If the current user has the EAF Advanced User role within their Span of Control or is the original document uploader, then they can view/download the restricted files. All other users cannot access restricted files even if they are within their Span of Control*)
- Document Type
- CAGE Code
- CASD DoDAAC (*definition: The DoDAAC assigned cognizance over the associated CAGE Code per Contract Administration Services Directory (CASD) in Purpose Code Management (PCM) as required by FAR 42.203*)
- Upload Date
- Uploaded By Email
- Notes (*hover over the Notes icon to view Notes within the user's Span of Control*)
- Actions
 - Edit (*displays for all documents within user's Span of Control or if the user has the EAF Advanced User role*) (*select this icon to display the Edit Document pop-up*)
 - Delete (*displays for all documents the current user has uploaded or if the user has the EAF Advanced User role*) (*select this icon to display the Document Delete pop-up*)

Buttons:

- Clear
- Export Results (*exports results to excel*)

NOTE: Search results are sorted in order by Upload Date (descending), Document Type (ascending), and then File Name (ascending). This is indicated in the column headers of the search results screen with an additional numeric icon.

CAGE Documents							
Clear Export Results							
File Name	Document Type	CAGE Code	CASD DoDAAC	Upload Date	Uploaded By Email	Notes	Actions
Supply_Chain_Data_Template.xlsx	Configuration Change Management Log			2026-03-06			
Pre-Award_20260116_084729.xlsx	Configuration Change Management Log			2026-03-05			
Pre-Award_20260224_133639.xlsx	Legal Privilege			2026-02-27			
Pre-Award_20260116_085810.xlsx	Legal Privilege			2026-02-17			
Pre-Award_20260116_083611.xlsx	General Documents Test			2026-02-17			
Post-Award-GeneralDocs_20260116_085541.xlsx	Board of Review			2026-02-17			
Supply_Chain_Data_Template (1).xlsx	Industry Management Council			2026-02-16			
Records: 1 to 16 << < 1 > >> 25 16 Records Returned							

Edit a CAGE Document

To edit a CAGE Document, select the **Edit** icon within the **Actions** column. An **Edit Document** pop-up displays.

Edit Document Fields:

(fields are non-editable)

- CAGE Code
- UEI

Document Details:

- Section (field is non-editable)
- Document Type * (Document Type can only change to another document type within the same section as the original Document Type (General or Legal)) (to change the Document Type for a document to a Document Type in a different section, delete the document and reupload)
- Document *
 - Restrict Access (field is a checkbox for EAF Advanced Users; field is non-editable for all other users) (EAF Advanced Users can restrict unrestricted files by selecting the Restrict Access checkbox; once restricted, access to the document is only available for the EAF Advanced User or the original document uploader)
 - File Name (field is non-editable)

- Notes (*field is mandatory when 'Document Type' is "Other Documents" or "Other Documentation"*)

Buttons:

- Save
- Cancel

After making any necessary changes to the **Document Type**, **Restrict Access**, or **Notes** fields, select the **Save** button. A success message displays stating, “The Document has been successfully updated.”

Delete a CAGE Document

To delete a CAGE Document, select the **Delete** icon within the Action column. A **Document Delete** pop-up displays.

Document Delete Fields:

- CAGE Code (*field is non-editable*)
- File Name (*field is non-editable*)
- Deletion Notes *

Buttons:

- Submit
- Cancel

Document Delete

CAGE Code: File Name: Supply_Chain_Data_Template.xlsx

Deletion Notes *

Submit Cancel

Enter the applicable **Deletion Notes** and select **Submit** to proceed with the document deletion. A success message displays stating, “The document was deleted successfully.”

Award Documents – Search Results

This section details the Award Documents search results interface and document management functionality within the Enterprise Award File (EAF) system. Users can view a comprehensive list of Award documents with associated metadata including file names, document types, award information, and upload details. The interface implements a role-based security model where restricted files (indicated by lock icons) are only accessible to EAF Advanced Users within their Span of Control or the original document uploaders. The section covers the complete document lifecycle management capabilities, explaining how users can edit document properties (including document type, restriction status, and notes) and delete documents based on their permission level. EAF Users can only modify documents they personally uploaded, while EAF Advanced Users can manage any document within their Span of Control. The content also describes important system constraints, such as the inability to change document types across different sections, and outlines the specific fields and procedures required when performing edit and delete operations.

Award Documents – Search Results:

Award Documents

- File Name (*A lock icon displays next to restricted files. If the current user has the EAF Advanced User role within their Span of Control or is the original document uploader, then they can view/download the restricted files. All other users cannot access restricted files even if they are within their Span of Control*)
- Document Type
- Award Number
- Order Number
- CAGE Code
- CASD DoDAAC (*definition: The DoDAAC assigned cognizance over the associated CAGE Code per Contract Administration Services Directory (CASD) in Purpose Code Management (PCM) as required by FAR 42.203*)
- Upload Date
- Uploaded By Email
- Notes (*hover over the Notes icon to view Notes*)
- Actions

- Edit (*Edit icon displays for documents within user's Span of Control based on role permissions: EAF Users can only edit documents they uploaded, while EAF Advanced Users can edit any document within their Span of Control*) (*select this icon to display the Edit Document pop-up*)
- Delete (*Delete icon displays for documents within the user's Span of Control based on role permissions: EAF Users can only delete documents they uploaded, while EAF Advanced Users can delete any document within their Span of Control*) (*select this icon to display the Document Delete pop-up*)

Buttons:

- Clear
- Export Results (*select this button to export results to Excel locally*)

NOTE: Search results are sorted in order by Upload Date (descending), Document Type (ascending), and then File Name (ascending). This is indicated in the column headers of the search results screen with an additional numeric icon.

Award Documents - Search Results

Award Documents

Clear

Export Results

File Name	Document Type	Award Number	Order Number	CAGE Code	CASD DoDAAC	Upload Date	Uploaded By Email	Notes	Actions
Pre-Award_20260116_084729.xlsx	Determinations and Findings					2026-03-23			
Pre-Award_20260116_084729.xlsx	Determinations and Findings					2026-03-23			

Records: 1 to 1

<<

<

1

>

>>

10

1 Records Returned

- Document Type * (*Document Type can only change to another document type within the same section as the original Document Type (General or Legal)*) (*To reassign a document to a Document Type belonging to a different section, the document must first be deleted and then reuploaded to the appropriate section. Document Types cannot be changed across sections within the Edit function*)
- Order Number * (*field is non-editable*)
- Document *
 - Restrict Access (*field appears as a checkbox for EAF Advanced Users; field is non-editable for all other users*) (*EAF Advanced Users can restrict unrestricted files by selecting the Restrict Access checkbox; once restricted, access to the document is only available for the EAF Advanced User or the original document uploader*)
- File Name (*field is non-editable*)
- Notes (*field is mandatory when 'Document Type' is "Other Documents" or "Other Documentation"*)

Buttons:

- Save
- Cancel

Edit Document

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

Document Details

Section: Post-Award > General Documents

Document Type * Order Number *

Award Review N/A

Document

+ Choose

Restrict Access

File Name

EnterpriseAwardFileSearchResultsjjsdafjbsdfjsdfigfagfdgiasgfsdgsdvsdhdhsohdhashdh
dhajdadhchfhasdhasdhasdida_20251230_092738.xlsx

Notes

TESTT Upload award file

Reviewed?

Save Cancel

After making any necessary changes to the **Document Type**, **Restrict Access**, or **Notes** fields, select the **Save** button. A success message displays stating, “The Document has been successfully updated.”

Delete an Award Document

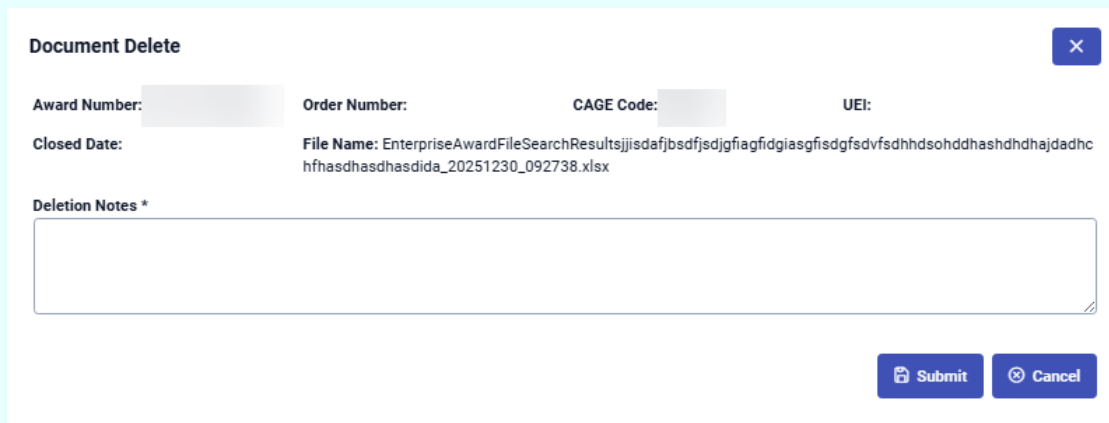
To delete an Award Document, select the **Delete** icon within the Action column. A **Document Delete** pop-up displays.

Document Delete Fields:

- Award Number (*field is non-editable*)
- Order Number (*field is non-editable*)
- CAGE Code (*field is non-editable*)
- UEI (*field is non-editable*)
- Closed Date (*field is non-editable*)
- File Name (*field is non-editable*)
- Deletion Notes *

Buttons:

- Submit
- Cancel



The image shows a 'Document Delete' form with a title bar and a close button. The form contains several fields: 'Award Number', 'Order Number', 'CAGE Code', and 'UEI', each followed by a greyed-out input field. Below these is a 'Closed Date' field and a 'File Name' field containing a long, alphanumeric string. At the bottom is a 'Deletion Notes *' section with a large text area. At the bottom right are 'Submit' and 'Cancel' buttons.

Document Delete [X]

Award Number: [] Order Number: [] CAGE Code: [] UEI: []

Closed Date: [] File Name: EnterpriseAwardFileSearchResultsjjsdafjbsdfjsdjgfiagfidgiasgfsdgsdvfsdhdsohddhashdhhdadhc
hfhasdhasdhasdida_20251230_092738.xlsx

Deletion Notes *

[]

[Submit] [Cancel]

Enter the applicable **Deletion Notes** and select **Submit** to proceed with the document deletion. A success message displays stating, “The document was deleted successfully.”