

Record Exclusion Report

Reference Guide

EDA Homepage

Analytics

Reports

Destruction Reports

Record Exclusion Reports

Table of Contents

| | |
|--------------------------------|---|
| EDA Roles | 1 |
| Search Criteria | 1 |
| Sample Search Results | 2 |
| Exporting Search Results | 3 |

EDA Roles

EDA Roles that may access Record Exclusion Reports:

- EDA Advanced Reporting
- EDA Acquisition Sensitive Reporting
- EDA Executive Reporting

Search Criteria

The user will navigate to the Destruction Reports, select the Record Exclusion Report, and enter criteria to retrieve the desired data.

Record Exclusion Search

- Business Process (Award/Micro-Purchase Card Receiving Report/Miscellaneous Payments/Purchase Request/Government-to-Government Property Transfer/Transportation)
- Award Number
- Delivery Order Number
- Last Updated Date Range (Empty/>/>=/<<=/<<=/Is Null/Not Null) to (Empty/</<=)
- Creation Date Range (Empty/>/>=/<<=/<<=/Is Null/Not Null) to (Empty/</<=)
- Comment

Exclusion Report Search Criteria

Business Process

Award

Award Number

Delivery Order Number

Last Updated Date Range

to

Creation Date Range

to

Comment

Search Results

Once the Search Criteria are entered and the Search button selected the report will return the following values:

- Award Number
- Delivery Order Number
- Create Date
- Last Update Date
- Comment

Exclusion Report Search Results

[Export Results](#)
[Save Search](#)
[Refine Search](#)
[New Search](#)

| Award Number ↑↓ | Delivery Order Number ↑↓ | Create Date ↑↓ | Last Update Date ↑↓ | Comment ↑↓ |
|-----------------|--------------------------|----------------|---------------------|---|
| HC102814P0132 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC102114P0002 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC104714P0173 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC104714C4020 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC104714F0100 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC102814P0306 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC102814F0219 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC102814P0199 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |
| HC102814F0267 | | 2021-09-10 | 2021-09-10 | PMO Request TT4365- Records Retention Phase 4 Data Call |

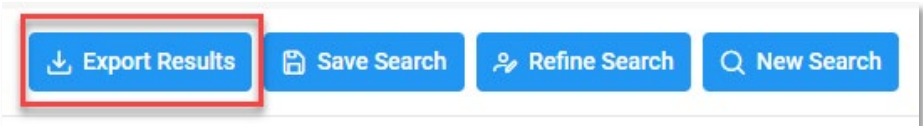
Results: 1 to 10

<< < 1 2 3 4 5 > >>

3296 Results Returned

Once the search results are returned, the Export Results button will allow the user to export search results in CSV format for import to a spreadsheet.

Export Search Results



Sample Export:

| | A | B | C | D | E | F | G | H | I |
|----|---------------|-----------------------|-------------|------------------|---|---|---|---|---|
| 1 | Award Number | Delivery Order Number | Create Date | Last Update Date | Comment | | | | |
| 2 | HC102814P0132 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 3 | HC102114P0002 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 4 | HC104714P0173 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 5 | HC104714C4020 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 6 | HC104714F0100 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 7 | HC102814P0306 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 8 | HC102814F0219 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 9 | HC102814P0199 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 10 | HC102814F0267 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 11 | HC102814P0195 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 12 | HC102814F0328 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 13 | HC102814F0324 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 14 | HC104714P0113 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 15 | HC102814P0273 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 16 | HC102812F0200 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 17 | HC102814P0186 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 18 | HC102814F0480 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 19 | HC102814P0183 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 20 | HC102814P0201 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 21 | HC102814F0203 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 22 | HC102814P0283 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 23 | HC101313C0006 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |
| 24 | HC102814P0280 | | 9/10/2021 | 9/10/2021 | PMO Request TT4365- Records Retention Phase 4 Data Call | | | | |