

SDW User Account Report

Reference Guide

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SDW User Account Report

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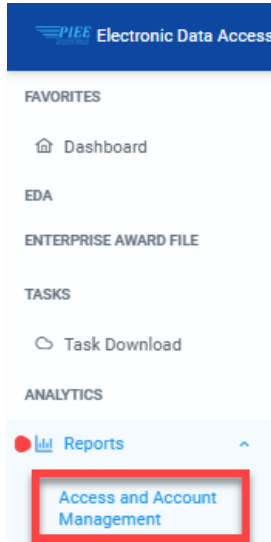
EDA Roles

Roles with access to the **SDW User Account Report** in EDA:

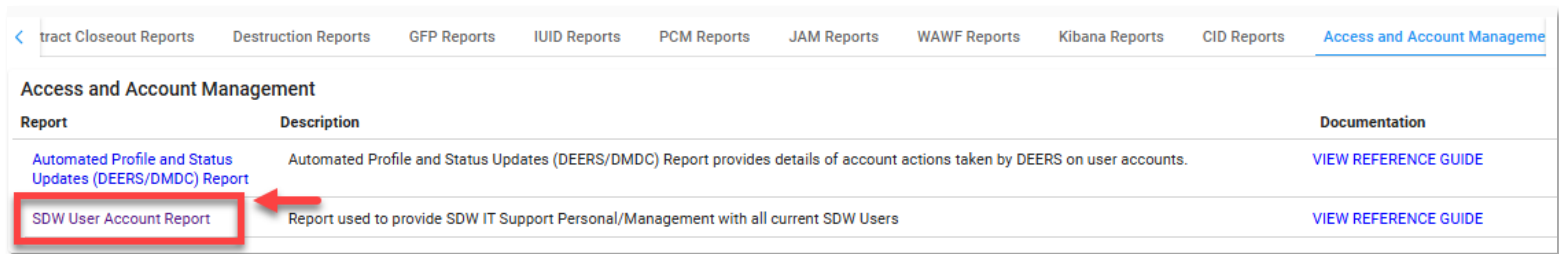
- Advanced Reporting
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Where to Run the Report

Expand the **Reports** menu under Analytics in EDA and select the **Access and Account Management** option.



In the Access and Account Management section select the **SDW User Account Report**.

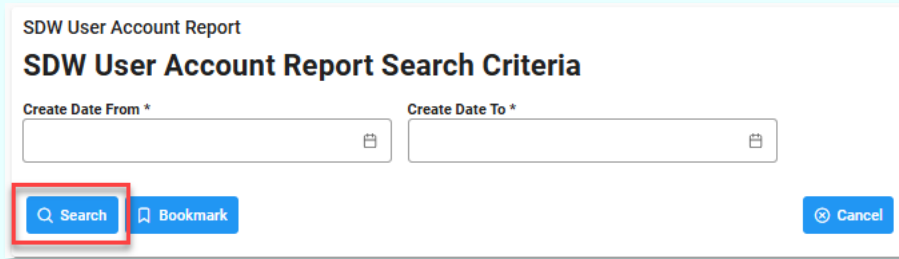


Search Criteria

SDW User Account Report Search Criteria:

- Create Date From * (Select date from the calendar dropdown or type in date)
- Create Date To * (Select date from the calendar dropdown or type in date)

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



SDW User Account Report

SDW User Account Report Search Criteria

Create Date From * 

Create Date To * 

 Search  Bookmark  Cancel

Search Results

The SDW User Account Report Results table displays the search results.

SDW User Account Report Results:

- User ID
- First Name
- Last Name
- Email
- Role
- Status
- Agency
- Location CD
- Access Approval Status
- Create Date
- CAC Expiration Date
- Last Action Date

SDW User Account Report Results								
Export Save Search Refine Search New Search								
	Role ↑↓	Status ↑↓	Agency ↑↓	Location CD ↑↓	Access Approval Status ↑↓	Create Date ↑↓	CAC Expiration Date ↑↓	Last Action Date ↑↓
y@caci.com	SDW User	Archive	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	ARCHIVED	2024/12/19		2025/03/05
072@gmail.com	SDW User	Archive	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	ARCHIVED	2024/08/08		2025/01/08
@gmail.com	SDW User	Active	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	ATTACHED IN WAWF	2025/03/06		2025/03/06

Records: 1 to 3

<< < 1 > >>

10

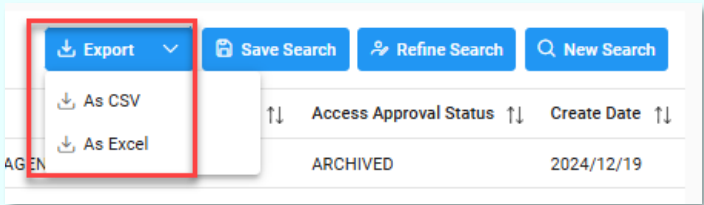
Max Records Returned: 3

Buttons:

- Export
 - As CSV
 - As Excel
- Save Search
- Refine Search
- New Search

NOTE: The columns are sortable.

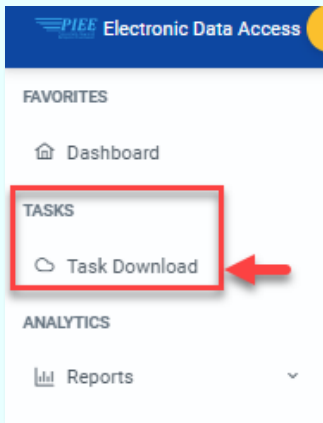
Click the **Export** button on the search results page to export as CSV or Excel. A job will run to download the file.



Exporting Search Results

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		
> 71850	SDW_USER_ACCOUNT_REPORT	3/11/25, 6:05 PM	3/11/25, 6:05 PM	EXCEL	FINISHED	5	Download Delete		
> 71807	Contract_Closeout_Review_Report	3/5/25, 5:47 PM	3/5/25, 5:49 PM	EXCEL	FINISHED	36530	Download Delete		

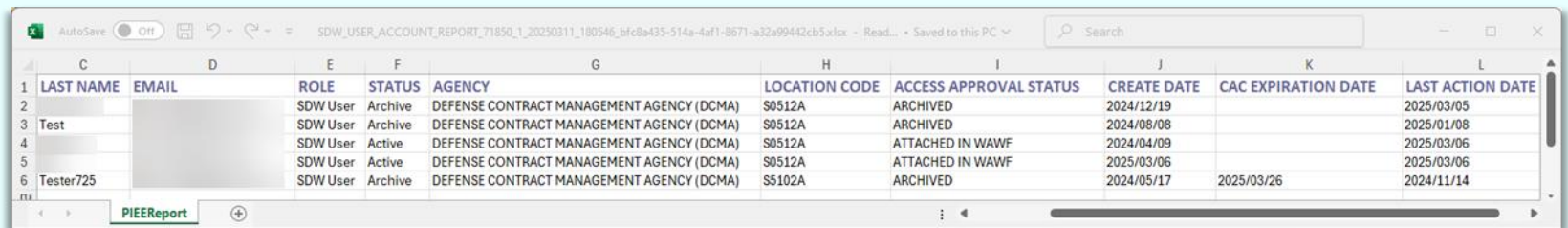
The Download Files pop-up appears with job details. Select the **Direct Download** link in the Direct Download (faster download) column.

Download Files							×
Job ID ↑↓	Create Date (UTC) ↑↓	Package Name ↑↓	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)	
71850	3/11/25, 6:05 PM	SDW_USER_ACCOUNT_REPORT_71850_1_20250311_180546_98040e17-c3dc-4321-aaaa-26ba78590c63.zip	0.0039 MB	1 / 1	Direct Download	Download via EDA App	
					<< < 1 > >>		
							Close

The file is downloaded to the local machine based on browser settings.

Exported Report columns:

- User ID
- First Name
- Last Name
- Email
- Role
- Status
- Agency
- Location Code
- Access Approval Status
- Create Date
- CAC Expiration Date
- Last Action Date



The screenshot shows an Excel spreadsheet titled "SDW_USER_ACCOUNT_REPORT_71850_1_20250311_180546_bfc8a435-514a-4af1-b671-a32a99442cb5.xlsx". The spreadsheet contains a table with the following columns: LAST NAME, EMAIL, ROLE, STATUS, AGENCY, LOCATION CODE, ACCESS APPROVAL STATUS, CREATE DATE, CAC EXPIRATION DATE, and LAST ACTION DATE. The data is as follows:

1	C	D	E	F	G	H	I	J	K	L
	LAST NAME	EMAIL	ROLE	STATUS	AGENCY	LOCATION CODE	ACCESS APPROVAL STATUS	CREATE DATE	CAC EXPIRATION DATE	LAST ACTION DATE
2			SDW User	Archive	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	ARCHIVED	2024/12/19		2025/03/05
3	Test		SDW User	Archive	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	ARCHIVED	2024/08/08		2025/01/08
4			SDW User	Active	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	ATTACHED IN WAWF	2024/04/09		2025/03/06
5			SDW User	Active	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	ATTACHED IN WAWF	2025/03/06		2025/03/06
6	Tester725		SDW User	Archive	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S5102A	ARCHIVED	2024/05/17	2025/03/26	2024/11/14