

User Audit Report

Reference Guide



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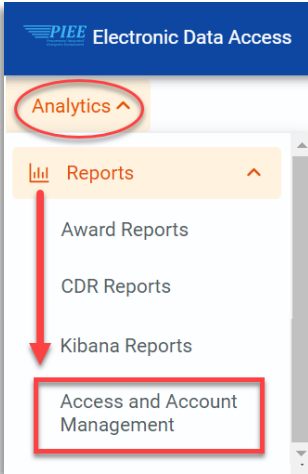
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EDA Roles	Roles with access to the User Audit Report in EDA: <ul style="list-style-type: none">• Acquisition Sensitive Reporting• Advanced Reporting• EDA Executive Reporting User
Search Criteria	<p>The user will log into PIEE and select the EDA icon. From the EDA dashboard go to the Analytics tab and select Access and Account Management from the Reports dropdown.</p> 

After Access and Account Management is selected, select the link to **User Audit Report** from the Access and Account Management page.

Access and Account Management		
Report	Description	Documentation
User Report	Report to search for a user/role combination across all of the PIEE applications.	VIEW REFERENCE GUIDE
User Audit Report	User Audit Report provides detail information for user and logon history.	VIEW REFERENCE GUIDE
Active GAM Report	The Active GAM Report provides information on all active GAMs across PIEE.	VIEW REFERENCE GUIDE

After navigating to the User Audit Report page, enter criteria to retrieve desired data.

- Audit Date From
- Audit Date To
- Module(s)
- Action Date From
- Action Date To
- Home Organization Search by
 - Organizational Group
 - Home Organizational Group (Find Group)
 - Home Organization Include Sub-Groups
 - Organizational Code
 - Home Organization Location Codes

Sample Search Criteria page:

User Audit Report

User Audit Report Search Criteria

Audit Date From *	Audit Date To *	Module(s) *
<input type="text" value="2022/05/11"/>	<input type="text" value="2022/06/10"/>	<input data-bbox="1050 1079 1323 1120" type="text" value="Select one or more modules (...)"/>
Action Date From	Action Date To	Action(s)
<input type="text"/>	<input type="text"/>	<input data-bbox="1050 1161 1354 1201" type="text" value="Select multiple..."/>

Group Name

Home Organization Search By

Organizational Group

Organizational Code

Home Organization Location Codes ⓘ

To return results with a specific Module, select a value from the **Module(s) dropdown** menu. Modules include:

- PIEE – Administrative Support
- CEDMS – Corporate Electronic Document Management System
- CON-IT – Contracting Information Technology
- FedMall
- JAM – Joint Appointment Module
- MRS – Management Reporting System
- PC – Purchase Card
- PPML – Procurement Process Model Library
- SPM – Surveillance and Performance Monitoring Module
- AT-AT
- CLOSEOUT – Contract Closeout
- CSP – Contractor Submission Portal
- GFP – Government Furnished Property
- MDO – Modifications and Delivery Orders
- PALT – PALT, Protest Tracker and REA
- PCM – Purpose Code Management
- SDW – Shared Data Warehouse
- SPRS – Supplier Performance Risk System
- CDR – Contract Deficiency Reporting
- CLS – Clause Logic Service
- EDA – Electronic Data Access
- IUID Registry
- eMIPR – Military Interdepartmental Purchase Request
- Advana
- PIEE – Procurement Integrated Enterprise Environment
- SOL – Solicitation
- WAWF – Wide Area Workflow

Module Selection

The screenshot shows a web form titled "User Audit Report" with a sub-section "User Audit Report Search Criteria". It contains several input fields: "Audit Date From *" with a date picker set to "2023/04/04", "Audit" with a dropdown set to "202", "Module(s) *" with a dropdown menu showing "Select one or more modules (Re...)", and "Actio" with a dropdown menu. Below the dropdowns is a list of checkboxes for module selection, including ACWS, PIEE - Administrative Support, ADVANA, AT-AT, and CDR - Contract Deficiency Reporting.

User Audit Report

User Audit Report Search Criteria

Audit Date From * **Audit**

Module(s) * **Actio**

- ACWS
- PIEE - Administrative Support
- ADVANA
- AT-AT
- CDR - Contract Deficiency Reporting

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

Search Results

Location Code	Extension	User Last Name	User First Name	User Email	User Type	Role	Module	Last Action Date
HAA110		gov1	madhu	testingmojgan+madhugov1@GMAIL.COM	Government	Cost Voucher Reviewer	WAWF	2022-06-10
HAA110		gov1	madhu	testingmojgan+madhugov1@GMAIL.COM	Government	Cost Voucher Reviewer	WAWF	2022-06-10
HAA110		gov1	madhu	testingmojgan+madhugov1@GMAIL.COM	Government	Cost Voucher Reviewer	WAWF	2022-06-10
HAA110		gov1	madhu	testingmojgan+madhugov1@GMAIL.COM	Government	Cost Voucher Reviewer	WAWF	2022-06-10
HAA110		gov1	madhu	testingmojgan+madhugov1@GMAIL.COM	Government	Cost Voucher Reviewer	WAWF	2022-06-10
HAA110		gov1	madhu	testingmojgan+madhugov1@GMAIL.COM	Government	Cost Voucher Reviewer	WAWF	2022-06-10

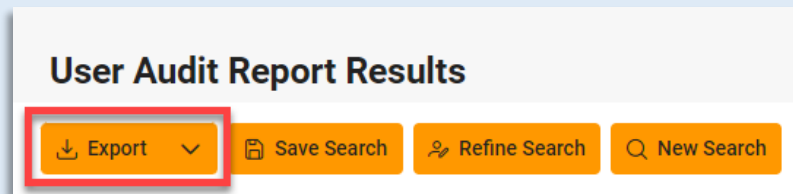
Records: 1 to 10 1843 Records Returned

Criteria for the User Audit Report search results include:

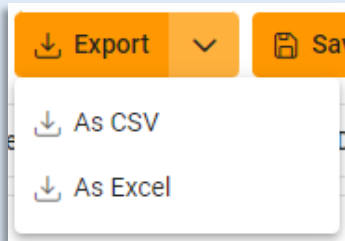
- Location Code
- User Email
- Last Action Date
- Registration Date
- Administrator First Name
- Supervisor First Name
- Suspended Date
- Extension
- User Type
- Last Action Date
- Annual Training
- Administrator Email
- Role Status
- Archived Date
- User Last Name
- Role
- Date Access Granted
- Times Access (by User)
- User Status
- Audit Date
- Rejected Date
- User First Name
- Module
- Action Date
- Administrator Last Name
- Supervisor Last Name
- Approval Date
- User Comment

Exporting Search Results

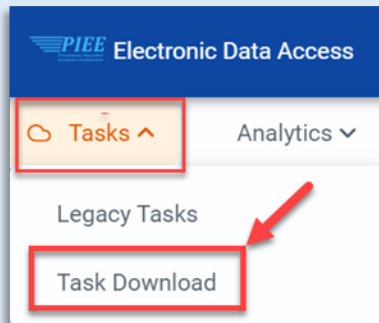
Once the search results are returned, the “Export” button will allow the user to export search results in CSV format for Excel format for import to a spreadsheet.



For this guide, Excel is being used for the export.



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 ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
39441	User_Audit_Report	6/13/22, 3:09 PM	6/13/22, 3:09 PM	EXCEL	FINISHED	3443	Jobs
38959	WAWF_Document_Level_Report	6/6/22, 8:34 PM	6/6/22, 8:34 PM	EXCEL	FINISHED	84	Jobs
38822	WAWF_Document_History	6/3/22, 4:44 PM	6/3/22, 4:44 PM	EXCEL	FINISHED	86	Jobs

The screenshot shows a 'Job List' table with columns for Job ID, Report Type, Start Date (UTC), Finish Date (UTC), Format, Status, Total Records, and Actions. A red box highlights the 'Jobs' button in the 'Actions' column for the first row (Job ID 39441). A red arrow points to the 'Jobs' button.

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

The screenshot shows a 'Download Files' window with a table containing one row of data. A red arrow points to the 'Direct Download' button in the 'Direct Download (faster download)' column.

Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
39441	6/13/22, 3:09 PM	User_Audit_Report_39441_1_20220613_150942_415a42ef-079d-49b6-ab94-b6658126201e.zip	0.219291 MB	1 / 1	Direct Download	

Sample Excel spreadsheet:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
	LOCATION CODE	EXTENSION	USER LAST NAME	USER FIRST NAME	USER EMAIL	USER TYPE	ROLE	MODULE	LAST ACTION DATE	LAST ACCESS
1	013BJ		_DR1910Ven1	Madhu	madhuri.mogulla@caci.com	Vendor	Contractor Property Shipper	GFP	2022-04-26 17:39:59.0	2022-04-26 17:39:59.0
2	013BJ		_DR1910Ven1	Madhu	madhuri.mogulla@caci.com	Vendor	Contractor Receiver	GFP	2022-04-26 17:39:59.0	2022-04-26 17:39:59.0
3	0005B		EDAVendor	Cora	coleung@caci.com	Vendor	Contractor Property Manager	GFP	2022-06-08 18:06:16.0	2022-06-08 18:06:16.0
4	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
5	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
6	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
7	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
8	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
9	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
10	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
11	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
12	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
13	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
14	045FK		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
15	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
16	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
17	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
18	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
19	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
20	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
21	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
22	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
23	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
24	094Q9		barrow	aimee	aivey@caci.com	Vendor	Vendor	WAWF	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0
25	094Q9		barrow	aimee	aivey@caci.com	Vendor	Contract No	EDA	2022-05-05 15:32:25.0	2022-05-05 15:32:25.0