WAWF Summary Extracted Without Response Report
Reference Guide

EDA Homepage	Analytics	Reports	WAWF Reports	WAWF Extract Report

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EDA Roles	Roles with the ability to access Summary Extracted Without Response Report in EDA: • Acquisition Sensitive Reporting • Advanced Reporting • Executive Reporting
Search Criteria	The user will: 1. Navigate to the User WAWF Extracted Report Page and 2. Then select the Summary radio button under Report Type and 3. Then Select the 'No' option from the Extract Response drop-down: Then enter criteria to retrieve desired data: • Extract Date From • Extract Date To • Document Type • Extract Responses (select 'NO') • Pay Office Search by (Pay Office Group or Pay Office Code)

4. Click the **Search** button for results.

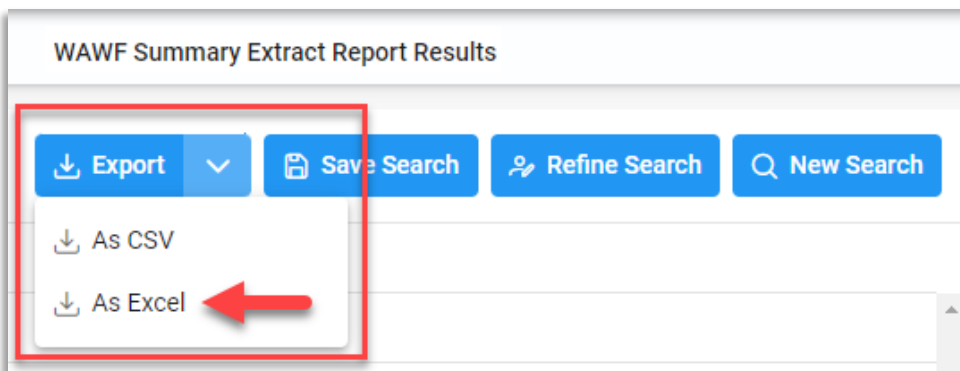| Sample Search Results	Once the search criteria are entered, the system will return a list of contracts with the requested criteria: • Extract Date • Pay Office • Document Type • Count

WAWF Summary Extract Report Results			⬇ Export ⌄	🖫 Save Search	👤 Refine Search	🔍 New Search
Extract Date ↑↓	**Pay Office** ↑↓	**Document Type** ↑↓	**Count** ↑↓			
2020-08-04 19:59:22.0	HQ0339	CI	1			
2020-08-05 12:41:33.0	HQ0338	RR	1			
2020-08-06 22:20:11.0	F67100	CIFP	1			
2020-08-07 13:09:22.0	HQ0339	CIFP	1			
2020-08-07 19:51:01.0	F67100	CIFP	1			
2020-08-07 19:51:01.0	HQ0348	CIFP	1			
2020-08-07 19:55:25.0	HQ0339	CIFP	1			
2020-08-07 19:55:25.0	N50120	CIFP	1			
2020-08-07 19:56:44.0	SL4701	CI	1			
2020-08-07 19:59:20.0	SL4701	ECI	1			

Results: 1 to 10   « < **1** 2 3 4 5 > »   10 ⌄   851 Results Returned

Exporting Search Results
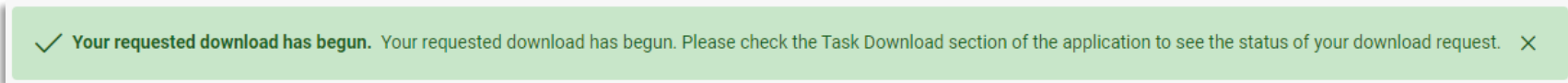
Once the search results are returned, the Export Results button will allow the user to export search results in CSV or Excel format for import to a spreadsheet. Select the desired output from the Export dropdown menu. For this guide, Excel format is being selected.
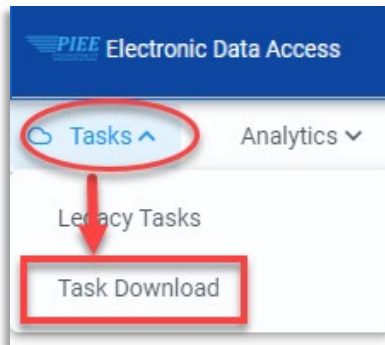
WAWF Summary Extract Report Results

⬇ Export ⌄ | 🖫 Save Search | 👤 Refine Search | 🔍 New Search

⬇ As CSV

⬇ As Excel ⬅

A pop-up message will display to check the TaskDownload section from the EDA dashboard for the status of the download.

✓ **Your requested download has begun.** Your requested download has begun. Please check the Task Download section of the application to see the status of your download request. ✕

Select Task Download from the Tasks dropdown in the EDA Dashboard.

Find the requested job from the Job List and select the **Jobs** button.

Job List								ⓘ Help ↻ Refresh
Job ID ↑↓	**Report Type** ↑↓	**Start Date (UTC)**	**Finish Date (UTC)** ↑↓	**Format** ↑↓	**Status** ↑↓	**Total Records** ↑↓	**Actions**	
› 43209	Wawf_Summary_Extract_Report	8/4/22, 7:28 PM	8/4/22, 7:28 PM	EXCEL	FINISHED	150	⟳ 🗑	
› 43162	Wawf_Extract_Report	8/4/22, 2:39 PM	8/4/22, 2:39 PM	EXCEL	FINISHED	1134	⟳ 🗑	

Select the **Direct Download** link from the Download Files pop-up window.

Sample of Exported report: