GFP Admin - View Only Overview

Training Document
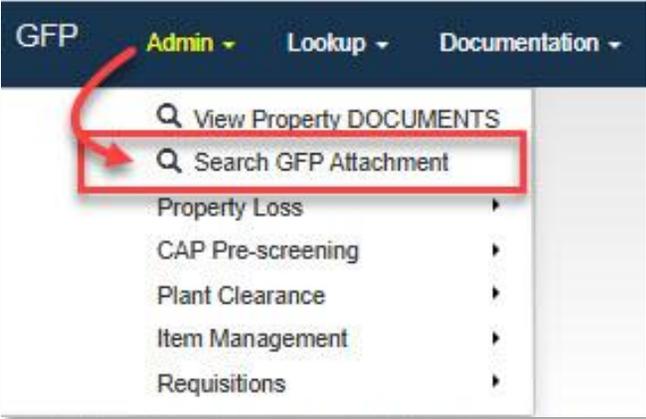
PIEE	GFP	Administration

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Roles	The role(s) required to search for and view GFP Attachments in read-only mode: • GFP System Administrator
Searching for GFP Attachments (View Only)	Start by logging into GFP. Select **Admin** in the main navigation and then select **Search GFP Attachment**.

Search	Enter the search criteria for a GFP Attachment and click the **Search** button.
	
	GFP System Administrator – Search Criteria
	
	• Search Folder
	    o View Only
	• Contract Number
	• Contract Order Number
	• Modification Number
	• Solicitation Number
	• Amendment Number
	• Pre-stage ID
	• Attachment Number
	• Attachment Date Start (*format: yyyy-mm-dd*) (*default: 30 days ago*)
	• Attachment Date End (*format: yyyy-mm-dd*) (*default: today's date*)
	• Status
	    o Void
	    o Initiated
	    o Reviewed

- Approved
- Approved – Not in EDA
- Returned

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Search

Search Folder

View Only

Contract Number	**Contract Order Number**	**Modification Number**

Solicitation Number	**Amendment Number**

Pre-stage ID

Attachment Number	**Attachment Date Start**	**Attachment Date End**
	Default: **30 days ago**	Default: **Today's date**

Status

--- Please Select ---

🔍 Search   ⓘ Help

Search Results

GFP System Administrator – Search Results

- Attachment Type
- Contract / Solicitation No.
- Contract Order No.
- Modification / Amendment No.
- Attachment No.
- Attachment Date
- Pre-stage ID
- Contract CAGE

- Status
- Action

To open the GFP Attachment in view-only mode, select **View** under the *Action* column.

Filtering and sorting

For all columns **except** *Action*, you can sort or filter the results to find what you want more easily.

To sort the results, use the up and down triangles next to the column you want to sort by. Clicking "up" will sort in ascending order (*a-b-c*, *1-2-3*). Clicking "down" will sort in descending (*z-y-x, 3-2-1*).

To filter the results for specific text, type the text you want to filter for in the appropriate column's *Filter* text box.

In the examples below, the *Attachment Type* column is shown twice: first with no filter (Figure 1) and then filtered for the phrase "Solicit" (Figure 2).
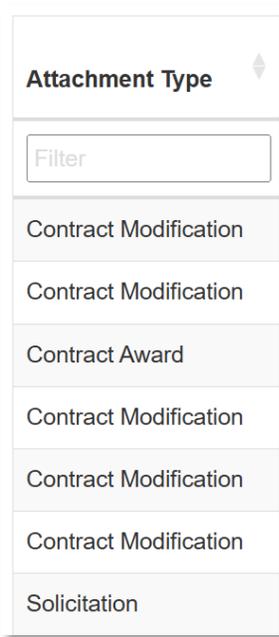
Attachment Type
Filter
Contract Modification
Contract Modification
Contract Award
Contract Modification
Contract Modification
Contract Modification
Solicitation

Figure 1. No filtering

Attachment Type
Solici
Solicitation
Solicitation Amendment
Solicitation Amendment
Solicitation
Solicitation

Figure 2. With filtering