

GFP Attachment Vendor View Only

Reference Guide

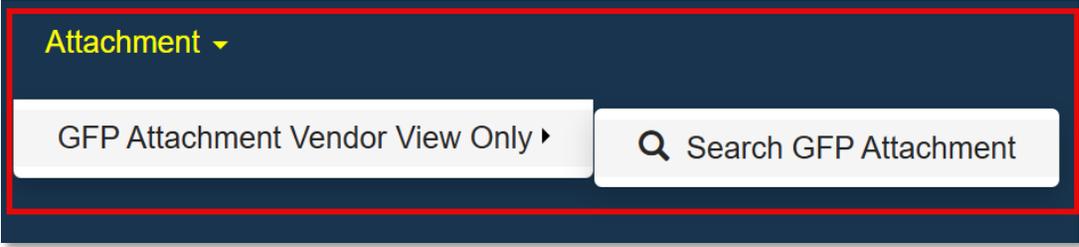
PIEE

GFP

Administration

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<p>Roles</p>	<p>The role(s) required to search for and view GFP Attachments in read-only mode:</p> <ul style="list-style-type: none"> • GFP Attachment Vendor View Only
<p>Searching for GFP Attachments (View Only)</p>	<p>Start by logging into GFP. Select Attachment, then GFP Attachment Vendor View Only, then Search GFP Attachment.</p>  <p>The screenshot shows a dark blue navigation bar with a red border. At the top left, the word "Attachment" is written in yellow with a downward arrow. Below it, a white button with a right-pointing arrow contains the text "GFP Attachment Vendor View Only". To the right of this button is another white button with a magnifying glass icon and the text "Search GFP Attachment".</p>
<p>Search</p>	<p>Enter the search criteria for a GFP Attachment and click the Search button.</p> <p><i>GFP Vendor View Only – Search Criteria</i></p> <ul style="list-style-type: none"> • Search Folder <ul style="list-style-type: none"> ○ View Only • Contract Number • Contract Order Number • Modification Number • Attachment Number • Attachment Date Start (<i>format: yyyy-mm-dd</i>) (<i>default: 30 days ago</i>) • Attachment Date End (<i>format: yyyy-mm-dd</i>) (<i>default: today's date</i>) • Location Code

GFP Attachment Vendor View Only - Search

Search Folder

Contract Number

Contract Order Number

Modification Number

Attachment Number

Attachment Date Start

Attachment Date End

Location Code

Search Results

GFP Vendor View Only – Search Results

- Attachment Type
- Contract No.
- Contract Order No.
- Modification No.
- Attachment No.
- Attachment Date
- Contract CAGE
- Action

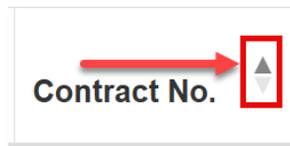
GFP Attachment Vendor View Only - View Only - Search Results							
Show <input type="text" value="10"/> entries						Previous 1 Next	
Attachment Type	Contract No.	Contract Order No.	Modification No.	Attachment No.	Attachment Date	Contract CAGE	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
Contract Modification							View
Contract Modification							View

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).

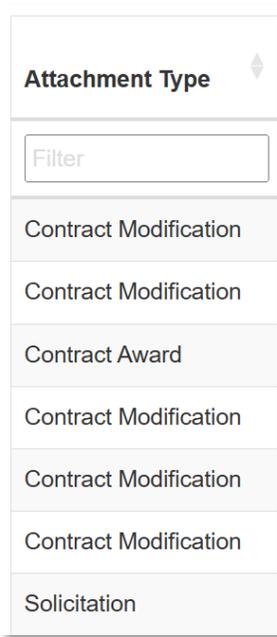


Figure 1. No filtering



Figure 2. With filtering