

**Federal Procurement Data System-Next Generation
(FPDS-NG)
System Administrator Training Manual**

Prepared by:



Global Computer Enterprises, Inc.
10780 Parkridge Blvd., Suite 300
Reston, VA 20191

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1 INTRODUCTION

This training manual is designed to act as a guide for authorized agency system administrators who operate the System Administration function within the Federal Procurement Data System – Next Generation (FPDS-NG). This manual is used in conjunction with the System Administrator class. In addition to this training manual, further instruction is available via the following online tools:

- User Guide
- Help System
- Computer Based Training (CBT)

1.1 Manual Layout

This training manual provides how-to guides, exercises, and examples that describe FPDS System Administration functions and processes. As such, the training manual is a valuable resource tool for Agency trainers and other authorized users. System Administrator Class participants are encouraged to use this manual at their respective work locations as a reference and tool for Agency in-house training. Table 1 describes the training manual layout and design.

Table 1. Training Manual Structure

Manual Section	Section Purpose
Overview	Defines and explains the importance of each section.
How To	Provides answers to frequently asked questions with simple, easy to follow instructions.
Examples	Illustrates specific functions to provide understanding for section tasks.
Exercises	Exercises are used as a tool for class participants to gain hands on experience. The course exercises are discussed in class to measure and reinforce the participant's comprehension.
Review	Summarizes topics that allow participants to work independently and provides feedback that is used as a performance measurement for training.

2 COMMON SYSTEM FEATURES

2.1 Login Screen

Agency system administrators create user IDs and passwords for their respective agency. FPDS-NG users are provided access to Awards, IDV, System Administration, and Report features associated with the system privileges and user types assigned. The user accesses an initial login screen and enters a user ID and password.

2.2 Initial Login Screen

The Login screen, shown in Figure 1, is the initial screen provided for FPDS-NG users. To log into FPDS-NG, the user enters their user ID, password, and then select . A successful login opens the Navigation screen shown in Figure 4.

Figure 1. General Login Screen

 <p>Log In</p> <p>Log-In: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot Your Password?</p>	 <p>FY04 Top Requests</p> <p>The following are the top data requests for Fiscal Year 2004:</p> <p>Iraq Contracts Halliburton Contracts Top 10 Individual Awards Homeland Security Spending by Agency Total Federal Spending by Department</p>	 <p>Reports</p> <p>The following FPDS reports are available now for download:</p> <p>Federal Procurement Report FY2003 Federal Procurement Report FY2002 Federal Procurement Report FY2001 Federal Procurement Report FY2000</p>
 <p>Registration</p> <p>Welcome to the new Federal Procurement Data System (FPDS).</p> <p>If you have not already registered, please do so by clicking the link below. If you are a registered FPDS user, login using the fields provided in the Login section.</p> <p>Not Registered? Register Who Should Register? Contact Help Desk</p> <p>Security and Privacy About FPDS-NG</p>	 <p>Important Links</p> <p>Are you at the right site?</p> <p>Report FY2003 Transaction Find Current Business Opportunities Small Business Services Business Partner Network Register as a Potential Contractor Past Performance Information Retrieval System Federal Technical Data System Official website for eGov Initiatives FPDS-NG Project Site</p>	 <p>CBT Computer Based Training * Government Users Only *</p> <p>Award CBT IDV CBT</p> <p>To view CBTs, if necessary, the correct plugin will be downloaded. If the plugin does not automatically download, click here to install the plugin.</p> <p>If you do not wish to use the plugin or are unable to download it, click here to use the FPDS Help File.</p>

2.3 Incorrect Logins

If the user enters an incorrect password, the FPDS-NG Login screen allows the user three attempts to enter the correct password.

2.4 Forgotten Password

If the user has forgotten his/her password, it can be recovered by following the [Forgot Your Password?](#) link. This displays the screen shown in Figure 2. The user enters his/her user ID, and then selects . Once the user ID has been submitted, the Forgotten Password feature will email the user a new login password.

Figure 2. Forgotten Password Notification Screen

FPDS-NG

Please Provide your User Name to Identify.
Your new Password will be sent to your Email Account.

User ID:

2.5 Expired Login Session

After a period of inactivity, approximately 30 minutes, FPDS-NG will automatically end the user's session. If the user needs to restart the session, a second login screen is provided. This is the Expired Login screen and is illustrated in Figure 3. The user must re-enter his/her user name and password, and then select . On a successful login, FPDS-NG opens to the Navigation screen. See Figure 4.

Figure 3. Expired Login Screen

Your Session has expired.

FPDS-NG

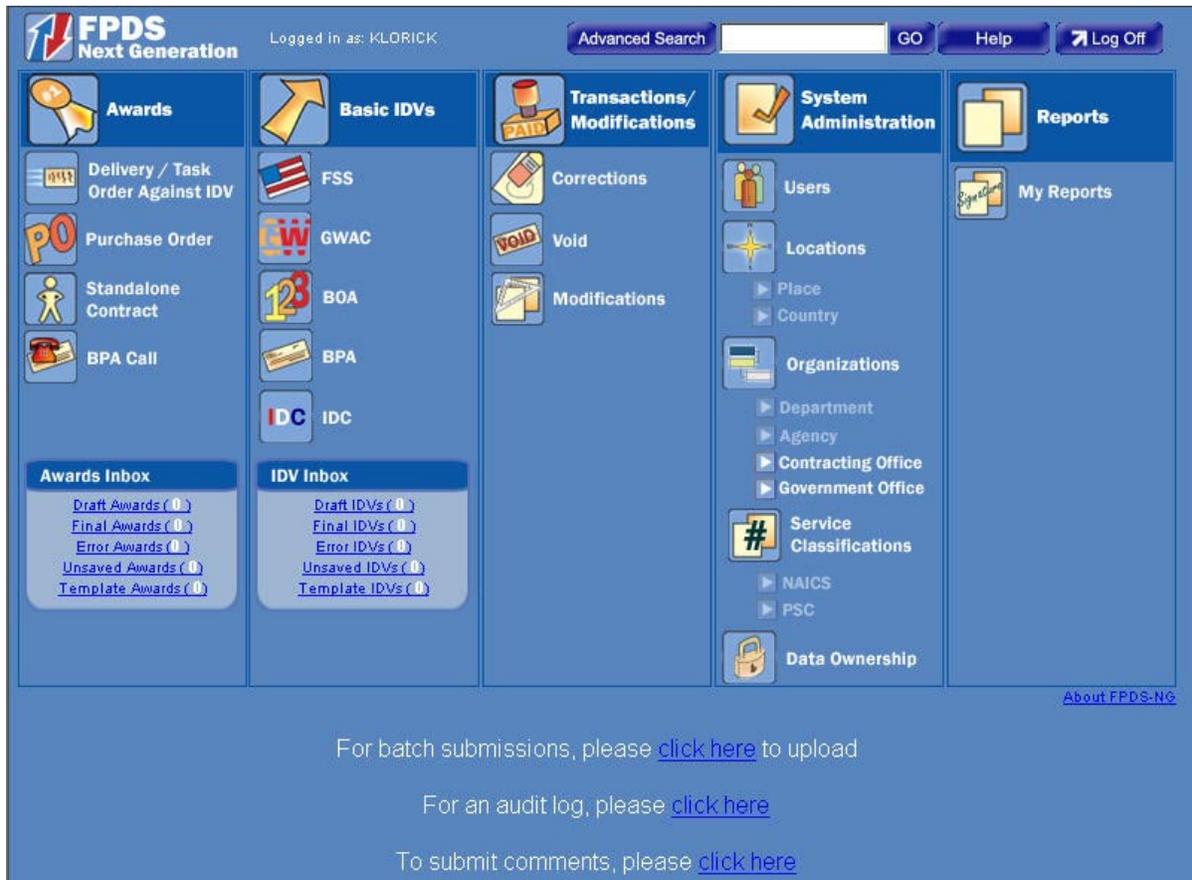
User Name:

Password:

2.6 Navigation Screen

The FPDS-NG Navigation screen shown in Figure 4 is organized in five sections: Awards, Basic IDVs, Transactions/Modifications, System Administration, and Reports. Each section contains a list of tasks related to the section. Each task links to a specific Web-based form on which users enter and submit data.

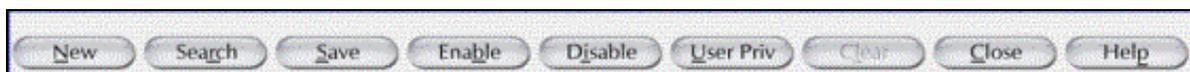
Figure 4. Navigation Screen



2.7 Web Form Toolbar

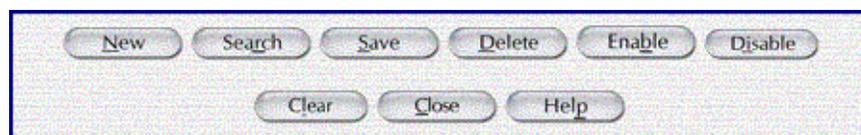
Search functions are available throughout the System Administration section in FPDS-NG. These functions are used to access users, locations, organizations, service classifications, etc. A standard toolbar, similar to the one depicted in Figure 5, is available for each Web form. For example, the toolbar displayed below is located at the top of the Users screen.

Figure 5. User Management Standard Toolbar

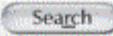


The toolbar shown in Figure 6 is located at the bottom of Locations, Organizations, and Service Classifications maintenance screens.

Figure 6. Standard Toolbar for Maintenance Screens



2.8 Search Function

One feature common to most Web forms in FPDS-NG is the Search function. For example, to search for users in the Web forms, select  located on the standard toolbar shown in Figure 5. The Search function is available for all System Administration tasks.

Using the Search Function

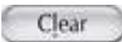
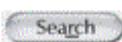
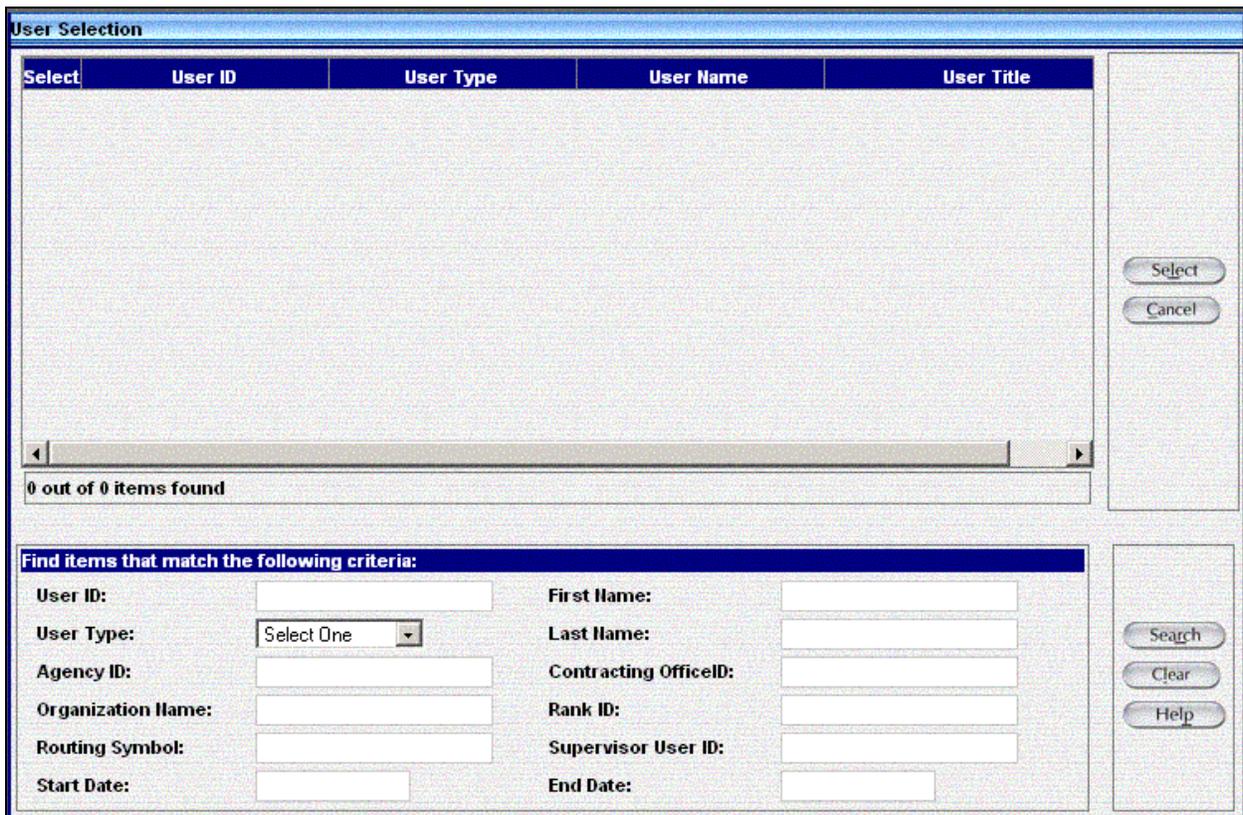
- 1) From the Navigation screen, under System Administration, select .
- 2) Select  located at the top of the User Management screen on the standard toolbar.
- 3) The User Selection screen is displayed, as shown in Figure 7.
- 4) Select  on the bottom right corner of the screen. The fields are now blank.
- 5) In the User ID field, located in the lower left corner of the screen, type in a user ID
- 6) Select  located in the lower right corner of the screen.

Figure 7. User Selection Screen



The screenshot shows the 'User Selection' window. At the top is a table with columns: Select, User ID, User Type, User Name, and User Title. Below the table, it says '0 out of 0 items found'. To the right of the table are 'Select' and 'Cancel' buttons. Below the table is a search criteria section titled 'Find items that match the following criteria:'. It contains several input fields: User ID, User Type (a dropdown menu showing 'Select One'), Agency ID, Organization Name, Routing Symbol, Start Date, First Name, Last Name, Contracting OfficeID, Rank ID, Supervisor User ID, and End Date. To the right of these fields are 'Search', 'Clear', and 'Help' buttons.

- 7) Information based on the search criteria provides a list of user IDs which are displayed in the User Selection screen, shown in Figure 8.

Figure 8. User Selection Defined

The screenshot shows a 'User Selection' window with a table of users and a search criteria section below it.

Select	User ID	User Type	User Name	User Title
<input checked="" type="radio"/>	TEST1224	SYSTEM		
<input type="radio"/>	TEST1224A	GOVERNMENT	M S	sys admin
<input type="radio"/>	TEST1224B	SYSTEM		
<input type="radio"/>	TEST654321	GOVERNMENT	TEST 654321	
<input type="radio"/>	TESTCASE	GOVERNMENT	TEST CASE	
<input type="radio"/>	TESTCASE02	GOVERNMENT	TEST Case	
<input type="radio"/>	TESTCIMS	GOVERNMENT	TEST CIMS	
<input type="radio"/>	TESTCIMS1	GOVERNMENT	TEST CIMS1	
<input type="radio"/>	TESTCLASSUSER	GOVERNMENT	TEST User	Contracting Officer
<input type="radio"/>	TESTES	GOVERNMENT	TIM ROBERTS	HS1

30 out of 30 items found

Find items that match the following criteria:

User ID:	<input type="text" value="TEST"/>	First Name:	<input type="text"/>
User Type:	<input type="text" value="Select One"/>	Last Name:	<input type="text"/>
Agency ID:	<input type="text"/>	Contracting OfficeID:	<input type="text"/>
Organization Name:	<input type="text"/>	Rank ID:	<input type="text"/>
Routing Symbol:	<input type="text"/>	Supervisor User ID:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>

- 8) To obtain the user associated with the search criteria, select  located in the Select column shown in Figure 8.
- 9) After selecting the user, click  located in the right top corner, to open the User Selection information.

Searching for a Disabled User

Users that are disabled in the system are not displayed in the search results without using the end date field on the search screen.

- 1) To search for disabled users in the user selection list, a date must be entered (dd/mm/yyyy) in the end date field. The date has to be at least one day prior to the date the user was entered in FPDS-NG.
 - The date the user was created in FPDS-NG is reflected on the User Maintenance screen in the Start Date field.
 - Example: If the user was created in FPDS-NG on January 1, 2004 but is disabled in the system, type in a date of December 31, 2003 in the end date field. If you are unsure when the user was created but you know it was before January 1, 2004 any prior date (i.e. 10/01/2003, or 12/10/2003) will show a list of enabled and disabled users for your agency matching the search criteria.

Note: Fewer search criteria will produce more results, however, to search the list of users without using a criteria selection, leave all fields blank in the search area shown at the bottom of Figure 8, then select . When the matching criteria fields are empty, the generated list contains a larger selection of users.

Note: Due to the volume of data in FPDS-NG, the selection results are limited to a portion of the data available, such as the first 200 records. It is recommended that you always enter search criteria to narrow the selection when possible.

2.9 Advanced Search

The Advanced Search feature allows you to do complex searches for an award or IDV by using several criteria. When performing an advanced search, a PIID number (Procurement Instrument Identifier) can be used. The PIID number is a unique number (in most cases the Contract Number) given to the document and can be found on the Advanced Search screen illustrated in Figure 9.

Figure 9. Advanced Search Screen

Document Search Criteria			
	Agy ID	PIID	(How to find migrated documents?) Mod No
Award ID:	4745	<input type="text"/>	<input type="text"/>
Referenced IDV ID:	<input type="text"/>		
Prepared By: (User ID)	<input type="text"/>		
Contracting Office ID:	<input type="text"/>		
Contracting Office Name:	<input type="text"/>		
Vendor Name:	<input type="text"/>		
NAICS Code:	<input type="text"/>		
Funding Agency ID:	<input type="text"/>		
Funding Office ID:	<input type="text"/>		
Status:	SELECT STATUS ▾		
Award/IDV Type:	Award ▾		
Action Obligation Range:	From: <input type="text"/>	To: <input type="text"/>	
Base And All Options Value Range:	<input type="text"/>	<input type="text"/>	
Signed Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>	
Last Modified Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/>			
NOTE: The search may take about 5 to 10 minutes to return the results.			

2.9.1 Advanced Search Procedure

- 1) To use Advanced Search, you must enter information in at least one or more of the following fields according to the search rules defined below.

Note: If you do not enter information into at least one of these fields an error message will display. If you use a [wildcard](#), for Agy ID, PIID, or Prepared By (User ID), you will still need to enter the minimum number of characters for the respective field according to the rules below.
- 2) Agy ID - You must enter at least 2 digits in this field. The maximum length of this field is 4 characters. You may use the to see a pick list.
- 3) PIID - You must enter at least 5 characters in this field. The maximum length of this field is 35 characters.
- 4) Prepared By (User ID) - There is no minimum constraint on this field. The maximum length of this field is 28 characters.
- 5) Vendor Name - You must enter at least 3 characters in this field. The maximum length of this field is 80 characters.
- 6) In the remaining fields, you may enter other information to customize your search. For most fields, you may use a % as a [wildcard](#). You may use the to see a pick list.

- 7) Enter the Contracting Office ID.
- 8) Enter the Contracting Office Name.
- 9) Enter the NAICS Code.
- 10) Enter the Funding Agency ID.
- 11) Enter the Funding Office ID.
- 12) Select **Final** for the status.
- 13) Enter the Action Obligation Range in dollar amounts.
- 14) You may also enter the Base And All Options Value Range in dollar amounts.
- 15) Enter the Signed Date Range in mm/dd/yyyy format.
- 16) Enter the Last Modified Date Range in mm/dd/yyyy format.
- 17) Click . A list of documents will display.
- 18) Click the document you want to open.

Figure 10. Contract Search Results

Contract Search Results		1 - 3 of 3	
Award ID:	4730-GS00F03APM0323	Doc Type:	BPA Call
Mod Number:	0	Status:	Final
Agency Name:	FEDERAL SUPPLY SERVICE	Referenced IDV ID:	4730-GS-A073103DC
Office Name:		NAICS Code:	
Vendor Name:	GCI INDUSTRIES INCORPORATED	Base And All Options Value:	\$0.00
Award ID:	4730-GS00F03CPM1034	Doc Type:	PO
Mod Number:	0	Status:	Final
Agency Name:	FEDERAL SUPPLY SERVICE	Referenced IDV ID:	
Office Name:		NAICS Code:	581112
Vendor Name:	WACHTHUT CORPORATION	Base And All Options Value:	\$25000.00
Award ID:	4730-GS00F03CPM1035	Doc Type:	PO
Mod Number:	0	Status:	Draft
Agency Name:	FEDERAL SUPPLY SERVICE	Referenced IDV ID:	
Office Name:	GSA/FEDERAL SUPPLY SERVICE	NAICS Code:	581112
Vendor Name:	WACHTHUT CORPORATION	Base And All Options Value:	\$25000.00
3 Documents Found		1 - 3 of 3	

Note: The PIID Number format must be uppercase, alphanumeric with no embedded spaces or special characters. FPDS-NG will convert lowercase letters to uppercase, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation.

Note: The Contract Action type is a single character representing the award type.

2.9.2 Migrated Documents

- 1) To find a migrated document, click the on the main navigation screen. The Advanced Search screen will be displayed.
- 2) For migrated IDVs, the PIID is the same as the original contract number. Enter the contract number in the PIID field.
- 3) For migrated Awards, enter the PIID as a combination of the following:

- Contracting Office Code - This code must be 5 characters long. Add as many leading zeroes as needed.
 - Action Date - This date is in the format YYYYMM.
 - Contract Action Type - This is a single character (A, B, C, D) that represents the award type (A - BPA Call, B - Purchase Order, C - Delivery/Task Order, D - Standalone Contract).
 - Order Number (if it exists), and
 - Contract Number.
- 4) Click . A list of documents will display.

Figure 11. Migrated PIID Search Results

Contract Search Results			
3 Documents Found		1 - 3 of 3	
Award ID:	473E-GS00F83APM2322	Doc Type:	BPA Call
Mod Number:	0	Status:	Final
Agency Name:	FEDERAL SUPPLY SERVICE	Referenced IDV ID:	473E-GSA073103DC
Office Name:		NAICS Code:	
Vendor Name:	GCE INDUSTRIES INCORPORATED	Base And All Options Value:	\$0.00
Award ID:	473E-GS00F83CPM1234	Doc Type:	PO
Mod Number:	0	Status:	Final
Agency Name:	FEDERAL SUPPLY SERVICE	Referenced IDV ID:	
Office Name:		NAICS Code:	581612
Vendor Name:	WACKENHUT CORPORATION	Base And All Options Value:	\$25000.00
Award ID:	473E-GS00F83CPM1235	Doc Type:	PO
Mod Number:	0	Status:	Draft
Agency Name:	FEDERAL SUPPLY SERVICE	Referenced IDV ID:	
Office Name:	GSA FEDERAL SUPPLY SERVICE	NAICS Code:	581612
Vendor Name:	WACKENHUT CORPORATION	Base And All Options Value:	\$25000.00
3 Documents Found		1 - 3 of 3	

- 5) Click the document you want to open.

Example: To find a Delivery Order created in October 1995 based on the following criteria:

- Agency - U.S. Coast Guard
- Contracting Office – 23
- Order Number - DTCG2394FTACX01
- Contract Number - DTCG2391DTTMB12

The PIID would be calculated by the following:

- 00023 (Contracting Office ID with leading zeroes)
- + 199510 (Action Date in YYYYMM format)
- + C (Contract Action Type - Delivery Order)
- + DTCG2394FTACX01 (Order Number)
- + DTCG2391DTTMB12 (Contract Number)

The resulting PIID would be 00023199510CDTCG2394FTACX01DTCG2391DTTMB12. If you wish, you may enter the entire PIID or a portion of the PIID with a trailing [wildcard](#) to find the document as well.

2.10 Exercise: Login Screen

2.10.1 Log into FPDS-NG

The Login screen shown in Figure 12 is used to sign in to FPDS-NG. To begin the course exercises, follow the steps below and log in to FPDS-NG.

- 1) To open FPDS-NG go to the URL provided by the instructor and enter the following information to display the Navigation screen.
- 2) Login: Enter the user ID provided on the label on the inside front cover of your manual.
- 3) Password: Enter the password provided on the label on the inside front cover of your manual.
- 4) Select  to display the Navigation screen in FPDS-NG.

Figure 12. FPDS-NG Login Screen

 <h3>Log In</h3> <p>Log-In: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot Your Password?</p>	 <h3>FY04 Top Requests</h3> <p>The following are the top data requests for Fiscal Year 2004:</p> <ul style="list-style-type: none"> Iraq Contracts Halliburton Contracts Top 10 Individual Awards Homeland Security Spending by Agency Total Federal Spending by Department 	 <h3>Reports</h3> <p>The following FPDS reports are available now for download:</p> <ul style="list-style-type: none"> Federal Procurement Report FY2003 Federal Procurement Report FY2002 Federal Procurement Report FY2001 Federal Procurement Report FY2000
 <h3>Registration</h3> <p>Welcome to the new Federal Procurement Data System (FPDS).</p> <p>If you have not already registered, please do so by clicking the link below. If you are a registered FPDS user, login using the fields provided in the Login section.</p> <p>Not Registered? Register</p> <p>Who Should Register?</p> <p>Contact Help Desk</p> <p>Security and Privacy About FPDS-NG</p>	 <h3>Important Links</h3> <p>Are you at the right site?</p> <ul style="list-style-type: none"> Report FY2003 Transaction Find Current Business Opportunities Small Business Services Business Partner Network Register as a Potential Contractor Past Performance Information Retrieval System Federal Technical Data System Official website for eGov Initiatives FPDS-NG Project Site 	 <h3>CBT Computer Based Training</h3> <p>* Government Users Only *</p> <p>Award CBT IDV CBT</p> <p>To view CBTs, if necessary, the correct plugin will be downloaded. If the plugin does not automatically download, click here to install the plugin.</p> <p>If you do not wish to use the plugin or are unable to download it, click here to use the FPDS Help File.</p>

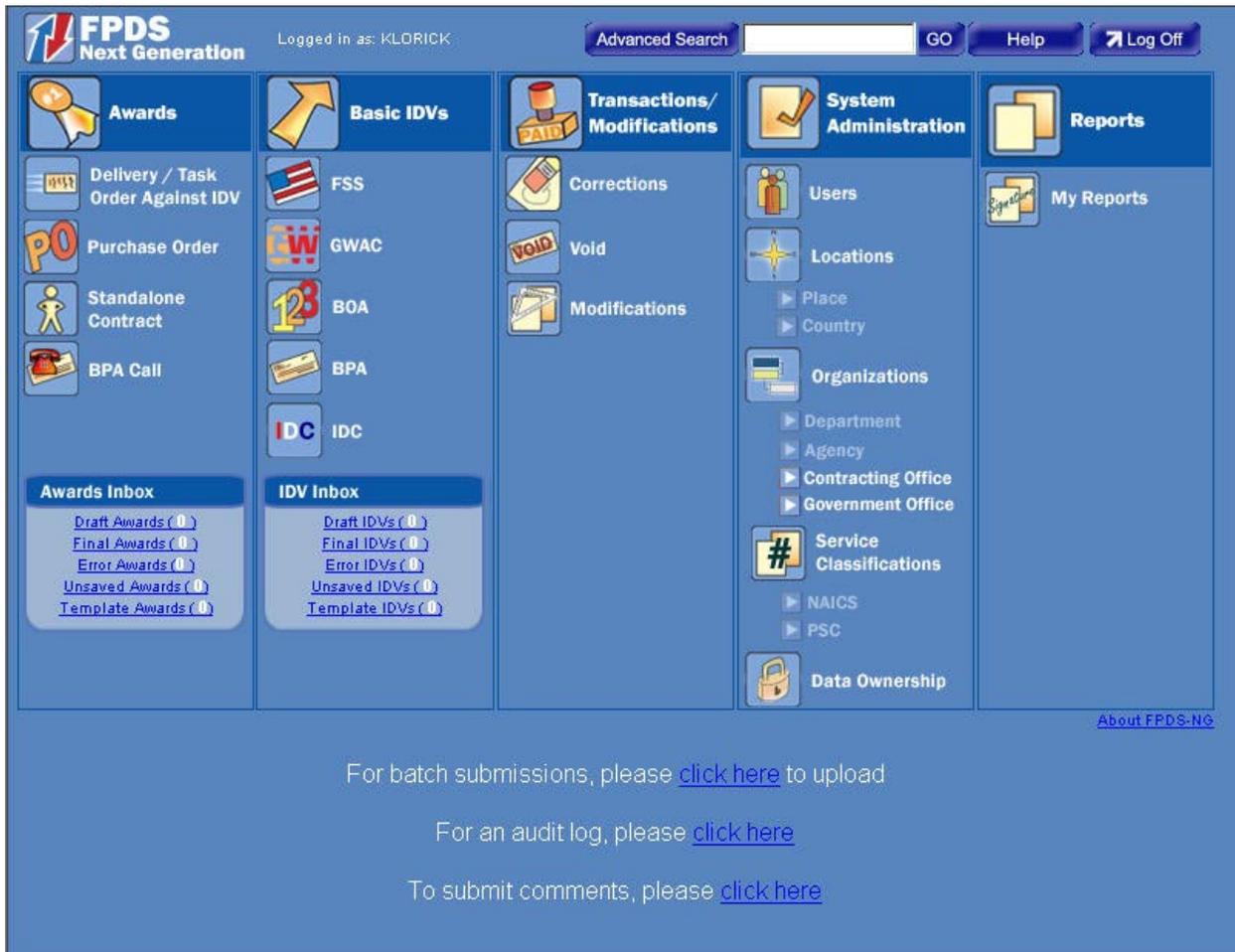
3 SYSTEM ADMINISTRATION



System Administration is accessed via the Navigation screen of the FPDS system shown in Figure 13. The System Administration module allows the Agency System Administrator to add and modify system user accounts and data submission. System Administration is divided into the following four administrative tasks.

- Users
- Locations
- Organizations
- Service Classifications

Figure 13. FPDS Navigation Screen



4 ORGANIZATIONS



The Organizations task allows System Administrators to create and organize information associated with the Agency and its user profiles. The Organizations task consists of two levels:

- Contracting Office
- Government Office

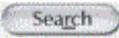
4.1 Contracting Office

The Contracting Office Screen, shown in Figure 14, allows the System Administrator to designate Agency Contracting Office profiles to track contract awards reported in FPDS-NG. These reported contracts are entered in the Award or IDV section in FPDS-NG. The Contracting Office Maintenance screen is used to create, update, and delete Contracting Offices.

Figure 14. Contracting Office Screen

4.1.1 How to Find, Add, and Modify a Contracting Office

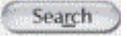
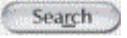
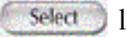
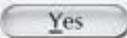
Find a Contracting Office:

1. From the Navigation screen, under System Administration, select .
2. Select  located at the bottom of the Contracting Office Maintenance screen on the standard toolbar.
3. FPDS displays the Contracting Office Selection Screen.
4. In the Office Name field, located at the bottom of the screen, type an Office Name.
5. Select  located in the lower right corner of the screen.
6. The search criteria information generates the Contracting Office information in Contracting Office selection.
7. To select the Contracting Office, select  located in the Select One field.
8. Select  located in the upper right corner, to open the Contracting Office Selection information.

Add a Contracting Office

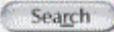
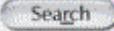
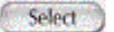
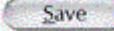
1. From the Navigation screen, under System Administration, select .
2. Enter the Office ID, and Office Name.
3. Enter the Agency ID associated with this office. The system automatically fills in the Agency Name field after the Agency ID field is completed.
4. Enter a Region Code for the location of this office.
5. Enter a Start Date.
6. Leave the End Date field blank. Entering a date in the End Date field will disable the Contracting Office when the date is current.
7. Enter the street address for the Contracting Office in the first Address field. Address 2 and 3 are used for a PO Box, suite, or other types.
8. Enter the Country Code. The system automatically completes the country name after the country code has been entered.
9. Enter the City, State, and ZIP Code for the Contracting Office.
10. Select  to save the changes for the Contracting Office account.

Delete a Contracting Office

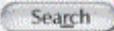
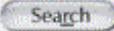
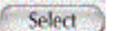
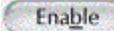
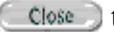
1. From the Navigation screen, under System Administration, select .
2. Select  located at the bottom of the Contracting Office Maintenance screen on the standard toolbar.
3. FPDS displays the Contracting Office Selection Screen.
4. In the Office Name field, located at the bottom of the screen, type the Office Name that will be deleted.
5. Select  located in the lower right corner of the screen.
6. The search criteria information generates the Contracting Office information in Contracting Office selection.
7. To select the Contracting Office, select  located in the Select One field.
8. Select  located in the upper right corner, to open the Contracting Office Selection information.
9. Select  to remove the Contracting Office from the database.
10. The message Contracting Office Successfully deleted will be displayed at the top of the Screen
11. Select  in the pop up box to confirm deleting the Contracting Office.

Quick Tip. When an office that is selected for deletion is on an Award the message Cannot delete the record, the office code has been referred by Award will be displayed. To change the ability to use this office in FPDS, use the disable feature.

Disable a Contracting Office

1. From the Navigation screen, select .
2. Select  located at the bottom of the Contracting Office Maintenance Screen on the standard toolbar.
3. FPDS will display the Contracting Office Selection Screen.
4. In the Contracting Office Name field, located in the lower right corner of the screen, enter the Contracting Office Name that will be disabled.
5. Select  located in the lower right corner of the screen.
6. The search criteria information generates the Contracting Office information in Contracting Office Selection.
7. To select the Contracting Office, select  located in the Select One field.
8. Select  located in the upper right corner, to open the Contracting Office Selection information.
9. FPDS will display the selected information in the Contracting Maintenance Screen.
10. Select  at the bottom of the screen.
11. The message Office Successfully Disabled will be displayed at the top of the screen.
12. Select  to save the changes for the Contracting Office account.

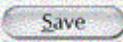
Enable a Contracting Office

1. From the Navigation screen, select .
2. Select  located at the bottom of the Contracting Office Maintenance Screen on the standard toolbar.
3. FPDS will display the Contracting Office Selection Screen.
4. In the Contracting Office Name field, located in the lower right corner of the screen, enter a Contracting Office Name or leave the fields blank.
5. Select  located in the lower right corner of the screen.
6. The search criteria information generates the information in Contracting Office Selection.
7. To select the Contracting Office, select  located in the Select One field.
8. Select  located in the upper right corner, to open the Contracting Office Selection information.
9. After selecting the disabled Contracting Office, select  at the bottom of the screen.
10. The message Office Successfully Enabled will be displayed at the top of the screen.
11. Select  to return to the main Navigation Screen.

4.2 Exercise: Organizations - Contracting Office

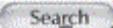
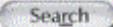
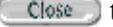
4.2.1 Add a Contracting Office

This exercise demonstrates how to create a Contracting Office for your Agency. The Contracting Office ID is a primary key and cannot be duplicated. To create a unique Contracting Office you will add your initials when entering information in some fields. You will need to enter the information in each field as directed by the steps listed below.

1. From the Navigation Screen under System Administration, select .
2. Enter the following Contracting Office information.
 - Office ID: Enter “890 and your initials” without spacing in the Office ID field.
 - Office Name: Enter “Class Contracting and your initials” for the Agency’s Contracting Office Name.
 - Agency ID: Select  and enter “American” in the Agency Name field.
 - Select  next to Agency ID “7400” Agency Name will be “American Battle Monuments”.
 - Region Code: Enter “01” for the geographical region for this office.
 - Start Date: Leave the default of today’s date (mm/dd/yyyy).
 - End Date: Leave this field blank. Entering a date in the End Date field will disable the Contracting Office when the date is current.
 - Enter “2100 Shore Pines Road” for the Address field. Address 2 and 3 are used for PO Box, Suite, or other types.
 - Country Code: Enter “USA” for the Country 3-digit code. The Country Name is system filled.
 - City: Enter “Washington” as the City for the Contracting Office.
 - State: Enter “DC” as the state for the Contracting Office.
 - ZIP Code: Enter “20014” as the ZIP Code for the Contracting Office.
 - Select  to save the new Contracting Office account.
 - Select  to return to the Navigational Screen.

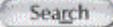
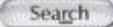
4.2.2 Find a Contracting Office

This exercise provides instructions on finding an existing Contracting Office. You will use the system search features to locate an existing Contracting Offices. Follow the instructions below and locate the Contracting Office list.

1. From the Navigation Screen under System Administration, select .
 - Select  located at the bottom of the Contracting Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Contracting Office Selection Screen.
 - In the Office Name field, located at the bottom right corner of the screen, enter %Embassy.
 - Select  located in the lower right corner of the screen.
 - The search criterion generates the information in Contracting Office selection.
 - Select  next to “Branch Office - American Embassy - Berlin” Office ID “GM210” for the Contracting Office.
 - Select  located in the upper right corner, to open the Contracting Office selection information.
 - FPDS will display the selected information in the Contracting Maintenance Screen.
 - Select  to return to the Navigational Screen.

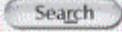
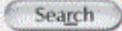
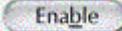
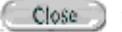
4.2.3 Disable a Contracting Office

This exercise demonstrates disabling a Contracting Office. A Contracting Office will not be deleted if the Office ID is on an Award. To restrict the use of a Contracting Office change the status of the Office by using the disable feature. Follow the directions and change the status of the Contracting Office you added in exercise 4.2.1.

1. From the Navigation Screen, select .
 - Select  located at the bottom of the Contracting Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Contracting Office Selection Screen.
 - In the Contracting Office Name field, located in the lower right corner of the screen, enter the Contracting Office Name you created in section 4.2.1.
 - Select  located in the lower right corner of the screen.
 - The search criteria information generates the Contracting Office information in Contracting Office Selection.
 - To select the Contracting Office, click the Radio Button  located in the Select One field.
 - Select  located in the upper right corner, to open the Contracting Office Selection information.
 - FPDS will display the selected information in the Contracting Maintenance Screen.
 - Select  at the bottom of the screen.
 - The message Office Successfully Disabled will be displayed at the top of the screen.

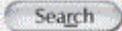
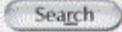
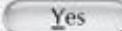
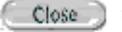
4.2.4 Enable a Contracting Office

The Contracting Office you previously added needs to be enabled. This exercise demonstrates how to change the status to enable the use of this Contracting Office. To change the status, under organizations locate Contracting Office and follow the steps below.

1. From the Navigation Screen, select .
 - Select  located at the bottom of the Contracting Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Contracting Office Selection Screen.
 - Enter the Contracting Office you created in section 4.2.1 in the Contracting Office Name field.
 - Select  located in the lower right corner of the screen.
 - The search criteria information generates the information in Contracting Office Selection.
 - To select the Contracting Office, click the Radio Button  located in the Select One field.
 - Select  located in the upper right corner, to open the Contracting Office Selection information.
 - Select  at the bottom of the screen.
 - The message Office Successfully Enabled will be displayed at the top of the screen.
 - Select  to return to the main Navigation Screen.

4.2.5 Delete a Contracting Office

This exercise demonstrates deleting a Contracting Office. The Contracting Office can be deleted if the Office is not referenced on an Award document. Follow the steps below to delete a Contracting Office.

1. From the Navigation Screen under System Administration, select .
 - Select  located at the bottom of the Contracting Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Contracting Office Selection Screen.
 - In the Office Name field, located at the bottom of the screen, enter the Office Name you created in section 4.2.1.
 - Select  located in the lower right corner of the screen.
 - The search criteria information generates the information in Contracting Office selection.
 - To select the Contracting Office, select  located in the Select One field.
 - Select  located in the upper right corner, to open the Contracting Office selection information.
 - Select  to remove the Contracting Office from the database.
 - Select  in the pop up box to confirm deleting the Contracting Office.
 - Select  to return to the main Navigation Screen.

4.3 Government Office

The Government Office screen, shown in Figure 15, is used to track contract awards for offices that are not established as a Contracting Office. Government Offices are referenced in the Award document section in FPDS-NG as the Funding Office. The Maintenance screen is used to create, update, and delete Government Offices.

Figure 15. Government Office Screen

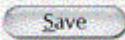
4.3.1 How to Find, Add, and Modify a Government Office

Find a Government Office

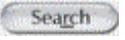
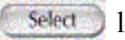
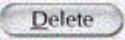
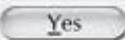
1. From the Navigation screen, under System Administration, select **Government Office**.
2. Select **Search** located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
3. This will open the Government Office Selection Screen.
4. In the Office Name field, located at the bottom of the screen, type an Office Name.
5. Select **Search** located in the lower right corner of the screen.
6. The search criteria information generates the Government Office information in the Government Office Selection Screen.
7. To select the Government Office, click the Radio Button  located in the Select One field.
8. Select **Select** located in the upper right corner, to open the Government Office selection information.

Add a Government Office

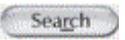
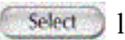
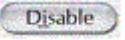
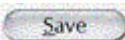
1. From the Navigation screen, under System Administration, select **Government Office**.
2. Enter the Office ID, and Office Name.
3. Enter the Agency ID associated with this office. The system enters the Agency Name field after the Agency ID field is completed.
4. Enter a Region Code for the location of this office.

5. Enter a Start Date.
6. Leave the End Date field blank. Entering a date in the End Date field will disable the Government Office when the date is current.
7. Enter the street address for the Government Office in Address. Address 2 and 3 are used for PO Box, suite, etc.
8. Enter the Country Code. The system enters the Country Name field after the Country Code field is completed.
9. Enter the City, State, and ZIP Code for the Government Office.
10. Select  to save the changes for the Government Office account.

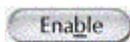
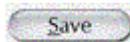
Delete a Contracting Office

1. From the Navigation screen, under System Administration, select .
2. Select  located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
3. This will open the Government Office Selection Screen.
4. In the Office Name field, located at the bottom of the screen, type an Office Name.
5. Select  located in the lower right corner of the screen.
6. The search criteria information generates the Government Office information in the Government Office Selection Screen.
7. To select the Government Office, click the Radio Button  located in the Select One field.
8. Select  located in the upper right corner, to open the Government Office selection information.
9. Select  to remove the Government Office from the database.
10. Select  in the pop up box to confirm deleting the Government Office.

Disable a Government Office

1. To disable a Government Office, on the Navigation Screen, select .
2. Select  located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
3. This will open the Government Office Selection Screen.
4. In the Office Name field, located at the bottom of the screen, type an Office Name.
5. Select  located in the lower right corner of the screen.
6. The search criteria information generates the Government Office information in the Government Office Selection Screen.
7. To select the Government Office, click the Radio Button  located in the Select One field.
8. Select  located in the upper right corner, to open the Government Office selection information.
9. Select  at the bottom of the screen.
10. Select  to save the changes for the Government Office account.

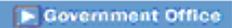
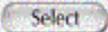
Enable a Government Office

1. From the Navigation Screen, select  .
2. Select  located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
3. This will open the Government Office Selection Screen.
4. In the Office Name field, located at the bottom of the screen, type an Office Name.
5. Select  located in the lower right corner of the screen.
6. The search criteria information generates the Government Office information in the Government Office Selection Screen.
7. To select the Government Office, click the Radio Button  located in the Select One field.
8. Select  located in the upper right corner, to open the Government Office selection information.
9. After selecting the disabled Government Office, click  at the bottom of the screen.
10. Select  to save the changes for the Government Office account.

4.4 Exercise: Organizations – Government Office

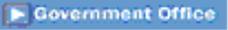
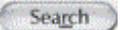
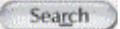
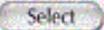
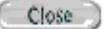
4.4.1 Add a Government Office

This exercise demonstrates how to add a Government Office for your Agency. The Government Office ID is a primary key and cannot be duplicated. To create a unique Government Office you will add your initials when entering information in some fields. Enter the information in each field as directed by the steps listed below.

1. From the Navigation Screen under System Administration, select .
2. Enter the following Government Office information.
 - Office ID: Enter “125 and your initials” (without spaces) in the Office ID field.
 - Office Name: Enter “Class Gov and your initials” for the Agency’s Contracting Office Name.
 - Agency ID: Use the Lookup Button  to search for “American Battle Monuments” (Agency ID 7400).
 - Agency Name: Enter “American” in the Agency Name field and select .
 - When you have located the Agency ID 7400 use the Radio Button  and click  to display this Agency.
 - Region Code: Enter “09” for the geographical region for this office.
 - Start Date: Leave the default of today’s date (mm/dd/yyyy).
 - End Date: Leave this field blank. Entering a date in the End Date field will disable the Government Office when the date is current.
 - Enter “8901 Meeting Street” for the street in the Address field. Address 2 and 3 are used for PO Box, Suite, or other types.
 - Country Code: Enter “USA” for the Country 3-digit code. The Country Name is system filled.
 - City: Enter “Washington” as the City for the Contracting Office.
 - State: Enter “DC” as the state for the Contracting Office.
 - ZIP Code: Enter “20013” as the ZIP Code for the Contracting Office.
 - Select  to save the new Contracting Office account.
 - Select  to return to the main Navigation Screen.

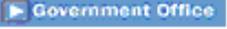
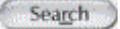
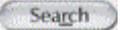
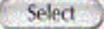
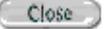
4.4.2 Find a Government Office

This exercise provides instructions on finding an existing Government Office. You will use the system search features to locate an existing Government Offices. Follow the instructions below and locate the Government Office list.

1. From the Navigation Screen under System Administration, select  .
 - Select  located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Government Office Selection Screen.
 - In the Office Name field, located at the bottom right corner of the screen, enter %Food.
 - Select  located in the lower right corner of the screen.
 - The search criterion generates the information in Government Office selection.
 - Select  next to “Dept of HHS/Food Drug Administration” Office ID “00100” for the Contracting Office.
 - Select  located in the upper right corner, to open the Government Office selection information.
 - FPDS will display the selected information in Government Maintenance Screen.
 - Select  to return to the main Navigation Screen.

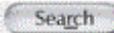
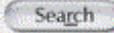
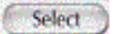
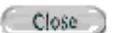
4.4.3 Disable a Government Office

This exercise demonstrates how to disable a Government Office. A Government Office will not be deleted if the Office ID is on an Award. To restrict the use of a Government Office change the status of the Office by using the disable feature. Follow the directions and change the status of the Government Office you added in exercise 4.4.1.

1. From the Navigation Screen, select  .
 - Select  located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Government Office Selection Screen.
 - In the Government Office Name field, located in the lower right corner of the screen, enter the Government Office Name you created in section 4.4.1.
 - Select  located in the lower right corner of the screen.
 - The search criteria information generates the information in Government Office Selection.
 - To select the Government Office, select  located in the Select One field.
 - Select  located in the upper right corner, to open the Government Office Selection information.
 - FPDS will display the selected information in the Government Maintenance Screen.
 - Select  at the bottom of the screen.
 - The message Office Successfully Disabled will be displayed at the top of the screen.
 - Select  to return to the main Navigation Screen.

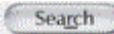
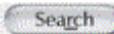
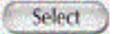
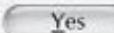
4.4.4 Enable a Government Office

The Government Office previously added needs to be enabled. This exercise demonstrates how to change the status enabling the use of this Government Office. To change the status, under organizations locate Government Office and follow the steps below.

1. From the Navigation Screen, select  .
 - Select  located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Government Office Selection Screen.
 - In the Government Office Name field, located in the lower right corner of the Screen, enter %Agency.
 - Select  located in the lower right corner of the screen.
 - The search criteria information generates the information in Government Office Selection.
 - To select the United States Information Agency (Office ID, 00004), select  located in the Select One field.
 - Select  located in the upper right corner, to open the Government Office Selection information.
 - Select  at the bottom of the screen.
 - The message Office Successfully Enabled will be displayed at the top of the screen.
 - Select  to return to the main Navigation Screen.

4.4.5 Delete a Government Office

This exercise demonstrates how to delete a Government Office. The Government Office can be deleted if the Office is not referenced on an Award document. Follow the steps below to delete a Government Office.

1. From the Navigation Screen under System Administration, select  .
 - Select  located at the bottom of the Government Office Maintenance Screen on the standard toolbar.
 - FPDS will display the Government Office Selection Screen.
 - Office Name: Enter the Office Name you created in section 4.4.1.
 - Select  located in the lower right corner of the screen.
 - The search criterion generates the information in the Government Office selection window.
 - To select the Government Office, select  located in the Select One field.
 - Select  located in the upper right corner, to open the Government Office selection information.
 - Select  to remove the Government Office from the database.
 - Select  in the pop up box to confirm deleting the Government Office.
 - Select  to return to the main Navigation Screen.

5 USER MANAGEMENT



The User Management screen shown in Figure 16, allows the Agency System Administrator to create, update, and enable/disable Agency Users. Agency System Administrators have the ability to read/write to their respective Agency User's Profiles, and assign User Privileges.

Figure 16. User Management Screen

HOME		Advanced Search <input type="text"/> GO		Log Off	
New		Search		Save	
Enable		Disable		User Priv	
Clear		Close		Help	
User Information.					
User ID: <input type="text"/> Password: <input type="password"/> Confirm Password: <input type="password"/> Start Date (mm/dd/yyyy): 01/03/2005 End Date (mm/dd/yyyy): <input type="text"/> Is Logon User <input checked="" type="checkbox"/>			Select a User Type <input type="button" value="Gov User"/> <input type="button" value="Public User"/> <input type="button" value="Sys User"/>		
Personal Information			Government User Information		
First Name/Initial: <input type="text"/> Middle Name/Initial: <input type="text"/> Family/Last Name: <input type="text"/> Phone No: <input type="text"/> Phone Ext: <input type="text"/> Fax: <input type="text"/> Email Address: <input type="text"/> Receive Email Notification <input checked="" type="checkbox"/> Title: <input type="text"/>			Agency ID: <input type="text"/> ... Contracting Office ID: <input type="text"/> ... Rank ID: <input type="text"/> Routing Symbol: <input type="text"/> Room No: <input type="text"/> Supervisor ID: <input type="text"/> ...		

5.1 General Functions: User Types

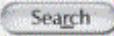
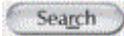
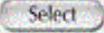
Users are defined in three categories as shown in Table 2. Agency System Administrators create, control, and monitor their respective Agency Users Accounts. Government Agency Users are created as a Gov User Type. All other User Types are created, controlled, and monitored through the FPDS-NG System Administrator.

Table 2. User Types Descriptions

User Types	Definition	Security Access
Sys User	System User Interface	Establishes a link between contract writing systems and FPDS-NG. Controlled by the FPDS-NG System Administrator.
Gov User	Agency personnel	Rights limited to user functions only, controlled by the Agency System Administrator.
Public User	All non-agency users	Reporting features only, controlled by the FPDS-NG System Administrator.

5.1.1 How to Find, Add, and Modify User Accounts

Find a User

1. From the Navigation screen, under System Administration, select .
2. Select  located in the toolbar at the top of the User Management screen.
3. FPDS displays the User Selection screen.
4. In the User ID field, enter the name of the user you wish to locate, and then click .
5. A list of users is displayed based on the search criteria you entered.
6. To select the user from the list, click the Radio Button  located in the Select One field.
7. Select  to open the user selection information.

Add a Government User



1. From the Navigation screen, under System Administration, select .
2. The User Management screen displays a web-based form ready for the new User Information.
3. Under Select a User Type, Gov User is the default User Type.
4. FPDS displays a User Information screen that coincides with the User Type selected. In Figure 17, the information screen is for a Government User.

Figure 17. Government User Type

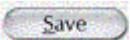
The screenshot shows a web form with two main sections. The top section is titled "Select a User Type" and contains three buttons: "Gov User", "Public User", and "Sys User". The bottom section is titled "Government User Information" and contains several input fields: "Agency ID:" (with a dropdown arrow), "Contracting Office ID:" (with a dropdown arrow), "Rank ID:" (text input), "Routing Symbol:" (text input), "Room No:" (text input), and "Supervisor ID:" (with a dropdown arrow).

5. The Government User profile is used to access, maintain, track, and report contract awards in FPDS-NG. The privileges assigned to a User ID will determine the level of access the user has in FPDS-NG.
6. Enter the User Information in the fields provided.
7. Determine whether the user has the right to login to the web interface by placing a check in the Is Logon User checkbox.

Note: If the Is Logon User box is not checked , the user will not be able to login to the web interface.

8. Enter Personal Information in the fields provided.
9. Determine whether the user should receive email notifications by placing a check in the Email Notification checkbox.

Note: If the Receive Email Notification box is not checked , the user will not receive notification on batch transactions or forgotten passwords.

10. Enter the appropriate Government User Information in the fields provided.
11. Select  to save the account.

Disable a User



1. From the Navigation screen select .
2. Select located in the toolbar at the top of the User Management screen.
3. FPDS displays the User Selection screen.
4. In the User ID field, enter the name of the user you wish to locate, and then select .
5. A list of users is displayed based on the search criteria you entered.
6. To select the user from the list, click the Radio Button located in the Select One field.
7. Select to open the user selection information that will be disabled.
8. Select at the top of the User Management screen.
9. Select to save the changes to the account.

Enable a User

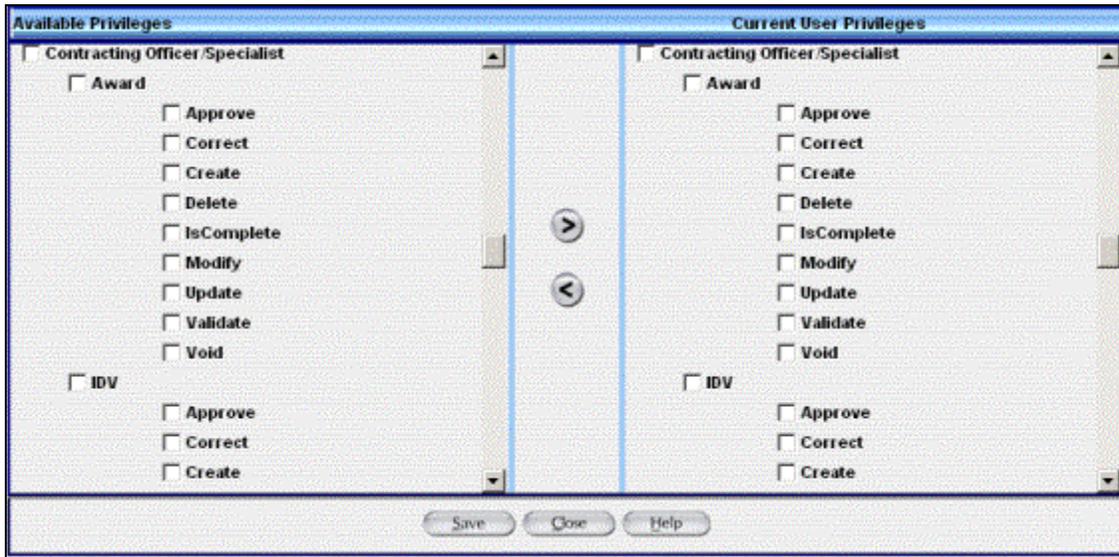


1. From the Navigation screen, select .
2. Select located in the toolbar at the top of the User Management screen.
3. FPDS displays the User Selection screen.
4. In the User ID field, enter the name of the user you wish to locate, and a date prior to when the user was created in the End Date field, then select .
5. A list of enabled and disabled users is displayed based on the search criteria you entered.
6. To select the user from the list, select located in the Select One field.
7. Select to open the user selection information that will be enabled.
8. Select at the top of the User Management screen.
9. Select to save the changes to the account.

5.2 User Privileges

User Privileges are located in the User Management screen. The Available and Current User Privileges are shown below in Figure 18. Available Privileges are defined as rights the System Administrator can give the user. Current Privileges are defined as rights the user has currently. This section defines User Privileges and provides directions for modifying these privileges.

Figure 18. Available and Current User Privileges Screen



5.3 Available and Current Privileges

The selections in Available and Current Privileges are designated for the Contracting Officer or Agency personnel that function in this capacity. These privileges allow modifications of the IDV (Indefinite Delivery Vehicle) and Award documents.

5.4 User Privileges for FPDS-NG

The privileges are listed in the order they are viewed under the User function in the System Administration module. The privileges and their definitions are listed below.

Ad Hoc Reports – This privilege provides the ability to create and customize reports for specific purposes using queries.

Administrative Reports – Reports provided to the managerial service for government use.

Approve - A function that compares the document against all of the business and validation rules and places it in Final status.

Assign – The ability to assign privileges to other users.

Award - A one-time request for products or services.

Contracting Office - The contracting office that executes or is otherwise responsible for the transaction involved with a document.

Correct – Make corrections to a final document without changing the legal intent of the document.

Create – The ability to create documents.

Data Collection – This privilege allows the input of data through the web portal.

Delete – Allows the deletion of documents and the ability to reuse the PIID number.

Disable – The ability to deactivate a user or office.

Draft - The status of a document when it has not been approved and changes can still be made on the document without performing a modification or a correction.

Enable – The ability to activate a user or office.

Get/GetList – The ability to retrieve data such as reports and searches.

Government Office – Used to track contract awards for those offices that are not established as contracting offices.

Indefinite Delivery Vehicle (IDV) – Ongoing agreements for acquiring products or services.

IsComplete – Determines that all of the required fields on a document are completed. Is Complete must be given as a privilege in conjunction with the Validate privilege for the user to be able to validate an Award or IDV.

Modify – Make adjustments that change the legal intent of the document.

Reference Data Maintenance – The ability to maintain referenced data on documentation, such as Contracting and Government offices.

Reports – The ability to generate standard available reports.

Schedule – The ability to schedule standard large reports for execution and production by a specified date.

Send – The ability to send a report via email.

Search/View Contracts – The ability to search and view contractual documentation.

Update – The ability to view screens and update information that does not require the use of a function, such as delete or correct.

Validate – The process of verifying all rules according to the FAR are correct before finalizing the document.

View – Allows the user to view documentation.

Void – Changes the status of a document to void status while maintaining the general information section on the document. The PIID will remain in the system and may not be reused.

User Maintenance – This privilege provides the ability to maintain the User ID information.

Webportal – The ability to access FPDS-NG using the login screen on <https://www.fpds.gov>.

5.5 Roles and User Privileges

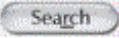
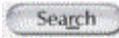
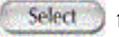
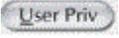
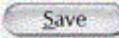
The User privileges located in the system administration section of FPDS-NG provides three levels of privileges. These privileges are defined by roles that are assigned to the User ID. Figure 19 lists these roles in the order of the level of privileges.

Figure 19. Roles and Privileges

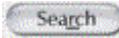
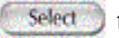
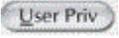
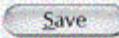
Roles	Agency System Administrator			Contracting Office Administrator			Contracting Officer/Specialist			
Section	Ad Hoc Reports	Administrative Reports	Award	Ad Hoc Reports	Award	Ad Hoc Reports	Award	Ad Hoc Reports	Award	
Privileges	View	Get Schedule Send	Approve Correct Create Delete IsComplete Modify Update Validate Void	View	Approve Correct Create Delete IsComplete Modify Update Validate Void	View	Approve Correct Create Delete IsComplete Modify Update Validate Void	View	Approve Correct Create Delete IsComplete Modify Update Validate Void	
Section	Contracting Office	Gov. Office	Gov. Reports	Contracting Office	Gov. Office	Gov. Reports	Gov. Reports	Gov. Reports	Gov. Reports	
Privileges	Create Delete Disable Enable Update	Create Delete Disable Enable Update	Get Schedule Send	Update	Update	Update	Update	Get Schedule Send	Get Schedule Send	
Section	IDV	Public Reports	User	Webportal	IDV	User	Webportal	IDV	Public Reports	Webportal
Privileges	Approve Correct Create Delete IsComplete Modify Update Validate Void	Get Schedule Send	Assign Create Disable Enable GetList Update	Data Collection Reference Data Maintenance Reports Search/View Contracts User Maintenance	Approve Correct Create Delete IsComplete Modify Update Validate Void	Assign Create Disable Enable GetList Update	Data Collection Reference Data Maintenance Reports Search/View Contracts User Maintenance	Approve Correct Create Delete IsComplete Modify Update Validate Void	Get Schedule Send	Data Collection Reference Data Maintenance Reports Search/View Contracts User Maintenance

5.5.1 How to Add and Modify User Privileges

Add User Privilege

1. To add User Privileges, on the Navigation screen select .
2. Select  located in the toolbar at the top of the User Management screen.
3. FPDS displays the User Selection screen.
4. In the User ID field, enter the name of the user you wish to locate, and then select .
5. A list of users is displayed based on the search criteria you entered.
6. To select the user from the list, click the Radio Button  located in the Select One field.
7. Select  to open the user selection information that will be modified.
8. To modify the privileges for the selected user, select .
9. To add an Available Privilege to the selected user's Current Privileges, select it from the Available Privileges list.
10. Select the Directional Arrow  the selected privilege is added to the user's Current Privileges list.
11. Select  to save the changes to the user account.

Remove User Privilege

1. To remove User Privileges, on the Navigation screen select .
2. Select  located in the toolbar at the top of the User Management screen.
3. FPDS displays the User Selection screen.
4. In the User ID field, enter the name of the user you wish to locate, and then select .
5. A list of users is displayed based on the search criteria you entered.
6. To select the user from the list, select  located in the Select One field.
7. Select  to open the user selection information that will be modified.
8. To modify the privileges for the selected user, select .
9. To remove a privilege from the selected User's Current Privileges, select it from the Current Privileges list.
10. Select the Directional Arrow .
11. The selected privilege is removed from the user's Current Privileges list.
12. Select  to save the changes to the user account.

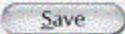
5.6 Exercise: Users – General Functions

5.6.1 Add a Government User

This exercise provides instructions for creating a Government User Account. To create the new account you will add yourself. You will need to enter your personal information in each field as directed by the steps listed below.

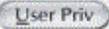
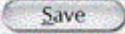
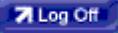
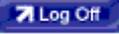


1. From the Navigation Screen under System Administration, select .
 - To create a new User Account, select  located on the standard toolbar. A new web-form is displayed for data entry.
 - Select a User Type: The system defaults to Gov User.
2. Enter the User Information for the new account.
 - User ID: Enter a User ID using your “first initial and last name” without any spaces.
Example: EJones
 - Password: Enter a password you will remember. The password must have at least 6 characters, is case sensitive, and can be alphanumerical.
Example: changeME39
 - Confirm Password: Re-enter your password for confirmation.
 - Start Date: The Start Date field is populated with today’s date. Leave this date field with the default.
 - End Date: Leave this field blank. Entering an End Date will disable the user when the date is current.
 - Is Logon User: This field defaults with a check. Do not change the default setting.
Note: If the Is Logon User box is not checked , the user will not be able to login to the web interface for FPDS-NG.
3. Enter Personal Information for the user.
 - First Name/Initial: Enter your “first name or initial” in this field.
 - Middle Name/Initial: Enter your “middle name or initial” in this field. This field is optional.
 - Last Name: Enter your “last name or initial” in this field.
 - Phone No: Enter “703-555-5000”.
 - Phone Ext: Enter “2532”.
 - Fax: Enter “703-555-8700”.
 - Email Address: Enter “your email address”. This address is used by FPDS to send FPDS information to the user via email (e.g., batch processing information, forgotten passwords, etc.).
Example: classuser@gce2000.com
 - Receive Email Notification: This field defaults with a check. Do not change the default setting.
Note: If the Receive Email Notification box is not checked , the user will not receive notification on batch transactions or forgotten passwords.
 - Title: Enter “Your Agency Title” in this field.
Example: Contracting Officer

4. Enter the Government User Information.
 - Agency ID: The Agency ID is 4700.
 - Contracting Office ID: Enter “AAA00” in the Contracting Office ID field, or click the Lookup Button  to select an existing ID.
 - Rank ID: Enter “Rank ID” if applicable to you. This field is for Military personnel only.
 - Routing Symbol: Enter “UVF”. This field represents an internal routing system for sending information to offices within an Agency.
 - Room No: “102”.
 - Supervisor ID: Enter “classuser001”, or click the Lookup Button  to select an existing Supervisor ID.
 - After entering the Government User Information and data in all required fields are completed, select  to save the new User Account.
 - The User Management Screen displays the message User Successfully created under the toolbar located at the top of the screen.

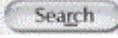
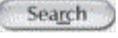
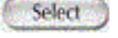
5.6.2 Add User Privileges

This exercise demonstrates how to add, and modify User Privileges. Initially New User Accounts are created without privileges in FPDS. The user you just created in Exercise 5.4.1 will need rights added to the Current Privilege list. Follow the steps below to assign User Privileges for the new User.

1. To add Privileges for a new or existing user, select  located on the standard toolbar.
 - Available Privileges: Select the Contracting Office Specialist by placing a in the checkbox provided.
 - After selecting Contracting Office Specialist click the Directional Arrow  to add these privileges to the Current Privileges list. The User selection is applied to the Current User Privileges list.
 - Select  located at the bottom of the screen. The message User Privileges Successfully Updated displays at the top of the screen.
2. Follow the steps below to login to FPDS with the new User you created and verify the privileges assigned.
 - Select  located at the bottom of the screen to return to User Management.
 - Select  located at the top right corner of the User Management Screen.
 - The Log off Button will take you to the FPDS Login Screen.
 - Sign in with the new User ID and Password.
 - FPDS displays the Navigational Screen with the new User Profile.
 - You should only have rights for the User’s task in the Awards section of FPDS. The System Administration task will not be available.
 - Try to access Contracting Office or Government Office under the Locations task. You will not have privileges for this section of FPDS.
 - Log off FPDS to change User Profiles. select  located at the top of the screen.
 - Sign back in with the Test User you where assigned in Section 2.9.1 and login to FPDS.

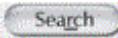
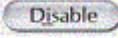
5.6.3 Find a User

This exercise demonstrates how to find existing User Accounts. The instructions will guide you through the process of using the system search features. To complete this task, follow the instructions listed below.

1. From the Navigation Screen under System Administration, select .
 - Select  located in the toolbar at the top of the User Management Screen.
 - FPDS displays the User Selection Screen.
 - Select  to eliminate the information in the User Criteria Fields.
 - Enter the User Name you created in the first exercise you created in the first exercise (section 5.6.1 Add a Government User) in the User ID field.
 - Select  located in the lower right corner of the screen.
 - A list of users is displayed based on the search criteria you entered.
 - If more than one account is displayed in the User Selection field, select  next to the User ID you want to select.
 - Select  to open the User Selection information.
 - FPDS displays the User Management Screen with the User information selected.

5.6.4 Disable Users

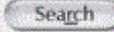
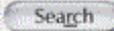
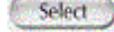
This exercise demonstrates disabling a User account. A User cannot be deleted in FPDS. To disallow access for a user, you must disable the User profile. Follow the directions below to change the status of the User ID you added in section 5.4.1.

1. From the Navigation Screen under System Administration, select .
 - Select  located in the toolbar at the top of the User Management Screen.
 - FPDS displays the User Selection Screen.
 - Select  to eliminate the information in the User Criteria Fields.
 - In the User ID field, enter the User Name you created in the first exercise (section 5.6.1 Add a Government User) in the User ID field.
 - A list of Users is displayed based on the search criteria entered.
 - To select the User, select  located in the Select One field.
 - Select  to open the User Selection information.
 - Select  at the top of the screen.
 - The User Management Screen will display the message User Successfully Disabled.

5.6.5 Enable Users

The User ID you previously added has a disabled user profile status. To Enable the User, sign in to FPDS using the User ID originally given to you at the beginning of class. After signing in you will need to find, and Enable the User Account. This exercise demonstrates how to Enable the user's ability to access FPDS.



1. From the Navigation Screen under System Administration, select .
 - Select  located in the toolbar at the top of the User Management Screen.
 - FPDS displays the User Selection Screen.
 - In the User ID field, enter the User Name you disabled in the previous exercise, and yesterday's date (dd/mm/yyyy), then select .
 - A list of Users is displayed based on the search criteria entered.
 - To select the User, select  located in the Select One field.
 - Select  to open the User Selection information.
 - Select  at the top of the User Management Screen.
 - The User Management Screen will display the message User Successfully Enabled.