

FPDS-NG Reports Training Class

2004

Course Agenda

- Registration
- FPDS Login
- Common Features
- My Reports
- Selecting Reports
- Ad-Hoc Reporting

Registration

- Required to access reports other than free reports
- To register:
 - Contact your FPDS-NG System Administrator
 - OR
 - Call the FPDS Help Desk at 1-703-390-5360
866-490-3737 for more information.
- The standard reports are available to all users.
- The Ad-Hoc reports are available only to procurement executives and managers.

FPDS Login Procedure

- Login
 - Go to <https://www.fpds.gov>
 - Enter (FPDS) User Name/Password
- Successful Login
 - Main Navigation Screen
- Failed Login
 - Error Message
 - Re-enter Password
 - Forgotten Password Function
- Expired Session
 - FPDS Times Out
 - Re-enter User Name & Password

Common Features

■ Main Navigation Screen Modules

- Awards
- Basic IDVs (Indefinite Delivery Vehicles)
- Transactions/Modifications
- System Administration
- Reports

■ System Features

- Toolbars
 - Top Level
 - Provides common navigation functions: Home, Logoff, Advanced Search
 - Screen Level
 - Provides common form functions: Viewing Reports, Delete, Lookups, Execute

My Reports

- My Reports
 - Selecting Reports
 - Report Types
 - Viewing Reports
- Available Reports
 - Adding Reports
 - Summary Reports
 - Deleting Reports

Report Functions

- Default Criteria
 - Saving Criteria Selections
- Download Reports
 - PDF
 - CSV
- Sending Reports
 - Emailing Reports
 - HTML
 - PDF
 - CSV

Exercises

- Preview Reports
- Add Reports
- Save Search Criteria
- Generate Reports

Ad-Hoc Reporting

■ FPDS-NG

– Reporting System

- Designing Agency specific reports
- Information is retrieved from the database
- Maximize your reporting capabilities

Terminology

■ Query

■ Filters

■ Universe

■ Objects

■ Dimensions



■ Measure



■ Properties

■ Operators

Ad-Hoc Query Tabs

- Query
- Query Filters
- Report
- Report Filters
- Properties
- Format

Exercise

- Create Ad-Hoc Report

Questions & Answers

Thank you for attending the
FPDS-NG Reports training
course.