

Federal Funding Accountability and Transparency Act (FFATA)
Subaward Reporting System
(FSRS)

Contractor User Guide 1.0

Updated : July 8, 2010

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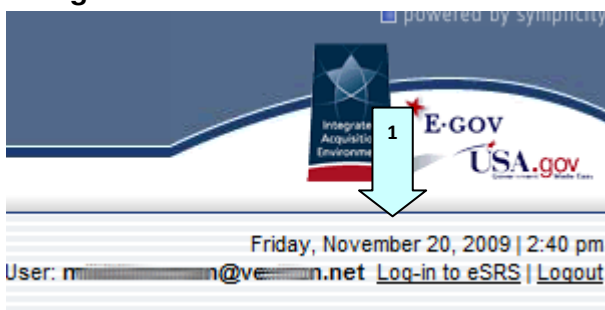
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Section 1 Log-In to FSRS

Users registered in the electronic Subcontracting Reporting System (www.esrs.gov) are able to access the FSRS system with the same log-in credentials that they use for eSRS. If a user registers for a new account in the FSRS system, they will be able to login to the eSRS system with the same credentials.

In addition, authenticated (logged-in) users in either system are able to toggle between the eSRS.gov and FSRS.gov applications seamlessly by clicking on the link in the upper right hand corner of any page, “Log-in to eSRS” or “Log-in to FSRS,” depending on the system in which they are currently working.

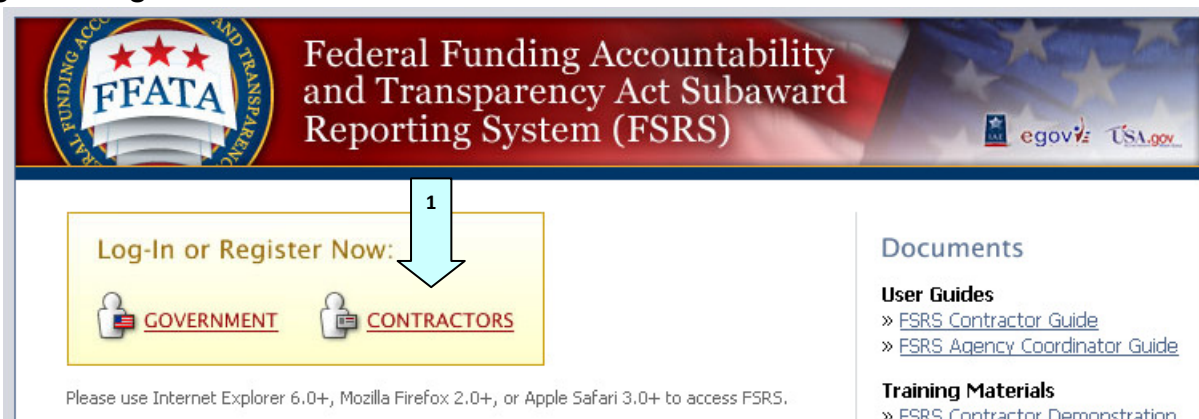
eSRS log-In Screen



1.1 Existing Users

- I. Users point their browser to <https://www.FSRS.gov/>
- II. The contractor then clicks on the “Contractors” link within the “Log-In or Register Now” box shown below.

Log-In or Register Now Box



- III. A user logs-in to FSRS by typing their email address and password under the “returning contractors: login” section. They then click the “Login” button.

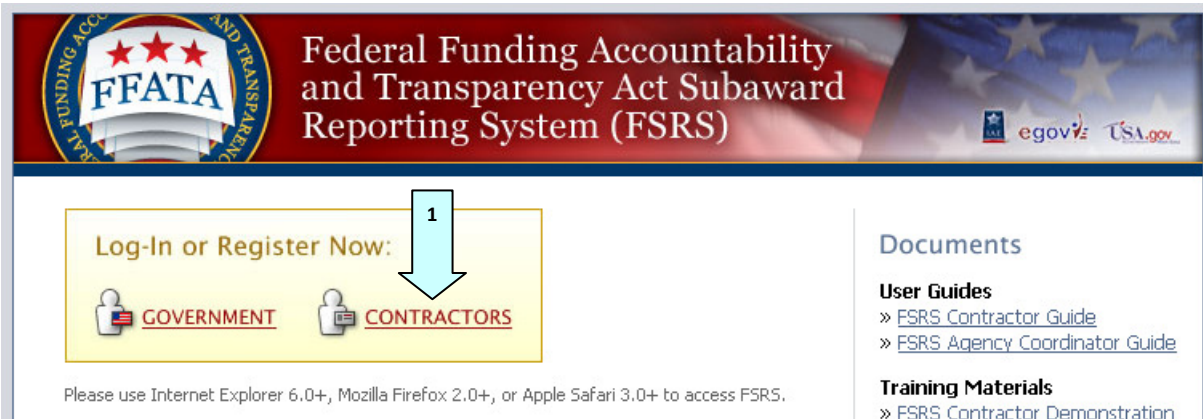
Contractor Login Screen

The screenshot shows the contractor login and registration interface for the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). The page header includes the FFATA logo and the text "Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)". The date and time "Wednesday, July 7, 2010 | 4:52 pm" are displayed in the top right. The main content area is divided into two sections: "returning contractors: login" and "new contractors: register". The login section contains fields for "Email:" and "Password:", a "Login" button, and a "Forgot Password" link. The registration section contains a "Register" button. Annotations include a light blue arrow pointing from the "Register" button to the text "III. Existing Users" and another light blue arrow pointing from the "Register" button to the text "New Users". Below the registration section are links for "Registration instructions for Contractors" and "Contractor User Guide". A link "Not a contractor user? Click here." is located at the bottom of the main content area. The footer contains links for "Federal Service Desk", "Privacy Policy", "Turn Accessibility Mode On", "Contractor User Guide", and "FSRS Contractor Demonstration", along with the text "Version 3.2".

1.2 New Users

- I. Users point their browser to <https://www.FSTRS.gov>. Note: users do not need to re-register if they have an existing eSRS Contractor user account (www.esrs.gov).
- II. The contractor clicks on the “Contractors” link within the “Log-In or Register Now” box

Log-In or Register Now Box



- III. To register, the user clicks the “Register” button under the “new contractors: register” section.

Contractor Login Screen



- IV. The registrant completes the two step process that opens (forms capture registration data).
- V. Note: Throughout the system a red asterisk (*) designates that the field is required.

VI. Step 1: The user enters their DUNS Identification Number and clicks the “Next” button.

Contractor Registration Screen

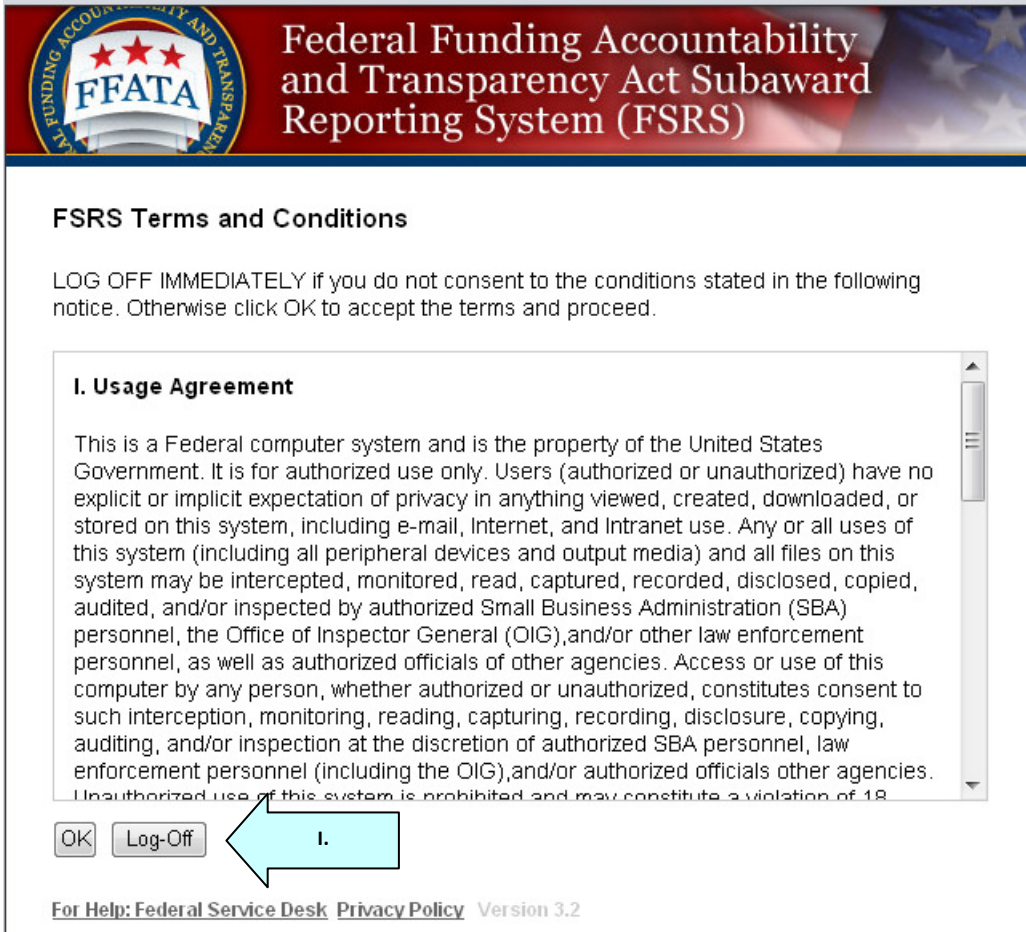
The screenshot shows the 'Contractor Registration Screen' for the 'Act Subaward Reporting System (FSRS)'. The page header includes the 'login' button and the date 'Wednesday, July 7, 2010 | 5:06 pm'. The main heading is 'Registration Step 1 of 2'. Below this, there is a text prompt: 'Please enter your DUNS Identification Number.' A detailed instruction follows: '(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, FSRS will pull the appropriate company information from the Central Contractor Registration (CCR) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact CCR rather than FSRS.)' Two notes are provided: one stating that users with eSRS accounts do not need to re-register, and another stating that only the prime contractor's representative can register. A yellow warning box contains a note: 'Please be aware that all information collected on the FFATA website (www.ffata.gov), including registration information and report data, will be visible to the public on a public website.' At the bottom, there is a text input field for 'DUNS #' and two buttons: 'Cancel' and 'Next'.

- VII. On step 2, some form data may already be populated on the form from CCR.gov based on the DUNS entered in step one.
- VIII. Users must complete all required fields (indicated with a red asterisk) and click the “submit” button.
- IX. After submitting this form, a confirmation email is sent to the email address provided during the registration. The email presents instructions on how to finalize the registration process. **An account is only activated after the user follows the instructions presented in the email that is sent to them.**
- X. After a user has confirmed their registration, as outlined in the email that they received, the user can return to the Log-In page (see Existing Users, page 3). They can then enter their e-mail address and password, and click the “Login” button, to login to FSRS.

1.3 Terms of Use Agreement

- I. All users are required to agree to the Terms of Use for FSRS. A user can click “OK” to move forward or “Log-Off” to exit.

Terms of Use Agreement Screen



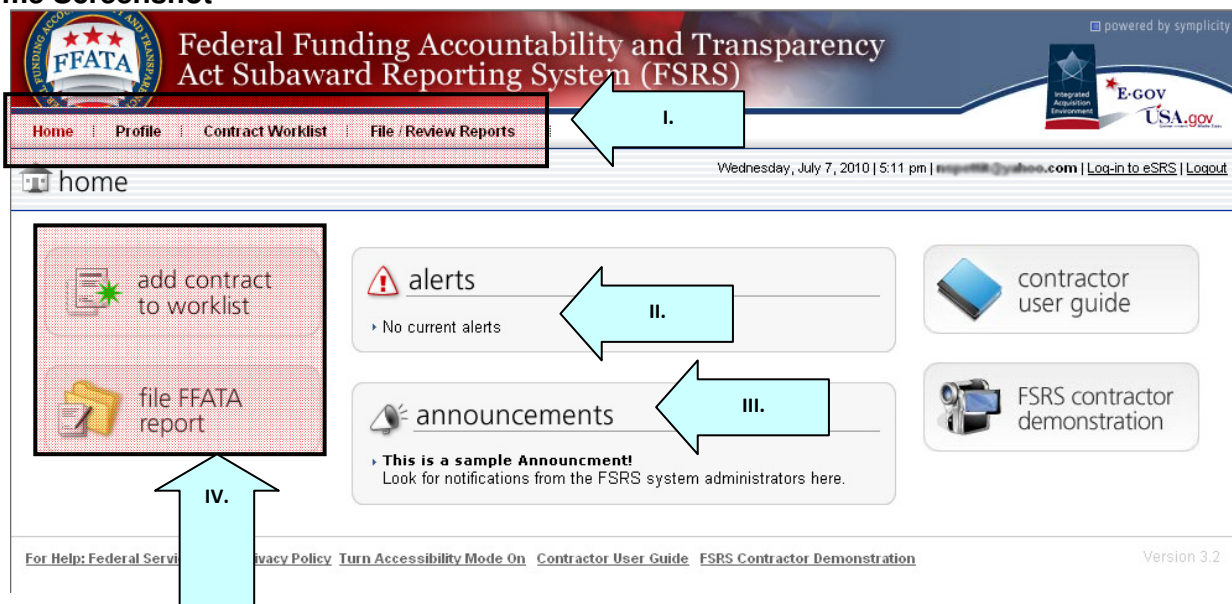
Section 2 FSRs Basics

After successfully logging into the FSRs reporting system, users are taken to a “home” page that is similar to the “Home Screenshot” below.

2.1 Home Features

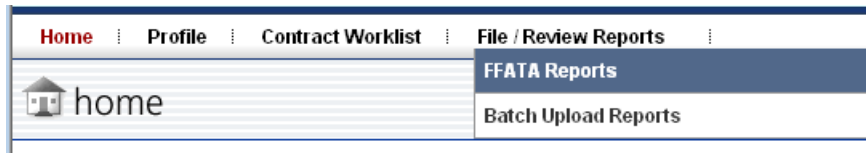
- I. The Navigation bar at the top of the screen allows users to move through the system. This bar is available on every screen throughout the system. Please read “Section 2.2 Navigation Overview” for more information.
- II. The “Alerts” section shows messages that require a user’s attention.
- III. “Announcements” are created by FSRs administrators.
- IV. The buttons on the left hand side of the screen allow users to quickly create a new FFATA Report, or link a contract to their account. Please see the corresponding sections of this manual for more information.

Home Screenshot



2.2 Navigation Overview

Navigation Screenshot



Home: Home returns a user to the default home page (same as seen on login).

Profile: The profile page allows a user to edit account and contact information. Please turn to “Section 3, Profile” of this manual for more information.

Contract Worklist: The Contract worklist allows a user to view all contracts that have been linked to their account. Turn to “Section 4, Contract Worklist” for more information.

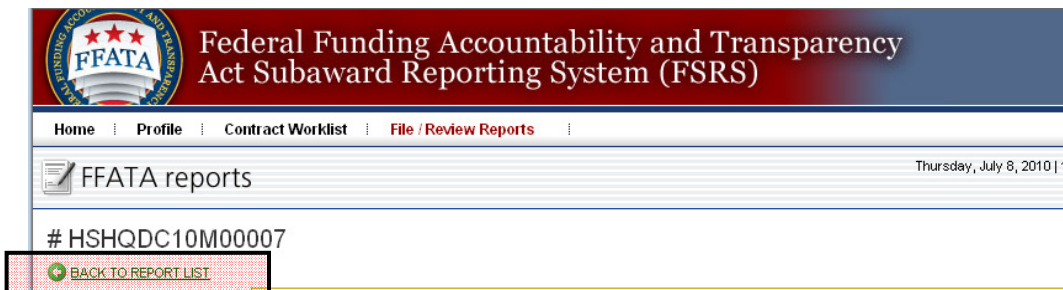
File / Review Reports:

FFATA Reports: The FFATA Reports section allows a user to add a new FFATA Report and to review existing FFATA Reports. Turn to “Section 5, FFATA Reports” for more information.

Batch Upload Reports: The batch upload section allows a user to download a Microsoft® Excel™ template that can then be used to create a CSV (comma separated value) or tab delimited file which can then be imported into the FSRS system. This feature allows a user to file multiple FFATA Reports at once. Turn to “Section 6, Batch Uploads” for more information.

Note on Sticky Pages - The system uses the notion of “sticky-pages.” As a user visits a navigation, and then clicks out of that navigation, and goes into another area of the site, when they return to the previous navigation, they will return to the same sub-navigation within the previous main navigation (back to where they were prior to navigating away from that section). This feature allows for across site navigation with “memory” of where the user was within the previous navigation (within a FSRS login session). For instance, if a user returns to “FFATA Reports,” they return to the last location they were within FFATA Reports prior to leaving the section, unless they logout of FSRS. Because of this logic, users should use the “Back” links presented in the system, versus using their browser’s back button.

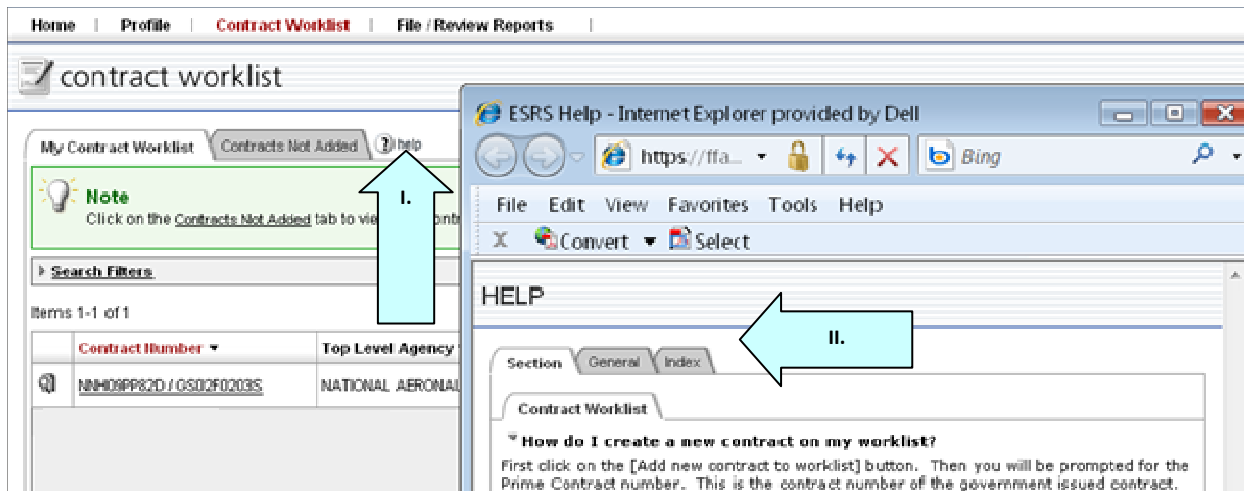
“Back to” Screenshot



2.3 Help

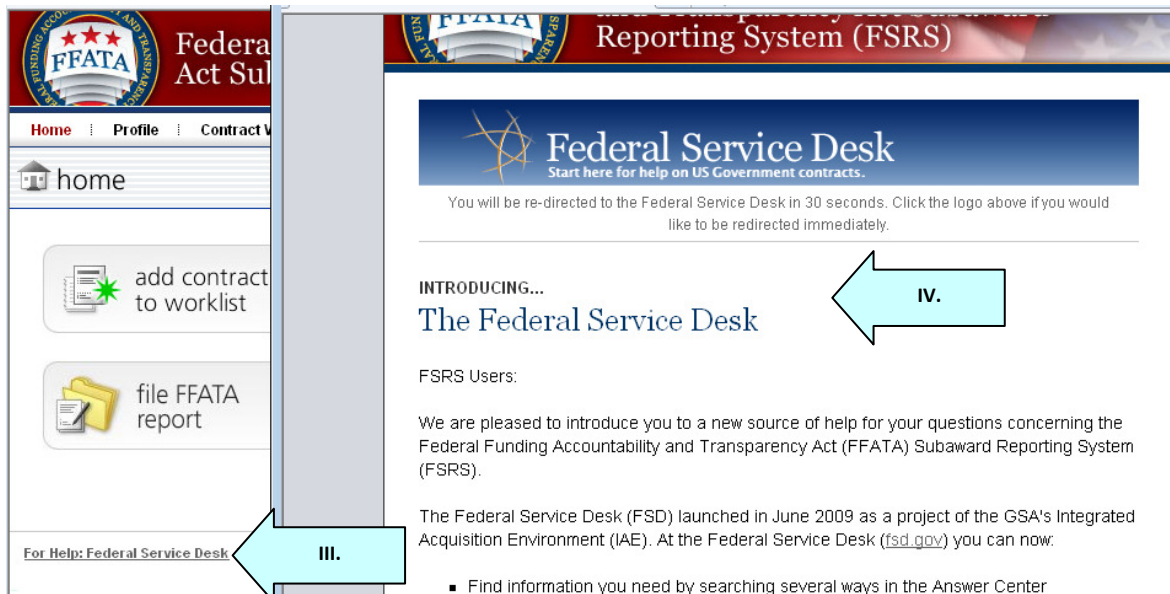
- I. Throughout the system, users are presented with a “?” (help) feature. When clicked, the user opens help content for the specific section (current navigation), or they can access general help content.
- II. When the “?” help icon is clicked, help content is presented in a new window.

Help Resource



- III. There is a navigational link for the help desk contained in the lower navigational bar.
- IV. Clicking this link opens a transition page introducing the Federal Service Desk where users can secure assistance (shown as new window open on image below).

Contact the Federal Service Desk Resource



Section 3 Profile

- I. If a user clicks on “Profile” in the top navigation menu bar, they can review their core contact information on this screen.
- II. To edit profile information, the user should click the “Edit” button. After making desired changes, the user should click the “submit” button to enter the changes.
- III. To change a password, users click on the “Account” tab near the top of the page. Users may enter a new password on that page. The user should click “save password” when done.
- IV. For security purposes, passwords must meet the following criteria:
 - 1) Must be between 10 and 14 characters
 - 2) Must contain 2 of each of the following: lower case letter, upper case letter, number, special character (i.e. !, %, ^)

Profile Review Screenshot

The screenshot shows a web application interface for profile management. At the top, there is a navigation bar with 'Home' and 'Profile' (highlighted with a cyan arrow labeled 'I.'). Below the navigation bar, the page title is 'profile'. On the right side, there is a user profile section with the text 'Friday, October 30, 2009 | 10:11' and 'User: [redacted]'. Below the navigation bar, there are two tabs: 'Core' and 'Account' (highlighted with a cyan arrow labeled 'III.'). Below the 'Core' tab, there is an 'Edit' button (highlighted with a cyan arrow labeled 'II.'). The main content area is divided into two sections: 'Personal Information' and 'Contractor Information'. The 'Personal Information' section contains fields for 'Fullname: Vendor Name', 'Email: [redacted]@on.net', 'Phone: 5555551212', 'Supervisor Name: Supervisor Name', and 'Supervisor Email: supervisor@us.com'. The 'Contractor Information' section contains a field for 'Contractor: DUNS #:'. On the right side, there are two status boxes: 'CCR Status' with the message 'Your record has not been validated from CCR.' and 'Completion Status' with a list of items: 'Personal Information' (Title: ✗, Fullname: ✓, Suffix: ✗, Email: ✓, Phone: ✓, Supervisor Name: ✓, Supervisor Email: ✓), 'Contractor' (DUNS #: ✓, Legal Business Name: ✓).

Note: If a user’s company/organization profile is not accurate, the user must make any necessary updates in the Central Contractor Registration (CCR.gov) system.

Section 4 Contract Worklist

4.1 View Existing

- I. View Contracts using the “Contract Worklist” option on the top navigation menu bar. When clicked, a screen similar to the “contract worklist” screenshot below appears.
- II. The “My Contract Worklist” lists those contracts that have been selected by a user for reporting through the system.
- III. The list of contracts can be sorted. This is accomplished by clicking on the column heading text (adjacent to any up/down arrow). Toggle the sort between descending and ascending order by clicking the same heading again. The currently active sort column is designated by a Maroon color column heading.
- IV. Use the “Search For And Add Contract to Worklist” button to search for a contract.

Contract List Screenshot

The screenshot shows the 'contract worklist' page. At the top, there is a navigation bar with 'Home', 'Profile', 'Contract Worklist', and 'File / Review Reports'. A note box states: 'Click on the Contracts Not Added tab to view any contracts in the system that match your DUNS # and have not been added to your worklist.' Below this is a 'Search Filters' section. A table lists one contract item with columns: Contract Number, Top Level Agency, Agency, Contract Type, and Options. The 'Agency' column is highlighted in maroon. At the bottom, there is a 'Search For And Add Contract To Worklist' button.

Callout II points to the 'My Contract Worklist' header.

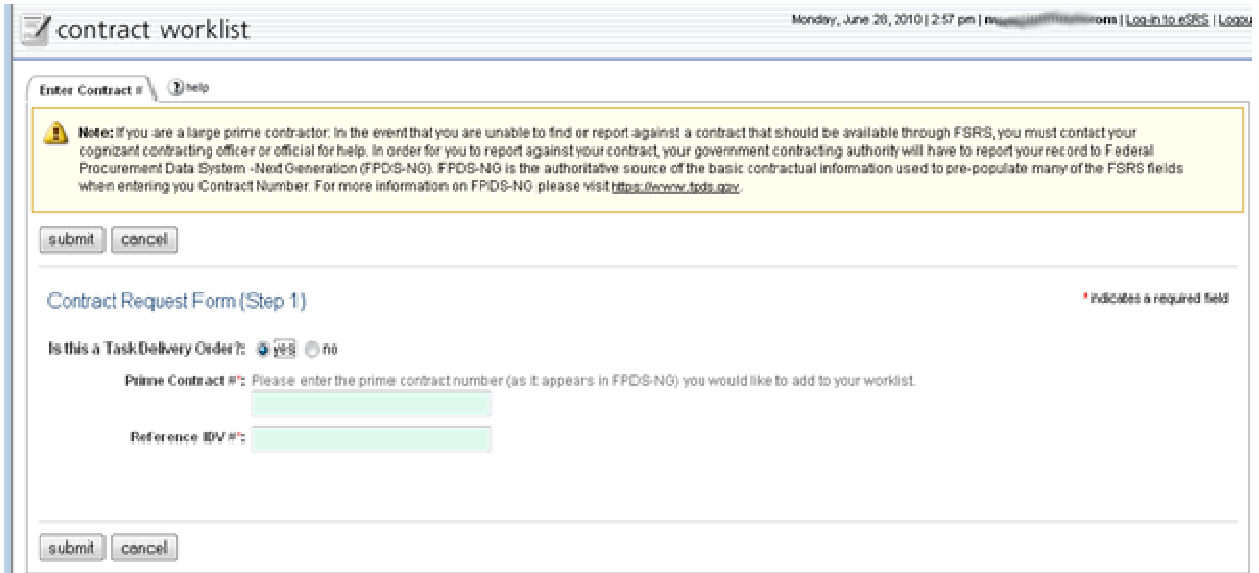
Callout III points to the 'Agency' column header in the table.

Callout IV points to the 'Search For And Add Contract To Worklist' button.

Contract Number	Top Level Agency	Agency	Contract Type	Options
NNH09PP82D / GS02F0203S	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	prime - task order	<input type="button" value="Remove"/> <input type="button" value="My FFATAs"/>

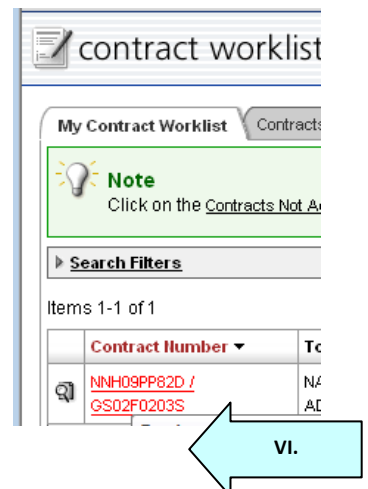
- V. The “Search For And Add Contract To Worklist” resource allows for Prime Contract # Search (if task/delivery order is “no”), or Prime Contract # Search and Referenced IDV# Search (if task/delivery order is “yes”).

Search for and Add Contract Screenshot

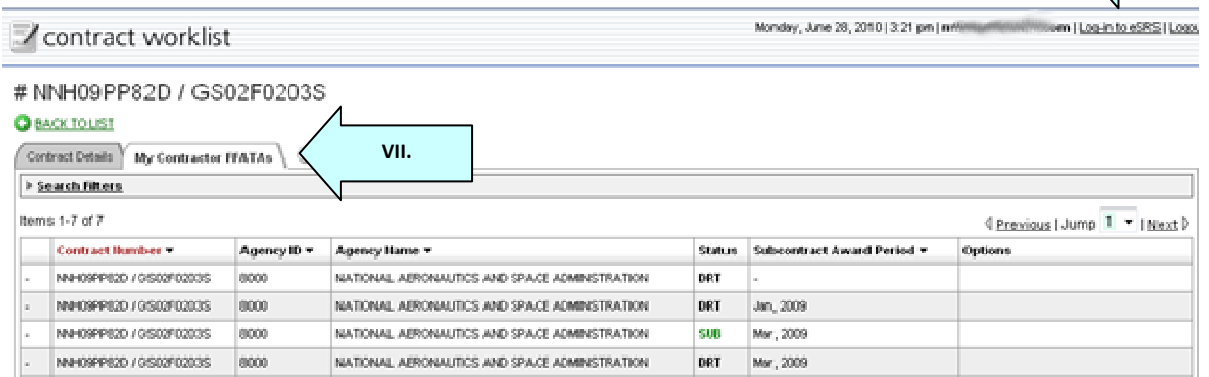


- VI. From the “My Contract Worklist”, view the details of a contract, by clicking on the View Icon beside the contract number, or clicking on the Contract Number. This takes the user to the “Contract Details” tab.

- VII. When a user views a specific contract, there is another tab that lists any existing reports associated with that contract called “My Contractor FFATAs.”



Contract Details Screenshot



- VIII. From the main Contract Worklist navigation, the “Contracts Not Added” tab provides a listing of Contracts in the system that are associated with the user’s registered DUNS, but that have NOT been added to their Worklist.
- IX. Use the “Add All Contracts To My Worklist” button to add all contracts to the “My Contract Worklist” (making all contracts reportable).
- X. Use the “Add to Worklist” button to add a single contract to the “My Contract Worklist” (see section below for further details).

Contracts Not Added List

Monday, June 28, 2010 | 3:14 pm | [Log in to eSRS](#) | [Logout](#)

contract worklist

My Contract Worklist **Contracts Not Added** ← VIII.

Note
The following contracts were found that match your registered DUNS # and have not been added to your worklist. You may add a specific contract to your worklist or click the "add all contracts to my worklist" button to add them all.

Search Filters

Add All Contracts To My Worklist → IX.

Items 1-20 of 22

Contract Number	Top Level Agency	Agency	Type	DUNS Number	Options
A03151D090084 / OS35F46920	AGRICULTURE, DEPARTMENT OF	FARM SERVICE AGENCY	Contract		Add To Worklist
A03198K090033 / A03198B090005	AGRICULTURE, DEPARTMENT OF	FOOD AND NUTRITION SERVICE	Task Order	858485758	Add To Worklist

← Previous | Jump 1 | Next →

X. →

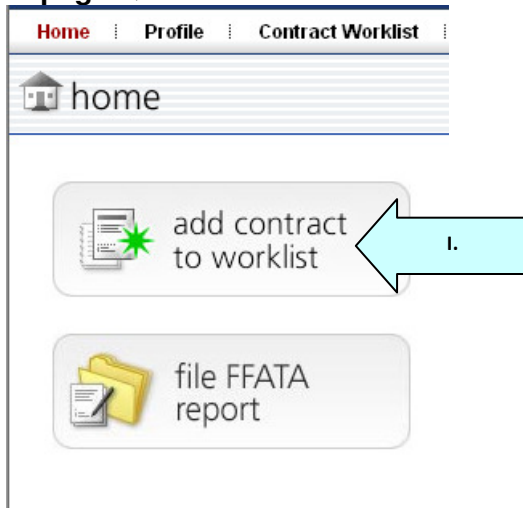
4.2 Add New Contract to the FSRS Worklist

There are two main methods to add a new contract to a user’s worklist.

4.2.1 Homepage Quicklink Method

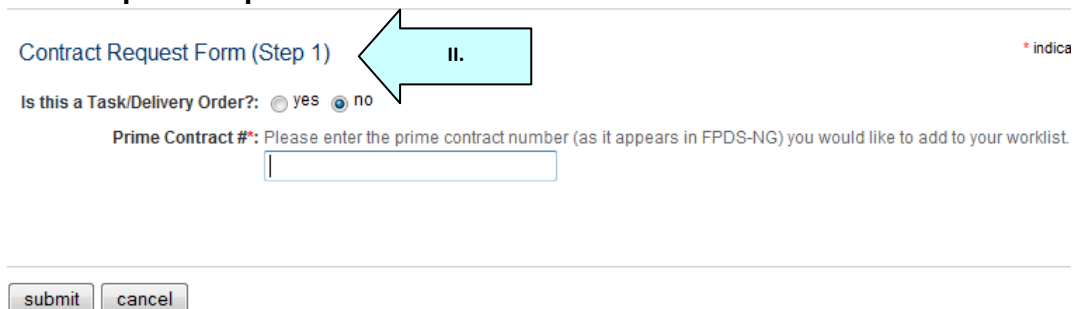
- I. Users can easily add a new contract from the “home” page once logged into the system. To do so, they simply click on the “Add Contract to Worklist” button.

Homepage Quicklink - Add Contract to Worklist



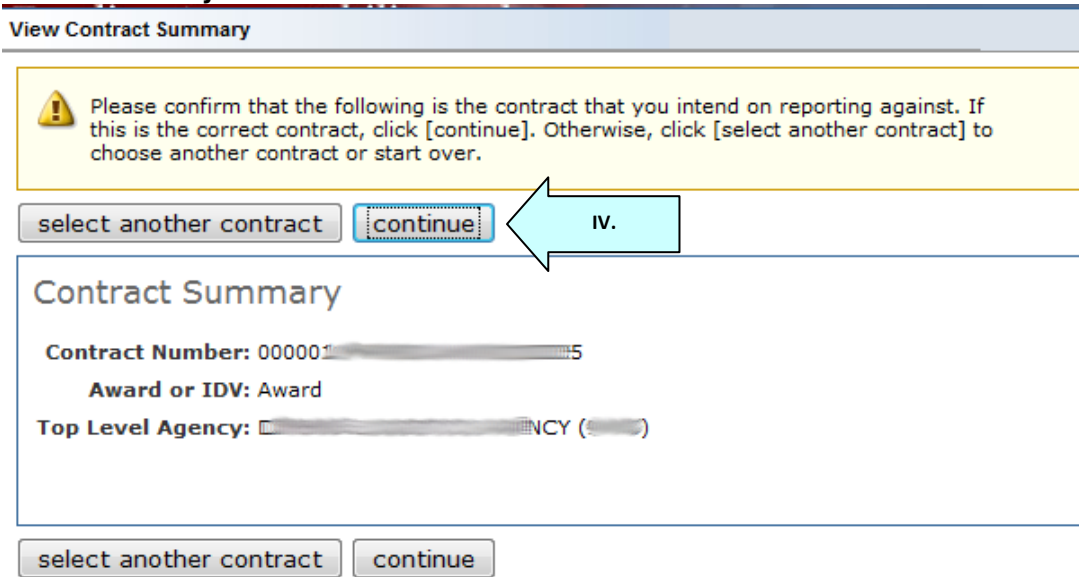
- II. Users are then taken to the “Contract Request Form (Step 1)”. There they enter the Prime Contract # as it appears in FPDS-NG (If it is a Task/Delivery Order, users must also enter the Referenced IDV #). Note: If a Contract Number changes in FPDS-NG, users will be able to search on the current number only.
- III. Click the “submit” button to initiate the search. Note: If a user does not know the complete contract number, they should enter a minimum of 6 characters and the system will produce a list of similar contract numbers (if available) from which the user can choose.

Contract Request Step 1 Screenshot



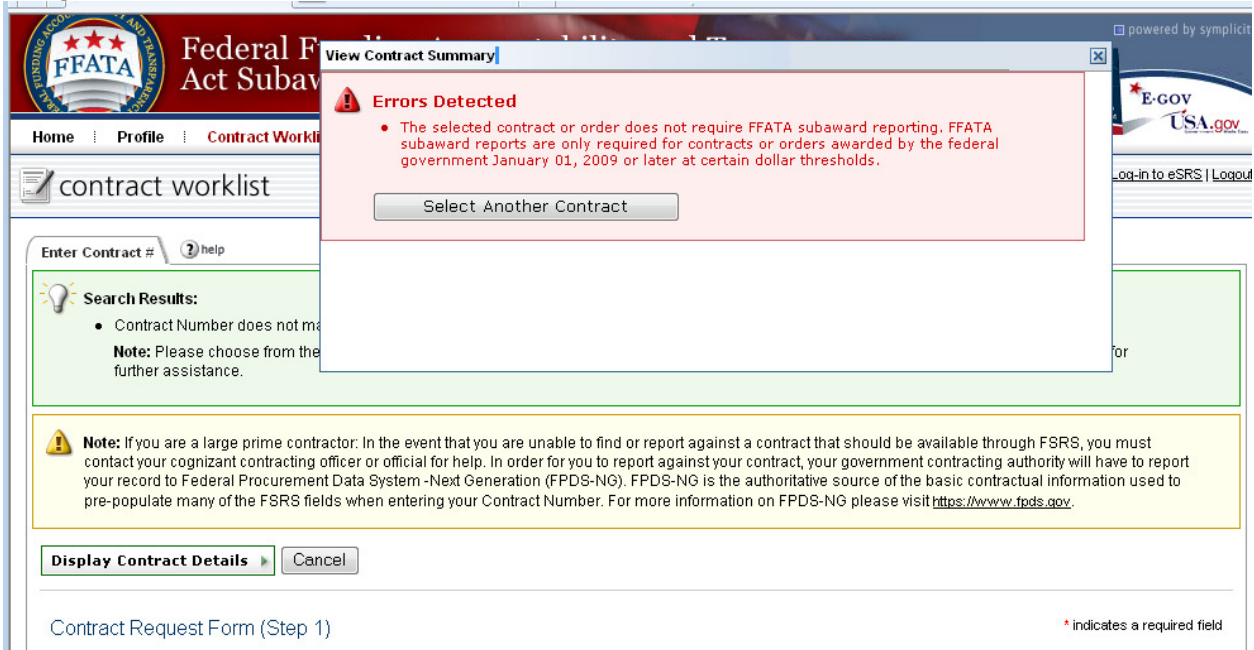
- IV. If the contract number is found in the system and meets the necessary criteria for FFATA Reporting, a pop-up window displays the Contract Summary. Click “continue” to confirm a selection or click “select another contract” to choose another number.

Contract Summary Screenshot



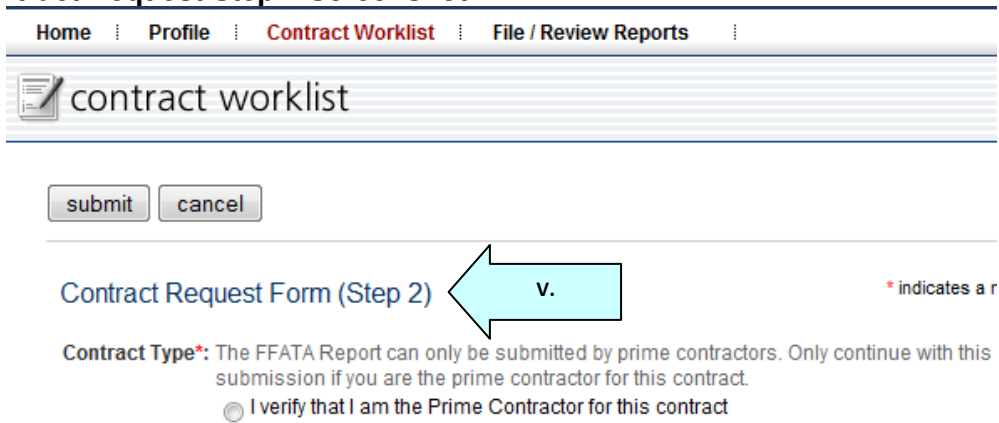
- V. Note – if a contract is selected that does not meet the standards for FFATA Reporting the user is advised via a system “errors detected” message.

Warning for Non-FFATA Contract



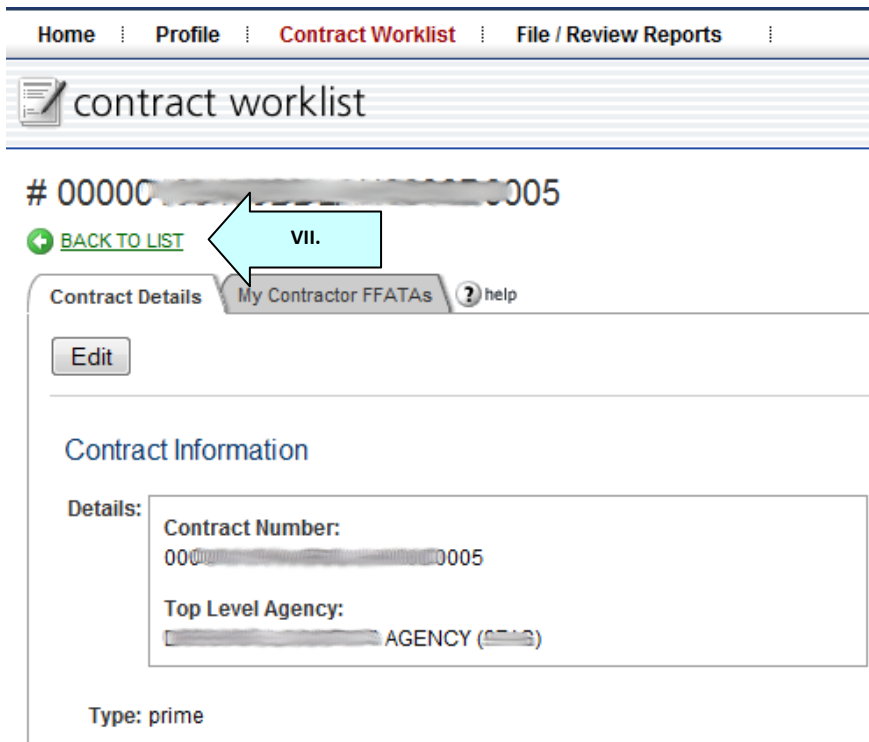
- VI. After clicking “continue,” a user is taken to Step 2 where they must verify that they are the Prime Contractor for that contract (FFATA Reports can only be submitted by the Prime Contractor).
- VII. Select the radio button next to the verification statement and then click the “submit” button.

Contract Request Step 2 Screenshot



VIII. Users are then directed to the “Contract Details” page for the contract they just added. To return to the Contract Worklist, a user should click on the [BACK TO LIST](#) button within the system. Note: Users should NOT click their browser’s back button.

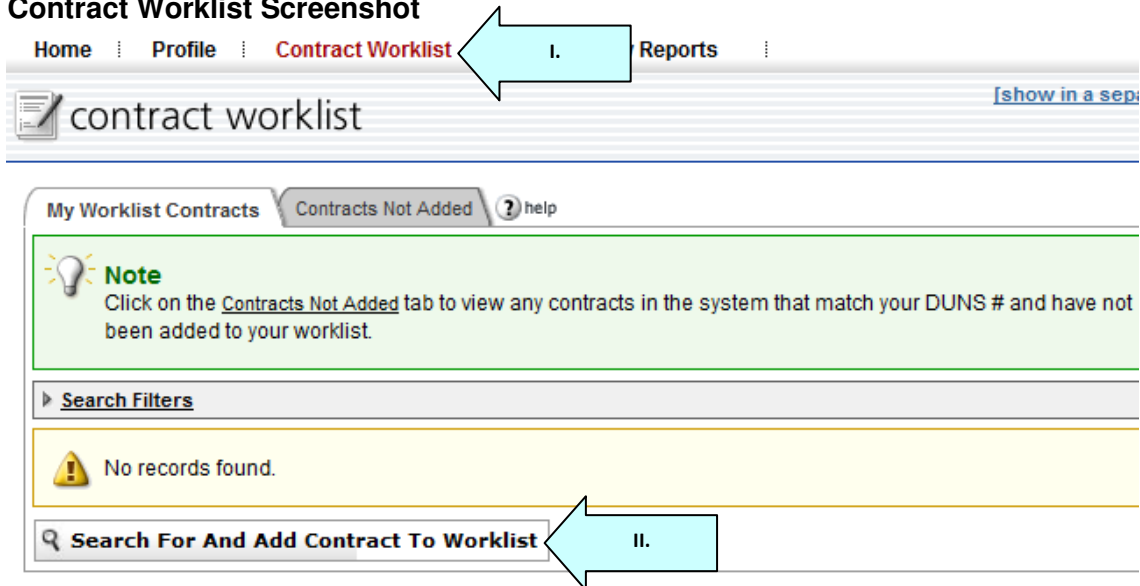
Contract Details Screenshot



4.2.2 Main Navigation Bar Method

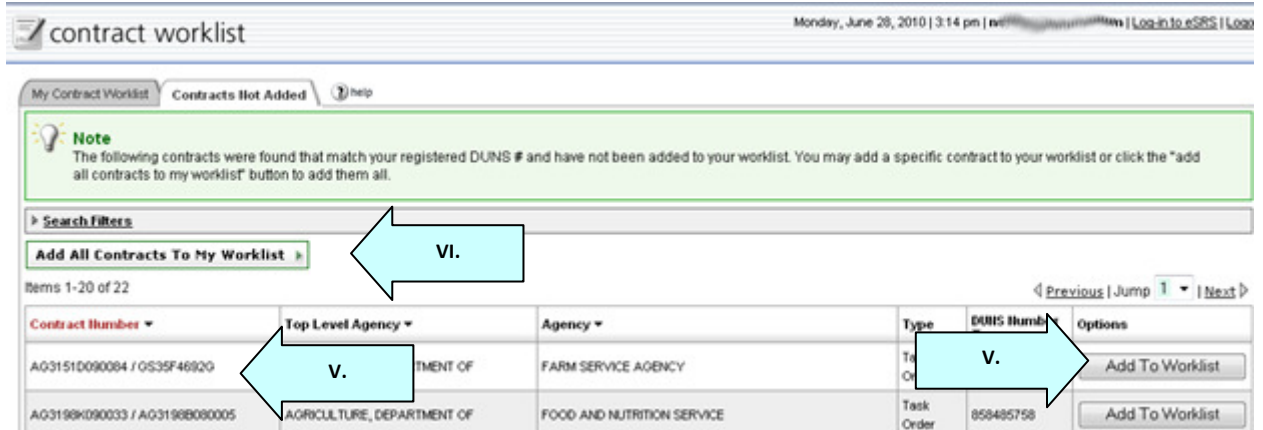
- I. Click on “Contract Worklist” in the top navigation bar. Users are taken to the “My Worklist Contracts” tab.
- II. To add a new contract, a user should click on the “Search For And Add Contract to Worklist” button.

My Contract Worklist Screenshot



- III. To complete, the user should follow the steps detailed in section 4.2.1 beginning with bullet “II”.
- IV. Alternately, a user can click on the “Contracts Not Added” tab to view any contracts in the system that match their registered DUNS and that have not yet been added to their worklist.
- V. To add a contract, the user should select the desired contract number and click the “Add to Worklist” button in the “Options” column to the right.
- VI. A user can add ALL contracts listed to the worklist by clicking on the “Add All Contracts To My Worklist” button.

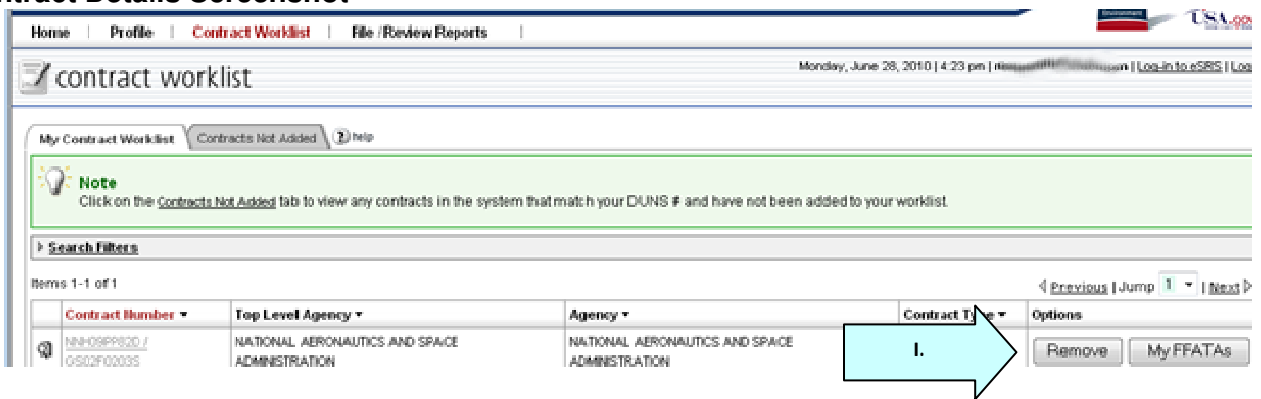
Contracts Not Added Screenshot



4.3 Remove Contracts from the FSTRS Worklist

- I. To remove a contract from the My Contract Worklist, from the “My Contract Worklist” tab, click the “Remove” button. Doing so returns the contract to the “Contracts Not Added” tab.

Contract Details Screenshot

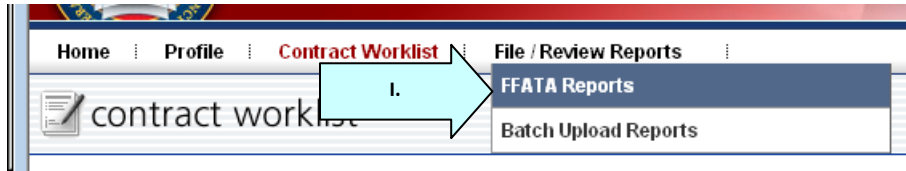


Section 5 FFATA Reports

5.1 View Existing

- I. Click on “File / Review Reports” in the top navigation bar and select the “FFATA Reports” option.

File / Review Reports Navigation



- II. Users are directed to a screen similar to the “FFATA Reports Listing” screenshot below.

FFATA Reports Listing Screenshot

Contract Number	Agency ID	Agency Name	Status	Subcontract Award Date	Options
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	-	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Jan, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Mar, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Sep, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Nov, 2009	Delete
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	May, 2010	Delete

- III. The status for each report displays in the status column. A legend appears at the bottom of the page.

Status Codes

DRT = Draft	SUB = Submitted	RPH = Reopened
--------------------	------------------------	-----------------------

Draft (DRT): A user began working on the report; however, they did not complete it and/or submit it.

Submitted (SUB): A user successfully submitted the report in the system and the information is now visible to the public on a public website.

Reopened (RPN): The report was previously submitted and accepted, but has since been reopened for modification or corrections.

- IV. Submitted reports appear on the Closed/All tabs of the list.
- V. Draft or Reopened reports appear on the Open/All tabs of the list.

- VI. Click on the column heading of any column with a black arrow to sort (e.g., Status).
- VII. The currently applied sort column is highlighted with maroon column heading text.

FFATA Reports Listing Screenshot

The screenshot shows the FFATA Reports Listing interface. At the top, there is a header with the FFATA logo and the text "Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)". Below the header, there are navigation links for "Contract Worklist" and "File / Review Reports". The main content area features a table with columns for "Agency ID", "Agency Name", "Status", "Subcontract Award Date", and "Options". The "Status" column header is highlighted in maroon, indicating it is the currently applied sort column. Annotations include: "V." pointing to "Contract Worklist" and "Review Reports" links; "V." pointing to "Open" and "Closed" buttons; "IV." pointing to "Agency ID" and "Agency Name" column headers; "VI." pointing to the "Status" column header; and "VII." pointing to the "Status" column header which is highlighted in maroon.

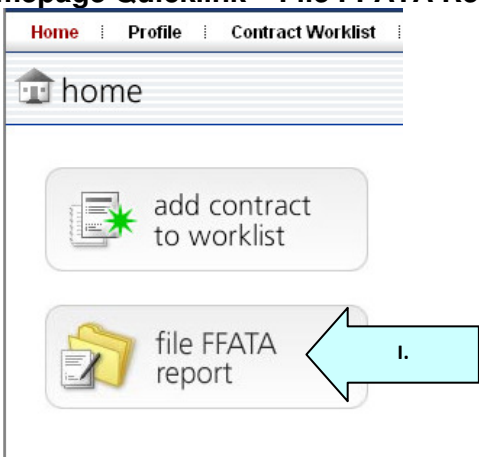
Agency ID	Agency Name	Status	Subcontract Award Date	Options
203S	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	-	
203S	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Jan, 2009	
NNH09PP82D / GS02F0203S	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Mar, 2009	
NNH09PP82D / GS02F0203S	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Sep, 2009	
NNH09PP82D / GS02F0203S	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Nov, 2009	Delete
NNH09PP82D / GS02F0203S	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	May, 2010	Delete


Legend: DRT = Draft SUB = Submitted RPH = Reopened

5.2 File New

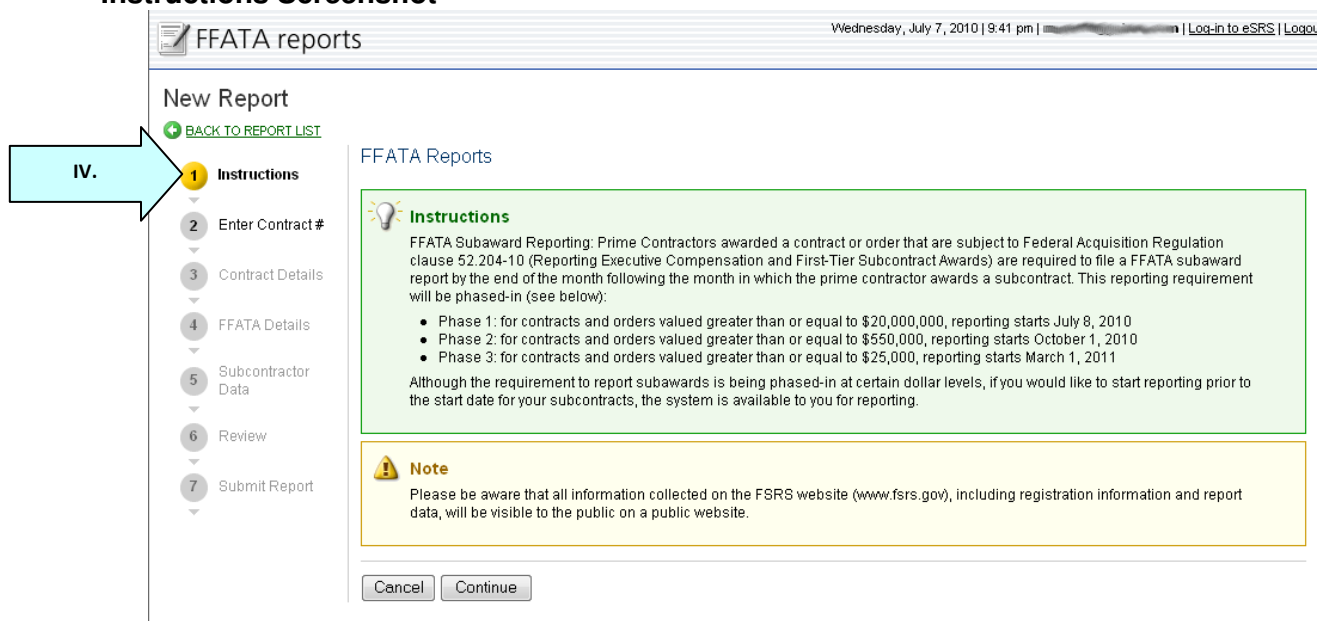
- I. There are two primary methods to file a new FFATA Report. The first method allows a user to easily file a new FFATA Report from the “home” page. The user simply clicks on the “file FFATA report” button (shown below). Alternatively, they may follow the method described below.

Homepage Quicklink – File FFATA Report



- II. Alternatively, a user can click on “File / Review Reports” in the main navigation bar and select “FFATA Reports” option.
- III. To file a new report, the user then clicks the  button.
- IV. Users walk through a stepwise process to enter the report. Step 1 is the Instructions page, similar to the screenshot below. Users should take time to read the instructions and click “continue” when ready to proceed.

Instructions Screenshot



- V. On step 2, users determine if they are submitting the report for a Task Order (select the appropriate radio button).
- VI. Users can either choose the desired Prime Contract Number from their Worklist, or manually enter the Prime Contract Number for the report and click the “continue” button. If the user selected “yes” for Task Order, they must also provide the Referenced IDV#.

Important Notes: If the total “Award Amount” for the contract or order is not equal to or greater than \$25,000, the system will produce an error message informing the user that they will not be able to proceed. In addition, if a Contract Number changed in FPDS-NG, the user will only be able to search on the current number.

Enter Contract # Screenshot

- VII. Users fill out the forms for each step and click “Save & Continue” or “Continue” to move to the next step in the process.
- VIII. As a step is being completed, on the right side of the screen, users may see a “Progress” section (e.g., on step 4). A green check mark indicates the field has been entered and accepted. A red asterisk means a value is needed.
- IX. To collapse the progress listing, a user clicks the button in the upper right corner of the inset box.
- X. Below “Progress”, users see a “Tips” section that that can also be collapsed with the upper right button.
- XI. Users can reopen either the Progress/Tips sections by clicking the upper right empty box.

- XII. On step 7, users click the “submit” button to send the report. Note: A user must click “submit” to completely process the report submission.
- XIII. Users may then return to “view existing reports” (Section 5.1) to review the status of the report just entered.

5.3 Copy as the basis for a New Report

- I. From the FFATA reports list, users can copy a report as the basis for another report for the same contract number. Doing so copies all data/information, **except the Subcontract Award Date field**, into the new report. The Subcontract Award Date field must be uniquely entered per report per contract number.
- II. To copy a report, click the option “copy report” that is presented on the FFATA reports list.
- III. Users are then presented with the steps necessary to complete the report.
- IV. If the user does not see the copy button for a report, the user did not create the report and as such cannot execute the copy request for the report OR the contract is no longer available for reporting.

FFATA Reports Listing Screenshot

The screenshot displays a web application interface for FFATA reports. At the top, there are navigation tabs: Home, Profile, Contract Worklist, and File / Review Reports. The page title is "FFATA reports" and the date is Thursday, July 8, 2010. Below the title, there are tabs for "Open", "Closed", and "All", along with a help icon. A "Search Filters" section is present above the table. The table itself has the following columns: Contract Number, Agency ID, Agency Name, Status, Subcontract Award Date, and Options. The data rows include multiple entries for contract number HSHGDC10M00007 and two entries for contract number NNH09PP82D / GS02F0203S. A large blue arrow labeled "II." points to the "Copy Report" button in the Options column of the row with contract number HSHGDC10M00007 and Subcontract Award Date Jul, 2010. At the bottom, there is an "Add New Report" button and a legend for report statuses: DRT = Draft, SUB = Submitted, and RPH = Reopened.

Contract Number	Agency ID	Agency Name	Status	Subcontract Award Date	Options
- HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	-	
- HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	-	
- HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	-	
- HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	May, 2009	
- HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	Aug, 2009	
- HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	May, 2010	
- HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	Jun, 2010	
<input checked="" type="checkbox"/> HSHGDC10M00007	7001	OFFICE OF THE SECRETARY, DEPARTMENT OF HOMELAND SECURITY	DRT	Jul, 2010	Delete Copy Report
<input checked="" type="checkbox"/> NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Nov, 2009	Delete
<input checked="" type="checkbox"/> NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	May, 2010	Delete

5.4 Edit an existing Report

- I. Click on the “edit” icon beside the report number to edit a report.
- II. Once a user clicks on the “edit” icon, the report is open for the user to make edits. To return to the report listing from edit mode, click the “Cancel” button at any time, or click the “BACK TO REPORT LIST” link.
- III. If the user does not see the edit button for a report, the user did not create the report and as such cannot execute that request for the report.
- IV. Note: A user can only edit an open (draft or reopened) report. If a user needs to update a submitted report, open the desired report and select “Reopen Report” from the Report Actions drop-down in the right sidebar.

FFATA Reports Listing Screenshot

powered by simplicity

Home | Profile | Contract Worklist | File / Review Reports

FFATA reports

Wednesday, July 7, 2010 | 6:17 pm | Log-in to eSRS | Log-out

Open Closed All help

Search Filters

Items 1-6 of 6

Contract Number	Agency ID	Agency Name	Status	Subcontract Award Date	Options
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	-	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Jan, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Mar, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Sep, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Nov, 2009	Delete
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	May, 2010	Delete

Items 1-6 of 6

Add New Report

Previous | Jump 1 | Next

DRT = Draft SUB = Submitted RPH = Reopened

5.5 Delete a Report

- V. Click on the “Delete” button in the Options column to permanently delete a report.
- VI. If the user does not see the delete button for a report, the user did not create the report and as such cannot execute that request for the report.

FFATA Reports Listing Screenshot

powered by simplicity

Home | Profile | Contract Worklist | File / Review Reports

FFATA reports

Items 1-6 of 6

Contract Number	Agency ID	Agency Name	Status	Subcontract Award Date	Options
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	-	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Jan, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Mar, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Sep, 2009	
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	Nov, 2009	Delete
NNH09PP82D / GS02F0203S	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	DRT	May, 2010	Delete

+ Add New Report | Items 1-6 of 6

Previous | Jump 1 | Next

DRT = Draft SUB = Submitted RPH = Reopened

Section 6 Batch Uploads

(For advanced users only)

The batch upload capability allows users to upload multiple FFATA Reports in one upload.

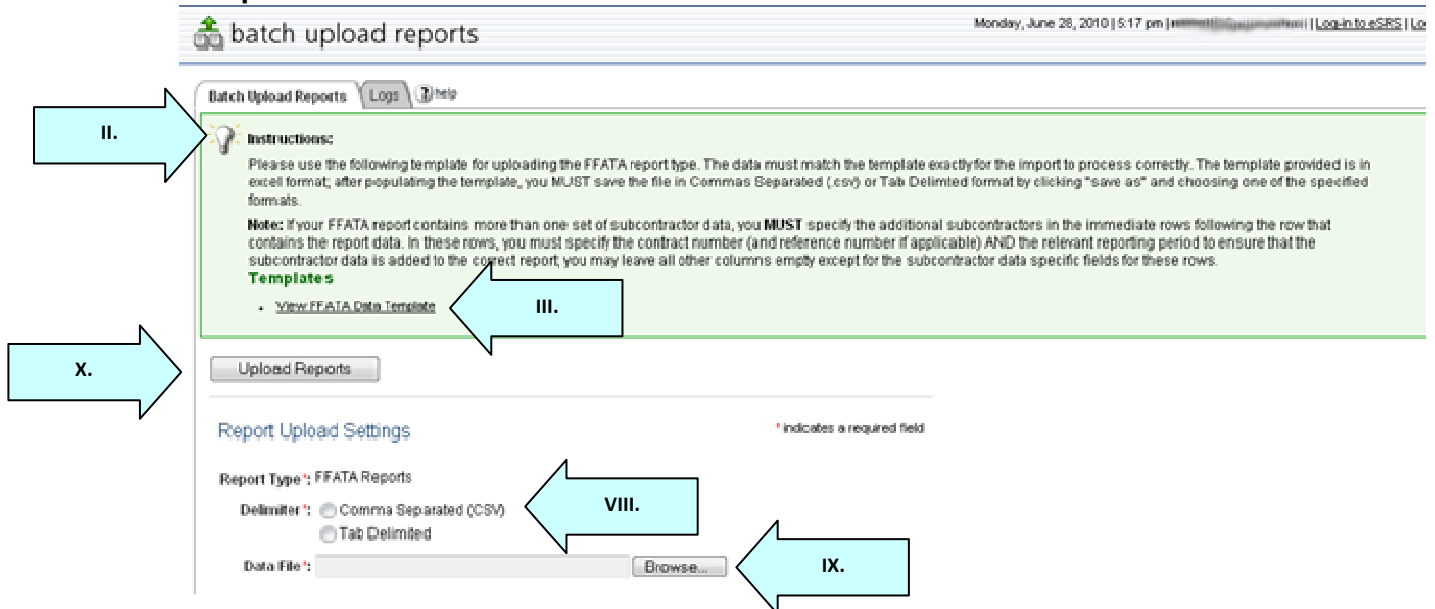
- I. Access Batch Uploads by Clicking on the main navigation, File / Review Reports. Choose the “Batch Upload Reports” option

Batch Upload Main Navigation



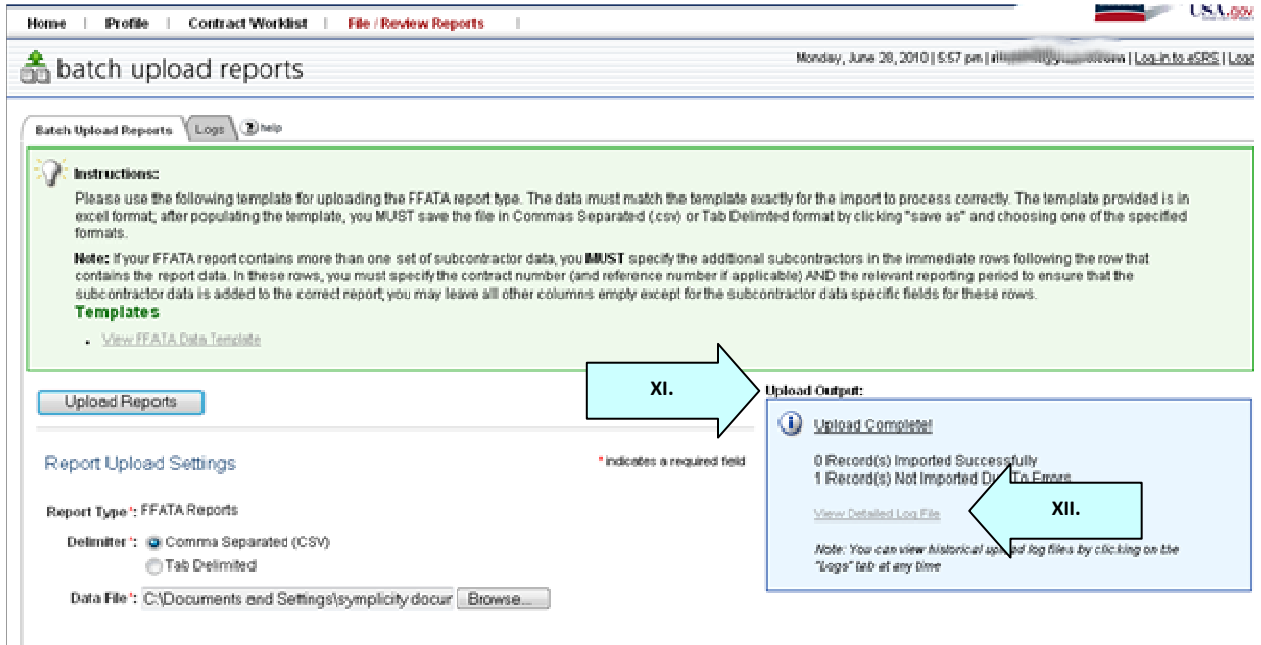
- II. Users first review the instructions presented at the top of the resource.
- III. They then download the FSRs template by clicking on the “View FFATA Data Template” link.
- IV. Using Excel (or other compatible spreadsheet editor), the user adds all contracts they intend to file within the Template. User should NOT change the template structure. They should ensure the data is entered so that it matches the file’s structure exactly.
- V. Using the Save As feature in Excel, the user saves the spreadsheet as a CSV or Tab Delimited file,
- VI. The file should be saved so it can be accessed while the user is on the FSRs system.
- VII. If the user has left FSRs to create the file, they should return to FSRs and go back to the Batch Upload Section.
- VIII. The user chooses the delimiter type that was used when the data was saved in the template file (CSV or Tab Delimited).
- IX. The user then clicks on the “Browse” button and chooses the file that was saved in Steps V/VI above.
- X. The user then clicks “Upload Reports” to initiate the upload.

Batch Upload Screenshot



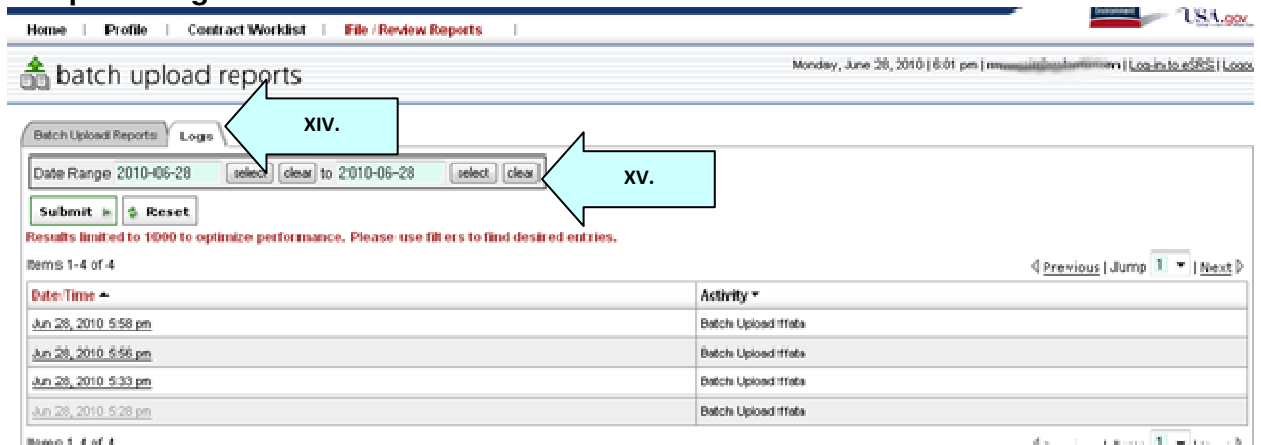
- XI. When import is complete, the system displays the import results of the file upload process on a confirmation section of the screen: "Upload Output".
- XII. Any upload errors are described. A user should click the link "View Detailed Log File" to review the information.
- XIII. Errors can be remediated in the upload file, and the user can repeat the steps above as appropriate (assumes the error was tied to the data saved in the uploaded file).

Batch Upload Output Screenshot



- XIV. Users can review the log of previous batch uploads on the "Logs" tab of the Batch Upload Reports navigation.
- XV. Users can set date filters and click "submit" to review historical import logs (users are restricted to a maximum 3 month period for log searches).

Batch Upload Logs Screenshot



(End of Document)