

# **Electronic Subcontracting Reporting System (ESRS) Contracting Official User Guide 2.0**

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## 1. Log-In to ESRS

### 1.1 Existing Users

- I. Point your browser to <https://www.esrs.gov/government/>
- II. Login to ESRS by typing your e-mail address and password.
- III. Click "Go"

### Government Users Login Screen

### 1.2 New Users

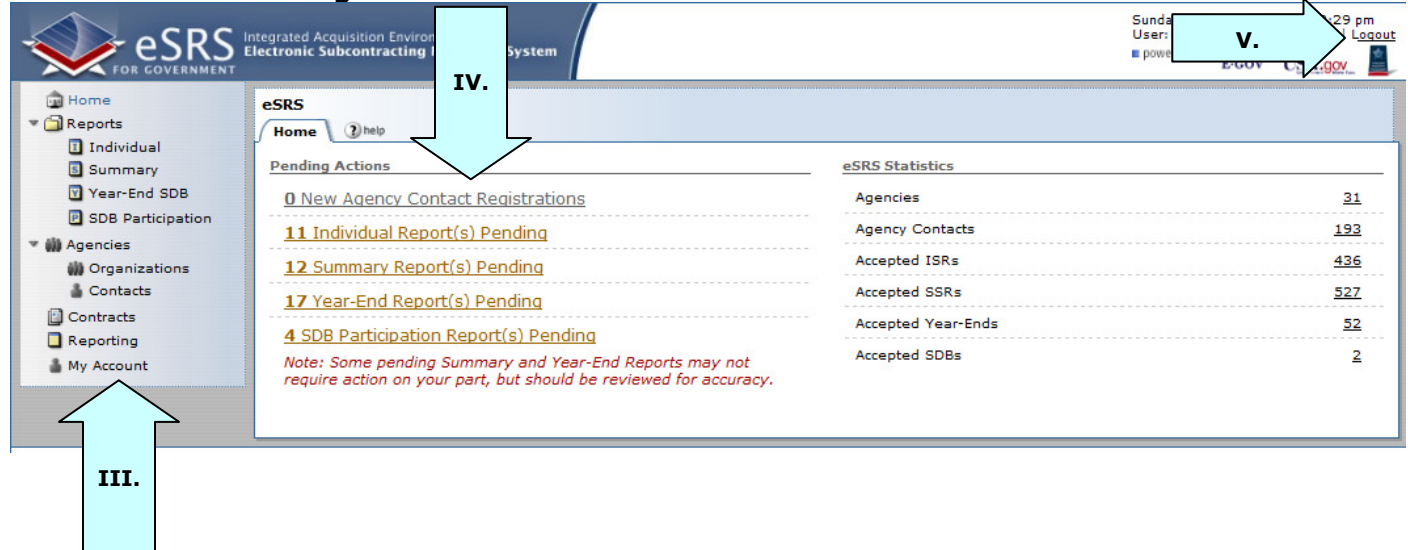
- I. Point your browser to <https://www.esrs.gov/government/>
- II. Click on the "Register" tab.
- III. Select your Agency.
- IV. Complete the forms, clicking continue after you have completed each section.
- V. At the last step, please review the information, and when ready click "Submit Registration"
- VI. You will receive an e-mail after submitting. Please follow the directions in the e-mail that you receive.
- VII. After confirming your account, you will see an "Account Confirmation Successful" message. You must now wait for approval.
- VIII. Once you are approved, you will be sent another e-mail.
- IX. You may now login to the system by following "Section 1.1, p. 3" of this manual.

### New Government Users Registration Screen

## 2. Home

- I. Login to ESRS.
- II. You will be directed to your ESRS homepage. (Depending upon your account, your homepage and navigation menu may appear differently)
- III. On the left hand side of the screen, the navigation menu is shown. This menu is available throughout all pages on the system.
- IV. "Pending Actions" will display all items in the system that your account has access to with the status "pending".
- V. Finally, when you are done using the system, please click on the "Logout" link on the top of every page.

### Government Users Login Screen



The screenshot shows the ESRS Government Users Login Screen. The page title is "eSRS Integrated Acquisition Environment Electronic Subcontracting System". The navigation menu on the left includes: Home, Reports (Individual, Summary, Year-End SDB, SDB Participation), Agencies (Organizations, Contacts), Contracts, Reporting, and My Account. The main content area is titled "eSRS Home" and features a "Pending Actions" section with the following items:

- 0 New Agency Contact Registrations
- 11 Individual Report(s) Pending
- 12 Summary Report(s) Pending
- 17 Year-End Report(s) Pending
- 4 SDB Participation Report(s) Pending


A note below the pending actions states: "Note: Some pending Summary and Year-End Reports may not require action on your part, but should be reviewed for accuracy." To the right of the pending actions is an "eSRS Statistics" table:

| eSRS Statistics    |     |
|--------------------|-----|
| Agencies           | 31  |
| Agency Contacts    | 193 |
| Accepted ISRs      | 436 |
| Accepted SSRs      | 527 |
| Accepted Year-Ends | 52  |
| Accepted SDBs      | 2   |

Annotations on the screenshot: III. points to the navigation menu; IV. points to the "Pending Actions" section; V. points to the "Logout" link in the top right corner.

### 3. Reports

#### 3.1 Individual

- I. Click on "Reports" and then "Individual" on the left hand navigation menu.
- II. You will see a screen similar to the Individual Reports Screenshot below.
- III. Click on the  View Icon beside any report to see more information regarding the filed report.
- IV. You may sort the list of reports based on column. This is accomplished by clicking on the text next to any down arrow in the column headings. You may sort the list in ascending order if you click on the same heading again. Note how the color of the text changes. The current active column is designated by a Maroon color.
- V. You may also view only specific types of reports using the search fields above the list or by clicking on the tabs near the top of the screen.
- VI. Notice, this screen will only show twenty reports at a time. To view more, simply click on the "Next >" or "< Previous" links to traverse through the list.
- VII. You may also select Prime or Sub reports.

#### Individual Reports Screenshot

The screenshot shows the 'Individual Subcontracting Reports' page. At the top, there are tabs for 'All Individual Reports', 'Accepted Individual Reports', 'Pending Individual Reports', and 'Advanced Search'. Below the tabs are search filters for Status, Report Type, and Show Me (set to Prime Reports). A table displays a list of reports with columns: Contract Number, Contractor, Agency ID, Prime/Sub, Status, Type, Period, Year, Office ID, Sub By, Date Submitted, and Options. Red arrows labeled III, IV, and VII point to the View icon, a column header, and the Show Me dropdown respectively.

| Contract Number      | Contractor          | Agency ID | Prime/Sub | Status                           | Type    | Period  | Year | Office ID | Sub By                | Date Submitted        | Options  |
|----------------------|---------------------|-----------|-----------|----------------------------------|---------|---------|------|-----------|-----------------------|-----------------------|----------|
| 00000000000000000000 | UNIB CORPORATION    | 1220      | Prime     | RPN                              | regular | Mar 31  | 2006 | 03151     | kabru.naman@unib.com  | Dec 20, 2006 10:05 am | Save PDF |
| 00000000000000000000 | UNIB CORPORATION    | 1220      | Prime     | ACC - December 21, 2006 12:08 pm | regular | Sept 30 | 2006 | 03151     | kabru.naman@unib.com  | Dec 20, 2006 10:10 am | Save PDF |
| 00000000000000000000 | UNIB CORPORATION    | 1220      | Prime     | ACC - November 27, 2007 5:17 pm  | regular | Sept 30 | 2007 | 03151     | kabru.naman@unib.com  | Oct 26, 2007 11:23 am | Save PDF |
| 00000000000000000000 | HAYWARD GROUP INC   | 12C2      | Prime     | REJ                              | final   | Sept 30 | 2005 | 398       | jhon@haywardgroup.com | Jan 25, 2006 4:10 pm  | Save PDF |
| 00000000000000000000 | CONSTRUCTION CO INC | 1280      | Prime     | ACC - July 3, 2007 10:21 am      | final   | Mar 31  | 2007 | 3142      | enormano@unib.com     | Apr 24, 2007 2:28 pm  | Save PDF |

#### 3.1.1 Agency Contract Transfers


- I. Agencies have the ability to transfer a contract from one agency/office to another agency/office in FPDS-NG.
- II. When a contract is transferred to a new agency/office in FPDS-NG, ALL reports in the eSRS that were created PRIOR to the transfer, regardless of status (Draft, Pending, Accepted, Rejected, Reopened), will remain associated to the former agency/office (the contract agency/office at the time of report creation).
- III. When a contract is transferred in FPDS-NG, the former agency/office will NOT have access to any new reports created in the eSRS AFTER the transfer took place.
- IV. When a contract is transferred in FPDS-NG, the new agency/office on the contract will have read-only access to the most recent report submitted in eSRS prior to the transfer (i.e., submitted to the former contract agency/office), regardless of status.

#### 3.1.2 Contract PIID Changes

- I. Agencies have the ability to modify PIID/Contract numbers in FPDS-NG.
- II. The eSRS will receive modified PIID/Contract numbers from FPDS-NG via the nightly web service call.

- III. The eSRS will perform a silent, nightly update of all existing reports, regardless of status, with the modified PIID/Contract number. This process will overwrite the original PIID/Contract number on the report.
- IV. When a PIID/Contract number is modified, the eSRS will display a new field from FPDS-NG labeled "Other Award (or IDV) ID" which will identify the original PIID/Contract number for reference.
- V. The original PIID/Contract number will no longer be searchable in the eSRS.

### 3.2 Summary


- I. Click on "Reports" and then "Summary" on the left hand navigation menu.
- II. You will see a screen similar to the Summary Reports Screenshot below.
- III. Click on the  View Icon beside any report to see more information regarding the filed report.
- IV. You may sort the list of reports based on column. This is accomplished by clicking on the text next to any down arrow (▼) in the column headings. You may sort the list in ascending order if you click on the same heading again. Note how the color of the text changes. The current active column is designated by a Maroon color.
- V. You may also view only specific types of reports using the search fields above the list or by clicking on the tabs near the top of the screen.
- VI. Notice, this screen will only show twenty reports at a time. To view more, simply click on the "Next >" or "< Previous" links to traverse through the list.

### Summary Reports Screenshot

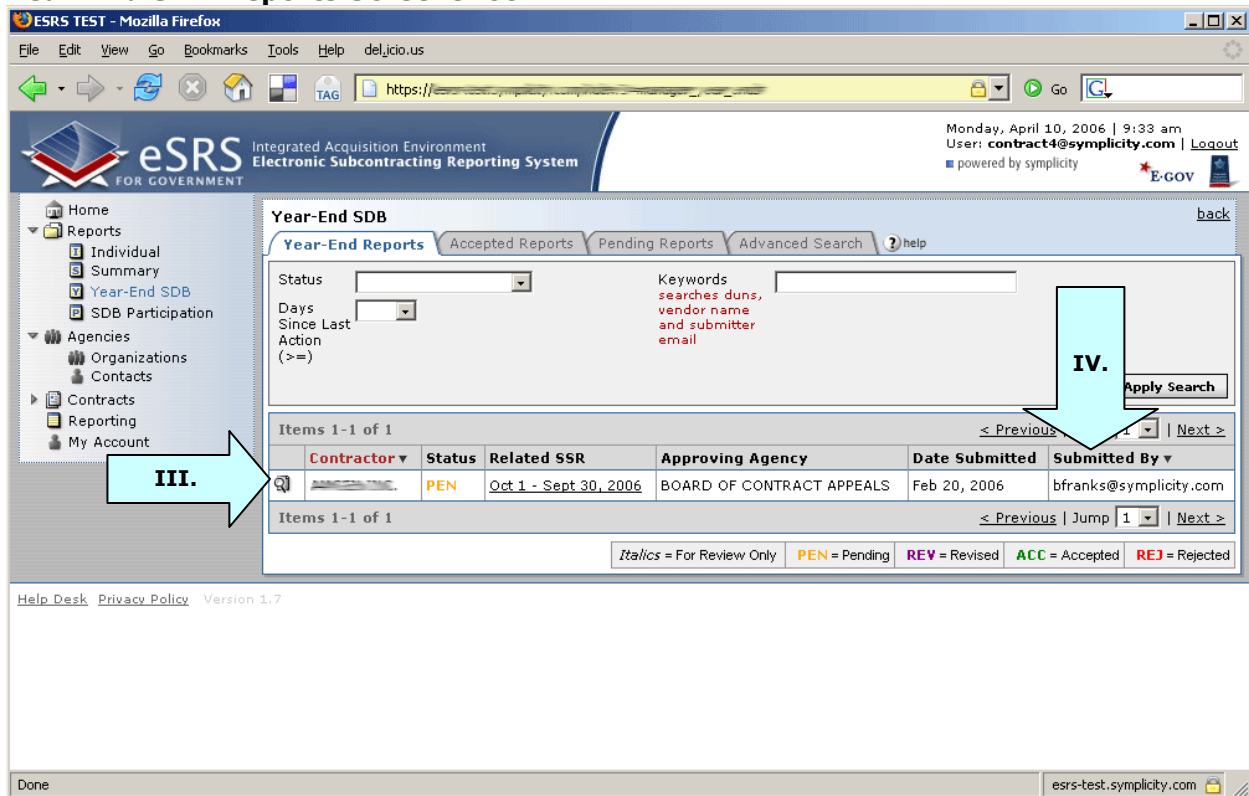
The screenshot shows the eSRS Summary Reports interface. The left navigation menu includes Home, Reports (Individual, Summary, Year-End SDB, SDB Participation), Agencies (Organizations, Contacts), Contracts, Reporting, and My Account. The main area has tabs for Summary Reports, Accepted Summary Reports, Pending Summary Reports, and Advanced Search. Search filters include Status, Days Since Last Action, Plan Type (Individual, Commercial, DoD CSP), and Keywords. A table lists reports with columns: Contractor, Status, Approving Agency, Report Period, Report Year, Submitted By, and Options. A red arrow labeled 'III.' points to the 'View' icon in the first row. A blue arrow labeled 'IV.' points to the 'Status' column header.

| Contractor         | Status                          | Approving Agency                  | Report Period   | Report Year | Submitted By           | Options  |
|--------------------|---------------------------------|-----------------------------------|-----------------|-------------|------------------------|----------|
| AMT ASSOCIATES INC | REJ                             | FOOD AND NUTRITION SERVICE (1251) | Oct 1 - Sept 30 | 2004        | hally_pch@albacore.com | Save PDF |
| AMT ASSOCIATES INC | ACC - March 16, 2006 1:55 pm    | FOOD AND NUTRITION SERVICE (12F2) | Oct 1 - Sept 30 | 2005        | hally_pch@albacore.com | Save PDF |
| AMT ASSOCIATES INC | ACC - August 15, 2007 8:28 am   | FOOD AND NUTRITION SERVICE (12F2) | Oct 1 - Sept 30 | 2006        | hally_pch@albacore.com | Save PDF |
| AMT ASSOCIATES INC | ACC - December 12, 2007 1:23 pm | FOOD AND NUTRITION SERVICE (12F2) | Oct 1 - Sept 30 | 2007        | hally_pch@albacore.com | Save PDF |

### 3.3 Year-End SDB

- I. Click on "Reports" and then "Year-End SDB" on the left hand navigation menu.
- II. You will see a screen similar to the Year-End SDB Reports Screenshot below.
- III. Click on the  View Icon beside any report to see more information regarding the filed report.
- IV. You may sort the list of reports based on column. This is accomplished by clicking on the text next to any down arrow (▼) in the column headings. You may sort the list in ascending order if you click on the same heading again. Note how the color of the text changes. The current active column is designated by a Maroon color.
- V. You may also view only specific types of reports using the search fields above the list or by clicking on the tabs near the top of the screen.
- VI. Notice, this screen will only show twenty reports at a time. To view more, simply click on the "Next >" or "< Previous" links to traverse through the list.

#### Year-End SDB Reports Screenshot




The screenshot displays the eSRS Year-End SDB Reports interface. The left navigation menu includes 'Home', 'Reports' (with sub-items: Individual, Summary, Year-End SDB, SDB Participation), 'Agencies' (with sub-items: Organizations, Contacts), 'Contracts' (with sub-items: Reporting, My Account), and 'My Account'. The main content area is titled 'Year-End SDB' and includes tabs for 'Year-End Reports', 'Accepted Reports', 'Pending Reports', and 'Advanced Search'. Search filters include 'Status', 'Days Since Last Action (>=)', and 'Keywords'. A table of reports is shown with columns: Contractor, Status, Related SSR, Approving Agency, Date Submitted, and Submitted By. A legend at the bottom indicates report statuses: *Italics* = For Review Only, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected.

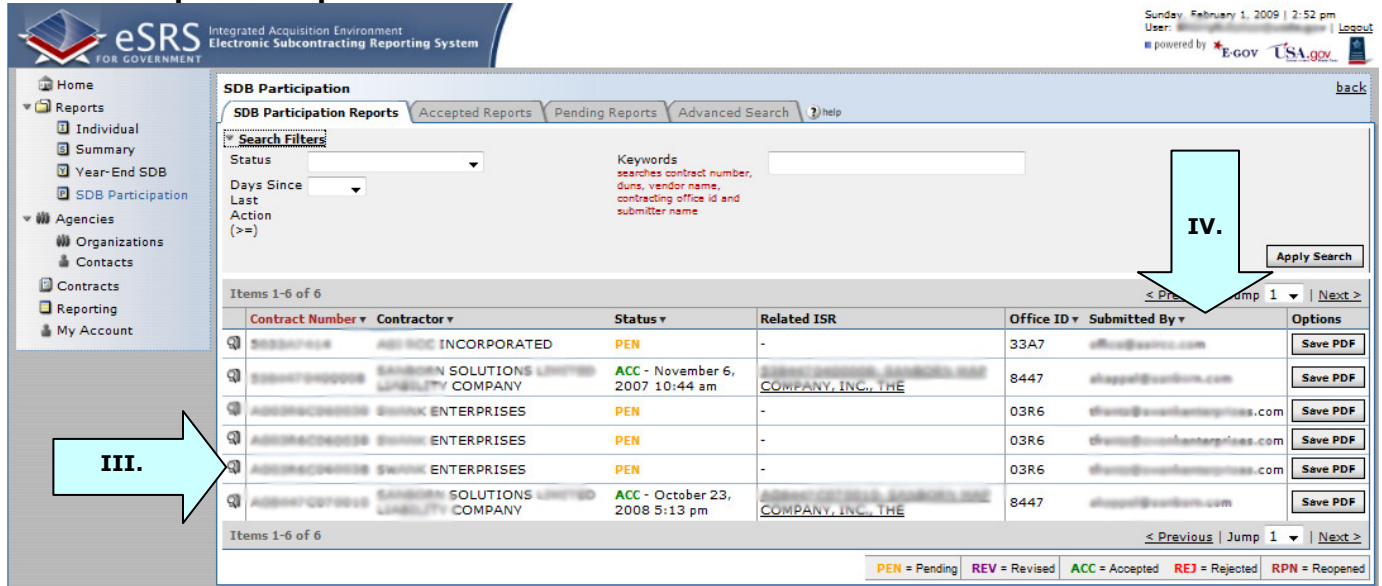
| Contractor ▼      | Status | Related SSR           | Approving Agency          | Date Submitted | Submitted By ▼         |
|-------------------|--------|-----------------------|---------------------------|----------------|------------------------|
| <i>██████████</i> | PEN    | Oct 1 - Sept 30, 2006 | BOARD OF CONTRACT APPEALS | Feb 20, 2006   | bfranks@simplicity.com |



### 3.4 SDB Participation

- I. Click on "Reports" and then "SDB Participation" on the left hand navigation menu.
  - Note: The SDB Participation Report is an optional report.**
- II. You will see a screen similar to the Year-End SDB Reports Screenshot below.
- III. Click on the  View Icon beside any report to see more information regarding the filed report.
- IV. You may sort the list of reports based on column. This is accomplished by clicking on the text next to any down arrow (▼) in the column headings. You may sort the list in ascending order if you click on the same heading again. Note how the color of the text changes. The current active column is designated by a Maroon color.
- V. You may also view only specific types of reports using the search fields above the list or by clicking on the tabs near the top of the screen.
- VI. Notice, this screen will only show twenty reports at a time. To view more, simply click on the "Next >" or "< Previous" links to traverse through the list.

#### SDB Participation Reports Screenshot




The screenshot shows the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) interface. The main content area is titled "SDB Participation" and contains a table of reports. The table has columns for Contract Number, Contractor, Status, Related ISR, Office ID, Submitted By, and Options. The "Status" column is currently sorted by "Last Action (>=)", indicated by a maroon color. A legend at the bottom right explains the status colors: PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected, RPN = Reopened.

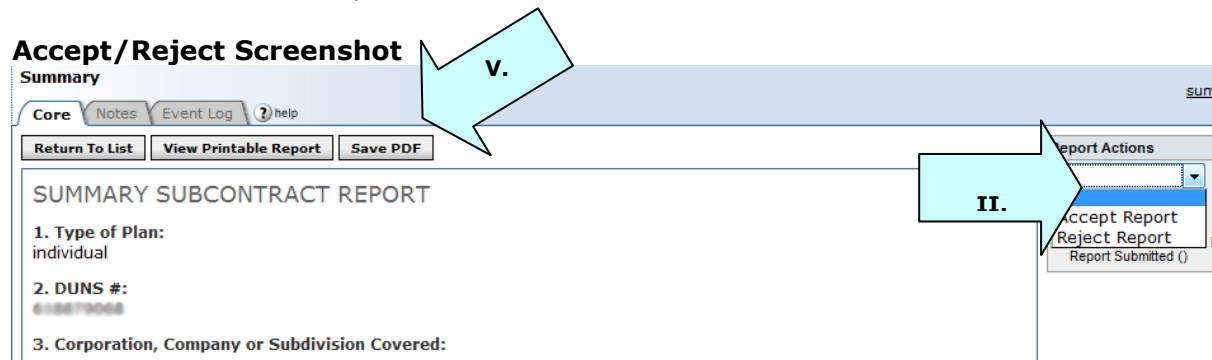
| Contract Number | Contractor                                  | Status                          | Related ISR  | Office ID | Submitted By               | Options  |
|-----------------|---|---------------------------------|--|-----------|----------------------------|----------|
| 503530704       | ADRIEC INCORPORATED                         | PEN                             | -  | 33A7      | af@adriec.com              | Save PDF |
| 50353070008     | SANBORN SOLUTIONS LIMITED LIABILITY COMPANY | ACC - November 6, 2007 10:44 am | 50353070008 SANBORN SOLUTIONS LIMITED LIABILITY COMPANY, INC., THE | 8447      | shoppel@sanborn.com        | Save PDF |
| 50353070038     | SWANK ENTERPRISES                           | PEN                             | -  | 03R6      | shank@swankenterprises.com | Save PDF |
| 50353070038     | SWANK ENTERPRISES                           | PEN                             | -  | 03R6      | shank@swankenterprises.com | Save PDF |
| 50353070038     | SWANK ENTERPRISES                           | PEN                             | -  | 03R6      | shank@swankenterprises.com | Save PDF |
| 50353070038     | SANBORN SOLUTIONS LIMITED LIABILITY COMPANY | ACC - October 23, 2008 5:13 pm  | 50353070038 SANBORN SOLUTIONS LIMITED LIABILITY COMPANY, INC., THE | 8447      | shoppel@sanborn.com        | Save PDF |



### 3.5 Accept / Reject (No Administering Agency Designated on Report)

The processes to accept or reject individual and summary reports are the same. To accept or reject, simply go to the section (Individual or Summary) that the report is filed. Click on the "Pending" tab near the top of the screen, and find the report that you would like to accept or reject.

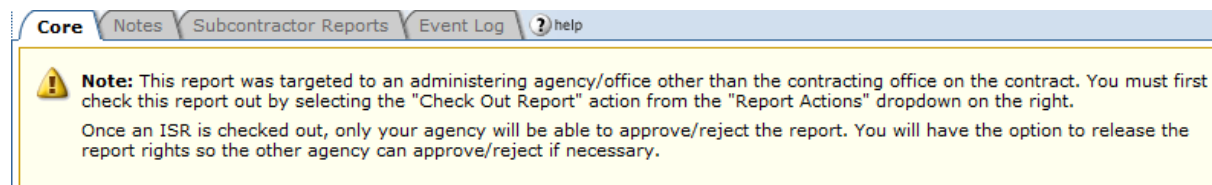
- I. Click on the  View Icon beside the report. **Note, you may only accept/reject Pending or Revised Reports.**
- II. Select Accept Report or Reject Report from the "Report Actions" drop down box on the right sidebar and click the "Go" button.
- III. If you accepted the report, you will be redirected to the Notes page with the option to submit an Acceptance Note or cancel the action. To complete the action, click "Submit" button. You may return to the report list by clicking on the "Back to Reports List" button from the Core tab.
- IV. If you clicked "Reject Report" you will be redirected to the Notes page with requirement to submit a Rejection Note or cancel the action. Complete the form with information as to why the report was rejected. After completing the form, click "Submit" to finalize the rejection.
- V. You may also use the buttons along the top to view a printable report, save as PDF, or return to the reports list.



### 3.6 Accept / Reject (Administering Agency Designated on Report)

This section will outline the process for managing Individual reports on which the contractor designated an Administering Agency other than the Contracting Office on the contract.


The first step is to go to the Individual Reports section. Click on the "Pending" tab near the top of the screen, and find the report that you would like to manage. If a report has an Administering Agency selected, a note will display at the top of the report advising of the status.

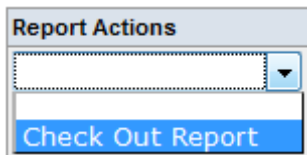


**NOTE:** In order to Accept/Reject a report that has an Administering Agency, the "Check Out" function must be available. If the "Check Out Report" action is not available, you will

need to request that the report be released by the agency who currently has the report checked out.


### 3.6.1 Accept/Reject

- I. Click on the  View Icon beside the desired report.
- II. Select "Check Out Report" from the "Report Actions" drop down box on the right (see Report Actions screenshot below) and click the "Go" button. **Note:** If you check out the report, only your agency/office will have accept/reject rights for the report. If you check out the report, the action will be tracked in the right hand "Action History" sidebar for both involved agencies to view.



**Note:** If you are registered at a level above both the Contracting Office on the contract AND the designated Administering Agency in the report, you will be required to select the Agency/Office for which you are checking out the report. **Example:** The Contracting Office on the report is AFRL and the report is submitted to AFMC as the Administering Agency. If the person reviewing (checking out) the report is registered at the parent agency level Air Force (level above sub agency), you must select the agency you are representing at the time of check out (AFMC or AFRL).

**Choose Agency** ✕

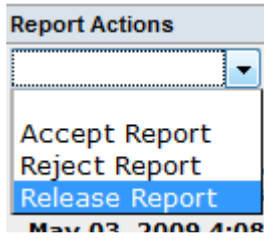
 Your account has visibility/rights into both the agency on contract and the other administering agency selected for this ISR report. Please select the agency/office for which you are checking out this report.

**Choose Agency For Checkout** \* indicates a required field

**Agency\*:**  AIR FORCE RESEARCH LABORATORY (AFRL) - GS03  
 AFMC (AFMC) - FA8104

- III. If you have the report checked out, you will be able to select "Accept Report" or "Reject Report" from the "Report Actions" drop down box on the right by clicking on the appropriate action. A notification box will appear to allow you to enter a note for

the report that will be viewable by all parties reviewing the report. **Note:** If you "Reject" a report you are required to provide a notification as to why.



- IV. Click "Submit" to finalize the action.
- V. You may view a printable report or, save as PDF, or return to the reports list by selecting the appropriate button at the top of the core report page.
- VI. If you accept or reject the report, the action will be tracked in the right hand "Action History" sidebar for both involved agencies to view.


### 3.6.2 Request to Release a Report

- I. Click on the  View Icon beside the desired report.
- II. At any given time, the Contracting Office and Administering Agency users can view which agency currently has the report checked out, and therefore are able to manage the report. There is a "Report Rights" box visible on the right sidebar for all reports that have an administering agency designated by the contractor on the report.
  - a. A red "x" will display next to the agency that does NOT have the report checked out.
  - b. A green check mark will display next to the agency that currently has the report checked out.

| Report Rights             |   |   |
|---------------------------|---|---|
| Contracting Office Agency | AIR FORCE RESEARCH LABORATORY (AFRL) - GS03 | ✘ |
| Admin Agency              | AFMC (AFMC) - FA8104                        | ✔ |

- III. If the report is already checked out by the other agency involved, you may request access by clicking on the link "click here to send email" located at the top of the report within the **"Note"**.

Core Notes Subcontractor Reports Event Log ? help


 **Note:** This report was targeted to an administering agency/office other than the contracting office on the contract. Currently, AFMC (AFMC) - Contracting Office: FA8104 has checked out this report and has approval/rejection rights.  
 If you would like to send an email message to the government user that checked out the report, requesting access to approve/reject, [click here to send email](#)

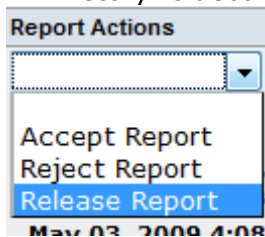
After clicking on the "click here to send email" link, your email client will generate a new email message with the "To" and "Subject" fields pre-populated. The email will be sent to the agency user who currently has the report checked out with the subject "Request Access to ISR Report."

IV. You may also request access to a report by clicking on the "request access" button found in the "Report Rights" box.



### 3.6.3 Release a Report

- I. Click on the  View Icon beside the desired report.
- II. Select "Release Report" from the "Report Actions" drop down box on the right (see Report Actions screenshot below). **Note:** If you release the report, you will no longer have accept/reject rights for the report.
- III. If you release the report, the action will be tracked in the right hand "Action History" sidebar for both involved agencies to view.

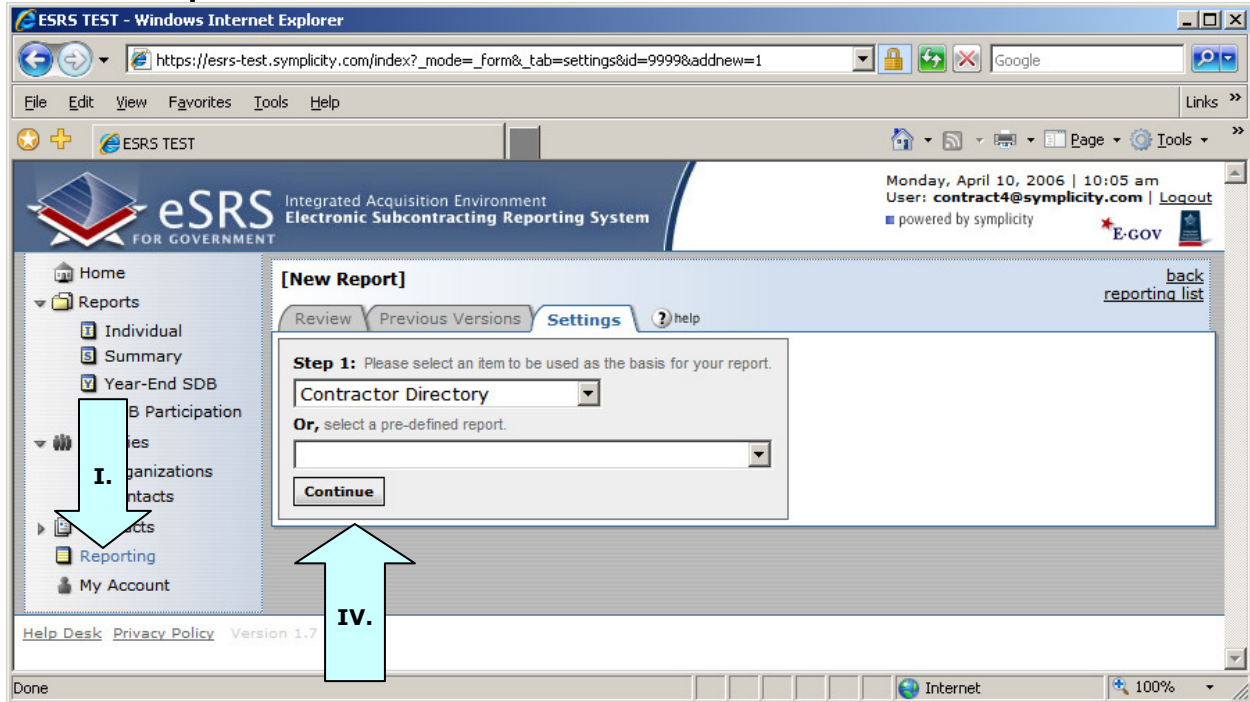


## 4. Reporting

### 4.1 Build New Reports

- I. Create New Report by clicking on REPORTING on the left navigation menu.
- II. Click on Add New
- III. You will be taken to a screen similar to the one below.

#### Add New Report



- IV. Select the basis for your report, or choose a predefined report.
- V. Click Continue
- VI. Before building the report, checkmark the Save As box and input a Name and Description for the Report.
- VII. When updating an existing report, save the report under a different name by checkmarking Copy to New Report.
- VIII. Select the fields to be included in the report by check-marking specific fields.
- IX. Narrow the focus of the report by clicking on a Filter link under a particular field.
- X. Once fields and filters have been assigned, view the report by clicking Submit at the bottom of the page. **NOTE:** Save & continue will save change to report builder, but will not run report in order to view it.

### Build a New Report

ESRS TEST - Windows Internet Explorer

https://esrs-test.simplicity.com/index?\_mode=\_form&\_tab=settings&id=9999&addnew=1

File Edit View Favorites Tools Help

ESRS TEST

Monday, April 10, 2006 | 10:09 am  
User: contract4@simplicity.com | Logout  
powered by simplicity E-GOV

**[New Report]** [back reporting list](#)

Review Previous Versions **Settings** help

Save as: [contact] Brent / 2006-04-10 10:09:54 Max. on-screen results: 500  
(enter zero to display all rows)

Description:

**Step 2:** Please select the fields and filters you wish to have included in your report.


Base Class: **Contacts**  Count

- Contractor
- Last Name
- First Name
- Middle Name
- Email
- Phone
- Fax
- Cell Phone
- Supervisor Name
- Supervisor Email
- SBA Region filter
- SBA Cont filter

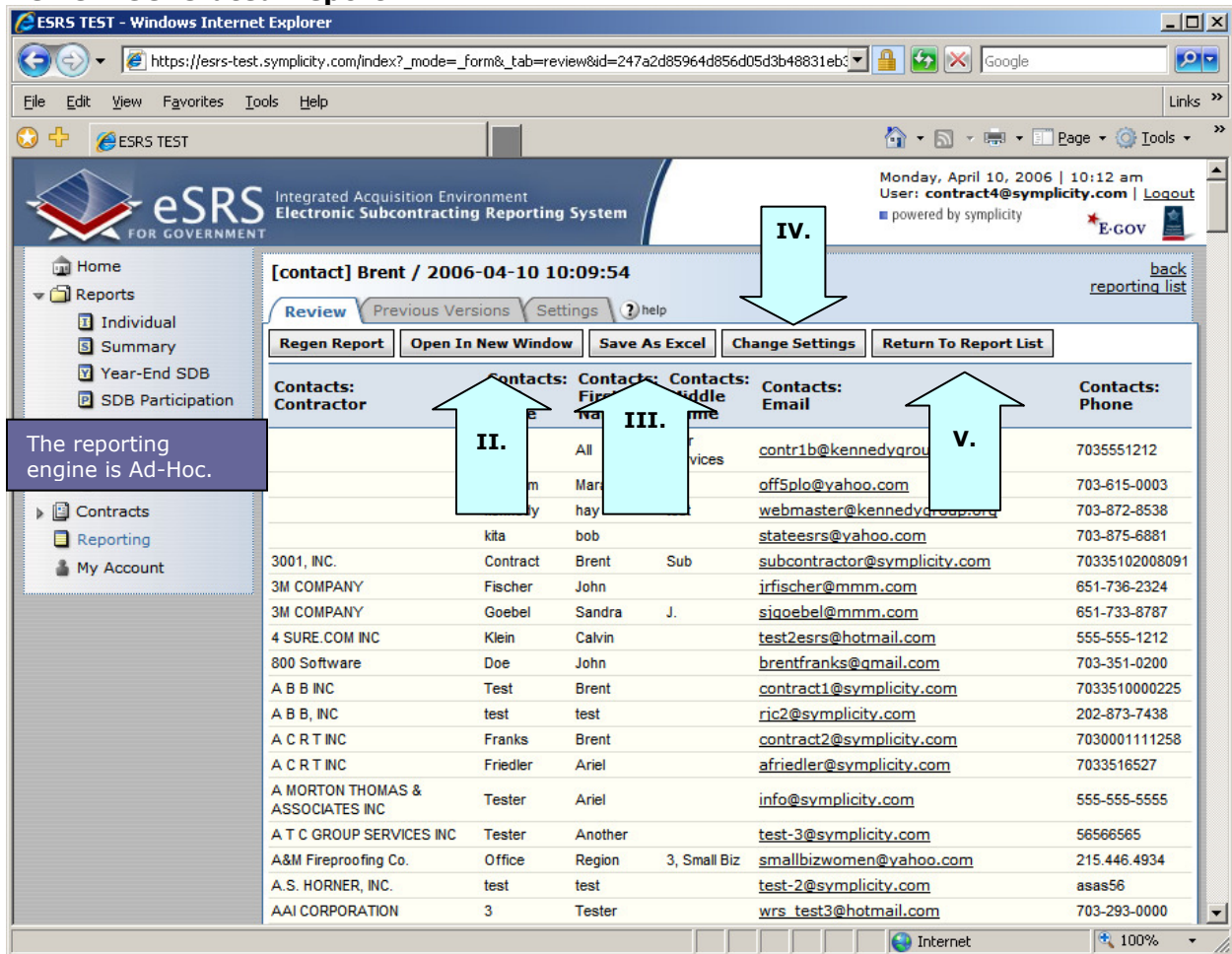
Done Internet 100%



## 4.2 View Generated Report

- I. Click on the  View Icon beside an existing report. **Note: A red "No Data Reported" value indicates that there are no Accepted reports in the system with applicable data.**
- II. Show the report in a separate browser by clicking on the Open in New Window button at the top.
- III. Transfer the report into an Excel Workbook by clicking the Save as Excel button.
- IV. Re-configure the report by clicking on Change Settings button at the top.
- V. Go back to the report list by clicking the Return to Report List button.

### Review Generated Report



The reporting engine is Ad-Hoc.

Monday, April 10, 2006 | 10:12 am  
User: contract4@symplicity.com | Logout  
powered by simplicity E-GOV

[contact] Brent / 2006-04-10 10:09:54 [back reporting list](#)





Review Previous Versions Settings ?help

Regen Report Open In New Window Save As Excel Change Settings Return To Report List

| Contacts: Contractor             | Contacts: Firm Name | Contacts: Middle Name | Contacts: Email       | Contacts: Phone              |                |
|----------------------------------|---------------------|-----------------------|-----------------------|------------------------------|----------------|
|                                  | All                 |                       | contr1b@kennedygrou   | 7035551212                   |                |
|                                  | m                   | Mar                   | off5plo@yahoo.com     | 703-615-0003                 |                |
|                                  | y                   | hay                   | webmaster@kennedygrou | 703-872-8538                 |                |
|                                  | kita                | bob                   | stateesrs@yahoo.com   | 703-875-6881                 |                |
| 3001, INC.                       | Contract            | Brent                 | Sub                   | subcontractor@symplicity.com | 70335102008091 |
| 3M COMPANY                       | Fischer             | John                  |                       | jrfischer@mmm.com            | 651-736-2324   |
| 3M COMPANY                       | Goebel              | Sandra                | J.                    | sjgoebel@mmm.com             | 651-733-8787   |
| 4 SURE.COM INC                   | Klein               | Calvin                |                       | test2esrs@hotmail.com        | 555-555-1212   |
| 800 Software                     | Doe                 | John                  |                       | brentfranks@gmail.com        | 703-351-0200   |
| A B B INC                        | Test                | Brent                 |                       | contract1@symplicity.com     | 7033510000225  |
| A B B, INC                       | test                | test                  |                       | ric2@symplicity.com          | 202-873-7438   |
| A C R T INC                      | Franks              | Brent                 |                       | contract2@symplicity.com     | 7030001111258  |
| A C R T INC                      | Friedler            | Ariel                 |                       | afriedler@symplicity.com     | 7033516527     |
| A MORTON THOMAS & ASSOCIATES INC | Tester              | Ariel                 |                       | info@symplicity.com          | 555-555-5555   |
| A T C GROUP SERVICES INC         | Tester              | Another               |                       | test-3@symplicity.com        | 56566565       |
| A&M Fireproofing Co.             | Office              | Region                | 3, Small Biz          | smallbizwomen@yahoo.com      | 215.446.4934   |
| A.S. HORNER, INC.                | test                | test                  |                       | test-2@symplicity.com        | asas56         |
| AAI CORPORATION                  | 3                   | Tester                |                       | wrs_test3@hotmail.com        | 703-293-0000   |



### 4.3 View Existing Reports

- I. View Existing Report by clicking on REPORTING on the left navigation menu.
- II. View Saved Queries/Report on the list.
- III. View , Edit , Re-run , View Previous Results  by clicking on respective icons.

#### View Existing Reports

ESRS TEST - Windows Internet Explorer

https://esrs-test.simplicity.com/index?s=reporting

ESRS TEST





Monday, April 10, 2006 | 11:08 am  
User: contract4@simplicity.com | Logout  
powered by simplicity E-GOV

Reporting

Saved Reports

Class: [Dropdown]  
Status: [Dropdown]  
Keywords: [Text Box]  
Searches label and description.  
Apply Search Clear


Items 1-1 of 1

| Options   | Class                | Label                                 | Description | Last Modified         | Last Run              |
|---|----------------------|---------------------------------------|-------------|-----------------------|-----------------------|
|     | Contractor Directory | [contact] Brent / 2006-04-10 10:09:54 |             | Apr 10, 2006 10:12 am | Apr 10, 2006 10:12 am |

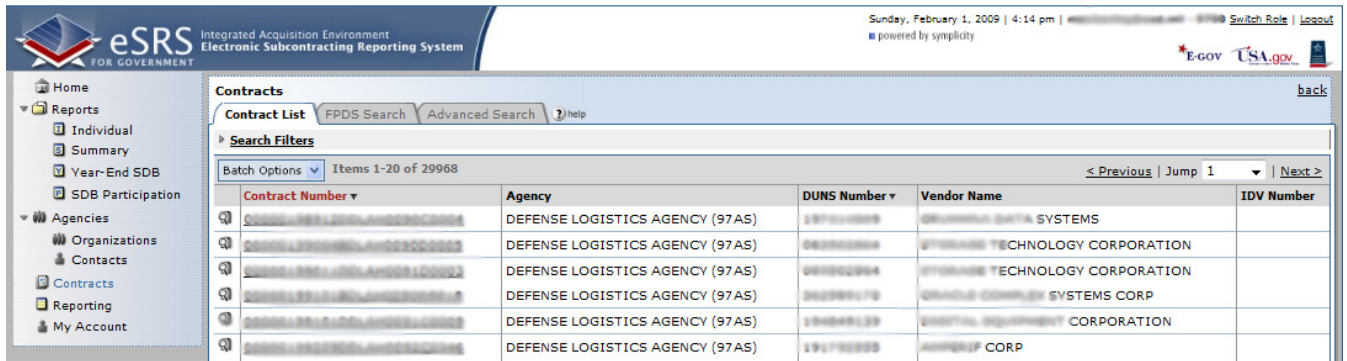
Items 1-1 of 1

## 5. Contracts

### 5.1 Contract List

- I. Click "Contracts" on the left hand navigation menu.
- II. You will be able to see all contracts associated to your agency and below.
- III. Click on the  or the contract number to review the details of the contract sent from FPDS-NG.
- IV. You may also search for contracts using the Keywords search feature near the top of the screen. **Note: You will not be able to search for PIID/Contract numbers that have been changed in FPDS-NG. You are only able to search for current PIID/Contract numbers.**

### Contract List Screenshot



Sunday, February 1, 2009 | 4:14 pm | [Switch Role](#) | [Logout](#)  
 powered by simplicity

**eSRS** Integrated Acquisition Environment  
 Electronic Subcontracting Reporting System

Home  
 Reports  
 Individual  
 Summary  
 Year-End SDB  
 SDB Participation  
 Agencies  
 Organizations  
**Contracts**  
 Reporting  
 My Account

**Contracts** [back](#)

**Contract List** [FPDS Search](#) [Advanced Search](#) [help](#)

**Search Filters**

Batch Options  Items 1-20 of 29968 [< Previous](#) | Jump 1 | [Next >](#)

| Contract Number                   | Agency                          | DUNS Number | Vendor Name                    | IDV Number |
|-----------------------------------|---------------------------------|-------------|--------------------------------|------------|
| <a href="#">[Contract Number]</a> | DEFENSE LOGISTICS AGENCY (97AS) | 187610000   | GRUNNIG DATA SYSTEMS           |            |
| <a href="#">[Contract Number]</a> | DEFENSE LOGISTICS AGENCY (97AS) | 062000004   | STORAGE TECHNOLOGY CORPORATION |            |
| <a href="#">[Contract Number]</a> | DEFENSE LOGISTICS AGENCY (97AS) | 062000004   | STORAGE TECHNOLOGY CORPORATION |            |
| <a href="#">[Contract Number]</a> | DEFENSE LOGISTICS AGENCY (97AS) | 362000170   | ORACLE COMPLEX SYSTEMS CORP    |            |
| <a href="#">[Contract Number]</a> | DEFENSE LOGISTICS AGENCY (97AS) | 180848129   | DIGITAL EQUIPMENT CORPORATION  |            |
| <a href="#">[Contract Number]</a> | DEFENSE LOGISTICS AGENCY (97AS) | 191700000   | AMPERIF CORP                   |            |

## 6. My Account

### 6.1 General Information

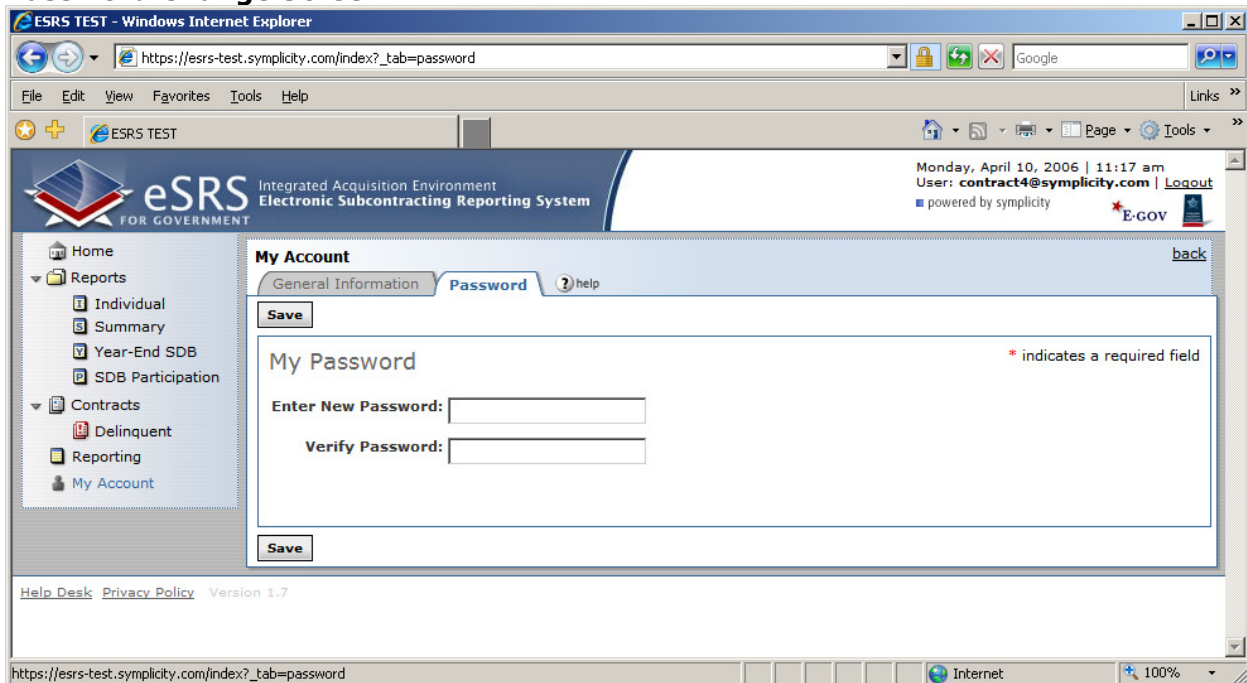
My Account enables users to change their personal information (Name, Title, Phone, Fax, E-mail) and passwords.

- I. Click on My Account in the left navigation menu.
- II. Change the fields that you wish to edit.
- III. Click on "Save".

### 6.2 Change Password

- I. Click on My Account in the left navigation menu.
- II. Click on the password tab.
- III. Enter your new password.
- IV. Click on "Save".

### Password Change Screen



ESRS TEST - Windows Internet Explorer

https://esrs-test.simplicity.com/index?\_tab=password

File Edit View Favorites Tools Help

ESRS TEST

Monday, April 10, 2006 | 11:17 am  
 User: contract4@simplicity.com | Logout  
 powered by simplicity E-GOV

Home  
 Reports  
   Individual  
   Summary  
   Year-End SDB  
   SDB Participation  
 Contracts  
   Delinquent  
   Reporting  
 My Account

**My Account** [back](#)

General Information **Password** [help](#)

**Save**

My Password \* indicates a required field

Enter New Password:

Verify Password:

**Save**

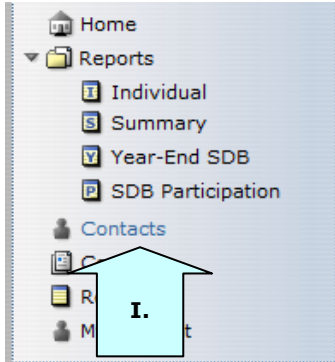
[Help Desk](#) [Privacy Policy](#) Version 1.7

https://esrs-test.simplicity.com/index?\_tab=password


## 7. Agency Contacts

### 7.1 View Agency Contacts

I. Click on "Contacts" from the left-hand navigation menu.



II. The list will default to ALL registered government users, however, you can use the Search Filters to refine the list by Agency, Permission Level (Account Type), User Level (agency or contracting office) and/or Keywords (e.g., name, email).

III. Click on the  icon or the Name of the desired contact to view details.

IV. Click on a desired email address to have your email client generate a new message with the "To" field pre-populated.

V. You can sort any columns with a black arrow in the header.

A screenshot of the 'Agency Contacts' page. At the top, there is a 'Search Filters' section with dropdown menus for 'Agency' and 'Permission Level', and input fields for 'User Level' and 'Keywords'. An 'Apply Search' button is located to the right. Below the filters is a table with columns: Last Name, First Name, Agency, Title, and Email. The table contains two rows of contact information. Annotations include: 'II.' pointing to the 'Group List By' dropdown; 'III.' pointing to the magnifying glass icon in the first row; 'IV.' pointing to the email address in the second row; and 'V.' pointing to the 'Title' header.

|  | Last Name | First Name | Agency  | Title  | Email       |
|--|-----------|------------|---|--------|-------------|
|  | S...      | K...       | SMALL BUSINESS ADMINISTRATION (7300)                          | NT 3 R | ke...@a.gov |
|  | h...      | h...       | DEPT OF DEFENSE (9700) GENERAL SERVICES ADMINISTRATION (4700) | QA     | ha...@a.gov |

**7.1.1 Group List By**

- I. There are two viewing options for the Agency Contacts list: Group By User or Group By Accounts. You can alternate views by clicking on the desired link. Note: The current view will be the one that is not underlined.



- II. The "Group List By User" option will display each user in one row of the main list. This means that if a user is registered under multiple agencies, that user will be listed once with all associated agencies listed in a single field. When in this view, you will not be able to sort by Agency or Office.

**Group List By: By User |**

| Batch Options            |                          | Items 1-20 of 38 |              | Jump 1  |            |                |    |
|--------------------------|--------------------------|------------------|--------------|---|------------|----------------|----|
| <input type="checkbox"/> | <input type="checkbox"/> | Last Name ▼      | First Name ▼ | Agency ▲  | Title ▲    | Email ▲        | PI |
| <input type="checkbox"/> | <input type="checkbox"/> | Account          | Test         |   |            | .....com       |    |
| <input type="checkbox"/> | <input type="checkbox"/> | .....            | .....        | AFMC (AFMC)<br>AIR FORCE RESEARCH<br>LABORATORY (AFRL)<br>CCE (CCE)<br>DEPT OF DEFENSE (9700) | DoD Tester | GE.....BTA.MIL | 70 |
| <input type="checkbox"/> | <input type="checkbox"/> | .....            | .....        | USACE (USACE)   |            | .....ahoo.com  |    |
| <input type="checkbox"/> | <input type="checkbox"/> | .....            | .....        | SMALL BUSINESS ADMINISTRATION (7300)  |            | .....ail.com   |    |

A light blue arrow labeled 'II.' points to the 'Agency' column in the table above.

- III. The "Group List By Accounts" option will display each account in one row of the main list. This means that if a user has multiple accounts or "hats" associated with their user registration, each account will be listed in its own row. When in this view, you will be able to sort by Agency or Office.

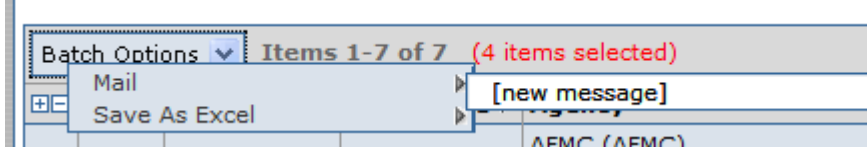
**7.2 Batch Options: Mail**

- I. Use the checkbox feature to select the desired contacts. Or, use the  to select ALL or deselect ALL contacts.

A light blue arrow labeled 'I.' points to the first row of the table below.

| Batch Options                       |                          | Items 1-7 of 7 (4 items selected) |              |   |  |
|-------------------------------------|--------------------------|-----------------------------------|--------------|---|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Last Name ▼                       | First Name ▼ | Agency                                    |  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | .....                             | .....        | AFMC (AFMC)<br>AIR FORCE RES<br>CCE (CCE) |  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | .....                             | Stephen      | PUBLIC BUILDI                             |  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | .....                             | Michael      | A Test Agency                             |  |

- II. After selecting the desired contacts, you can send an email message to all by selecting Batch Options -> Mail -> [new message]



- III. The Mail Wizard tab will display for you to create the details/parameters for your batch mail message. Complete all required fields and click "next" to continue.

**Contacts** [back](#)

Agency Contacts | New Agency Contact Registrations | **Mail Wizard** | [help](#)

**STEP 1: Review/Edit Message**  
Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

|  |  |
|--|--|
| <p><b>Message Identifier:</b> Please enter an identifier for this message<br/><input type="text"/></p> <p><b>Subject*:</b> Enter the subject of the email message.<br/><input type="text" value="Test Message"/></p> <p><b>From*:</b> Please enter the e-mail address which will be used in the from field.<br/><input type="text" value="test@simplicity.com"/></p> <p><b>Cc:</b> Address(es) who should be carbon copied<br/><input type="text"/></p> <p><b>Bcc:</b> Address(es) who should be blind copied<br/><input type="text"/></p> <p><b>HTML Format:</b> Do you wish to format this message using HTML?<br/><input type="radio"/> yes <input checked="" type="radio"/> no</p> <p><b>Message Body*:</b> Please enter the message body, including any substitution fields<br/><input type="text" value="test"/></p> | <p><b>AVAILABLE FIELDS</b></p> <p>[fullname]<br/>[fname]<br/>[mi]<br/>[lname]<br/>[phone]<br/>[fax]<br/>[email]<br/>[password]<br/>[date]<br/>[tab]</p> <p><b>Please note:</b> Use of the [password] field will result in the login password being reset and a new password generated for all contacts receiving this email.</p> |
|--|--|

- IV. Review the list of recipients and make any desired changes to the list.
- V. Click "Prev" to return to Step 1.
- VI. Click "Cancel" to stop the action.
- VII. Click "Send Messages" to begin the mailing process.

**Contacts** [back](#)


Agency Contacts | New Agency Contact Registrations | **Mail Wizard** | [help](#)

**STEP 2: Review Recipients**  
Please review the list of recipients below, and make any desired changes.

GE...BTA.MIL  
...comcast.net  
...simplicity.com

**WARNING:** When you click 'Send Messages', the mailing will begin. This is your last chance to change your mind or make any corrections.

**7.3 Batch Options: Save as Excel**

- I. Use the checkbox feature to select the desired contacts. Or, use the  to select ALL or deselect ALL contacts.
- II. After selecting the desired contacts, you can save the list as an excel file by clicking Batch Options -> Save As Excel -> Selected Records. A pop-up will appear with the option to open the file or save the file.
- III. You can also save an entire page as an excel file without having to select specific contacts by clicking Batch Options -> Save As Excel -> This Page. A pop-up will appear with the option to open the file or save the file.

