

Electronic Subcontracting Reporting System (ESRS) Government POC User Guide 1.9

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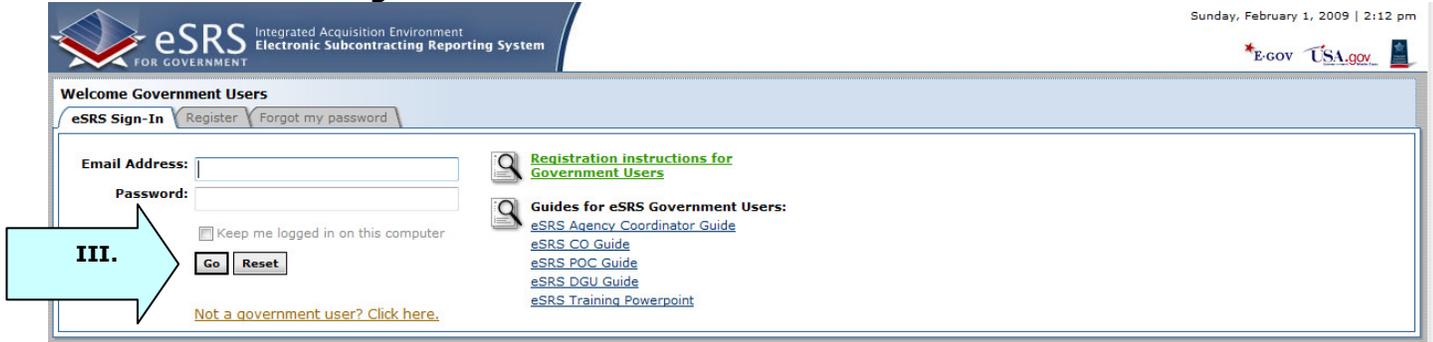
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1. Log-In to ESRS

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"

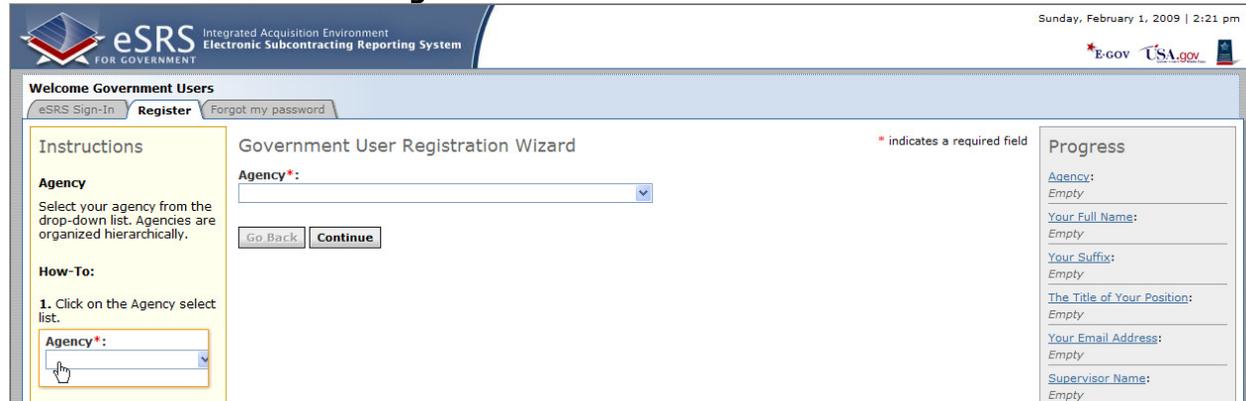
Government Users Login Screen



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 "Government Users Login Screen". The header includes the ESRS logo and the text "Integrated Acquisition Electronic Subcontract Reporting 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

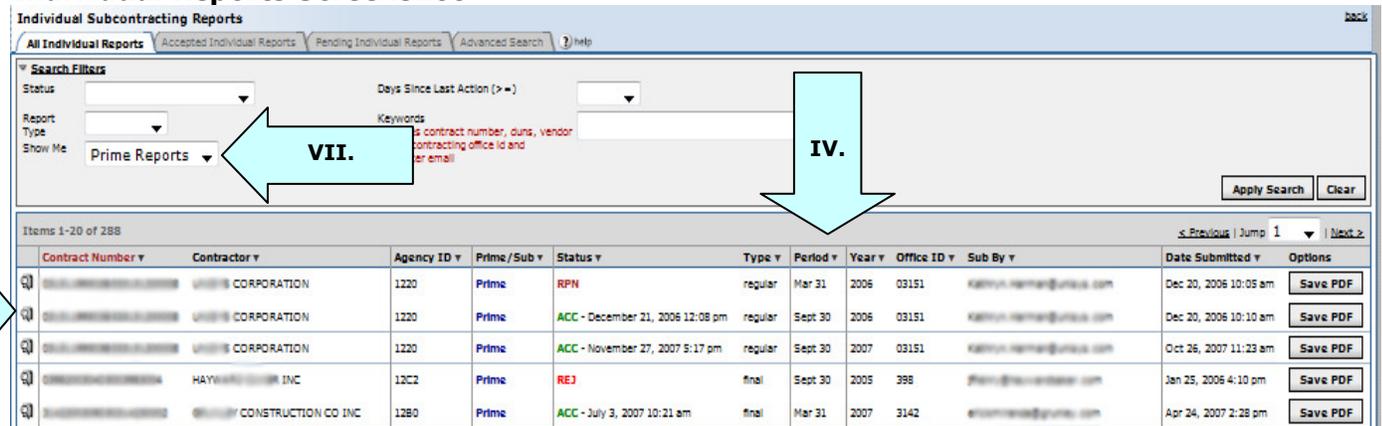
The top right corner of the page shows the user's name "Sund User", the time "1:29 pm", and a "Logout" link. Callout III points to the navigation menu, callout IV points to the "Pending Actions" section, and callout V points to the "Logout" link.

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



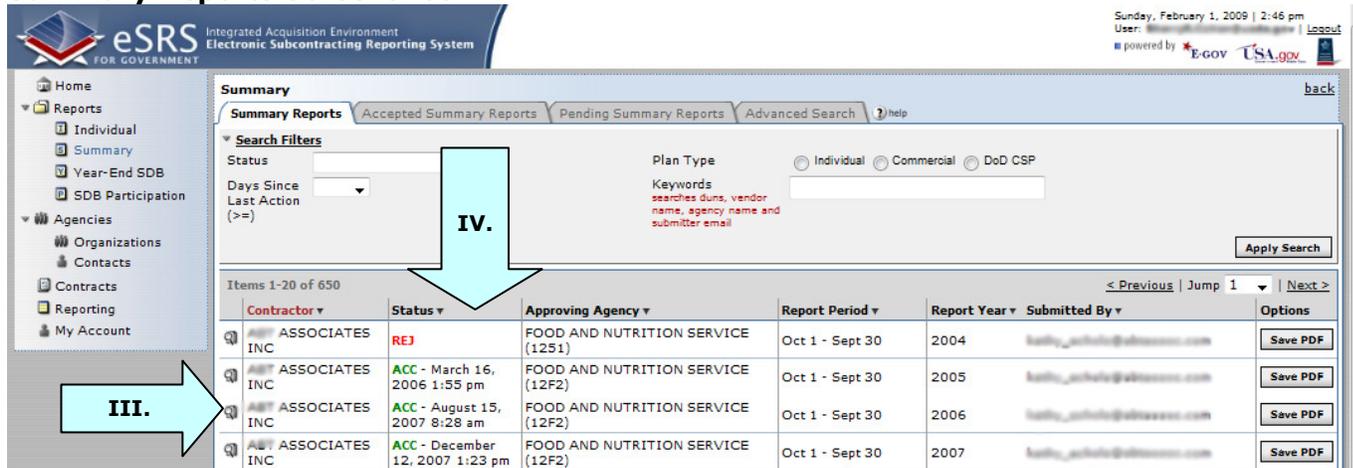
The screenshot shows the 'Individual Subcontracting Reports' page. At the top, there are tabs for 'All Individual Reports', 'Accepted Individual Reports', 'Pending Individual Reports', and 'Advanced Search'. Below the tabs are search filters for Status, Report Type, and Show Me (set to 'Prime Reports'). A table displays a list of reports with columns for 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 in the first row, the 'Contract Number' column header, and the 'Show Me' dropdown menu, respectively.

Contract Number	Contractor	Agency ID	Prime/Sub	Status	Type	Period	Year	Office ID	Sub By	Date Submitted	Options
01000000000000000000	UNITED CORPORATION	1220	Prime	RPN	regular	Mar 31	2006	03151	kabruu.naman@unus.com	Dec 20, 2006 10:05 am	Save PDF
01000000000000000000	UNITED CORPORATION	1220	Prime	ACC - December 21, 2006 12:08 pm	regular	Sept 30	2006	03151	kabruu.naman@unus.com	Dec 20, 2006 10:10 am	Save PDF
01000000000000000000	UNITED CORPORATION	1220	Prime	ACC - November 27, 2007 5:17 pm	regular	Sept 30	2007	03151	kabruu.naman@unus.com	Oct 26, 2007 11:23 am	Save PDF
01000000000000000000	HAYWARD CONCRETE INC	12C2	Prime	REJ	final	Sept 30	2005	398	2f@unus.com	Jan 25, 2006 4:10 pm	Save PDF
01000000000000000000	CONSTRUCTION CO INC	1280	Prime	ACC - July 3, 2007 10:21 am	final	Mar 31	2007	3142	en@unus.com	Apr 24, 2007 2:28 pm	Save PDF

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.
- VII. Choose the Search Criteria to limit the results.

Summary Reports Screenshot



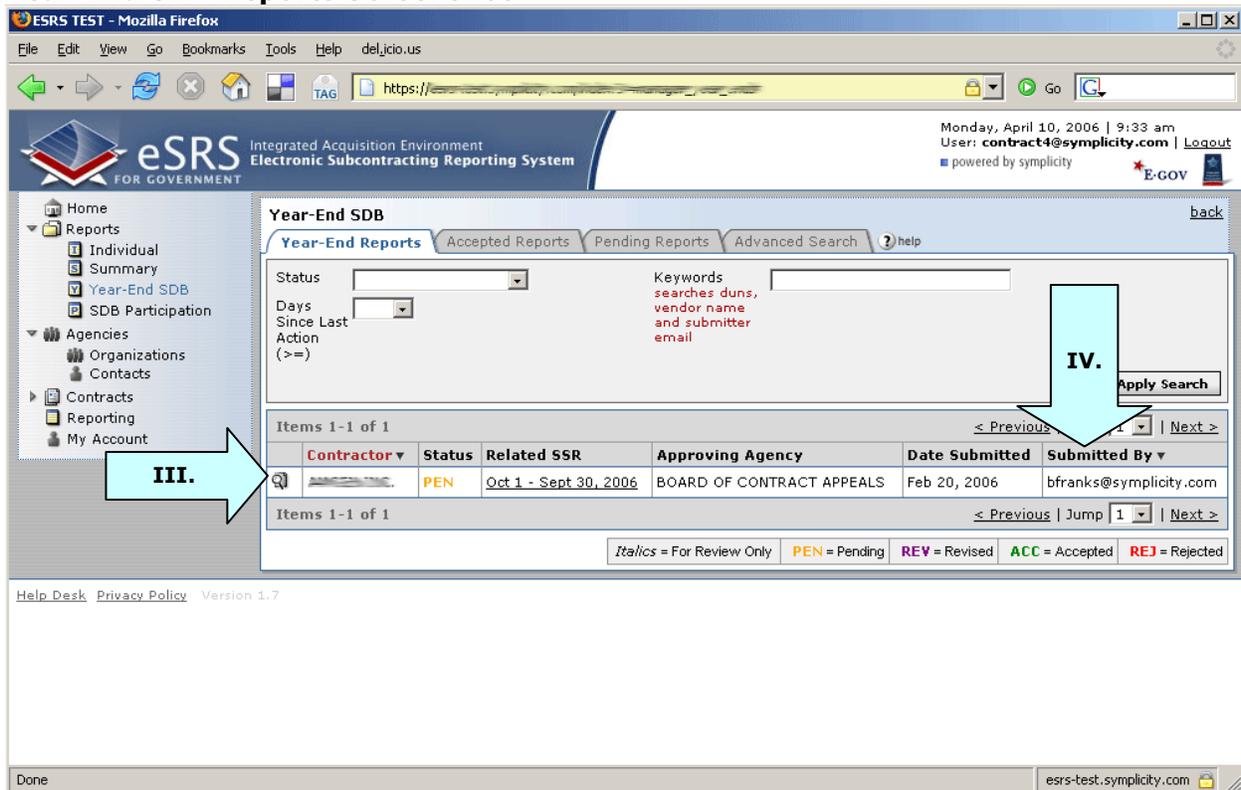
The screenshot shows the eSRS Summary Reports page. The left navigation menu has 'Reports' expanded to 'Summary'. The main content area has tabs for 'Summary Reports', 'Accepted Summary Reports', 'Pending Summary Reports', and 'Advanced Search'. Below the tabs are search filters for Status, Days Since Last Action, Plan Type, and Keywords. A table displays a list of reports with columns for Contractor, Status, Approving Agency, Report Period, Report Year, Submitted By, and Options. A red arrow labeled 'III.' points to the magnifying glass 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
AWT ASSOCIATES INC	REJ	FOOD AND NUTRITION SERVICE (1251)	Oct 1 - Sept 30	2004	hally_p@hhs.gov	Save PDF
AWT ASSOCIATES INC	ACC - March 16, 2006 1:55 pm	FOOD AND NUTRITION SERVICE (12F2)	Oct 1 - Sept 30	2005	hally_p@hhs.gov	Save PDF
AWT ASSOCIATES INC	ACC - August 15, 2007 8:28 am	FOOD AND NUTRITION SERVICE (12F2)	Oct 1 - Sept 30	2006	hally_p@hhs.gov	Save PDF
AWT ASSOCIATES INC	ACC - December 12, 2007 1:23 pm	FOOD AND NUTRITION SERVICE (12F2)	Oct 1 - Sept 30	2007	hally_p@hhs.gov	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 shows the ESRS Year-End SDB Reports interface. The browser window title is "ESRS TEST - Mozilla Firefox". The page header includes the ESRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". The user is logged in as "contract4@simplicity.com".

The main content area is titled "Year-End SDB" and contains a search filter section with fields for Status, Days Since Last Action, and Keywords. Below the search filters is a table of reports. A red arrow labeled "III." points to the "View" icon in the table header, and a blue arrow labeled "IV." points to the "Contractor" column header.

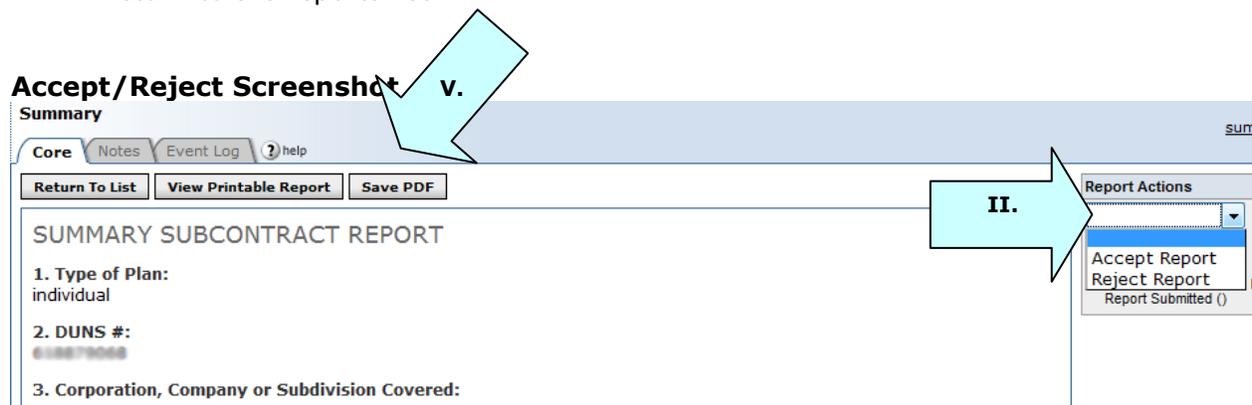
Contractor ▼	Status	Related SSR	Approving Agency	Date Submitted	Submitted By ▼
	PEN	Oct 1 - Sept 30, 2006	BOARD OF CONTRACT APPEALS	Feb 20, 2006	bfranks@simplicity.com

Legend: *Italics* = For Review Only, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected

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.
- III. If you accepted the report, you may return to the report list by clicking on the "Back to Reports List" button.
- IV. If you clicked "Reject Report" you will be redirected to a page with a form. Please fill this form out with information 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 print preview, save as PDF, or return to the reports list.

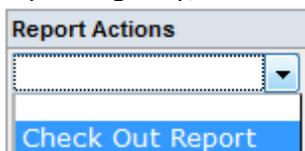


3.6 Accept / Reject (Administering Agency Designated on Report)

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.

3.6.1 Check Out Report

- 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). **Note:** If you check out the report, only your agency/office will have accept/reject rights for the report.



- III. **Note:** If you are registered at a level above both the Contracting Office on the contract AND the designated Administering Agency, you will be required to select the Agency/Office for which you are checking out the report.

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

- IV. If the report is already checked out by the other agency involved, you may request access by clicking on the link within the top **"Note"** section. 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."
- V. If you check out the report, the action will be tracked in the right hand "Action History" sidebar for both involved agencies to view.

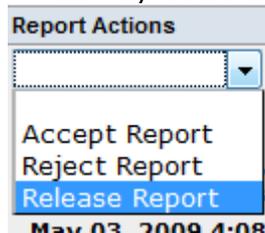
Core | Notes | Subcontractor Reports | Event Log | ? help

 **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](#)

3.6.2 Release 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.



3.6.3 Accept/Reject Report

- I. 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.

- II. If you accepted the report, you may return to the report list by clicking on the "Back to Reports List" button. If you clicked "Reject Report" you will be redirected to a page with a form. Please fill this form out with information why the report was rejected.
- III. After completing the form, click "Submit" to finalize the rejection. You may also use the buttons along the top to view a print preview, save as PDF, or return to the reports list.
- IV. 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.

3.6.4 Report Rights

- I. 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.

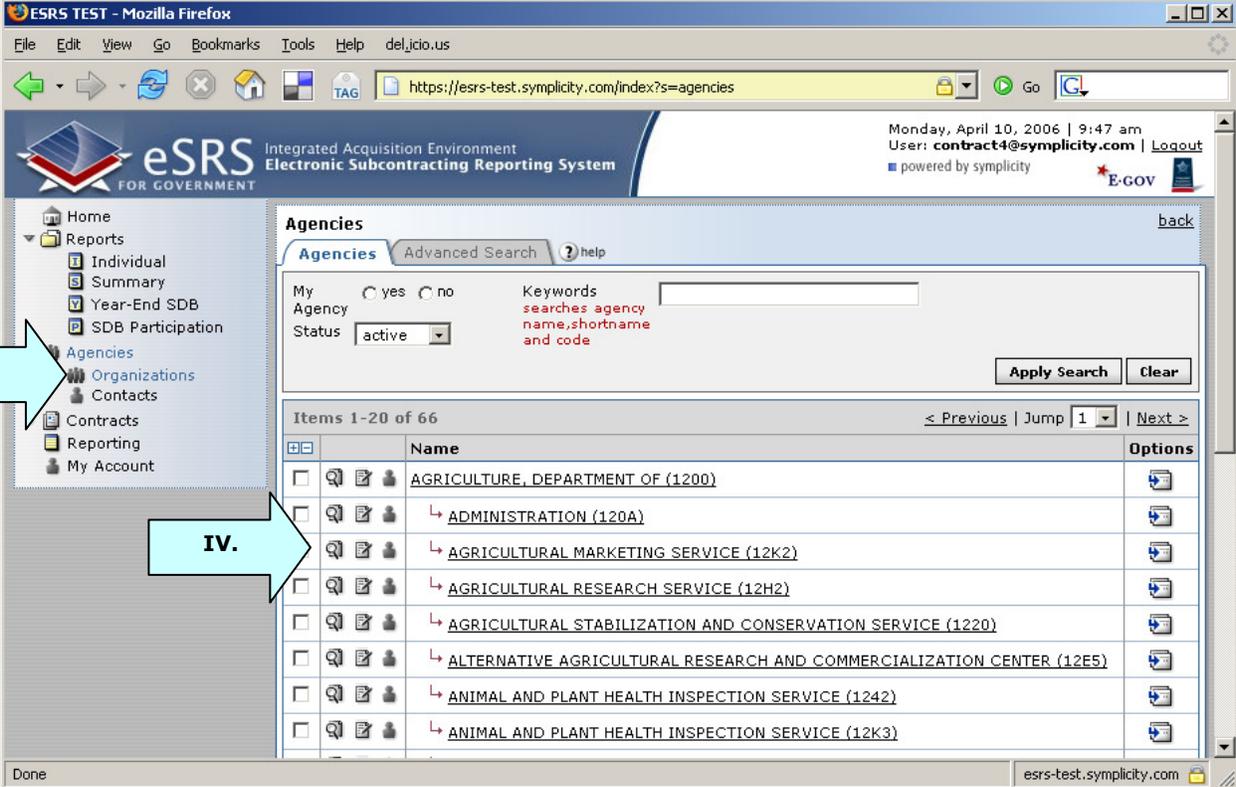
Report Rights		
Contracting Office Agency	AIR FORCE RESEARCH LABORATORY (AFRL) - GS03	✘
Admin Agency	AFMC (AFMC) - FA8104	✔

4. Agencies (Organizations)

4.1 Review / View Existing

- I. Click on "Agencies" on the left hand navigation menu.
- II. Click on "Organizations" on the left hand menu.
- III. You will see a screen similar to the "Agencies / Organizations Screenshot" below.
- IV. Click on the  View Icon beside any agency / organization to see more information pertaining to that specific agency / organization.
- V. Notice that any child organization will appear below the parent organization and will also have a  to the left of the name.

Agencies / Organizations Screenshot



The screenshot shows the ESRS web application interface. The browser title is "ESRS TEST - Mozilla Firefox" and the URL is "https://esrs-test.simplicity.com/index?s=agencies". The page header includes the ESRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". The user is logged in as "contract4@simplicity.com".

The left navigation menu includes: Home, Reports (Individual, Summary, Year-End SDB, SDB Participation), Agencies, Organizations, Contacts, Contracts, Reporting, and My Account. A red arrow labeled "II." points to the "Organizations" link.

The main content area is titled "Agencies" and includes a search filter for "My Agency" (yes/no) and "Status" (active). A search box contains "Keywords" and "searches agency name,shortname and code". The "Apply Search" and "Clear" buttons are visible.

The table below shows a list of agencies with columns for "Name" and "Options". A red arrow labeled "IV." points to the "View" icon in the first row of the table.

	Name	Options
<input type="checkbox"/>	AGRICULTURE, DEPARTMENT OF (1200)	
<input type="checkbox"/>	↳ ADMINISTRATION (120A)	
<input type="checkbox"/>	↳ AGRICULTURAL MARKETING SERVICE (12K2)	
<input type="checkbox"/>	↳ AGRICULTURAL RESEARCH SERVICE (12H2)	
<input type="checkbox"/>	↳ AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE (1220)	
<input type="checkbox"/>	↳ ALTERNATIVE AGRICULTURAL RESEARCH AND COMMERCIALIZATION CENTER (12E5)	
<input type="checkbox"/>	↳ ANIMAL AND PLANT HEALTH INSPECTION SERVICE (1242)	
<input type="checkbox"/>	↳ ANIMAL AND PLANT HEALTH INSPECTION SERVICE (12K3)	

4.2 Manage Agency Contacts

4.2.1 View Agency Contacts

- I. Click on "Agencies" on the left hand navigation menu.
- II. Click on "Organizations" under Agencies.
- III. Click on the  Contacts button next to the agency and the Contacts for this agency will appear.
- IV. Click on the View icon  beside the desired contact to review his/her Contact Information, including Core profile (name, email), Roles, and Account details.

DEPT OF DEFENSE (9700) [back](#)
[agencies list](#)

Core **Contacts** Reports Office Codes  help

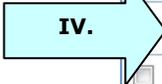
Search Filters

Permission Level Hide Children yes no
 User Level Keywords

Apply Search

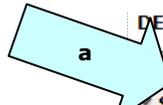
Batch Options Items 1-10 of 10 < Previous | Jump 1 | Next

<input type="checkbox"/>			Last Name	First Name	Agency	Office	Title	Email	Phone
<input type="checkbox"/>			Benoit	Robert	DEPT OF DEFENSE (9700)		IVV Tester	robert.benoit@yahoo.com	
<input type="checkbox"/>			hkennedy	hkennedy	DEPT OF DEFENSE (9700)		DoD AC	yvite@kennedygroup.org	
<input type="checkbox"/>			Jones	John	DEPT OF DEFENSE (9700) DEPT OF THE NAVY (1700)			bjones@arsystems.com	
<input type="checkbox"/>			hennedy	havward	DEPT OF DEFENSE (9700)		QA	hennedy.havward@usa.gov	
<input type="checkbox"/>			Ames	Geoffrey	AFMC (AFMC) AIR FORCE RESEARCH LABORATORY (AFRL) CCE (CCE) DEPT OF DEFENSE (9700)	GS03 FA8104 W91WAW	DoD Tester	GEOFFREY.AMES@CTAS&TA.MIL	703.607.



IV.

- V. You can also view contacts by Office:
 - a) Click on "search filters"
 - b) Select "contracting office" in the "User Level" drop-down within the Search Filters section.
 - c) A new drop-down box will appear called "Contracting Office."
 - d) Select the desired Office and click "Apply Search" button.
- VI. To send an e-mail to the contacts, put a checkmark beside the contacts you wish to e-mail. Use the "Batch Options" drop down to send an e-mail.



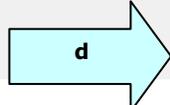
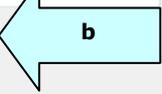
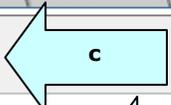
DEPT OF DEFENSE (9700) [back](#)
[agencies list](#)

Core **Contacts** Reports Office Codes  help

Search Filters

Contracting Office Hide Children yes no
 Permission Level Keywords
 User Level contracting office

Apply Search **Clear**



4.2.2 Edit Agency Contacts

- I. Click on "Agencies" on the left hand navigation menu.
- II. Click on "Organizations" under Agencies.

III. Click on the  Contacts button next to the agency, and the Contacts for this agency will appear.

IV. Click the Edit Icon  beside the contact you wish to edit.

DEPT OF DEFENSE (9700) [agency](#)

Core **Contacts** Reports Office Codes 

Search Filters

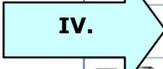
Permission Level Hide Children yes no

User Level Keywords

Apply Search

Batch Options Items 1-10 of 10 < Previous | Jump 1 | Next

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last Name ▼	First Name ▼	Agency	Office	Title	Email ▼	Phone
<input type="checkbox"/>			<u>Benoit</u>	Robert	DEPT OF DEFENSE (9700)		IVV Tester	ro_benoit@yahoo.com	
<input type="checkbox"/>			<u>hKennedy</u>	hkennedy	DEPT OF DEFENSE (9700)		DoD AC	yvonne@kennedygroup.org	
<input type="checkbox"/>			<u>Jones</u>	John	DEPT OF DEFENSE (9700) DEPT OF THE NAVY (1700)			bbenoit@arcsystems.com	
<input type="checkbox"/>			<u>hKennedy</u>	hayward	DEPT OF DEFENSE (9700)		QA	hayward.kennedy@usa.gov	
<input type="checkbox"/>			<u>Ames</u>	Geoffrey	AFMC (AFMC) AIR FORCE RESEARCH LABORATORY (AFRL) CCE (CCE) DEPT OF DEFENSE (9700)	GS03 FA8104 W91WAW	DoD Tester	GEOFFREY.AMES.CT@AFRLTA.MIL	703.607.

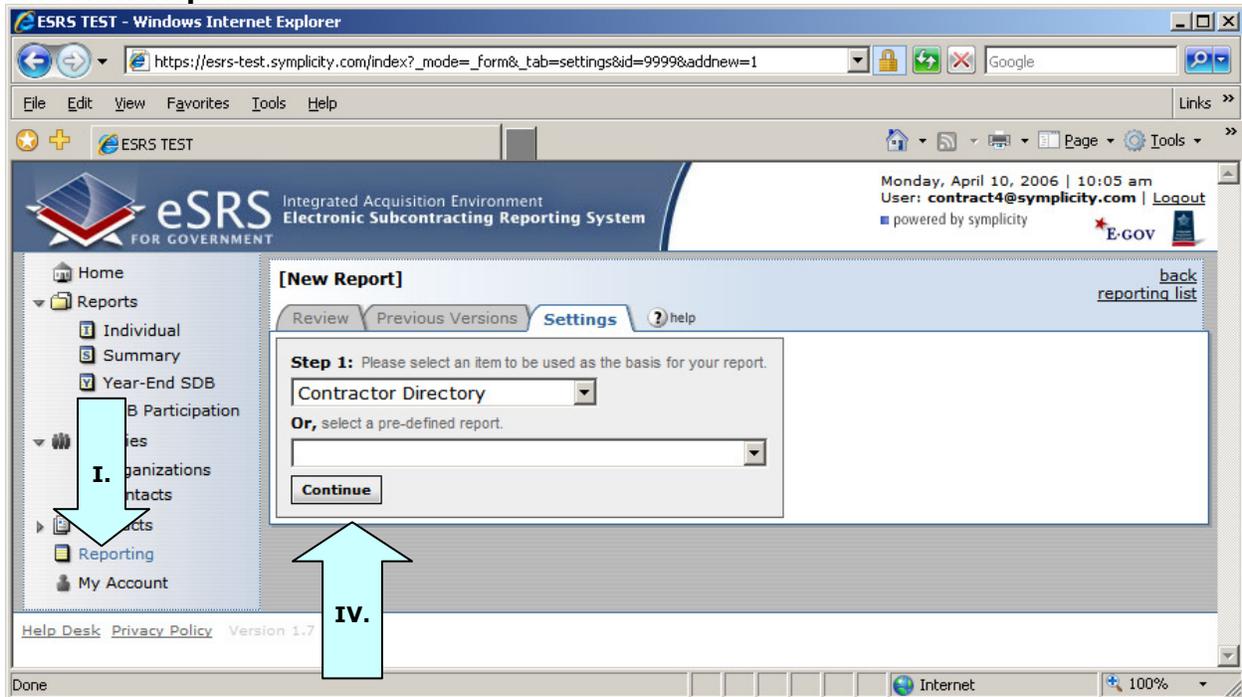


5. Reporting

5.1 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 check-marking 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&adnew=1

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

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

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

Review Previous Versions **Settings** ? help

Save as: [contact] Brent / 2006-04-10 10:09:54
Description:

Max. on-screen results: 500
(enter zero to display all rows)

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

▼ Base Class: Contacts Count

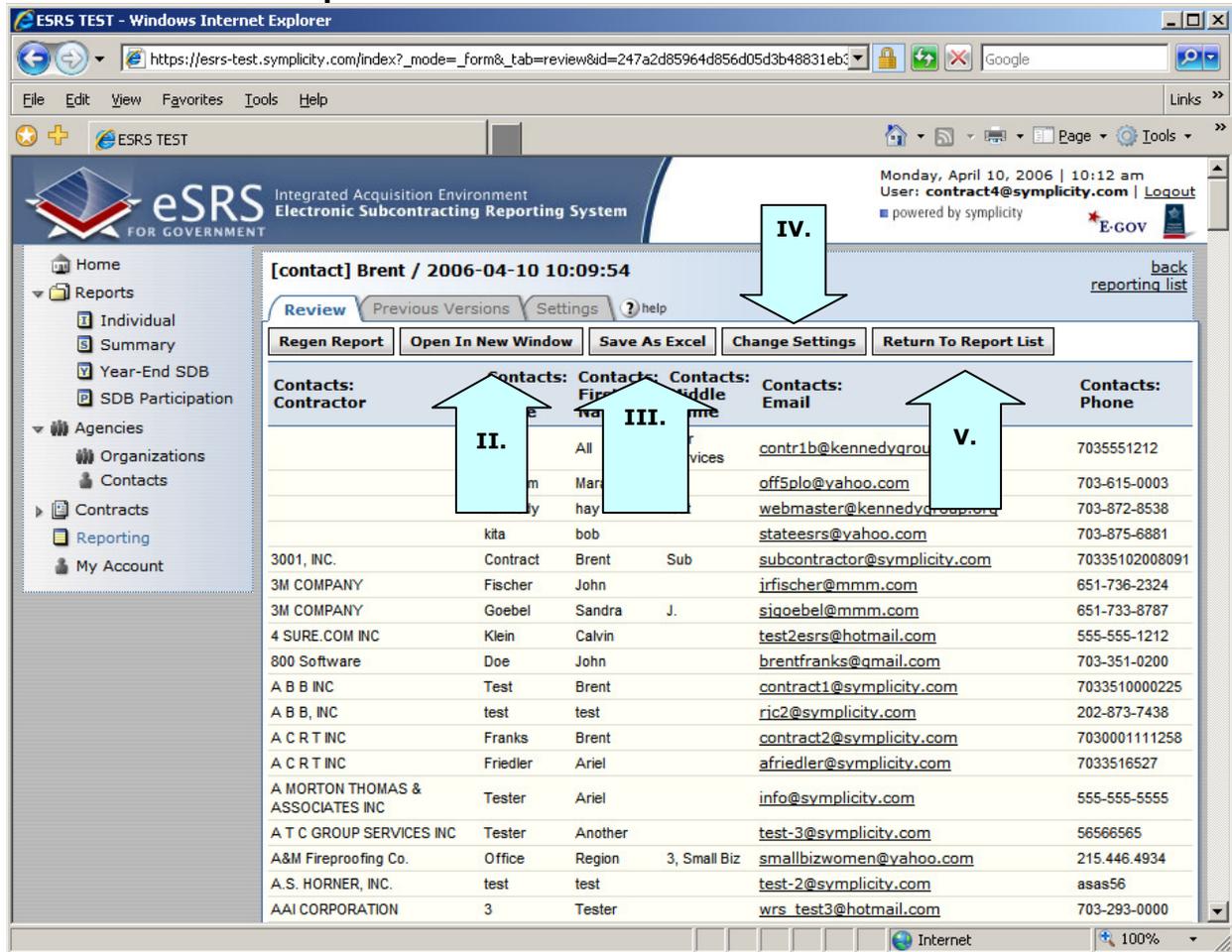
Contractor
 Last Name
 First Name
 Middle Name
 Email
 Phone
 Fax
 Cell Phone
 Supervisor Name
 Supervisor Email
 SBA Region filter ▶
 SBA Contract filter ▶

Done Internet 100%

5.2 View Generated Report

- I. Click on the  View Icon beside an existing report.
- 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



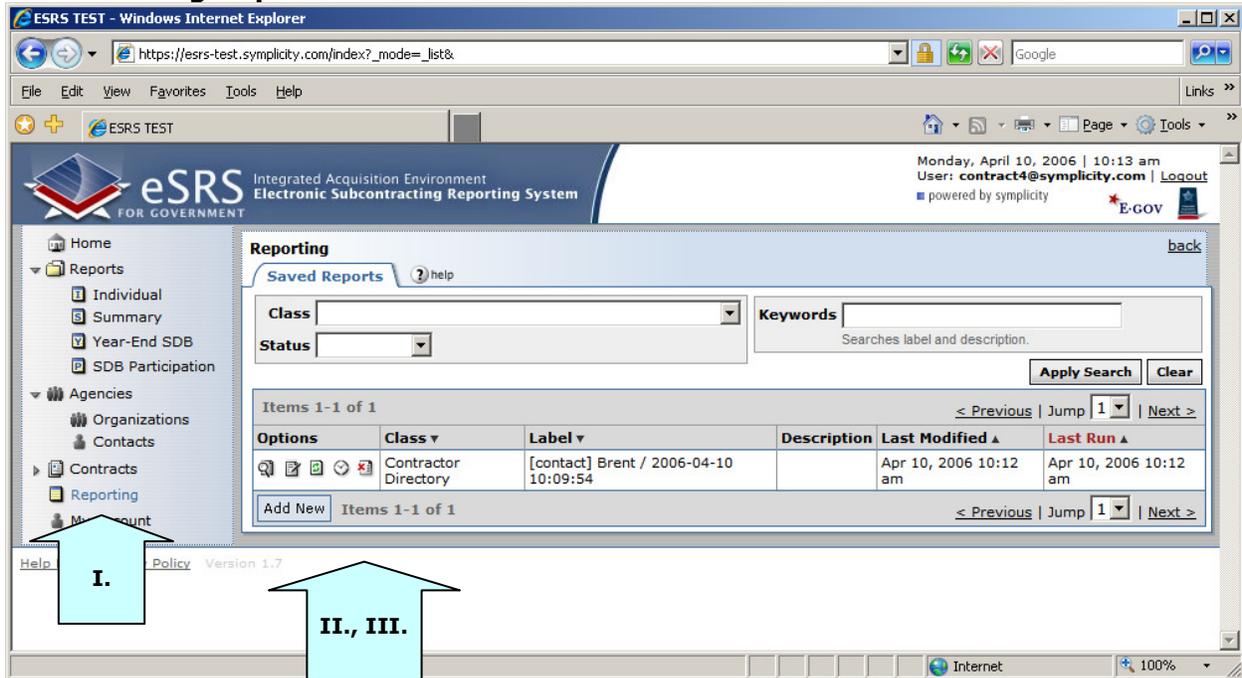
The screenshot shows the ESRS TEST web application interface. The browser window title is "ESRS TEST - Windows Internet Explorer". The address bar shows the URL: https://esrs-test.symlicity.com/index?_mode=_form&_tab=review&id=247a2d85964d856d05d3b48831eb3. The page header includes the ESRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR GOVERNMENT". The user is logged in as "contract4@symlicity.com" on Monday, April 10, 2006, at 10:12 am. The main content area shows a report titled "[contact] Brent / 2006-04-10 10:09:54". Below the title are tabs for "Review", "Previous Versions", "Settings", and "? help". A row of buttons includes "Regen Report", "Open In New Window", "Save As Excel", "Change Settings", and "Return To Report List". A table of contacts is displayed with columns: "Contacts: Contractor", "Contacts: Firm Name", "Contacts: Middle Name", "Contacts: Email", and "Contacts: Phone". Callouts with arrows point to specific buttons and table headers: "II." points to "Open In New Window", "III." points to "Save As Excel", "IV." points to "Change Settings", and "V." points to "Return To Report List".

Contacts: Contractor	Contacts: Firm Name	Contacts: Middle Name	Contacts: Email	Contacts: Phone	
	All		contr1b@kennedygrou	7035551212	
	Mar		off5plo@yahoo.com	703-615-0003	
	hay		webmaster@kennedygrou	703-872-8538	
	kita	bob	stateesrs@yahoo.com	703-875-6881	
3001, INC.	Contract	Brent	subcontractor@symlicity.com	70335102008091	
3M COMPANY	Fischer	John	irfischer@mmm.com	651-736-2324	
3M COMPANY	Goebel	Sandra J.	sigoebel@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@symlicity.com	7033510000225	
A B B, INC	test	test	ric2@symlicity.com	202-873-7438	
A C R T INC	Franks	Brent	contract2@symlicity.com	7030001111258	
A C R T INC	Friedler	Ariel	afriedler@symlicity.com	7033516527	
A MORTON THOMAS & ASSOCIATES INC	Tester	Ariel	info@symlicity.com	555-555-5555	
A T C GROUP SERVICES INC	Tester	Another	test-3@symlicity.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@symlicity.com	asas56	
AAI CORPORATION	3	Tester	wrs_test3@hotmail.com	703-293-0000	

5.3 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



The screenshot shows the eSRS web application interface. The browser title is "ESRS TEST - Windows Internet Explorer" and the URL is "https://esrs-test.simplicity.com/index?_mode=_list&". The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". The user is logged in as "contract4@simplicity.com" on Monday, April 10, 2006, at 10:13 am. The left navigation menu has "Reporting" selected. The main content area shows a "Reporting" section with a "Saved Reports" tab. There are search filters for "Class" and "Status", and a "Keywords" search box. Below the search filters is a table of report items:

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

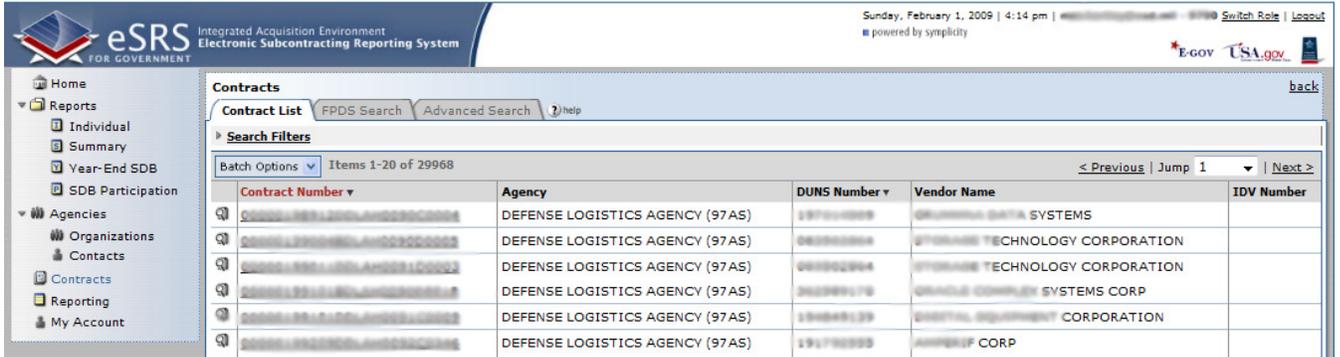
Red arrows are overlaid on the screenshot: one labeled "I." points to the "Reporting" link in the left navigation menu, and another labeled "II., III." points to the table of report items.

6. Contracts

Contracts List

- I. Click on "Contracts" on the left hand navigation menu.
- II. You should see a screen similar to the one below.
- III. Click on the  icon or the Contract Number to view the details of the contract.
- IV. You may also use the search criteria (Advanced Search Tab) or the filtering technology to filter the list to a smaller number of results.

Contract List Screenshot



eSRS Integrated Acquisition Environment
 Electronic Subcontracting Reporting System
 FOR GOVERNMENT

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

[Home](#)
 Reports
 Individual
 Summary
 Year-End SDB
 SDB Participation
 Agencies
 Organizations
 Contacts
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
[magnifying glass icon] [Contract Number]	DEFENSE LOGISTICS AGENCY (97AS)	19710000	GRUENIG DATA SYSTEMS	
[magnifying glass icon] [Contract Number]	DEFENSE LOGISTICS AGENCY (97AS)	08200004	STORAGE TECHNOLOGY CORPORATION	
[magnifying glass icon] [Contract Number]	DEFENSE LOGISTICS AGENCY (97AS)	08200004	STORAGE TECHNOLOGY CORPORATION	
[magnifying glass icon] [Contract Number]	DEFENSE LOGISTICS AGENCY (97AS)	36200010	GRAND COMPLEX SYSTEMS CORP	
[magnifying glass icon] [Contract Number]	DEFENSE LOGISTICS AGENCY (97AS)	18848129	CENTRAL EQUIPMENT CORPORATION	
[magnifying glass icon] [Contract Number]	DEFENSE LOGISTICS AGENCY (97AS)	19170000	AMPERIF CORP	

7. My Account

7.1 General Information

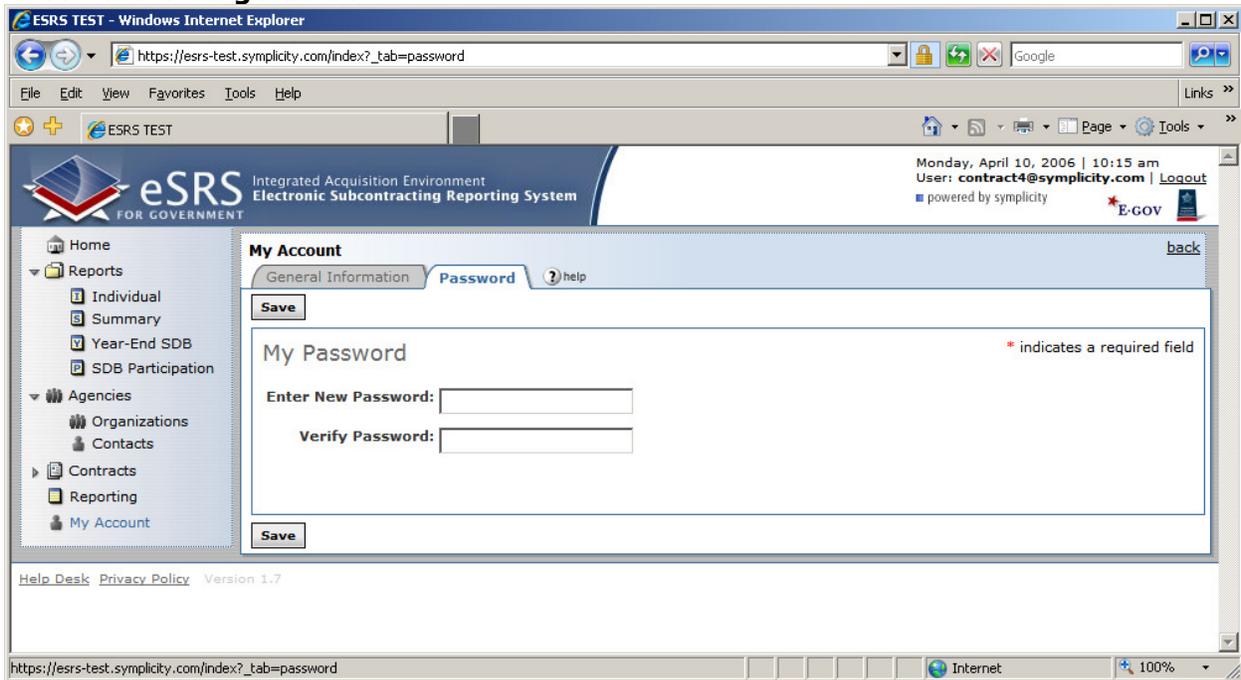
My Account enables users to change their personal information (Name, Title, Phone, Fax, E-mail) and passwords.

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

7.2 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



The screenshot shows a web browser window titled "ESRS TEST - Windows Internet Explorer" with the URL "https://esrs-test.symplicity.com/index?_tab=password". The page header includes the eSRS logo and text: "eSRS FOR GOVERNMENT Integrated Acquisition Environment Electronic Subcontracting Reporting System". The user is logged in as "contract4@symplicity.com" on Monday, April 10, 2006, at 10:15 am. The main content area is titled "My Account" and has two tabs: "General Information" and "Password". The "Password" tab is active, showing a "Save" button at the top left. Below it is a form titled "My Password" with a note: "* indicates a required field". The form contains two input fields: "Enter New Password:" and "Verify Password:". A "Save" button is located at the bottom left of the form. The left navigation menu includes links for Home, Reports (Individual, Summary, Year-End SDB, SDB Participation), Agencies (Organizations, Contacts), Contracts (Reporting), and My Account. The footer contains "Help Desk", "Privacy Policy", and "Version 1.7".