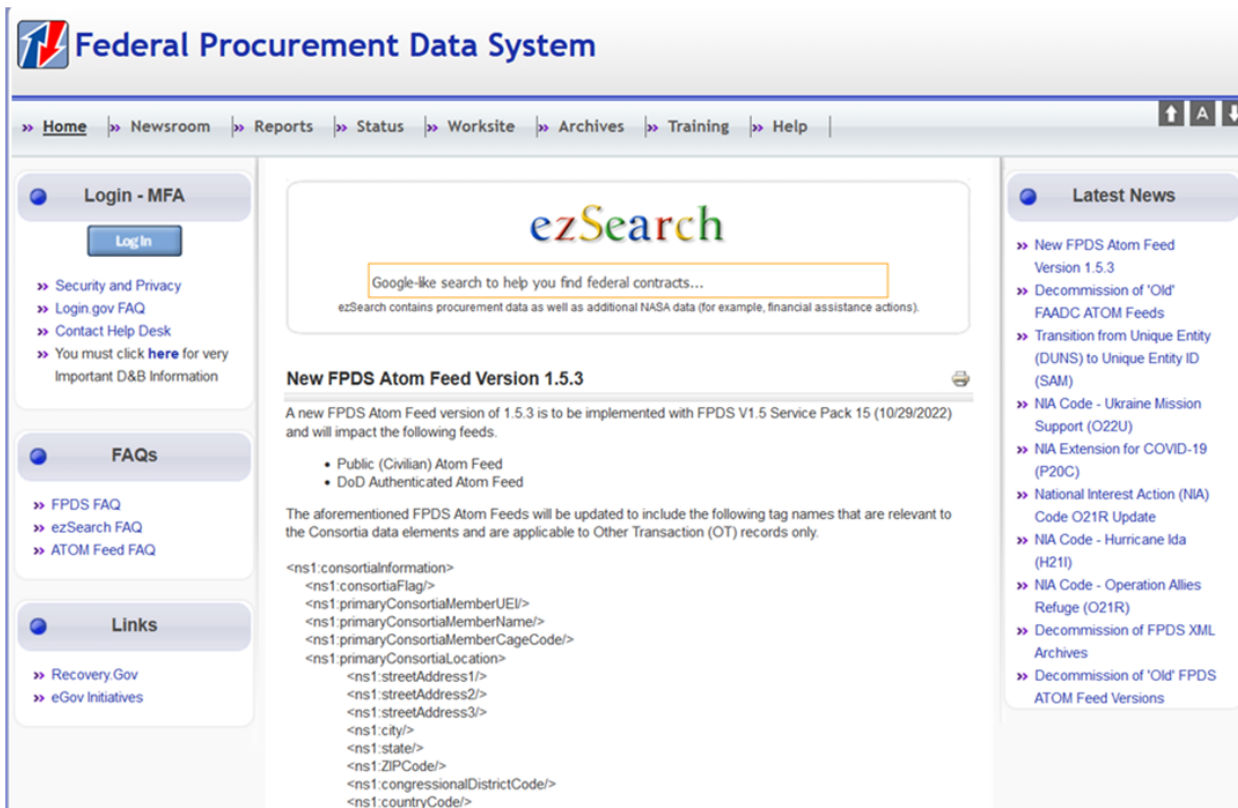Note that this tutorial has been taking from the website
https://www.fpds.gov/downloads/Manuals/FPDS_User_Manual_V1.5.pdf

The website contains important information to get acquainted with fpds.

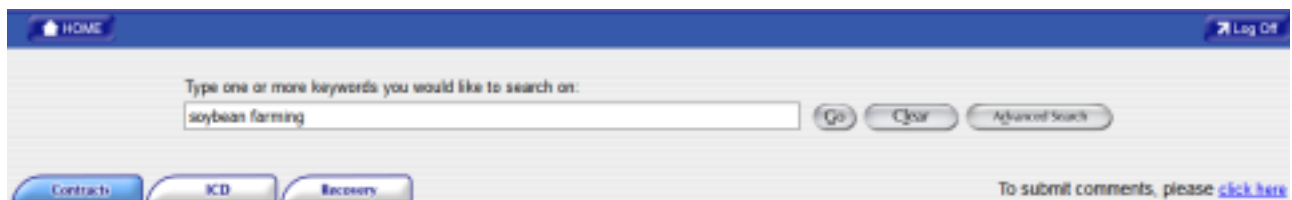In this tutorial, we will focus on how to get the URL

Accessing FPDS through the Web Portal will require that you use one of the Internet browsers such as Opera (Version 7.0 and above), Firefox Mozilla (Version 5.0 and above), etc. The URL that you will need to enter is https://www.fpds.gov.

EzSearch Search Features

Beginning your Query

To begin your ezSearch query, enter one or more keywords that will be searched for in the contracts that you would like to find.

Click on the [Go] button. A list of contracts matching your search criteria will be displayed in the

results section. To remove your search criteria text, click the ⬭Clear button. Results will be as follows:

Advanced Search Within EzSearch

EzSearch has an 'Advanced Search' feature within. The Contracts and Recovery tabs have similar functionality and filter options. ICD has fewer filter options and slightly different functionality. You'll find ease of use is the same across the different tabs, but just note ICD will have some minor differences because it aligns with the features and filtering capabilities from www.contractdirectory.gov. To conduct

an Advanced Search within ezSearch, click on the 'Advanced Search' button Advanced Search. You can conduct a search within the existing search, or you can start a new search.

When you click the 'Add' button, a drop-down list will appear. You can then click on the drop-down box and select a filter. When selecting from the drop-down list of field names, a 'Like' box will appear for you to apply the filter. If you're unsure about what drop-down option to use or what to enter in the 'Like' box, refer to the FPDS Data Dictionary or the ezSearch FAQ Wiki Page.

Multiple search criteria can be added on the Advanced Search screen using the 'Add' button.

For most fields, you may use a % as a wildcard. Sometimes, a drop-down will appear for the 'Like' field when using Advanced Search on the ICD tab. The following Advanced Search options should have drop-downs to be able to select specific values:

- Fee for Use of Service
- IDV Type
- National Interest Action
- Socio Economic Data

Once finished selecting your filters, click 'Search' to get a list of results.