FPDS SF-279

Printing an Entered Record

Background

Due to the configuration of our computers, the
Print option of the Federal Procurement Data System (FPDS) SF-279 is not operational. This
ALERT outlines instructions to print a FPDS record. Each FPDS SF-279 record in the system
is made up of three tabbed sections (Tabs A, B, and C). Following the steps below will allow
you to copy and paste a snap shot of the SF-279 tabs in a word processing software document.
From this word processing document, you will be able to print the recorded SF-279 information
for your contract action. You will file this copy of the completed SF-279 record in your
contract file.

Enter and Save Your Record

Enter your SF-279 data in the FPDS and save the record. Once your data has been saved, the
system will give you a blank record. Therefore, you will have to query the record and retrieve
your action.

Query the Action

1. At the tab SF-279-A screen, select Query, then Enter. At this time, all fields will change from
   yellow and blue to white indicating that you are in "query mode."

2. Using the key fields (1 through 6) enter the query information to search for the record you
   want. You may enter query information in one field or several fields to narrow the search
   time and the quantity of records retrieved from your search.

3. Once you have filled in the data in the fields for your search, select Query, and then select
   Execute. The found record(s) will appear in the window in "data entry mode" (this means the
   fields are yellow and blue again). If more than one record is found, navigate through the
   records using one of the following methods to find your action:

   Moving to the next record: Select Record, then Next.
   Going back to a previous record: Select Record, then Previous.
   Searching for the first record: Select Record, then First Record.
   Searching for the last record: Select Record, then Last Record.

Paste and Print

1. Now that you have found the record you want, select tab SF-279-A, then press the ALT and Print Scrn buttons at the same time.

2. Open a word processing software (Word Perfect or MS Word) blank document. When you have a blank document, select Edit, then Paste. An image of the SF-279-A screen will appear in the word processing software.

3. To print the image of tab SF-279-A, select File, then Print.

4. Go back to the FPDS SF-279, and repeat this process to print for tabs SF-279-B and SF-279-C.

5. When you have printed all three tabs, you have a complete record for your contract file.

If you have any questions on how to print the FPDS SF-279, please contact
Angelia Fleming on 301-504-1730 or e-mail at afleming@ars.usda.gov.

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