Steps for backing up your FPDS ad-hoc reports

The automated FPDS Ad Hoc conversion may not convert all your qualified FPDS ad hoc reports successfully. In case you want to back up your FPDS Ad-Hoc reports and recreate them in Beta.SAM.gov after the new Ad Hoc tool is available in March 2020 from Beta.SAM.gov, you can reference to the steps below:

1. Login to www.fpds.gov
2. Click on **Ad Hoc Reports** to load the Ad Hoc page
3. Click on **Personal Folder** to load your Ad Hoc reports in the right up panel
4. Find the ad hoc report you like to back up, and click on it
5. After this ad hoc report shows up in the right down panel, click on **Edit** to open the **Create Report** page
6. Take screenshots to catch the info such as attribute names, filters, rankings and Layout, etc. Keep these screenshots as reference for recreating this ad hoc report in Beta.SAM.gov when it goes live.

Repeat from step 3 to back up any ad hoc reports which are not successfully converted from FPDS.gov to the IAE new system.