

Access the History Folder by DoDAAC

Introduction This folder is the repository for documents which have been worked by the Field Inspector Role.

Procedure Follow the steps below to access the History Folder by DoDAAC.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the History Folder by DoDAAC . Field Inspector <ul style="list-style-type: none"> Inspection Folder History Folder by DoDAAC History Folder by User Hold Folder View Only Folder Result: The search screen is displayed.
3	Select the Inspection DoDAAC in the drop down box.  <p><i>NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), each additional field will help narrow the search results.</i></p>
4	Click Submit .  Result: The Acceptor History Folder screen is displayed.

Continued on next page

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Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																
5	<p>Below is an example of the document search results. Select the appropriate Invoice Number.</p> <table border="1" data-bbox="407 394 1312 737"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TVT5002</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5003</td> <td>2011-01-14</td> <td>2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5102</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5103</td> <td>2011-01-14</td> <td>2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5002</td> <td>2011-01-27</td> <td>D2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5003</td> <td>2011-01-27</td> <td>2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5102</td> <td>2011-01-27</td> <td>D2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5103</td> <td>2011-01-27</td> <td>2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>DFV0212C1</td> <td>2011-01-29</td> <td>2011-01-29</td> <td>Recall Available</td> <td></td> <td></td> <td></td> <td>\$6,549.00</td> </tr> </tbody> </table> <p><i>Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)</i></p>	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount	TVT5002	2011-01-14	D2011-01-14	Processed				\$150.00	TVT5003	2011-01-14	2011-01-14	Processed				\$150.00	TVT5102	2011-01-14	D2011-01-14	Processed				\$150.00	TVT5103	2011-01-14	2011-01-14	Processed				\$150.00	TVU5002	2011-01-27	D2011-01-27	Processed				\$150.00	TVU5003	2011-01-27	2011-01-27	Processed				\$150.00	TVU5102	2011-01-27	D2011-01-27	Processed				\$150.00	TVU5103	2011-01-27	2011-01-27	Processed				\$150.00	DFV0212C1	2011-01-29	2011-01-29	Recall Available				\$6,549.00
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6	<p>Review information by expanding the desired information group.</p> <p>Field Inspector - Navy Construction / Facilities Management Invoice</p> <p>Expand All Collapse All</p> <hr/> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] LLA Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p> <hr/>																																																																																
7	<p>Once you finish reviewing the document,</p> <p>Scroll down and click the Previous button.</p> <hr/> <p><input type="button" value="Previous"/> <input type="button" value="Help"/></p>																																																																																