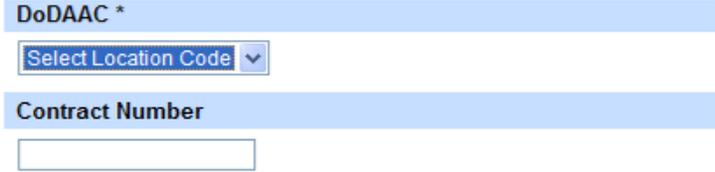


# Access the History Folder by User

**Introduction** This folder is the repository for documents which have been worked by the Grant Approver role. This search while containing the same steps as viewing the History folder by DoDAAC will only return documents that were worked by the specific user that is logged in.

**Procedure** Follow the steps below to access the History Folder by User.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the <b>History Folder by User</b> link.  Result: The search screen is displayed.
3	Select the Grant Approver DoDAAC in the drop down box.  <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.), more fields will narrow the search result.</i>
4	Click <b>Submit</b> .  Result: The Grant Approver History Folder screen is displayed.

Continued on next page

# Access the History Folder by User

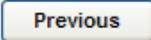
**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action																																												
5	<p>Below is an example of the document search results.</p> <p>The information on the top of the screen displays the number of items in the folder.</p> <ul style="list-style-type: none"> <li>Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA.</li> <li>Clicking on the voucher number hyperlink will result in the cost voucher being displayed.</li> </ul> <p><b>In this procedure we will use an Invoice.</b></p> <p>Approval History from Active Folder for 'SCN01A' (3 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grant</td> <td>15090</td> <td><a href="#">GSA2</a></td> <td>F336150321402</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Grant</td> <td>15090</td> <td><a href="#">GSA2</a></td> <td>F336150321402</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Grant</td> <td>15090</td> <td><a href="#">GSA2</a></td> <td>F336150321402</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></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>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	1	Grant	15090	<a href="#">GSA2</a>	F336150321402							2	Grant	15090	<a href="#">GSA2</a>	F336150321402							3	Grant	15090	<a href="#">GSA2</a>	F336150321402						
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7	<p>Review information by expanding the desired information group.</p> <p><b>Grant Approver - Grant and Cooperative Agreement Voucher</b></p> <p><a href="#">Expand All</a>   <a href="#">Collapse All</a></p> <hr/> <p><a href="#">[+] Document Information</a></p> <p><a href="#">[+] Line Item Information</a></p> <p><a href="#">[+] ACRN Information</a></p> <p><a href="#">[+] Address Information</a></p> <p><a href="#">[+] Misc Information</a></p> <p><a href="#">[+] Workflow Information</a></p>																																												

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## Access the History Folder by User

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

<b>Step</b>	<b>Action</b>
8	Once you finish reviewing the document,  Scroll down and click the <b>Previous</b> button.  _____   

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