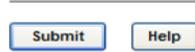


Access the History Folder by DoDAAC

Introduction This folder is the repository for documents which have been worked by the 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 .  Result: The search screen is displayed.
3	Select the appropriate 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.), each additional field will help narrow the search results.</i>
4	Click Submit .  Result: The Inspector History Folder screen is displayed.

Continued on next page

Access the History Folder by DoDAAC

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"> Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA. Clicking on the invoice number hyperlink will result in the invoice being displayed. Clicking on the shipment number hyperlink will result in the receiving report being displayed. <p>Inspection History from Active Folder for 'N00244' (18 items, sorted by Contract Number)</p> <table border="1" data-bbox="412 730 1339 892"> <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>NAVCON</td> <td>1J3E7</td> <td>N331910RD0250</td> <td>0001</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>NAVCON</td> <td>1J3E7</td> <td>N331910RD0250</td> <td>0001</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>NAVCON</td> <td>1J3E7</td> <td>N331910RD0250</td> <td>0001</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>NAVCON</td> <td>1J3E7</td> <td>N331910RD0250</td> <td>0002</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>NAVCON</td> <td>1J3E7</td> <td>N4002510D0002</td> <td>9014</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	NAVCON	1J3E7	N331910RD0250	0001							2	NAVCON	1J3E7	N331910RD0250	0001							3	NAVCON	1J3E7	N331910RD0250	0001							4	NAVCON	1J3E7	N331910RD0250	0002							5	NAVCON	1J3E7	N4002510D0002	9014						
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6	<p>Click on the Shipment or Invoice Number</p> <table border="1" data-bbox="412 1115 1339 1312"> <thead> <tr> <th>Recall / Correct</th> <th>Void</th> <th>Pack</th> <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></td> <td></td> <td></td> <td>DFV0212R</td> <td>2011-02-23</td> <td>2011-02-23</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$35,502.16</td> </tr> <tr> <td></td> <td></td> <td></td> <td>DFV0812R</td> <td>2011-02-24</td> <td>D2011-02-24</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$893.07</td> </tr> <tr> <td></td> <td></td> <td></td> <td>DFV0818R</td> <td>2011-02-24</td> <td>2011-02-24</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$3,786.14</td> </tr> <tr> <td></td> <td></td> <td></td> <td>DFV0814R</td> <td>2011-02-24</td> <td>2011-02-24</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$189.77</td> </tr> <tr> <td></td> <td></td> <td></td> <td>DFV0815R</td> <td>2011-02-24</td> <td>D2011-02-24</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$5,131.66</td> </tr> </tbody> </table>	Recall / Correct	Void	Pack	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount				DFV0212R	2011-02-23	2011-02-23	Processed				\$35,502.16				DFV0812R	2011-02-24	D2011-02-24	Processed				\$893.07				DFV0818R	2011-02-24	2011-02-24	Processed				\$3,786.14				DFV0814R	2011-02-24	2011-02-24	Processed				\$189.77				DFV0815R	2011-02-24	D2011-02-24	Processed				\$5,131.66
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7	<p>Review information by expanding the desired information group..</p> <p>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>																																																																		

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Access the History Folder by DoDAAC

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

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