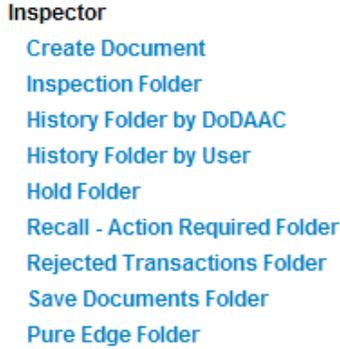


Access the History Folder by User

Introduction This folder is the repository for documents which have been worked by the Inspector 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 History Folder by User .  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 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"> 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 Jeremy Worst at 'FC4830' (2 items, sorted by Contract Number)</p> <table border="1" data-bbox="412 730 1360 827"> <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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo S/D</td> <td>00120</td> <td>M300241C10402</td> <td></td> <td>MTB1962</td> <td>2011-01-21</td> <td>2011-01-21</td> <td></td> <td>Inspected</td> </tr> <tr> <td>2</td> <td>Combo S/S</td> <td>00120</td> <td>M3014607C1501</td> <td></td> <td>JQW9677</td> <td>2011-01-21</td> <td>2011-01-21</td> <td>2011-03-07</td> <td>Processed</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	1	Combo S/D	00120	M300241C10402		MTB1962	2011-01-21	2011-01-21		Inspected	2	Combo S/S	00120	M3014607C1501		JQW9677	2011-01-21	2011-01-21	2011-03-07	Processed
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6	<p>Click on the Shipment or Invoice Number</p> <table border="1" data-bbox="412 1037 1101 1180"> <thead> <tr> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>MTB1962</td> <td>2011-01-21</td> <td>2011-01-21</td> <td></td> <td>Inspected</td> </tr> <tr> <td>JQW9677</td> <td>2011-01-21</td> <td>2011-01-21</td> <td>2011-03-07</td> <td>Processed</td> </tr> </tbody> </table>	Shipment Number	Submitted	Shipped	Accepted	Status	MTB1962	2011-01-21	2011-01-21		Inspected	JQW9677	2011-01-21	2011-01-21	2011-03-07	Processed															
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7	<p>Review information by expanding the desired information group..</p> <p>Inspector - Receiving Report</p> <p>Expand All Collapse All</p> <hr/> <p>[+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information</p>																														
8	<p>Once you finish reviewing the document,</p> <p>Scroll down and click the Previous button.</p> <table border="1" data-bbox="412 1801 683 1848"> <tr> <td>Previous</td> <td>Help</td> </tr> </table>	Previous	Help																												
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