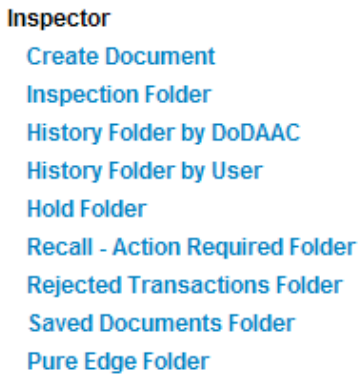
Access the Saved Document Folder

Introduction A Saved Documents Folder includes documents that are saved, either during create or resubmit, as well as new columns for the number of days until purged.

Procedure Follow the steps below to access the Saved Document Folder.

Step	Action
1	After Logon, click on the Government link at the top of the screen.
2	Click on the **Saved Documents Folder**.  Result: The search screen is displayed.
3	Select the appropriate DoDAAC in the drop down box. ***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.***
4	Click **Submit**. Result: The Inspector Saved Document screen is displayed.

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

Step	Action
5	Select the appropriate **Document Number** from the Shipment Number Column. **'FC4830' (2 items, sorted by Contract Number)** Contract Number↑ | Delivery Order | Shipment Number | Submitted | Shipped | Accepted | Status | Purge | Void DAAB0797DB608 | | FRT144 | 2011-03-09 | 2011-03-09 | | S-Resubmitted | 3 | DAAB0797DB608 | | TRI855 | 2011-03-09 | | | Draft | 3 | ***Note: Documents can be Purged from the Saved Documents folder by selecting the number under the Purged column. This will revert the document back to the pre-saved status.***
6	Review the information on the document. Make any additions that are necessary. **Inspector - Receiving Report** Header | Line Item | Addresses | Misc. Info | Preview Document INFO: Saved as of: 2011/03/09 11:19:48 Document will be removed from a saved status after 3 day(s) and any data will be lost. WARNING: The following is mandatory: CQA or Reject to Initiator Contract Number | Delivery Order | Contract Number Type | Issue Date | Inspection Point | Acceptance Point DAAB0797DB608 | | Other Agreement | 2010/04/20 | D | D Shipment Number | Shipment Date | Final Shipment | Estimated Delivery Date | Supplies | Service FRT144 | 2011/03/09 | N | | | TCN | Gross Weight | First Line Haul Mode | Serial Shipping Container Code | FOB S Transportation Leg | Standard Carrier Alpha Code | Bill of Lading Number | Bill of Lading Type Secondary Transportation Tracking Number | Tracking Type | Tracking Description Summary of Detail Level Information | Total ($) 1 CLIN/SLIN(s) | 5,625.00 Note: The level of work required on the document will be different depending on what was included on the document when it was last saved.
7	On the bottom of the Header tab perform the inspection, enter the date received and select the Submit button. ACTION BY: FC4830 * ☑ CQA Date Received ☐ Reject to Initiator 2011/03/09 Submit | Save Draft Document | Previous | Print | Purge | Help

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

Step	Action
8	View the verification screen. **Success** **The Destination Inspection and Acceptance Receiving Report was successfully inspected.** **Contract Number** **Delivery Order** **Shipment Number** **Invoice Number** DAAB0797DB608 FRT144 Email sent to Vendor: swag@ecedi.nit.disa.mil Email sent to Acceptor: WAWFRA_UNDEL62@ecedi.nit.disa.mil Send Additional Email Notifications **Wed Mar 09 11:30:09 MST 2011**