

Access the History Folder by User

Introduction This folder is the repository for documents which have been worked by the LPO 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	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click on the History Folder by User.</p> <ul style="list-style-type: none"> Local Processing Office <ul style="list-style-type: none"> Certification Folder History Folder by DoDAAC History Folder by User Discount Folder Hold Folder Recall - Action Required Folder Pure Edge Folder View Only Folder View Only Pure Edge Folder <p>Result: The search screen is displayed.</p>
3	<p>Select the appropriate DoDAAC in the drop down box.</p>  <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	<p>Click Submit.</p>  <p>Result: The LPO History Folder screen is displayed.</p>

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Procedure The steps below are continued from the previous page.
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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>LPO History from Active Folder for Jeremy Worst at 'HQ0313' (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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice 2in1</td> <td>0T5L1</td> <td>DAAB0797DB608</td> <td>0014</td> <td>SER7899</td> <td>2010-03-01</td> </tr> <tr> <td>2</td> <td>Invoice</td> <td>1DV75</td> <td>DAAB0797DB608</td> <td>0014</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Telecom (Non-Contractual)</td> <td>09NLO</td> <td>W3TELE09C09NL0049</td> <td></td> <td>INV12082009E</td> <td>2009-12-08</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	1	Invoice 2in1	0T5L1	DAAB0797DB608	0014	SER7899	2010-03-01	2	Invoice	1DV75	DAAB0797DB608	0014			3	Telecom (Non-Contractual)	09NLO	W3TELE09C09NL0049		INV12082009E	2009-12-08																
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6	<p>Click on the Shipment or Invoice Number</p> <table border="1"> <thead> <tr> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Pack</th> <th>Invoice Number</th> <th>Submitted</th> </tr> </thead> <tbody> <tr> <td>SER7899</td> <td>2010-03-01</td> <td>2010-03-01</td> <td>2010-03-01</td> <td>Processed</td> <td></td> <td></td> <td></td> <td></td> <td>420INV</td> <td>2010-03-01</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>PR1385</td> <td>2010-02-04</td> </tr> <tr> <td>INV12082009E</td> <td>2009-12-08</td> <td>2009-12-08</td> <td>2010-02-10</td> <td>Processed</td> <td></td> <td></td> <td></td> <td></td> <td>INV12082009E</td> <td>2009-12-08</td> </tr> </tbody> </table>	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack	Invoice Number	Submitted	SER7899	2010-03-01	2010-03-01	2010-03-01	Processed					420INV	2010-03-01										PR1385	2010-02-04	INV12082009E	2009-12-08	2009-12-08	2010-02-10	Processed					INV12082009E	2009-12-08
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7	<p>Review information by expanding the desired information group..</p> <p>Local Processing Office - Invoice</p> <p>Expand All Collapse All</p> <hr/> <p>[+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information</p>																																												

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Procedure The steps below are continued from the previous page.
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Step	Action
8	Once you finish reviewing the document, Scroll down and click the Previous button. _____  
