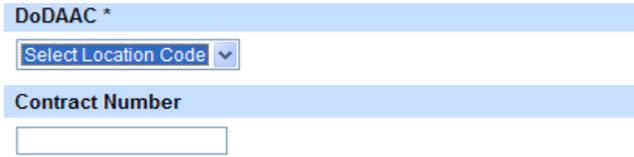


# Access the History Folder by DoDAAC

**Introduction** This folder is the repository for documents which have been worked by the Local Processing Office Reviewer 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 <b>History Folder by DoDAAC</b> link.  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.), more fields will narrow the search result.</i>
4	Click <b>Submit</b> .  Result: The LPO Reviewer History Folder screen is displayed.

*Continued on next page*

# Access the History Folder by DoDAAC

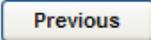
**Procedure** The steps below are continued from the previous page.  
(continued)

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"> <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 invoice number hyperlink will result in the invoice being displayed.</li> <li>• Clicking on the shipment number hyperlink will result in the receiving report being displayed.</li> </ul> <p>LPO Reviewer History from Active Folder for 'N00244' (4 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> </tr> </thead> <tbody> <tr> <td>1</td> <td>Misc. Pay</td> <td>1J3E7</td> <td><a href="#">CLOTHE11D1J3E7001</a></td> <td></td> <td><a href="#">CLOTHE11D1J3E7001</a></td> <td>2011-02-23</td> <td></td> </tr> <tr> <td>2</td> <td>Misc. Pay</td> <td>36JX1</td> <td><a href="#">CLPARK11D36JX1001</a></td> <td></td> <td><a href="#">CLPARK11D36JX1001</a></td> <td>2011-02-18</td> <td></td> </tr> <tr> <td>3</td> <td>Receiving Report D/D</td> <td>36JX1</td> <td><a href="#">N0002400G2009</a></td> <td>0001</td> <td><a href="#">NAVYTESTJAJRR5010001</a></td> <td>2011-02-18</td> <td>2011-02-18</td> </tr> <tr> <td>4</td> <td>Invoice 2in1</td> <td>36JX1</td> <td><a href="#">N0036707C5555</a></td> <td></td> <td><a href="#">NAVYTESTJAJ2N1501</a></td> <td>2011-02-18</td> <td>2011-02-18</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	1	Misc. Pay	1J3E7	<a href="#">CLOTHE11D1J3E7001</a>		<a href="#">CLOTHE11D1J3E7001</a>	2011-02-23		2	Misc. Pay	36JX1	<a href="#">CLPARK11D36JX1001</a>		<a href="#">CLPARK11D36JX1001</a>	2011-02-18		3	Receiving Report D/D	36JX1	<a href="#">N0002400G2009</a>	0001	<a href="#">NAVYTESTJAJRR5010001</a>	2011-02-18	2011-02-18	4	Invoice 2in1	36JX1	<a href="#">N0036707C5555</a>		<a href="#">NAVYTESTJAJ2N1501</a>	2011-02-18	2011-02-18															
Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped																																																	
1	Misc. Pay	1J3E7	<a href="#">CLOTHE11D1J3E7001</a>		<a href="#">CLOTHE11D1J3E7001</a>	2011-02-23																																																		
2	Misc. Pay	36JX1	<a href="#">CLPARK11D36JX1001</a>		<a href="#">CLPARK11D36JX1001</a>	2011-02-18																																																		
3	Receiving Report D/D	36JX1	<a href="#">N0002400G2009</a>	0001	<a href="#">NAVYTESTJAJRR5010001</a>	2011-02-18	2011-02-18																																																	
4	Invoice 2in1	36JX1	<a href="#">N0036707C5555</a>		<a href="#">NAVYTESTJAJ2N1501</a>	2011-02-18	2011-02-18																																																	
6	<p>Click on the <b>Shipment</b> or <b>Invoice Number</b></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><a href="#">CLOTHE11D1J3E7001</a></td> <td>2011-02-23</td> <td></td> <td>2011-02-23</td> <td>Processed</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">CLOTHE11D1J3E7001</a></td> <td>2011-02-23</td> </tr> <tr> <td><a href="#">CLPARK11D36JX1001</a></td> <td>2011-02-18</td> <td></td> <td>2011-02-18</td> <td>Processed</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">CLPARK11D36JX1001</a></td> <td>2011-02-18</td> </tr> <tr> <td><a href="#">NAVYTESTJAJRR5010001</a></td> <td>2011-02-18</td> <td>2011-02-18</td> <td>2011-02-18</td> <td>Processed</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><a href="#">NAVYTESTJAJ2N1501</a></td> <td>2011-02-18</td> <td>2011-02-18</td> <td>2011-02-18</td> <td>Processed</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">NAVYTESTJAJ2N1501</a></td> <td>2011-02-18</td> </tr> </tbody> </table>	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack	Invoice Number	Submitted	<a href="#">CLOTHE11D1J3E7001</a>	2011-02-23		2011-02-23	Processed					<a href="#">CLOTHE11D1J3E7001</a>	2011-02-23	<a href="#">CLPARK11D36JX1001</a>	2011-02-18		2011-02-18	Processed					<a href="#">CLPARK11D36JX1001</a>	2011-02-18	<a href="#">NAVYTESTJAJRR5010001</a>	2011-02-18	2011-02-18	2011-02-18	Processed							<a href="#">NAVYTESTJAJ2N1501</a>	2011-02-18	2011-02-18	2011-02-18	Processed					<a href="#">NAVYTESTJAJ2N1501</a>	2011-02-18
Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack	Invoice Number	Submitted																																														
<a href="#">CLOTHE11D1J3E7001</a>	2011-02-23		2011-02-23	Processed					<a href="#">CLOTHE11D1J3E7001</a>	2011-02-23																																														
<a href="#">CLPARK11D36JX1001</a>	2011-02-18		2011-02-18	Processed					<a href="#">CLPARK11D36JX1001</a>	2011-02-18																																														
<a href="#">NAVYTESTJAJRR5010001</a>	2011-02-18	2011-02-18	2011-02-18	Processed																																																				
<a href="#">NAVYTESTJAJ2N1501</a>	2011-02-18	2011-02-18	2011-02-18	Processed					<a href="#">NAVYTESTJAJ2N1501</a>	2011-02-18																																														
7	<p>Review information by expanding the desired information group.</p> <p><b>Local Processing Office Reviewer - Misc. Payment Voucher</b></p> <p><a href="#">Expand All</a>   <a href="#">Collapse All</a></p> <hr/> <p><a href="#">[+]Voucher Information</a>  <a href="#">[+]Line Item Information</a>  <a href="#">[+]LLA Information</a>  <a href="#">[+]Address Information</a>  <a href="#">[+]Misc Information</a>  <a href="#">[+]Workflow Information</a></p>																																																							

Continued on next page

## Access the History Folder by DoDAAC

**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.  _____   

---