Access the History Folder by User

Introduction This folder is the repository for documents which have been worked by the Acceptor 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. **Wide Area Workflow 5.0.0** User · Administration Console · Government · Property Transfer · Documentation · Lookup · Logout
2	Click on the **History Folder by User**. **Acceptor** Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder Post Payment Review Folder Suspended CEFT Transactions Folder Saved Documents Folder Pure Edge Folder Result: The search screen is displayed.
3	Select the Acceptor DoDAAC in the drop down box. **DoDAAC *** Select Location Code **Contract Number** *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**. Submit Help Result: The Acceptor History Folder screen is displayed.

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

Step	Action
5	Below is an example of the document search results. The information on the top of the screen displays the number of items in the folder. • 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. **In this procedure we will use a Receiving Report.** Acceptance History from Active Folder for 'HC1001' (4 items, sorted by Contract Number) 	Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
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1	Receiving Report D/D	1J3E7	GS06F0078R	HC102808F2259	TPP5052A	2011-01-25	2011-01-26	2011-01-31	Suspended
2	Receiving Report D/D	1J3E7	HC104705P4099		TPP5049A	2011-01-21	2011-01-21	2011-01-21	Suspended
3	Receiving Report D/D	1J3E7	HC104705P4099		TPP5050A	2011-01-21	2011-01-21	2011-01-21	Suspended
4	Receiving Report D/D	1J3E7	HC104705P4099		TPP5051A	2011-01-21	2011-01-25	2011-01-21	Suspended	 [Return] [Help] *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.)*
6	Click on the **Shipment Number** | Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack
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GS06F0078R	HC102808F2259	TPP5052A	2011-01-25	2011-01-26	2011-01-31	Suspended				
HC104705P4099		TPP5049A	2011-01-21	2011-01-21	2011-01-21	Suspended				
HC104705P4099		TPP5050A	2011-01-21	2011-01-21	2011-01-21	Suspended				
HC104705P4099		TPP5051A	2011-01-21	2011-01-25	2011-01-21	Suspended					 Result: The Receiving Report screen is displayed.
7	Review information by expanding the desired information group.. **Acceptor - Receiving Report** Expand All Collapse All [+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information

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

Step	Action
8	Once you finish reviewing the document, Scroll down and click the **Previous** button. ——————————————————————— [Previous] [Help]