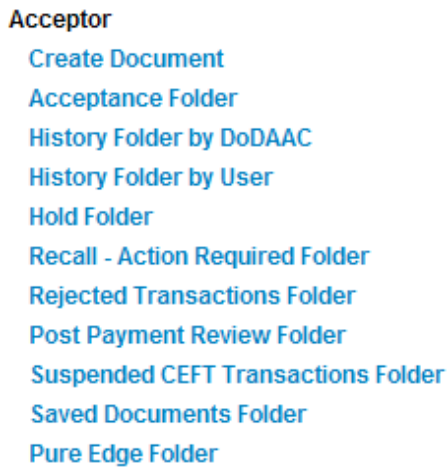
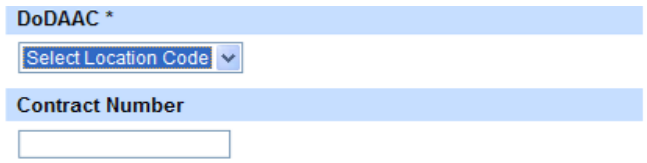
Access the Saved Document Folder

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 Acceptor 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 Acceptor History Folder screen is displayed.

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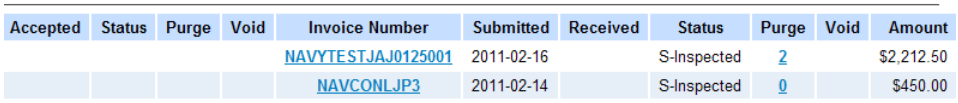
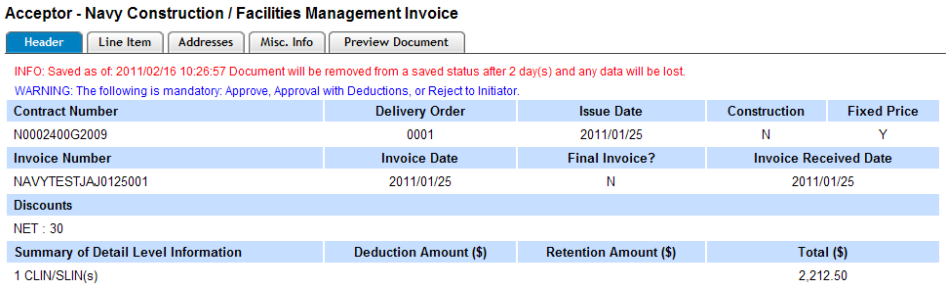
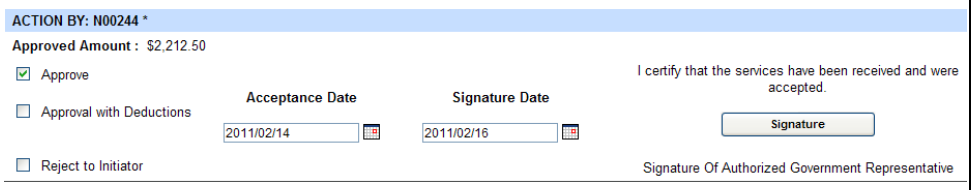
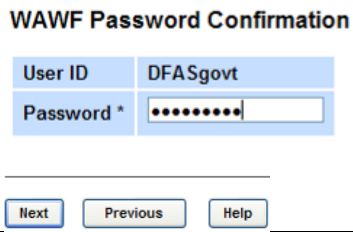
Procedure (continued) The steps below are continued from the previous page.

Step	Action
5	Select the appropriate **Document Number** from the Invoice Number Column.  ***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.  Note: The level of review/additions will be different depending on what was input on the document prior to the Save Draft Document button being selected.
7	On the bottom of the Header tab perform the acceptance/approval actions, enter any necessary dates and select the Submit or Signature buttons. 
8	Enter the **Password**, and then click the **Next** button. 

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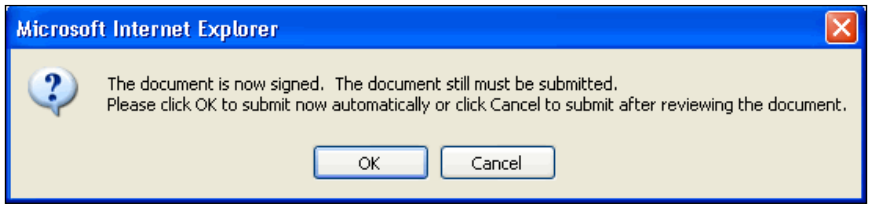
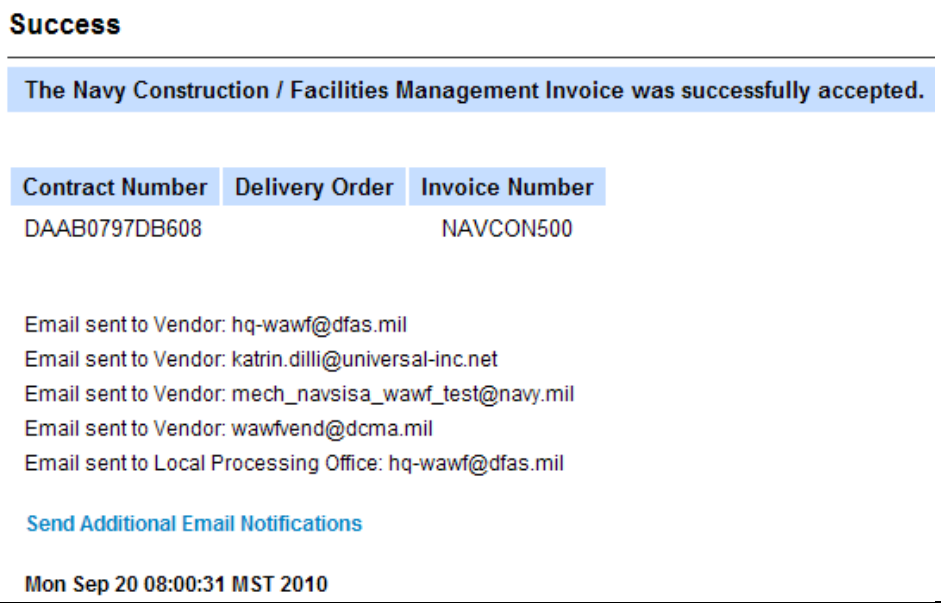
Procedure (continued) The steps below are continued from the previous page.

Step	Action
9	Review message and click the OK button. 
10	View the verification screen.