

# Access the History Folder by User

**Introduction** This folder is the repository for documents which have been worked by the Cost Voucher 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. 
2	Click on the <b>History Folder by User</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 Cost Voucher Approver History Folder screen is displayed.

Continued on next page

# Access the History Folder by User

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

Step	Action																																																	
5	<p>Below is an example of the document search results. Select the appropriate <b>Voucher Number</b></p> <p>Review History from Active Folder for 'HAA444' (91 items, sorted by Invoice Received Date)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Contractor Name</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Voucher Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CV-Final</td> <td>RAYTHEON COMPANY</td> <td>15090</td> <td><a href="#">F0862698C0018</a></td> <td></td> <td><a href="#">BVN0001Z</a></td> </tr> <tr> <td>2</td> <td>CV-Final</td> <td>FORCE PROTECTION INDUSTRIES, (INC)</td> <td>1EFH8</td> <td><a href="#">M6785407D5031</a></td> <td>YMQ</td> <td><a href="#">TBT5072Z</a></td> </tr> <tr> <td>3</td> <td>CV-Final</td> <td>BOEING COMPANY, THE</td> <td>8V613</td> <td><a href="#">W58RGZ04G0011</a></td> <td>TY38</td> <td><a href="#">BVNT616Z</a></td> </tr> <tr> <td>4</td> <td>CV-Final</td> <td>LAWRENCE TECHNOLOGIES INC</td> <td>0DPV2</td> <td><a href="#">SPM7M809M2022</a></td> <td></td> <td><a href="#">TBU5064Z</a></td> </tr> <tr> <td>5</td> <td>CV-Final</td> <td>FORCE PROTECTION INDUSTRIES, (INC)</td> <td>1EFH8</td> <td><a href="#">M6785407D5031</a></td> <td>YMQ</td> <td><a href="#">TBU5072Z</a></td> </tr> <tr> <td>6</td> <td>CV-Final</td> <td>FORCE PROTECTION INDUSTRIES, (INC)</td> <td>1EFH8</td> <td><a href="#">SPM7M809M2022</a></td> <td></td> <td><a href="#">TBU5116Z</a></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	Contractor Name	Vendor (Payee)	Contract Number	Delivery Order	Voucher Number	1	CV-Final	RAYTHEON COMPANY	15090	<a href="#">F0862698C0018</a>		<a href="#">BVN0001Z</a>	2	CV-Final	FORCE PROTECTION INDUSTRIES, (INC)	1EFH8	<a href="#">M6785407D5031</a>	YMQ	<a href="#">TBT5072Z</a>	3	CV-Final	BOEING COMPANY, THE	8V613	<a href="#">W58RGZ04G0011</a>	TY38	<a href="#">BVNT616Z</a>	4	CV-Final	LAWRENCE TECHNOLOGIES INC	0DPV2	<a href="#">SPM7M809M2022</a>		<a href="#">TBU5064Z</a>	5	CV-Final	FORCE PROTECTION INDUSTRIES, (INC)	1EFH8	<a href="#">M6785407D5031</a>	YMQ	<a href="#">TBU5072Z</a>	6	CV-Final	FORCE PROTECTION INDUSTRIES, (INC)	1EFH8	<a href="#">SPM7M809M2022</a>		<a href="#">TBU5116Z</a>
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6	<p>Review information by expanding the desired information group.</p> <p><b>Cost Voucher Reviewer - Cost Voucher (Final)</b></p> <p><a href="#">Expand All</a>   <a href="#">Collapse All</a></p> <hr/> <p><a href="#">[+] Document Information</a></p> <p><a href="#">[+] Line Item Information</a></p> <p><a href="#">[+] Address Information</a></p> <p><a href="#">[+] Misc Information</a></p> <p><a href="#">[+] Workflow Information</a></p>																																																	
7	<p>Once you finish reviewing the document,</p> <p>Scroll down and click the <b>Previous</b> button.</p> <hr/> <p><input type="button" value="Previous"/>   <input type="button" value="Help"/></p>																																																	