

Access the History Folder by User

Introduction This folder is the repository for documents which have been worked by the Field Inspector 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 History Folder by User . Field Inspector <ul style="list-style-type: none"> Inspection Folder History Folder by DoDAAC History Folder by User Hold Folder View Only Folder Result: The search screen is displayed.
3	Select the Field Inspection DoDAAC in the drop down box.  <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	Click Submit .  Result: The Field Inspector History Folder screen is displayed.

Continued on next page

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

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5	<p>Below is an example of the document search results. Select the appropriate Invoice Number.</p> <table border="1" data-bbox="407 390 1263 747"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TVT5002</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5003</td> <td>2011-01-14</td> <td>2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5102</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5103</td> <td>2011-01-14</td> <td>2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5002</td> <td>2011-01-27</td> <td>D2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5003</td> <td>2011-01-27</td> <td>2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5102</td> <td>2011-01-27</td> <td>D2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVU5103</td> <td>2011-01-27</td> <td>2011-01-27</td> <td>Processed</td> <td></td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>EVENCENTS</td> <td>2011-02-16</td> <td>D2011-02-16</td> <td>Inspected</td> <td></td> <td></td> <td></td> <td>\$32.52</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>	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount	TVT5002	2011-01-14	D2011-01-14	Processed				\$150.00	TVT5003	2011-01-14	2011-01-14	Processed				\$150.00	TVT5102	2011-01-14	D2011-01-14	Processed				\$150.00	TVT5103	2011-01-14	2011-01-14	Processed				\$150.00	TVU5002	2011-01-27	D2011-01-27	Processed				\$150.00	TVU5003	2011-01-27	2011-01-27	Processed				\$150.00	TVU5102	2011-01-27	D2011-01-27	Processed				\$150.00	TVU5103	2011-01-27	2011-01-27	Processed				\$150.00	EVENCENTS	2011-02-16	D2011-02-16	Inspected				\$32.52
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6	<p>Review information by expanding the desired information group..</p> <p>Field Inspector - Navy Construction / Facilities Management Invoice</p> <p>Expand All Collapse All</p> <hr/> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p>																																																																																
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