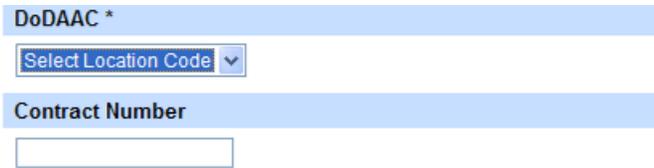


Inspector Hold Folder-Acceptor

Overview Government users may elect to remove a document from the work folder and place it into a Hold status. This may be done for a variety of reasons based on the local organization's business requirements. While a document is in a Hold status, the previous user cannot recall or void the document. Once the government user has resolved the issue requiring the hold status, it is displayed in the Hold Folder and will be worked directly out of the Hold Folder. There is no document history while the document is in a HOLD status

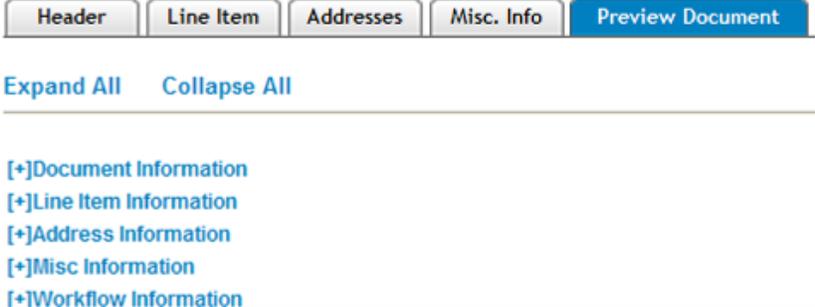
Procedure Follow the steps below to work a document that is on Hold.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Under Inspector, Click the Hold Folder Link.</p> <p>Inspector</p> <ul style="list-style-type: none"> Create Document Inspection Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder <p>Result: The Search Criteria screen is displayed.</p>
3	<p>Select a <u>DoDAAC</u> from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p>  <p>All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.</p>

Continued on next page

Inspector Hold Folder-Acceptor

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

Step	Action
4	<p>Click the Submit button.</p> 
5	<p>Click on the desired Shipment or Invoice Number</p>  <p>Result: Document is displayed. Note: in this procedure we will use the receiving report.</p>
6	<p>Move through the tabs reviewing the data. All data can be viewed by selecting the Preview Document tab.</p> 
7	<p>Return to the Header tab, scroll to the bottom and take that appropriate action (depending on the role and document type this action will vary.).</p> 
8	<p>View the Successful Response.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully inspected.</p> 