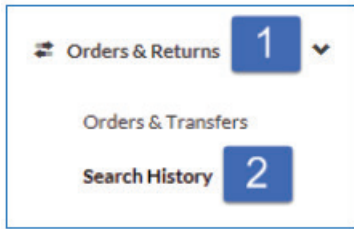


Search History

The Search History feature is used to search for and review all previous orders, transfers, returns, and wastages in VOMS. It allows users to view details and conduct research as needed.

Search for Orders, Transfers, Returns or Wastages

1. Click the **Orders & Returns > Search History** link in the navigation menu.



2. On the Search History page that opens, click a tab at the top: **Orders, Transfers, Returns, or Wastage**.
3. Enter the search criteria as needed and click **Search**.

4. The search results appear in a list on the page. To export the search results list to a downloadable file, click the **Export** button at the bottom of the page.
5. To view the details of a specific order, transfer, return, or wastage, locate it in the list and click the order/transfer/return/wastage number button.

Order #	Order Status	Organization / Facility	Submit Date	Approval Date	Cancel Date	Receipt Date
134396	Saved	NorthSound Pediatrics/ North Sound Pediatrics				
134458	Received	NorthSound Pediatrics/ North Sound Pediatrics	09/01/2015	09/02/2015		09/24/2015
134039	Received	NorthSound Pediatrics/ North Sound Pediatrics	06/03/2015	06/04/2015		06/30/2015
134672	Received	NorthSound Pediatrics/ North Sound Pediatrics	07/01/2015	07/02/2015		07/09/2015
135041	Received	NorthSound Pediatrics/ North Sound Pediatrics	06/01/2015	06/02/2015		06/04/2015
130095	Denied	NorthSound Pediatrics/ North Sound Pediatrics	05/05/2015		05/07/2015	
130176	Received	NorthSound Pediatrics/ North Sound Pediatrics	05/01/2015	05/04/2015		05/22/2015
130221	Denied	NorthSound Pediatrics/ North Sound Pediatrics	04/01/2015		04/02/2015	
130250	Received	NorthSound Pediatrics/ North Sound Pediatrics	04/01/2015	04/02/2015		04/08/2015
130059	Received	NorthSound Pediatrics/ North Sound Pediatrics	03/02/2015	03/04/2015		03/22/2015

Viewing 1 - 20 out of 335 Entries
1 2 3 ... 10 11 >
Displaying 10 results per page
EXPORT

6. Once you click on the order, wastage, return or wastage number button, the details open in a new Search History page. Click **Back** to return to the search results list.

Order #	Order Status	Organization / Facility	Submit Date	Approval Date	Cancel Date	Receipt Date
138420	Received	NorthSound Pediatrics/ North Sound Pediatrics	09/01/2015	09/02/2015		09/24/2015

BACK