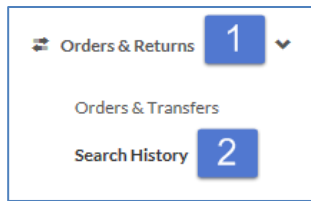


Search History

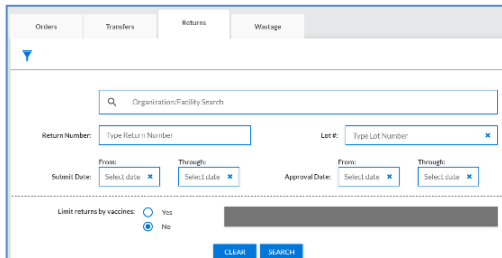
The Search History feature is used to search for and review all orders, transfers, returns, and wastages in VOMS. It allows users to view details and conduct research as needed.

Search for Orders, Transfers, Returns, or Wastage.

- To access the Search History page in VOMS, select **Orders & Returns** from the left side menu. Then select **Search History**.



- On the Search History page that opens, click a tab at the top: **Orders, Transfers, Returns, or Wastage**.



- Enter the criteria as needed and click **Search**.
- The search results appear in a list on the page. The **Export** button is also available to export the search results list.
- To view the details of a specific order, locate it in the list and click the order /transfer/wastage number button.

Order #	Order Status	Organization / Facility	Sublot Date	Approval Date	Order Date	Receipt Date
1400A	Void	North Sound Pediatrics				
13840	Received	North Sound Pediatrics	09/01/2015	09/02/2015		09/30/2015
13829	Received	North Sound Pediatrics	08/03/2015	08/04/2015		08/18/2015
13827	Received	North Sound Pediatrics	07/01/2015	07/02/2015		07/09/2015
13051	Received	North Sound Pediatrics	06/01/2015	06/02/2015		06/04/2015
13005	Denied	North Sound Pediatrics	05/01/2015		05/07/2015	
13017	Received	North Sound Pediatrics	05/01/2015	05/04/2015		05/12/2015
12821	Denied	North Sound Pediatrics	04/01/2015		04/02/2015	
13820	Received	North Sound Pediatrics	04/01/2015	04/02/2015		04/09/2015
13008	Received	North Sound Pediatrics	03/02/2015	03/04/2015		03/12/2015

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

