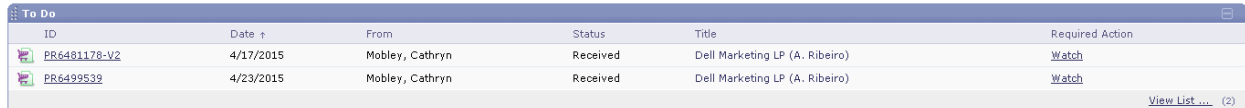


eVA Helpful Hints:

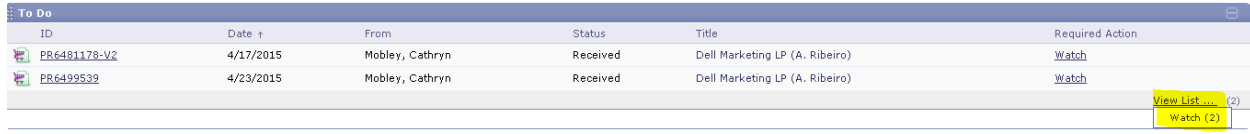
Question: “Watch” orders are showing up in my “To Do” section. How can I move these to an archived folder in eVA?



ID	Date ↑	From	Status	Title	Required Action
PR6481178-V2	4/17/2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	Watch
PR6499539	4/23/2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	Watch

[View List ...](#) (2)

Click on the “View List” blue hyperlink and then click “Watch” link...



ID	Date ↑	From	Status	Title	Required Action
PR6481178-V2	4/17/2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	Watch
PR6499539	4/23/2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	Watch

[View List ...](#) (2)
[Watch \(2\)](#)

You are a watcher on 2 requests.

Type	ID	Date Created	Requester	Status	Title	Total
<input type="checkbox"/>	PR6499539	Thu, 23 Apr, 2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	\$7,590,04000 USD
<input type="checkbox"/>	PR6481178-V2	Fri, 17 Apr, 2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	\$34,287,39000 USD

[Delete](#) [Archive To Label](#) [Clean Up](#)

Check the order that you want to move and use the drop down on the “Archive To Label” to select the folder you want to move the order to...



You are a watcher on 2 requests.

Type	ID	Date Created	Requester	Status	Title	Total
<input checked="" type="checkbox"/>	PR6499539	Thu, 23 Apr, 2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	\$7,590,04000 USD
<input checked="" type="checkbox"/>	PR6481178-V2	Fri, 17 Apr, 2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	\$34,287,39000 USD

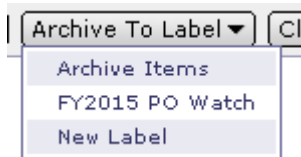
[Delete](#) [Archive To Label](#) [Clean Up](#)

Archive Items
FY2015 PO Watch
New Label

You are a watcher on 0 requests.

Type	ID	Date Created	Requester	Status	Title	Total
No Items						

If you do not have any archive folders created, use the drop down on the “Archive To Label” and select “New Label”



A pop-up box will appear on your screen called “Add Label”. Type the name of the label you want to create and click “OK”.



Add Label

Add new label to be associated with selected documents.

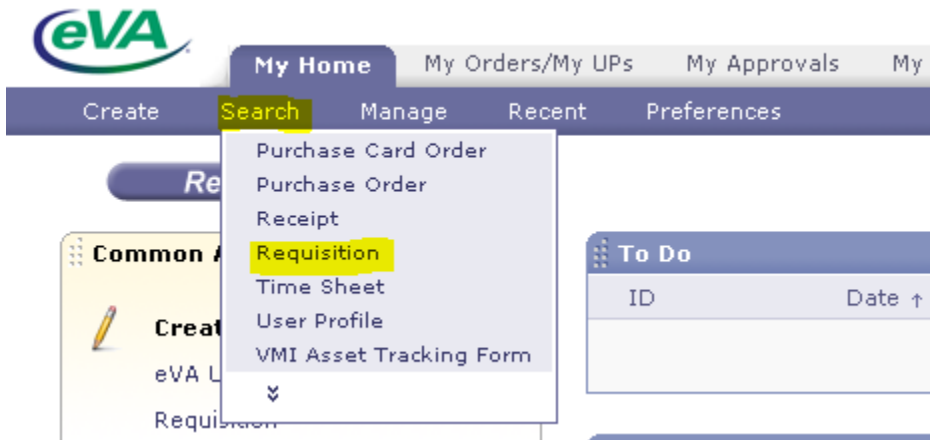
Enter New Label:

[OK](#) [Cancel](#)

Go back to your home page and the order is no longer in your "To Do" list...

ID	Date ↑	From	Status	Title	Required Action
No items					

If you select "Archive Items" without selecting a folder, you can find the purchase order and archive it from the Search function. Go to the Search menu and select "Requisition"



Type:

Change the search criteria or name, and then **Search**.

Search Filters		Search Options	
Title:	<input type="text"/>	Requester:	(select a value) [select]
ID:	<input type="text"/>	Status:	No Choice
Date Created:	Custom	Supplier (any line item):	(select a value) [select]
	From: Tue, 17 Jun, 2014	Total Cost:	<input type="text"/> To: <input type="text"/> USD
	To: Wed, 17 Jun, 2015, 11:59 F		
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Save Search"/>			

In the box labeled ID type in the requisition number, adjust the date range as needed, and select "Search"

ID:	<input type="text" value="PR6118342"/>	
Date Created:	Custom	From: Tue, 17 J
		To: Wed, 17 :

The requisition will appear in the results section below.

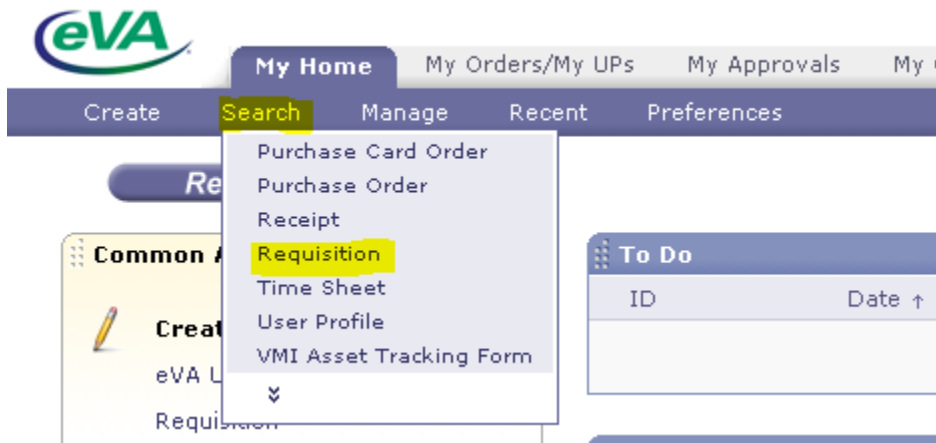
ID:	<input type="text" value="PR6118342"/>	Status:
Date Created:	<input type="text" value="Custom"/> From: <input type="text" value="Tue, 17 Jun, 2014"/>	Supplier (any
	To: <input type="text" value="Wed, 17 Jun, 2015, 11:59 F"/>	Total Cost:

Search Results		Found 1 item
<input type="checkbox"/>	Type ID	Title
<input type="checkbox"/>	PR6118342-V2	LU PD Durango Outfitting
L	<input type="button" value="Label"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	

Select the requisition(s) you need, and use the drop down on the “Archive To Label” to select the folder you want to move the order to.

Search Results		
<input type="checkbox"/>	Type ID	Title
<input type="checkbox"/>	PR6118342-V2	LU PD Durango Outfitting
L	<input type="button" value="Label"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	
Apply Label		
Archive Items		
FY2015 PO Watch		
New Label...		

To recall the orders use the “Search” option and select “Requisition”



The next screen should have a panel on the left side which includes a “My Labels” section – if you click on the appropriate label it will pull up the orders assigned to that label

