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?

To Do					8
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
					<u>View List</u> (2)

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

То	Do								E	
	ID		1	Date 🕆		From	Status	Title	Required Action	
8	<u>PR648</u>	1178-V2		4/17/2015		Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	Watch	
8	<u>PR649</u>	9539	4	4/23/2015		Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)	Watch	
									View List (2)
									Watch (2)	_
You	are a w	atcher on 2 req	quests.							
	Туре т	ID	Date Created	Requester	Status	Title			Tota	10
8	8	PR6499539	Thu, 23 Apr, 2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)			\$7,590.04000 Usi	2
	8	PR6481178-V2	Fri, 17 Apr, 2015	Mobley, Cathryn	Received	Dell Marketing LP (A. Ribeiro)			\$34,287.39000 US	5
Del	te Arc	hive 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
🔀 街 EB4422522 Thu, 23 Apr, 2015 Call Mobiley, Baceluda Call Maduatina LE (A. Riberro)	\$7,590.04000 USD
PESSERIZZENZ FM, 17 Apr, 2015 Colley, Received Cell Marketing LP. (A. Riberto)	\$34,287.39000 USD
Archive To Label Clean Up Archive To Label Clean Up Archive Label 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:	
	Cancel

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

f To Do						
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"

eva	My Home	My Orders/My	UPs My Approvals	My C
Create <mark>S</mark>	earch Man	age Recent	Preferences	
Re Common / Creat eVA L Requise Type: Requisition	Purchase Car Purchase Ord Receipt Requisition Time Sheet User Profile VMI Asset Tra	d Order er icking Form	To Do ID	Date ↑
Change the search criteri	a or name, and then	Search.		
Search Filters				Search Options
Title:	From: Tue, To: Wec	. 17 Jun, 2014 I, 17 Jun, 2015, 11:59 F	Requester: Status: Supplier (any line iten Total Cost:	(select a value) [<u>select</u>] No Choice ▼ n): (select a value) [<u>select</u>] To: USD
				Search Reset Save Search

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

ID:	PR6118342			
Date Created:	Custom	•	From: To:	Tue, 17 J Wed, 17 J

The requisition will appear in the results section below.

ID	:	PR61183	42				Status:
Da	ite Create	Custom	T	From: To:	Tue, 17 Jun, 2014 Wed, 17 Jun, 2015, 11	.:59 F 📰	Supplier (any Total Cost:
Sea	arch Res	ults				Found	1 item
	Type	10					
	type	ID	Title				
	iype E	ID PR6118342- V2	Title	Duranc	<u>10 Outfitting</u>		

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							
	Туре	ID	Title				
	2	<u>PR6118342-</u> <u>V2</u>	LU PD Durango Outfitting				
L	Label 🤜	 Copy De 	elete				
	Apply	Label					
	Archiv	ve Items					
	FY20:	15 PO Watch					
	New L	abel					

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

eVA	My Home	My Orders/My U	Ps My Approvals	My Quick Qu	ote Req's
Create	Search M	lanage Recent	Preferences		
Searc	:h	Type: Requi	isition		T
Requisitio	on	Change the s	earch criteria or name	e, and then Sea i	rch.
View All	I	Search Filte	rs		
🤝 My Labe	els				
Archive	Items (1300)	Title:			
_ <u>Gold Ca</u>	ard (6)	ID:		last a ualua). [c	relact 1
Create Search My Heme	My Orders/My UPs My Approvals Manage Recent Proferences	My Quick Quote Reg's			Helsson Molifey, Sat
Requisition	Change the search criteria or name,	, and then Search.			
View All	Search Filters				Search Options
Sold Card (6)	Title:	lar a which factors 1	Dote	Created: uester: (select a v	From: Sun, 15 Jun, 2014 To: Mon, 15 Jun, 2015, 11:59 P alue) [zelisst]
 ✓ My Saved Searches <i>No Items</i> ✓ Public Saved Searches 	Commodity Code: (set	lect a value) [<u>solect</u>]	Statu Supp Yotal	us: No Choice olier (any line item): (select a vi I Cost:	Nue) [select] To: UED
My Quick Quotes - Composing					Search (Reset) (Save Search)
Mr. Quick Quotes - Ordered - This Year	Search Results		Found 4 ite	rms	
My Ouick Ouotes -	Type ID Title				Status Date Created Total s
	006481128.				
Received - This Year L.,		keting LP. (A. Ribeiro)			Received Fri, 17 Apr, 2015 \$34,287.39000 USD
Received - This Year L., Mr. Quick Quotes - Receiving - This Year	PR6481178- V2 Dell.Mark PR6257858 Apple Sto PR6499539 Dell.Mark PR6499539 Dell.Mark	keting LP.(A. Ribeiro) ore for Education Institution (Radio Station) keting LP. (A. Ribeiro)			Baselund Fri, 17 Apr, 2015 \$34,287.39000 USD Resolund Wed, 22 Oct, 2014 \$13,200.90000 USD Resolund Thu, 23 Apr, 2015 \$7.590.04000 USD
Received - This Year L., Mr. Quick Quotes - Receiving - This Year Mr. Quick Quotes - Submitted	PR6493179- V2 Dell.Mark V2 Dell.Mark E26499539 Dell.Mark E26499539 Dell.Mark E26497204 chairs-sh	ketina LP (A. Ribeiro) ore for Education Institution (Radio Station) keting LP (A. Ribeiro) udent desk			Hindrived Fri. 37 Apr., 2015 \$34,287,3900 USD Restrined Wed, 22 Oct, 2014 \$13,000,9000 USD Exercised Fri. 32 Apr., 2015 \$7,590.04000 USD Exercised Fri. 27 Mar., 2015 \$6,550.0000 USD
Received - This Year L., Mr. Quick Quotes - Receiving - This Year Mr. Quick Quotes - Submitted Requisitions (not in Submitted Status) L.,	VI VI VI PRASZ7655 Acole Sk VI PRASZ7655 Acole Sk VI PRASZ7655 Acole Sk VI PRASZ7655 Acole Sk VI PRASZ7655 Acole Sk VI VI PRASZ7655 Acole Sk VI VI VI VI VI VI VI VI VI VI VI VI VI	ketina LP. (A. Ribeiro) ars. for Education Institution (Radio Station) ketina LP (A. Ribeiro) udent desk	r 		Received Fri, 27 Apr, 2015 \$34,287,39000 USO Received Wed, 22 Oct, 2014 \$33,000 Host 0000 USO Received Fri, 27 Mar, 2015 \$7,590-0000 USD Received Fri, 27 Mar, 2015 \$6,550,0000 USD