

## Document Approval History Form (FOIAPPH)

This form allows you to view every user in the queue that has previously approved the document.

It provides an online display of the approval history for a specified document.


1. In the GO field, type **FOIAPPH** and press **Enter** to access the Document Approval History Form.

**NOTE:** You may also access FOIAPPH from the **Document Approval Form (FOAAINP)** or the **User Approval Form (FOAUAPP)**. Select **Options, Approval History (FOIAPPH)**.

2. Press **TAB** to advance to the **Doc Type** field or click on the Doc Type field. Type **REQ** in the Doc Type field to perform a search for all requisitions, or **PO** for Purchase Orders.

**OR**

You can narrow the search to one specific document by entering the entire document number or a portion of the document number with the wildcards (% **OR** \_) in the Document Code field.

3. Click on **Execute Query**  (or press **F8**) to perform the search for all documents that meet the criteria.
4. Select the document number that you want to

view its related history information such as **Approver's name**, **Approval Date**, and **Originating User**.

5. Click on **Exit**  to return to the Main Menu.

