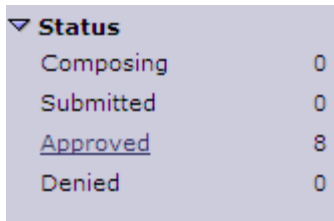


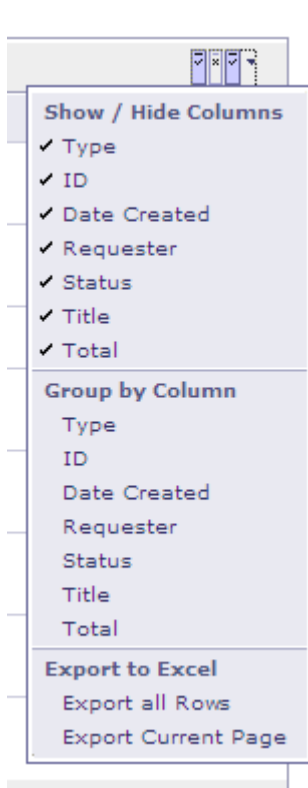
eVA Approved File Export

1. Log into eVA and select Shop Now.
2. Open the Approved requests under Status on the left side of your screen.



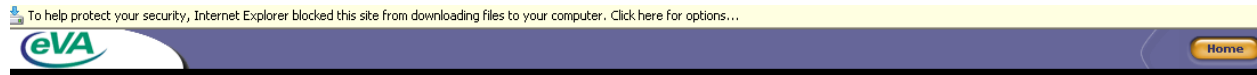
Status	Count
Composing	0
Submitted	0
<u>Approved</u>	8
Denied	0

3. You will see the title “Requests in progress”. AT the far right on this same line you will see a small icon with a dropdown arrow. Click on the arrow and you will see the following.

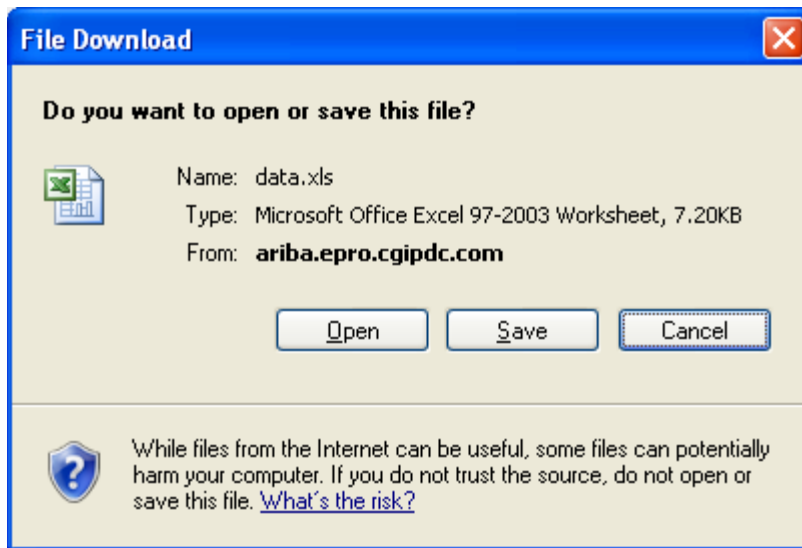


At the bottom of the above selection you will see a section titled Export to Excel. Click on the line just below titled “Export all Rows”.

If nothing happens you may see the line below asking you to click here for options. Please click there and then click on download file.



Now you will need to start at the beginning of step 3 again. This time you should receive the following pop-up screen.



Click save and give it an easily identifiable name and save it to “My Documents”. After the download is complete you will have the option to open the file. Next, open the file and print a hardcopy if you need to do so.

4. Now delete the orders from your Approved folder by checking the box just to the left of the word “Type” and click the “Delete” button at the bottom of the request list.

Requests in progress: 8

<input checked="" type="checkbox"/>	Type	ID	Date Created	Requester	Status	Title
<input checked="" type="checkbox"/>		PR4260551	Thu, 17 Mar, 2011	Norfleet , Lynn	Ordered	Test C
<input checked="" type="checkbox"/>		PR4253856	Tue, 15 Mar, 2011	Norfleet , Lynn	Ordered	HireRi
<input checked="" type="checkbox"/>		PR4213230-V2	Tue, 15 Mar, 2011	Penn, Leigh	Ordered	ONLC
<input checked="" type="checkbox"/>		PR4245107	Wed, 9 Mar, 2011	Norfleet , Lynn	Ordered	HireRi
<input checked="" type="checkbox"/>		PR4223141	Mon, 28 Feb, 2011	Norfleet , Lynn	Received	Chapri
<input checked="" type="checkbox"/>		PR4197944	Mon, 14 Feb, 2011	Norfleet , Lynn	Ordered	Vickie
<input checked="" type="checkbox"/>		PR4159933-V2	Tue, 1 Feb, 2011	Norfleet , Lynn	Ordered	Comm
<input checked="" type="checkbox"/>		PR4130792	Fri, 7 Jan, 2011	Norfleet , Lynn	Ordered	Acade 10/7/

Move to Folder:

- Your saved excel file will have PR (Purchase Request) numbers only, not DO or PCO numbers. You may continue to use the search function in eVA and search by PR number (Requisition ID). The PR is still available for viewing only.

NOTE: If you have more than 2000 purchase requests in your approved folder you may run into some difficulty. There may be requisitions that are locked (some status other than “ordered”). You will not be able to delete this type of file from your approved folder after the export. If you encounter this situation, create a folder titled “Problem Requisitions” (one time only) and move the problem requisition to this folder. You may then try and delete all your requisitions again. When all the “in use” requisitions have been moved out of the “Approved” folder to the “Problem Requisitions” folder then you may select all requisitions in the Approved folder and click the delete icon.