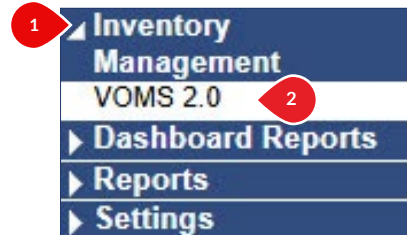# VOMS - QRG
Search Order History

This Quick Reference Guide supports the Search History functionality in the VOMS Inventory Management System, highlighting how to search for and review past orders, transfers, returns, and wastages. It helps users quickly locate and review historical records for auditing, tracking, or research.
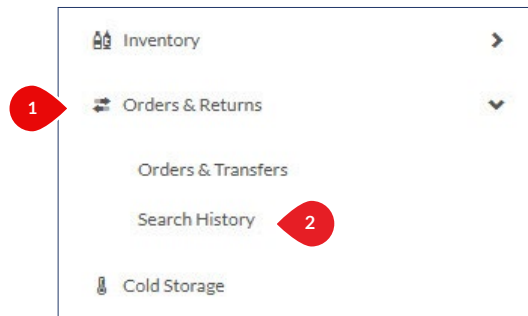
Navigating to VOMS

1. After logging into the Registry, on the left-side menu, click **Inventory Management** to expand the options.
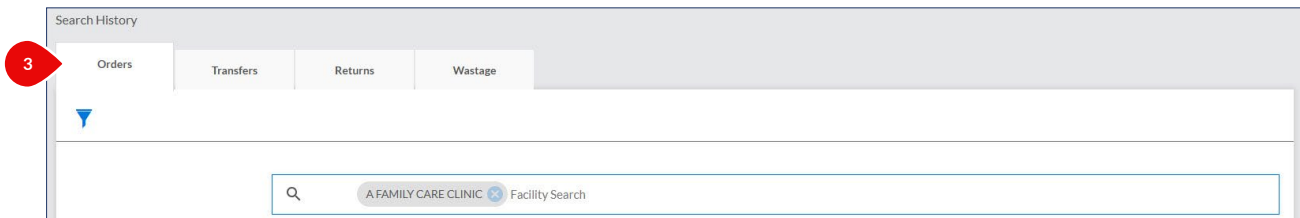
2. Click **VOMS 2.0**.

Search History

1. On the left-side menu, click **Orders & Returns** to expand the options.

2. Click **Search History**.

3. On the Search History page, click one of the tabs at the top to select: Orders, Transfers, Returns, or Wastage.

4. Using the available filters, enter the search criteria as needed.

5. Click **SEARCH**.

6. Results appear in a list on the page.

7. To export the results, click the **EXPORT** button at the bottom.

8. To view item details, locate the record in the list and click the Order, Transfer, Return, or Wastage number button.

Order #	Order Status	Organization / Facility	Submit Date	Approval Date	Denial Date	Receipt Date
156	State Manual Review	a Family Care Clinic	04/10/2025			
157	State Manual Review	a Family Care Clinic	04/10/2025			
158	State Manual Review	a Family Care Clinic	04/08/2025			

Viewing 1 - 3 out of 3 Entries Displaying 10 ⌄ Results per Page

EXPORT

9. The selected record opens in a new page.

10. Click **BACK** to return to the search results.

ORDER # 157

Order Date: 04/10/2025   Status: STATE MANUAL REVIEW

FACILITY INFORMATION ⌄

ORGANIZATION & FACILITY

Organization: a Family Care Clinic (10004)
Facility:
PIN: 4874
Submitter: Jon Oliverson (JOLIVERSON-INVENTORY)
Order Frequency: No Frequency
Order Timing: Unavailable
Comments:

SHIPPING INFORMATION

First Name: Robert
Middle Name:
Last Name: Smith
Address: 42 Lambert St – Staunton, VA 24401
Phone: (602) 555-1234
Email: robsmith@email.com
Delivery Hours: Mon: 6:00 AM – 10:00 AM and 1:00 PM – 4:00 PM
Tues: 6:00 AM – 10:00 AM and 1:00 PM – 4:00 PM
Thur: 6:00 AM – 10:00 AM and 1:00 PM – 4:00 PM
Fri: 6:00 AM – 10:00 AM and 1:00 PM – 4:00 PM

Vaccine Order Details

Order Set: Sample Order Set For Testing

Vaccine	Order Quantity	Approved Quantity	Denied Quantity	Backorder Quantity	ROQ Exception	Shipped Quantity	Received Quantity	Rejected Quantity	Receipt Date
DTaP/Tdap/Td HepB Hib Polio									
Dtap,Ipv,Hib,Hepb Vaxelis - 10 X 1 Dose Syringes PMC 10 pack - SYRINGES NDC: 63361-0243-15	20								

BACK