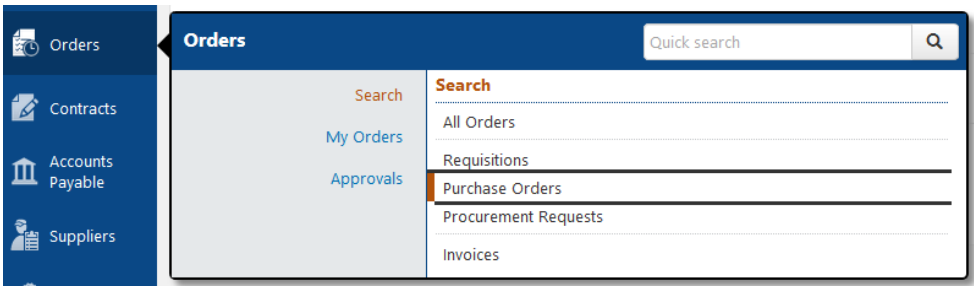


Document Search

Document Search can be used to locate Purchase Orders and Requisitions

STEP 1: Click on **Orders** from the side navigation menu.

STEP 2: Click on **Search** and choose the type of document you want to search for



All completed purchase orders in the last 90 days will appear. You can change the time-frame to more or less days or just select My Purchase Order to see only the ones you have created.

You can also filter by various options. Click on the down-arrow next to Add Filter. You can choose more than one filter. Some of the filters will ask for additional information such as cost center, fund, etc.

You are also able to export your searches. In order to see the export file, click on Manage Search Exports.

