1. The Document Search and Approvals menu contains the Document Search sub-menu, which allows you to search POs, Requisitions, and Receipts. The first time you visit this menu, you will automatically be taken to the Simple Search screen.

2. You can access your requisitions and purchase orders for the last 90 days by clicking on my requisitions or my purchase orders at the bottom of the Simple Search screen.

3. For a Simple Search, there are three main selections:
   a) What type of documents do you want to search? Select to search on a specific document type, Requisition, Purchase Order, Receipt, or All Documents. The default is to search across all documents.
   b) What are you looking for? The following information can be entered into the search box: requisition number, purchase order number, catalog number, receipt number, user name, email address, etc.
   c) How do I find requisitions and purchase orders within a certain date range? Users can select from relative date ranges for the query. You can choose from number of days, calendar span, fiscal year, or custom date ranges.

4. Advanced Search gives you the option to enter very specific, detailed search criteria. You can perform an advanced search across multiple documents or select a specific document type. To switch to Advanced Search, click advanced search at the bottom of the Simple Search screen.

5. You can set the Date range prior to your search or filter your results after they display. Date range selection can happen four different ways:
   a) Day: Last 7 days, Last 30 days, Last 60 days, Last 90 days, Last 120 days, Yesterday, Today, Last Week, This Week.
   b) Calendar: Month-to-Date, Last Month, Year-to-Date, Previous Year.
   c) Fiscal: Year-to-Date, Previous Fiscal Year.
   d) Other: Before X Date, After X Date, Last X Days, Next X Days, Before the Last X Days, After the Last X Days.

6. After performing a search, filter options, which display on the left side of the search results, are available to further narrow down your results.

7. Searches can be saved and executed at any time. Saved searches are accessed through the Document Search sub-menu and by clicking on View Saved Searches.

8. You can also search by Custom Fields (Fund, Org, Account, Commodity Code, etc.) as part of the Advanced Search.
9. To view the details of a requisition, click on the requisition number. The requisition screen will have several tabs to access various information about the requisition.

<table>
<thead>
<tr>
<th>Requisition</th>
<th>PR Approvals</th>
<th>Comments</th>
<th>Attachments</th>
<th>History</th>
</tr>
</thead>
</table>

10. **Summary**: Provides the Header information, the cart name, PO number, and basic information on the items ordered.

11. **Codes and FOAPAL**: Provides FOAPAL header and line item detail information.

12. **PR Approval**: This tab gives a graphical representation of the workflow process and status.

13. **History**: This tab shows a chronological history of the actions taken on the requisition. It includes date and time, the user name, the action take and steps, as well as any notes.

14. The PO Number can be found in Supplier/Line Item Details.

15. You can also use the Quick Search feature to search for your requisition numbers, PO numbers, receipt numbers, etc.