**Document Search – New Experience Version**



- Hover over **Orders** on the left vertical menu and a fly-out menu will appear.

- Hover over **Search** and you can select **All Orders**, or to refine your search select **Requisitions** or **Purchase Orders** to search that specific criteria.



**A)** **Add a date filter**

- To add a date filter, click the **Created Date** drop-down arrow and adjust the date search criteria

**B)** **Add other filters**

 - To add filters, click the **Add Filter** down arrow

 - The filters you have selected will appear at the top of the drop-down

 - Click the checkbox of any additional available filter you wish to search by



**C)** **Filtering your search**

- When you select a filter, it will show below the Quick Search bar

- Click each filter to input your search criteria in the drop-down field that appears



**D)** **Pinning Filters & Saving Searches**

 - You can pin your filters by clicking **Pin Filters** under the drop-down arrow next to **Save As**. Those filters will be permanent until you remove them

 - You can also save searches for quick access by clicking **Save As** (See E for additional instructions on saving searches)

 - Your saved searches will appear under **Favorite Searches** on the left

 - You can edit or delete saved searches by clicking **Manage Searches**



**E) Saving Searches**

 **-** After clicking **Save As**, a box will appear.

 **-** Give your search a **Nickname** and **Description** (description is optional)

 **-** Click **Add New** to create a folder for your saved search or add to an existing folder under **Personal**

 **-** Click **Save** when complete