

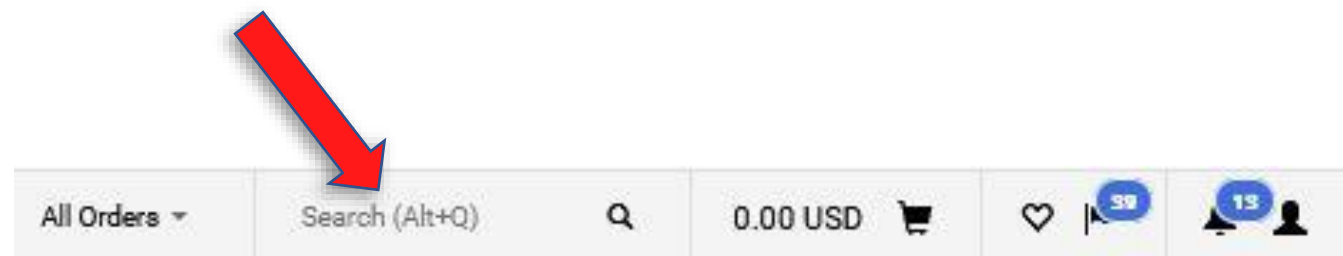
eProcurement Enhanced Search Function

Jaggaer has updated the search function for eProcurement. The new search features provides better ways to search for data and documents in the eProcurement system and gives you new ways to organize and access that material.

This guide will introduce you to these new features and demonstrate how they can be used.

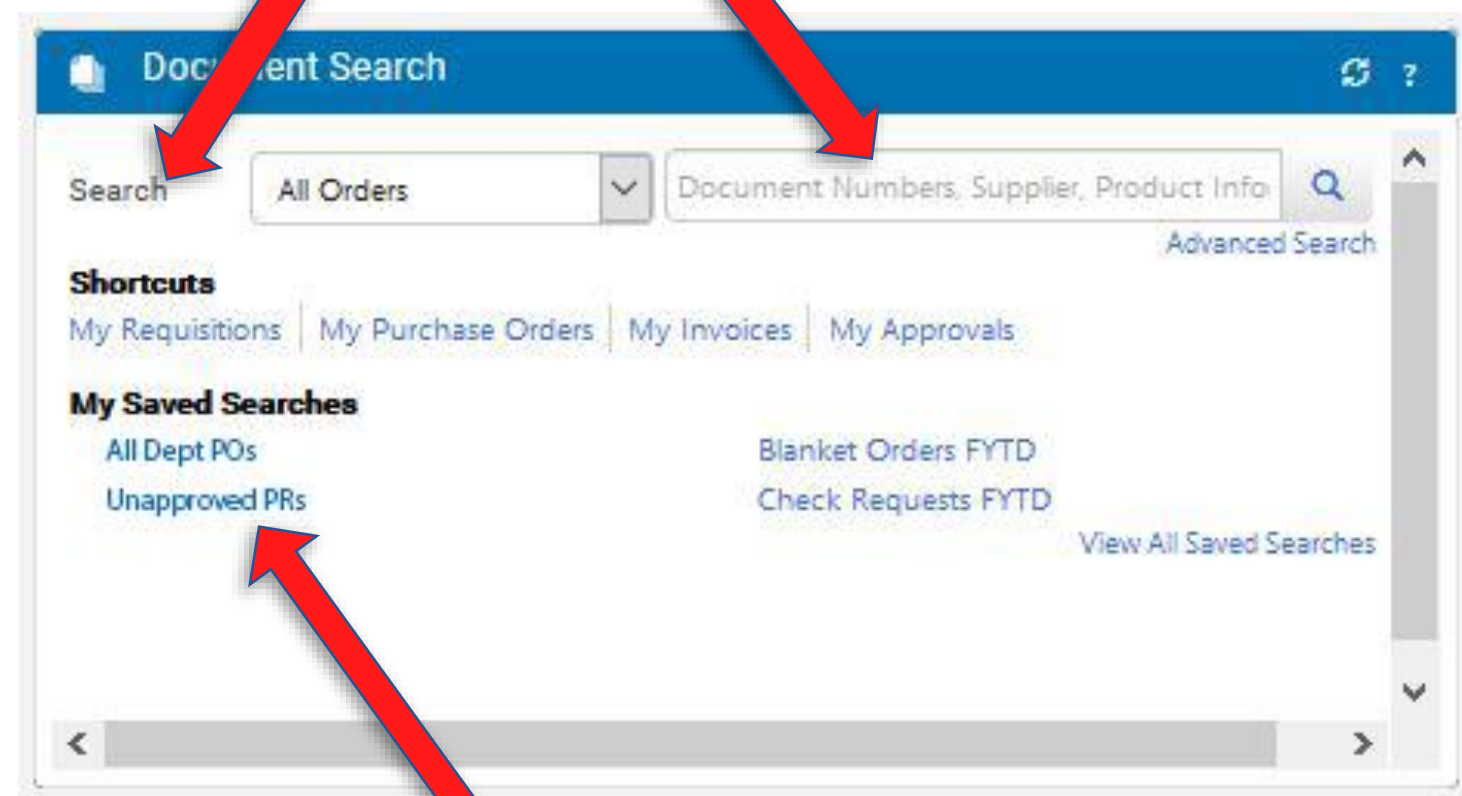
The new search functions DO NOT completely replace all legacy search features. The Global Search Function and the Document Search panel remains unchanged.

You can continue to use the search function at the top of every eProcurement page to find documents.



Shortcuts will still take you to your most recent documents

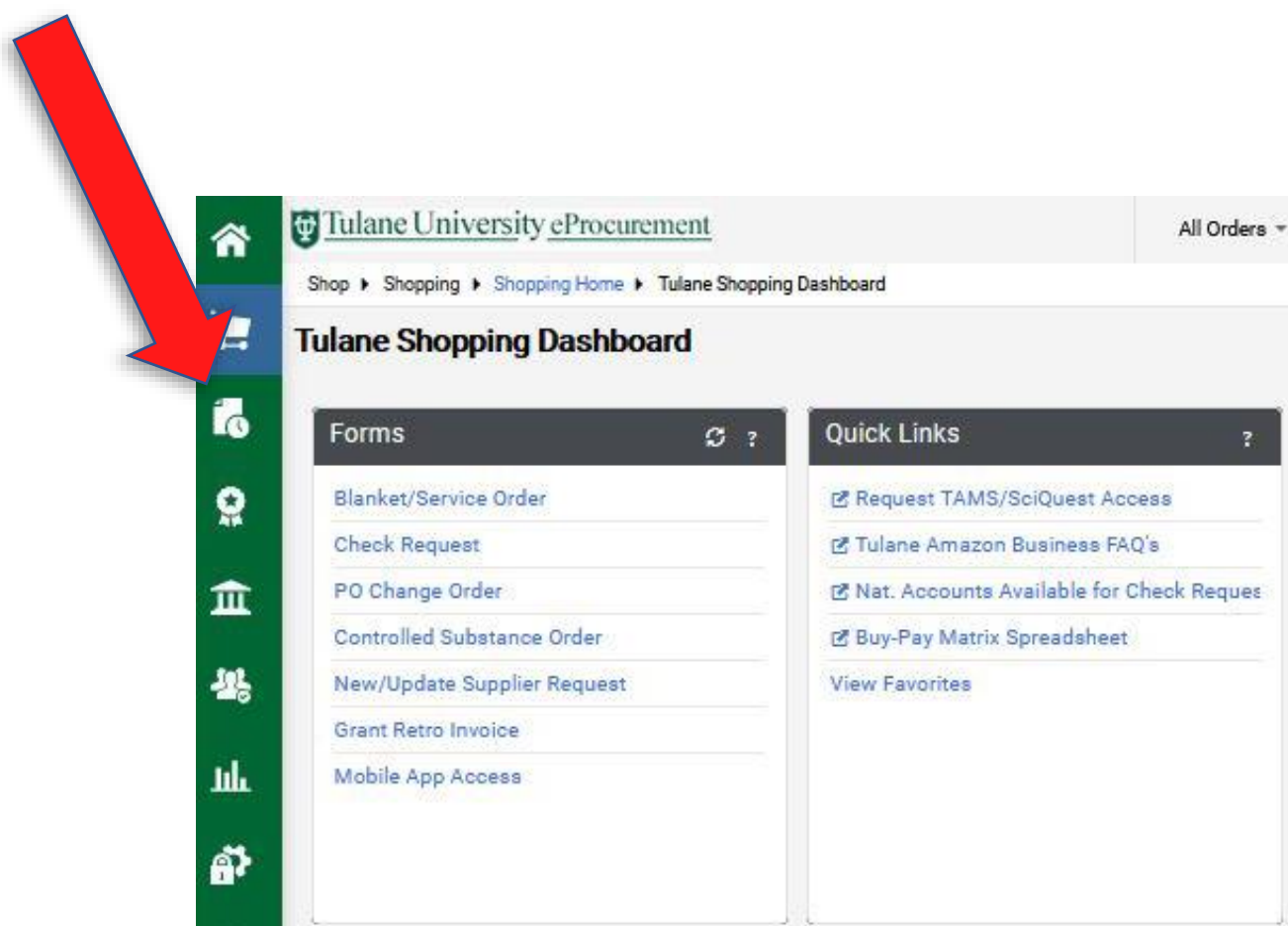
Continue to use the general search box to look up document numbers, suppliers, Product Info, etc.



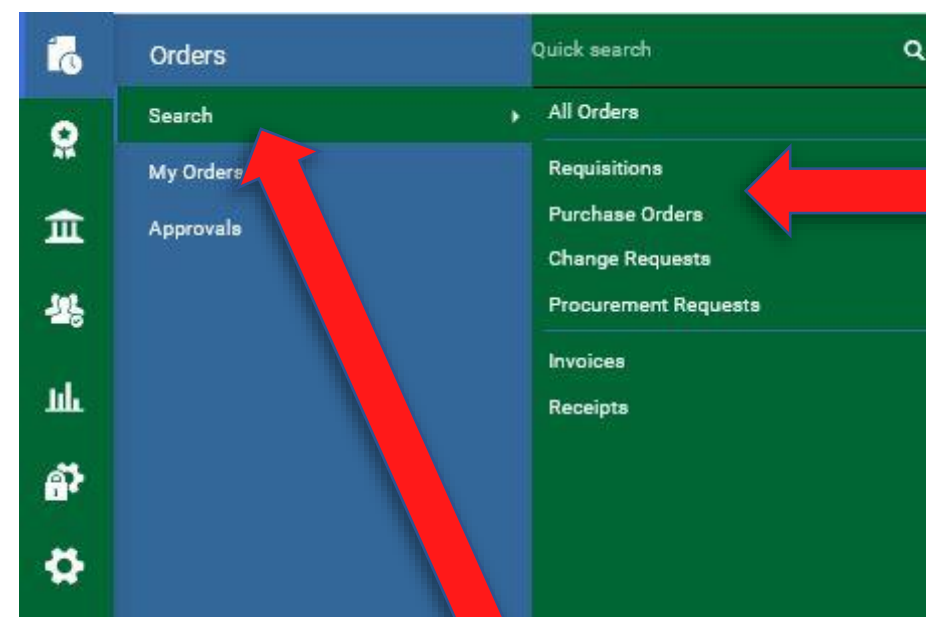
Your saved searches are still available

eProcurement Enhanced Search Function

To access the enhanced search functions, **Select Document Search** icon from the eProcurement left-side menu.



On the next menu, choose either the *Search* or the *My Orders* tab.



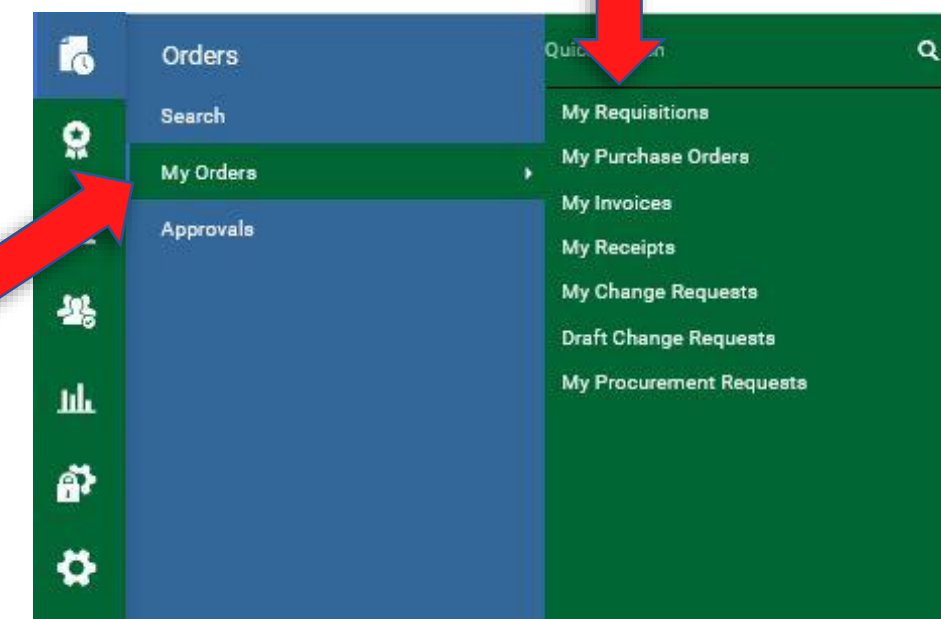
Step B

Next, select the type of documents you wish to search for: Requisitions, POs, invoices, etc.

Step A

To search only for documents that “belong” to you, select *My Orders*.

If you wish to search by all documents belonging to your organization, select *Search*.



Displayed is a Requester's sample search for all Purchase Orders from his or her department during the previous 90 days.

- A** *Search Filters:* Lists active filters. Default *Created Date* is "Last 90 Days" – use drop down to change time frame
- B** *Add Filters:* Add additional search filters from list. Examples: *Supplier, Created By, Invoice Number, etc.*
- C** *Clear All Filters:* Clear filters and start a new search
- D** *Save As:* Search criteria can be saved and accessed again (see *My Searches*)
- E** *Pin Filters:* Filters and columns can be pinned to set a default layout for each new search
- F** *Export All:* All or part of the search results can be exported to a spreadsheet
- G** *Configure Column Display:* Choose and arrange search columns
- H** *Sort Columns:* Sort columnar date from greatest to least, or least to greatest
- I** *Quick Filters:* refine search results
- J** *My Searches:* Access previously saved searches

The screenshot shows the 'Search Purchase Orders' interface. On the left is a sidebar with navigation icons and filter categories: Supplier, PO Status, and Department. The main area displays a table of search results with columns for PO Number, Supplier, Created Date/Time, PO Status, Requisition Number, PO Owner, Shipment Status, Matching Status, and Total Amount. The results are filtered by 'Created Date: Last 90 days'. Callouts A through J point to various UI elements: A (Search Filters), B (Add Filters), C (Clear All Filters), D (Save As), E (Pin Filters), F (Export All), G (Configure Column Display), H (Sort Columns), I (Quick Filters), and J (My Searches).

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
3223456	ALLIED WIDGETS	11/16/2020 7:03:45 AM	Completed	137912214	Paul Tulane	No Shipments	Fully Matched	1,488.30 USD
3223455	ACME INCORPORATED	11/16/2020 7:03:15 AM	Completed	137911789	Randall Gibson	No Shipments	Fully Matched	1,181.34 USD
3223454	APPLIED TECHNOLOGY CORPORATION	11/16/2020 7:03:15 AM	Completed	137911789	Sophoe Newcomb	No Shipments	Fully Matched	1,340.08 USD
3223453	UNIVERSAL PRODUCTS	11/16/2020 7:03:15 AM	Completed	137911789	Robert Sharp	No Shipments	Fully Matched	1,247.28 USD
3223452	SPACELY'S SPROCKETS	11/16/2020 7:03:15 AM	Completed	137911789	Brandt Dixon	No Shipments	Fully Matched	1,359.26 USD
3223451	COGSWELL'S COGS	11/16/2020 7:03:15 AM	Completed	137911789	Josephine Louise	No Shipments	Fully Matched	1,662.12 USD
3223450	STARK INDUSTRIES	11/16/2020 7:02:16 AM	Completed	137910532	Caroline Richardson	No Shipments	Fully Matched	1,416.80 USD
3223449	KNIGHT INDUSTRIES	11/16/2020 7:02:16 AM	Completed	137910532	Robert Bruff	No Shipments	Fully Matched	1,216.96 USD
3223448	BLUTH COMPANY	11/16/2020 7:02:16 AM	Completed	137910532	Janet Yuleman	No Shipments	Fully Matched	1,216.96 USD
3223447	CYBERDYNE SYSTEMS	11/16/2020 7:02:16 AM	Completed	137910532	Corinne Boggs	No Shipments	Fully Matched	1,586.32 USD