

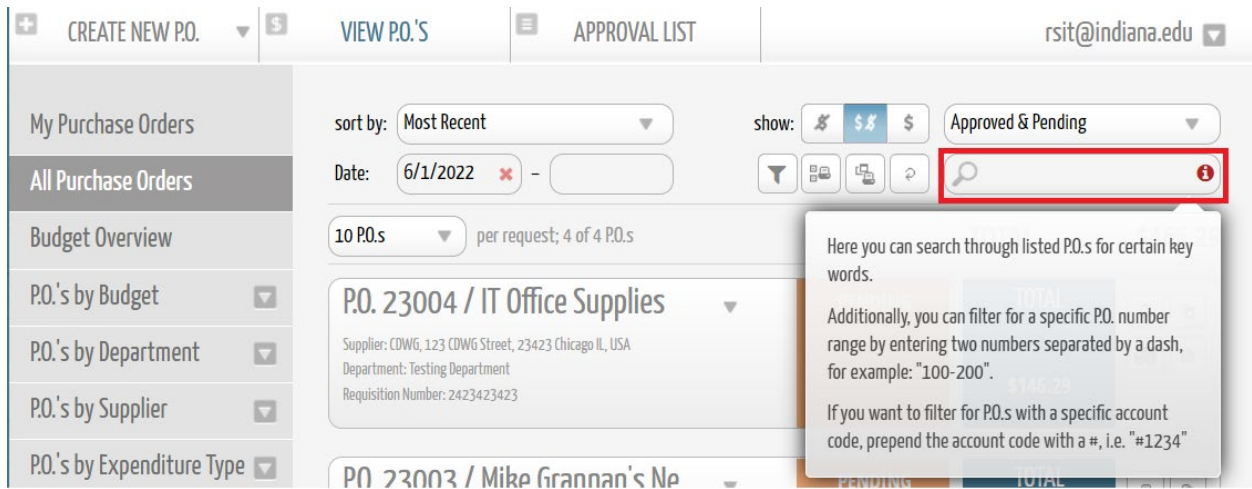
How to Search Previous PORs

This page will help you explore your submitted PORs. Often times you need to look up a previous POR to remember what you purchased, make a copy, or many other reasons. This page will show you the options you can use to search for PORs.

You will only be able to see the PORs that you have permission to see. The permissions structure is set that you will be able to see PORs for the unit departments you have been added to as part of role in the organization.

Text Search

The easiest method of search is to use the text search in the top right of the VIEW P.O.'S page. If you hover over the "i" icon you'll get some other information about what types of text you can search.



The screenshot shows the 'VIEW P.O.'S' page interface. At the top, there are navigation tabs: 'CREATE NEW P.O.', 'VIEW P.O.'S', and 'APPROVAL LIST'. The user's email 'rsit@indiana.edu' is visible in the top right. On the left sidebar, there are menu items: 'My Purchase Orders', 'All Purchase Orders', 'Budget Overview', 'P.O.'s by Budget', 'P.O.'s by Department', 'P.O.'s by Supplier', and 'P.O.'s by Expenditure Type'. The main content area includes a 'sort by' dropdown set to 'Most Recent', a 'Date' field with '6/1/2022', and a 'show:' dropdown set to 'Approved & Pending'. A search bar is highlighted with a red box, and a tooltip is displayed over it. The tooltip contains the following text: 'Here you can search through listed P.O.s for certain key words. Additionally, you can filter for a specific P.O. number range by entering two numbers separated by a dash, for example: "100-200". If you want to filter for P.O.s with a specific account code, prepend the account code with a #, i.e. "#1234"'. Below the search bar, there are icons for filtering, printing, and refreshing. The main content area also shows a list of P.O.s, with the first one being 'P.O. 23004 / IT Office Supplies'.

Left Sidebar Category Search

This is a stretch to call this a search but it does certainly constrain the PORs shown to a specific category you are looking for. Simply click the category you'd like to expand and then click the specific entry you'd like to see. In the example below I'm viewing only the PORs from the Testing Department.

The screenshot shows a web interface for managing purchase orders. At the top, there are navigation tabs: 'CREATE NEW P.O.', 'VIEW P.O.'S', and 'APPROVAL LIST'. The user's email 'rsit@indiana.edu' is visible in the top right. On the left, a sidebar lists various departments, with 'Testing Department' selected. The main area displays a list of purchase orders with the following details:

Item	Status	Total
P.O. 23005 / Network Cables - 1... Supplier: CDWG, 123 CDWG Street, 23423 Chicago IL, USA Department: Testing Department Requisition Number: 234234234	PENDING	\$100.00
P.O. 23004 / IT Office Supplies Supplier: CDWG, 123 CDWG Street, 23423 Chicago IL, USA Department: Testing Department Requisition Number: 2423423423	PENDING	\$146.29
P.O. 23003 / Mike Grannan's Ne... Supplier: CDWG, 123 CDWG Street, 23423 Chicago IL, USA Department: Testing Department	PENDING	\$60.00
P.O. 23002 / Test Keyboard Rev. 1 - 6/24/2022 9:57 AM Supplier: CDWG, 123 CDWG Street, 23423 Chicago IL, USA Department: Testing Department	PENDING	\$130.00

Summary statistics: 10 P.O.s per request; 5 of 5 P.O.s. TOTAL \$566.29

If you click on P.O.'S by Budget you get a limited view of PORs just under that budget. This will include some budget line detail as well.

Advanced Search

Once you've selected the category you're trying to limit your search to you can use the **Advanced Search button** (the funnel icon underneath show: at the top of the screen)

A new **Advanced Search** window will pop up to allow you to further refine your search. The options are fairly self-explanatory. You can use as many or as few options as you need. Once you have configured the options you need, you can click the top right arrow button at the top to move

the Advanced Search dialog box out of your view and check on your results. Once you're finished you can open up the Advanced Search dialog box and click Exit in the bottom right.

ADVANCED SEARCH

Sort By:

Show:

Closed:

Invoiced:

P.O. Date:

Approved Date:

P.O. Number: /

P.O. Number hidden:

Account Code:

Text:

Delivered:

Order No:

Delivery Date:

Limiting your view further

As you were shown in the introduction to the VIEW P.O.'S page you can use the sort by, status, and date to constrain your search view as well