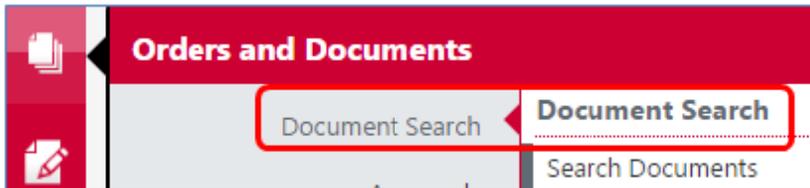




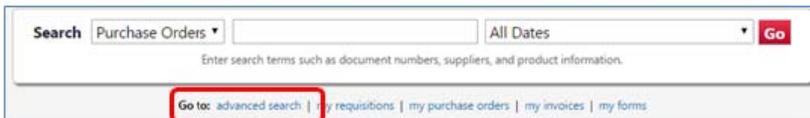
Execute a Document Search

From the homepage:

- To access document search, hover over the **Orders and Documents** icon in the toolbar on the left side of the home screen. Then select **Search Documents**.



- The default view is a simple document search. Click the **advanced search** link under the search bar to view more in depth search options.

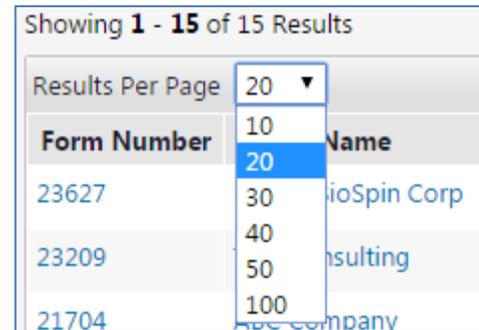


- The different criteria available in the advanced search function are dependent on which type of document you are searching for. Choose the correct document type and fill out the search fields appropriately.

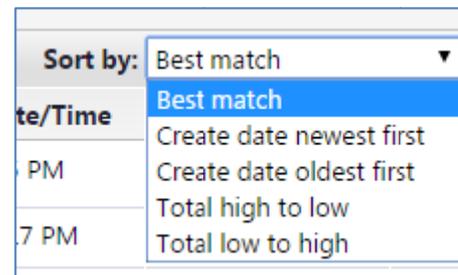


The individual segments of the RU chart of accounts, are available as search criteria in the custom fields section at the bottom of the screen

- Scroll to the bottom and select **Go** to run the search.
- You are able to adjust the number of results you are able to see per page.



- In the middle of the screen, there is a dropdown box that has options for sorting. Select the option most appropriate for your search.



- RU MarketPlace has various filters on the left side of the screen to further refine your search and limit the number of results returned.

