

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.

	Orders and Documents		
		Document Search	Document Search
Ø			Search Documents

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

Search	Purchase Orders *	All Dates	* Go
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	unter search ten	ms soon as document numbers, suppliers, and product information.	

 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

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

Showing 1 - 15 of 15 Results					
Results Per Page	20 🔻				
Form Number	10	Jame			
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23627	30	ioSpin Corp			
	40				
23209	50	hsulting			
21704	100	-mpany			

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

Sort by:	Best match	
to/Time	Best match	
te/ Time	Create date newest first	
PM	Create date oldest first	
	Total high to low	
7 PM	Total low to high	

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



Transforming the Way We Work at Rutgers









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