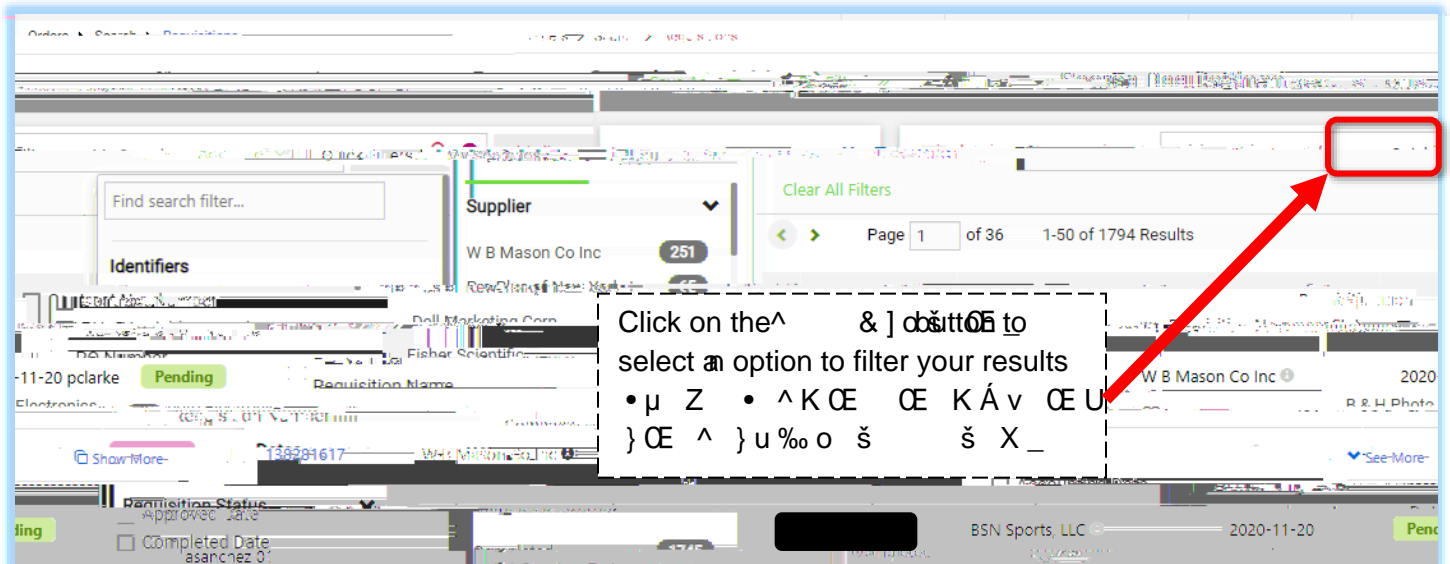


# E-3URFXUHPHQW V 8SGDWHG 6HDUFK , QWHUI

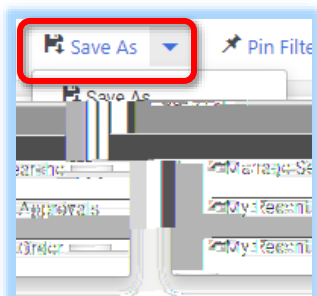
Upon logging into Procurement you may be prompted to take a tour of these new features. It is highly recommended to take this tour.

3'RFXPHQWV' LV 1RZ 32UGHUV'

d} • Œ Z U • Orders\_š Z } v Z v P Z oš P Z X ^ ^ All Orders U Requisitions U Purchase Orders U Procurement Requests aka Form Requests ^ / v Å } ] or ^ Z ] %from the menu.




## Saving a Search:




Click on the ^ ^ Å button to save searches for future access in the Œ Œ panel on the left-hand side.



## Pinning Filters

Click on the  & pin to set your filters as the default search view every time you access the search page.


To clear filters click on the  or below the search bar depending on how many filters were added.

## Adding Additional Columns

To add additional columns to the view, click on the Settings icon

In the popup box, check off the columns you would like added to your view.

Drag and drop the columns in the list to the right in the order you would like to view them.

Click on the  to set this view as your default.

\*\*\* To search for check requests please review next section.\*\*\*

