

Search Tools

Quick Search

Quick Search provides a faster way to perform some searches. The different options to refine your search are outlined below.

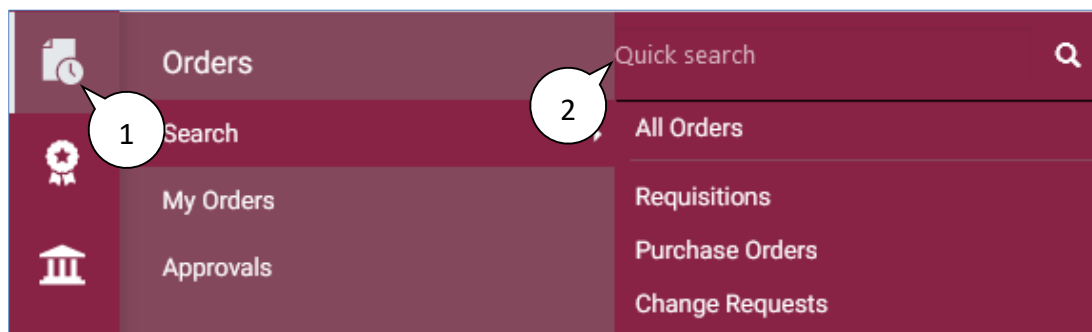
Data that is searchable: Catalog Number (SKU), Change Request Number, Contract Number, Manufacturer Name, PO Number, Participant, Product Description, Requisition Name, Requisition Number, Vendor.

Note: documents that are in a draft state are not searchable, i.e., Draft Requisitions, Draft Change Requests, etc.

- **Combine Searches** – Use "OR" between each search. For example, 12389 OR 83827
- **Search for a Phrase Match** – Put a phrase inside quotes. For example, "Fisher Scientific"
- **Exclude Words from a search** – Put a - in front of a word to exclude it. For example, John -Johnson
- **Search for wildcards** – Put an * in your word as a placeholder. For example, 123*98
- **Search for place holder** – Put one or more ? as a placeholder. For example, 1234??6
- **Range of Values** – Put .. before, after or between values to search for a range. For example,
 - between is 1234..5678,
 - before is ..5678,
 - after is 1234..

Note: the following field(s) are searched when using a range: Requisition Number

Using Quick Search



1. Click the **Orders icon** on the left ribbon menu.
2. Enter search criteria in the **Quick search** box → Press **Enter**. In this example, the criteria is P0201207 **OR** IJ021700.

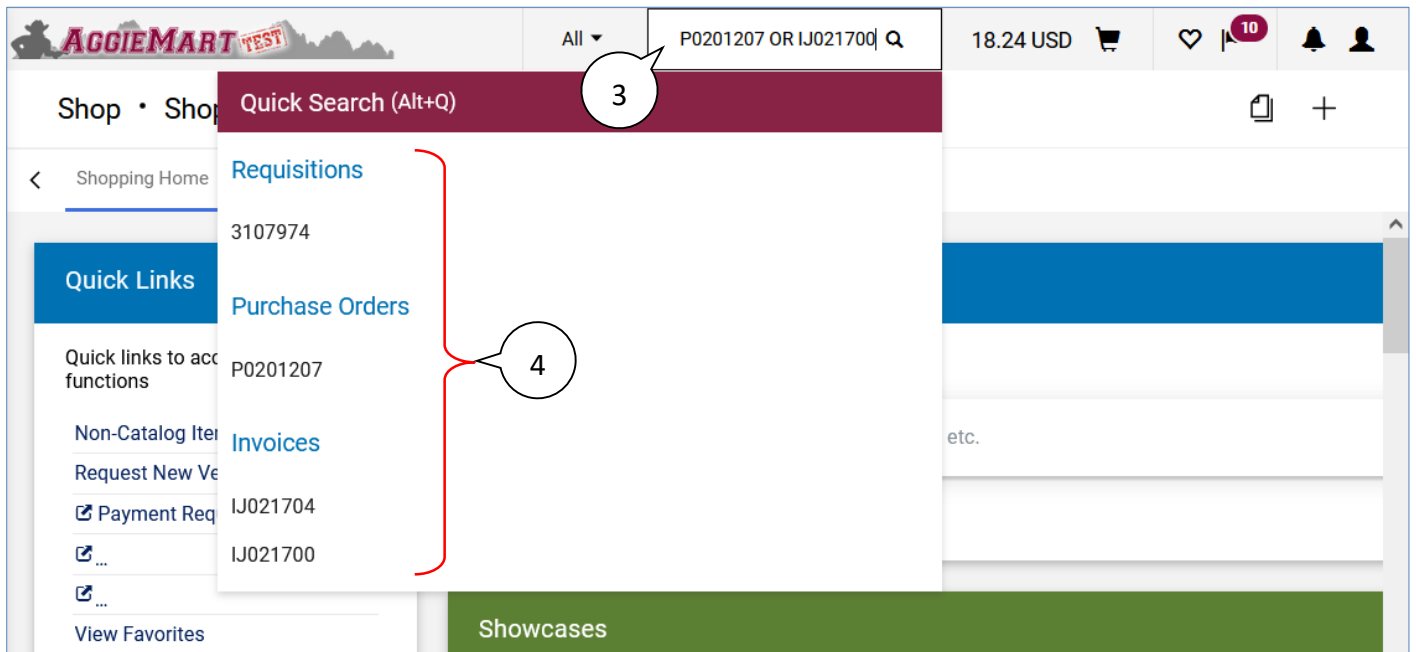
Documents associated with the specified search criteria are displayed:

Type of Order: All Created Date: All P0201207 OR IJ021700 Add Filter Clear All Filters

1-4 of 4 Results 200 Per Page

<input type="checkbox"/>	Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Vendor	Total Amount
<input type="checkbox"/>	3107974	Requisition	Complete	Javier Mercado	11/5/2020 2:02:06 PM	11/5/2020 2:37:44 PM	Las Cruces Barricades	3,000.00 USD
<input type="checkbox"/>	IJ021700	Invoice	Complete	Jose Figueroa Pineda Monica Rodriguez	10/28/2020 10:32:25 AM	10/28/2020 10:35:19 AM	Mangos Inc	0.00 USD
<input type="checkbox"/>	P0201207	Purchase Order	Complete	Javier Mercado	11/5/2020 2:37:44 PM	11/5/2020 2:39:29 PM	Las Cruces Barricades	3,000.00 USD
<input type="checkbox"/>	IJ021704	Invoice	Complete	Javier Mercado	11/5/2020 4:24:24 PM	11/5/2020 4:26:12 PM	Las Cruces Barricades	3,000.00 USD

Alternate **Quick search** method:



3. A **Quick search** can be performed in the **Search** box at the top of the AggieMart screen.
4. Click on a result to view that document.