HokieMart upgrade 12.1 will become effective March 25, 2012. The following enhancements are included in this upgrade.

**Document Search:**

Recently, a feature has been added to HokieMart providing users with the ability to search all documents replacing the previous “history” tab. The search feature will include Purchase Requisitions, Purchase Orders, Receipts or Invoices. There are two methods to search for documents in HokieMart.

1) In the upper-right portion of the screen, a “Search for” box is available. From the drop-down listing, select Documents and enter the known number. By selecting Documents, **ALL** types of documents will be searched. When complete, click “Go”.

The matching document will be displayed. Also displayed will be the current status of the document in the workflow. The one displayed below is still pending.

2) Select Document Search from the tab line located across the top of the page.

Once selected, a screen will display allowing for various selections to be made.

**Simple Search:**

There are three fields which may be used in completing a search.

**Drop-down:**

There is a drop-down option available to select a particular type of document to search. Leaving set to all will display all types.

- All documents (this will include all combinations listed below)
- Requisitions
- Purchase Orders
- Invoices (only includes invoices where vendors electronically invoice)
- Receipt
Center:
The center field allows users to enter specific information. By selecting a particular document type and entering unique information specific results will be returned.

Information that may be entered, based on search selection:

- Requisition Number
- Requisition Name
- Purchase Order Number
- Invoice Number
- Supplier Invoice Number
- Contract Number
- Catalog Number
- Supplier Name

Date Range:

Users will also be able to identify a specific date range. There are several options to select from. Remember, results returned will be drastically affected by the date range selected.
Advanced Search:

The Advanced Search section provides the ability to conduct a more detailed search. Users may select any of the search available options from the drop-down list provided. Based on the selection, the fields available to search may be different.

There are several options that allow user to be specific in their search. Users may provide as much or as little information as necessary.

Under the Requisition Information section, users may select a Participant. This is a very general description. This allows the user to search if they are not sure what role (Prepared for, Prepared By, or Approved By) the individual has. Users may search by username, first name, last name, or their email address.

An added benefit to the advanced search is the Custom Field. This allows the users to search by the funding of a particular PR or PO. In order to view funding information..

A particular Workflow Status may be selected. If necessary, multiples may be selected.

Some fields provide a drop-down list to assist in searching.

Click “Go”.

Results are then displayed.
By selecting on a specific requisition number, details for that requisition will be displayed.

**Added Navigation Features:**

While viewing a particular document, users may scroll through all results by selecting the arrows located at the top of the results page. By selecting the left or right arrow, users are able to scroll through all returned results.

Displayed in the upper right of the screen will be the particular requisition, by number, the user is currently viewing.

Also, an available option located in the upper right is, Return to Results. This will take the user back to the main results page.