QG - Search for Shared Departments

As the need arises the user can perform a search which will provide a list of the Purchase Requisitions (PRs) created for Shared Departments. Navigate to the document search feature.

- Click on Search Documents to bring up the search screen

- Type Shared Department in the Prepared For field
All Shared Department PO’s for selected search criteria should appear.

- One additional sort option is available. The user can select and sort by:
  - Best match,
  - Submit date newest first,
  - Submit date oldest first,
  - Total high to low, or
  - Total low to high.