How to add a column to your search results

Follow the steps below to learn how to add a column to your search results in HokieMart. In the steps below, we will walk through how to add a column to your Invoice search results. These steps can be used for any type of document search in HokieMart (requisitions, purchase orders, receipts, invoices, etc.).

1. From the menu on the left hand side of HokieMart, select **Accounts Payable**, then **Invoices**, and then **Search for Invoices**.

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2. Select the **gear icon** to configure your column display.

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See More Show More Invoice Status											
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3. Review the options for column display or use the search feature to locate the column heading you want to add to your search results and select it. You can also remove existing columns that display in your search results from the right hand side. Once you have selected all the columns you want to see, select **Apply**.

	Configure Column Display			×										
	Reflects the columns defined for the current search. Customizations will apply to the lifetime of the current search unless the search is saved. Columns marked with an * are custom defined data elements													
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4. You will then see the new column added to your search results. If you position your mouse over the column heading, you can rearrange the order in which the columns display on your results.

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	E0923276	0012711823110717 2024	Dominion Energy Virginia O		Pending	7/24/2024 9:32:58 AM	7/31/2024		0.00 USD	7/24/2024 9:37:46 AM	Form Request	Non-PO Invoice	In Proces s	145.40 USD	001271182311

5. To save your configuration so that the column displays for future invoice searches, select the **Pin Filters** drop down. Select **Pin Columns** to save the column configuration.

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6. It will ask you to confirm. Select **Yes**.

