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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843		Invoices	•	AP Hor	ne		Invo
26	Suppliers	Receipts		Search	For Invoices		(s)
3	Sourcing	Approvals		Search	AP Requests		
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2. Select the **gear icon** to configure your column display.

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Supplier V	۲	> Page 1	of 50 1-2	00 of 26583 Re	sults 🕚						🔅 : 00 F	Per Page 🔻
Amazon.com 14824							Created					
Fisher Scientific 2105		Invoice Number 🔻	Supplier Invoice Number(s) 🔻	Supplier	PO Number	Invoice Status	Date/ Time 🖸	Due Date 💌	Discount Date 🔻	Discount Am	ount 🔻	Submit Date
America To Go 1182		E0923374	769728	America To	P4483303	Pending	7/24/2024	8/8/2024	8/8/2024	0	00 USD	7/24/20
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The Inn at Virginia Tech & 753 Skelton Conference Center												
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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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	E0923357	800150452056	Dominion Energy Virginia		Pending	7/24/2024 12:07:10 PM	9/9/2024		0.00 USD	7/24/2024 12:13:16 PM	Form Request	Non-PO Invoice	In Proces s	4,531.63 USD	007223261335
	E0923309	0071324569920718 2024	Dominion Energy Virginia		Pending	7/24/2024 10:29:07 AM	7/31/2024		0.00 USD	7/24/2024 10:34:43 AM	Form Request	Non-PO Invoice	In Proces s	327.76 USD	007132456993
	E0923301	0044904000010717 2024	Dominion Energy Virginia		Pending	7/24/2024 10:06:39 AM	7/31/2024		0.00 USD	7/24/2024 10:16:26 AM	Form Request	Non-PO Invoice	In Proces s	66.45 USD	00449040000
	E0923295	0029303975060718 2024	Dominion Energy Virginia		Pending	7/24/2024 9:52:15 AM	7/31/2024		0.00 USD	7/24/2024 10:01:42 AM	Form Request	Non-PO Invoice	In Proces s	116.98 USD	00293039750
	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	00127118231

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**.

