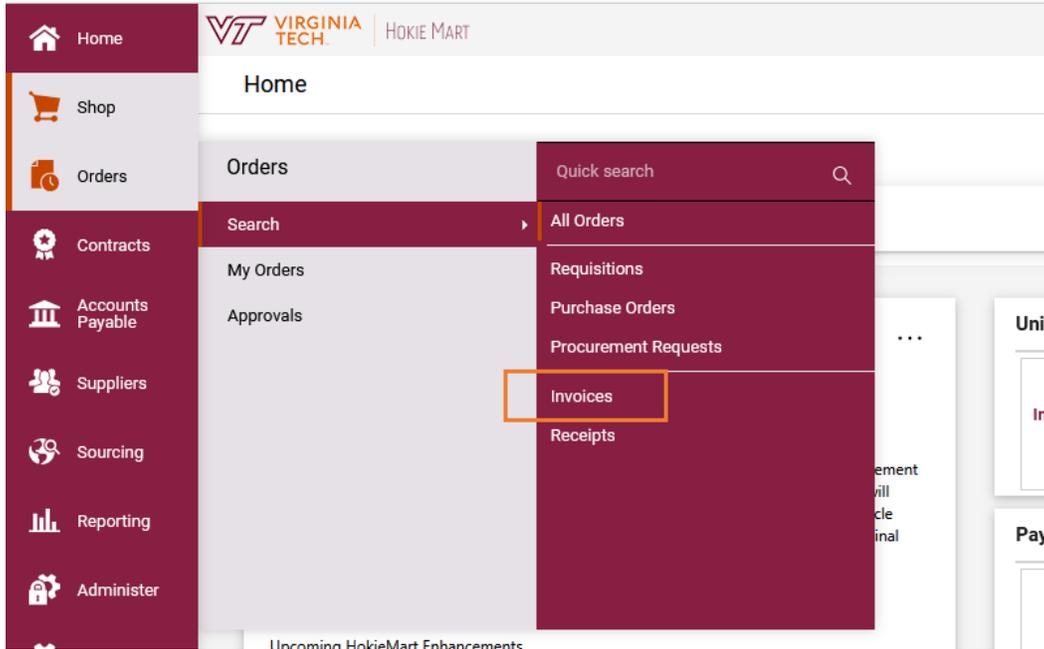


Exporting Search Results

Ever need to export information out of HokieMart and in to Excel? Follow the steps below to do so.

Navigate to the search feature for the document type you would like to export to excel.



Apply any filters needed. For more information on searching using filters, view our [Saved Searches Guide](#). Once you have your desired search results displayed, click on **Export All**.

A screenshot of the HokieMart 'Invoices' search results page. The page header shows 'Orders > Search > Invoices'. The main content area displays a table of search results for invoices. The table has columns for Invoice Number, Supplier, PO Number, Invoice Status, Created Date/Time, Due Date, Submitted Date, Invoice Type, and Total Amount. The 'Export All' button is highlighted with a yellow box in the top right corner of the results area. The table shows several rows of pending invoices from Amazon.com and Dell Marketing LP.

Invoice Number	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Submitted Date	Invoice Type	Total Amount
E1021500	Amazon.com	P4605213	Pending	4/30/2025 11:25:59 AM	5/30/2025	4/30/2025 11:26:01 AM	PO Invoice	77.99 USD
E1021497	Amazon.com	P4608762	Pending	4/30/2025 11:22:38 AM	5/30/2025	4/30/2025 11:22:38 AM	PO Invoice	56.99 USD
E1021495	Amazon.com	P4601052	Pending	4/30/2025 11:17:35 AM	5/30/2025	4/30/2025 11:17:35 AM	PO Invoice	11.37 USD
E1021494	Amazon.com	P4606989	Pending	4/30/2025 11:15:26 AM	5/30/2025	4/30/2025 11:15:27 AM	PO Invoice	38.31 USD
E1021489	Amazon.com	P4606470	Pending	4/30/2025 11:04:41 AM	5/30/2025	4/30/2025 11:04:41 AM	PO Invoice	27.52 USD
E1021466	Dell Marketing LP	P4603006	Pending	4/30/2025 9:41:05 AM	5/30/2025	4/30/2025 9:41:05 AM	PO Invoice	2,433.23 USD
E1021462	Integrated DNA Technologies Inc	P4608296	Pending	4/30/2025 9:35:35 AM	5/19/2025	4/30/2025 9:35:35 AM	PO Invoice	21.48 USD

You may name your export or leave it defaulted to the existing title.

Export Invoices [Close]

Export Request Options (Step 1 of 1)

Title ★ 74 characters remaining

Type

Format

Select the desired amount of information you would like to receive in your export by selecting the Type.

[Down Arrow]

-
-
-
-

Screen Layout – exported information will be limited to the columns displayed on your search results screen.

Full Export – this will provide a folder with several excel files containing with additional transaction information

Transaction Export – this will provide a folder several excel files containing all information about the transaction

User Defined Template – create your own template with only the information you specify for your exports

Click **Submit**.

Export Invoices [Close]

Export Request Options (Step 1 of 1)

Title ★ 74 characters remaining

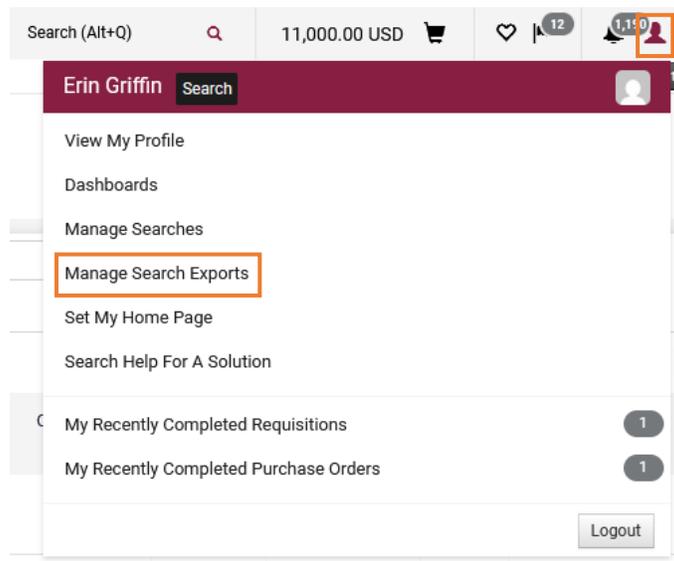
Type

Format

You will see a success message pop up at the top of the page. To view the export, click on **Manage Search Exports** in the success message.



If you want to view your search exports after navigating away from the page with the success message, click on your **user profile icon** and then select **Manage Search Exports**.



Here you will be able to download your files until the designated **Available Until** date.

