## **Creating a Saved Search**

## What is a Saved Search?

If you find yourself recreating a specific search using special filters on a regular basis, you can create a saved search in order to quickly apply your filters and receive your desired results. Saved searches can be created for any document type in HokieMart, such as requisitions, purchase orders, receipts, or invoices. This can be helpful in tracking things like your Shared Department purchase orders or purchase orders with invoices awaiting receipt.

Creating a saved search will save your search criteria to a list of your searches. You can then go in to your list of searches at any time and click your saved search to apply your search criteria without selecting each filter individually. Follow the steps below to save a search.



Navigate to the document type you want to search.

Click **Add Filter**. Scroll through the list of available filters, or start typing a filter name to quickly bring that up as an option. Select the check box next to the filter you want to add. In this example, we will add the filter for *Prepared By*.

	A HOKIE MART				All 🗸	Search (Alt+Q)	۹	1.00 USD	₩ ♡	1,22	23
Orders   Search	Purchase Orders									-{[] L	ogout
≡ Searc	h Purchase Or	ders	0			'	Save As	🖈 Pin Filte	rs 👻 🗷	Export All	•
Quick Filters	My Searches	Crea	ted Date: Last 90	0 days 🔻 Quick search		Q (7)	Add Filter 🔻	Clear All Filte	rs		?
Supplier	~	<	> Page 1	of 50 1-200 of 43647 Re	esults 😗		prep			Per Page	•
Amazon.com	8171						Prepare	ed By			
America To Go	1662		PO Number 🔻	Supplier		Fund	☐ *Notify	AP-Prepayment	t	equisition	PO Own
Fisher Scientific Company LLC	1520										
VT Departmental Software	1026	•••	169041375	VT NCFL (Nanoscale Characteriz	zation/F (i)	451842		4/9/2025 10:12:16 AM	Pending	200019335	Boni e Fron
Airgas	946										in
See More	C Show More			-							
PO Status	~	•••	169041316	Dell Marketing LP()		176792		4/9/2025 10:11:16 AM	Pending	200018398	Chai e Krist
Completed	43560										

Once that filter is added, you will then need to provide your criteria for the filter. Type in your user name or the name of the user you want to find Shared Department orders for.

VIRGINIA HOKIE MART		All 🔻	Search (Alt+Q)	<b>Q</b> 11,000.	00 USD 📜	♡ 🟴 🖌
Orders   Search   Purchase Orders						
Search Purchase	Orders 🕕			🛱 Save As 🛛 🔻	🖈 Pin Filters 🛛 💌	Export All
Quick Filters My Searches	Created Date: Last 90 days - Quick search	1			Q 💿 Add	Filter 🔻
Supplier 🗸	Clear All Filters Prepared By: All 🔻 🗙					
Amazon.com 8195	daltan ¥	1005 Desults				200 Por Pr
America To Go 1776		4885 Results 😈				¥ 200 Fei Fa
Fisher Scientific Company LLC	Dalton, Chad			Ci	reated	Poquisition
VT Departmental Software	Bodtke, Dalton Lockhart, Geneva	Fu	nd	Time	Status -	Number
Airgas 940	Dalton, Elan	: ① 140	0196	4/30/	2025 Pending	200956303
✓ See More Show More	🗌 Dalton, Ame			3:50:	16 PM	
PO Status V	Dalton, Keith Dalton, David					
Completed 44773	Dalton, Yvonne	230	0470	4/30/	2025 Pending	200925623
Pending 65	Q Search 6 More			3:50:	16 PM	
Rejected 47						
C Show More	Apply Cancel	11	7420	4/20/	2025 Pending	200026510
Department ~			1427	3:49:4	46 PM	200920310

Then you'll see all PO's that you entered including purchase orders you entered on behalf of Shared Department.

WZ YIRGINIA HOKIE MART			All 🔻	Search (Alt+Q)	۹	11,000.00 US	so 👻 🗢 🖡	1,158
Orders   Search   Purchase Orders								- Logout
$\equiv$ Search Purchase Orders ()					🛱 Save As	🔹 🖈 Pin	Filters 👻 💆 E	port All 🔻
Quick Filters My Searches Created Date: All	<ul> <li>Quick search</li> </ul>			Q ③ Add Fil	ter 🔻 Cle	ar All Filters		?
Supplier V Prepared By: Dalt	on, Chad 🔻 🔀							
Stouse Inc 68 Page	of 6 1-200 of 1034 Results						🌣 20	0 Per Page 🔻
BigName Commerce LLC 46 PO			Created Date/ PO	Requisition	PO	Shipment		Receipt
Vanguard Direct Inc 43 *** Number	Supplier	Fund	Time 🕤 Status	<ul> <li>Number</li> </ul>	Owner	Status	Total Amount 🔻	Status
Kroger Limited Partnership 1 34 P4580985	VT Departmental Software ①	121715	3/5/2025 Com	pleted 198192630	Chad	Sent To	75.00 USD	No Receipts
Worth Higgins & Associates 27			3:22:57 PM		Dalton	Supplier		
	B&H Photo ①	121715	2/19/2025 Com 3:39:06 PM	pleted 197863241	Chad Dalton	Sent To Supplier	179.42 USD	Fully Received
Completed 1033 P4564149	Guy Brown Products ()	121715	1/29/2025 Com 2:44:13 PM	pleted 196814507	Chad Dalton	Sent To Supplier	30.79 USD	Fully Received
Rejected   Rejected  P4547211 P4547211	D Warner Group ①	121715	12/10/2024 Com 1:36:50 PM	pleted 195112640	Chad Dalton	Sent To Supplier	1,530.00 USD	Fully Received
Department V Printing Services (Printing 657	D Warner Group ①	121715	11/8/2024 Com 3:47:07 PM	pleted 193708740	Chad Dalton	Sent To Supplier	1,530.00 USD	Fully Received
Services)	D Warner Group	101715	10/9/2024 Com	nleted 100706041	Chad	Pant To	1 205 00 1180	Fully
Music (Music) 307 P4019938		121713	2:29:20 PM	192720241	Dalton	Supplier	1,000.00 030	Received
Procurement (Purchasing) 44								
(Center for the Arts at VT) 10 +++ P4518807	Lowe's Home Centers Inc ()	121715	10/7/2024 Com 8:54:15 AM	pleted 192631858	Chad Dalton	Sent To Supplier	22.60 USD	Fully Received

*Extra tip: You can also add and remove columns by clicking on the gear icon on the top right of the search results!* 

To save this search, click on Save As at the top right

VZ VIRGINIA HOKIE MART				All 🔻	Search (Alt+Q)	Q 11,000.00	USD 🖢 🗢 🌬	1,159
Orders   Search   Purchase Orders								-D Logout
$\equiv$ Search Purchase Ord	ers 🕦				$\rightarrow$	🛱 Save As 👻 🖈	Pin Filters 🔻 💆 Ex	port All 🔻
Ouick Filters My Searches	Created Date: All 🔻	Ouick search			Q 🗇 Add F	Save As		?
Supplier V	Prepared By: Dalton,	Chad 👻 🗙				Manage Searches		
Stouse Inc 68	Page 1	of 6 1-200 of 1034 Results				My Parchase Orders	s 🌣 20	0 Per Page 🔻
BigName Commerce LLC 46 Vanguard Direct Inc 43	PO ••• Number 🔻	Supplier	Fund	Created Date/ PO Time 🕤 Stat	Requisition tus Vumber	PO Shipment Owner Status	Total Amount 🔻	Receipt Status
Kroger Limited Partnership 1 34 Worth Higgins & Associates 27 Inc	••• P4580985	VT Departmental Software ①	121715	3/5/2025 Co 3:22:57 PM	ompleted 198192630	Chad Sent To Dalton Supplier	75.00 USD	No Receipts
See More     Show More	••• P4573872	B&H Photo (j)	121715	2/19/2025 3:39:06 PM	ompleted 197863241	Chad Sent To Dalton Supplier	179.42 USD	Fully Received
Completed 1033	••• P4564149	Guy Brown Products ①	121715	1/29/2025 Co 2:44:13 PM	ompleted 196814507	Chad Sent To Dalton Supplier	30.79 USD	Fully Received
C Show More	••• P4547211	D Warner Group (j)	121715	12/10/2024 Co	ompleted 195112640	Chad Sent To Dalton Supplier	1,530.00 USD	Fully Received

Give the saved search a nickname and then either add it to a Personal folder if you have any or create a new folder by clicking **Add New.** 

Save Search		×
Step 1: Details		
Nickname 🚖	Chad's Purchase Orders	
> Add Description		Add New 👻
Personal		
Biology Department		
Chad's Purchase Orders		
My PO's		
Procurement		
Shared department orders		
A Shared		
Accounts Payable Payment For	ms	
AP Team		
Contract Search		
Daily Search of Payment Form	nvoices	
ITPALS Requisitions		
PO Distribution Issue		
PO Extract		
Procurement Approval Requisit	ions	
Solicitation (Sourcing) Request	Form	
Sourcing Events		
		Save Close

If you creating a new folder, you will have the choice between a personal folder or shared folder. A personal folder will only be viewable to you.

Step 1: Details		Top level personal folder
Nickname ★	Chad's Purchase Orders	Top level shared folder
		Subfolder of selected folder
Add Description		Add New -
Step 2: Select Folder De	stination	Add New 👻

Then give the folder a name and description and click Save Changes.

Create Personal	Folder ×
Name 🖈	Chad's Purchase Orders
Description	All purchase orders issued by Chad Dalton, including Shared Department
c	184 characters remaining
★ Required	Save Changes Close

Once you've created the folder, it will show as selected for this saved search under **Personal**. Click **Save**.

Step 1: Details		
Nickname ★	Chad's Purchase Orders	
> Add Description		
Step 2: Select Folder De	stination	Add Ner
Personal		
Biology Department	_	
Chad's Purchase Ord	ers	
My PO's		
<ul> <li>Procurement</li> <li>Charad department of</li> </ul>	rdoro	
Shared department o	ruers	
Accounts Pavable Pa	vment Forms	
AP Team	yment i orma	
Contract Search		
Daily Search of Paym	ent Form Invoices	
ITPALS Requisitions		
PO Distribution Issue		
PO Extract		
Procurement Approva	al Requisitions	
o 1: 1: 1: (o )	) Request Form	
Solicitation (Sourcing	/ request i sim	

To access your saved search at a later point in time, you will come to the Purchase orders search page just like you did at the beginning of these steps and switch over to **My Searches**. Click on the one you just created to show those live search results.

Orders   Search   Purchase Orde	ers								
■ Chad's Purcha	se Orde	ers 🕕							R Sav
Quick Filters My Searche	es	Crea	ted Date: All 🔻	Quick search			(	<b>Q</b> ⑦ Add Filt	er 💌
Manage Searches		Prep	ared By: Dalton,	Chad 🝷 🗙					
My Purchase Orders		<	> Page 1	of 6 1-200 of 1034 Results					
My Recent Approvals			PO			Created Date/	PO	Requisition	PO
Favorite Searches			Number 🔻	Supplier	Fund	Time 🕤	Status 🔻	Number	Owr
Ascending			P4580985	VT Departmental Software ①	121715	3/5/2025	Completed	198192630	Cha
My PO's						3.22.37 FM			Dait
Procurement orders	•••		P4573872	B&H Photo ()	121715	2/19/2025 3:39:06 PM	Completed	197863241	Cha Dalt
Shared orders	•••		D4564140	Guy Prown Products	101715	1/20/2025	Completed	19691/507	Cha