

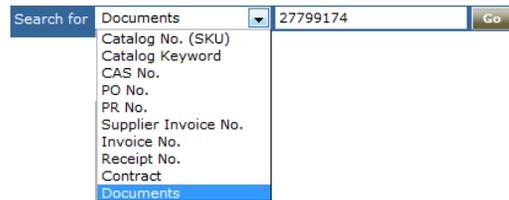
Upgrade 12.1

HokieMart upgrade 12.1 will become effective March 25, 2012. The following enhancements are included in this upgrade.

**Document Search:**

Recently, a feature has been added to HokieMart providing users with the ability to search all documents **replacing the previous “history” tab**. The search feature will include Purchase Requisitions, Purchase Orders, Receipts or Invoices. There are two methods to search for documents in HokieMart.

- 1) In the upper-right portion of the screen, a “Search for” box is available. From the drop-down listing, select Documents and enter the known number. By selecting Documents, **ALL** types of documents will be searched. When complete, click “Go”.



The matching document will be displayed. Also displayed will be the current status of the document in the workflow. The one displayed below is still pending.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
27799174	Requisitions		2/16/2012 9:54 AM	Heavener Hardware Lumber & Rental	43.24 USD

- 2) Select Document Search from the tab line located across the top of the page.



Once selected, a screen will display allowing for various selections to be made.

**Simple Search:**

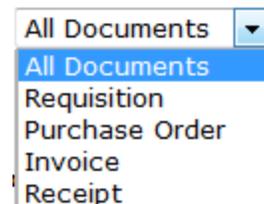


There are three fields which may be used in completing a search.

**Drop-down:**

There is a drop-down option available to select a particular type of document to search. Leaving set to all will display all types.

- All documents (this will include all combinations listed below)
- Requisitions
- Purchase Orders
- Invoices (only includes invoices where vendors electronically invoice)
- Receipt



**Center:**

The center field allows users to enter specific information. By selecting a particular document type and entering unique information specific results will be returned.

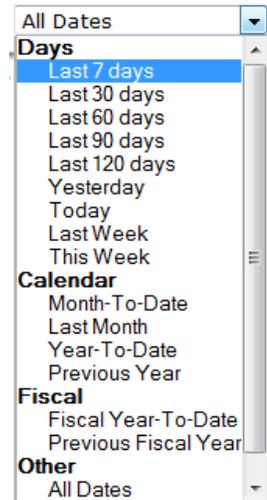
Search Requisitions 26450109 All Dates Go advanced search

Information that may be entered, based on search selection:

- Requisition Number
- Requisition Name
- Purchase Order Number
- Invoice Number
- Supplier Invoice Number
- Contract Number
- Catalog Number
- Supplier Name

**Date Range:**

Users will also be able to identify a specific date range. There are several options to select from. Remember, results returned will be drastically affected by the date range selected.



## Advanced Search:

The Advanced Search section provides the ability to conduct a more detailed search. Users may select any of the search available options from the drop-down list provided. Based on the selection, the fields available to search may be different.

Search Requisition simple search

**Go**

**Requisition Identification**

Requisition Number(s)

Requisition Name

**Requisition Information**

Participant(s)

Prepared For

Prepared By

Approved By

Date  Submit Date  All Dates

Total Amount

Supplier

Department

**Item/Product Information**

Catalog Number(SKU)

Product Description

Commodity Code

Form Name

Form Type

Product Flags

Controlled substance  Energy Star

Green  Hazardous material

Rad Minor  Radioactive

Recycled  Select Agent

Toxin

**Contract Information**

Contract Number

**Purchase Order Identification**

Purchase Order Number(s)

**Workflow**

Current Workflow Step

**Workflow Status**

Completed  Pending

Partially Rejected  Rejected

Withdrawn

**Status Flags**

With Rejected Lines  With Withdrawn Lines

**Custom Fields**

Account	Is Exactly	<input type="text"/>	Add another Account
Select from profile values...			
Select from all values...			
Fund	Is Exactly	<input type="text"/>	Add another Fund
Select from profile values...			
Select from all values...			
OrgWF1	Is Exactly	<input type="text"/>	Add another OrgWF1
Select from profile values...			
Select from all values...			
Work Order Number	Is Exactly	<input type="text"/>	Add another Work Order Number
Select from profile values...			
Select from all values...			

**Go**

There are several options that allow user to be specific in their search. Users may provide as much or as little information as necessary.

Under the Requisition Information section, users may select a Participant. This is a very general description. This allows the user to search if they are not sure what role (Prepared for, Prepared By, or Approved By) the individual has. Users may search by username, first name, last name, or their email address.

An added benefit to the advanced search is the Custom Field. This allows the users to search by the funding of a particular PR or PO. In order to view funding information..

A particular Workflow Status may be selected. If necessary, multiples may be selected.

Some fields provide a drop-down list to assist in searching.

Click "Go".

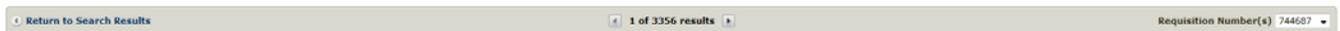
Results are then displayed.

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓ 24688276	Guy Brown Products	2011-09-16 buhrdorf Franklin Covey order	Jacqueline Buhrdorf	9/16/2011 11:12 AM	34.94 USD
✓ 18086313	Guy Brown Products	2010-09-09 buhrdorf Franklin Covey Refills	Jacqueline Buhrdorf	9/9/2010 2:52 PM	34.94 USD
✓ 16633171	CDW-G	2010-06-11 buhrdorf CDW-G Order for Jay	Jacqueline Buhrdorf	6/11/2010 3:35 PM	69.15 USD
✓ 12302573	OfficeMax Inc	2009-08-21 buhrdorf Office Max-Jay	Jacqueline Buhrdorf	8/21/2009 1:08 PM	15.47 USD
✓ 12238981	OfficeMax Inc	2009-08-18 buhrdorf Franklin Covey -Office Max	Jacqueline Buhrdorf	8/18/2009 11:58 AM	34.94 USD
✓ 8094467	Franklin Covey	2008-08-14 buhrdorf Franklin Covey	Jacqueline Buhrdorf	8/14/2008 2:58 PM	79.80 USD
✓ 5880787	OfficeMax Inc	2007-12-19 annad 01	Anna Leche	12/19/2007 8:24 AM	8.51 USD
✓ 5576861	OfficeMax Inc	2007-11-08 annad 01	Anna Leche	11/8/2007 4:04 PM	20.04 USD
✓ 5407228	OfficeMax Contract Inc	2007-10-19 annad 01	Anna Leche	10/19/2007 9:00 AM	21.59 USD
✓ 3207796	New River Office Supply Inc	2006-12-05 annad 01	Anna Leche	12/5/2006 1:33 PM	20.99 USD
✓ 3159759	Dell Marketing LP	2006-11-27 annad 01	Anna Leche	11/27/2006 12:51 PM	105.56 USD

By selecting on a specific requisition number, details for that requisition will be displayed.

### Added Navigation Features:

While viewing a particular document, users may scroll through all results by selecting the arrows located at the top of the results page. By selecting the left or right arrow, users are able to scroll through all returned results.



Displayed in the upper right of the screen will be the particular requisition, by number, the user is currently viewing.

Also, an available option located in the upper right is, Return to Results. This will take the user back to the main results page.