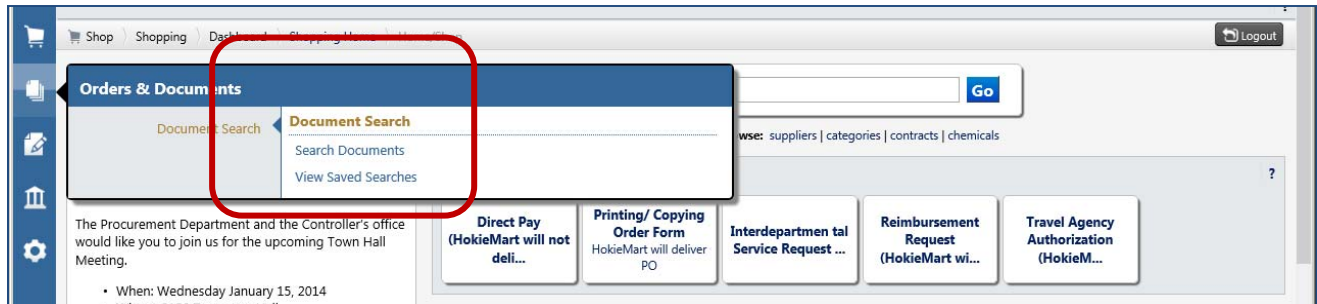


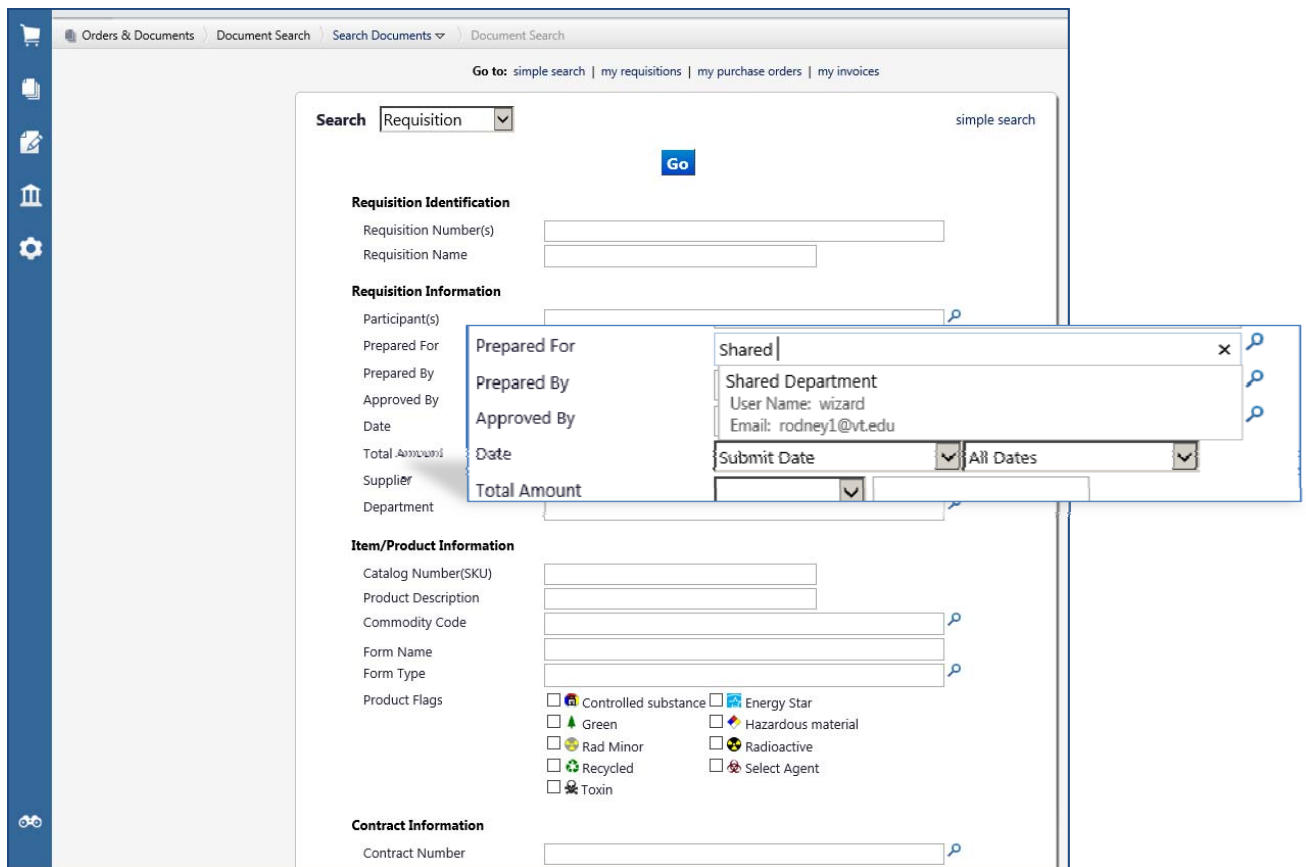
QG - Search for Shared Departments

As the need arises the user can perform a search which will provide a list of the Purchase Requisitions (PRs) created for Shared Departments. Navigate to the document search feature.

- Click on Search Documents to bring up the search screen



- Type Shared Department in the Prepared For field



All Shared Department PO's for selected search criteria should appear.

- One additional sort option is available. The user can select and sort by:
 - Best match,
 - Submit date newest first,
 - Submit date oldest first,
 - Total high to low, or
 - Total low to high.

The screenshot shows a web application interface for searching requisitions. On the left, there are several filter panels: 'Filtered By' (Type: Requisition, Date Type: Create Date, Date Range: Last 7 days), 'Prepared For' (Shared Department), 'Refine Search Results' (Type: Requisition, Date Range: Last 7 days), 'Current Workflow Step' (Org Approval 1 (3), Org Approval 2 (1), Facilities Estimate & Approval (1), PI Approval (1)), 'Approved By' (Karen Poff (9), Stephen Kleiber (7), Janet Webster (6), Wendy Carter (6), Ann Rogers (6)), and 'Custom Fields' (Account, Fund, OrgWF1, Work Order Number). The main area displays a table of 20 requisitions out of 58 results. A red box highlights the 'Last 7 days (1/6/2014-1/12/2014)' filter and a dropdown menu for 'Sort by' options, which includes 'Best match', 'Submit date newest first', 'Submit date oldest first', 'Total high to low', and 'Total low to high'. The table columns are Requisition No., Supplier(s), Requisitioner, Requisition Date/Time, and Requisition Total.

Requisition No.	Supplier(s)	Requisitioner	Requisition Date/Time	Requisition Total
46537215	Blacksburg Town	Shared Department	1/10/2014 4:47 PM	17.37 USD
46534789	VT Facilities Services	Shared Department	1/10/2014 4:13 PM	3,313.48 USD
46504315	W W Grainger Inc	Shared Department	1/10/2014 3:57 PM	875.25 USD
46533131	Joule Precision Certifications Inc dba JP Certifications	Shared Department	1/10/2014 3:52 PM	580.00 USD
46532916	VT Software Distribution	Shared Department	1/10/2014 3:51 PM	70.00 USD
46525763	Events Meetings & More	Shared Department	1/10/2014 2:23 PM	1,527.50 USD
46516118	New England Biolabs Inc	Shared Department	1/10/2014 12:02 PM	804.65 USD
46510473	Peter Allison	Shared Department	1/10/2014 11:07 AM	1,200.00 USD
46510308	Thornton Services Inc	Shared Department	1/10/2014 10:55 AM	5,219.60 USD
46498296	Davidson's Pharmacy PC	Shared Department	1/9/2014 5:42 PM	246.83 USD
46484133	USDA, Agricultural Research Service	Shared Department	1/9/2014 2:32 PM	946.68 USD
46479849	Mary Finnell	Shared Department	1/9/2014 1:41 PM	7.00 USD
46416117	Karen Peer	Shared Department	1/9/2014 1:35 PM	42.00 USD
46469531	Clear View Window Cleaning	Shared Department	1/9/2014 11:25 AM	75.00 USD
46460771	The Budd Group Inc	Shared	1/9/2014 9:25 AM	14,467.00 USD