HokieMart Search Functionality

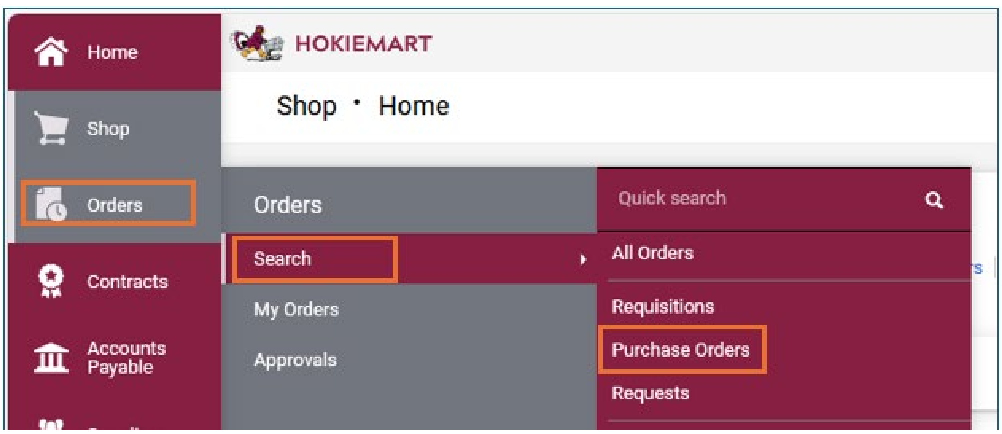
Updated April 9, 2026

The HokieMart system offers robust search functionality for users to customize their search results and better define the data they need to enhance their purchasing experience. This user guide reviews some of the additional search features.

Add a Column to Search Results

Users can add columns to their search results for any document type in HokieMart. Adding a column can be done for a one-time search, or columns can be added permanently to search results pages.

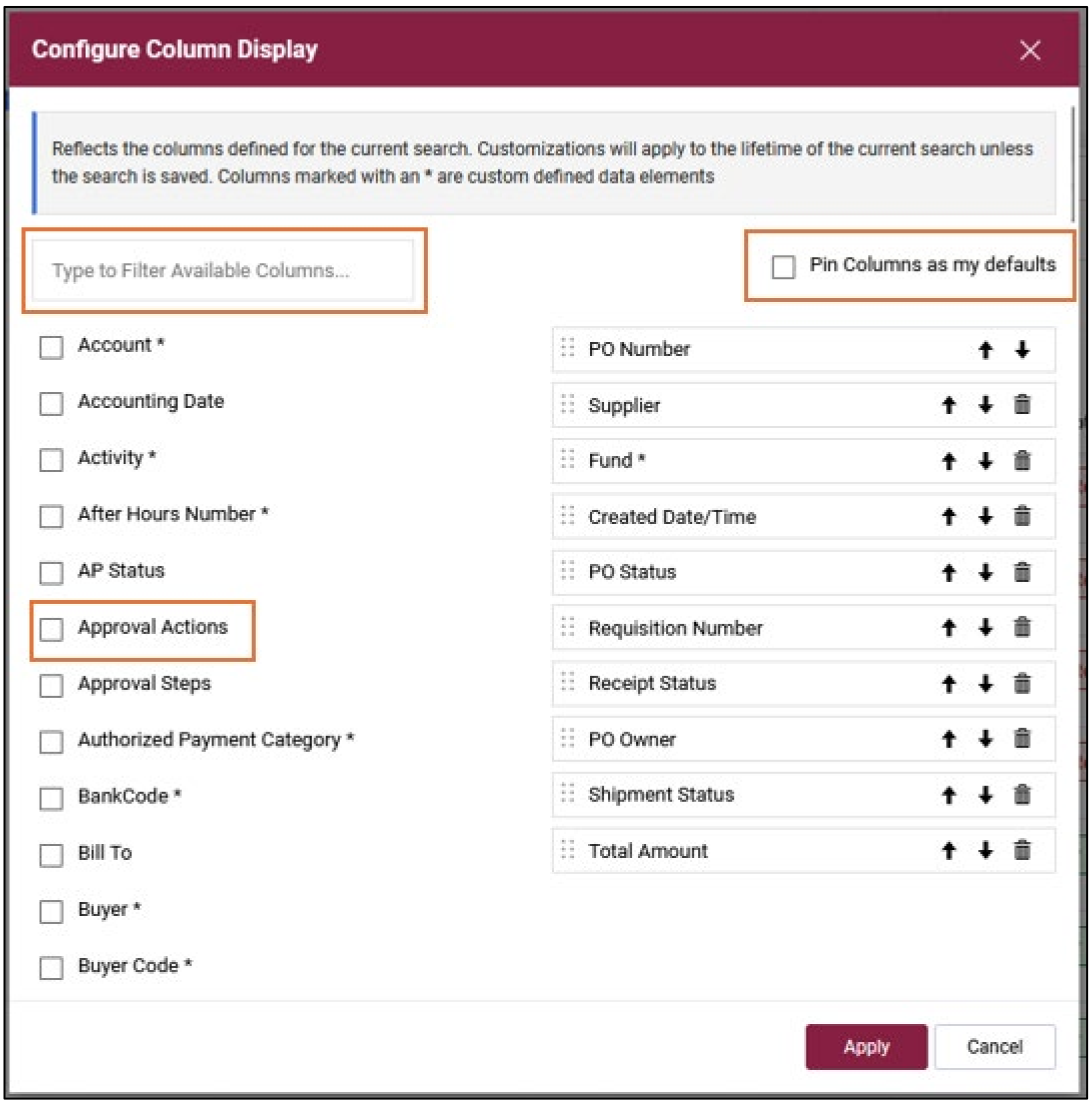
Navigate to the document type you want to search by selecting Orders and then select Search. Select the document type that you want to search. In our example, we will select Purchase Orders.



Select the gear icon on the search results page to display column configuration.

Available columns appear on the left, and your selected columns appear on the right. To find a column, use the search bar or scroll through the list. When you find a column you want, select its checkbox and it will move to the list on the right.

To change the order of your selected columns, drag and drop them into place or use the up and down arrows. If you want to save your column setup for future use, select **Pin columns as my defaults**. If you only need the columns for a one-time search, leave this option unselected. When you are finished, select **Apply** to confirm your changes.



A best practice would be to add the Receipt Status column on purchase order search results. Then users can quickly view a listing of purchase orders that still need receiving.

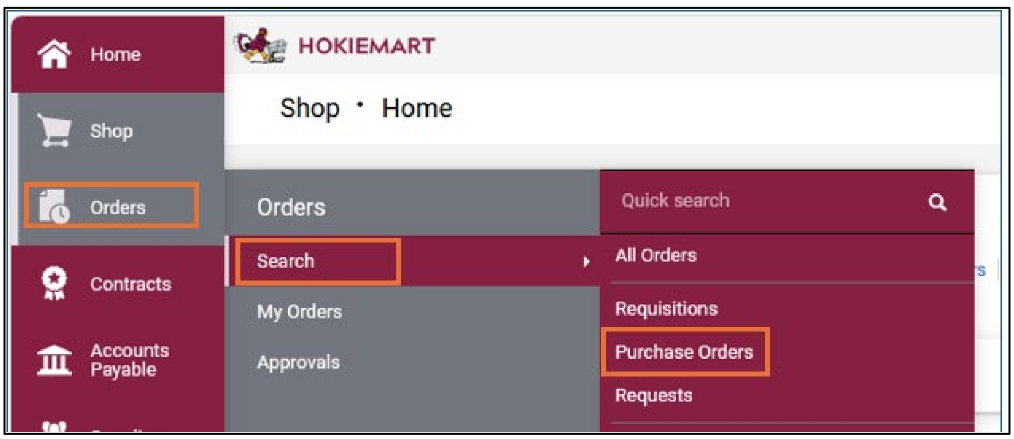
Creating a Saved Search

Users can create a saved search to automatically apply filters and quickly see specific search results. Saved searches can be created for any document type in HokieMart.

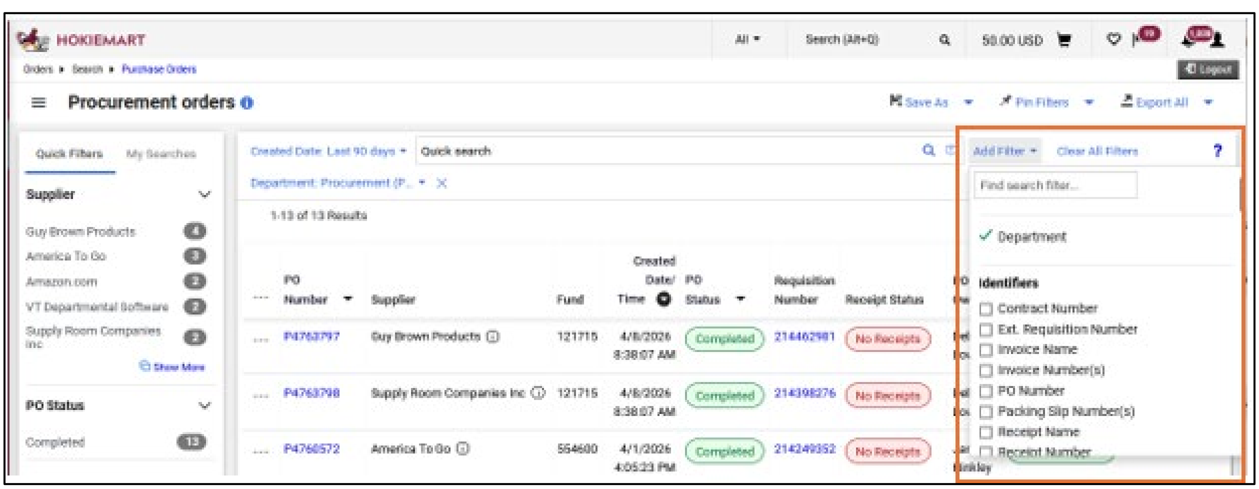
Creating a saved search will save your search criteria to a list of your searches. Users can then go into their list of searches at any time and click their saved search to apply criteria without selecting each filter individually.

Filtering Search Results

Navigate to the document type you want to search by selecting Orders and then select Search. Select the document type that you want to search.

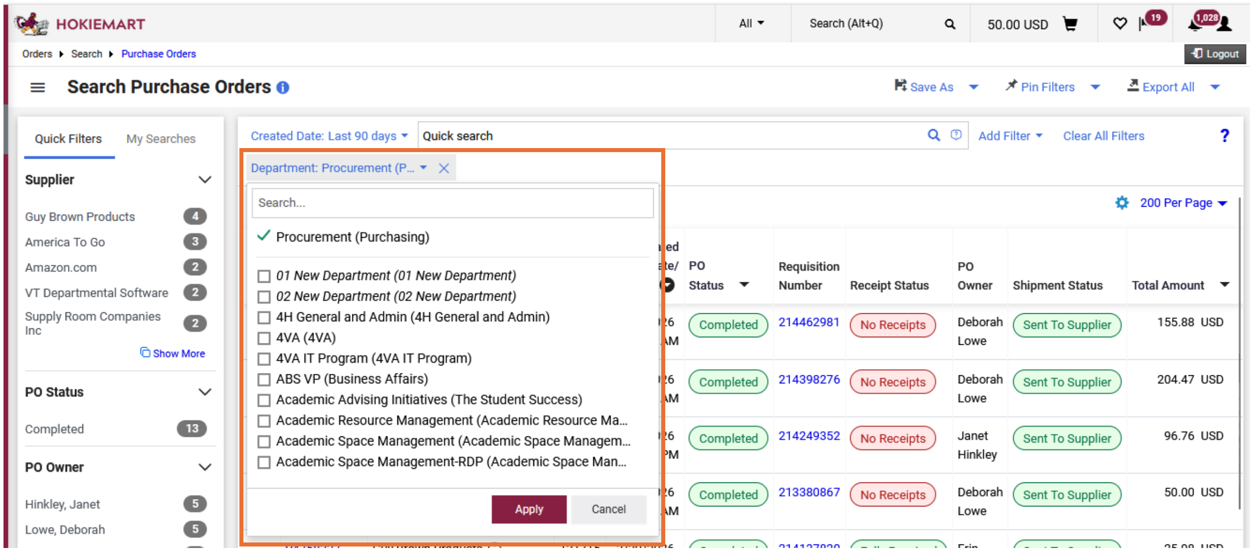


Select **Add Filter** to view the available filters. To find a filter, use the search bar or scroll through the list. When you find a filter you want to apply, select its checkbox to add it to your search.



Provide your filter criteria by either selecting the value or typing it in to the search bar. Different filters may require criteria in different formats, for example, filters for specific date ranges will require date formats.

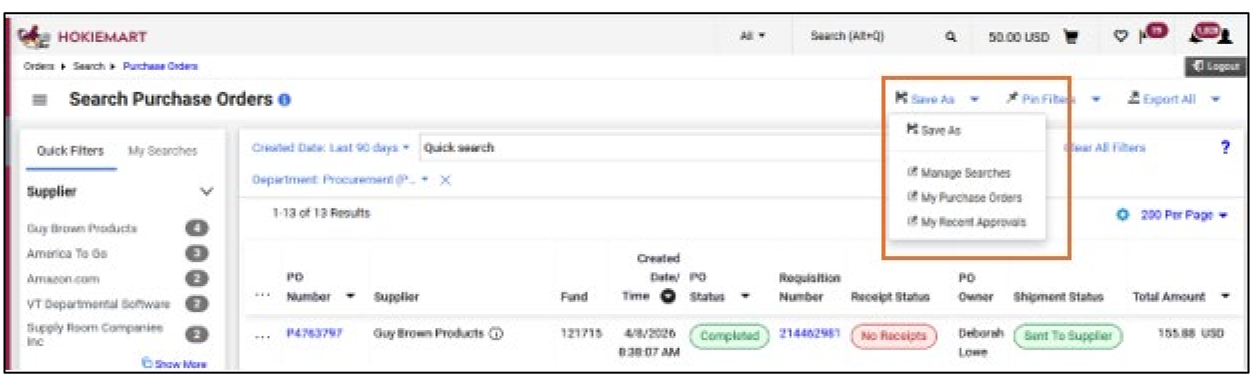
Filters will automatically apply to search results when users select **Apply**.



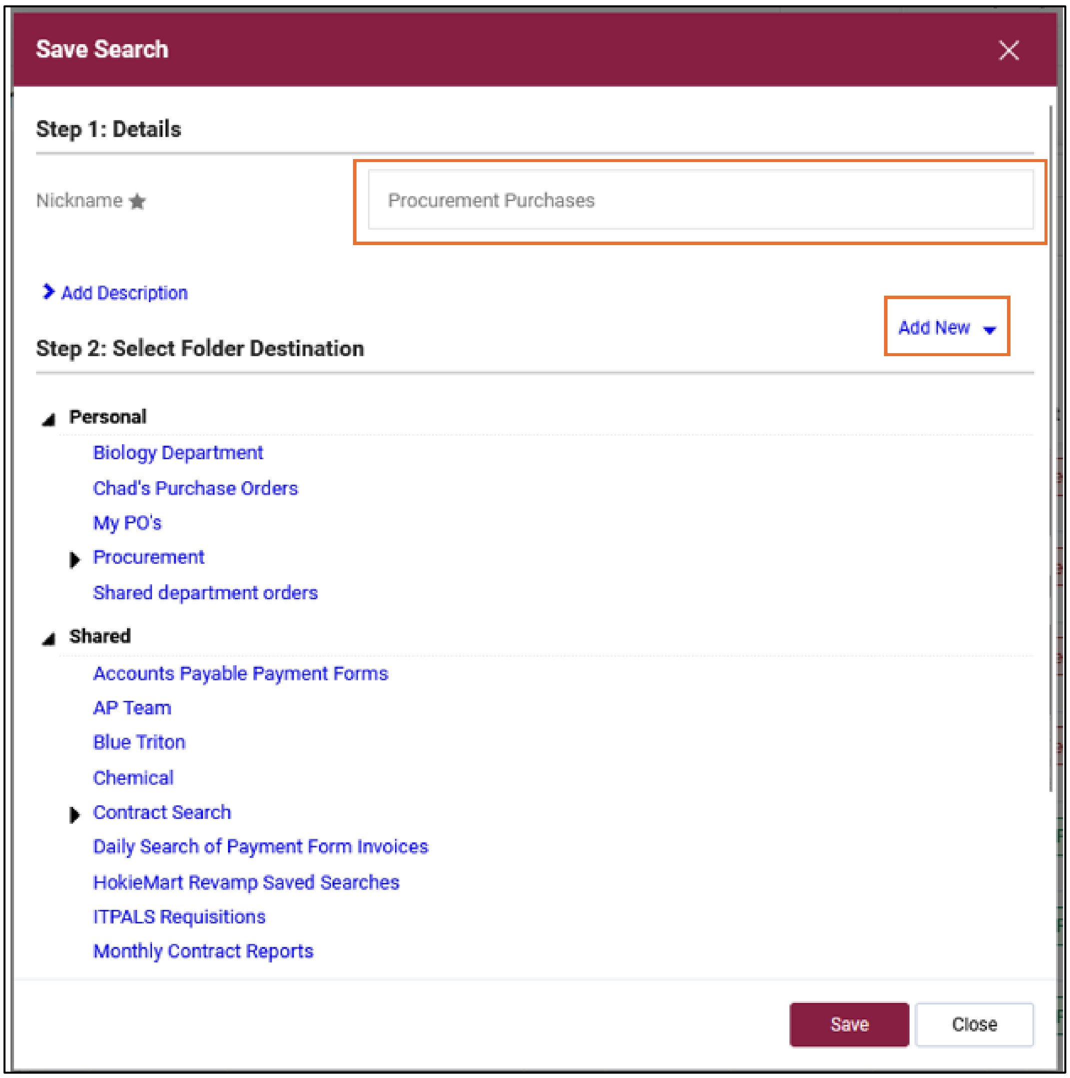
Saving Searches

Once filters have been applied, users can then save the search with those filters applied. This saves time when querying this data in the future.

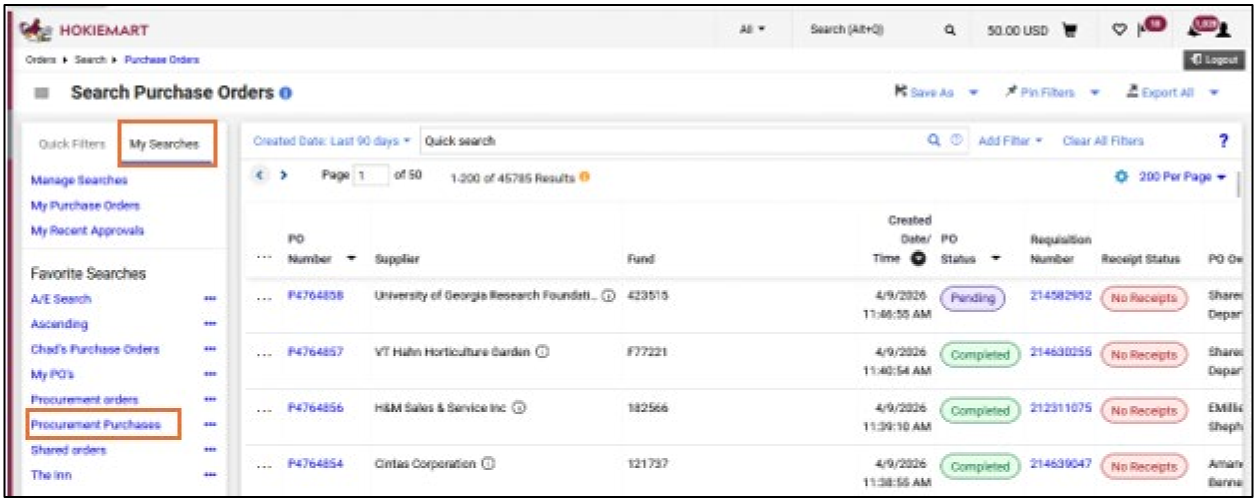
To save the search, select **Save As** at the top right-hand corner of the search results.



Type in a nickname for the saved search. Then select the folder to store the saved search. To add a new folder, select Add New. To use an existing folder, select the name of the folder listed as a destination. Personal folders will only be viewable to the current user. Shared folders can be shared and viewed by other users. Select **Save**.



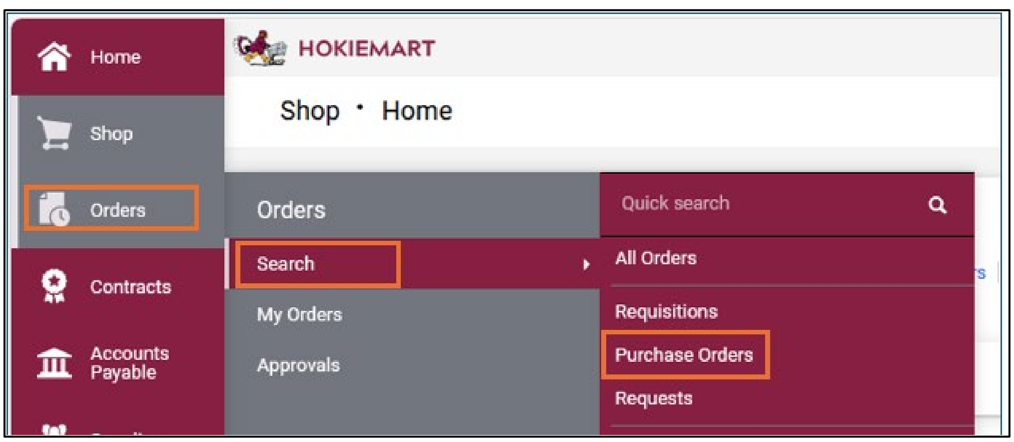
To access your saved search at a later point in time, navigate to the matching document search page and select My Searches on the top left-hand side of the search screen. Select the nickname of the saved search to automatically apply the filters.



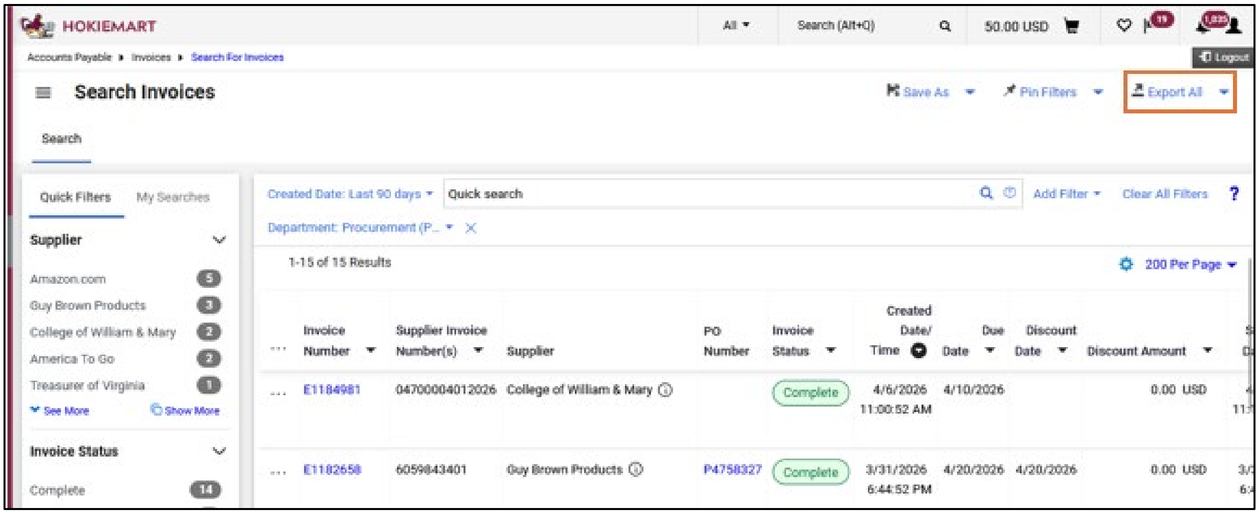
Exporting Search Results

Search results can be exported out of HokieMart and into Excel for further data analysis, or to share purchasing and spending information with staff outside of the HokieMart system.

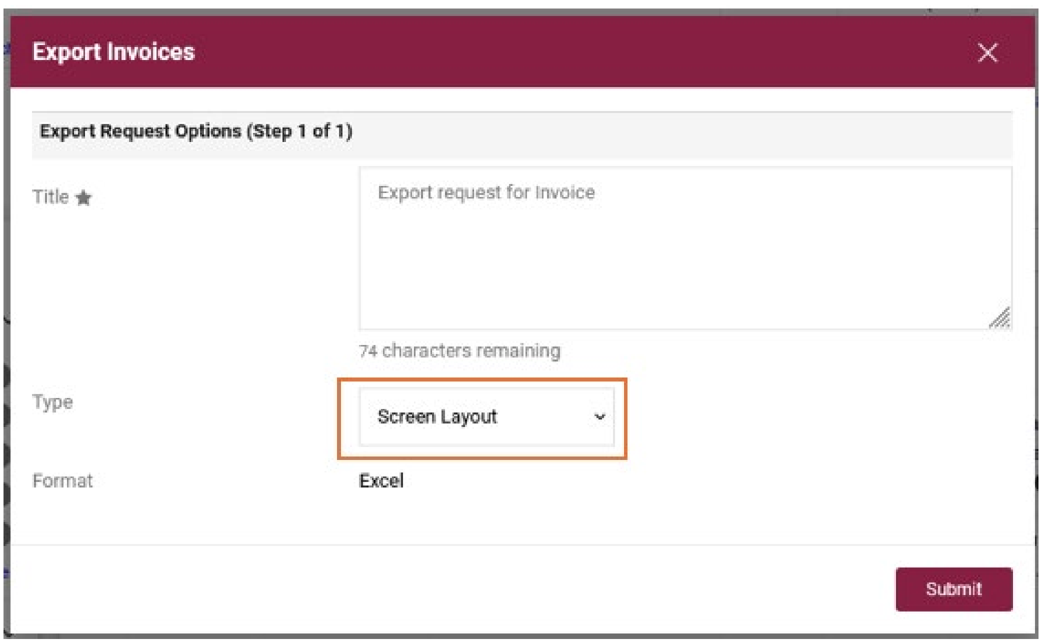
Navigate to the document type you want to export by selecting Orders and then select Search. Select the document type that you want to export.



Apply relevant filters or use a saved search to view specific data. When desired search results are displayed, select **Export All**.



Exports can be given a title if needed. Then select the type of export. The type relates to the amount of data the user would like to view on their Excel.

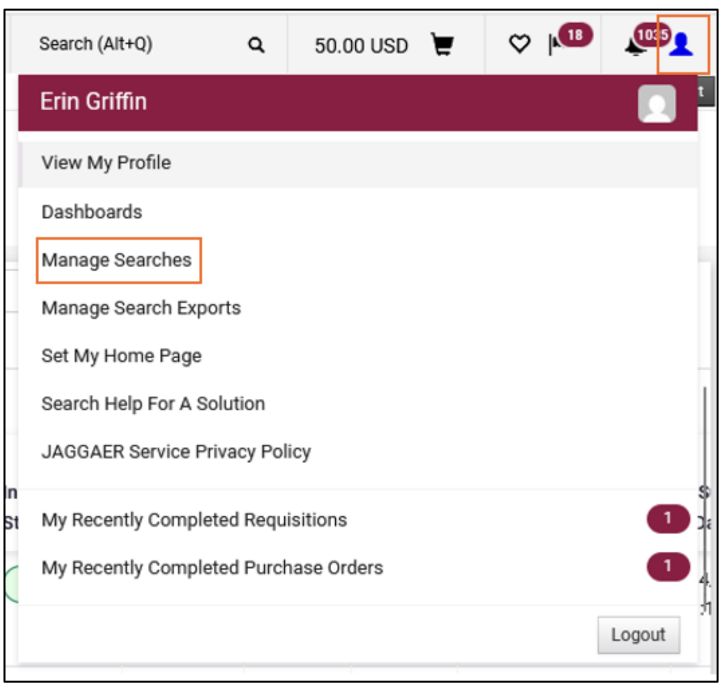


- **Screen Layout:** data will be limited to the columns displayed on your search results screen.
- **Full Export:** data will contain all available information delivered in a folder with several Excel files.

- **Transaction Export:** data will contain most information delivered in a folder with several Excel files.
- **User Defined Template:** data will be manually selected by the user to create a unique template with only the information selected.

Select **Submit** to begin the export. A success message will be displayed on the top of the webpage. To view the export, select **Manage Search Exports** on the success message.

If users need to view search exports after navigating away from the page with the success message, select the **user profile icon** on the top right-hand corner of HokieMart and then select **Manage Search Exports**.



Export files can be downloaded and accessed until the Available Until date specified on the Manage Exports page.