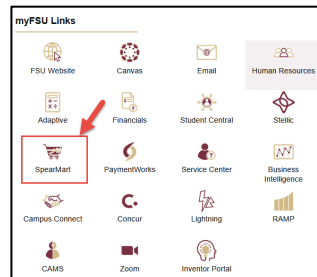


Overview

Document Search is an extremely powerful search engine for your past or pending orders, contracts, sourcing events etc.

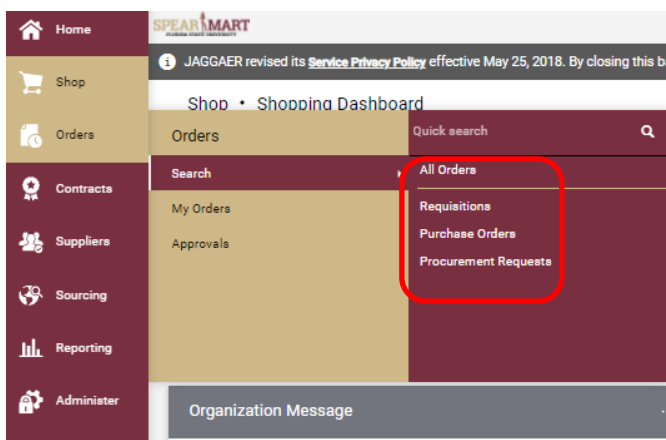
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



In this Job Aid we will cover the following:

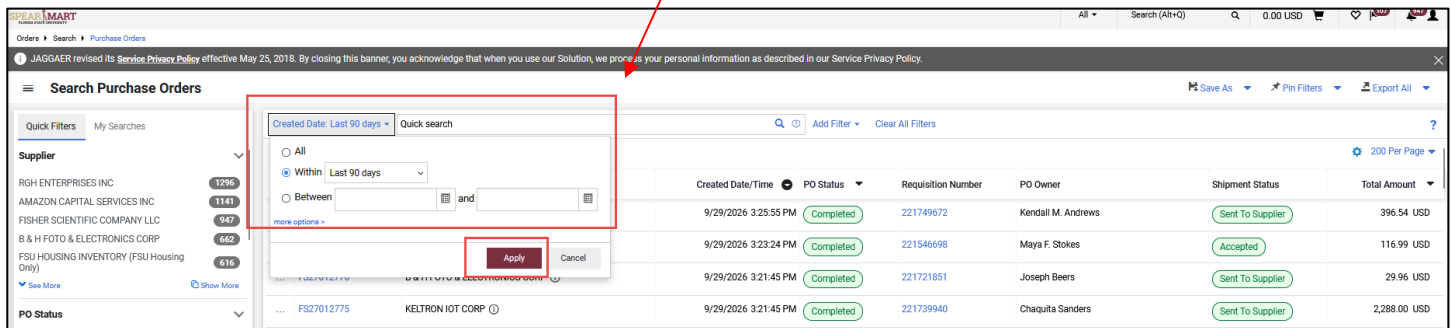
- [Simple Search](#)
- [Advanced Search](#)
- [Saving a Search as a Favorite](#)
- [Exporting Search Results to MS Excel](#)

Simple Search



- Select type of document(s) you are searching for from the left dropdown
- Select the **Date** range or enter a custom date range to in the right dropdown
- Enter the search term (supplier name etc.)

In this instance, we have chosen to search for Purchase orders and from here, you can search by "Created Date" (Make sure to click "Apply" after each update/change in your search process.)



In this example, the search was for all POs within the last 90 days.

Search Purchase Orders

Quick Filters

My Searches

Supplier

RGH ENTERPRISES INC1296

AMAZON CAPITAL SERVICES INC1141

FISHER SCIENTIFIC COMPANY LLC947

B & H FOTO & ELECTRONICS CORP662

FSU HOUSING INVENTORY (FSU Housing Only)616

See MoreShow More

PO Status

Completed13387

Pending7

Show More

Department (Requester Dept.)

University Housing (238)548

Univ Business Administrators (030)593

Biological Science (074)296

Facilities Planning (044)252

Psychology (089)243

See MoreShow More

PO Owner

Braman III, Robert S.619

Murphy, Shae404

Sanders, Chaquita252

Cummings, Jonathan D.248

Seabrooks, Darrell241

Show More

Created Date: Last 90 days

Quick search

Add Filter

Clear All Filters

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Total Amount
FS27012778	RGH ENTERPRISES INC	9/29/2026 3:25:55 PM	Completed	221749672	Kendall M. Andrews	Sent To Supplier	396.54 USD
FS27012777	DELL MARKETING	9/29/2026 3:23:24 PM	Completed	221546698	Maya F. Stokes	Accepted	116.99 USD
FS27012776	B & H FOTO & ELECTRONICS CORP	9/29/2026 3:21:45 PM	Completed	221721851	Joseph Beers	Sent To Supplier	29.96 USD
FS27012775	KELTRON IOT CORP	9/29/2026 3:21:45 PM	Completed	221739940	Chaquita Sanders	Sent To Supplier	2,288.00 USD
FS27012774	RGH ENTERPRISES INC	9/29/2026 3:13:36 PM	Completed	221752960	Byron O. Rosier	Sent To Supplier	70.80 USD
FS27012773	B & H FOTO & ELECTRONICS CORP	9/29/2026 3:06:45 PM	Completed	221750857	Alroy Harry	Sent To Supplier	599.24 USD
FS27012772	AMAZON CAPITAL SERVICES INC	9/29/2026 3:02:38 PM	Completed	221740283	Morgan E. Hawkins	Sent To Supplier	161.49 USD
FS27012771	AMAZON CAPITAL SERVICES INC	9/29/2026 3:01:46 PM	Completed	221737602	Linda W. Sasser	Sent To Supplier	83.24 USD
FS27012770	AMAZON WEB SERVICES INC	9/29/2026 3:00:48 PM	Completed	221716336	Veronica M. Jones	Sent To Supplier	45.00 USD
FS27012769	THE CLOTHESLINE LLC	9/29/2026 3:00:30 PM	Completed	221725723	Senny Liu	Sent To Supplier	230.48 USD
FS27012768	THE CLOTHESLINE LLC	9/29/2026 2:59:45 PM	Completed	221731270	Janelle S. McDaniel	Sent To Supplier	905.33 USD
FS27012767	PLAYGROUND MUSIC CENTER INC.	9/29/2026 2:57:29 PM	Completed	221651975	Constance A. Eichler	Sent To Supplier	2,500.00 USD
FS27012766	B & H FOTO & ELECTRONICS CORP	9/29/2026 2:56:29 PM	Completed	221718780	Adam J. Ware	Sent To Supplier	646.74 USD
FS27012765	APPLE COMPUTER	9/29/2026 2:56:15 PM	Completed	221750147	Julia Mbaya	Sent To Supplier	88.00 USD
FS27012764	AMAZON CAPITAL SERVICES INC	9/29/2026 2:55:58 PM	Completed	221637636	Emily Porter	Sent To Supplier	

JS

You can refine your search results by using any of the quick filters on the left-hand side of your screen OR you can add a filter.

Advanced Search

There are a number of ways to use an advanced search whether you are searching by a particular user, supplier, specific date range, one or more chart fields, \$ amount, date range, commodity code, etc. In the example below, we want to see all completed requisitions to Dell Marketing, over the last 30 days, using Fund 110.

Submitted Date: Last 90 days		Quick search		Add Filter		Clear All Filters	
Page 1	of 50	1-200 of 10441 Results					
Requisition Number	Supplier	Requisition Name					
155360347	DELL MARKETING	Dell R650 Quote					
155387783	4IMPRINT INC	2022-03-15 THOOMES 01					
155387727	HARTING ASSOCIATES INC	Harting Assoc 2022-2023					
155387431	DELL MARKETING	2022-03-15 DGOCHNAU 0					
155387496	ALL FOILS INC	202116					
155387503	AMAZON CAPITAL SERVICES INC	2022-03-15 CS22C 01					

Click "Add Filter:" and a drop-down filter search will appear.

fund

☐ *Fund

Type in "fund" and then click the box in order to filter by fund code.

Fund: All

Is Equal To Starts With Is Between

Search for Values...

Any Value

No Value/Blank

110 - E&G General Revenue

140 - E&G GR-Carryforward

521 - Spons Pgm Fed - F...

Apply Cancel

You can either type in the desired fund code or you can click the "+" sign to select a currently listed code, then click "Apply"

JOB AID Document Search

Add Filter ▾ Clear All Filters

supplier

☐ Supplier
☐ Supplier Classes
☐ Supplier Name Range

Type in "Supplier" and click the box in order to filter by Supplier.

Supplier: All ▾ ×

dell ×

Advanced Syntax Help

☐ dell
☐ DELL MARKETING
☐ TOMMASO DELLA CROCE
☐ DIPARTIMENTO DI INGEGNERIA DELL'ENERGIA
Doing Business As: DEI DEPARTMENT - UNIBO
☐ JADE DELLINGER
Doing Business As: JADE R. DELLINGER

Apply Cancel

Type in the Supplier name desired, select the check box, then click "Apply"

For the desired date range, you can search dates by "within" a certain time frame OR between a specific set of dates and then click "Apply".

Submitted Date: Last 90 days ▾ Quick search

☒ All
☐ Within Last 90 days ▾
☐ Between

Days
Last 7 days
Last 30 days
Last 60 days
Last 90 days
Last 120 days
Last 180 days
Last Week
This Week
Yesterday
Today
Calendar
Month-To-Date
Year-To-Date
Last Month
Previous Year
Fiscal
Fiscal Year-To-Date
Previous Fiscal Year

Apply Cancel

Submitted Date: Last 90 days ▾ Quick search

☐ All
☐ Within Last 90 days ▾
☒ Between [] and []

more options >

Apply Cancel

Once all Filters are applied for this example, the results will show:

Search Requisitions

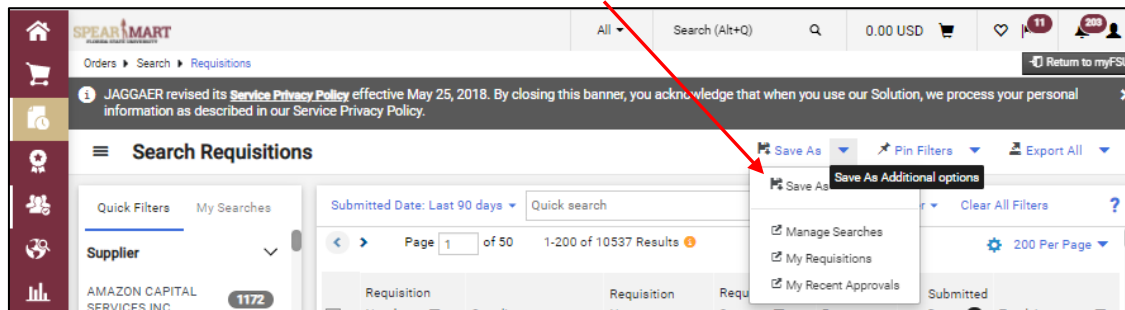
Submitted Date: Last 30 days ▾ Quick search
*Fund: Is Equal To:110... ▾ Supplier: DELL MARKETING... ▾

1-20 of 20 Results

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
221741083	DELL MARKETING	227918	Completed	Robert S. Braman III	9/29/2026 1:25:40 PM	365.00 USD
221611354	DELL MARKETING	2026-09-25 Reinier Computer Bag	Completed	Andrew J. Westbrook	9/25/2026 11:37:40 AM	75.43 USD
221247812	DELL MARKETING	2026-09-17 ACRIU22 01	Completed	Amado Cruz	9/22/2026 3:24:52 PM	2,413.08 USD
221389563	DELL MARKETING	2026-09-21 ERUDISILL 02	Completed	Elizabeth F. Rudisill	9/21/2026 2:27:34 PM	619.99 USD
221364959	DELL MARKETING	2026-09-21 YWANG10 UPS	Completed	James Y. Wang	9/21/2026 10:40:20 AM	1,991.86 USD
221358777	DELL MARKETING	227775	Completed	Shae Murphy	9/21/2026 9:19:01 AM	316.81 USD
221327315	DELL MARKETING	TDX26822366_StanfordWinchester_Keyboards_OIT_9/18/26	Completed	Wendy M. Bianco	9/21/2026 8:08:57 AM	96.98 USD
221311642	DELL MARKETING	227760	Completed	Robert S. Braman III	9/18/2026 11:01:49 AM	2,973.55 USD
221090216	DELL MARKETING	Webcam and Sound bar for Clay	Completed	Darryl Sims	9/15/2026 2:08:30 PM	178.00 USD
221066614	DELL MARKETING	Wharton-Moberly (Dept Tech Fees & 089009-550-047613) Dell Marketing \$10,320.02	Completed	Terry A. Eubanks	9/14/2026 12:16:04 PM	10,320.02 USD
221051337	DELL MARKETING	Galiya Dell Pro T3 laptop	Completed	Sharon R. Williams	9/14/2026 9:53:37 AM	1,724.31 USD
220877717	DELL MARKETING	227562	Completed	Robert S. Braman III	9/9/2026 11:16:07 AM	1,965.17 USD
220834243	DELL MARKETING	Dell 27in Monitors - For CUP117A	Completed	Elon A. Matthews	9/8/2026 2:21:54 PM	1,387.11 USD
220825558	DELL MARKETING	Dell Pro Rugged Laptops and Backpacks - Requestor: DPichla	Completed	Daniel S. Stevenson	9/8/2026 1:07:52 PM	7,137.11 USD

Saving Searches as Favorites

Continuing from our example above, click the **Save As** button on your results screen.



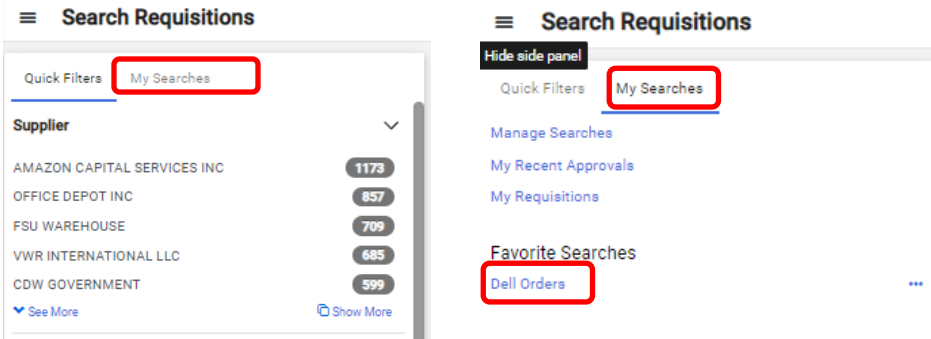
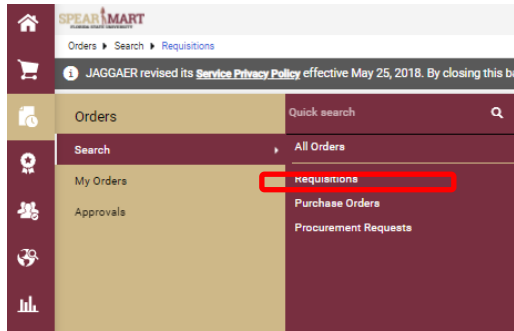
- Give your **Search** a nickname
- You can add a description if you'd like
- Click **Save** after you have filled this information in.

If you do not have a Folder under your Personal Favorites, you will need to create one by clicking **Add New**.

Once you click **Add New**, click on "Top level personal folder"

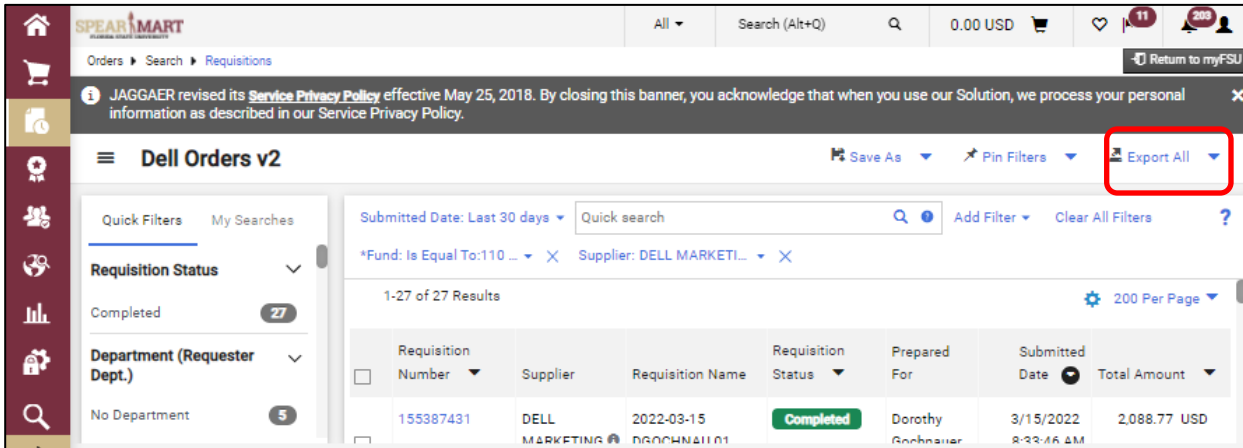
Name your personal folder and click **Save Changes**

To retrieve your saved search after creating it, see below.



Exporting a Search to MS Excel

In this example, Johnny Tester would like to export these Requisitions from the last 30 days. He first follows the instructions from the Advanced Search Section above to view his POs from the last 30 days as shown below.



JOB AID

Document Search

Export Requisitions

✕

Export Request Options

(Step 1 of 1)

Title *

Export request for Requisition

70 characters remaining

Type

Screen Layout

▼

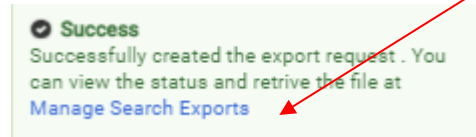
Format

Excel

Submit

Once Export type is selected, click **Submit**

Once submitted, click **Manage Search Exports**



All ▾

Search (Alt+Q)

0.00 USD

100

300

[Return to my Profile](#)

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Manage Search Exports

Manage Exports

Export Requests

Export Schedules

Click to Filter

Refresh this Page

Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
Export request for Regulation	Completed	Requisition	Screen Layout (Excel)	3/15/2022 3:56:04 PM	3/15/2022 3:56:08 PM	3/22/2022	Total Records: 27	Delete

Click Export request for Requisition. This will open an Excel file for you to save to your computer.