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 example, the search was for all POs to Supplier Adventure Landing.

You can refine your search results by using any of the filters on the left hand side of your screen by clicking on the filter icon.

**Advanced Search**

There are a number of ways to use 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 by Johnny Tester, over the last 30 days, using Fund 110.
Saving Searches as Favorites

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

- Give your **Search** a name
- You can add a description if you’d like

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

- Give your Export a Name
- Choose the type of Export Template
  - **Screen Export** - Exports only the information available in the search results screen for each document
  - **Transaction Export** - Exports an expanded set of information on the documents.
  - **Full Export** - Exports transactions with history.
JOB AID
Document Search