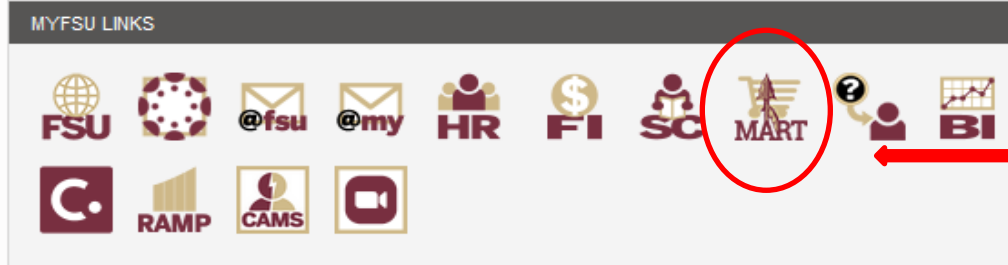


Overview

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

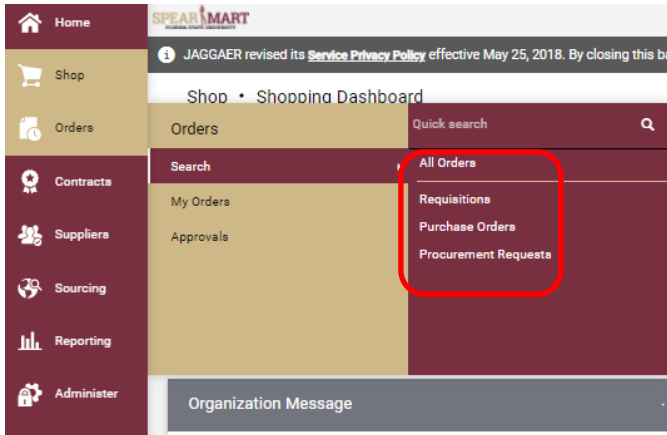
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and



In this Job Aid we will cover the following:

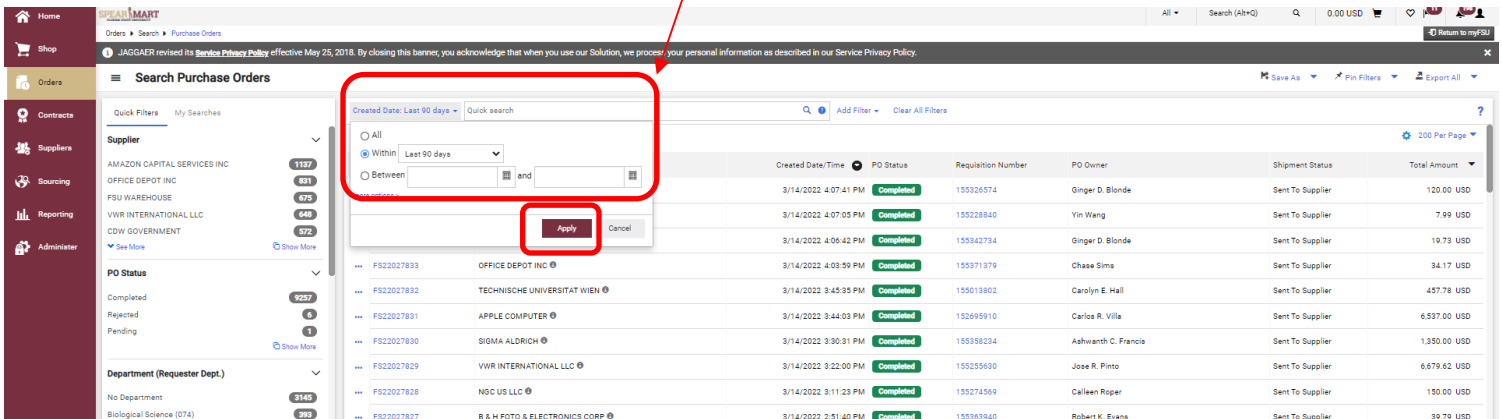
- [Simple Search](#)
- [Advanced Search](#)
- [Saving a Search as a Favorite](#)
- [Exporting Search Results to MS Excel](#)

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.

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.

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

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

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

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 ▾ X

Dell X

Advanced Syntax Help

Dell

DELL MARKETING

BOOMI INC
Doing Business As: DELL BOOMI

DEWEY DELLAY

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 [] and []

more options >

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

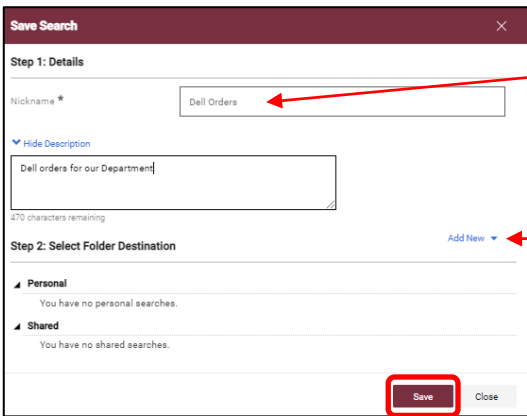
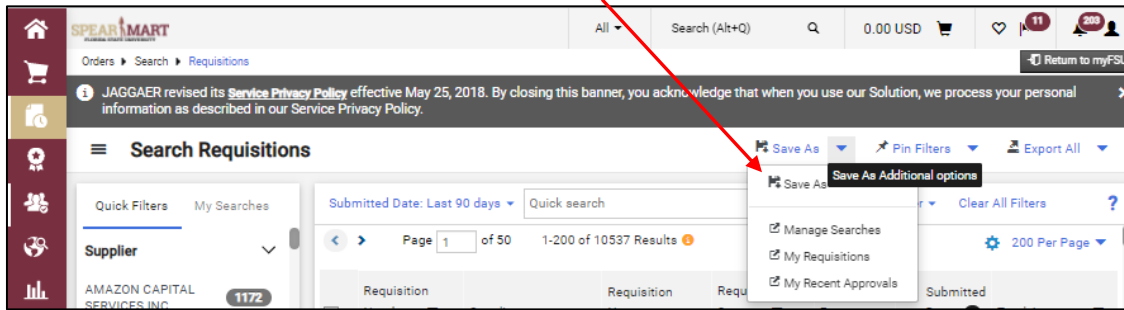
Submitted Date: Last 30 days ▾ Quick search

Fund: Is Equal To: 110 ... ▾ Supplier: DELL MARKETL. ▾

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
155387431	DELL MARKETING	2022-05-15 DGOCHNAU 01	Completed	Dorothy Gochbauer	3/15/2022 8:33:45 AM	2,088.77 USD
155315411	DELL MARKETING	Dell Latitude 5520 - Requestor: RLewis	Completed	Daniel S. Stevenson	3/11/2022 4:22:23 PM	1,479.81 USD
155258250	DELL MARKETING	2022-09-10CSWH-HR-Laptop	Completed	Dylan P. Smith	3/11/2022 9:55:27 AM	2,484.29 USD
155282431	DELL MARKETING	202178	Completed	Carolyn E. Hall	3/11/2022 9:40:15 AM	2,081.89 USD
155271776	DELL MARKETING	Yu Wang for Gary Tyson	Completed	James Y. Wang	3/10/2022 7:10:38 PM	1,479.48 USD
155239600	DELL MARKETING	Andy Wang Dell	Completed	Ani A. Wang	3/10/2022 12:14:55 PM	103.12 USD
155228696	DELL MARKETING	202157	Completed	Michael C. Pendergast	3/10/2022 11:06:38 AM	231.61 USD
155226893	DELL MARKETING	202156	Completed	Michael C. Pendergast	3/10/2022 9:39:37 AM	1,518.77 USD
155223763	DELL MARKETING	202154	Completed	Michael C. Pendergast	3/10/2022 9:04:16 AM	3,450.42 USD
155181976	DELL MARKETING	202094	Completed	Carolyn E. Hall	3/9/2022 12:03:21 PM	3,815.65 USD
155152867	DELL MARKETING	2022-03-08 DM MYERS 01	Completed	Mark D. Myers	3/8/2022 5:13:09 PM	197.05 USD
155118993	DELL MARKETING	2022-03-08 DMELTON 01	Completed	Debra G. Melton	3/8/2022 11:43:33 AM	7,121.78 USD
154874174	DELL MARKETING	2022-03-03 JRYAN 01	Completed	Joseph T. Ryan	3/4/2022 3:24:31 PM	86.99 USD
155004048	DELL MARKETING	DELL LAPTOPS/DOCK STATIONS	Completed	Harry M. Heuer	3/4/2022 1:23:39 PM	26,012.92 USD
154884071	DELL MARKETING	Doherty (Plant Office computer replacement) Dell 3/4/22	Completed	Terry A. Eubanks	3/4/2022 9:16:47 AM	1,028.17 USD

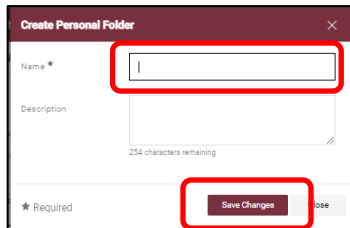
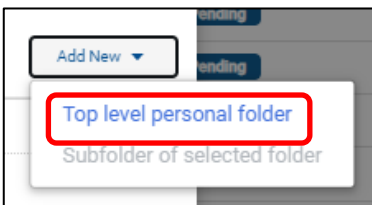
Saving Searches as Favorites

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



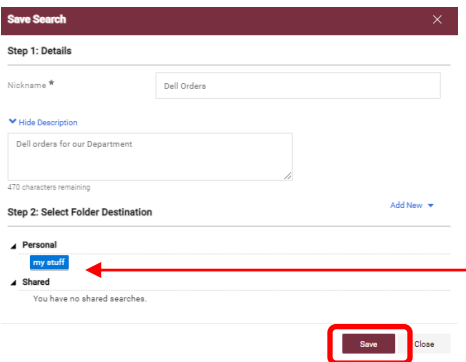
- Give your **Search** a nickname
- You can add a description if you'd like
- Click **Save** after you have filled this information in.

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

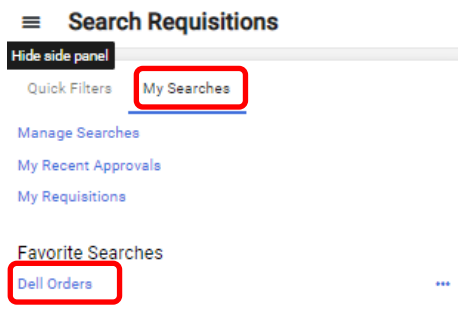
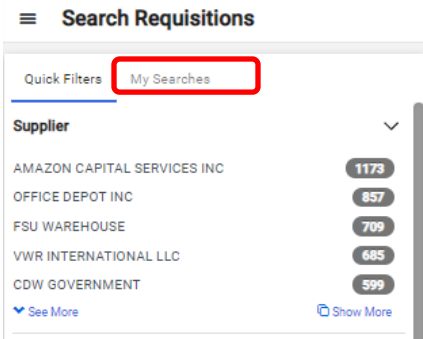
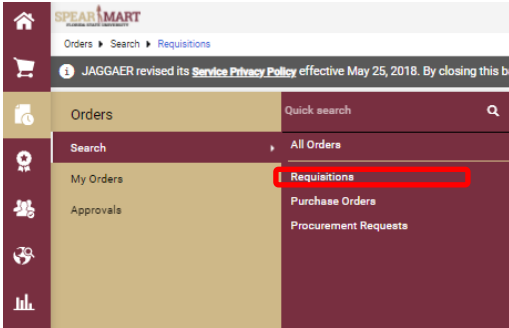


Once you click **Add New**, click on "Top level personal folder"

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

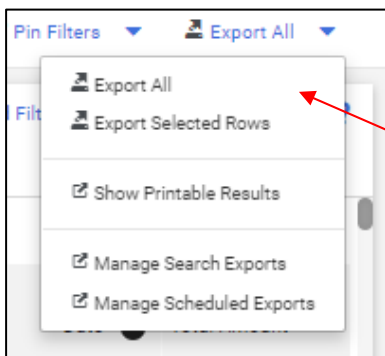
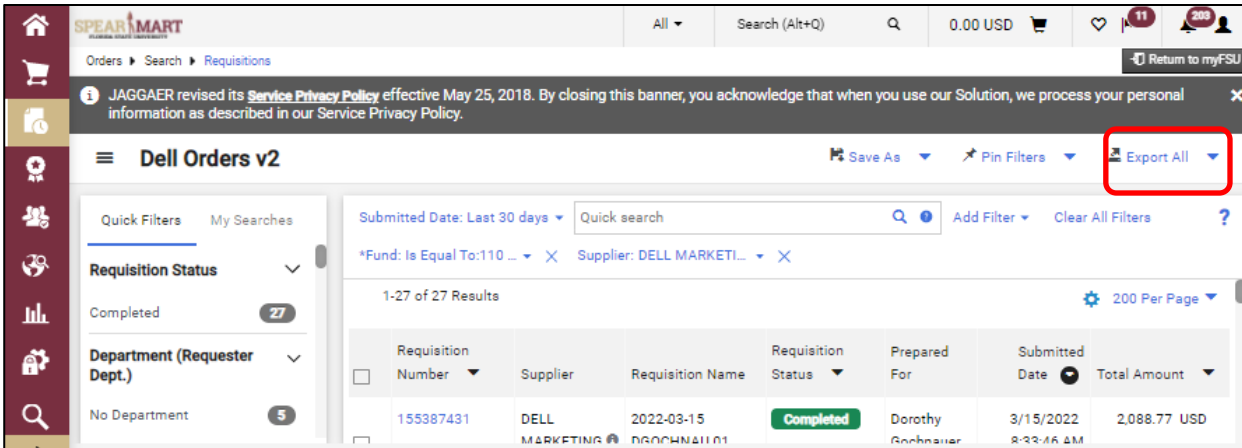


To retrieve your saved search after creating it, see below.



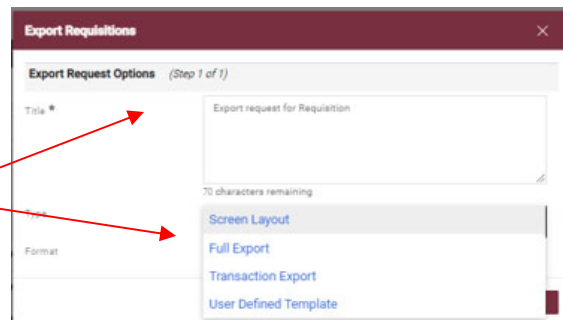
Exporting a Search to MS Excel

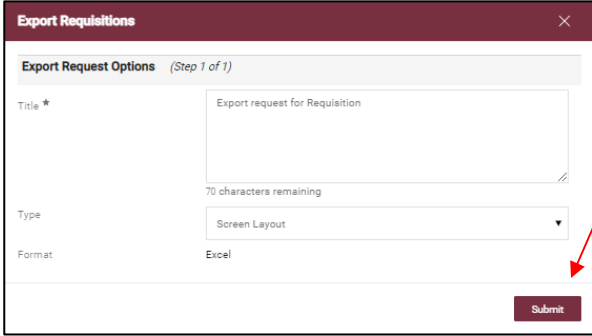
In this example, Johnny Tester would like to export these Requisitions from the last 30 days. He first follows the instructions from the Advanced Search Section above to view his POs from the last 30 days as shown below.



Choose the type of Export

Give your export a Title & choose the export type





Export Requisitions

Export Request Options (Step 1 of 1)

Title * Export request for Requisition
70 characters remaining

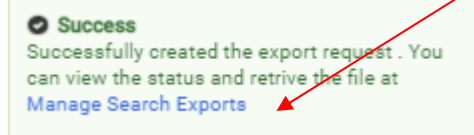
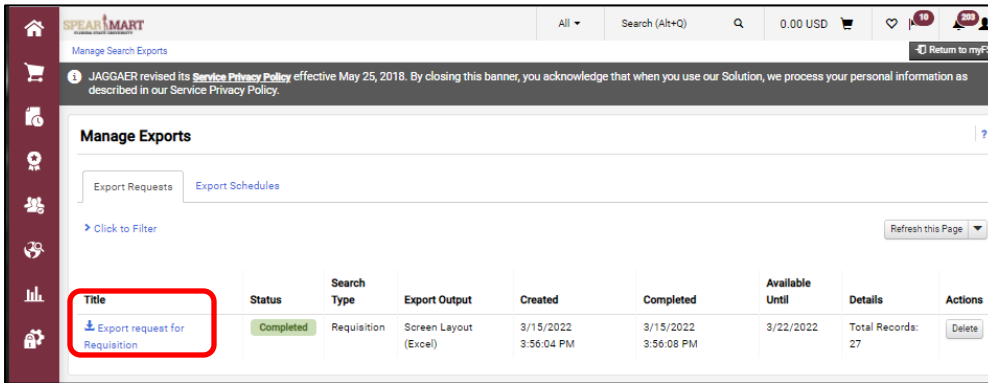
Type Screen Layout

Format Excel

Submit

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

Once submitted, click **Manage Search Exports**

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 Requisition	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.