

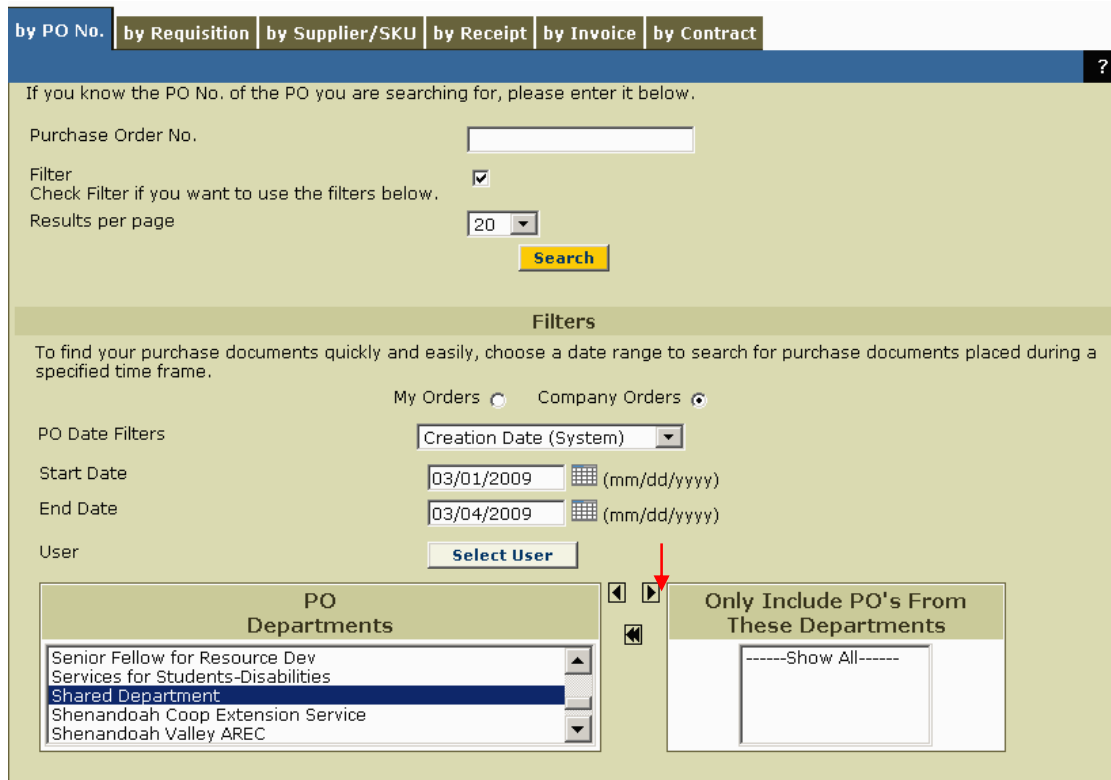
Quick Guide - Searching for “Shared Departments” (04-01-09)

From the Main Screen of HokieMart

- Click “history” tab



- Click “by PO No.” tab.
- Click in the “Filter” box
- Click in “Department Orders” (some users may see Company Orders)
- Select a “Start Date” and “End Date” from the calendars
- In the left hand block labeled PO Departments,
- Select “Shared Departments.”
- Select the right hand arrow (➤) to move the Share Departments to the box labeled “Only Include PO’s From These Departments”
- Click “Search.”



The screenshot shows the search interface in HokieMart. At the top, there is a navigation bar with tabs: "by PO No.", "by Requisition", "by Supplier/SKU", "by Receipt", "by Invoice", and "by Contract". The "by PO No." tab is selected. Below the navigation bar, there is a search form with the following fields:

- Purchase Order No. (text input)
- Filter (checkbox, checked)
- Check Filter if you want to use the filters below.
- Results per page (dropdown menu, set to 20)
- Search button

Below the search form, there is a "Filters" section. It includes:

- PO Date Filters (dropdown menu, set to Creation Date (System))
- Start Date (calendar, set to 03/01/2009)
- End Date (calendar, set to 03/04/2009)
- User (Select User button)

At the bottom, there are two boxes for department selection:

- PO Departments (list box containing: Senior Fellow for Resource Dev, Services for Students-Disabilities, Shared Department, Shenandoah Coop Extension Service, Shenandoah Valley AREC)
- Only Include PO's From These Departments (list box containing: -----Show All-----)

A red arrow points to the right arrow button between the two boxes, indicating the action to move the selected department to the "Only Include PO's From These Departments" box.

All Shared Department POs for the university should appear.

By clicking on the appropriate column heading, the PO's can be put either into ascending or descending order, Supplier alphabetical order, Creation Date/Time, PO Total, or Requisition No. This will facilitate locating the PO.

Workflow Status ^	PO No ^	Supplier ^	Creation Date/Time v	PO Total v	Requisition No. ^	Requisitioner ^	Supplier Status	Settlement Status	Select <input type="checkbox"/>
✓	P9097357	Apple Computer Inc	3/4/2009 2:06 PM	2,641.00 USD	10155756	Department, Shared	Sent		<input type="checkbox"/>
✓	P9097325	Tripos DE Inc	3/4/2009 1:43 PM	1,500.00 USD	10101567	Department, Shared	Sent		<input type="checkbox"/>
✓	P9097209	TIAA CREF	3/4/2009 11:17 AM	7,639.84 USD	10170513	Department, Shared			<input type="checkbox"/>
✓	P9097171	nTelos	3/4/2009 10:35 AM	41.00 USD	10165010	Department, Shared			<input type="checkbox"/>
✓	P9097050	Embarq Corporation	3/4/2009 8:13 AM	157.37 USD	10146899	Department, Shared			<input type="checkbox"/>
✓	P9096737	Bug Muggers Pest Control	3/3/2009 1:42 PM	39.13 USD	10149119	Department, Shared	Sent		<input type="checkbox"/>

- Select the desired PO No.
- Click on the “Approvals” tab if you wish to view the status of the PO.

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Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	History
+ Click to filter history Export CSV						
Results per page 20 Records found: 10						
PO Line No ^	Revision No. ^	Date/Time v	User ^	Step (s)	Action ^	Note
	original	3/4/2009 2:09 PM	System		Received PO dispatched status from an external system	
	original	3/4/2009 2:09 PM	System		PO Approvals completed	
	original	3/4/2009 2:09 PM	System		PO Export sent to external system	The PO was successfully distributed to the ERP system.
	original	3/4/2009 2:08 PM	System		PO Sent via CXML	200: success