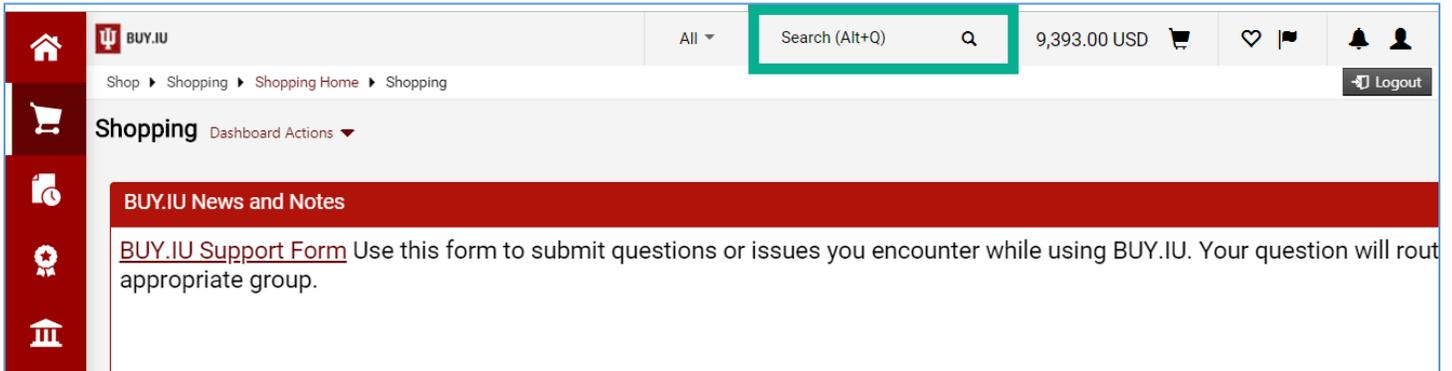
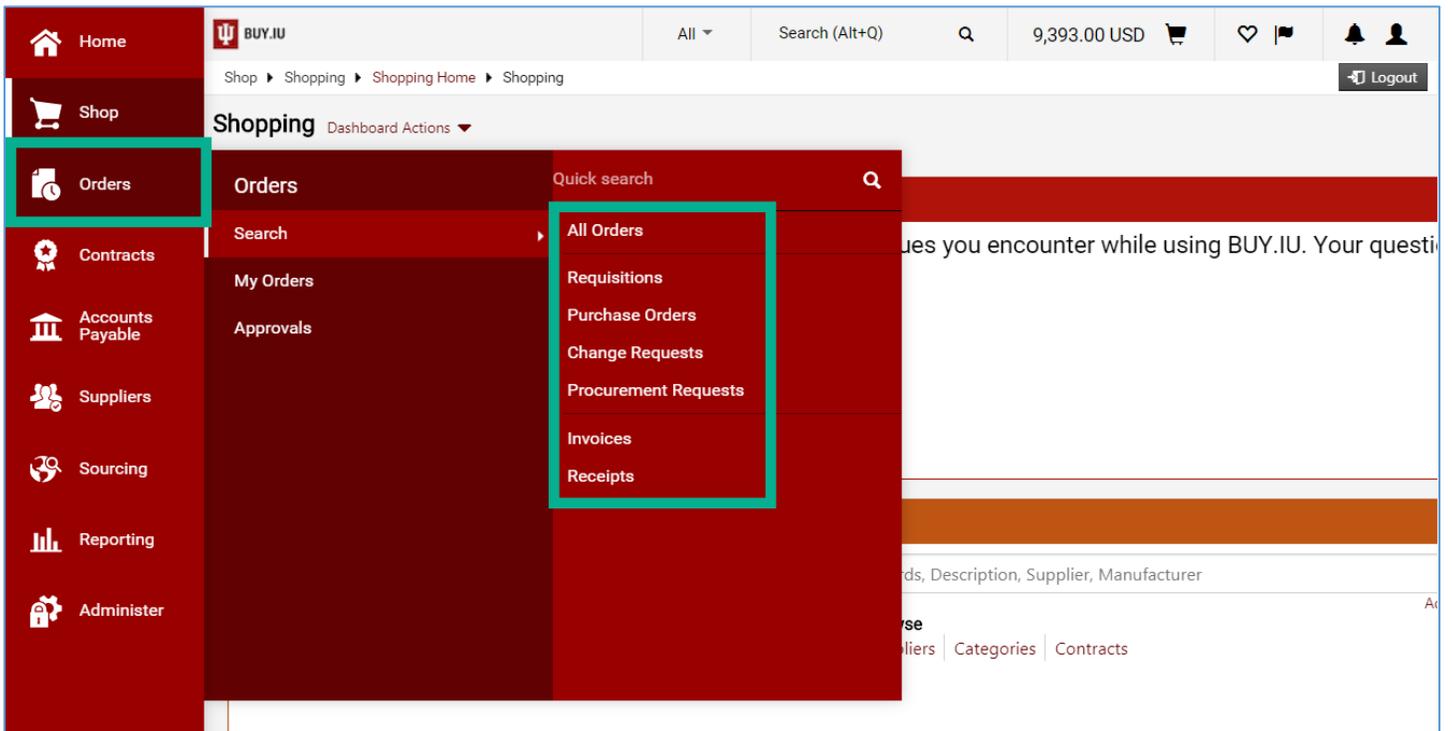


# Search for a Document

A fast way to locate a document in BUY.IU is using the **quick search** at the top of the page. This field allows you to quickly search by entering a BUY.IU document number, supplier name, supplier invoice number, and more.



If you need to locate multiple documents that fit a set of parameters, use the **Orders** module. The orders module offers the All Orders search, as well as document-specific searches.



The All Orders screen is helpful for general searches. For example, you wish to review all pending documents for your organization. Document-specific searches are a better choice when locating specific types of documents. For example, locating invoices paid in the past seven days.

This document demonstrates how to filter results using the All Orders screen.  
Review the [Common Search Filters document](#) for guidance on document-specific searches.

After selecting **All Orders** in the **Orders** module, the screen loads and displays all documents created in the last 90 days across IU. We will apply filters to narrow these results down to what we want to see. There are two ways to accomplish this: by using Quick Filters or by adding filters.

**Search All Orders**

Quick Filters My Searches

Type of Order: All Created Date: Last 90 days Quick search Add Filter

Clear All Filters

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Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
<input type="checkbox"/> SI0400282	Invoice	Pending	Molly Duman Scheel	8/5/2020 11:14:05 PM	-	Integrated DNA Technologies Inc.	323.00 USD
<input type="checkbox"/> SI0400281	Invoice	Pending	Jiangchuan Shen	8/5/2020 11:14:03 PM	-	Integrated DNA Technologies Inc.	272.00 USD
<input type="checkbox"/> SI0400280	Invoice	Pending	Mary Hackett	8/5/2020 11:13:15 PM	-	CDW Government LLC	45.99 USD

First, let's use the Quick Filters in the left-hand menu. These Quick Filters are provided by Jaggaer and represent the fields most frequently used to filter searches.

Selecting **Guy Brown LLC** in the **Supplier** category, updates the search to reflect documents involving this supplier. The selected filter also appears at the top of the page.

Collapse the Quick Filter menu by clicking the **three horizontal bars** next to Search All Orders.

**Search All Orders**

Quick Filters My Searches

Type of Order: All Created Date: Last 90 days Quick search Add Filter

Clear All Filters

Supplier: Guy Brown LLC

Page 1 of 28 1-200 of 5429 Results 200 Per Page

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
<input type="checkbox"/> 134505063	Requisition	Pending	Heidi Adams	8/5/2020 9:41:10 PM	-	Guy Brown LLC	53.72 USD
<input type="checkbox"/> 134503710	Requisition	Pending	Gail Waltz	8/5/2020 7:30:43 PM	-	Guy Brown LLC	63.14 USD
<input type="checkbox"/> 134502611	Requisition	Withdrawn	Gail Waltz	8/5/2020	8/5/2020	Guy	0.00 USD

Options in the Quick Filters menu are also available by clicking the **Add Filter** button on the right-hand side of the page. Notice that the search results above include withdrawn orders. Let's add another filter to locate documents with a Pending order status, or documents which are enroute.

Click **Add Filter**, then search for "status" in the search field. Check the box next to **Order Status**.

The screenshot shows the 'Search All Orders' interface. At the top, there are navigation links for 'Orders', 'Search', and 'All Orders', along with a 'Logout' button. Below this is a search bar with filters for 'Type of Order: All', 'Created Date: Last 90 days', and a 'Quick search' field. A green box highlights the 'Add Filter' button, which has opened a dropdown menu. The search field in the dropdown contains the text 'status'. Two options are visible in the dropdown: 'Order Status' and 'Status Flags', both with unchecked checkboxes. A green arrow points from the 'Add Filter' button to the dropdown menu. Below the dropdown, a table of search results is visible, showing columns for Order Identifier, Type, Order Status, Order Owners, Date/Time, Supplier, and Total Amount. The first three rows are highlighted, with the first two showing 'Pending' status and the third showing 'Withdrawn' status.

An Order Status filter is added to the top of the page which allows you to select the statuses you wish to see. In this example, we'll check the box next to **Pending** then click **Apply**.

The screenshot shows the 'Search All Orders' interface after the 'Order Status' filter has been applied. The search bar now includes a filter for 'Supplier: Guy Brown LLC' and 'Order Status: All'. A green box highlights the 'Order Status: All' filter, which has opened a dropdown menu. The dropdown menu contains a list of status options: 'Complete', 'Pending', 'Rejected', 'Returned', and 'Withdrawn'. The 'Pending' option is selected, indicated by a checked checkbox. A green arrow points from the 'Pending' option to the 'Apply' button, which is highlighted with a red box. Below the dropdown, the table of search results is visible, showing the same columns as in the previous screenshot. The first three rows are highlighted, with the first two showing 'Pending' status and the third showing 'Withdrawn' status.

The search updates to reflect documents involving supplier Guy Brown LLC which have a Pending order status.

Orders > Search > All Orders Logout

**Search All Orders** Save As | Pin Filters | Export All

Type of Order: All | Created Date: Last 90 days | Quick search  Add Filter | Clear All Filters

**Supplier: Guy Brown LLC** | **Order Status: Pending**

1-33 of 33 Results 200 Per Page

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
134505063	Requisition	Pending	Heidi Adams	8/5/2020 9:41:10 PM		Guy Brown LLC	53.72 USD
134503710	Requisition	Pending	Gail Waltz	8/5/2020 7:30:43 PM		Guy Brown LLC	63.14 USD
134496796	Requisition	Pending	Ruth Clark	8/5/2020 4:34:22 PM		Guy Brown LLC	340.23 USD
134489328	Requisition	Pending	Kathleen Flannery Michele Peyton	8/5/2020 2:59:48 PM		Guy Brown LLC	297.32 USD

Additionally, you may wish to filter your search by **Type of Order** or specify a **date range**. Filtering by Type of Order limits your results to a type of document, such as requisitions or invoices. Changing the Created Date allows you to look for documents created within a certain timeframe. These options are available in the upper left-hand corner of the page.

Orders > Search > All Orders Logout

**Search All Orders** Save As | Pin Filters | Export All

Type of Order: All | Created Date: Last 90 days | Quick search  Add Filter | Clear All Filters

Supplier: Guy Brown LLC | Order Status: Pending

1-33 of 33 Results 200 Per Page

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
134505063	Requisition	Pending	Heidi Adams	8/5/2020 9:41:10 PM		Guy Brown LLC	53.72 USD
134503710	Requisition	Pending	Gail Waltz	8/5/2020 7:30:43 PM		Guy Brown LLC	63.14 USD
134496796	Requisition	Pending	Ruth Clark	8/5/2020 4:34:22 PM		Guy Brown LLC	340.23 USD
134489328	Requisition	Pending	Kathleen Flannery Michele Peyton	8/5/2020 2:59:48 PM		Guy Brown LLC	297.32 USD

Finally, use the **quick search field** in the top-center of the screen to locate documents using a keyword, such as a user. Entering “karen” in the search field limits the results to orders owned, meaning entered, by individuals with the name Karen.

Orders ▶ Search ▶ All Orders Logout

**Search All Orders** Save As ▼ Pin Filters ▼ Export All ▼

Type of Order: All ▼ Created Date: Last 90 days ▼ **karen** 🔍 Add Filter ▼ Clear All Filters

Supplier: Guy Brown LLC ✕ Order Status: Pending ✕

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<input type="checkbox"/>	Order Identifier ▼	Type	Order Status	Order Owners	Created Date/Time ▼	Completed Date ▼	Supplier	Total Amount ▼
<input type="checkbox"/>	<a href="#">132035691</a>	Requisition	Pending	Karen McAbee	5/13/2020 5:32:37 PM		Guy Brown LLC ⓘ	180.84 USD
<input type="checkbox"/>	<a href="#">S10396061</a>	Invoice	Pending	Karen McAbee	8/1/2020 10:44:16 AM		Guy Brown LLC ⓘ	11.36 USD
<input type="checkbox"/>	<a href="#">134285531</a>	Requisition	Pending	Karen Peterson	7/30/2020 11:40:25 AM		Guy Brown LLC ⓘ	314.66 USD

Once you’ve applied the filters you need, they can be saved for future use. Review the [Save and Manage Searches document](#) to learn how to pin filters and save searches.