

Navigating Searches

This documentation provides an overview of key fields (keys) and search pages. It will explain how to use searches to enable you to quickly retrieve specific data.

Understanding Keys

The fields that uniquely identify your data are called keys or key fields. *(not unlike the “keywords” you use in searches on the internet)*

A field or a combination of fields uniquely identifies every table in your PeopleSoft database. For example, the employee ID field uniquely identifies your employee records. As another example, when employees enroll in training classes, the combination of employee ID, course code, and course start date uniquely identifies enrollment requests.

Using Tools That Help When Performing Searches

Using Wildcard Characters to Find Information

PeopleSoft applications support three wildcard characters to help you search for data in character fields. You can use these wildcard characters to track down the exact information that you need.

Note. Wildcard characters only work with “the begins with” and “contains” operators.

Here are the supported standard wildcard characters:

Wildcard	Definition
% (percent symbol)	Match one or more characters.
_ (underscore)	Match any single character.
\ (backslash)	Escape character—do not treat the next character as a wildcard.

For example, if you enter *Q%admin*, as the User ID, the system returns a list of user IDs that begin with *Q* and contains 'admin' as you can see here.

User Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

User ID:


begins with ▼

Description:

begins with ▼

Search

Clear

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

User ID	Description
QAS_Admin	QAS administrative user
QEADMIN	QE Administrator

Using Operators to Find Information

When performing an **advanced** search, you can use a variety of operators to further narrow your searches—By clicking on the drop down arrows, you are given a choice of operators. The below examples show the field “Empl ID” where the drop down arrow was clicked.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Report ID: begins with ▼

Report Description: begins with ▼

Name: begins with ▼

Empl ID: begins with ▼

Report Status: begins with ▼

Creation Date: contains ▼

☐ Case Sensitive

[Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

Operator	Field Use
begins with	Character fields (alpha only)
contains	Character fields (alpha only)
=	"Equals" -- All field types.
not=	"Not Equal" -- All field types.
<	"Less than" -- All field types.
<=	"Less than or Equal To" -- All field types.
>	"Greater Than" -- All field types.
>=	"Greater Than or Equal To" -- All field types.
between	All field types.
in	All field types.

Note. If you use the **in** operator to search for multiple items, separated by commas, and you enter a space after the comma, the search automatically strips out that space. (For example, if you search for 1000, 1001, the search assumes that you are searching for 1000,1001. If you actually do want to search for a character string that contains a space, include that string within double quotes, like this: 1000," 1001


Find an Existing Value
Add a New Value

Limit the number of results to (up to 300):


Report ID:

Report Description:

Name:


Empl ID: 

and




Report Status:

Marked for Submit
On Hold
On Hold, with Approver
On Hold, with Auditor
Open
Paid
Pending
Staged
Submission in Process
Submitted for Approval

Creation Date: 

☒ Case Sensitive

Search
Clear
[Basic Search](#)  [Save Search Criteria](#)

Note: The more fields you narrow your search to the fewer results you will achieve.
Using Search Page Buttons

The following search-related buttons appear on search pages of all types.

Click "Search" to process the search.

(Appears only to advanced searches.) Click to “Clear” entered text from all fields on the page (without saving) so that you can enter new criteria.

Using Search Pages to Retrieve Data

When you request information, the system often displays a search page. Search pages enable you to find, select and locate information with which you want to work.

A search record is the list of defined search keys that help you locate data. (a “key” to unlock the information you seek).

To display a page, you enter “keys” to search for on the search page so the system can retrieve the correct data. For example, if you wanted to find the Empl ID# for Ashlea Anderson you would:

- Go to the personal data page
 - specify the “key data” in the search record for that employee (in this case the last name)
- Then click “Search”

Employee Profile (Edit)

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Search by: Last Name Employee ID Last Name Name

Search

begins with ANDERSON

Find an Existing Value

Add a New Value

Limit the number of results to (up to 300): 300

Search by: Last Name ▼ begins with ANDERSON

Search

[Advanced Search](#)

Search Results

View All	First 1 of 14 Last	
Last Name	Employee ID	Name
ANDERSON	1014712	Anderson, Joseph
ANDERSON	1015097	Anderson, Barbara A
ANDERSON	1025232	Anderson, George J
ANDERSON	1026512	Anderson, Jesse J
ANDERSON	1038892	Anderson, Sky M
ANDERSON	1053657	Anderson, R
ANDERSON	1056467	Anderson, Roxanne
ANDERSON	1081427	Anderson, Cynthia
ANDERSON	1109317	Anderson, Edwin Roy
ANDERSON	1178497	Anderson, Charles B
ANDERSON	1251073	Anderson, Ashlea Celeste
ANDERSON	1386199	Anderson, Birgitta Lund
ANDERSON	1390569	Anderson, Michelle C

By clicking on the
column title "Name",
you can further
organize your search
alphabetically

Search Results

View All		First	1-24 of 24	Last
Last Name	Employee ID	Name		
ANDERSON	2632017	Anderson, Adrianna E		
ANDERSON	2948015	Anderson, Alexis M		
ANDERSON	2974532	Anderson, Amanda		
ANDERSON	2895434	Anderson, Amy		
ANDERSON	3043130	Anderson, Anna Maria		
ANDERSON	3209965	Anderson, Annabella Grace		
ANDERSON	1251073	Anderson, Ashlea Celeste		
ANDERSON	3127322	Anderson, Audra Gayle		
ANDERSON	1015097	Anderson, Barbara A		
ANDERSON	1386199	Anderson, Birgitta Lund		
ANDERSON	2849062	Anderson, Brian W		
ANDERSON	3200570	Anderson, Brook Nicole		
ANDERSON	1826033	Anderson, Bryce C		
ANDERSON	2454218	Anderson, Cassandra M		
ANDERSON	2866298	Anderson, Celeaha Cenee		
ANDERSON	1178497	Anderson, Charles B		
ANDERSON	2979850	Anderson, Cheryl A		
ANDERSON	2797207	Anderson, Christina		
ANDERSON	3047375	Anderson, Christine		
ANDERSON	1081427	Anderson, Cynthia		
ANDERSON	1421548	Anderson, Dane R		
ANDERSON	3146931	Anderson, Darlene Marie		
ANDERSON	3219477	Anderson, Darren Michael		

Using Different Types of Searches

There are three types of searches that you can perform on search pages:

- **Basic searches:** enable you to search by just one field at a time, and then only using the “begins with” operator
- **Advanced searches:** further narrows your search, both by searching on multiple fields simultaneously and by using a variety of search operators
- **Saved searches:** If you are conducting an advanced search, you can click the “Save Search Criteria” link to name and save the specifics of your search for easy recall rather than having to continually enter the information each time

BASIC SEARCHES

Basic searches ask for just one simple reference to look up and search for your information. You will often have choices of more than one reference type. The “Search by” drop-down list will default to a reference (*See example on Left below*); but, the drop box provides more options by clicking on the arrow (*See example on Right below*). Enter your “key word(s)” then, Click the “Search” button for the results of your search.

The image displays two side-by-side screenshots of the 'Employee Profile (Edit)' search interface. Both screenshots show a search form with the title 'Employee Profile (Edit)' and instructions: 'Enter any information you have and click Search. Leave fields blank for a list of'. Below the instructions are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text field 'Limit the number of results to (up to 300):' is set to '300'. The 'Search by:' label is followed by a dropdown menu. In the left screenshot, the dropdown is set to 'Employee ID' and has a red circle around the dropdown arrow. In the right screenshot, the dropdown menu is open, showing three options: 'Employee ID', 'Last Name', and 'Name'. A red dashed arrow points from the red circle in the left screenshot to the dropdown menu in the right screenshot. Below the dropdown menu are two buttons: 'Search' and 'Advanced Search'. At the bottom of each form are two links: 'Find an Existing Value' and 'Add a New Value'.

ADVANCED SEARCHES

- To get to the option to be able to select an “Advanced Search”, notice in the example(s) below
 - you may first choose a “basic” search in order to present the option of an “advanced” search (*See example on the left*)
 - **OR;** a different view of the “basic” search will show the link “Advanced Search” next to the “Search” button (*See example on the right*)

Employee Profile (Edit)

Enter any information you have and click Search. Leave fields blank for a list of

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Search by:

[Find an Existing Value](#) | [Add a New Value](#)

Notice that both the basic and advanced search pages include the "Limit the number of results to...." field. This field enables you to control the number of items returned in the search results, which lowers processing time in case your search could yield large numbers of items.

Expense Transactions

Enter any information you have and click Search. Leave fields blank for a list of

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Search by:

☐ Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Limiting the Number of Rows to Return:

If the search retrieves more than the maximum number of the Search Results, it displays only the number of results requested in the "Limit the number of results to..." setting.

When the search criteria would otherwise yield a greater number of results than the limit, the actual total number of results appears in a message above the search results. You should narrow your search in another way if you cannot retrieve the data that you need on the first attempt.

Entering Search Criteria for Advanced Searches

When specifying *search criteria*, you can enter a full or partial value for any key field. (**REMEMBER:** *the more criteria that is entered, the narrower the search becomes*). Based on what you enter, the system:

- queries the search record,
 - presents a list of possible matches
 - or, if there is only one match, displays the page that you requested
- You can use an operator for more than one field to make your search even more specific. "Advanced Searches" provide you with multiple opportunities to refine your searches. By clicking on the drop down arrows, these choices present themselves.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Report ID:

Report Description:

Name:

Empl ID:

Report Status:

Creation Date:

☐ Case Sensitive

[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- By clicking the drop-down arrow,

- The operands appear
- Select the one you'd like to use
- In the blank field box next to the operand, enter the information you are seeking
- You may use as many fields as you wish to narrow your search
- Click the "Search" button
- The criteria you are seeking will appear under the "Search Results"
- You may also click the "Clear" button to clear any of the criteria you selected and begin anew
- By **NOT** selecting any operands or data to narrow your search, results will populate with maximum data

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value: Add a New Value:

Limit the number of results to (up to 300): 300

Use Saved Search:

Report ID: begins with

Report Description: begins with

Name: begins with

Empl ID: begins with

Report Status: =

Creation Date: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All First 1-82 of 82 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000004471	Swim Team Expenses	Kelsey-Huffman,Nicole	1035457	Pending	12/04/2012
0000004432	IHD AAC Evaluations	Branch,Krista	2383794	Pending	12/04/2012
0000004431	IHD- AAC Evaluation Trip	Iacona,Lesley Marie	2461408	Pending	12/04/2012
0000004368	Priscilla to Las Vegas	Mills,Priscilla	1164172	Pending	12/03/2012
0000004344	Mtgs in FLG 11/13-18	Dickson,Brett G	1180930	Pending	12/03/2012
0000004261	FY13 Travel WCET Conference KP	Pugliesi,Karen	1085277	Pending	11/28/2012
0000004188	Reimburse Gasoline -Buckeye AZ	Satanovsky,Alexandr	3144831	Pending	11/27/2012
0000004179	Villa - Attend SACNAS Conf	Villa,Francisco A	1497155	Pending	11/27/2012
0000004177	Corona - CCAS Conference	Corona,Rosa	1124457	Pending	11/27/2012
0000004175	Corona - ULP Nov 2012	Corona,Rosa	1124457	Pending	11/27/2012
0000004174	Corona - Hotel ULP Sedona	Corona,Rosa	1124457	Pending	11/27/2012
0000004166	Latham ABC Conference	Latham,James	2381275	Pending	11/26/2012
0000004154	Balch Curric/Faculty Senate Mt	Balch,Charles	2687286	Pending	11/26/2012
0000004152	Cordova - M Admin Prog Review	Cordova,Rosalicia	1778102	Pending	11/26/2012
0000004149	Wells - New Emplov/Benefit	Wells,Tara Lynn	3234090	Pending	11/26/2012
0000004147	Balch - BUS & CIS ATF Mtgs	Balch,Charles	2687286	Pending	11/26/2012
0000004145	Gomez-Dierks PAM Retreat	Dierks,Rosa	1035107	Pending	11/26/2012
0000004144	Martin - HLC Conference	Martin,Bryce	1411077	Pending	11/26/2012
0000004142	Prust - HLC Conference	Prust,Russell	2975928	Pending	11/26/2012
0000004140	Hessner - HLC Conference	Hessner,Betsy	1170352	Pending	11/26/2012

By not selecting any search criteria, there will be a large response in your "search results". You will get ALL records for that resource. Notice in this example 82 records resulted.

- In the below example, the same search was accessed only **using criteria to narrow the search**. Notice only 6 items presented themselves under the "search results" snapshot.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Use Saved Search:

Report ID: begins with

Report Description: contains

Name: =

Empl ID: begins with

Report Status: =

Creation Date: between and

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

By selecting search criteria, the search was narrowed and produced only 6 records.

Search Results

View All First 1-6 of 6 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000004177	Corona - CCAS Conference	Corona, Rosa	1124457	Pending	11/27/2012
0000004261	FY13 Travel WCET Conference KP	Pugliesi, Karen	1085277	Pending	11/28/2012
0000004166	Latham ABC Conference	Latham, James	2381275	Pending	11/26/2012
0000004140	Mangan - Attend HLC Conference	Mangan, Peter	1170382	Pending	11/26/2012
0000004144	Martin - HLC Conference	Martin, Boyce	1411077	Pending	11/26/2012
0000004142	Prust - HLC Conference	Prust, Russell	2975928	Pending	11/26/2012

SAVED SEARCHES

Saved searches are a valuable tool and can be used to:

- Search for information already configured so you don't have to repeatedly enter your search criteria.
- Use as a tool for your daily tasks.
- See status of your documents.

Let's use an example:

Your job requires you to produce an abundance of Requisitions for your department/program. You would like to keep track of them "at a glance" and assure you know where they are at during any given time. Saved searches allow you to make tracking them simple and a part of your morning or end-of-day tasks.

- Go to the screen normally associated with your task (*in this example, notice the "breadcrumbs"*)



- Click "Basic Search" to simplify your options (*see the menu on the right which will appear*)

Favorites Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Origin: begins with

Requester: begins with

Description: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Search by: Business Unit NAUBU

Search Advanced Search

Description begins with

Business Unit
Description
Origin
Requester
Requisition Date
Requisition ID
Requisition Status

- Click "Advanced Search" to return to the screen with more options to narrow your search
- If you were to click "Search" prior to designating any search criteria, a list of all values would appear

Favorites Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Origin: begins with

Requester: begins with

Description: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results (a possible 5988 can be displayed).

View All First 1-100 of 300 Last

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description
NAUBU	1000015891	Pending	12/05/2012	DPT	Isq9	Giffen, Lillie S
NAUBU	1000015890	Approved	12/05/2012	PUR	wf3	Taic, Wendy Jean
NAUBU	1000015889	Approved	12/05/2012	DPT	mbt28	Adams, Marissa
NAUBU	1000015888	Pending	12/05/2012	DPT	qsr4	Povlsen, Gretchen Rowe
NAUBU	1000015887	Approved	12/05/2012	DPT	mbt28	Adams, Marissa
NAUBU	1000015886	Pending	12/05/2012	DPT	Isq9	Giffen, Lillie S
NAUBU	1000015885	Pending	12/05/2012	DPT	acc	O'Connor, Sharon
NAUBU	1000015884	Pending	12/05/2012	DPT	Isq9	Giffen, Lillie S
NAUBU	1000015883	Pending	12/05/2012	PUR	at339	Thalerberg, Archibald

If you were to click the "search" button and leave the search fields blank, how many values would you retrieve?

Examples of Advanced “Saved Searches”

In the next examples below, four “Advanced Searches” will be “saved” to track Requisition status: **(PLEASE NOTE: generic “Requestor ID’s” are being used in the examples. You would normally use your own “Requester ID” to pull your own work)**

1. Requisitions which are in open status (*you’re still working on*)
2. Requisitions which are in pending status (*submitted for approval*)
3. Requisitions which are in approved status (*you’d now go to eProcurement to monitor status as a PO*)
4. Requisitions which are in denied status (*rejected by the approver*)

Example 1: Tracking the “Open Status” Requisitions

- Enter criteria which will pull all “Open Status” Requisitions for your Requester ID#
- Save this search by
 - Clicking “Save Search Criteria”
 - Giving the search a unique name
 - Clicking the “Save” button
- A confirmation note will pop up to confirm the save of your search
- Click the “Return to Advanced Search” Link to continue

The screenshot shows the 'Requisition Document Status' page. The search criteria are as follows:

- Business Unit: = NAUBU
- Requisition ID: begins with
- Requisition Status: = Open
- Requisition Date: =
- Origin: begins with
- Requester: contains smi296
- Description: begins with

The 'Search' button is highlighted. Below the search criteria, the 'Save Search Criteria' link is highlighted. To the right, a 'Save Search As' dialog box is shown with the name 'MyREQ-OpenStatus' entered. Below this, a confirmation message states 'Search saved as MyREQ-OpenStatus.' and a 'Return to Advanced Search' link is highlighted.

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description
NAUBU	1000015473	Open	11/29/2012	DPT	smi296	Lauer,Susan Mary
NAUBU	1000015467	Open	11/29/2012	DPT	smi296	Lauer,Susan Mary
NAUBU	1000012429	Open	08/21/2012	DPT	smi296	Lauer,Susan Mary

Example 2: Tracking the “Pending Status” Requisitions

- Enter criteria which will pull all “Pending Status” Requisitions for your Requester ID#
- Save this search by
 - Clicking “Save Search Criteria”
 - Giving the search a unique name

- Clicking the “Save” button
- A confirmation note will pop up to confirm the save of your search
- Click the “Return to Advanced Search” Link to continue

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: = Pending Approval

Requisition Date: =

Origin: begins with

Requester: contains gsr4

Description: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description
NAUBU	1000015888	Pending	12/05/2012	DPT	gsr4	Povlsen, Gretchen Rowe
NAUBU	1000015882	Pending	12/05/2012	DPT	gsr4	Povlsen, Gretchen Rowe
NAUBU	1000015881	Pending	12/05/2012	DPT	gsr4	Povlsen, Gretchen Rowe
NAUBU	1000015880	Pending	12/05/2012	DPT	gsr4	Povlsen, Gretchen Rowe
NAUBU	1000015879	Pending	12/05/2012	DPT	gsr4	Povlsen, Gretchen Rowe
NAUBU	1000013812	Pending	10/11/2012	DPT	gsr4	Povlsen, Gretchen Rowe
NAUBU	1000010844	Pending	06/08/2012	PUR	gsr4	Povlsen, Gretchen Rowe

Save Search As

Name the search and then click Save.

Name of Search: MyREQ-PendingStatus

The saved search will contain these values:

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: = Pending Approval

Requisition Date: =

Origin: begins with

Requester: contains gsr4

Description: begins with

Save Return to Advanced Search

Save Search As

Search saved as MyREQ-PendingStatus.

Return to Advanced Search

Example 3: Tracking the “Approved Status” Requisitions

- Enter criteria which will pull all “Approved Status” Requisitions for your Requester ID#
- Save this search by
 - Clicking “Save Search Criteria”
 - Giving the search a unique name
 - Clicking the “Save” button
- A confirmation note will pop up to confirm the save of your search
- Click the “Return to Advanced Search” Link to continue

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: = Approved

Requisition Date: =

Origin: begins with

Requester: contains sml296

Description: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All First 1-28 of 28 Last

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description
NAUBU	1000015474	Approved	11/29/2012	DPT	sml296	Lauer Susan Mary
NAUBU	1000015468	Approved	11/29/2012	DPT	sml296	Lauer Susan Mary
NAUBU	1000014088	Approved	10/17/2012	DPT	sml296	Lauer Susan Mary
NAUBU	1000013952	Approved	10/16/2012	DPT	sml296	Lauer Susan Mary
NAUBU	1000013807	Approved	10/11/2012	DPT	sml296	Lauer Susan Mary
NAUBU	1000013353	Approved	09/27/2012	DPT	sml296	Lauer Susan Mary

Save Search As

Name the search and then click Save.

Name of Search: MyREQ-ApprovedStatus

The saved search will contain these values:

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: = Approved

Requisition Date: =

Origin: begins with

Requester: contains sml296

Description: begins with

Save Return to Advanced Search

Save Search As

Search saved as MyREQ-ApprovedStatus.

Return to Advanced Search

Example 4: Tracking the “Denied Status” Requisitions

- Enter criteria which will pull all “Denied Status” Requisitions for your Requester ID#
- Save this search by
 - Clicking “Save Search Criteria”
 - Giving the search a unique name
 - Clicking the “Save” button
- A confirmation note will pop up to confirm the save of your search
- Click the “Return to Advanced Search” Link to continue

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: = Denied

Requisition Date: =

Origin: begins with

Requester: contains sml296

Description: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

No matching values were found.

Save Search As

Name the search and then click Save.

Name of Search: MyREQ-DeniedStatus

The saved search will contain these values:

Business Unit: = NAUBU

Requisition ID: begins with

Requisition Status: = Denied

Requisition Date: =

Origin: begins with

Requester: contains sml296

Description: begins with

Save Return to Advanced Search

Even though there were no Requisitions in "Denied Status", there may be in the future....a "saved search" was still created for this Requisition status any way.

Save Search As

Search saved as MyREQ-DeniedStatus.

Return to Advanced Search

Recalling Your Advanced "Saved Searches"

Now that four "Advanced Searches" have been saved" to track Requisition status, you may now pull them up quickly as part of your daily tasks. Once you have logged onto PeopleSoft and are at the "Main Menu":

- Go to the screen normally associated with your task (*in this example, notice the "breadcrumbs"*)
- For the field "Use Saved Search", click on the drop down arrow
- Your "Saved Searches" will appear
- Select the search you would like to review (*it will display current data*)

Favorites Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Use Saved Search:

Business Unit: = ▼

Requisition ID: begins with ▼

Requisition Status: = ▼

Requisition Date: = ▼

Origin: begins with ▼

Requester: begins with ▼

Description: begins with ▼

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Use Saved Search: ▼

- MyREQ-ApprovedStatus
- MyREQ-DeniedStatus
- MyREQ-OpenStatus
- MyREQ-PendingStatus

AN ALTERNATE WAY OF RECALLING YOUR "SAVED SEARCHES":

- Review the training documentation **"Favorites"**
- If you saved your "Document Status" pagelet to "My Favorites" you could just click on that favorite rather than have to follow your "breadcrumbs)

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Document Status](#)

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Limit the number of results to (up to 300):

Use Saved Search:

Business Unit:
 Requisition ID:
 Requisition Status:
 Requisition Date:
 Origin:
 Requester:
 Description:
☐ Case Sensitive

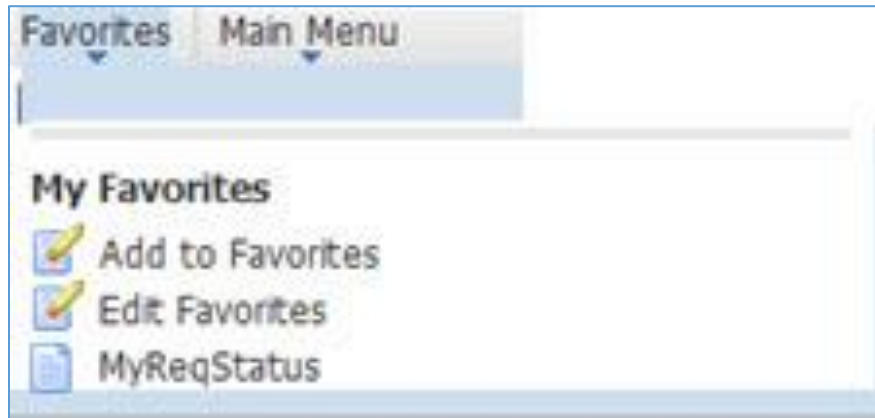
[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description

- The next time you login to PeopleSoft Financials you would go to your “Favorites”
- Click on your “MyReqStatus” favorite
- You would automatically be taken to your saved searches for the status of your Requisition Documents



- For the field “Use Saved Search”, click on the drop down arrow
- Your “Saved Searches” will appear
- Select the search you would like to review (*it will display current data*)

Favorites | Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Use Saved Search: ▼

Business Unit: = ▼ NAUJBU

Requisition ID: begins with ▼

Requisition Status: = ▼

Requisition Date: = ▼

Origin: begins with ▼

Requester: begins with ▼

Description: begins with ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Use Saved Search: ▼

- MyREQ-ApprovedStatus
- MyREQ-DeniedStatus
- MyREQ-OpenStatus
- MyREQ-PendingStatus

Requisition Status:

Editing Your Advanced “Saved Searches”

- Call up the “Saved Search” you wish to edit
- Make the necessary changes to the criteria
- Click on “Save Search Criteria”
- Click “Save”

Find an Existing Value

Limit the number of results to (up to 300): 300

Use Saved Search: MyREQ-ApprovedStatus ▼

Business Unit: = ▼ NAUJBU

Requisition ID: begins with ▼

Requisition Status: = ▼ Approved

Requisition Date: = ▼

Origin: begins with ▼

Requester: contains ▼ sml296

Description: begins with ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Search Results

View All First 1-28 of 28 Last

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description
NAUJBU	1000015474	Approved	11/29/2012	DPT	sml296	Lauer, Susan Mary
NAUJBU	1000015468	Approved	11/29/2012	DPT	sml296	Lauer, Susan Mary
NAUJBU	1000014088	Approved	10/17/2012	DPT	sml296	Lauer, Susan Mary
NAUJBU	1000013952	Approved	10/16/2012	DPT	sml296	Lauer, Susan Mary
NAUJBU	1000013807	Approved	10/11/2012	DPT	sml296	Lauer, Susan Mary

Deleting Your Advanced “Saved Searches”

Click on “Delete Saved Search”