

Electronic Order Public Folder Path/Searching for an Order

Public Folders/All Public Folders/IT Services/SAP Requisitions/(School or Department)

To Search for an Order in the School/Department Public Folder

All Public Folders/IT Services/SAP Requisitions/(School or Department)

Open School/Service folder eg. **Student Services**

Click on **Find** on top Toolbar

Type in search criteria eg. Vendor Name or Order Number - enter

This will give a list all orders with the specified search criteria

To Search for an Order - Advanced

In **All Public Folders/IT Services/SAP Requisitions /(School or Department)**

On top menu bar choose:

Tools – Advanced Find - Advanced

Click on **Field –**

Click on drop down arrow and choose **Forms –**
(Error message may be displayed – click on OK)

Choose **SAP Order Requisition V1.3 - Add – Close**

Click on Field –

Click on down arrow and choose **SAP Order requisition V1.3 –**
(this will give a list of the fields which can be searched on)

Choose the fields you want to search on eg Vendor Name or Cost Centre

IN Value field – Type in data - **Add to List – Find Now**

This will list all orders with your specified search criteria

