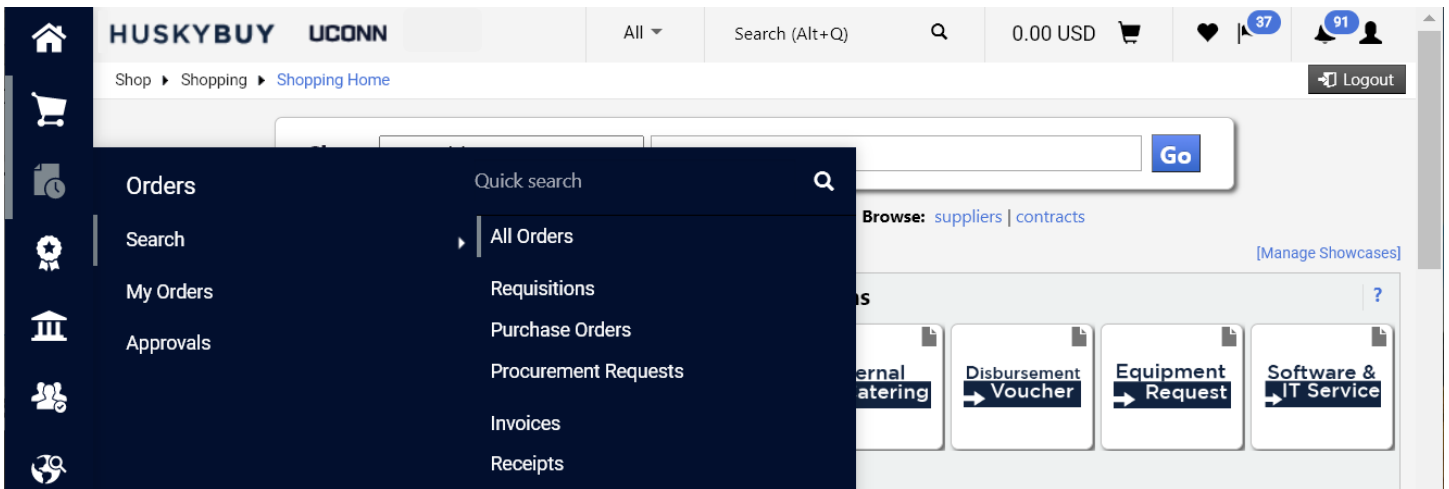


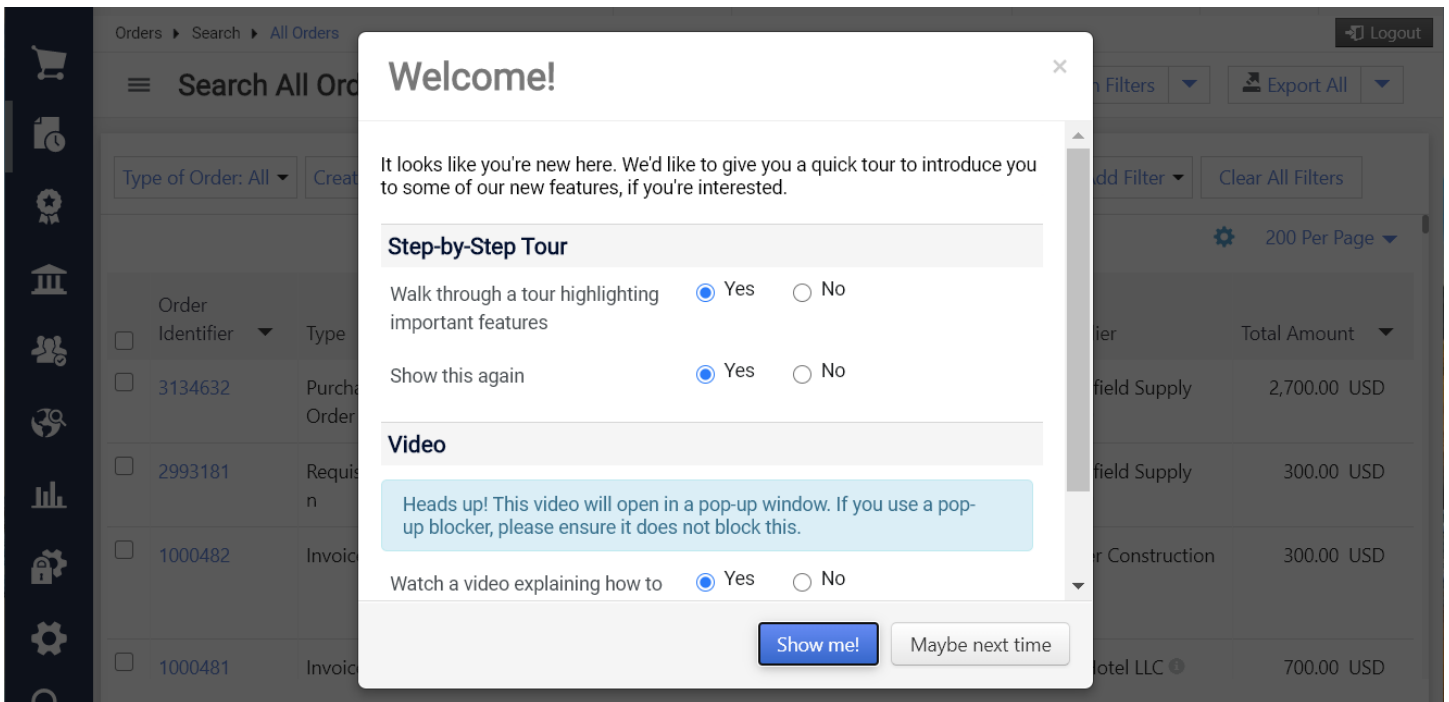
## New Document Search Experience Tutorial

HuskyBuy has updated the way you search for your documents. Below is a brief guide to prepare you for changes to what you are used to seeing.

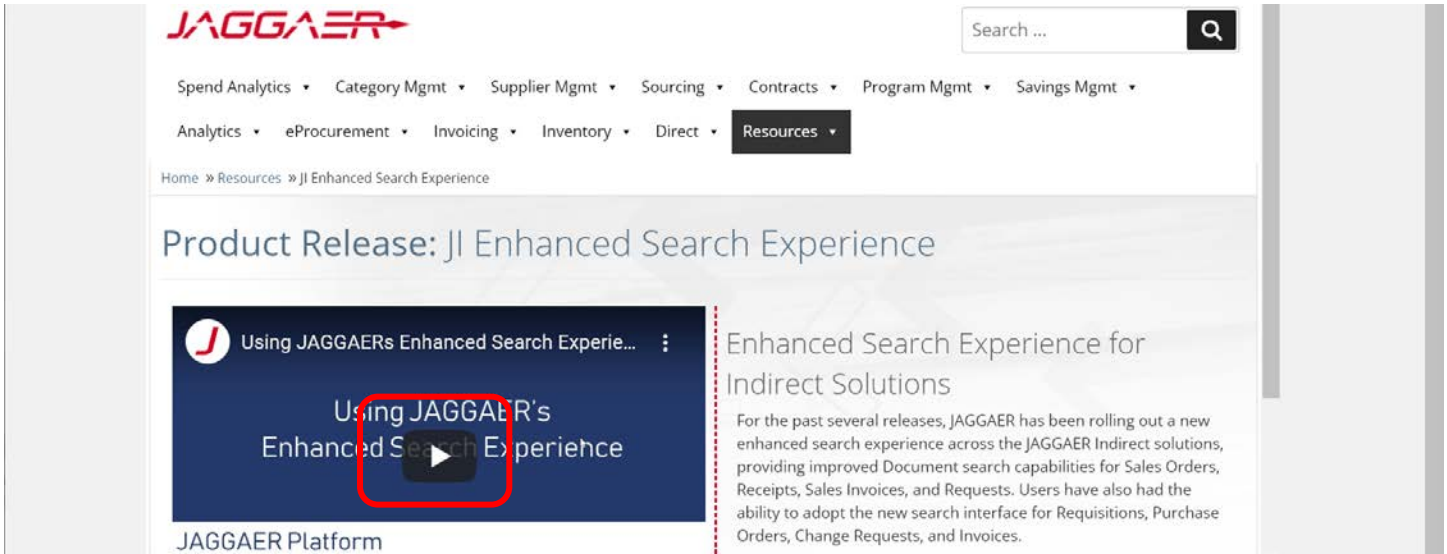
Click the **Orders** icon and **Search**. Choose from **All Orders** or a specific document type.



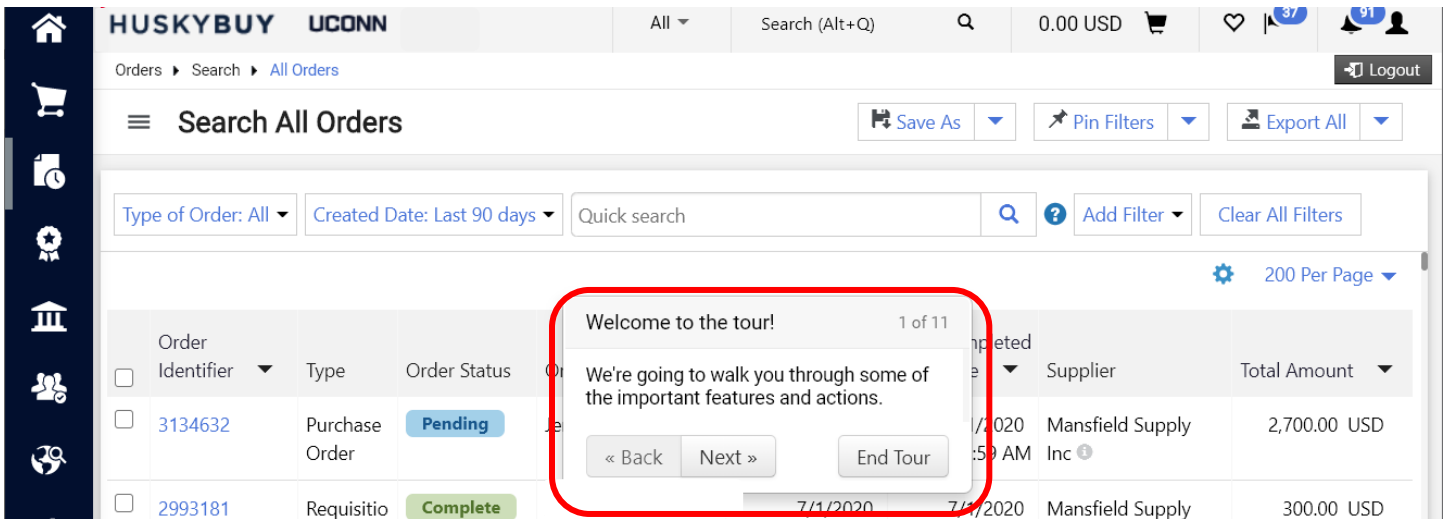
You will receive a welcome window that describes changes to the new document search experience. You should at least use the step-by-step walk through tour. The video will be more in depth and very helpful. If you don't need this tutorial to display the next time you attempt to search, you can click **No** next to show this again.



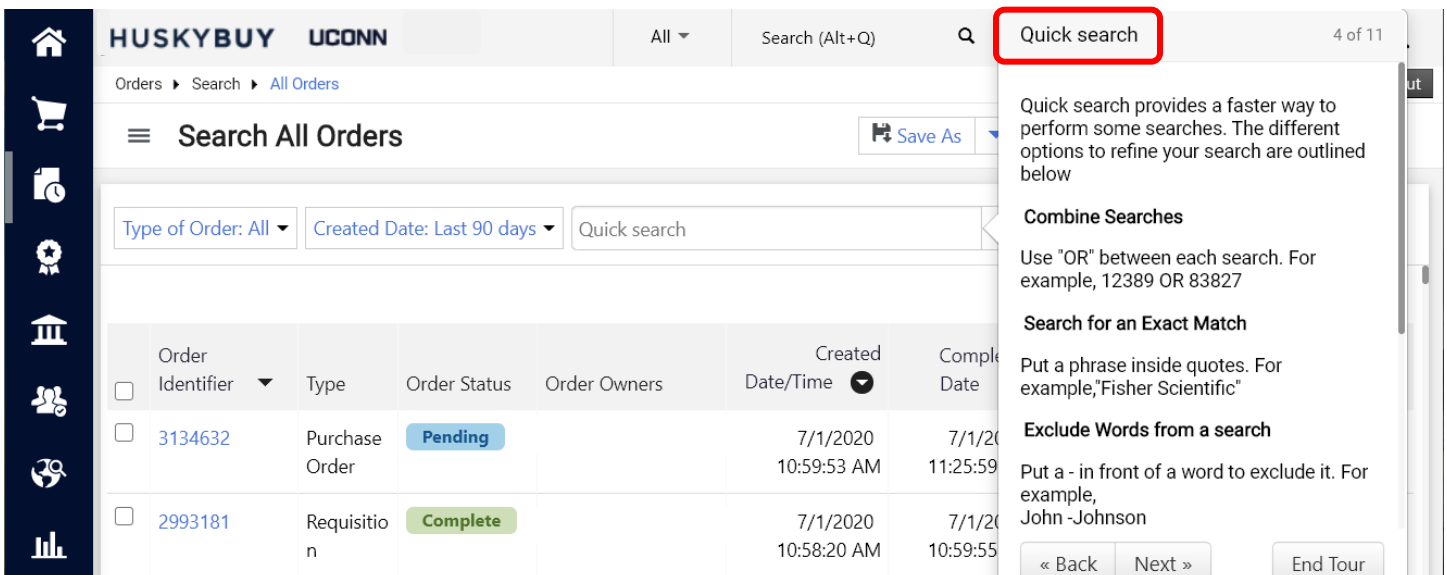
If you choose the video tutorial, it will take you to Jaggaer's website. Click the play button to watch the video tutorial. Please note that only functionality discussed up to the 12:02 minute mark applies to UConn.



You can also choose to follow the walk-through on-screen prompts.



Take note of the Quick Search tips along the way.



You can Pin filters or columns so that they remain the next time you search.

Pin Filters 6 of 11

Click here to pin your currently selected filters so that they become your default filters when you come back.

« Back Next »

End Tour

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
3134632	Purchase Order	Pending		7/1/2020 10:59:53 AM	7/1/2020 11:25:59 AM	Mansfield Supply Inc	2,700.00 USD
2993181	Requisition	Complete		7/1/2020 10:58:20 AM	7/1/2020 10:59:55 AM	Mansfield Supply Inc	300.00 USD

If you plan on using a customized search frequently, be sure to save your search.

Save As

Save As

- Manage Searches
- My Recent Approvals
- My Recent Orders

1-14 of 14 Results

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
1000481	Invoice	Pending		6/30/2020 2:14:31 PM	-	124 Hotel LLC	700.00 USD
1000479	Invoice	Pending		6/29/2020 11:01:18 AM	-	124 Hotel LLC	350.00 USD