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.

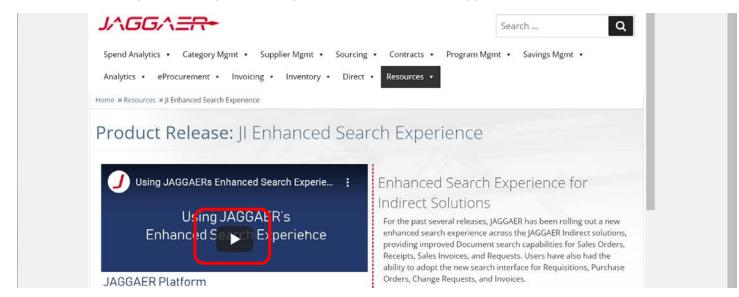
Click the **Orders** icon and **Search**. Choose from **All Orders** or a specific document type.

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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.

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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.

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Take note of the **Quick Search** tips along the way.

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

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

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