








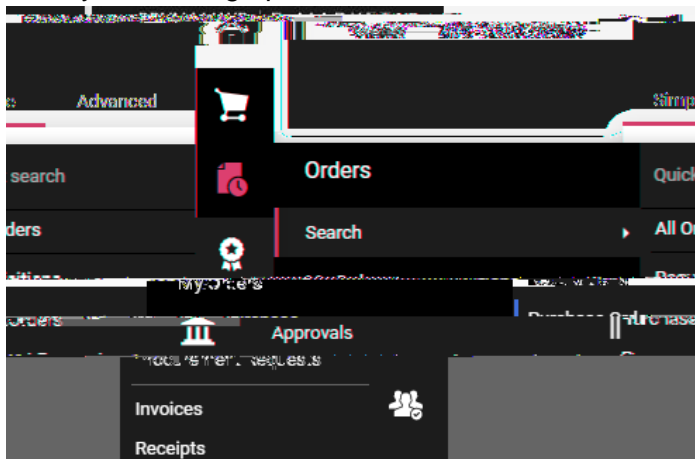
Run Reports


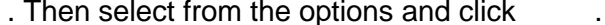

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Advanced Search

- From the  menu icon, hover over Search then click on the type of document you are searching for; i.e. Purchase Orders, Invoices or Receipts. It is not recommended you choose All Orders. All Orders limits your filtering options.



- You have the option to filter your search options by create date. To view all documents, click circle to left of All. To expand or decrease that option click on the  within the Created Date bar . Then select from the options and click .

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5. To add one item in a filter click on the item within the filter.

6.

Run Reports

3.

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Schedule Saved Search Exports

1. You can schedule an export file of a saved search to create automatically on a daily, weekly, monthly, etc. basis.
2. Click on your profile icon in the upper right corner of the screen, then click Manage Search Exports.
3. The Manage Exports page opens. Click on Export Schedules tab, then click Create Schedule for...
4. The Create Schedule for... wil(l)2.6 Td 85 c sfi8

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