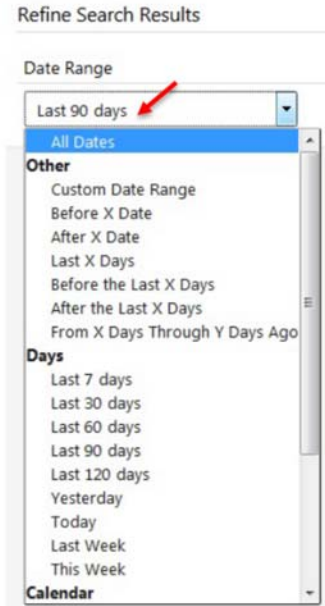# Caltech

How to:

SEARCH ORDERS

Caltech

View Your Orders

To view your TechMart orders:

1. Click on the **Shop** 🛒 symbol from your TechMart menu bar

2. Select **View My Orders**

Note: You can change the date range to view your orders from **All Dates**, a **Custom Date Range**, **Last 30 days**, etc.

Document Search

If you want to search for a document:

1. Go to the **Document Search** widget on the TechMart Homepage.

2. From here, you can perform a simple search or your can go to **Advanced Search** for more detailed options

   The "advanced search" allows you to search by Requisition Number, Supplier Name, Award, etc.

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Search Results

Showing **1 - 3** of 3 Results   **Last 7 days** *(2/22/2017-2/28/2017)*

Search Details   ?

Filtered by

Type: Requisitions
Date Type: Submit Date
Date Range: Last 7 days

[remove all]

Form Type
☑ Spot Buy

Save New Search   Export Search

Results Per Page 100 ▼   Sort by: Best match ▼

Requisition No.	Supplier(s)	Requisition Name	Requisitioner
✓ **85122077** 🔍📎	OMEGA FLEX INC [PO-EXTON]	2017-02-28 csalva 01	Cynthia Salva
✓ **85099450** 🔍📎	WENTEQ MICROWAVE CORPORATION [PO-MONROVIA]	2017-02-27 dmsilev 01	Daniel Silevitch
✓ **85041063** 🔍📎	NORLAND PRODUCTS INC [PO-CRANBURY]	2017-02-24 ersegev 01	Eran Segev

Refine Search Results   ?

Type

Requisitions ▼

Date Range

Last 7 days ▼

Workflow Status

Completed (3)

Supplier

NORLAND PRODUCTS INC [PO-CRANBURY] (1)
OMEGA FLEX INC [PO-EXTON] (1)
WENTEQ MICROWAVE CORPORATION [PO-MONROVIA] (1)

Department

Condensed Matter Physics (Condensed Matter Physics) (1)
Physics Administration (Physics Administration) (1)
No Department (1)

Prepared By

Eran Segev (1)
Daniel Silevitch (1)
Cynthia Salva (1)

- Documents that meet your search criteria will be displayed in the results page.
  In this example, search results are displayed for Requisitions submitted in the Last 7 days on the Spot Buy form.

- You can **Refine Search Results**, **Edit Search**, **Start New Search**, **Save Search** or **Export Search** from this page.
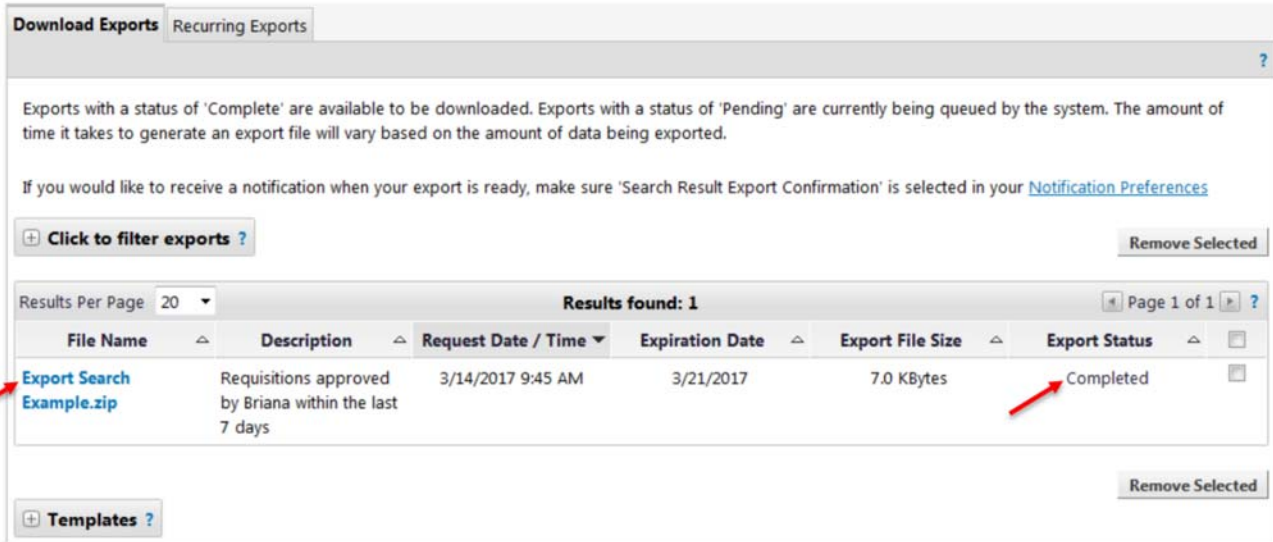
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Export Search

- To export your search results to an Excel document, click **Export Search**. This will open a pop-up which asks you to (1) name your export file, (2) add a description (optional), and (3) select an export template. Click **Submit**, then **Go to Page: Download Export Files**. This will take you to a new window.

  Note: Export files are available in the **Documents** from your TechMart menu bar.

Export Search Cont'd

Your exported searches will be available to download once status shows "Completed". Click on the .zip file to export your search results to Excel.

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