Caltech
How to:

SEARCH ORDERS
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.
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 you can go to **Advanced Search** for more detailed options

*The “advanced search” allows you to search by Requisition Number, Supplier Name, Award, etc.*
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.
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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