



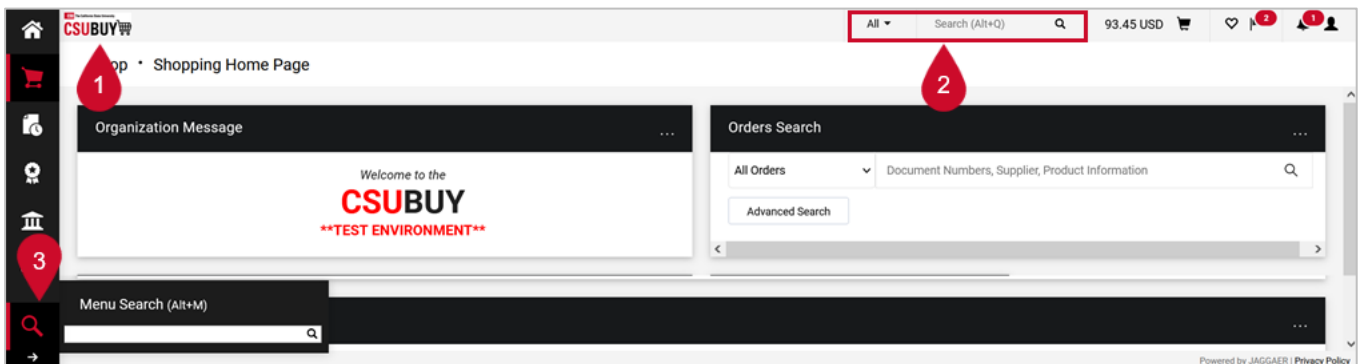
Learn how to use various search options in CSUBUY.

IMPACTED USER GROUPS:

- California State University Campus Customers

Basic Search

- Navigate to the **CSUBUY Home Page**.
- Quick Search - Use the **Search** bar at the top of the page to search for a Purchase Order, Requisition, Voucher, Receipt, Change Order, or Supplier. To filter your search to a specific module, open the **All** drop-down menu next to the search box.
- Menu Search: - Alternatively, search the menu by opening the **Menu Search** by selecting the **magnifying glass** icon to search specific pages on CSUBUY like My Purchase Orders, View Carts, or Create New Receipt.
- Enter search criteria and select a result to navigate to its source page.



Advanced Search

- Navigate to the **CSUBUY Home Page** then find the **Orders Search** widget.
- Select the module in which to search, or just select All Orders.
- Enter search criteria and click the magnifying glass to search. This takes you to the search pages using the entered criteria.
- Alternatively, click on **Advanced Search** to directly go to the Search All Orders page.

