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Upon logging into Procurement you may be prompted to take a tour of these new features. It is highly recommended to take this tour.

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Saving a Search:



Click on the $^$ Å button to save searches for future access in the Ç $^$ CE Zpanel on the eft-hand side.

Pinning Filters

Click on the $M \ge 0$ & potson E = t your filters as the default search view every time you access the search page.

To clear filtersclick on ^ o CE o oeitationsextCE • _ to or below thesearch badepending on how many filters were added.

Adding Additional Columns

To add additional columns to the view, click on the Settings icon

In the popup box, check off the columns you would like added to your view.

Drag and drop the columns in the list to the right in the order you would like to view them.

Click on^W]v } o µ u v • • uÇ (µto šet this view as your default.

*** To search for check requests please review next section.