

Toolbox: Document Search

Document Search provides a simple way to search for documents, including the ability to search across multiple document types. This tool makes searching for items easier and more efficient, resulting in improved processing time.



In Deacon Depot, the term *document* is used to describe the different purchasing components, including requisitions, purchase orders, receipts and invoices.

To perform a simple document search:

From the home screen,	
click the Document	DEACON DEPOT Devents Search Territory Search
Search tab.	Search All Documents 💿 All Dates 💽 Subversed search
	Ge te: my requisitions my parthase orders
Simple Search:	
Select to search on a	
specific document type	Search All Documents All Dates Go advanced search
or search all	Requisitions Go to: my requisitions my purchase orders my invoices Purchase Orders
documents. The default	Invoices
is to search across all	
documents.	
Use the search box to	
type in any of the	
following information,	
if known: Requisition	
Number, Purchase	
Order Number,	
Catalog Number,	
Requisition Name,	
Supplier Name or	
Requisitioner Name.	





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tions available on the	Simple Search	✓ P0006417 🖄	Grainger	10/27/2011 11:16 PM	626070	Sidney Shopper	Sent
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Other Features of Document Search:

1. Saving Searches

Saved searches use relevant date information. For example, if you save a search for all POs for the last 7 days, it will show exactly that, no matter what date it is executed. Saved searches are accessed through the Document Search tab, and are saved by name and description.

Follow the steps above to perform a Document Search. From the search results screen, click "Save Search" on the left side of the screen above the Filter options.

A pop up box similar to the Save Favorites option will display. Give your search a name and either select an existing folder to save it in or create a new folder by clicking the new button. Once the details have been completed, click "Save".

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Last 60 days (9/5/2011 - 11/3/2011)

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Exporting the data from your search results is available from the search results screen above the filter options or from the saved searches sub-tab. In either case, you may select from the following export options:

- Screen the search results information displayed on the screen.
- Transaction a bit more transaction detail that what is displayed on screen.
- Full all available fields.

Create/Delete Recurring Export is a new feature of Document Search. This allows users to set a recurring export for searches with the following date ranges:

- Last Week
- Last Month

For searches with one of these 2 date ranges, users can select which type of export they would like and then click "Create".

NOTE: There is a limit of 4 recurring exports per user.

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- Last Week = Saturday Sunday and is ready by noon on Mondays.
- Last Month = Run on the first of each month and is ready by the 2nd of each month by noon.