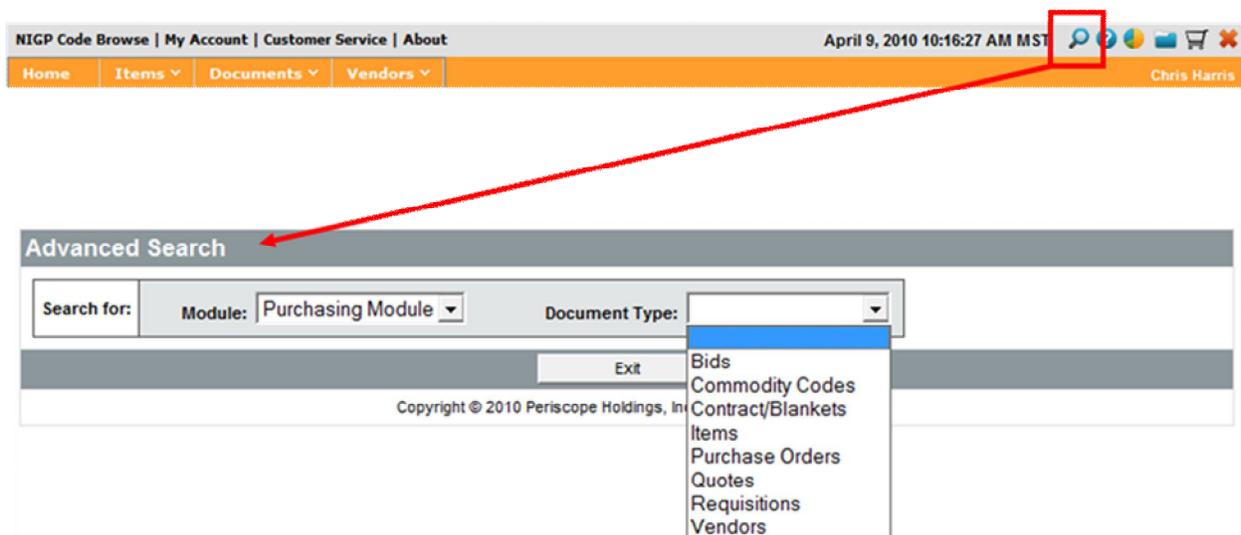


Advanced Search

ProcureAZ's Advanced Search feature enables you to find any document, item, commodity code and vendor you have privileges to view. Generally, only documents and items created by your Organization will be visible. If you are a Department Access user, you may be further limited to viewing only documents created by your Department.

Getting Started

Clicking the magnifying glass icon on the right side of the gray Header Bar enables you to access the Advanced Search feature. Upon selecting the icon, the Advanced Search screen will display featuring **Module** and **Document Type** dropdown fields. Currently, the State is only utilizing the Purchasing Module which defaults into the **Module** field, so start by selecting what you would like to find in the **Document Type** dropdown box.



Conducting a Search

After you've selected an option in the **Document Type** dropdown, a variety of search fields will appear based on the option you chose. Enter information about what you are searching for into one or more search fields and click **Find It** to have the matching results appear.

For fields that support text, the system will display results that match only what you've typed. For instance, if you typed in only part of a document number, all documents matching that part of the document number will be returned. Similarly, typing in just a single letter into the document description field would return all documents where that single letter appeared in any part of the description.

Advanced Search

Advanced Search

Search for:	Module: Purchasing Module	Document Type: Bids		
Search Using:	ALL of the criteria			
<input type="button" value="Find It"/> <input type="button" value="Clear"/>				
Search Fields:	Bid #	<input type="text"/>	Bid Opening Date(MM/DD/YYYY) <input type="text"/>	
	Bid Description	<input type="text"/>	Buyer <input type="text"/>	
	Current Major Status	<input type="text"/>	Alternate Id <input type="text"/>	
	Current Minor Status	<input type="text"/>		
	Department	<input type="text"/>		
	Location	<input type="text"/>		
	Type Code	<input type="text"/>		
	Catalog	<input type="text"/>		
	Purchase Method	<input type="text"/>	Entered Date(MM/DD/YYYY) <input type="text"/>	
	Required Date (MM/DD/YYYY)	<input type="text"/>	Update Date(MM/DD/YYYY) <input type="text"/>	
	NIGP Class	<input type="text"/>	Organization <input type="text"/>	
	NIGP Item	<input type="text"/>		
	Commodity Code	<input type="text"/>	Stock Item Number <input type="text"/>	
	<input type="button" value="Find It"/> <input type="button" value="Clear"/>			

The standard Advanced Search fields below are those normally visible when conducting an Advanced Search. They do not appear when searching for every document type however.

<u>Advanced Search Field</u>	<u>Description</u>
Document #	The number auto-assigned to the document by ProcureAZ.
Release Number	The number of an order off of a particular contract.
Alternate ID	The alternate identification number provided for the document.
Current Major Status	The current status of the document.
Document Description	The description provided for the document.
Organization / Department / Location	The business units provided for the document.
Entered Date	The date the document was created.
Item Description	The description of any item on the document.
Buyer	The Basic Purchasing user that owns the document.
Requestor	The user that created the corresponding Requisition document.
Purchase Method	The purchase method associated with the document.
NIGP Class / Item	The NIGP Code provided to any item on the document.
Vendor	The vendor associated with the document.

The **Browse By** search field may also appear depending upon what you are searching for. Clicking on a letter or number will display a list of results starting with either that letter or number.

Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10
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Advanced Search

Viewing Results

Upon clicking **Find It**, the search fields will be hidden and your Advanced Search **Results** will appear. Select the document, item, or vendor number on the left side of the screen to view that particular item. The other columns display additional information about the results. To edit your search, simply click the expand icon (+) next to **Advanced Search** and the search fields will display.

Advanced Search ▾									
Results									
Bid #	Description	Purchase Method	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id
ADSP010-00000091	Insurance Continuing Education Administrator Services	Open Market	05/28/2010 04:00:00 PM	State Procurement Office	IDA / IDA	Agnes Magezi	\$0.00	Sent	
ADSP010-00000012	Janitorial Services for the Industrial Commission of Arizona	Open Market	11/12/2009 03:00:00 PM	State Procurement Office	ICA / PRO	Agnes Magezi	\$0.00	Bid to PO	
ADSP010-00000009	Generator Maintenance for the Industrial Commission of Arizona	Open Market	10/13/2009 03:00:00 PM	State Procurement Office	ICA / PRO	Agnes Magezi	\$0.00	Bid to PO	
ADSP010-00000007	Navajo Nation Parent Kit Materials	Open Market	10/13/2009 03:00:00 PM	State Procurement Office	ECCH / ECCHD	Agnes Magezi	\$0.00	Canceled	

Exit

As currently configured, ProcureAZ will only display 25 results per page. Therefore, if your search returned more than 25 results, directly below the **Results** heading, the total number of results will display, along with the result numbers you are currently viewing and links to the screens where you can view the remaining results.

Results

1-25 of 76
1 2 3 4

Additional Search Tips

Generally, the fewer search fields you complete, the more results will be returned. To narrow your list of results, complete additional search fields and click **Find It** again. Depending upon what you are searching for, you may be able to click **Find It** without entering any information. This will return every item of that type.

Also note that a **Search Using** dropdown box appears. Use this field if your search is not returning any results. The default option in that field is **ALL of the criteria**, which ensures that results match all of the criteria you've entered. The other option is **ANY of the criteria**, which means that results will only have to match one of the search fields you've completed. This will usually return a greater number of results.

Advanced Search



The screenshot shows the 'Advanced Search' interface. At the top, there is a header 'Advanced Search'. Below it, there are two dropdown menus: 'Module: Purchasing Module' and 'Document Type: Bids'. A red box highlights the 'Search Using:' dropdown menu, which is currently open and shows three options: 'ALL of the criteria' (selected), 'ALL of the criteria', and 'ANY of the criteria'. Below the dropdown menu, there are two buttons: 'Find It' and 'Clear'.

Lastly, remember that in order for a result to return, what you type into a search field must match text as it appears in that field on the document, item, etc. that you are searching for. If you are not getting results, and you are using only one search field, try typing in your search term differently either by shortening it (you do not have to use complete words), or by typing in a similar term that means the same thing.

Example: When searching for the flooring contract, typing in "flooring" into the document description field returns no results. Therefore, a good next step is to type in "floor" into the document description field and attempt a search. Contracts with the description "Floor Covering" then appear. The search was able to match the word "floor," but could not find the word "flooring."