

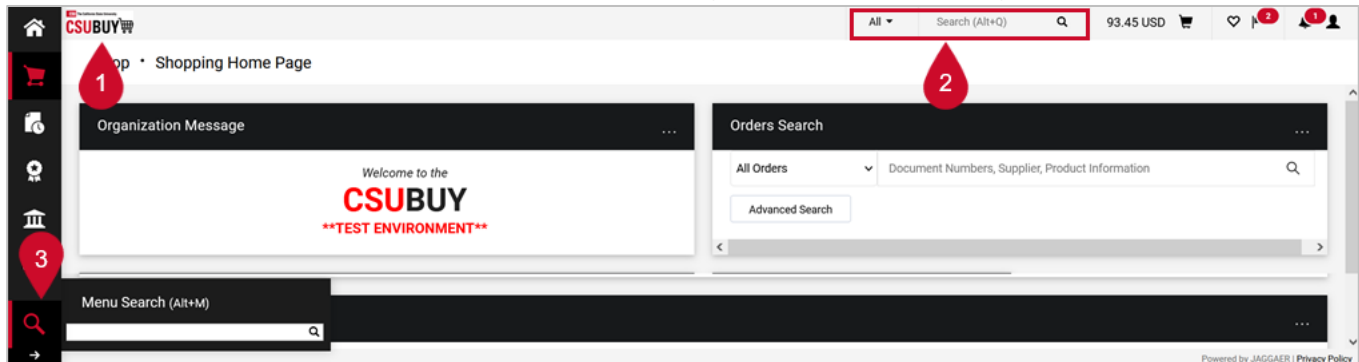
Basic and Advanced Searching



Learn how to use various search options in CSUBUY.

BASIC SEARCH

1. Navigate to the **CSUBUY Home Page**.
2. 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.
3. 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 Receipts.
4. Enter search criteria and select a result to navigate to its source page.



ADVANCED SEARCH

1. Navigate to the **CSUBUY Home Page**.
2. Under the Shop section, select the **Advanced** tab for a more specific search.
3. Enter your search criteria.
4. Select **Search**.
5. Select a search result to navigate to its source page.

