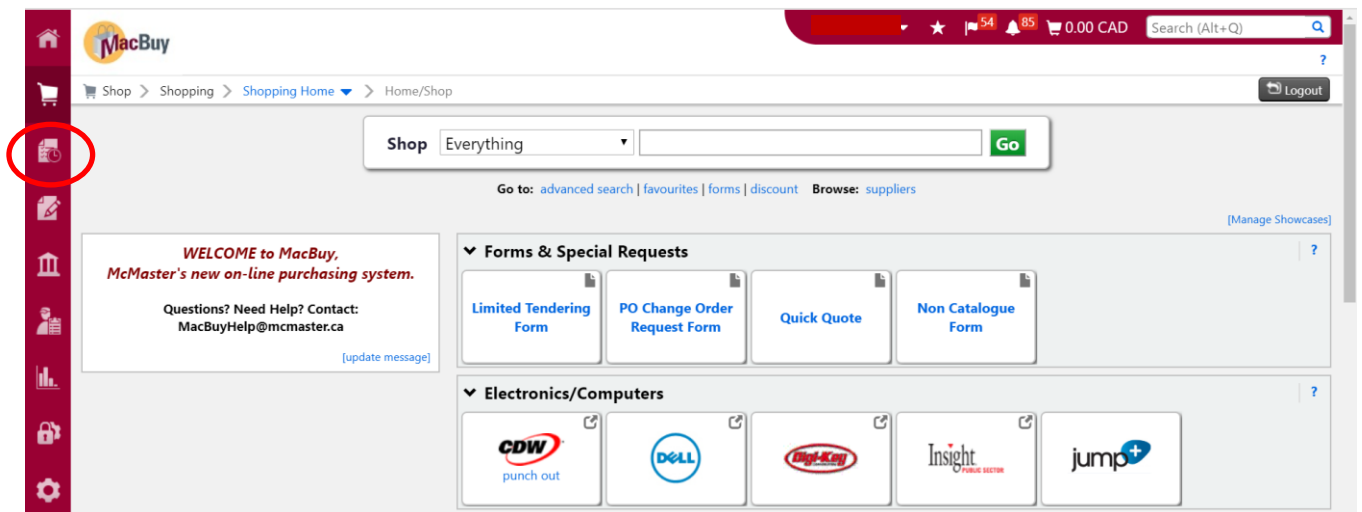


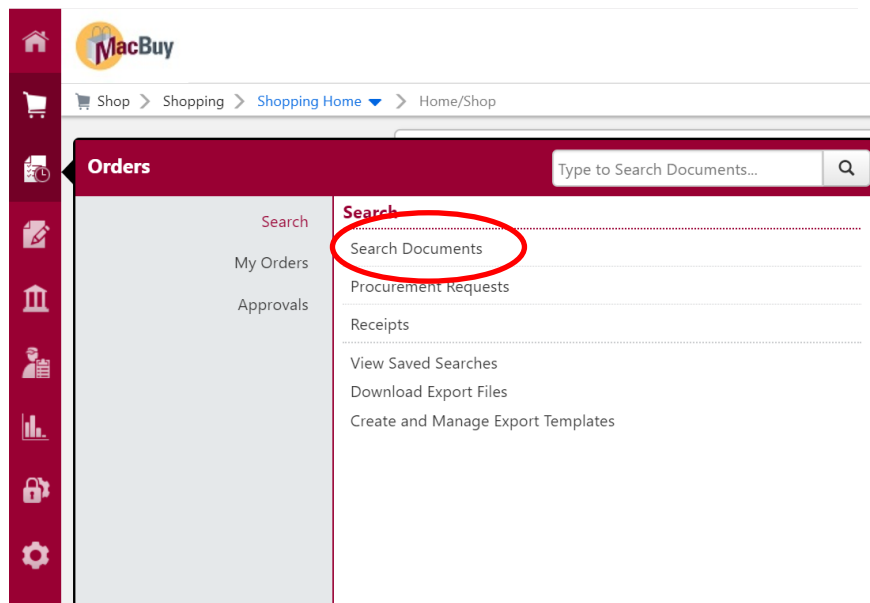


How to Search Documents

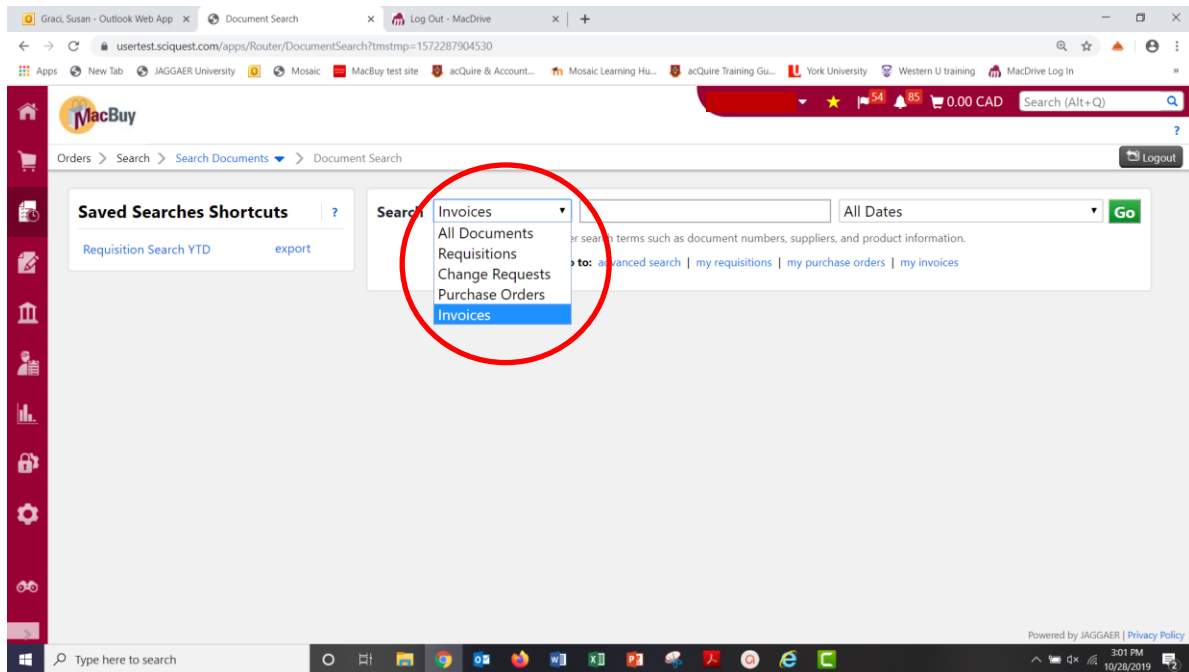
Log into Mosaic. Select MacBuy tile (under My Work OR Home page).



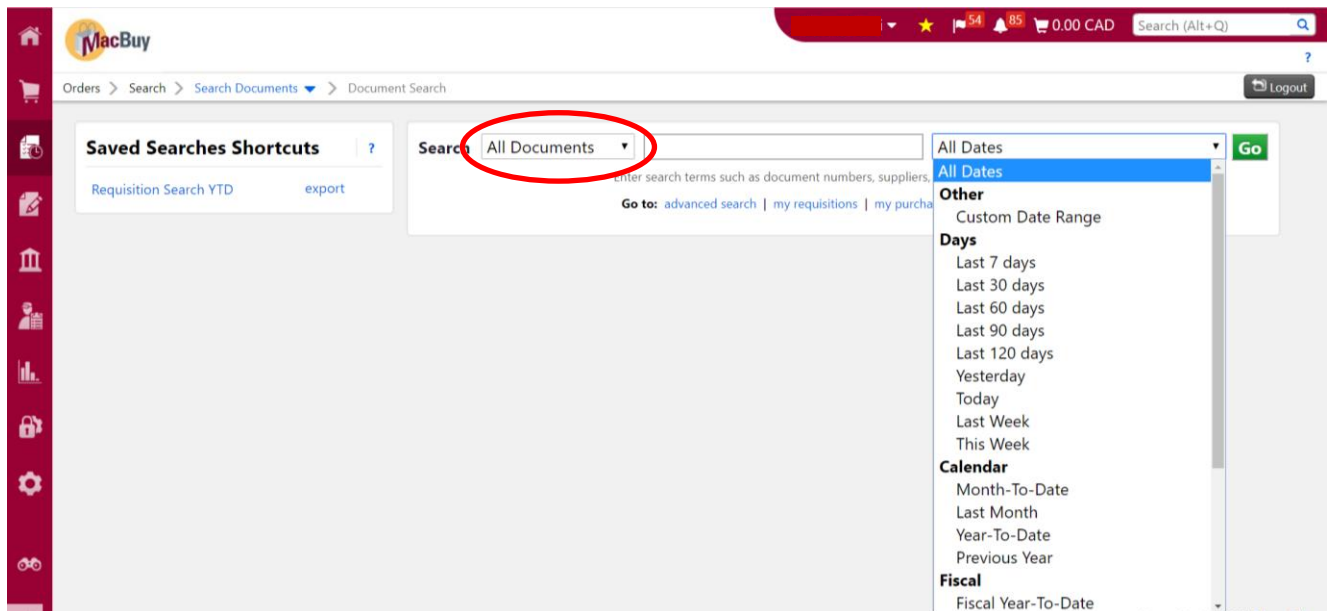
Select the Orders icon on the Navigation tool bar.



Select **Search Documents**.



Select the type of document OR chose All Documents.



Select the date range from drop down menu or select Custom Date Range to enter a specific set of dates.

TIP: Saved searches appear on the left hand side of the screen.

Showing 1 - 20 of 3449 Results

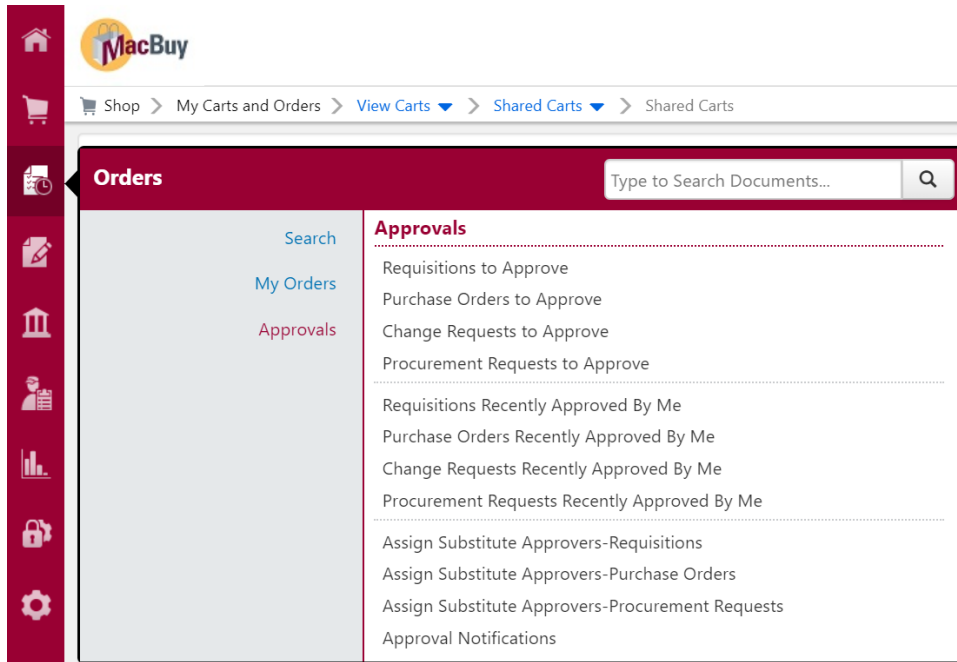
All Dates

Results Per Page 20

Sort by: Best match

Page 1 of 173

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total (CAD)
✓ MB00000878	Purchase Orders		07/11/2019 3:48 PM	W	78.74
✓ 2817835	Requisitions		07/11/2019 3:48 PM	W	78.74
MI000357	Invoices		07/11/2019 3:27 PM	W	88.98
✓ MI000356	Invoices		07/11/2019 3:04 PM	W	88.98
✓ MB00000877	Purchase Orders		07/11/2019 3:02 PM	W	88.98
✓ 2817768	Requisitions		07/11/2019 3:01 PM	W	88.98
✓ MI000355	Invoices		07/11/2019 2:55 PM	W	78.74
✓ MB00000876	Purchase Orders		07/11/2019 2:46 PM	W	78.74
✓ 2817730	Requisitions		07/11/2019 2:44 PM	W	78.74
2817371	Requisitions		07/11/2019 11:34 AM	M	108.31
2483933	Requisitions		07/11/2019 11:33 AM	CI	30,791.91



There are reports based on Approvals, above. Searches can be done based on type of approval waiting for action and type of approval already completed.

Showing 1 - 20 of 20 Results Last 30 days (10/14/2019-11/12/2019) [Show requisition details](#)

Search Details: Filtered by Type: Requisitions Date Range: Last 30 days

Refine Search Results: Type: Requisitions Date Range: Last 30 days

Results Per Page: 20 Sort by: Approval date newest first Page 1 of 1

Requisition Number	My Action	Workflow Step	Approval Date/Time	Suppliers	Prepared For	Requisition Total
2721072	Requisition returned	Department Manager	11/4/2019 2:10 PM	Lordly Jones	Susan Graci	445.22 CAD
2721422	Requisition approved	Department Manager	11/4/2019 2:09 PM	Jump Plus Stores ULC	Susan Graci	3,764.09 CAD
2735638	Requisition approved	Department Manager	11/4/2019 2:09 PM	Jump Plus Stores ULC	Test Approver	3,764.09 CAD
2803686	Requisition approved	Department Manager	11/4/2019 2:09 PM	Jump Plus Stores ULC	Susan Graci	6,395.38 CAD
2811979	Requisition approved	Department Manager	11/4/2019 2:02 PM	Jump Plus Stores ULC Lordly Jones	Susan Graci	4,283.89 CAD
2809163	Requisition approved	Department Manager	11/1/2019 1:03 PM	3D IMAGING DRUG DESIGN AND DEVELOPMENT	Susan Graci	70,200.00 USD

- Approval date newest first ▼
- Approval date newest first
- Approval date oldest first
- Total high to low
- Total low to high
- Requisition Number high to low
- Requisition Number low to high

Customize the reports using the drop down menu, left.

Search Details



Filtered by

Type: Requisitions

Date Range: Last 30 days

Refine Search Results



Type

Requisitions



Date Range

Last 30 days



Workflow Status



[Pending \(19\)](#)

[Returned To Requisitioner \(1\)](#)

Supplier



[Jump Plus Stores ULC \(12\)](#)

[Grand & Toy \(5\)](#)

[Lordly Jones \(3\)](#)

[4imprint Inc \(1\)](#)

[\[more\]](#)

Department

[No Department \(20\)](#)

Prepared For



On the left side of the screen, further customizations to the reports can be done. Searches can be created based on Supplier, Department, User, etc. along with set date ranges and workflow status.

Search parameters can be saved for future use.