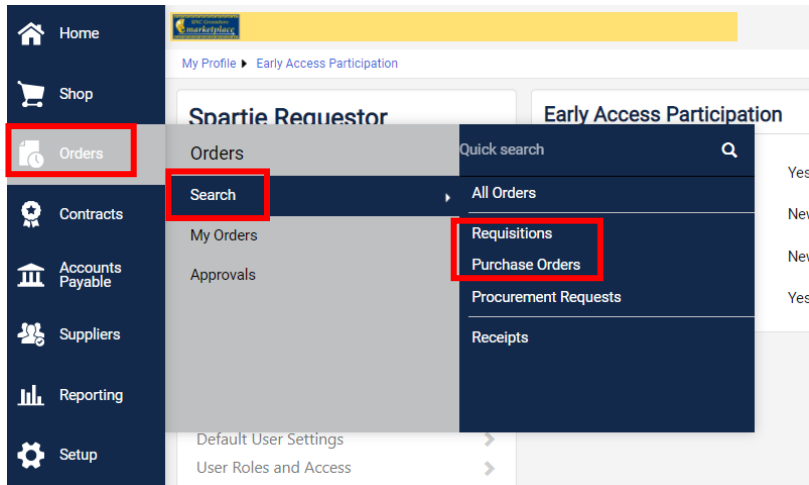


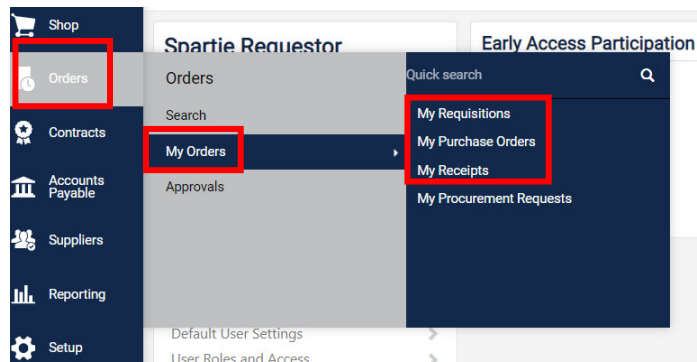
# New Search Experience

## How to Search Documents:

- To search all orders for your department, click on “search” and then Purchase Orders” from the Orders menu

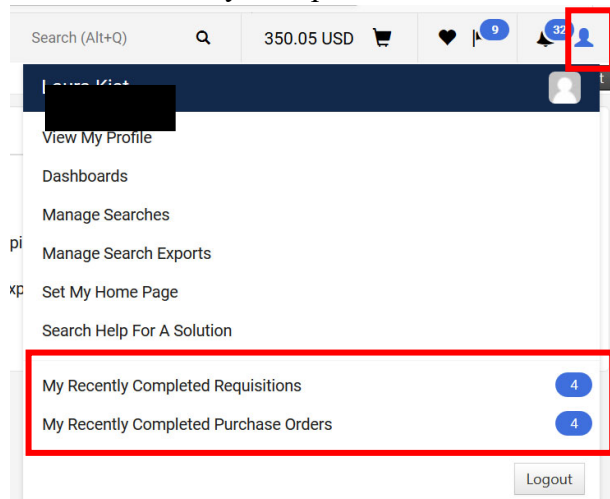


- To search for only your orders:
  - Click on My Orders from the Orders menu



OR

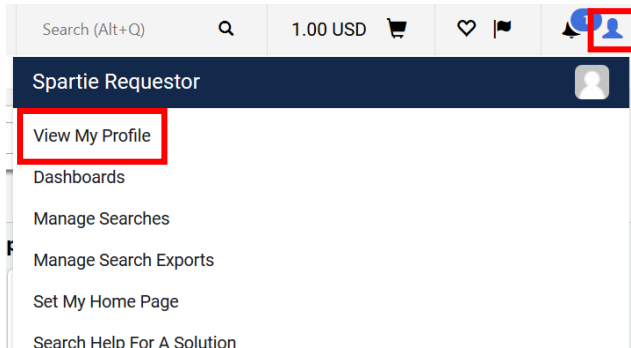
- Click on Recently Completed orders from the Profile Menu



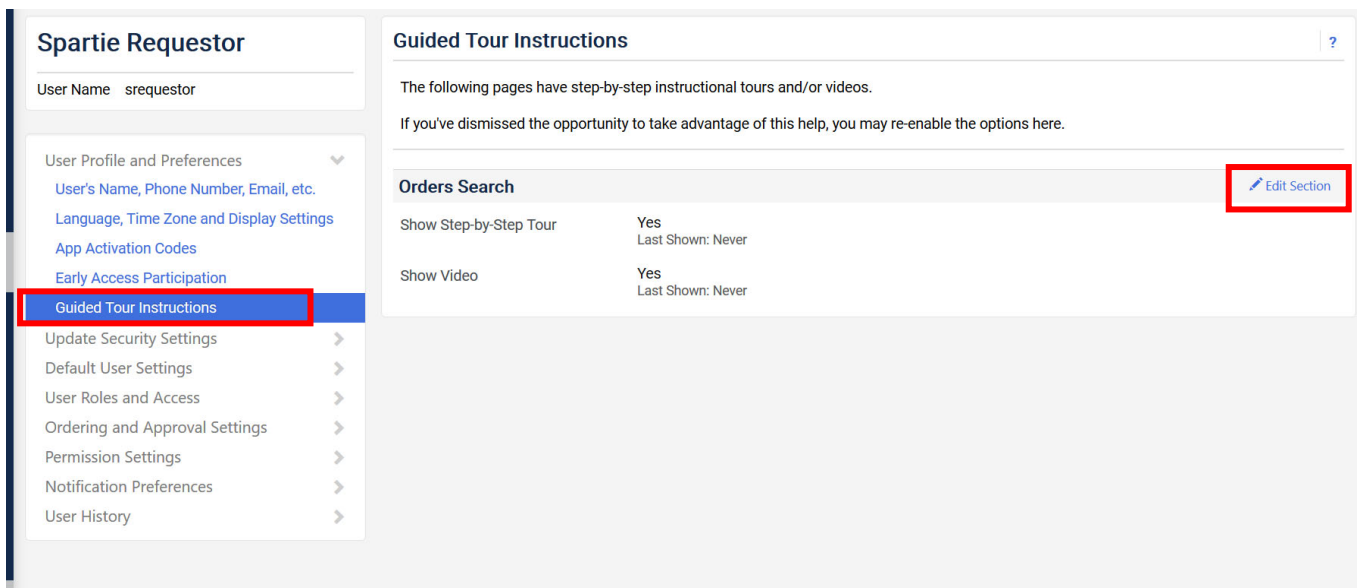
## Guided Tours Feature

The Guided Tour displays the first time the New Search feature is used. When the window pops-up, users can choose Yes or No to watch and/or to show the message again. The slide show and video can also be turned off or on in profile settings:

- Go to your profile



- Click on Guided Tour Instructions



- Edit the Guided Tour viewing options

