Performing an Advanced Document Search

1. Go to Orders & Documents > Document Search > Search Documents

2. Be sure you are on the Advanced Search page. If you are brought to the Simple Search screen select the advanced search below the search box.

From the Search drop-down box select the document type or select All Documents.

Enter the criteria you want to filter by (available criteria will vary based on the document-type):
- Owner
- Prepared By
- Approved By
- Supplier
- Department

If these fields are left blank then your search will return all of the PO’s/Req’s/Invoices processed by all the OSCAR users in your departments/org’s that you have access to view.

3. Once you have entered all of your search criteria select Go. OSCAR will return your search. The search returned can be additionally filtered by any of the criteria’s on the side.