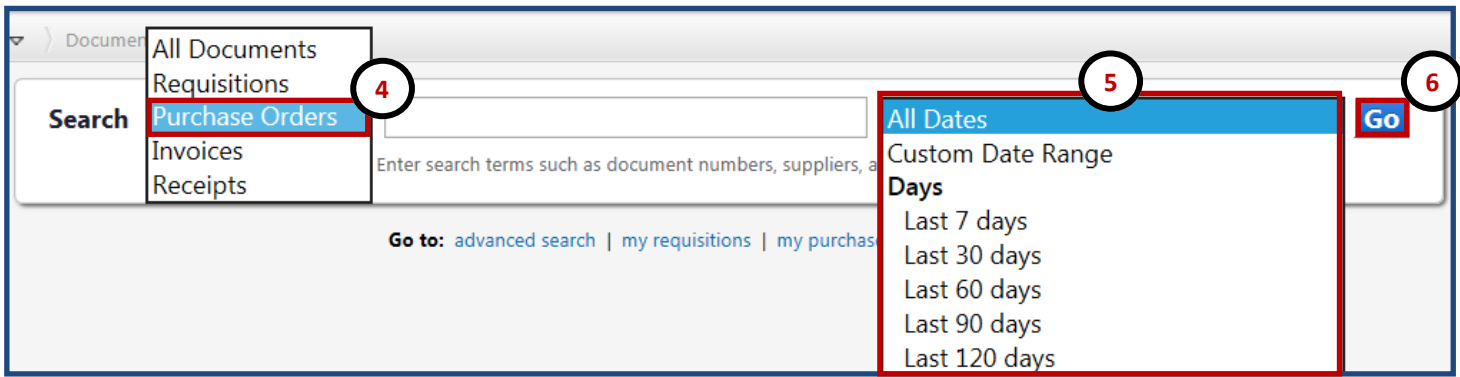
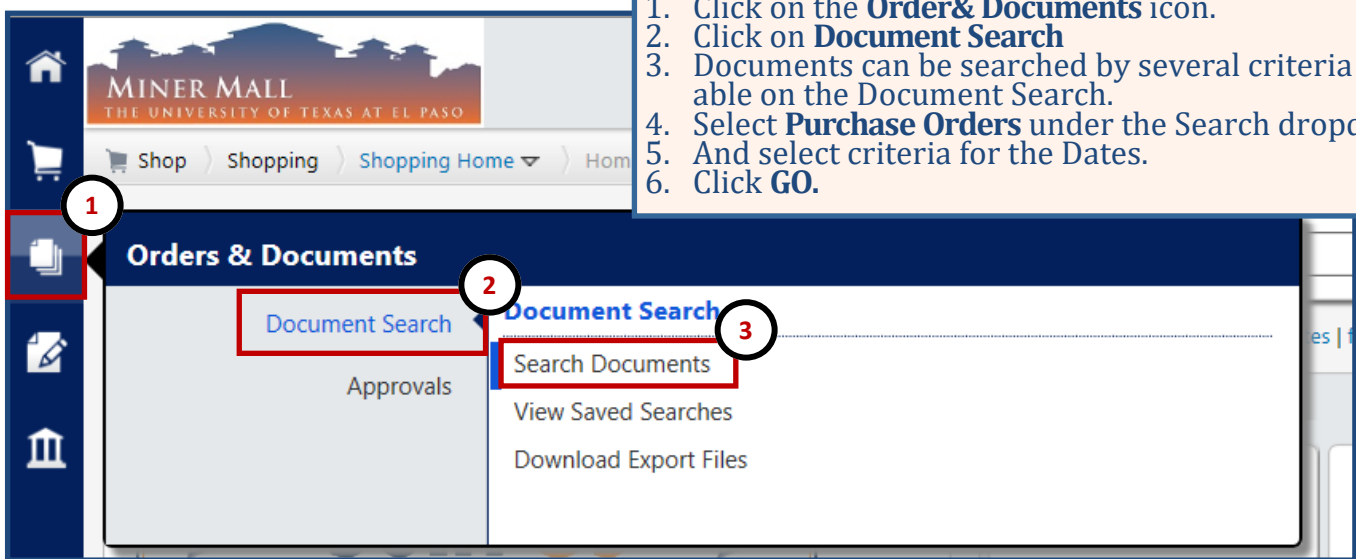


Miner Mall- Searching Documents

My.utep.edu > Faculty & Staff > Miner Mall

1. Click on the **Order& Documents** icon.
2. Click on **Document Search**
3. Documents can be searched by several criteria available on the Document Search.
4. Select **Purchase Orders** under the Search dropdown.
5. And select criteria for the Dates.
6. Click **GO**.



All the POs will show under this window.

7. Click **Export Search** to save all documents under one folder.

Showing 1 - 20 of 281 Results Last 7 days (4/15/2015-4/21/2015)

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settleme
✓ 2015071535	Fisher Scientific	4/21/2015 12:08 PM	61187268	Elizabeth Leyva	Sent	No Match
✓ 2015071534	Harlan Sprague Dawley inc dba Harlan Laboratories	4/21/2015 11:39 AM	61222338	Luis Ramos	Sent	No Match
✓ 2015071533	Harlan Sprague Dawley inc dba Harlan Laboratories	4/21/2015 11:39 AM	61236712	Luis Ramos	Sent	No Match
✓ 2015071532	ALEPH OBJECTS INC	4/21/2015 10:57 AM	61223399	Veronica Ceballos	Sent	No Match

Miner Mall- Searching Documents

Document Search Export

Request Export (Step 1 of 1)

File Name * **8**

Description

Request Export Template *

Description System Default Screen Export

* Required **Submit** **9**

8. Under **File Name** enter the name of the folder, this could be any name. Enter a description of the folder.
9. Click **Submit**.
10. Click **Go to Page Download Export Files**.
11. Click under the name of your folder
12. Click the **.zip** file to download.

Request Submitted

The export request has been successfully submitted.

Pending and completed exports are available in:

Orders & Documents > Document Search > Download Export Files

Note: The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.

Go to Page: Download Export Files **10** Close

Download Exports

Exports with a status of 'Complete' are available to be downloaded. Exports with a status of 'Pending' are currently being queued by the system. This process could take several hours depending on the amount of data being exported.

If you would like to receive a notification when your export is ready, make sure 'Search Result Export Confirmation' is selected in your [Notification Preferences](#)

Click to filter exports ?

Results found: 2

File Name	Description	Request Date / Time	Expiration Date	Export File Size	Export Status
March Report.zip	List of my open POs for March 2015	4/21/2015 12:18 PM	4/28/2015	10.0 KBytes	Completed
Jaime Test 042115.zip	Test all open PO's in the last seven days	4/21/2015 8:56 AM	4/28/2015	10.0 KBytes	Completed

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WinZip - March Report.zip

File Actions Options Help

New Open Favorites Add Extract Encrypt View CheckOut Wizard

Name	Modified	Size	Ratio	Packed	Path
March Report.csv	Microsoft Exc...	4/21/2015 3:18 PM	45,390	78%	9,809

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Selected 0 files, 0 bytes Total 1 file, 45KB

PeopleSoft Tip

- You can also access the Exported documents under Document Search.