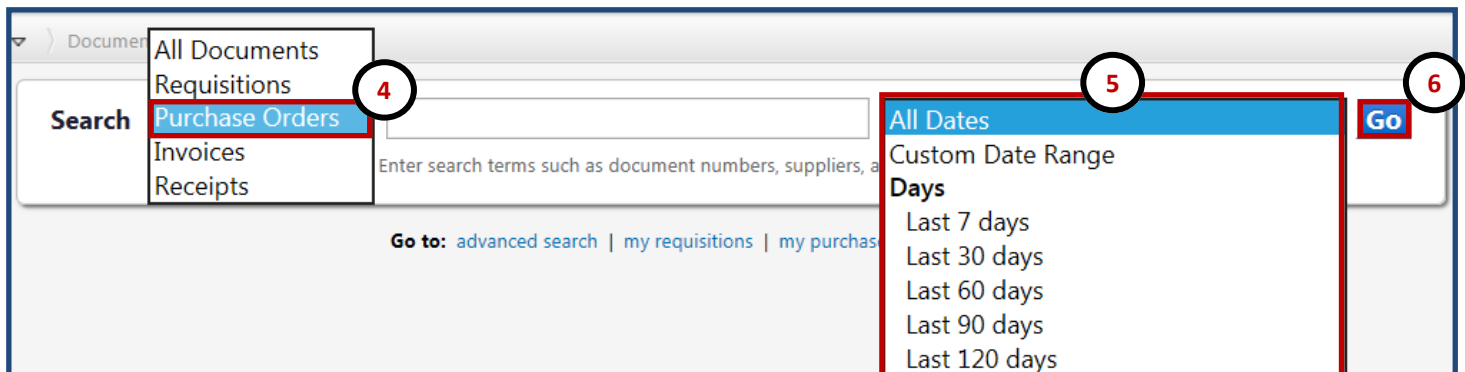
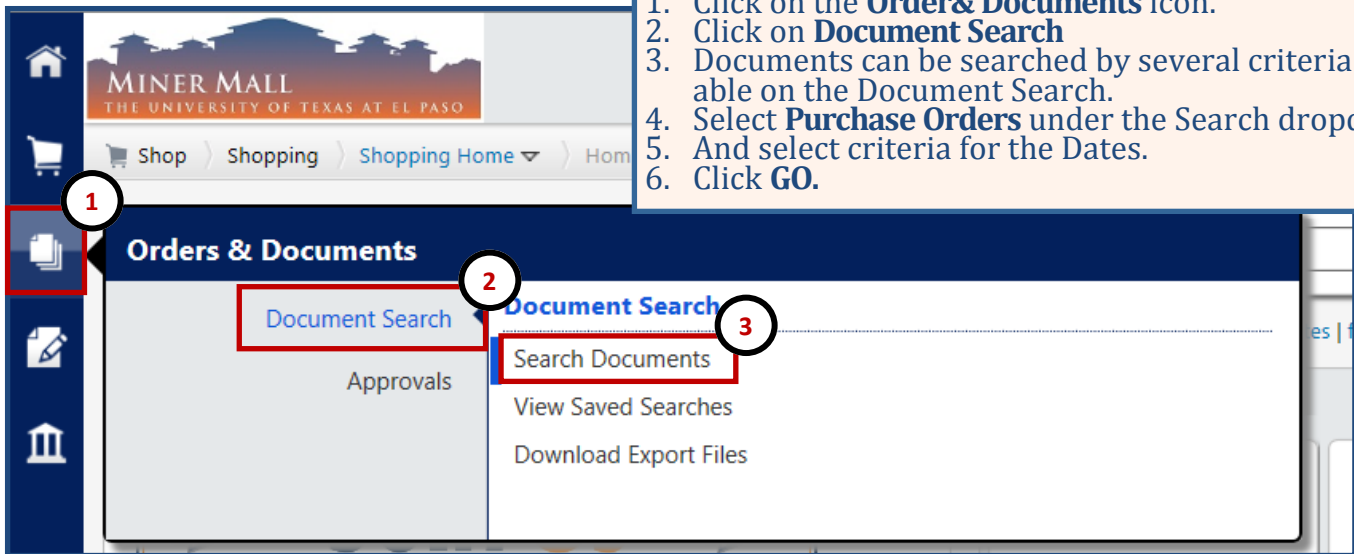


# Miner Mall- Searching Documents

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.



# Miner Mall- Searching Documents

**Document Search Export**

**Request Export** (Step 1 of 1)

File Name \*

Description

Request Export Template \*

Description System Default Screen Export

\* Required

**Submit**

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** Close

Orders & Documents > Document Search > Download Export Files > Search Results Exports

**Download Exports** | Recurring 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.

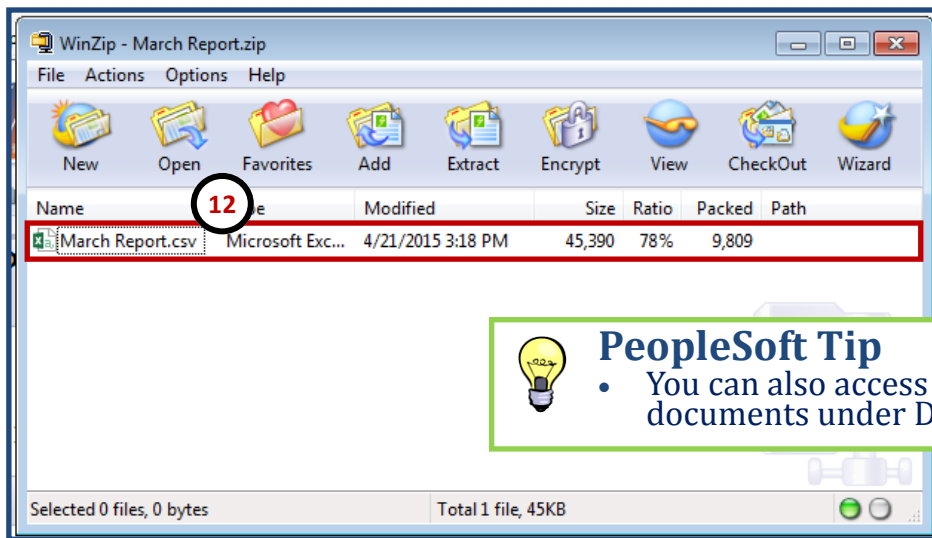
If you would like to receive a notification when your export is ready, make sure 'Search Result Export Confirmation' is selected in your [Notification Preferences](#)

Click to filter exports ?

Results found: 2

File Name	Description	Request Date / Time	Expiration Date	Export File Size	Export Status
<b>March Report.zip</b>	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

Templates ?



**PeopleSoft Tip**

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