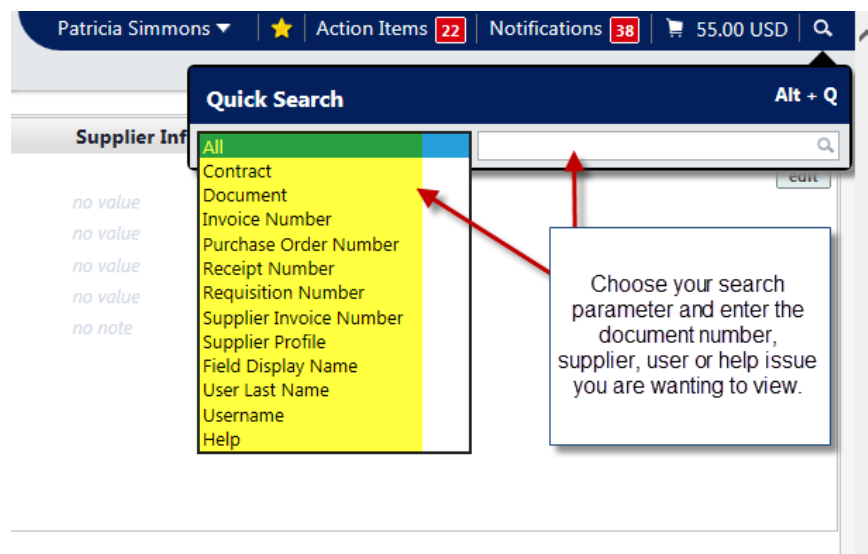
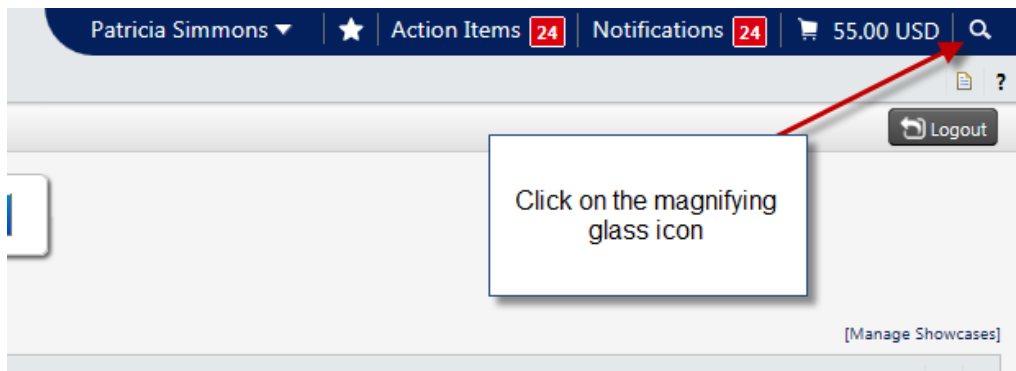


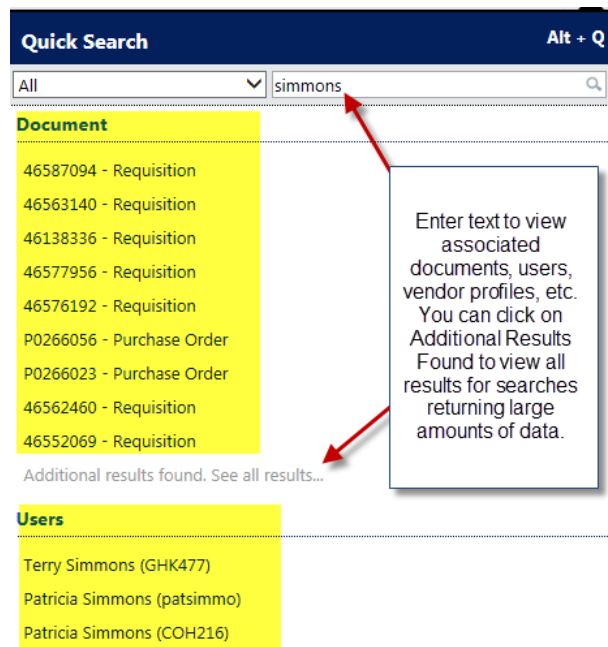
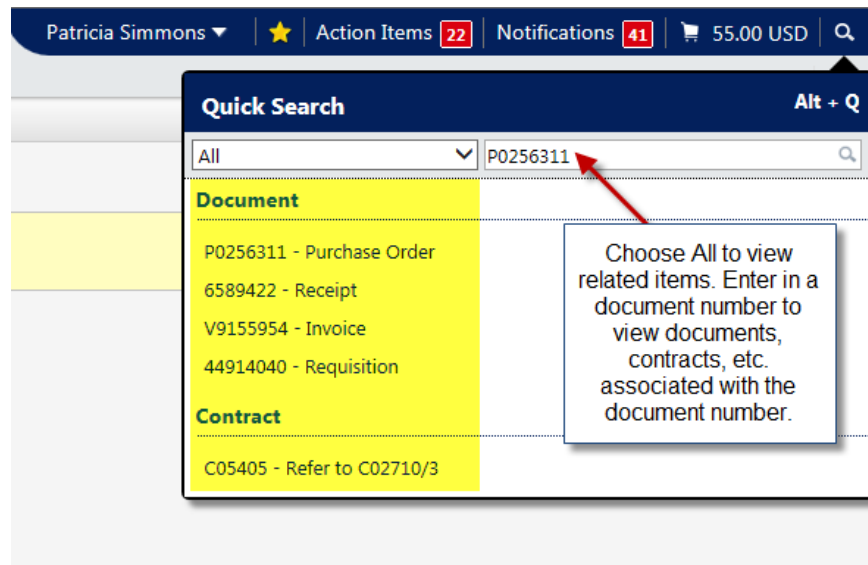


Using Quick Search in TechBuy

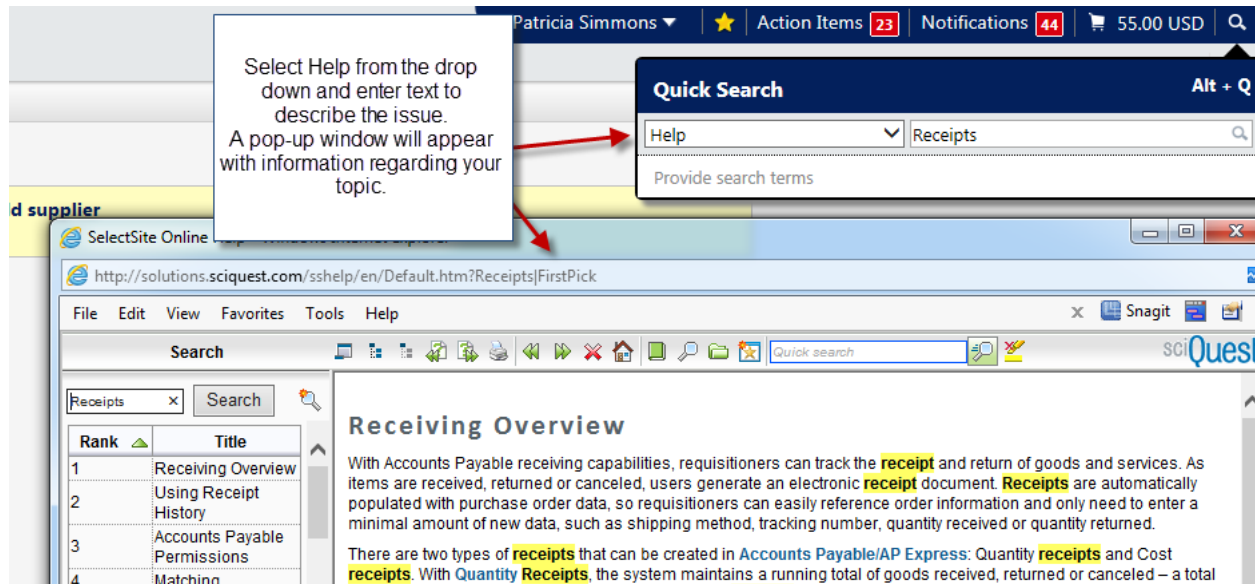
You can use the Quick Search function to search by All, Contract, Document, Invoice Number, Purchase Order Number, Receipt Number, Requisition Number, Supplier Invoice Number, Supplier Profile, Field Display Name, User Last Name and Username. You can also access the Help feature.



Clicking *All* will load all documents and information associated with the term entered. You can enter a document number or text.



For a quick search of the help feature, click on Help and enter the term for which you are seeking information.



End of Training Guide for Using Quick Search