

USING THE DOCUMENT SEARCH FEATURE IN HEALTH ESHOP

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WELCOME

Health eShop is GRU's one stop shopping network, in which End Users purchase all of their contracted items. Health eShop is our required shopping tools for items such as Office, Lab, Computer, and Facilities supplies.


This Presentation will introduce user to the document search feature in Health eShop

Audience: Requesters, Shoppers, and Administrators with Health eShop Access



WHAT IS DOCUMENT SEARCH?

The **Document Search** feature allows End Users to look at Purchase Orders that were processed through Health eShop. The **Document Search** feature also allows End Users to view and print electronic invoices (if available) for their records.



WHICH VENDORS HAVE ELECTRONIC INVOICES?

Not all vendors will have invoices in Health eShop. Those vendors that have made electronic invoices available for Health eShop purchases are:

- Bio-Rad
 - Fisher
 - Life Technologies
 - OfficeMax
 - Santa Cruz
 - Sigma Aldrich
 - Staples
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HOW DO I USE THE DOCUMENT SEARCH FEATURE?

The screenshot displays the Oracle eProcurement Buyer Center interface. The browser address bar shows the URL: <https://psfincore.georgiahealth.edu:8021/psp/FPRD89/EMPLOYEE>. The Oracle logo is visible in the top left corner. The navigation menu on the left includes 'eProcurement' and 'Buyer Center'. The 'Orders & Documents' section is highlighted, and a dropdown menu is open, showing 'Document Search' as the selected option. A red arrow labeled '1. Click Here' points to the 'Document Search' link in the menu. Another red arrow labeled '2. Click Search Documents' points to the 'Search Documents' option in the dropdown menu. The interface also shows a search bar, a user profile for 'LaTauyna Goodly', and various product categories like 'Paper & Toner', 'Office Supplies', 'Lab Supplies and Chemicals', and 'Computers and Computer Peripherals'. A contact information box for Regina White is also visible.

1. Click Here

2. Click Search Documents

HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

The screenshot shows the Oracle eProcurement interface. The breadcrumb trail is: Orders & Documents > Document Search > Search Documents > Document Search. The search dropdown menu is open, showing the following options:

- All Dates
- Custom Date Range
- Days
 - Last 7 days
 - Last 30 days
 - Last 60 days
 - Last 90 days
 - Last 120 days
 - Yesterday
 - Today
 - Last Week
 - This Week
- Calendar
 - Month-To-Date
 - Last Month
 - Year-To-Date
 - Previous Year
- Fiscal
 - Fiscal Year-To-Date
 - Previous Fiscal Year
- Other
 - Before X Date
 - After X Date
 - Last X Days
 - Next X Days
 - Before the Last X Days
 - After the Last X Days

A callout box contains the text: "Pick the date Range that you would like to search for. If you know the PO number you can enter it in the search field."

HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

Click Export Search if you would like to see your results in Excel.

This is what your search results will look like. You can only get results for your orders.

		Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total	
GHSU0000020909	STAPLES INC	12/6/2013 10:15 AM	45766837	LaTauyna Goodyly	Sent	Fully Invoiced	953.92 USD	<input type="checkbox"/>
GHSU0000020773	SOUTHERN COMPUTER WAREHOUSE INC	12/3/2013 4:45 PM	45660130	LaTauyna Goodyly	Sent		458.04 USD	<input type="checkbox"/>

HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

The screenshot displays the Oracle SCS Request Management interface. A 'Request Export' dialog box is open, allowing users to generate reports. The dialog includes the following fields and options:

- File Name:** PO Export
- Description:** PO Export for December
- Export Type:** Screen Export

A note in the dialog states: "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." At the bottom of the dialog are 'Submit Request' and 'Close' buttons.

The background shows a requisition list for the last month (12/1/2013-12/31/2013). The list is sorted by 'Best match' and shows the following data:

Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
INC	12/6/2013 10:15 AM	45766837	LaTauyna Goodly	Sent	Fully Invoiced	953.92 USD
IN COMPUTER WAREHOUSE	12/3/2013 4:45 PM	45660130	LaTauyna Goodly	Sent		458.04 USD

On the left side of the interface, there is a 'Menu' with options such as 'Create Requisition', 'Manage Requisitions', 'Approve Requisitions', 'Receive Items', 'Procurement Card Card', 'My Profile', 'Travel and Expenses', 'Accounts Payable', and 'Commitment Control'. Below the menu, there is a 'Requisition Summary' section with a 'Total Lines' and 'Total Amount (USD)'.

HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

The screenshot displays the Oracle eProcurement interface. The breadcrumb trail is: Orders & Documents > Document Search > Download Export Files > Search Results Exports. A callout box titled "Orders & Documents" highlights the "Document Search" option, which includes sub-options: "Search Documents", "View Saved Searches", and "Download Export Files". A red arrow points from the "Document Search" icon in the left-hand navigation menu to the callout box. Another red arrow points from the "Download Export Files" option in the callout box to the "Click to filter exports" button. Below this, a table shows search results:

File Name	Description	Request Date / Time	Expiration	Size	Status
December Export.zip	export	1/10/2014 4:52 PM	1/17/2014		
PO Export.zip	PO Export for December	1/10/2014 4:49 PM	1/17/2014	1.0 KBytes	Completed

A callout box on the right side of the screen contains the text: "You will click on the document search icon and download export files to retrieve your Excel document."

HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

ORACLE

Menu

- eProcurement
 - Buyer Center
 - Create Requisition
 - Manage Requisitions
 - Approve Requisitions
 - Receive Items
 - Procurement Card Center
 - My Profile
 - Travel and Expenses
 - Accounts Payable
 - Commitment Control

Requisition Summary

There are no lines on this request.

Please add new line in order to save this requisition.

Total Lines: 0

Total Amount (USD): 0

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 an email notification when your export is ready, make sure 'Search Result Export Confirmation' is selected in your Email Preferences.

Click to filter exports ? Remove Selected

Results per page 20 Results found: 2 Page 1 of 1 ?

File Name	Description	Request Date / Time	Expiration Date	Export File Size	Export Status	
December Export.zip	export	1/10/2014 4:52 PM	1/17/2014	1.0 KBytes	Completed	<input type="checkbox"/>
PO Export.zip	PO Export for December	1/10/2014 4:49 PM	1/17/2014	1.0 KBytes	Completed	<input type="checkbox"/>

Remove Selected ?

Templates

Click the file name then open to view the document

Do you want to open or save PO Export.zip from solutions.sciquest.com? Open Save Cancel x

4:56 PM 1/10/2014

QUESTIONS?

Contact Regina

rhull@gru.edu (preferred Method)

gahealtheshop@gru.edu

Or Call 721-2986

