Creating Document Labels

You can assign **one or more labels** to your orders in order to **find** them easily. For example, you might use a **project** name as a label so you can search for all requisitions related to that project.

You can search for orders by label(s) associated with each order.

Adding Labels to a Document

You can add labels to your orders on the Summary tab for each order you are

- Submitting
- Approving
- Editing
- Reviewing

To apply a new label click Apply Label... > New Label

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	Remove Label											

Add Label box will show up. Enter new label in the New Label field, click on OK



To apply an existing label click on **Apply Label.** Select the label from the **Add Label** box if it's there. Click on **More...** if you don't see the label in Add Label box.

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Select Label to Apply screen with all the existing labels will show up. Choose the label you want to apply.

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Note: you can assign multiple labels to your document.

Removing Labels

To remove a label click **Apply Label** on the **Summary** tab. Click on the **label** you wish to **remove** (Dr. Young) under **Remove Label** in the drop down window.

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Click on **Requisition** either under **Search** on the menu bar or on **Requisition** in **Search Content** box of the Home or Procurement Dashboard.

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When you click on the **Search>Requisition** command on the menu bar your **labels** will show up on the **left** side of the screen. **Click** on any **label** to find all the **requisition(s)** associated with that label.

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🗗 Create Search	Manage Recent Preferences		
Search	Type: Requisition		
Requisition	Change the search criteria or name, and then Search.		
<u>View All</u>	Search Filters		Search Options
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Business Fair (3)	Date Created:	eb, 2014 Supplier (any line item)): (select a value) [select]
<u>Claudia (1)</u>	Date Ordered: No Choice V	Total Cost:	To: USD
Daniel (1)			Search Reset Save Search
Dave (1) Deletion (1)	Search Results	Found 2 items	
Dr. Adams (2)	Type to Title		Status Date Created ↓ Total
Dr. Aprill (2)	S1444893 Project for Dr. Adams 3/13/14		Composing Today, 2:45 PM \$11.98 USD
<u>Dr. April (2)</u>	S1444890 Project for Dr. Adams 3/14/14		Composing Today, 2:42 PM \$6.72 USD
Ex. Campbril (1)			

When you click on **Requisition** in the **Search** content box, your **labels** will show up below **My Labels**. **Click** on any **label** to find all the **requisition(s)** associated with that label.

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