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**

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.

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

**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.
Finding Documents Associated with a Label

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

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.

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.