

# 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**

The screenshot shows the ARIBA Spend Management interface. The main header includes the ARIBA logo and navigation tabs: Home, Procurement, Travel, Invoicing, Payments To Individual, and More... The user is logged in as LIZA PLOTKIN. The current view is for order S1437706 - BioRad 3/04/14, with a status of 'Composing'. Below the order title, there are buttons for Back, Delete, Copy, Edit, Submit, and Print. The 'Summary' tab is active, showing details for the selected line item: 'CFX Connect' (Line Item 1). A context menu is open over this line item, listing options: Add Label, Archive Items, Dr. Adams, Business Fair, Dr. Larson, Lab3, Leslie, More..., New Label, and Remove Label. Red arrows indicate the path from the 'Apply Label' button to the 'New Label' option in the menu. The table below shows the line item details:

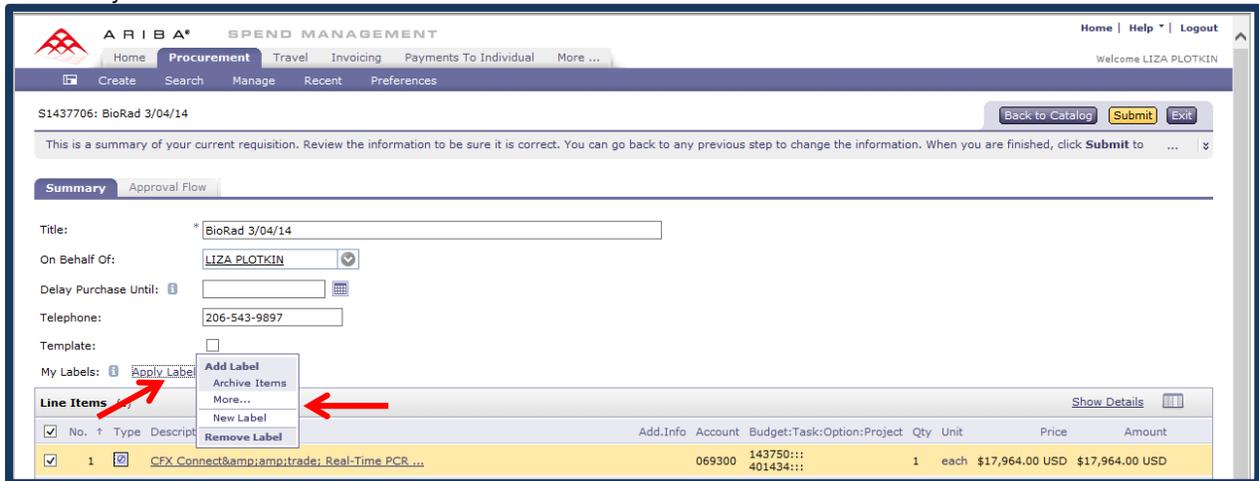
No.	Type	Description	Add.Info	Account	Budget:Task:Option:Project	Qty	Unit	Price	Amount	
1	CFX Connect	Real-Time PCR ...		069300	143750::: 401434:::	1	each	\$17,964.00 USD	\$17,964.00 USD	<a href="#">Detail</a>

Total Cost: \$17,964.00 USD

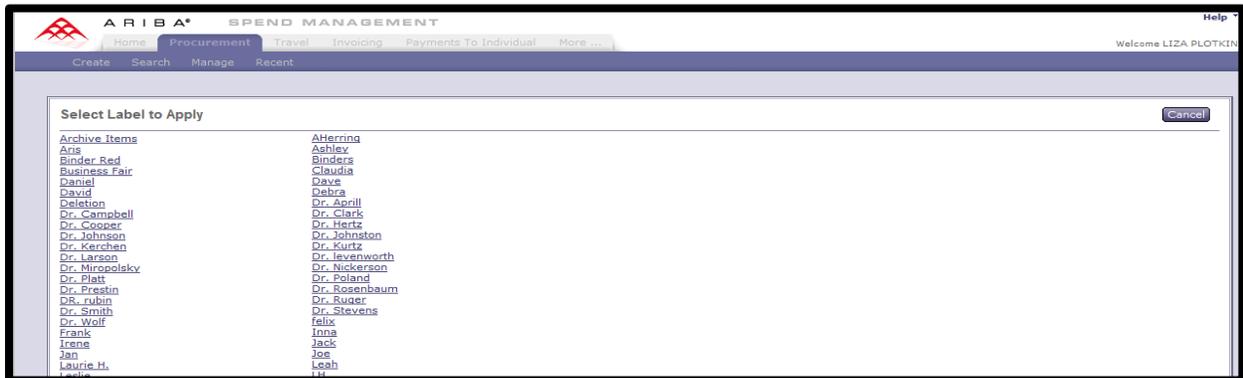
**Add Label** box will show up. Enter new label in the **New Label** field, click on **OK**

The 'Add Label' dialog box is shown. It has a title bar 'Add Label'. Below the title bar, there is a dropdown menu with the text 'Add new label to be associated with'. Below that is a text input field labeled 'Enter New Label:' containing the text 'Dr. Young'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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.



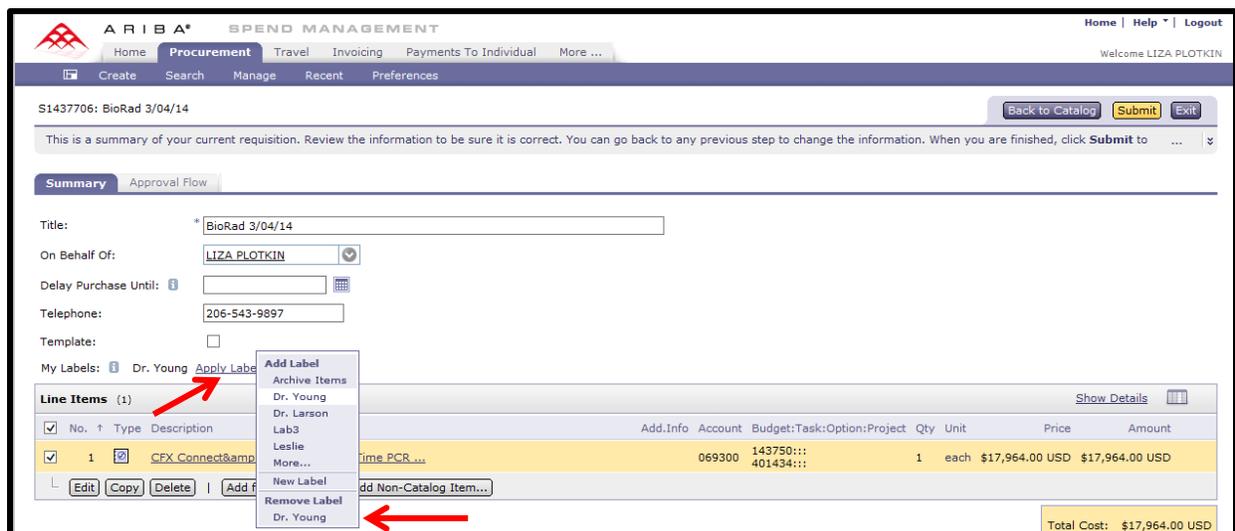
Select Label to Apply screen with all the existing labels will show up. Choose the label you want to apply.



**Note:** you can assign multiple labels to your document.

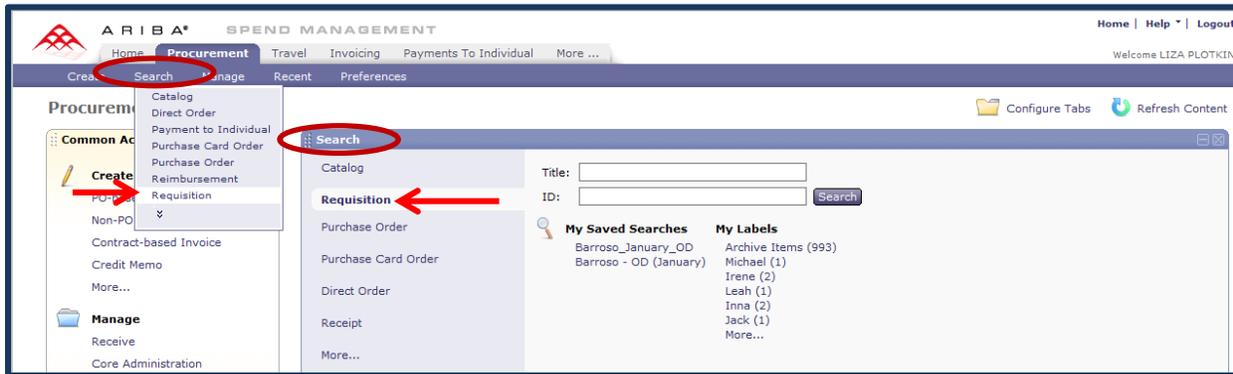
### Removing Labels

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.

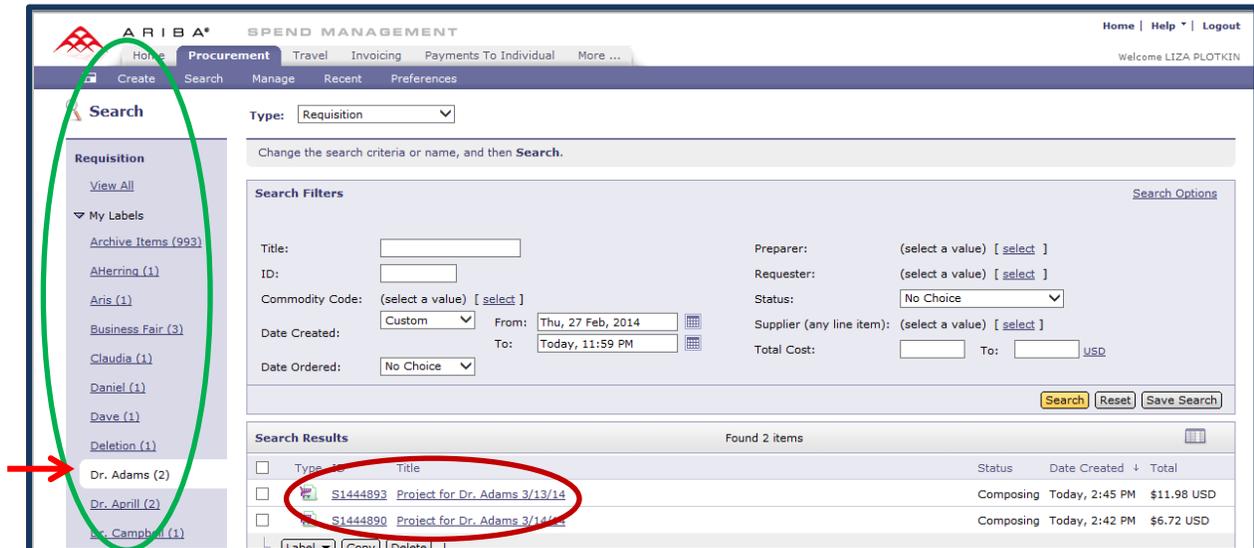


## Finding Documents Associated with a Label

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.

