

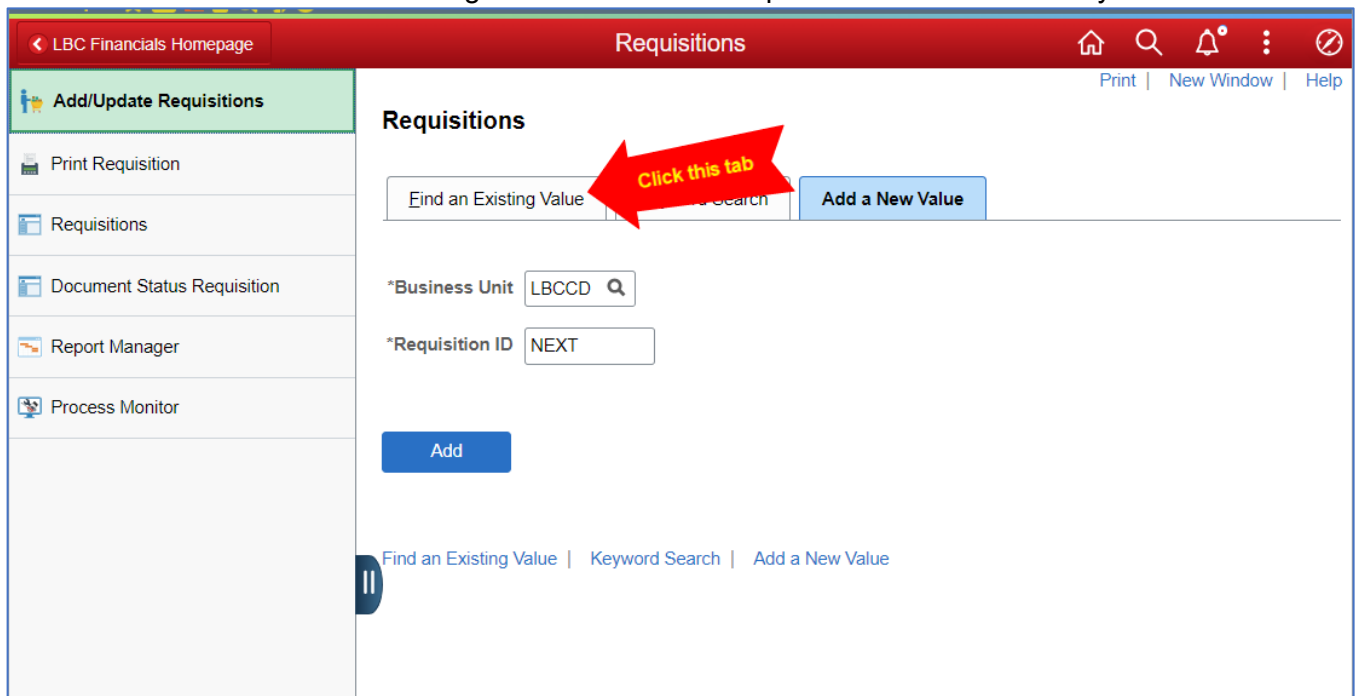
HOW TO VIEW EXISTING REQUISITIONS 9.2

PLEASE NOTE: These directions are only applicable to active requisitions. It will not show requisitions that were canceled or closed. Those can be viewed on the Requisitions (Inquiry) page.

1. In your Homepage, click on the Requisitions tile (pictured below). It will automatically open to the “Add/Update Requisitions” page, which is where requisitions can be entered, edited, and/or viewed.



2. Click on the “Find an Existing Value” tab to view requisitions that have already been entered.



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3. There are several ways to search for a requisition. You can choose just one or a combination of the options below, then click the blue Search button to view the results.

Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

▼ **Search Criteria**

*Business Unit = ▾ LBCCD 🔍

Requisition ID begins with ▾ Enter exact Req# here if you have it

Requisition Name begins with ▾ If you gave your req a unique name, you can search here

Requisition Status = ▾ ▾ Leave blank to see all reqs. If you only want to see reqs that are a specific status, choose the option in the dropdown menu.


Origin begins with ▾ 🔍

Requester begins with ▾ 🔍 Enter the userID for the person who entered the requisition(s)

Requester Name begins with ▾ 🔍 Enter the First and Last Name of the person who entered the req(s) you'd like to see

Hold From Further Processing

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)