

## **CU Marketplace: Searching for Documents** <sup>[1]</sup>

The purpose of the CU Marketplace: Searching for Documents course is to provide participants with the knowledge and skills needed to look up requisitions, purchase orders, and invoices in the CU Marketplace e-procurement system. During this demo and discussion, participants will learn how to search for documents, save custom searches, and export search results.

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Internet Based

**Instructors:** [Kristina Mendez](#) <sup>[2]</sup>

**Recommended CPE Credit:** 1.0 Hours

**Field of Study:** Computer Software and Applications

### **Course Objectives:**

At the end of the course, participants will be able to:

- Identify when to use the Quick Search and Advanced Document Search features
- Search for documents by combining various filters
- Save custom searches and configurations
- Export search results to Excel

### **Program Policies** <sup>[3]</sup>

#### **NASBA Statement**

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**Links**

[1] <https://www.cu.edu/controller/cu-marketplace-searching-documents>

[2] <https://www.cu.edu/controller/kristina-mendez-cpe-instructor> [3] <https://www.cu.edu/controller/cpe-cpas-policies> [4] <http://www.learningmarket.org>