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| Quick criteria maintenance allows a shopper to specify criteria for search results of their documents. For example, it can be used to bring up a specific shopping cart, or it can filter to bring up only carts awaiting approval. | |
| **Role:** Staff | **Frequency:** As Needed |

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| **MODIFYING QUICK CRITERIA** | |
| 1. From your dashboard, highlight the query to be searched.  *Shopping Carts (All) is the query most commonly used.* |  |
| 2. After the query loads, click **Show Quick Criteria Maintenance**. |  |
| *A Shopper can enter one or more criteria to search for specific document(s).*  For example:  *Click* ***Including Completed Shopping Carts*** *to return an entire listing of all carts you have created. Not checking this selection will return only your carts that are in process.*  *Only check* ***Show my Team Carts*** *if you serve in a substitute relationship with other Shopper(s).* |  |
| 3. Click **Apply** after entering search criteria*.* |  |
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| **QUICK CRITERIA EXAMPLES** | |
| **Search Example 1**  *Enter specific cart by number*  *and click* ***Apply****.*  *The shopping cart displays in the lower section. Click into the Cart Number to display details.* |  |
| **Search Example 2**  *Enter* ***Awaiting******Approval*** *from the* ***Status*** *field drop down menu.*  *Click* ***Apply****.*  *Only Shopping Cart(s) awaiting approval will display in lower section.*  *Tip: If a query returns erroneous results, open Quick Criteria Maintenance and confirm whether invalid criteria may be entered.* | Table  Description automatically generated |