

Searching for CalUsource Records

You can search CalUsource for a record in a specific document type (i.e. RFx, Auctions, Contracts, Suppliers or Forms) or in all types of CalUsource document. Refer to the Tips on Page 2 of this document for advice on using search terms.

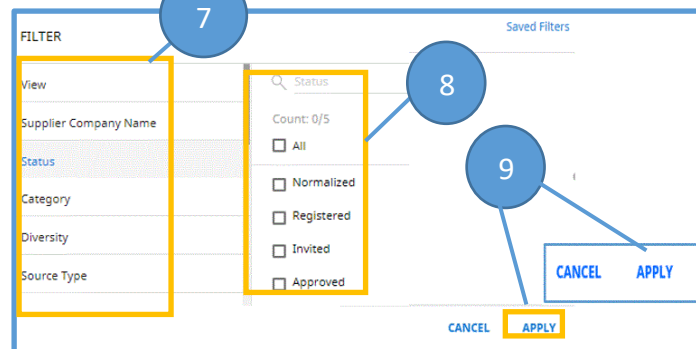
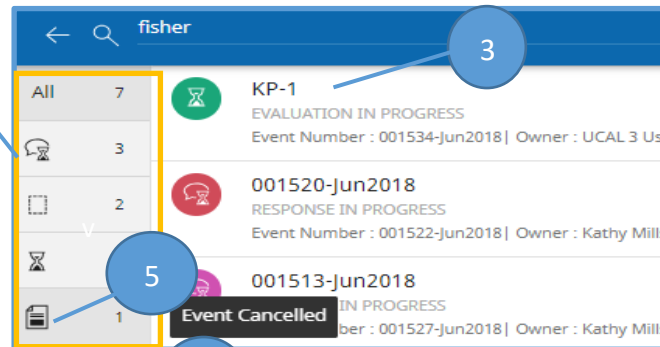
Searching in a specific CalUsource document type

1. Type search terms in the **Main Menu** search field without pressing Enter.
2. Search results by document type display in the drop down box as you type. Click the document type you are searching for in the list.
3. A list of records matching your search terms in the document type you selected displays. Click on a record to display it.



If there are too many listing to identify what you are looking for:

4. Click on a **Status** icon to display records with a specific status.
5. Hover over a **Status** icon to display its name.
6. Click the **Sort** and/or **Filter** icons in the upper right to refine how search results display.
7. If you click the **Filter** icon, select a filter type. The filters that display will vary based on the type of document you are filtering.
8. Some filter types have additional criteria on the right. Click the most appropriate criteria.
9. Click **Apply** to display the filtered results. You may have to try more than one filter to find what you are looking for.



Quick Reference Guide

CALUSOURCE

Collaborative Procurement

Search in all CalUsource document types

1. Type search terms in the **Main Menu** search field and press Enter.



2. A list of all CalUsource records matching your search terms display, listed by document type.



3. Click **Show All** to display all results for a document type.

4. A list of records matching your search terms displays. Click on a record to display it.

Refer to steps 4 through 9 on the previous page to refine the search results.

Document Type	Count
RFX	21
CONTRACT	476
SUPPLIER	3
FORM	0

Event Number	Date	Status	Owner
001283	Apr2018	DRAFT	
001255	Apr2018	RESPONSE IN PROGRESS	
001282	Apr2018	PUBLISHED	
001281	Apr2018	PUBLISHED	
001280	Apr2018	PUBLISHED	
001279	Apr2018	DRAFT	
001278	Apr2018	DRAFT	
001277	Apr2018	DRAFT	

Search Tips

- Be as specific as possible when entering search terms to help CalUsource return the most relevant records.
- If your search does not yield results, try different spellings before determining that the record does not exist in the system.
- Search terms should begin with a word, not a partial word. For example, typing “Aldrich” or “Aldric” return all “Sigma Aldrich” records. Searching for “idrich” returns nothing.
- Contracts and RFXs marked ‘confidential’ will not appear in the repository unless you have specifically been granted access to view it.