



## Using Requisition Search Filters

This How-To Guide covers how to use requisition search filters for **Req. Number**, **Status**, **Date**, **Supplier**, **Spend Category** or **Purchase Order**.

### Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, log in with your **College email and password**.
4. On the left-hand side, you will see the **Menu**.
5. Navigate to **Organization** and select **Requisitions**.
6. Use the **Edit Filters Button** on the top right of the Requisitions section.

Requisitions (Past 6 Months)

[Open \(0\)](#)

[Completed \(0\)](#)

Edit Filters

7. You can filter by **requisition number**, **status**, **date**, **supplier**, **spend category** or **purchase order**.

Edit Filters ×

Company	<input type="text"/>
Requisition	<input type="text"/>
Status	<input type="text"/>
Requisition Type	<input type="text"/>
Requesting Inventory Site	<input type="text"/>
Document Date On or After	10 / 23 / 2025 <input type="text"/>
Document Date On or Before	MM / DD / YYYY <input type="text"/>
Supplier	<input type="text"/>
Spend Category	<input type="text"/>
Item	<input type="text"/>
Purchase Order	<input type="text"/>
Exclude Canceled	<input type="checkbox"/>
Exclude Closed	<input type="checkbox"/>



8. You can also exclude results that are **canceled** or **closed** by selecting the checkboxes.

Exclude Canceled

Exclude Closed

9. Select **Ok**.

10. Once you have a filter in place, use the **Reset Filters** button to clear filters or update search criteria.



**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.