

# Document Labels

(Labels replaced Personal Folders in a previous version of the eProcurement system)

**One or more labels** can be assigned to orders in order to **find** them easily. For example, a **project** name can be used as a label to search for all requisitions related to that project. Orders can be searched by label(s) associated with the order.

## Adding labels to a document

Labels can be added to orders on the Summary tab for order being **Submitted, Approved, Edited, Reviewed.**

## Adding Labels

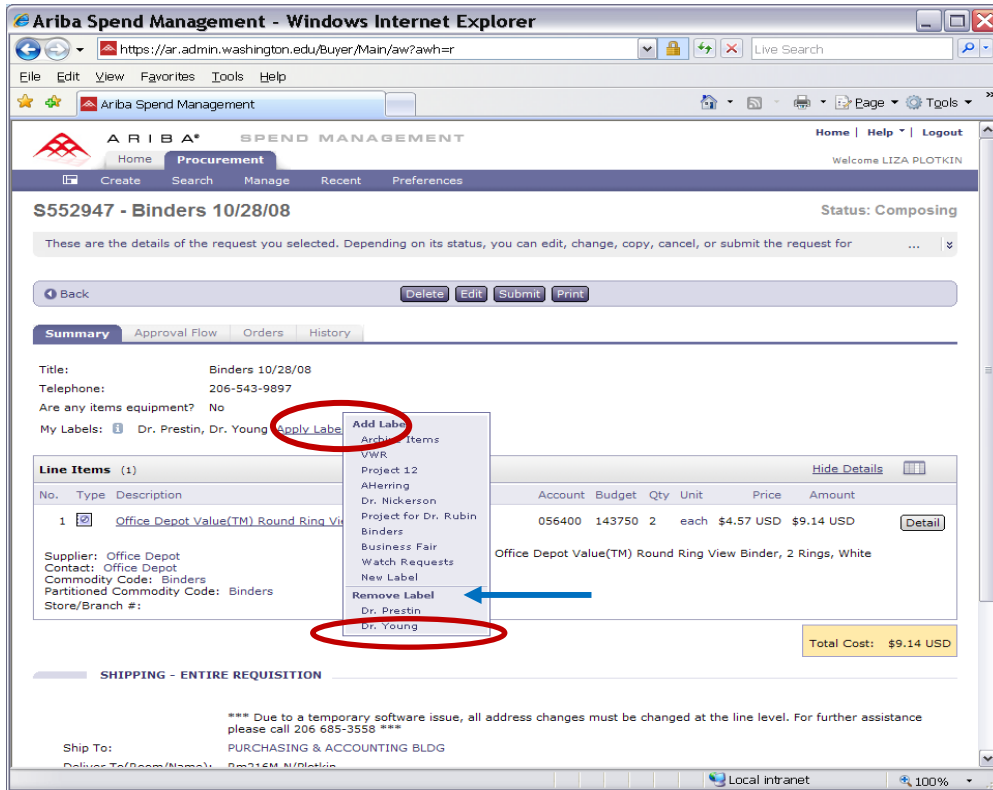
To apply a new label click **Apply Label... > New Label**, then enter the label in the **New Label** field. To apply an existing label click on one of the existing labels (**circled in green**).

**Note: multiple labels can be assigned to the document.**

The screenshot displays the Ariba Spend Management interface in Internet Explorer. The main window shows the 'Summary' tab for requisition S552947: Binders 10/28/08. The 'My Labels' section is highlighted with a red arrow pointing to the 'Apply Label...' button. A dropdown menu is open, showing a list of existing labels, with 'Project 12' circled in green. A red arrow points to the 'New Label' option in the dropdown. To the right, an 'Add Label' dialog box is open, showing the 'Enter New Label:' field with 'Dr. Young' entered, and a red arrow pointing to the input field.

### Removing Labels

To remove a label click **Apply Label** on the **Summary** tab. Click on the **label** you wish to **remove** (Dr. Young) under **Remove Label** in the drop down window.



Now only **one** label is attached to this order.



**Ariba Spend Management - Windows Internet Explorer**

https://ar.admin.washington.edu/Buyer/Main/aw?awh=

Home | Help | Logout

Welcome LIZA PLOTKIN

**S552947 - Binders 10/28/08** Status: Composing

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You ...

Back Delete Edit Submit Print

Summary Approval Flow Orders History

Title: Binders 10/28/08  
 Telephone: 206-543-9897  
 Are any items equipment? No  
 My Labels: Dr. Prestin Apply Label...

**Line Items (1)** Hide Details

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Office Depot Value(TM) Round Ring View Binder...	056400	143750	2	each	\$4.57 USD	\$9.14 USD

Supplier: Office Depot  
 Contact: Office Depot  
 Commodity Code: Binders  
 Partitioned Commodity Code: Binders  
 Store/Branch #:

Total Cost: \$9.14 USD

**SHIPPING - ENTIRE REQUISITION**

\*\*\* Due to a temporary software issue, all address changes must be changed at the line level. For further assistance please call 206 685-3558 \*\*\*

Ship To: PURCHASING & ACCOUNTING BLDG  
 Deliver To(Room/Name): Rm216M-W/Plotkin

**COMMENTS - ENTIRE REQUISITION**

## Finding Documents Associated with a Label

Click on **Requisition** either under **Search** on the menu bar or on **Requisition** on **Search** content tab of the Home page.

**Ariba Spend Management - Windows Internet Explorer**

https://ar.admin.washington.edu/Buyer/Main/aw?awh=

Home | Help | Logout

Welcome LIZA PLOTKIN

Home Dash

Common Actions: Create Requisition, Manage

Recently Viewed: EP316047 TINA CALAMIA, S552947 Binders 10/28/08, S553711 Phil...ober 29, 2008, S553691 Octo...9, 2008 Order, EP282808 Supplies - 7/25/08

**Search** (highlighted)

Requisition (highlighted)

Search: Catalog, Title: ID: Search

Saved Searches/Labels: Archive Items (250), AHerring (1), Business Fair (2), Dr. Nickerson (1), Dr. Prestin (2), Project 12 (1), Watch Requests (1)

**To Do**

ID	Date ↑	From	Status	Title	Required Action
S530795	9/24/2008	ZACHARY K. SAGAWA	Submitted	Untitled Requisition	Approve
S553802	10/29/2008	AILIN CHAU	Submitted	617210/CCER	Approve

My Documents

When the **Search/Requisition** command on the menu bar is chosen, **labels** will show up on the **left** side of the screen. **Click** on any **label** to find all the **requisition(s)** associated with that label.

The screenshot shows the Ariba Spend Management interface in Internet Explorer. The left sidebar is titled 'Search' and contains a 'My Labels' section with a red circle around it. The main content area is titled 'Search' and shows search filters and a table of search results.

**Search Filters:**

- Title:
- ID:
- Approved By: (select a value) [ select ]
- Commodity Code: (select a value) [ select ]
- Date Approved: No Choice [ v ]
- Date Created: No Choice [ v ]
- Date Ordered: No Choice [ v ]
- Date Submitted: No Choice [ v ]
- Description (any line item):
- Need-by Date (any line item): No Choice [ v ]
- Order ID (any line item):
- Preparer: (select a value) [ select ]
- Price (any line item):  To:  USD
- Requester: (select a value) [ select ]
- Status: No Choice [ v ]
- Supplier (any line item): (select a value) [ select ]
- Total Cost:  To:  USD

**Search Results:** Found 2000 items

Type	ID	Title	Status	Date Created	Total
<input type="checkbox"/>	S39058	Untitled Requisition	Composing	Thu, 6 May, 2004	\$0.00 USD
<input type="checkbox"/>	S39037	Petri dish for Brad	Composing	Thu, 6 May, 2004	\$0.00 USD
<input type="checkbox"/>	S39006	Untitled Requisition	Composing	Thu, 6 May, 2004	\$0.00 USD
<input type="checkbox"/>	S38775	Untitled Requisition	Composing	Wed, 5 May, 2004	\$0.00 USD
<input type="checkbox"/>	S38656	binder	Composing	Wed, 5 May, 2004	\$8.72 USD
<input type="checkbox"/>	S38637	Untitled Requisition	Composing	Wed, 5 May, 2004	\$0.00 USD
<input type="checkbox"/>	S38627	document holder	Composing	Wed, 5 May, 2004	\$0.00 USD

When **Requisition** on the **Search** content tab your **labels** will show up below **Saved Searches/Labels**. **Click** on any **label** to find all the **requisition(s)** associated with that label.

