

## Quick Reference Guide: Searching in Ariba

SAP Ariba has a comprehensive search feature that is easy to use. This Quick Reference walks you through the popular topics: *Basic Searching*, *Saved Searches*, and *Searching Within Contract Documents*.

### Basic Searching

SAP Ariba gives you the option to run an open search for all related results, or to create an advanced search that filters for specific sourcing, contract, or supplier information.

#### Open Search

1. There are two ways to search in Ariba: (1) Using the **Dashboard Search bar**; and (2), using the **Search Page**.  
Note: If you leave the search field blank, it will automatically direct you to the Search page.
2. Ensure the correct **Content Type** is selected, by selecting what to search on (*Sourcing Request, Contract Workspace, etc.*).

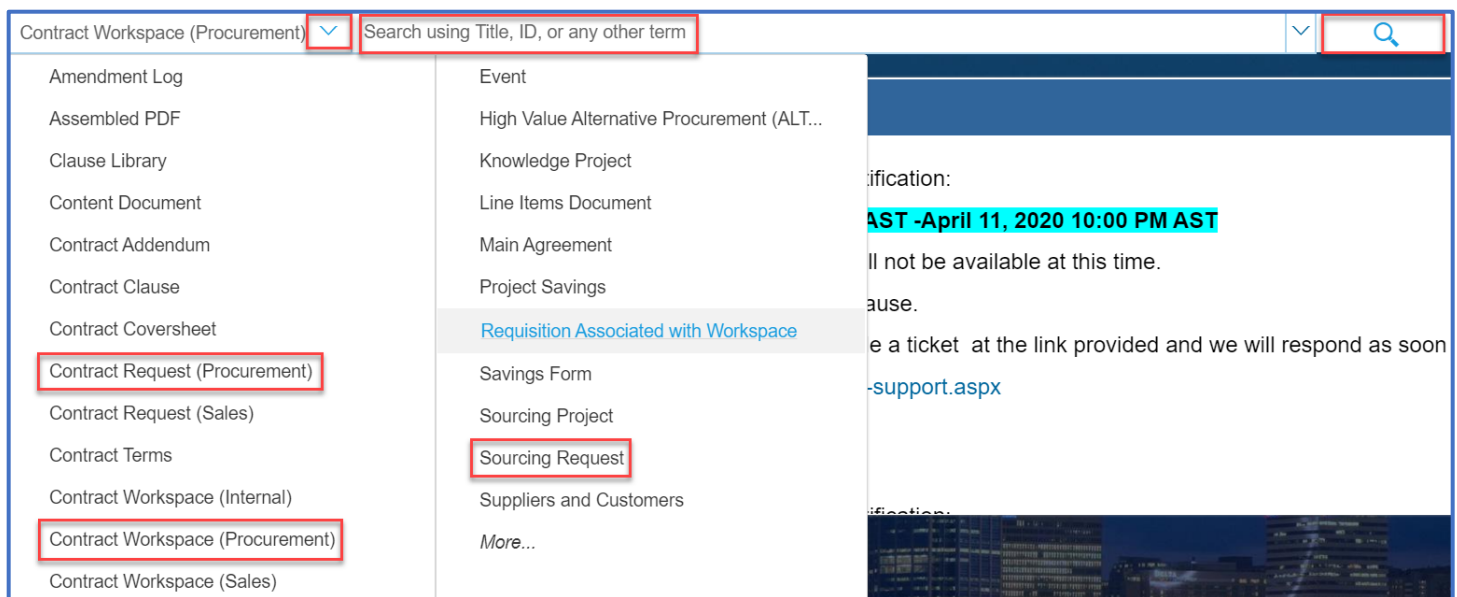


Figure 1

3. Press **Enter** or click the **magnifying glass** to display results on a new page.

**NOTE:** You can type in part of a title to search for an item (e.g., *Filing cabinet*, or *Truck*, or *Tractor*). Keep in mind this may not always be the most reliable technique as many records will be displayed as a result. As another option, you can key in the number (e.g., *CW12345*), which will return one record.

### Custom Search

As shown above, a basic search from the Dashboard can return many results – this is fine for a starting point. From the Search page, a more strategic search can be carried out by adding search fields to narrow the results. By customizing a search, you can **add/remove** filters; **save** and **access saved searches**; as well as **modify/manage saved searches**.

#### Add/Remove Filters

Once in the Search page, we can add filters to narrow down the results.

1. Carry out the basic search from the Search bar on the Dashboard.
2. Enter a search term or keyword in the **Search Filter** box.
3. Use the plus symbol (+) to add fields and further narrow the search.
4. Use the minus symbol (-) to remove fields.
5. Click **Search**.
6. Number of results display at the bottom of the Search items.

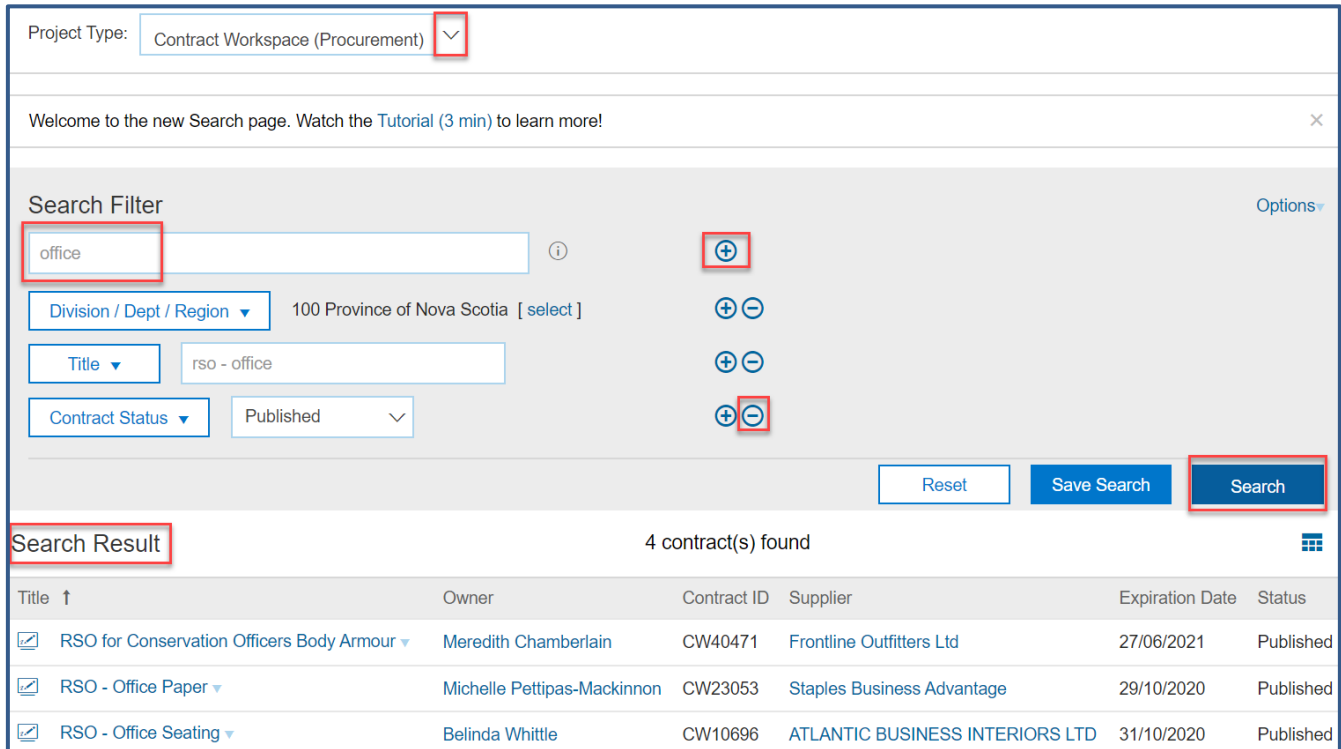


Figure 2

Figure 2 above displays the results of a search on Division/Dept/Region (*100 Province of Nova Scotia*), Title (*RSO – Office*), and Contract Status (*Published*).

### Save Search

For fast, consistent results, Ariba allows you to save and manage your searches. Once you have the desired results, Saved Searches save a lot of time – they are accessed easily and updated automatically.

1. Carry out a search as shown above, either from the Dashboard or from the Search page using filters.
2. Once you have your results, click **Save Search**.
3. A pop-up screen will appear to prompt you to enter a **Search Name**.
4. Enter a name and click **OK**.
5. The new search appears in the shortcut menu under **My Saved Searches** (Figure 4).

### Access Save Search

You can access the Saved Search from the shortcut menu at the side of the Search page. However, you can also access it easily from the Dashboard.

1. Ensure the correct **Content Type** is selected.

2. Click the down arrow key next to the Search bar.
3. Select your Saved Search from the dropdown menu (Figure 3).

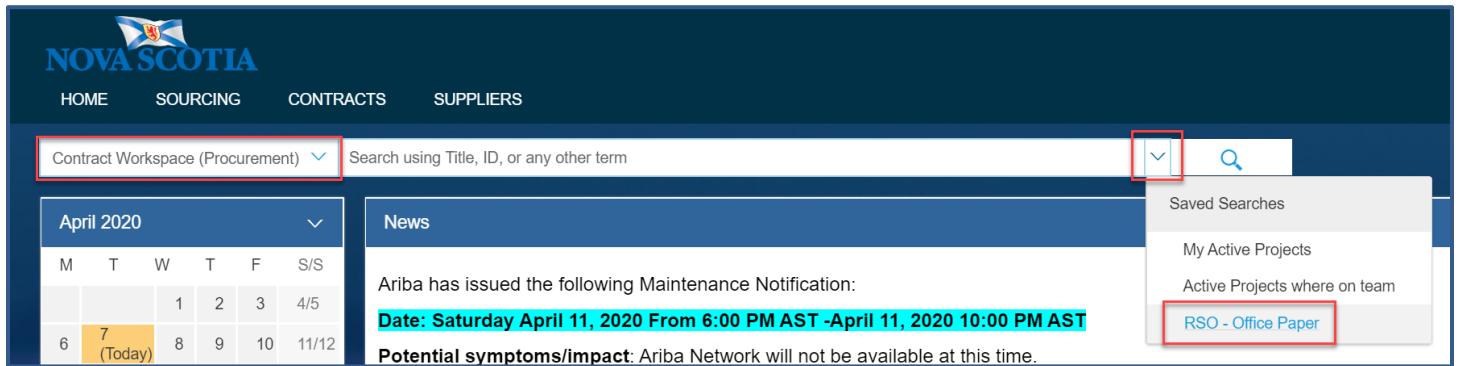


Figure 5

### Modify a Saved Search

SAP Ariba allows you to modify your list of saved searches. If you find you need to add/remove another field, this can be done easily and re-saved, either as the same search or as a new search.

1. Follow the same steps as above to Access a Saved Search.
2. Add (+) and/or remove (-) fields to include in a Saved Search or amend existing fields.
3. Click **Save Current Search** to update the saved search or click **Save As New Search** (Figure 4).

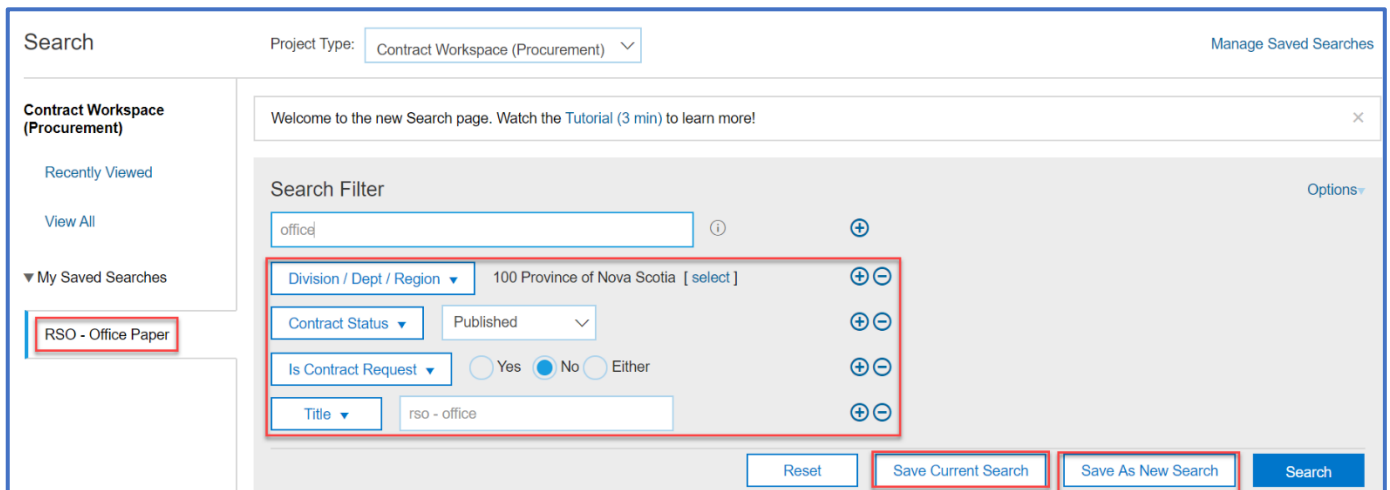


Figure 4

### Manage a Saved Search

SAP Ariba allows you to see and manage your list of saved searches all at once. Managing a saved search may include renaming the saved search or deleting it.

1. To **rename** a Saved Search:
  - a. On the Search page, click **Manage Saved Searches** to open your list of saved searches in a new page (Figure 5).

Figure 5

- b. Select the Saved Search you wish to rename. Click **Rename**.
- c. Type in the new name and click **OK** (Figure 6).

Figure 6

2. To delete a Saved Search:

- a. Starting from Figure 5 again, click **Manage Saved Searches** to open your list of saved searches in a new page.
- b. Select the Saved Search you wish to delete. Click **Delete** (Figure 7).

Name	Project Type	Owner
RSO - Office Paper	Contract Workspace (Procurement)	Karen Hu

Figure 7

- c. On the Delete Confirmation screen, click **OK**.
- d. Click **Done** to return to the Search page.

## Additional Help & Resources

For additional help and training in Ariba, please contact [Procurement Support](#) to submit a ticket or call the support line at 902-424-5770.