TouchNet Order Search

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- Once logged in to TouchNet, on the main menu bar, click **Applications** > **Marketplace**.

- On the left navigation menu, click **Marketplace Home** > [the **Marketplace location** where your store will be located, such as College of Business] > **Stores** > [your location, such as Art Gallery] > **Order Search**. The **main Order Search page opens**.

- Enter search criteria in the appropriate field.

- The *recommended search* field is <u>Order Date</u>.

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Click **Run Search**. The search results display.

Once a search is run, additional options *may* include:

Adjusting column order by clicking the ascending and descending sorting arrows.

Printing the visible page by clicking **Print Page** in the upper right corner of the window.

Exporting results to CSV by clicking **Export to CSV**.

Viewing more detail on specific items by clicking links.