

How to change views in requisition module

This document will walk you through changing views on the my requisitions page and the cart.

The default view for the My Requisitions page is by 'Lines'. You can change your view to 'Requisitions' if you want a more summarized view.

The screenshot shows the 'My Requisitions' page. At the top, there is a search bar with the text 'Entered By Oreoluwa Oyelaja' and a search icon. Below the search bar are several filter buttons: 'Submission Date This Quarter 19', 'Creation Date This Quarter 24', 'Category Administrative Hearing Charge 5', 'Supplier Proquest LLC 6', and 'More Filters'. The main content area displays a list of 41 items. At the top right of this list, there are two view toggle buttons: 'Requisitions' and 'Lines'. The 'Requisitions' button is highlighted with a red box, indicating it is the selected view. Below the view toggles is a download icon. The list of requisitions includes:

- REQ0005963**: Supplies Admin-Markers, Pens, Boards. Entered By Oreoluwa Oyelaja. Date: 2/20/25. Status: Pending approval. Items: 25 Each.
- REQ0005961**: TEST 2 Multiple Lines and Same buyer. Entered By Oreoluwa Oyelaja. Date: 2/17/25. Status: Order canceled. Items: 4 Each.
- REQ0005960**: Test - Create a Rec. Entered By Oreoluwa Oyelaja. Date: 2/17/25. Status: Draft. Items: 5 Each.

At the bottom of the page, there is a navigation bar with 'My Requisitions' and 'Cart' icons.

Here is the Requisitions view.

My Requisitions

Entered By Oreoluwa Oyelaja X Search for requisitions

Submission Date This Quarter 14 Creation Date This Quarter 16 Category Administrative Hearing Charge 3 Supplier Proquest LLC 4 More Filters

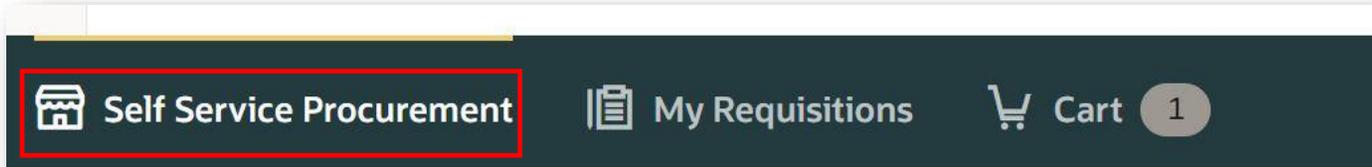
28 items

Requisitions Lines

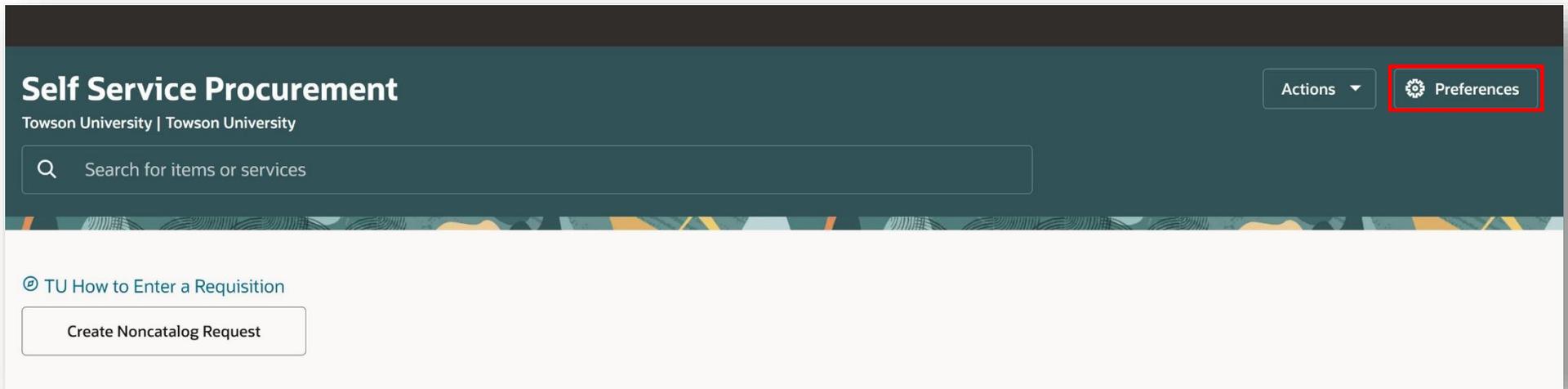
Pending approval	REQ0005963 Supplies Admin-Markers, Pens, Boards Entered By Oreoluwa Oyelaja		\$11,500.00	2/20/25	...
See line details	REQ0005961 TEST 2 Multiple Lines and Same buyer Entered By Oreoluwa Oyelaja	Purchase Order: TOW0003583 sold by Towson City Center LLC	\$44,000.00	2/17/25	...
Draft	REQ0005960 Test - Create a Rec Entered By Oreoluwa Oyelaja		\$110,000.00	2/17/25	...
Pending approval	REQ0005959 Test - Create a Rec Entered By Oreoluwa Oyelaja		\$10,000.00	2/17/25	...
Approved	REQ0005955 NEW SUPPLIER- TEST Entered By Oreoluwa Oyelaja		\$6,400.00	2/13/25	...
Ordered	REQ0005954 TEST-Films on Demand Master Academic Collection TWO Entered By Oreoluwa Oyelaja	Purchase Order: TOW0003579 sold by Proquest LLC	\$5,000.00	2/13/25	...

nt My Requisitions Cart

To change your default preferences on these views, go to the Self Service Procurement tab:



From here, select Preferences:



Preferences

Requisitioning BU
Requisitioning BU
Towson University

Delivery

Requester
Brian Starkloff

Deliver to Location
Towson University

Charge accounts +

Display settings
Display preferences apply to all BUs you have access to.

Show the table view for the cart

Show the table view for search results

Show the requisitions view for my requisitions

Cancel Update

Here you can check the boxes under the Display settings if you wish to apply that option for your cart, and/or my requisitions. Do not use the 2nd box for search results as we do not have this option enabled.

To permanently keep the requisition view in My Requisitions, select that here.

Click Update.

Preferences

Requisitioning BU
Requisitioning BU
Towson University

Delivery

Requester
Brian Starkloff

Deliver to Location
Towson University

Charge accounts +

Display settings
Display preferences apply to all BUs you have access to.

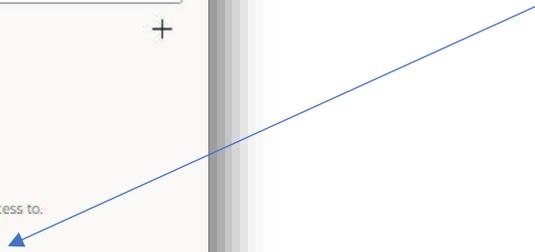
Show the table view for the cart

Show the table view for search results

Show the requisitions view for my requisitions

Cancel Update

To show the table view for your cart, select that here.



Click Update.

Here is what your cart will look like if you enable “Show the table view for the cart”

With this view, you will be able to see a listing of all the lines on your requisition. You can also use the search box under More information to search for lines by description, category, or source.

Cart
Requisition REQ0005778

Requisition summary

Description: testing 1 2 3
Justification: none

Subtotal: \$1.00 Estimated Tax: \$0.00 Approval Amount: \$1.00 Funds Status: Not reserved

> **More information**

Search for lines by description, category, or source

Duplicate Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing Char	Busch Systems International	1	Each	1.00 USD	1.00 USD	\$1.00		

Click on the truck icon if you want to edit delivery or billing information.
Or the pencil icon if you want to edit the quantity.

Duplicate Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing Char	Busch Systems International	1	Each	1.00 USD	1.00 USD	\$1.00		

When finished, select the check mark icon under Action.

If you want to Duplicate or Delete any of these lines, you would first need to highlight the line by clicking on it, then the Duplicate and Delete options will become available.

Cart
Requisition REQ0005778

Requisition summary

Description: testing 1 2 3
Justification: none

Subtotal: \$1.00
Estimated Tax: \$0.00
Approval Amount: \$1.00
Funds Status: Not reserved

> **More information**

Search for lines by description, category, or source

Duplicate **Delete**

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing Char	Busch Systems International	1	Each	1.00 USD	1.00 USD	\$1.00		

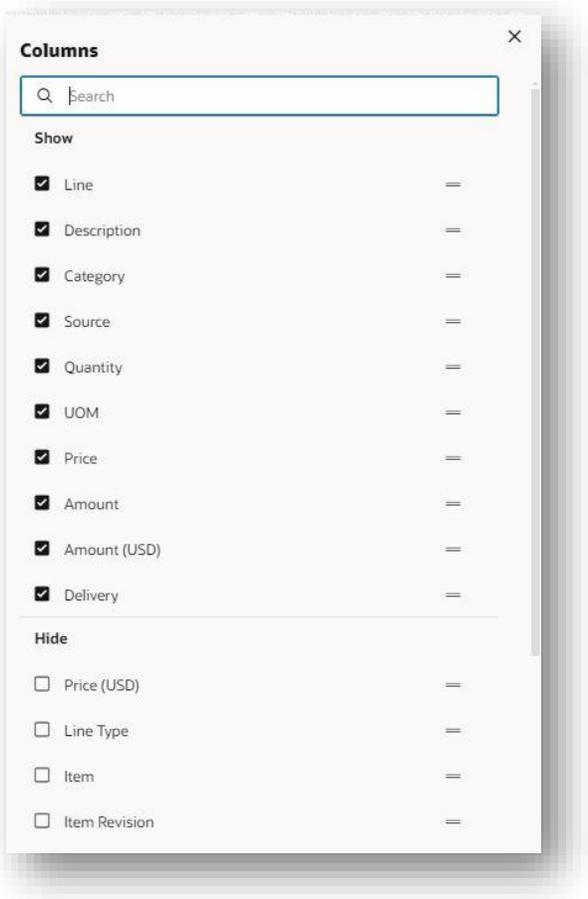
You can also customize your columns by click this icon here



Search for lines by description, category, or source

Duplicate Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled	Administrative Hearing	Busch Systems Interna	1	Each	1.00 USD	1.00 USD	\$1.00		



Here you can check or uncheck any of the columns you'd like to see in your cart.