

## Bio-Orders Searches and recurring orders.

Recurring orders may be placed via email including the original order number to [bio-dispensary@umich.edu](mailto:bio-dispensary@umich.edu)

*Note. It will be helpful to have copies of recurring orders from the old system, as the old system will be unavailable after November 30<sup>th</sup>.*

To perform a search, select “Search” from the left column of the Footprints home page.

- Searching for specific orders can be done with any data field in the system, including date ranges.
- The easiest method of searching is to use the “Keyword (any field)” field. This search will query your data against all fields.

The screenshot shows a web browser window titled "MCDB-EEB BioOrders - Microsoft Internet Explorer". The address bar contains the URL: <https://request.umich.edu/MRcgi/MRhomepage.pl?USER=aff&MRP=0fjyY6RB&PROJECTID=128&LASTID=12193&DOWHAT=&OPTION=none&WRITEC>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Refresh, Home, Favorites, and Print buttons. The main content area displays the "FOOTPRINTS" logo and a search interface. At the top right, it says "Project MCDB-EEB BioOrders" and "User aff". Below the logo, there are radio buttons for "Choose Dept", "Keyword" (selected), and "Number". A search input field is present with a "Search" button and a link to "Advanced". A left-hand navigation menu includes Home, Requests (with sub-items Submit, View Mine, Search), Reports, My Preferences, Help, Exit, and Log out everywhere. The main search area is titled "Search MCDB-EEB BioOrders" and contains a "New Search" section. This section has input fields for "Choose Dept", "Description", "Keyword (any field)", and "Attachment filename". Below these are date selection options: "Date" (created), "on" (Mon Day Year), "current date", "(and)", "Mon Day Year", "current date". There are radio buttons for "Exact", "Relative", and "Range". At the bottom, there is an "Age" field with a dropdown set to "greater than", and input fields for "0 DAYS and 0 HOURS old". The browser's status bar at the bottom shows "Done" and "Internet".