Export Searches

(Q) Can I set a search as a recurring document search export?
(A) Some document search exports can be scheduled to recur on a regular basis. A report that uses a date range of Last Month or Last Week is eligible for recurring export. When you create a recurring report it will be scheduled to run based on the date range and the day or date you create it. A recurring export can be configured from your own personal saved searches.

Last Month - When you create a recurrence on a saved search with a date range of Last Month, a monthly export is created. Monthly extracts should be available on the 2nd of each month. For example, the results of a scheduled extract of all POs for the month of March will be available by April 2nd.

Last Week – When you create a recurrence on a saved search with a date range of Last Week a weekly scheduled extract will be created. Weekly extracts will be queued to run Sunday at 12:01 am.

Scheduled recurring extracts can be deleted and will expire one year from the date they were created.

20-30 Webinar Series

(Q) Where will this presentation be posted?
(A) The presentation, recording and all FAQ’s will be posted on the BearBuy webpage. That URL is procurement.berkeley.edu/bearbuy.