

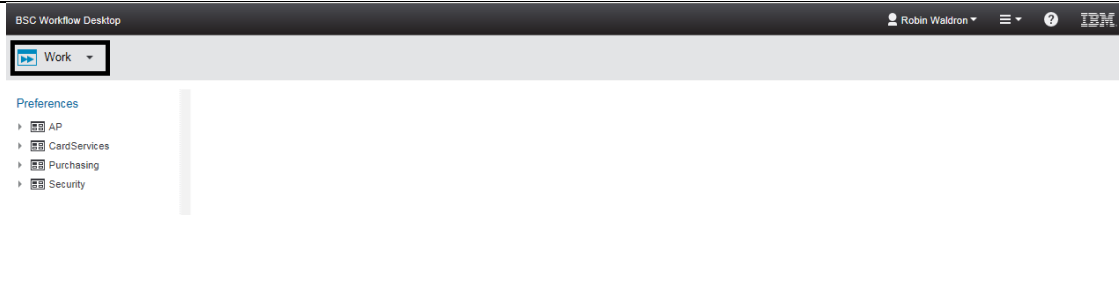


# Office of General Services Business Services Center

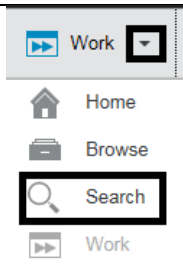
## How to Search for Documents

This aid illustrates how to search for items within the Agency Desktop.

Click the drop-down arrow next to **Work** in the top left of your screen.



Click **Search**.



Click the drop-down arrow next to **All Searches**. From the list click **Credit Card Search**.



This brings up the Search criteria.

Below you will find a listing of the Search Operators (or parameters) that can be changed to refine the search.

Credit Card Search ×

[Search Criteria:](#) Search in: BSC financeOS [Search options:](#) Released version

Employee Id: ?	Like	
Business Unit: ?	Equals	
Document Type: ?	Equals	
Approver: ?	Like	
Date Received: ?	Equals	M/d/yyyy <input type="text"/>
First Name: ?	Like	
Last Name: ?	Like	
Middle Initial: ?	Equals	
Status: ?	Like	
Added On: ?	Equals	M/d/yyyy <input type="text"/>

Keep search criteria open

Search Operator Choices

Starts With

- Starts With
- Ends With
- Like
- Not Like
- Equals
- Not Equal
- Less Than
- Less Than or Equal
- Greater Than
- Greater Than or Equal
- Include Any
- Exclude All
- Is Empty
- Is Not Empty

Drop-down choices

If you are looking for work items with a status of Complete, type **Complete** into the status field and click **search**.

Credit Card Search ×

**Search Criteria:** Search in: BSC\_financeOS **Search options:** Released version

Employee Id: ? Like

Business Unit: ? Equals

Document Type: ? Equals

Approver: ? Like

Date Received: ? Equals  M/d/yyyy

First Name: ? Like

Last Name: ? Like

Middle Initial: ? Equals

**Status: ? Like  Complete**

Added On: ? Equals  M/d/yyyy


**Search** Reset Results Display  Keep search criteria open

All documents with a status containing complete will display.

Credit Card Search ×

**Search Criteria:** Search in: BSC\_financeOS **Search options:** Released version

**Search Results**

Refresh Add Document | Actions 

Showing results for: Credit Card Search

First Name	Last Name	Middle Initial	Status
John	Smith		Change Request Complete
Jane	Jones		Agency Complete
Jane	Smith		Agency Complete
John	Jones		Change Request Complete

The context menu above the results show the options available.

Double click on the **document icon** to open and view the item.

**BSC Workflow Desktop** Robin Waldron

Search

**New Search**

Search name contains

Recent Searches

- Credit Card Search
- All Searches

**Credit Card Search** x

Search Criteria: Search in: BSC\_financeOS Search options: Released version

**Search Results**

Showing results for: Credit Card Search

Name	Employee Id	Business U
Procurement Card Application* "N00123456"	N00123456	OPD01
Procurement Card Change Request "N00123456"	N00123457	DOH01
Support* "N00123456"	N00123456	OPD01
Credit Renewal Audit [Employee ID: N00123456]	N00123458	OPD01

At least: 800

5/22/2018, 2:37 PM - The search returned 200 items.

This is what the application will look like in the document viewer.

**Procurement Card Application** \*N00123456

NEW YORK STATE Office of General Services Business Services Center

Agency Liaison: Submit completed form with original signatures  
**NYS Office of General Services**  
 BSC Finance-Credit Card  
 1220 Washington St  
 Albany, NY 12242  
 Phone: 518-457-4100  
 Fax: 518-485-7100  
 BSC.CC.Applications@ogs.ny.gov

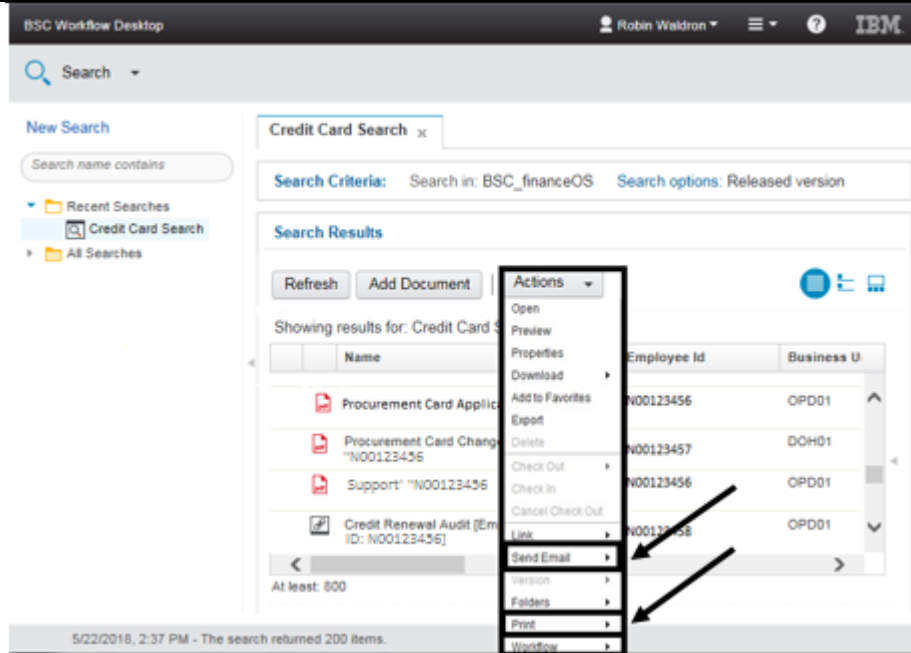
**PROCUREMENT CARD APPLICATION**

Please Print or Type

Employee Information			
First Name	MI	Last Name	Title/Department
Jane	A	Jones	Contract Mgt Spec Ti- Finance
Agency GLBU		Employee ID No. (can be found on pay stub)	Last 4 digits of Social Security No.
OFT01		N00123456	1234
SFS User ID if known, otherwise use NYSOS/SLMS user			
USERID			
Work Address (full mailing address)			
South Swan St Bldg, Core 4 Albany, NY 12223			
Email address			Work Phone No.
Jane.Jones@agency.ny.gov			( 518 ) 555 - 487
SFS Approver Name	SFS Approver Emp ID	Proxy Name (if applicable)	Proxy Employee ID
John Smith	N00123457	Sarah Sumer	N00123456
Alternate SFS Approver Name	Alt SFS Appvr Emp ID	Alternate SFS Approver Name	Alt SFS Appvr Emp ID
John James	N00123458	Kelly Smith	N00123458
Additional Information			
Your use of a NYS Citibank Procurement Card is subject to the following terms and conditions:			
1. You are being entrusted with a valuable tool - a NYS Citibank Procurement Card - which is to be used for the State's purchase of services and commodities. Because you will be making a financial commitment on behalf of the State, you must strive to obtain best value for the State by following established purchasing policies as appropriate.			

You can print or email the document using the context menu.

**Please note:**  
to email documents out of FileNet the system requires Java version 7.51.2 or greater.



Who should you call if you run into login issues or problems processing tasks?

For login issues to my.NY.gov, contact your IT Department.

For problems processing tasks, email [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov).