

How to Filter Users by Department

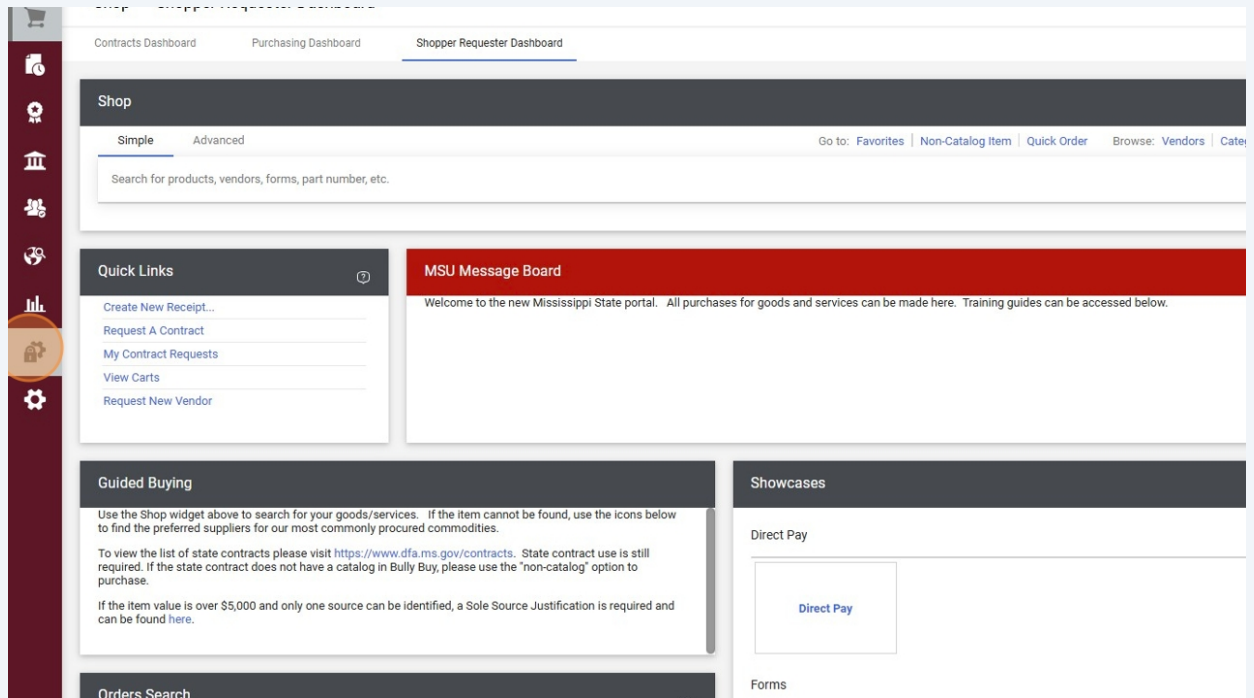


1

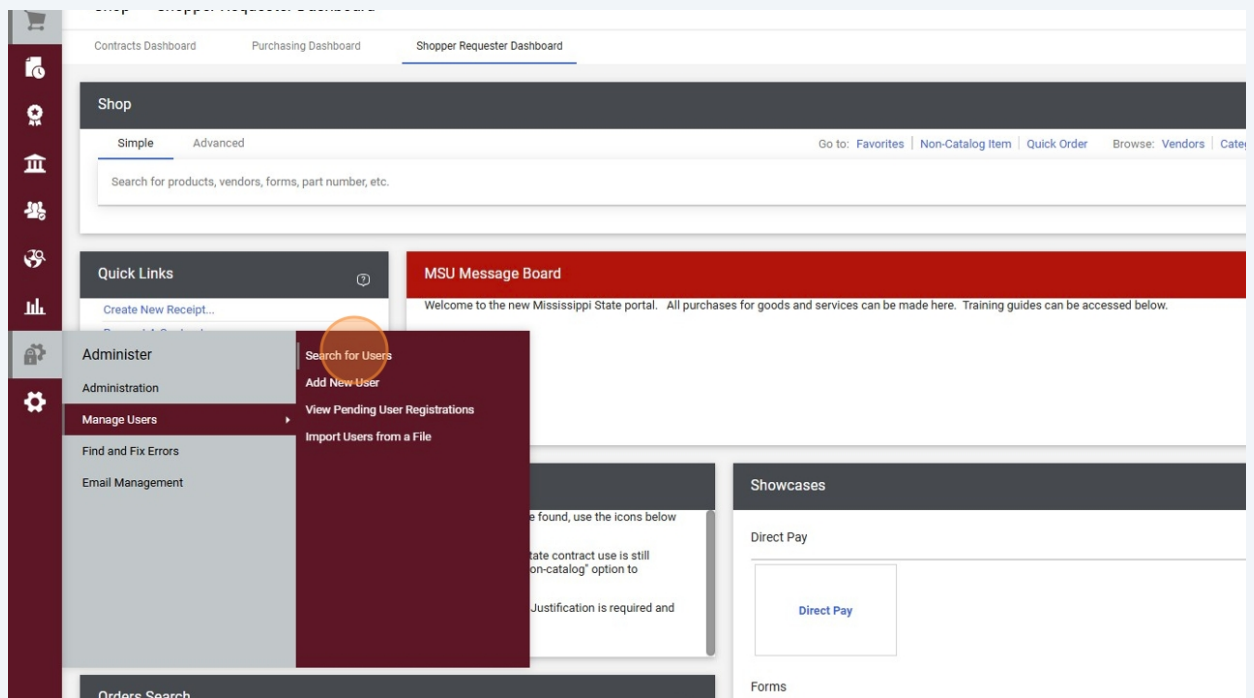
Navigate to <https://app01.jaggaer.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1748330787341>

A screenshot of the Jaggaer Shopping Dashboard. At the top, there are three tabs: 'Contracts Dashboard', 'Purchasing Dashboard', and 'Shopper Requester Dashboard', with the latter being selected. Below the tabs is a dark grey header with the word 'Shop'. Underneath, there are two sub-tabs: 'Simple' (selected) and 'Advanced'. To the right of these tabs are links: 'Go to: Favorites | Non-Catalog Item | Quick Order | Browse: Vendors | Categories | Contr'. Below this is a search bar with the placeholder text 'Search for products, vendors, forms, part number, etc.'. The main content area is divided into two columns. The left column has a 'Quick Links' section with links: 'Create New Receipt...', 'Request A Contract', 'My Contract Requests', 'View Carts', and 'Request New Vendor'. The right column has a red header for 'MSU Message Board' with a welcome message. Below the message board, there are two sections: 'Guided Buying' with instructions on how to use the shop widget and find state contracts, and 'Showcases' with a 'Direct Pay' button and a 'Forms' section.

2 Click here.



3 Click "Search for Users"



4 Click "Add Filter"

MS STATE UNIVERSITY

Manage Users Search for Users

Search

Quick search Add Filter Clear All Filters

Page 1 of 174 1-10 of 1737 Results 10 Per Page

Name	User Name	Phone	Email	Business Unit	Department	Position	Role	Status	Last Login Date
Removed_13062713	Removed_13062713			MSStateUniversity			Approver	Inactive	
jnl2	jnl2		jnl2@msstate.edu	MSStateUniversity			Contract Requestor	Inactive	
ydg12	ydg12		ydg12@msstate.edu	MSStateUniversity	College of Veterinary Medicine		Requestor	Inactive	
amb259	amb259		amb259@msstate.edu	MSStateUniversity			Approver Contract Approver	Inactive	
kc142	kc142		kc142@msstate.edu	MSStateUniversity			Shopper	Inactive	
ksb3	ksb3		ksb3@msstate.edu	MSStateUniversity			Shopper	Inactive	
Removed_12814246	Removed_12814246			MSStateUniversity	Agricultural & Biological Engineering		Shopper	Inactive	
jls125	jls125		jls125@msstate.edu	MSStateUniversity			Shopper	Inactive	
ejw223	ejw223		ejw223@msstate.edu	MSStateUniversity			Shopper	Inactive	
Removed_12594905	Removed_12594905						Approver Requestor	Inactive	

5 Click "Department"

MS STATE UNIVERSITY

Manage Users Search for Users

Search

Quick search Add Filter Clear All Filters

Page 1 of 174 1-10 of 1737 Results 10 Per Page

Name	User Name	Phone	Email	Business Unit	Department	Position	Role	Status	Last Login Date
Removed_13062713	Removed_13062713			MSStateUniversity			Approver	Inactive	
jnl2	jnl2		jnl2@msstate.edu	MSStateUniversity			Contract Requestor	Inactive	
ydg12	ydg12		ydg12@msstate.edu	MSStateUniversity			Requestor	Inactive	
amb259	amb259		amb259@msstate.edu	MSStateUniversity			Approver Contract Approver	Inactive	
kc142	kc142		kc142@msstate.edu	MSStateUniversity			Shopper	Inactive	
ksb3	ksb3		ksb3@msstate.edu	MSStateUniversity			Shopper	Inactive	
Removed_12814246	Removed_12814246			MSStateUniversity	Agricultural & Biological Engineering		Shopper	Inactive	
jls125	jls125		jls125@msstate.edu	MSStateUniversity			Shopper	Inactive	
ejw223	ejw223		ejw223@msstate.edu	MSStateUniversity			Shopper	Inactive	
Removed_12594905	Removed_12594905						Approver Requestor	Inactive	

Available Filters

- ☐ Business Unit
- ☐ Created Date
- ☒ Department
- ☐ Email
- ☐ Email Preference
- ☐ First Name
- ☐ Last Login Date
- ☐ Last Name
- ☐ Permission
- ☐ Position

6 Type "elect"

7 Click "Electrical & Computer Engineering (163)"

The screenshot shows the Mississippi State University User Search interface. The sidebar on the left contains filters for Business Unit, Department, and Email Preference. The main area displays a list of users. A search filter dropdown is open, showing 'Electrical & Computer Engineering (163)' selected. The table lists users with columns for Name, Email, Business Unit, Department, Position, Role, and Status.

Name	Email	Business Unit	Department	Position	Role	Status
jnl2	jnl2	MSStateUniversity			Approver	Inactive
ydg12	ydg12	MSStateUniversity	College of Veterinary Medicine	Requestor		Inactive
amb259	amb259	MSStateUniversity		Approver	Contract Approver	Inactive
kc142	kc142	MSStateUniversity		Shopper		Inactive
ksb3	ksb3	MSStateUniversity		Shopper		Inactive
Removed_12814246	Removed_12814246	MSStateUniversity	Agricultural & Biological Engineering	Shopper		Inactive
jls125	jls125	MSStateUniversity		Shopper		Inactive
ejw223	ejw223	MSStateUniversity		Shopper		Inactive
Removed_12594905	Removed_12594905			Approver	Requestor	Inactive

8

Click "Apply"

MISSISSIPPI STATE UNIVERSITY

Administrator > Manage Users > Search for Users

User Search

Quick Filters My Searches

Business Unit

MSStateUniversity (MSStateUniversity) 1671

Department

College of Veterinary Medicine (8) 170

Coastal Research & Extension Center (273N) 78

Campus Services (3) 77

School of Human Sciences (26) 69

Plant & Soil Sciences (17) 67

See More Show More

Email Preference

Register Device 1737

Register MS Word 2013 1737

Sourcing Event - Returned Evaluation 1725

A Panel Questionnaire has been published 1722

A Panel Questionnaire has been Withdrawn 1722

See More Show More

Quick search

Department: All

elect

Electrical & Computer Engineering (163)

Apply Cancel

None	Email	Business Unit	Department	Position	Role	Status
☐	jnl2	jnl2	jnl2@msstate.edu	MSStateUniversity	Approver	Inactive
☐	ydg12	ydg12	ydg12@msstate.edu	MSStateUniversity	Contract Requestor	Inactive
☐	amb259	amb259	amb259@msstate.edu	MSStateUniversity	Requestor	Inactive
☐	kc142	kc142	kc142@msstate.edu	MSStateUniversity	Approver Contract Approver	Inactive
☐	ksb3	ksb3	ksb3@msstate.edu	MSStateUniversity	Shopper	Inactive
☐	Removed_12814246	Removed_12814246	MSStateUniversity	Agricultural & Biological Engineering	Shopper	Inactive
☐	jls125	jls125	jls125@msstate.edu	MSStateUniversity	Shopper	Inactive
☐	ejw223	ejw223	ejw223@msstate.edu	MSStateUniversity	Shopper	Inactive
☐	Removed_12594905	Removed_12594905			Approver Requestor	Inactive