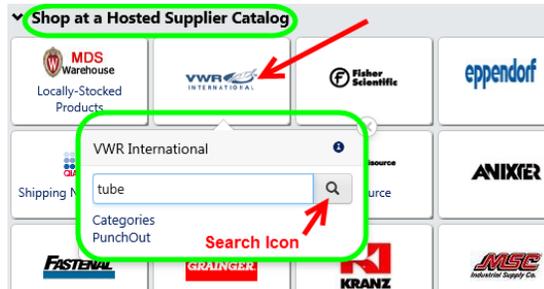


Filtering Search Results Quick Reference Guide

SEARCH BY SUPPLIER

Follow these steps to limit an item search to a specific supplier in Shop@UW instead of searching across all possible hosted supplier catalogs.

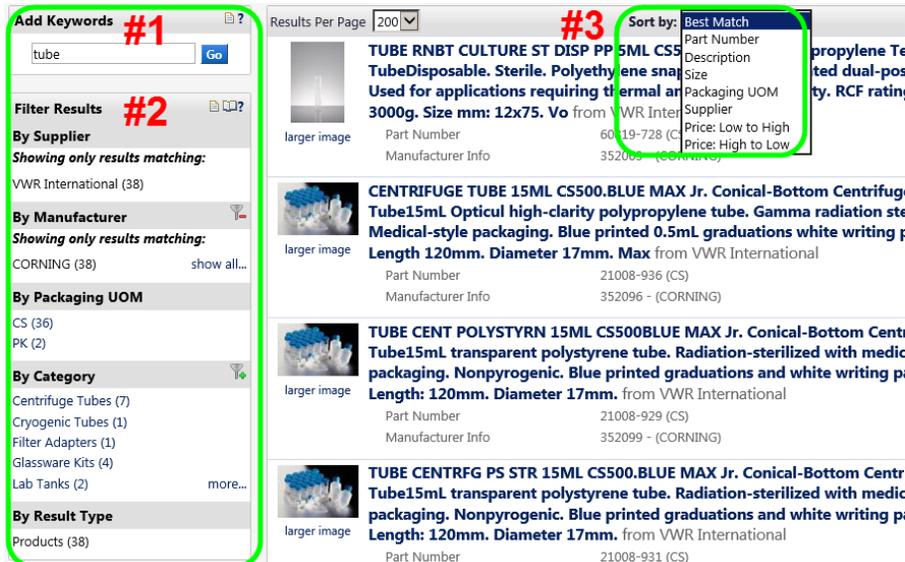
1. From the *Home/Shop* page, click on the **icon** for the supplier in the *Shop at a Hosted Supplier Catalog* section.
2. In this example, the shopper wants to search only the VWR hosted catalog. When the VWR icon is selected, a pop-up window displays as shown below.
3. Enter the search criteria and then click the Search icon.



FILTERS

Depending on the criteria entered, the search results that come back could number in the thousands. Use filters to narrow the search results further.

- Assume that in the example above the shopper searched for a **tube** at VWR. The search for “tube” returns over 800 results.
- As shown below, on the left-side of the screen, different filter options appear that can be used to refine search results further.



1. ADD KEYWORDS

- a. Add additional keywords to narrow search results further. For our example, add **test** in the Add Keywords field and click the Go button.



- b. To remove a keyword, delete the keyword and then click the Go button.

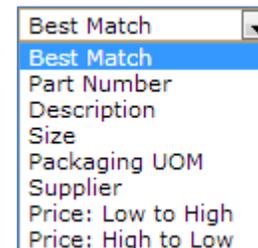
2. ADDITIONAL FILTER OPTIONS

Use additional filter options to refine search results further by supplier, manufacturer, product flag, packaging UOM (unit of measure), and category.

- a. To see additional options for any filter, click the “more...” link next to the filter.
- b. This example uses the **By Manufacturer** filter to see results for VWR and Corning.
- c. To make more than one selection, click the “add filter” icon  next to **By Manufacturer**.
- d. Select the checkbox next to each manufacturer to filter by.
- e. Select the Filter button **Filter**.
- f. The search results have now been narrowed significantly.
- g. Click the “decrease filter” icon  to remove a selected filter.

3. SORT BY

- a. Select the **Sort by** drop down to sort the search results. The first 4,000 results are sorted.
- b. From the search result page, select the **sort by drop-down menu**. You will see a menu similar to the one below:



NOTE: The **Price: Low to High** and **Price: High to Low** sort options are only available if you have **less than 200 search results**. If you have more than 200 search results, you will have to refine your search further before using these options.

- c. Choose the **appropriate sort by criteria**.
- d. The search results are sorted by the selected criteria.

Find Shop@UW online at <http://www.shopuw.wisc.edu>.