

Filtering and Sorting Search Results

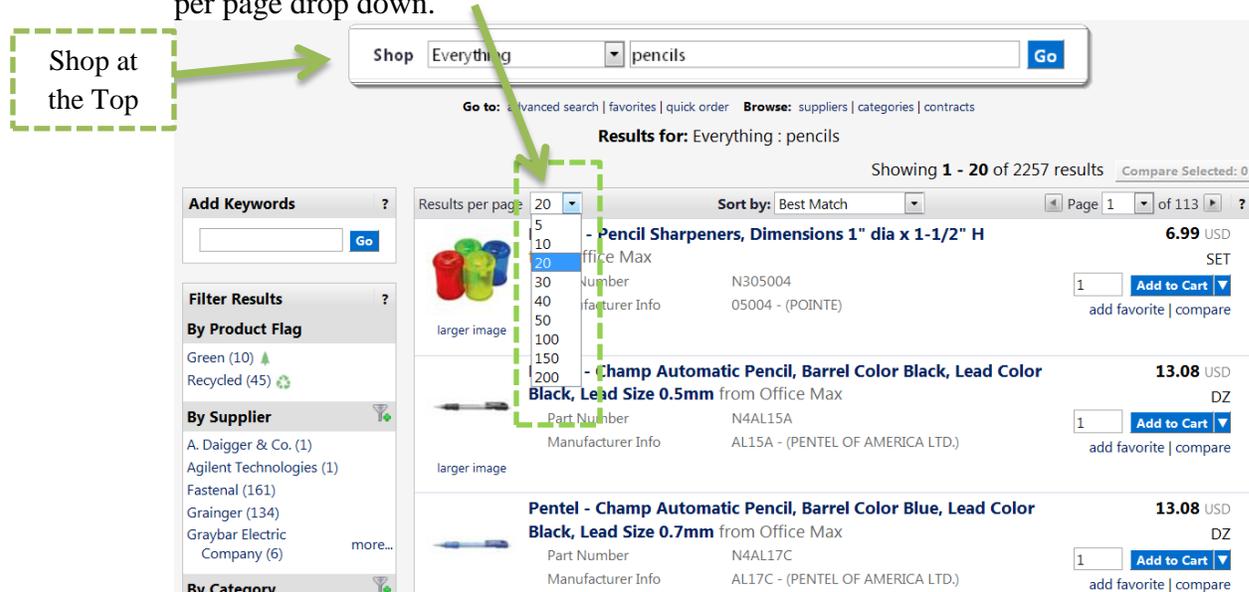
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Search Result Window Dropdown Menus

When the user performs a product search using the “Shop at the Top” functionality, the result may end up to be thousands of items. In this example, the shopper entered a product description of,” pencils”, in the Shop text field that returned results for over 2200 items from several suppliers.

The items listed in the search results window may be adjusted by selecting a different value from the “Results per page” and “Sort by” dropdown menu options located in the header area of the search results window.

1. The number of products listed may be adjusted by selecting a different value from the results per page drop down.



Shop at the Top

Shop Everything pencils Go

Go to: advanced search | favorites | quick order Browse: suppliers | categories | contracts

Results for: Everything : pencils Showing 1 - 20 of 2257 results Compare Selected: 0

Add Keywords ?

Filter Results ?

By Product Flag

Green (10) Recycled (45)

By Supplier

A. Daigger & Co. (1) Agilent Technologies (1) Fastenal (161) Grainger (134) Graybar Electric Company (6) more...

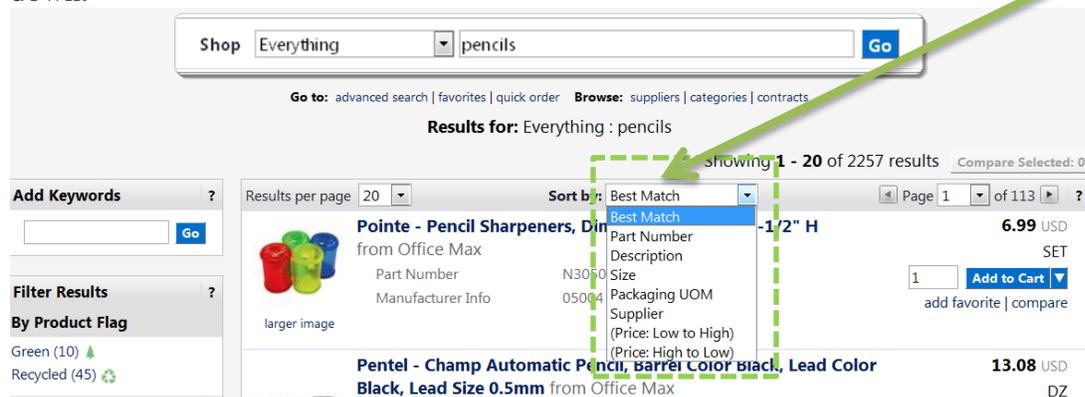
By Category

Results per page: 20 (dropdown menu open with options: 5, 10, 20, 30, 40, 50, 100, 150, 200)

Sort by: Best Match Page 1 of 113 ?

	Pencil Sharpeners, Dimensions 1" dia x 1-1/2" H from Office Max Part Number N305004 Manufacturer Info 05004 - (POINTE)	6.99 USD SET Add to Cart
	Champ Automatic Pencil, Barrel Color Black, Lead Color Black, Lead Size 0.5mm from Office Max Part Number N4AL15A Manufacturer Info AL15A - (PENTEL OF AMERICA LTD.)	13.08 USD DZ Add to Cart
	Pentel - Champ Automatic Pencil, Barrel Color Blue, Lead Color Black, Lead Size 0.7mm from Office Max Part Number N4AL17C Manufacturer Info AL17C - (PENTEL OF AMERICA LTD.)	13.08 USD DZ Add to Cart

2. Product search results may also be sorted by selecting sort criteria from the ‘Sort by’ drop down.



Shop Everything pencils Go

Go to: advanced search | favorites | quick order Browse: suppliers | categories | contracts

Results for: Everything : pencils Showing 1 - 20 of 2257 results Compare Selected: 0

Add Keywords ?

Filter Results ?

By Product Flag

Green (10) Recycled (45)

By Supplier

A. Daigger & Co. (1) Agilent Technologies (1) Fastenal (161) Grainger (134) Graybar Electric Company (6) more...

By Category

Results per page: 20

Sort by: Best Match (dropdown menu open with options: Best Match, Part Number, Description, Size, Packaging UOM, Supplier, Price: Low to High, Price: High to Low)

Page 1 of 113 ?

	Pointe - Pencil Sharpeners, Dimensions 1" dia x 1-1/2" H from Office Max Part Number N305004 Manufacturer Info 05004 - (POINTE)	6.99 USD SET Add to Cart
	Pentel - Champ Automatic Pencil, Barrel Color Black, Lead Color Black, Lead Size 0.5mm from Office Max Part Number N4AL17C Manufacturer Info AL17C - (PENTEL OF AMERICA LTD.)	13.08 USD DZ Add to Cart

Note: When using the price “Sort by” option, the function fails when there are over 200 items.

Filters and Keywords in the Left Panel

1. Refine the item search in the results window by using the “Add Keywords” field in the left panel of the web page. Add the words, “eraser”, into the “Add Keywords” field. Click Go.

Add Keywords ?

2. The search is refined to 163 items.

Showing 1 - 20 of 163 results
Compare Selected: 0

Results per page 20
Sort by: Best Match
Page 1 of 9

no image available	ERASER ARROWHEAD PENCIL PNK from Staples	11.68 USD	
	Part Number 22682		BX
	Manufacturer Info PAP-73015 - (Paper Mate)	1	Add to Cart
			add favorite compare
no image available	COL-ERASE PENCILS ERASERS GR from Staples	8.76 USD	
	Part Number SAN20046		DZ
	Manufacturer Info SAN20046 - (Sanford)	1	Add to Cart
			add favorite compare

There are several filter options in the Filter Results panel: By Product Flag, Supplier, By Category, By Packaging UOM, By Result Type, and By Manufacturer, etc.

1. Click on the “more” text link, if applicable, under the section to reveal additional options.

Filter Results ?

By Product Flag

Recycled (7)

By Supplier

Fastenal (4)
Grainger (2)
Office Max (66)
Staples (91)

By Category

Colored pencils (28)
Eraser refills (17)
Erasers (24)
Lead refills (10)
Manual pencil sharpener (1)

more...

By Packaging UOM

BX (10)
DZ (44)
EA (70)
PK (23)
SET (6) more...

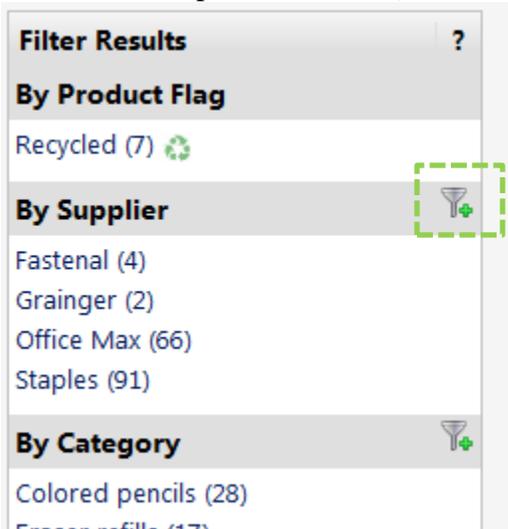
By Result Type

Products (163)

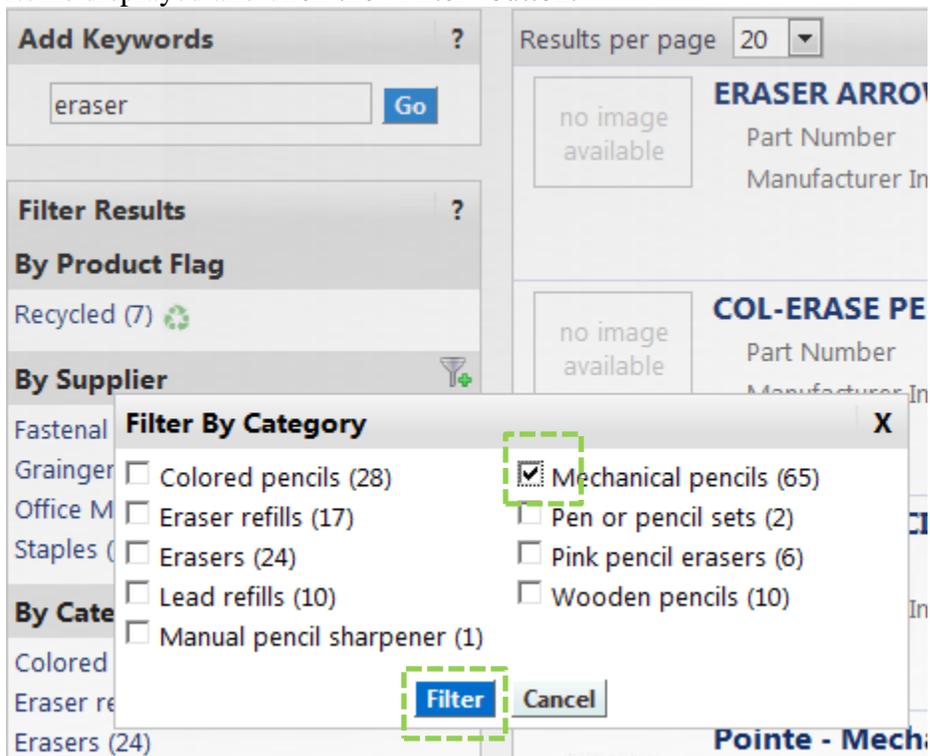
By Manufacturer

A.T. CROSS (2)
ACME UNITED CORPORATION (4)
AUTOPOINT, INC. (1)
BIC (2)
BIC CONSUMER PRODUCTS (4) more...

2. Click on the plus filter icon (funnel with the green plus sign) to open a selection window.



3. Place a check in a box next to choices and then click on the Filter button to limit the number of items displayed and click the “Filter” button.



4. Click on the “Show all” text link or the minus filter icon (funnel with red minus sign) to cancel the filters.

Add Keywords ?

Filter Results ?

By Product Flag

Recycled (5) 

By Supplier

Office Max (35)

Staples (30)

By Category 

Showing only results matching:

Mechanical pencils (65) [show all...](#)

By Packaging UOM 

DZ (7)

EA (46)

6. If the filter was not canceled, the search was further refined to the selected manufacturer(s) of the item (now showing 65 results).

Showing 1 - 20 of 65 results Compare Selected: 0

Results per page Sort by: Page of 4 ?

 larger image	<p>Pointe - Mechanical Pencil - Eraser Refill, Barrel Color Eraser Refill, Quantity 4/Tube, Style Eraser Refill from Office Max 1.39 USD</p> <p>Part Number N410145 <input type="text" value="1"/> <input type="button" value="Add to Cart"/></p> <p>Manufacturer Info 10145 - (POINTE INTERNATIONAL) add favorite compare</p>	
no image available	<p>PENCIL MECH W/ERASER .5MM from Staples 6.96 USD</p> <p>Part Number BICMPF11 <input type="text" value="1"/> <input type="button" value="Add to Cart"/></p> <p>Manufacturer Info 91077 - (BIC) add favorite compare</p>	

Note: a single manufacturer could also be selected without opening the “Filter By Manufacturer” window.

The final filter the shopper applied was to organize the results by low price.

1. Click the drop down arrow next to the “Sort By” box and choose “Price: Low to High”.

Showing 1 - 20 of 65 results Compare Selected: 0

Results per page: 20 Sort by: Best Match Page 1 of 4

	Pointe - Mechanical Pencil - Eraser Refill, 4/Tube, Style Eraser Refill from Office Max	Part Number: N410145 Manufacturer Info: 10145 - (POINTE INTERNATIONAL)	1.39 USD TB Add to Cart
	PENCIL MECH W/ERASER .5MM from Staples	Part Number: BICMPF11 Manufacturer Info: 91077 - (BIC)	6.96 USD DZ Add to Cart

2. The results are now ordered from lowest to highest priced item.

Showing 1 - 20 of 65 results Compare Selected: 0

Results per page: 20 Sort by: Price: Low to High Page 1 of 4

	Autopoint - All-American Mechanical Pencil, Style Eraser from Office Max	Part Number: N48201 Manufacturer Info: 8201 - (AUTOPOINT, INC.)	0.98 USD TB Add to Cart
	Paper Mate - Refills for Mega Lead Automatic Pencils, Degree HB, Quantity/Unit 12/Pack, Size 0.7mm from Office Max	Part Number: N464767 Manufacturer Info: 64767 - (SANFORD)	1.15 USD PK Add to Cart
	Paper Mate - Refills for Mega Lead Automatic Pencils, Quantity 2/Tube, Size Twist-Up Erasers from Office Max	Part Number: N435974 Manufacturer Info: 35974 - (SANFORD PART OF NEWELL/RUBBERMAID)	1.19 USD TB Add to Cart
	Pointe - Mechanical Pencil - Eraser Refill, Barrel Color Eraser Refill, Quantity 4/Tube, Style Eraser Refill from Office Max	Part Number: N410145 Manufacturer Info: 10145 - (POINTE INTERNATIONAL)	1.39 USD TB Add to Cart

Note: Many of the filter options are also available in the “Advanced Search” as options.

This concludes the lesson on Filtering and Sorting Search Results in WISBuy. For further assistance, please contact WisBuy@Wisconsin.gov or visit the website.