


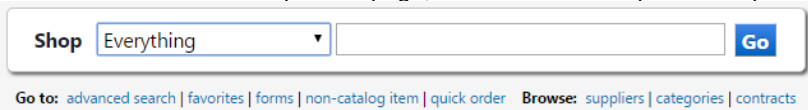
Product Search Quick Reference Guide

Overview

There are several product search options available when shopping in Milwaukee County Marketplace Central. Together, these search methods provide flexible, easy-to-use ways to find products to add to the Shopping Cart for purchase.

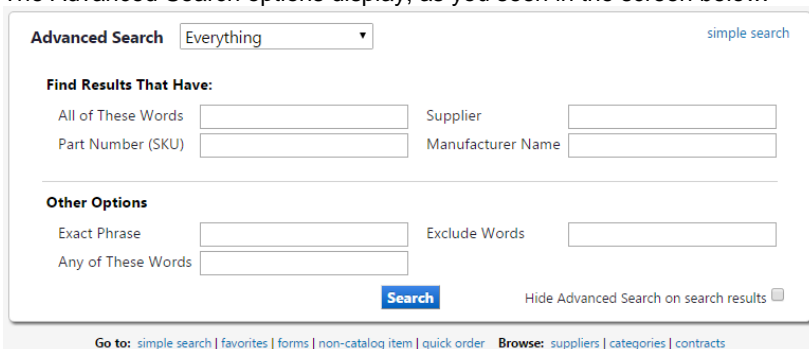
USING SIMPLE PRODUCT SEARCH (SHOP AT THE TOP)

1. Access the **Shop** page or dashboard by hovering over the  icon in the left navigation bar. Then hover over **Shopping**, and then select **Shopping Home**. (This may also be set as your home page when you login.)
2. Locate the search at the top of the page, referred to as “Shop at the Top.”


2. From the Shop drop-down menu, select a **product vertical** or keep the **Everything** vertical selected, which searches across all products.
3. Enter the **keyword** or keywords you are searching for in the box. Keep in mind, the more information you enter, the more specific your search will be.
4. Click the **Go** button to run the search. The search results display.

USING ADVANCED PRODUCT SEARCH

1. From the **Shop** page or dashboard, click **advanced search** under **Shop at the Top**.
2. The Advanced Search options display, as you seen in the screen below:



- Select a product vertical from the **Advanced Search** drop-down menu. The default setting is to search all products. The fields that are available for search will vary based on the selected vertical and any custom catalog attributes used by your organization.
 - Enter information in one or more of the **Find Results That Have:** section. The options in this section of the search vary based on the product vertical selected in the previous step.
 - In the **Other Options** section, select additional search options if applicable.
 - If your organization uses custom attributes, those options will be available for selection in the **Custom Attributes** section. Select the appropriate options in that section if you wish to search by custom attributes.
3. After defining your criteria, click the **Search** button. The search results display.

BROWSE PRODUCTS BY CATEGORY

1. From the **Shop** page or dashboard, click **Browse categories** under **Shop at the Top**.
2. A full list of available categories, across all hosted catalogs is presented. This is your full table of contents. Drill-down to the category of your choice using the **+** and **-** functions, which allow you to expand and collapse categories, respectively.
3. Final sub-categories (with items) are indicated with the word **view** next to it. Click the **view** button to view the items in that particular category. You will be taken to the Search Results page.
4. The Search Results page displays all of the items in the category selected for all suppliers. You may want to use the product comparison functionality for further product/supplier comparison.

Search Tips: Click **Browse categories** after search results display to return to the prior list of categories and select a different product category for viewing.