

“Shop at the Top” Searching for Products in WISBuy

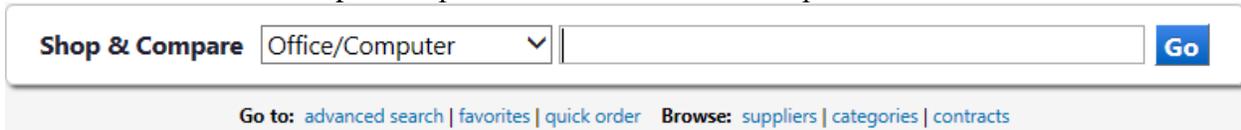
This tutorial will highlight WISBuy’s “Shop at the Top” search functionality. When using “Shop at the Top” search, only products from hosted supplier catalogs appear in the search results.

The “Search for” search field offers a dropdown menu for search options:

- Catalog No. (SKU); enter the SKU in the text field
- Catalog Keyword; enter a character string in the text field
- Part No.; enter the Part No. in the text field
- Manufacturer Info. No.; enter a Manufacturer Info. No.; in the text field

Note: Using wildcard characters is not permitted. In some instances, entering the first few known characters will result in search results.

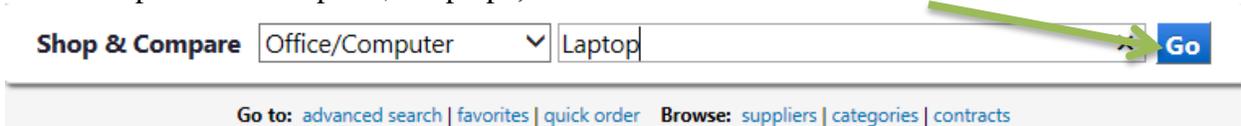
1. Select the “Office/Computer” option in the “Search for” dropdown menu.



Shop & Compare Office/Computer

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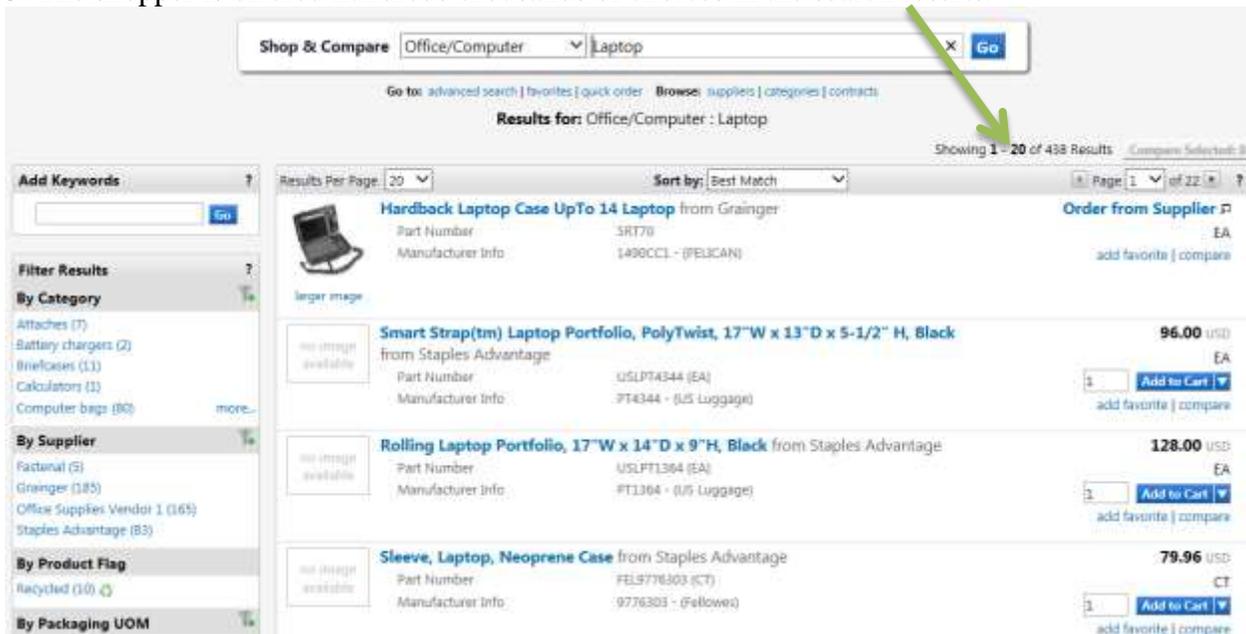
2. Enter a product description, “Laptop”, in the next field and click Go.



Shop & Compare Office/Computer

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3. The shopper is offered hundreds-thousands of choices in the search results.



Shop & Compare Office/Computer

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Results for: Office/Computer : Laptop

Showing 1 - 20 of 458 Results [Compare Selected: 0](#)

Results Per Page	Sort by	Page
20	Best Match	1 of 22

Image	Product Name	Supplier	Price	Actions
	Hardback Laptop Case Up To 14 Laptop from Grainger	Part Number: SRT70 Manufacturer Info: 1499CCL - (PEUCAN)		Order from Supplier EA add favorite compare
	Smart Strap(tm) Laptop Portfolio, PolyTwist, 17"W x 13"D x 5-1/2" H, Black	Part Number: USLPT4344 (EA) Manufacturer Info: 3T4344 - (US Luggage)	96.00 USD	EA <input type="text" value="1"/> Add to Cart add favorite compare
	Rolling Laptop Portfolio, 17"W x 14"D x 9"H, Black from Staples Advantage	Part Number: USLPT1364 (EA) Manufacturer Info: #T1364 - (US Luggage)	128.00 USD	EA <input type="text" value="1"/> Add to Cart add favorite compare
	Sleeve, Laptop, Neoprene Case from Staples Advantage	Part Number: FEL3776303 (CT) Manufacturer Info: 9776303 - (Fellowes)	79.96 USD	CT <input type="text" value="1"/> Add to Cart add favorite compare

4. Using the “Advanced Search” link in the “Shop” product search allows the shopper to refine the search. Click on the “Advanced Search” link in the Shop & Compare” search box

Notice that the purchaser may select an option from a dropdown menu. Note: Using the option, “Everything,” is the suggested option to use. Purchasers who are familiar with a product and category may refine the search results when other options from the dropdown are selected.

Additional fields may be used to refine search results:

For this example, the shopper will search for “Laptop” but enter additional search criteria to illustrate how the search function works.

1. Select the “Office/Computer” option from the dropdown.
2. Type a product description, “Laptop”, in the “All of These Words” field and click Search.

Notice that hundreds to thousands of results may appear in the search window; same results as when the shopper entered the keyword in the “Search for” example. The shopper may refine the search results.

1. Type a product description, “Laptop”, in the “All of These Words” field. Type “Kelly” in the “Manufacturer Name” field and click the Search button.

Advanced Search simple search

Find Results That Have:

All of These Words Supplier

Part Number (SKU) Manufacturer Name

Other Options

Exact Phrase Exclude Words

Any of These Words

Hide Advanced Search on search results

The search results have been narrowed down. The shopper could further refine the search results by entering a known supplier name or by adding additional key words in the product description.

The “Shop” box also allows the shopper a “Simple Search” option.

1. Click on the “Simple Search” text link in the upper-right corner of the Advanced Search box.

Advanced Search simple search

Find Results That Have:

All of These Words Supplier

Part Number (SKU) Manufacturer Name

Other Options

Exact Phrase Exclude Words

Any of These Words

Hide Advanced Search on search results

2. Use the option, “Electronics”. (Shoppers who are familiar with a product and category may narrow down search results when other options from the dropdown are selected).

3. Type a product description, “Laptop”, in the next field and click Go.

Shop & Compare

Go to: [advanced search](#) | [favorites](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

4. The results will be the same as those from the initial search using the “Search for” box.

If the shopper uses a common product description in the text field, the search results may have to be filtered or sorted. The Filtering and Sorting Search Results Tutorial offers further information.

This concludes the lesson on “Shop at the Top” Searching for Products in WISBuy. For further assistance, please contact Wisbuy@Wisconsin.gov or visit the website.