Sorting & Filtering when searching for Catalog Items

- When shopping for an item in the BearBuy catalog, you may want to sort the search results in a different order. BearBuy sorts catalog search results by Best Match by default—this means the system will display items in an order that is most relevant to the keyword(s) entered in the search. This search behavior is consistent with other online shopping search engines.
- To further refine search results, use filters to narrow down your search results.

Search for an Item and Sort the Results List

1. In the Shop > Everything search box, type in the keyword(s) for an item.

   ![Search box](image)

   **TIP:** Use specific keywords in your search to return a smaller search result list.

2. Click the Go button.

3. BearBuy displays results that ‘Best Match’ your search criteria. This is reflected in the search results Sort By dropdown.

   ![Search results](image)

4. Change the sort order by selecting the Price: Low to High option in the Sort By dropdown.
   a. The search result is now sorted by price, from lowest to highest

   ![Sorted results](image)

5. Under Filter Results in the left pane, click the filter links one at a time to filter results by each filter criteria.
   a. To select multiple values in a filter section (such as multiple Suppliers or multiple Manufacturers), use the ![Multiple values](image) icon. Check the box next to each value you want to keep, and click the Filter button. This will further reduce your search result set.

   ![Filter results](image)

   b. To remove a filter, click the ![Remove filter](image) icon.