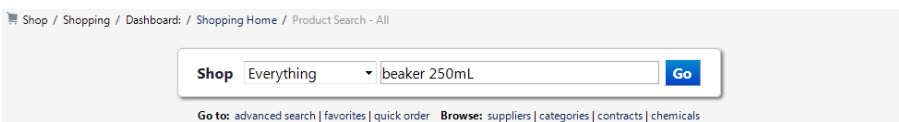


Sorting & Filtering when searching for Catalog Items

- ▶ 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.

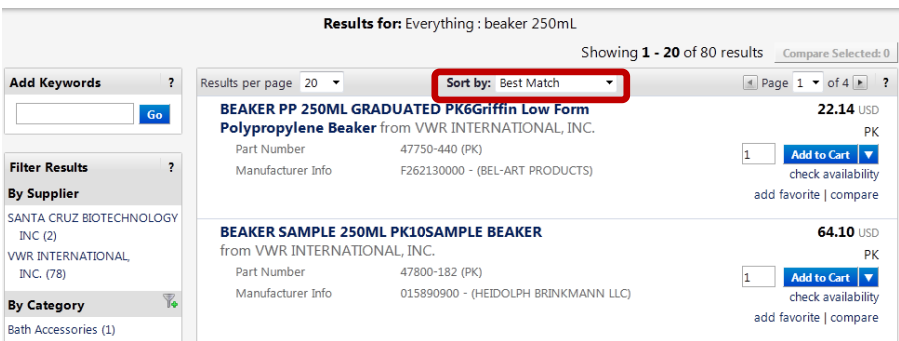
Search for an Item and Sort the Results List

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

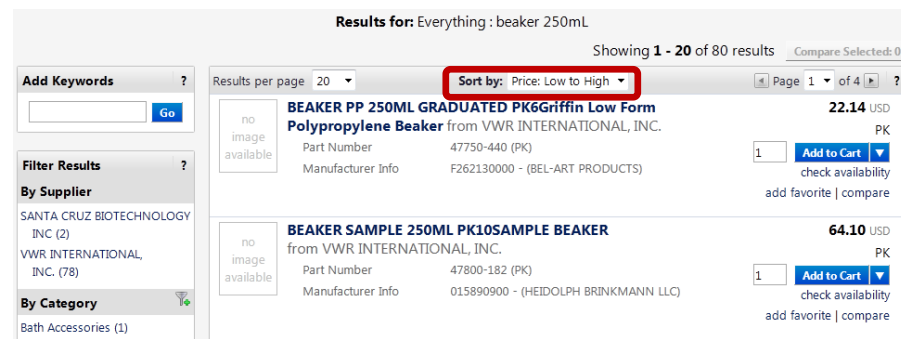


TIP: Use specific keywords in your search to return a smaller search result list.

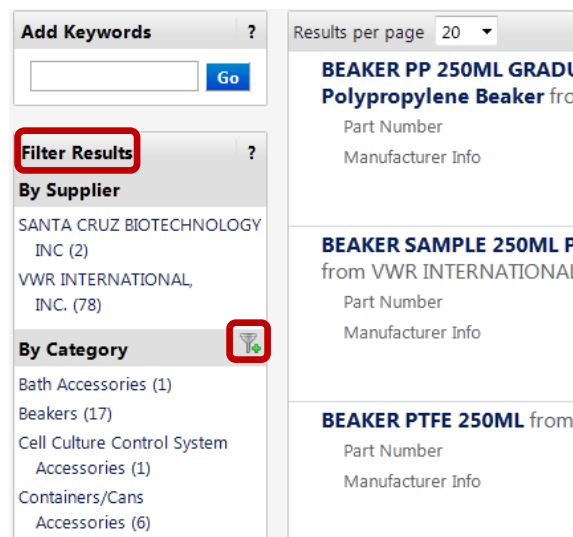
2. Click the **Go** button.
3. BearBuy displays results that 'Best Match' your search criteria. This is reflected in the search results **Sort By** dropdown.



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



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 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.



- b. To remove a filter, click the icon.