Filtering and Sorting Search Results

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, “pipet tips”, in the Shop & Compare text field that returned results for over 4000 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.

   ![Search Result Window Dropdown Menus Example](image)

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

   ![Sort by Dropdown Example](image)

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, “racked autoclavable”, into the “Add Keywords” field. Click Go.

2. The search is refined to 225 items.

There are several filter options in the Filter Results panel: By Supplier, By Manufacturer, By Packaging, etc.

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

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.

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

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

**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”.

2. The results are now ordered from lowest to highest priced item.
Note: Many of the filter options are also available in the “Advanced Search” as options.

This concludes the tutorial for filtering and sorting in the search results window.

For further assistance in searching through Shop@UW, use the contact information available under “My Resources” to contact Shop@UW customer service.