Shopping & Search Results

1. Shop

- In the **Search field**, enter keywords of the products you want to purchase, then click the **Search icon**.

2. Short Cuts

- The **Go to** and **Browse** shortcut links provide quick access to features such as Favorites and Non-catalog Item.

3. Advanced Search Option

- You can select the **Advanced** tab to search by more specific criteria.
Shopping & Search Results

Search Results
- Products that match the search criteria are displayed on the search results page.
Shopping & Search Results

1. List and Grid Views
   - Toggle how the products are displayed, by clicking the List or Grid icon.

2. Choose Product details
   - Select the product information you want to be displayed on the Search Results and click apply

3. Sort Options
   - Choose different sorting preferences from the Best Match menu.

4. Filtering
   - Apply multiple search filters in the left sidebar to narrow your searches. You can also Hide the filter sidebar to see more results in the grid view.

For assistance, call Procurement Service Help Desk at 631-4289 or email at buy@nd.edu
5. Compare Items

- Select products you want to compare, then click **Compare** button to get a side by side view of the product details.

6. Details Views

- Click the products name to open a Details view. This view provides detailed product information.

7. Select Quantity

- Change the quantity if you would like more than the default of 1.

8. Add to Cart

- Click Add to Cart to add the product to your cart.