

TOOL

Catalog Searching Tips

Basic Search:

- Typing in "Copy Paper" results in 500+ items in 13 categories because the system displays every item with the words "copy" or "paper".

Keywords: [Options](#) ▾

500 items found Show Results: View By: with

- Typing in "Copy and Paper" results in 32 items in 6 categories because the system displays only the items that contain both words. Use the word "and" to narrow the search.

Keywords: [Options](#) ▾

32 items found View By:

Options: The more filters you add to your search, the more focused your search results.

Use Key words in the same way as a Basic

Keywords (And): [Options](#)

Keywords (Or):

Exact Phrase:

Exclude Words:

DCPS Item: Yes No Either

LSDBE: Yes No Either

Expiration Date:

Effective Date:

Supplier Part #:

Price: To:

Favorites:

Supplier: Search for a product from a particular supplier

Manufacturer:

Type Name:

Language:

Contract Number: Search by Contract Numbers

EPP (Environmentally Preferable Products): Yes No Either

Mfg. Part #:

ETA (Days): To:

7 items found Show Results:

Limit the Price Range Limit Estimated Time of Arrival (ETA)

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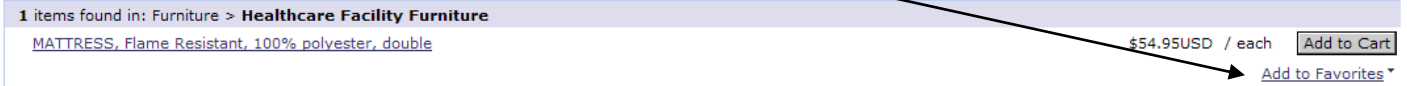
Saved Searches: Saved searches allow you to save commonly used catalog searches. After you search for an item and successfully retrieve results, click **Save Search** under the Options link. You can return to Saved Searches to use your saved search in the future

Keywords <ul style="list-style-type: none">✓ Keywords (And)✓ Keywords (Or)✓ Exact Phrase✓ Exclude Words
Additional <ul style="list-style-type: none">✓ DCPS Item✓ LSDBE✓ Expiration Date✓ Contract Number✓ Effective Date✓ EPP (Environmentally Preferable Products)✓ Supplier✓ Supplier Part #✓ Manufacturer✓ Mfg. Part #✓ Price✓ ETA (Days)✓ Type Name✓ Language
Custom <ul style="list-style-type: none">✓ Favorites
Views <ul style="list-style-type: none">Show all search optionsHide search options
Saved searches <ul style="list-style-type: none">Save current search...Run 'Copy Paper'Other...

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Favorites: Favorites allow you to save commonly ordered items. Add an item to your favorites folder by clicking **Add to Favorites** in the catalog.



To access your favorites, select the appropriate favorites folder from the search menu drop down.

