



Impact Ordering

Searching products

User Guide

Searching products

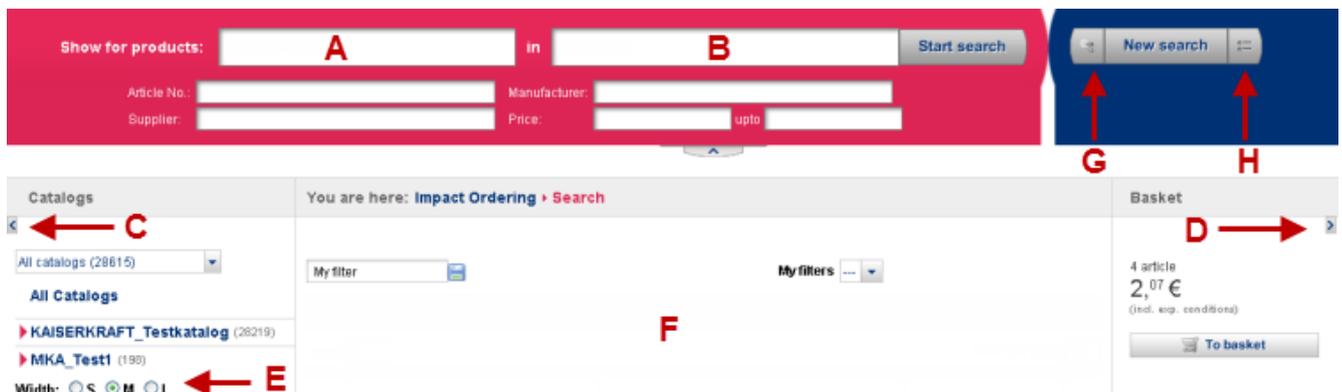
The impact ordering search bar offers a search for products, product groups and catalogs. Also an extended search for article numbers, manufacturer, Supplier and price. To narrow down the search results you can use the impact ordering faceted search.

Which products will be displayed in the search results depends on the users rights given by the administrator.

 For suppliers some search functions are not available. Amongst others, suppliers can only search in their own catalogs.

 Products selected in the catalog are always added to the active basket. If no basket is active, a new basket is created. If you want to add products to a specific basket, you must activate this basket before searching (see *Activating and deactivating baskets*).

The following figure shows the most important functions of the search. Further information for effective searching, you will find in the chapter search rules.



A: Field for the search phrase. See further information in the chapters search rules (**siehe Seite ii**) and *Searching in products on page iv*.

B: Field for the product group or catalog. See further information in the chapters *Searching in product groups on page iv* and *Searching in catalogs on page vi*.

C: Click  to minimize the catalog tree

D: Click  to minimize the basket area

E: Define the size of the catalog tree: small (S), medium (M) or large (L)

F: Area for the search results

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Buttons

G: extended search

H: attribute search (faceted search)

Start search: starts the search

New search: resets search fields

To basket: jump to basket

To clear a single search field, click **✕**.

Search rules

The following tips and hints will be helpful for a successful search.

Search rules

(Enter the phrases in the field **show for products**.)

Typ	Suchbeispiel	Ergebnis
normal search	Book	Finds book , booklet , notebook
Thesaurus (if configured)	Notebook	Finds also organizer or laptop
Multiple search phrases	Book red	Finds all products containing the phrase book and the phrase red.
Wildcards * ?	DIN-A? *hammer hammer* *hammer*	? replaces one sign * replaces any signs. *hammer finds sledge hammer , hammer* finds hammer head and *hammer* finds sledge hammer and hammer head.
Phrases	" DDR3 RAM"	Finds exactly this phrase

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Typ	Suchbeispiel	Ergebnis
Boolean-Operator OR	stap OR tack	Finds products containing one or both phrases: stapler, staple gun, tacker
Boolean-Operator AND	Pen AND colored	Finds products containing both phrases: colored pen, colored pencil
Boolean-Operator NOT	Pen NOT colored	Same results like Pen AND colored, except the colored ones.

Hints and sort sequence

To receive a useful results, enter a large part of the phrase. The database will be faster and the results more sensible. So it is not helpful to enter only the phrase B* if you are searching batteries.

The sort sequence of the results depends on similarity. Exact results will have a higher rating also products which contains the search phrase several times.

Products of the core catalogs have a high priority in the sort sequence.

To sort the results according to article names can be costly in terms of time if a large database is used.

Extended search

The extended search offers additional functions:

Search for articlenumber, supplier, manufacturer

- search results only contain exact results
- Wildcard search possible. For further information see chapter search rules.

Search for price

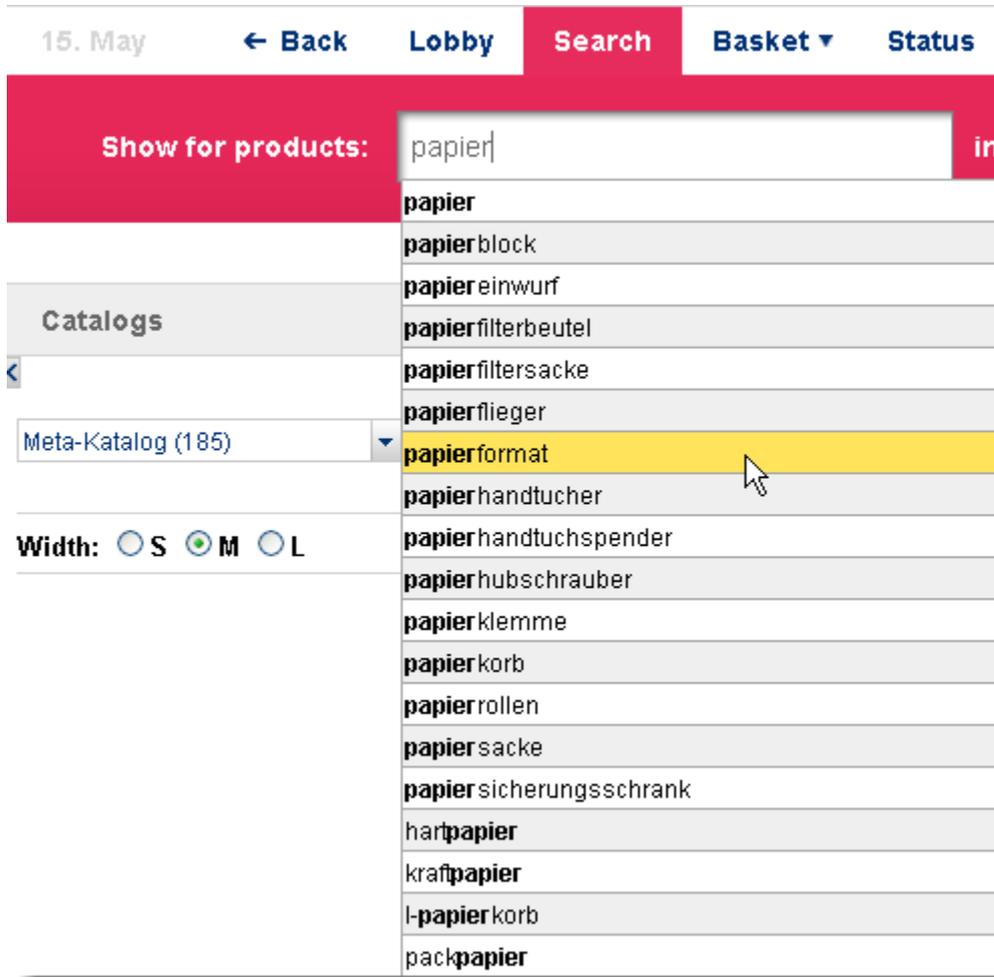
Enter a price in the price field an click start search: You get all products with a price equal or higher

Enter a price in the price field and second price in the field **up to**: You get all products with a price equal or higher the first and equal or lower the second price.

Enter a price in the price field and the same price in the field **up to**: You get all products with exactly this price.

Searching in products

To search a product enter the search phrase in the **Show for products** field And click **Start search**. You are also able to enter a part of the search phrase and select an entry from the list (see the following figure).



If a catalog or a product group was entered in the catalog field, the results are limited to this catalogs or product groups.

Searching in product groups

In the search bar you can search products via the the product groups.

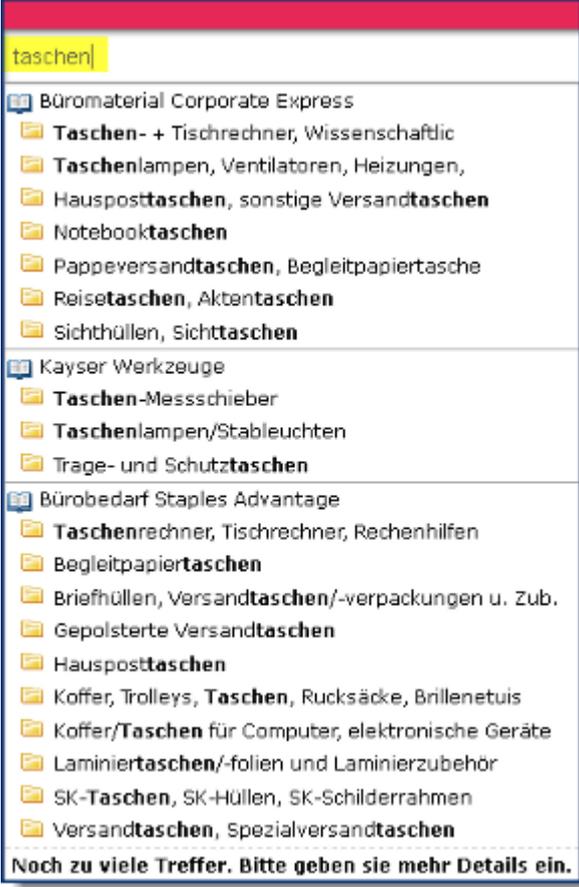
Enter the name or a part of the name of the group in the all catalogs field and select a catalogor group in the list. In the list you find all groups which contain the phrase you entered. The groups are sorted by the catalogs containing the groups (see the following figure).

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 symbol for products groups

 symbol for catalogs



The screenshot shows a search interface with a search bar containing the text 'taschen'. Below the search bar, there are three main categories of results, each with a book icon and a list of product groups indicated by folder icons:

- Büromaterial Corporate Express**
 -  **Taschen-** + Tischrechner, Wissenschaftlic
 -  **Taschenlampen**, Ventilatoren, Heizungen,
 -  Hauspost**taschen**, sonstige Versand**taschen**
 -  Notebook**taschen**
 -  Pappeversand**taschen**, Begleitpapiertasche
 -  Reiset**taschen**, Aktent**taschen**
 -  Sichthüllen, Sicht**taschen**
- Kayser Werkzeuge**
 -  **Taschen**-Messschieber
 -  **Taschenlampen**/Stableuchten
 -  Trage- und Schutz**taschen**
- Bürobedarf Staples Advantage**
 -  **Taschen**rechner, Tischrechner, Rechenhilfen
 -  Begleitpapiert**taschen**
 -  Briefhüllen, Versand**taschen**/-verpackungen u. Zub.
 -  Gepolsterte Versand**taschen**
 -  Hauspost**taschen**
 -  Koffer, Trolleys, **Taschen**, Rucksäcke, Brillenetuis
 -  Koffer/**Taschen** für Computer, elektronische Geräte
 -  Laminiert**taschen**/-folien und Laminierzubehör
 -  SK-**Taschen**, SK-Hüllen, SK-Schilderrahmen
 -  Versand**taschen**, Spezialversand**taschen**

At the bottom of the search results, there is a message: **Noch zu viele Treffer. Bitte geben sie mehr Details ein.**

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Catalogs which are integrated in the meta catalog, are treated like product groups (see the following figure). They are displayed below the meta catalog group which has the following symbol .



After selecting a group and starting the search, you will find the products in the list of the search results. The catalog tree also opens at the right position.

Searching in catalogs

Instead of searching via product search or product group search, you can browse through the catalogs for products. For this click on **Start search** while the search fields are empty.

Select your catalog from the list in the catalog area. You can choose between:

- **All catalogs:** All catalogs for which you have the rights are displayed.
- **Super or meta catalog:** A special user catalog which is available for the whole company. It may contain groups like office supply, tools, work clothes, etc. In this groups contain the corresponding catalogs.
- **eClass catalogs (if installed):** Products and product groups are sorted by the eClass-scheme
- **client classification (if installed):** Products and product groups are sorted by an individual scheme

Browse through the catalog by clicking the product groups and the products. The current product group is automatically entered in the catalog field. By entering a search phrase in the **Show for products** field, impact ordering will scan this group and the groups below.

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The catalog tree is constructed like in the following figure:



A: Catalog

C: Selected product group with its parent group (**B**)

D: Child groups of the selected group

E: Groups at the same level in the catalog structure like the selected group

F: This group has no further child groups and contains only products

G: Group contains further child groups

Brackets: Number of products in this catalog oder product group

Attribute search

To filter your search results use the attribute search by clicking the button next to **New search**. Impact ordering offers different sensible filter categories oriented on product attributes to improve the results.

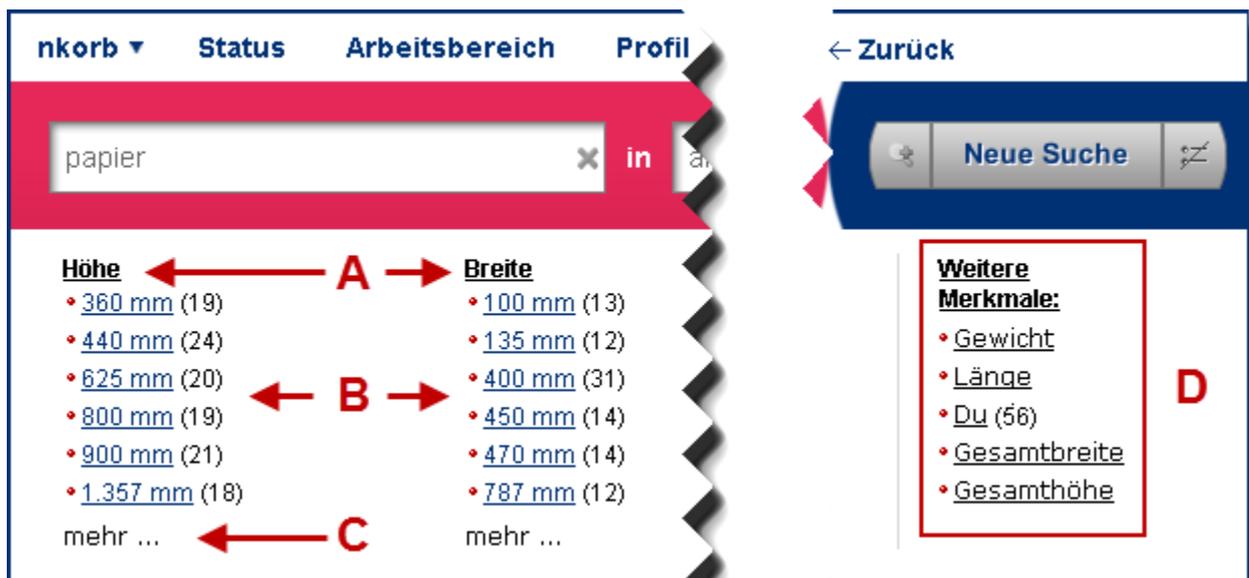
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In the following example (see figure below) the user searched for paper. The system identified amongst others the product attributes Höhe (Height) and Breite (Width). The values, e.g. 360 mm are displayed as clickable filters.

If you click one filter or value, the results will be limited to the products with this attributes. If you have chosen one value, others may be no longer selectable (displayed in grey color).

⚠ With more than 2000 results in the list of search results there will no analysis of product attributes. Than only the filter categorie **Manufacturer** will be available.



A: Main filter categories (maximum 6)

B: Existing values of one categorie

C: shows more (mehr) values

D: Secondary filter categories

OCI Background search

Searching in OCI catalogs is a little bit different to the normal search:

- Clicking the product details shows the product information of the OCI shop
- Moving the cursor over the the catalog or product group name, you will get a link to jump in the OCI system.

Search results

The search results are listed below the search strip. The following actions are possible:

Browse the list of search results

-  Jump to last page
-  Jump to first page
-  Jump to next page
-  Jump to previous page
-  Select a page, the selected page will be marked like in the figure above.
- page of Enter a page and press Return to jump on this page.

 By clicking this button all products with an entry in the amt-field will be added to your basket.



shows search results without images



shows search results with images



adjusts search results in rows



adjusts search results in a grid

Product details

Click the product name for further information:

- Tab product data: Amongst others price validation, delivery time, keywords, attributes, measurement, etc.
- Tab contract information: Information about contract, catalog, supplier, etc.
- Similar articles
- Browse between product images (if existing)

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Product attributes

The following icons indicate specific product attributes. These symbols are displayed in various places, for example, in the product search, on a product catalog page or in the basket.

Product attributes

Icon	Product attribute
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Dangerous goods



Investment goods



Core catalog item



new item

Supplier Details

To display the supplier details click 

Configuration products

Those products are shown with the gear-wheel-symbol  instead of the basket symbols  or . For further information see Product configuration (siehe Seite xi).

Recently visited

Below the basket area your recently visited products are shown

Favorites

See editing favorites

Compare products

See comparing products

Viewing product and supplier information

On many pages in Impact Ordering, such as the catalog or lists, the following icons appear.



Click this icon to view detailed product information. The **Product info** page is displayed. Select the menu item **Help** to display detailed information about this page.



This icon indicates that the product is a core product. Click this icon to view

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detailed product information.

 Click this icon to view detailed supplier information. The **Supplier info** page is displayed. Select the menu item **Help** to display detailed information about this page.

Product configuration

Products with different variants need to be configurated. E.g.:

- Shirts with different size like S, M, L, XL
- Hard disks with different memory like 500 GB, 800 GB or 1 TB
- Office cupboards with a different number of drawers

To keep the list of search results small, products with variants are displayed only once. Before you can add such a product to your basket you have to configurate it.



(1) The button **Configure** (Konfigurieren) will be shown instead of the basket symbol 

(2) Below the button the product attributes are displayed, the number in brackets show how many variants with this attribute are existing.

(3) Images for each variant (if existing)

(4) Configuration symbol.

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Configuration

There are different ways to select a variant of a product:

- click the product name
- click the product image
- click the variant image
- click the configuration symbol
- click the button **Configure**.

 You can add a configuration product to your basket if it is definitely defined by its attributes. In this case the basket symbol  appears.

 If you can not do more configurations and the product however is not definitely defined, you can browse through the remaining variants (see figure below).



The screenshot shows a breadcrumb trail: "Sie sind hier: Impact Ordering > Produktsuche". Below this, there are two columns of configuration options: "Zoll" with a value of "15" and "Muster" with values "ruhig" and "wild (2)". Each option has a small red 'X' icon. Below the options are three product images of laptops. To the right of the images, a red box highlights the text "2 Produkte wurden gefunden:" followed by a pagination control with arrows and the numbers "1" and "2". Below this, the price "687,10 €" is displayed, along with a quantity selector labeled "Anz" and "Stück", a basket icon, and a star icon.

Editing favorites

You can add products that you order frequently to your list of favorite products. These products can then be added to the basket, avoiding long search processes.

Adding a product to your favorites

- 1 Search for the desired product (see Searching for products).
- 2 Click  next to a product in the product overview to add the product to your favorites.

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Adding a favorite product to the basket

- 1 Select in the menu **Basket** the item **Favorites**.

Your **Favorites** are displayed.

Favorites

<p>Migacut</p> <p><input type="checkbox"/> Sicherheitsschuhe Winterstiefel PETER XL, S2; Größe 39</p> <p>Arbeitskleidung</p>  <p>1 x 86.66 EUR/1 pc.</p>	<p>Würth</p> <p><input type="checkbox"/> Schraube Sechskantkopf m. Schaft - SHR-6KT-DIN931-A2/70-SW13-</p> <p>Schraube Sechskantkopf m. Schaft</p>  <p>1 x 115.75 EUR/1 pck.</p>
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Add to basket

- 2 Select the products you wish to add to the basket, enter the desired amount and click **Add to basket**.

Remove product from favorites

Click on  in the favorites list or in the product overview.

Comparing products

You can display products side by side so that you can easily compare prices and product features.

- 1 Select the menu item Search.
- 2 Find the products that you want to compare (see *Searching in the list of products* on page iv).
- 3 Click in the check box next to each product to mark the product for comparison .
- 4 Click the button Product comparison.

The **Product comparison** page is displayed. Select the menu item **Help** to display detailed information about this page.

The selected products are displayed side by side. Differences between the products are indicated by the icon  and bold text.

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★ You can specify which information should be displayed in the product comparison and which information should be highlighted when there are differences between products (see *Changing product comparison settings* on page xiv).

- 5 Click the icon  to add a product to your basket or  to remove a product from your basket.
- 6 If you want to remove all products from the product comparison, click the **Reset** button. To remove a single product, click the icon .
- 7 Click the button **Back** to return to the product search page.

Changing product comparison settings

You can specify which information should be displayed in the product comparison and which information should be highlighted when there are differences between products.

- 1 Select the products that you want to compare and display the product comparison (see *Comparing products* on page xiii).
- 2 On the **Product comparison** page, click the **Settings** button.

The **Settings for product comparison** page is displayed. Select the menu item **Help** to display detailed information about this page.

- 3 In the **Show data** section, activate the check box for each information type that you want to compare.

Note: If you de-select the **Prices** information type, you will not be able to add products to your basket on the **Product comparison** page.

- 4 In the **Mark up data** section, activate the check box for each information type that should be highlighted when there are differences between the products.
- 5 Click **Save**.

The **Product comparison** page is displayed with the updated settings. These will be used for all product comparisons.