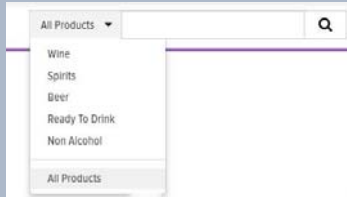


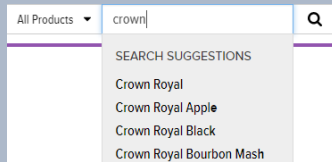
# How to Use Search – part 1

Enter an article number or product name into the box.

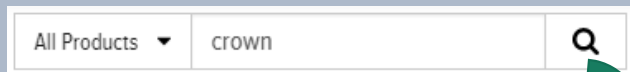


\*You can initiate a search by hitting Enter or clicking the magnifying glass.

When you type a name or part of a name, the search will give you some suggestions.

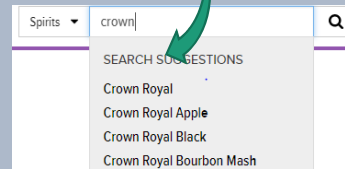
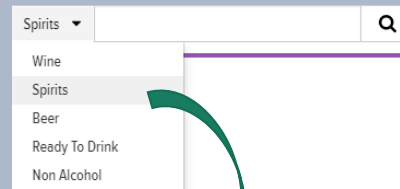


Hit enter, or click the magnifying glass beside the word you've typed.



MY ORDER SHEETS MY REPORTS PRODUCT LISTS All Products crown  
Your search for crown returned 20 results

If you know the category of your product, you can select it from the drop down list.

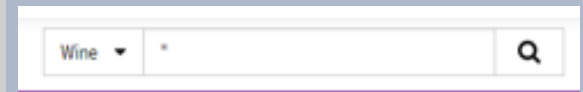
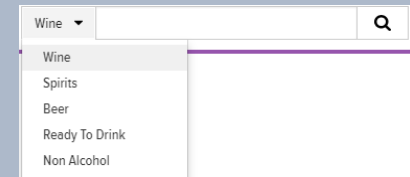


The search engine filters will appear above your list of searched products. The search filters will allow you to refine your product search by details like container size, price or what's on promo ("Special Features")

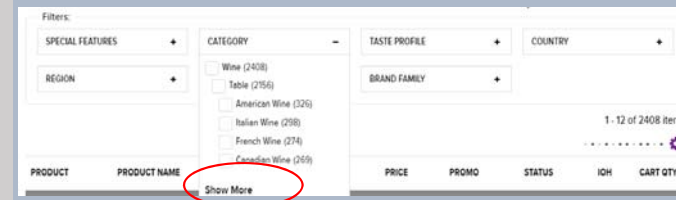


Each filter expands to offer you additional ways to refine your search.

To create a wider search, select a specific Merchandise Category from the drop down and enter an \* in the search box.



Using \* will give you results for ALL wine available to order. Use the search engine filters to refine what you want to see. Category displays the sub-categories.



Click on the Show More to display more sub-categories of the product.

# How to Use Search – part 2

If you wanted to refine a wine search by colour, use “Taste Profile”:

TASTE PROFILE

- Aromatic And Vibrant (317)
- Bold And Full (1068)
- Crisp And Light (527)
- Light And Fruity (248)
- Rich And Full (323)
- Smooth And Medium (680)

Red Wine Profiles

*\*You can only refine by one profile at a time, not all three*

If you chose “Smooth and Medium”, these are your results for Italian Wine with Air Miles:

Filters:

SPECIAL FEATURES:  Air Miles (5)

CATEGORY:  Wine (298),  Tablet (258),  Italian Wine (298)

TASTE PROFILE:  Smooth And Medium (107)

YOU SELECTED:

Taste Profile: Smooth And Medium, Category: Italian Wine, Special Features: Air Miles

PRODUCT	PRODUCT NAME	PRICE	PROMO	STATUS	IDH	CART QTY
1000203	Masi Campofiorin Del Veronese 750 ml	\$17.06		Available	3047	0
1021303	Roscato Rosso Dolce 750 ml	\$11.57		Available	1556	0
1000823	Ruffino Chianti 750 ml	\$13.14		Available	3755	0
1009788	Terre Vino Barolo Docg Essenze 750 ml	\$39.76		Available	77	0
1010923	Limani Podere Montepul 750 ml	\$11.19		Available	569	0

To search for kegs, **select** the category drop down “Beer” and enter an asterisk in the search bar. Hit enter or click

Beer | \* | Q

This will return all beer results. Use the “Product Size” filter to specify the size of kegs you are looking for. This search is for 58.6 L kegs.

PRICE GROUPS + PRODUCT SIZE - BRAND FAMILY +

58600 ml (28)

YOU SELECTED:

Product Size: 58600 ml

The number in parenthesis indicates there are (28) kegs matching this size. These display under the filter selection.

To search for a different size you need to **de-select** the box you currently have ticked. This will open all the sizes in the filter and allow you to choose another.

## Tips To Master the Search

- To keep things quick, use the Search Engine filters to refine your selections as much as possible.
- To search as widely as possible, start with “All Products” in the top search bar or use the asterisk \* instead of a product name or number.
- Remember that the cog menu is available in your search results; use it to display only the columns you’re interested in.
- Remember that the search bar is looking for either a number or a name. If you did a search using **Spirits** and typed the word “gin” in the bar, you’ll only see products that have “gin” their title. We have some products that have “Virgin Islands” in their name – so you might be scratching your head to see Virgin Islands rum appear in your “gin” search...