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 the example below, the shopper entered a product description of, “pipet tips”, in the Shop at the Top search 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 “Sort by” dropdown menu option located in the header area of the search results window.

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

![Search Result Window Dropdown Menus](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

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.

![Filters and Keywords in the Left Panel](image)
2. Click the arrow icon to expand the selection list for a specific filter option.

![Expanded filter options](image)

3. Place a check in the box next to choices preferred selections. The page will refresh to a new search results list.

**Note:** Many of the filter options are also available in the “Advanced Search” as options.

![Filter options](image)

4. The search was further refined to 41 items.

![Search results](image)
The final filter the shopper applied was to organize the results by low price.

1. Click the drop down arrow in the sort by box and choose “Price: Low to High”.

2. The results are now ordered from lowest to highest priced item.