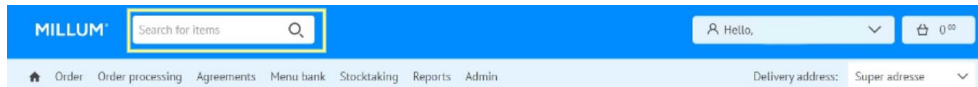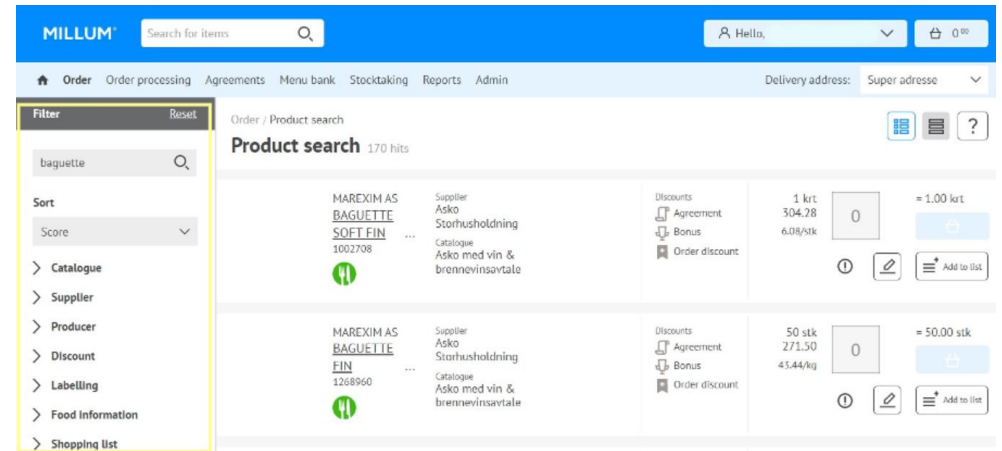# Quickguide – Product search

Having logged in to the system you arrive at the home page. At the top you find the product searh field/bar, bellow you find an overview of your recently placed orders, your shopping lists and news articles published by your systems administrator.
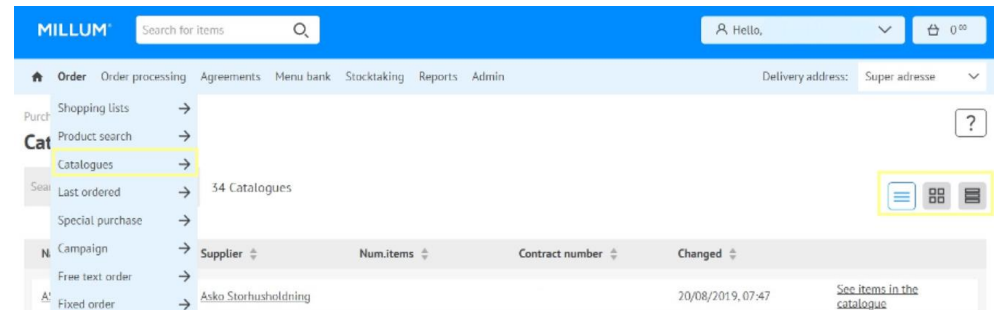

Søk:

To search for a product you add a search term or product number in the search field. Here we can search for "baguette", and then get hits on all products that have "baguette" in the product name or if "baguette" is entered as a search term for the product. If the supplier has called his product "bagette", you will not get hits on baguette. If you are unsure how the supplier writes "baguette", you can start by entering only the first letters.

In the menu on the left hand side you can filter your search results by catalogue, supplier, producer, discount, labelling, food information and shopping list. If you are looking for "ham" from the supplier Asko and the producer Nortura, you select these filtration options. The search results will be updated as you add more criteria. You can also request that you only see ham which is bonus labeled and nøkkelhulls labeled.

Supplier's product catalogue

You can view the suppliers product catalogues directly. To do so, choose "Catalogues".

Sorting/Results

The result list is set to sort alphabetically by default. You can change this to sort by the options in the menu by clicking on the relevant menu selection.

You can choose whether you want to view the product catalog as "Catalog on one line", "List only catalogs" or "Group by supplier".

Add to shopping list

To add the product to already existing shopping list you click "Add to list", choose your choose your list and click "Add to shopping list".

View product information

To view all information regarding a specific product you click the product name or image. You will then be directed to this products product sheet. For products registered in matinfo you can also see allergen information and ingredients. It is possible to go to the products product sheet in matinfo by clicking the link.

TIPS

The suppliers can use abbreviations or differing product names as to what you might expect. It is a good idea to keep this in mind when conducting a product search, start with a wide search and gradually narrow it in by filtering on relevant parameters.

If you cannot find the product you are looking for you can contact your systems administrator.