



## Quick Search Tips

Use these tips to effectively perform a quick search from anywhere within our site.

### Search Operators

An operator specifies how search words work together to produce the best search results:

- Quotation marks around search words provide an exact match (i.e., "Palm Pilot")
- AND between words provides a result that contains all search words (i.e., iMac AND USB)
- OR between words provides a result that contains either search word (i.e., education OR government)
- NOT indicates words that should not appear in the search results (i.e., Laserjet NOT color)

### Search by Keyword(s)

Use this option for a Quick Product Search by keyword(s).

### Search by SKU or Mfr. # or UPC

Use this option for a Quick Product Search by number.

### Quick Check by Number(s)

Use this option when you know a product's SKU or Mfr. number to check:

- Real-time Price and Availability (SKU or Mfr. #)
- TechNotes (SKU only)

### Multiple Part Numbers

Enter multiple numbers separated with a space or comma.

### Advanced Search

Click Advanced Search on the Quick Search bar to narrow your search by product type, price range, product status and new products.

For more detailed instructions on Advanced Search, click **Help** on the top navigation bar.

### Advanced Search

Advanced Search helps you refine your search for specific results. The top of the page contains the Advanced Search bar, where you can enter keywords or numbers. The body of the page contains extended search options to further narrow your search.



The following links define the available Advanced Search options:

- [Search within TechNotes](#) – Extends the search throughout all TechNote
- [Product Type](#) – Defines the category, subcategory or manufacturer of a product
- [Price Range](#) – Sets a minimum and maximum price range for a product.
- [Product Status](#) – Includes or excludes products according to purchase status.
- [New Products](#) – Includes products added within the last day, week or month.
- [Results](#) – Lets you choose how you want your results displayed.

For the most efficient search possible, use [search operators](#).

## Search Results

The Search Results page displays your search criteria, followed by the products matching your search. Products are grouped by type and displayed in rows in alphabetical order. Columns separate product information and provide special sorting capabilities.

The far right column contains check boxes that allow you to select items to check price and availability, view TechNotes, view product overviews, or add products to a shopping cart for orders, quotes or lists. Once a line item is selected, click the appropriate action buttons at the bottom of the page.

The following links provide additional Search Results instruction:

- [Navigate Results](#)
- [Sort Results](#)
- [Search Results Buttons](#)

## Account Information

From this page, you can view and change your current account information, define your business profile and provide other user and company information.

The following sections provide greater detail on all account maintenance services:

- [Account Maintenance Request](#) – To change your company name, address, phone number, fax number or ownership status. You can also add or delete a business address.
- [Business Profile Information](#) – To enter or adjust answers to questions about your company's purchasing and sales activities.
- [Your Information](#) – To enter or adjust your personal user and profile information.
- [User Information](#) – To add, view, edit or delete various users on your reseller account.

