How to Search for Products

Press the Enter key on your keyboard to move to the next slide.
Searching & Browsing for Products

There are several ways to search for products.

1. Using the keyword search feature in the upper right corner.
   a. Type in an item#, description or publisher.
   b. You can only type in one item number at a time. Use Express Ordering by Item # to add numerous items at one time.
   c. If you type in one of our top publishers (ie. Adobe or Microsoft) you will be taken first to their landing page instead of directly to search results.

2. The top navigation bar is used for browsing by Software, Licensing or Brands.

1c. Publisher’s landing page.

2. Browse by Software, Licensing or Brands.
Searching & Browsing for Products

Another way to search for products is using the Advanced Search option in the upper right corner.

a. Complete as little or as much of the Advanced Search form.
   a. You can type in all or some of the fields. The more fields you type in, the more narrowed down your results will be.
   b. If you only type or select one of our top publishers in the “Keyword” field or in the “Brands” field, you will be taken to their main page instead of search results.
   c. For the “Item #” fields, you can only type in one number at a time. Only enter the ASAP item # or the Mfg Item #, not both.
   d. Select if you want to display “All items” or “In stock items”

1a. Fill in all or some of the fields.

1b. If you enter one of our top publishers you will be taken to their landing page.

1c. You can only type in one item # at a time.

1d. Select “All Items” or “In Stock Items”
Narrow Your Search

After using the search features you are brought to the Product Search Results page. Depending on how detailed you were in your original search will determine the drill down parameters in the left navigation.

For our example we searched “office”. In the left navigation we can narrow our search by choosing a brand, sub-category, price range or click one of the many choices under “Get More Specific”.

If you narrowed your search and want to go back to the original list, click the blue “x” box in the bread crumbs above the results to deselect that filter.
Narrow Your Search

There are more ways to narrow your search.

1. Use the “Filter” feature located above your search results. Note, once you use this feature, to use the “Back” button in your browsers toolbar to return to the original results.

2. Use the “Sort by” feature to organize the results to find items quicker.

3. If you only want to view “In Stock” items, check the “In Stock Only” box located on the right side above the results.
Compare Products

If you have a few products in mind but can’t decide which one to purchase, use the “Compare” feature to see the selected products side-by-side.

1. Check the boxes to the right of the products you want to compare.
2. Click “Compare” at the top or bottom of the page.
3. You can complete another search and add up to 10 products you the comparison list.
Compare Products

Side by side comparisons can be very helpful when evaluating products. Your comparison will be available to you during your session. Once you've logged out of Dell | ASAP Software Online the comparison is deleted. So if this is something you wish to refer to again, either select the email or the print function.

Depending on your printer setup will determine how many products you can include in the comparison. Most printers will allow 4-6 products to be included in the Printer Friendly version.

To purchase one of the items, click on “Add to Cart” below the product name.
You have completed learning how to search for products. Go back to the Help Section on Dell | ASAP Software Online to learn about other reports.