

# eShop How-To Sheets

## Searching for Products & Saving your Favourites

This how-to sheet outlines the steps required to:

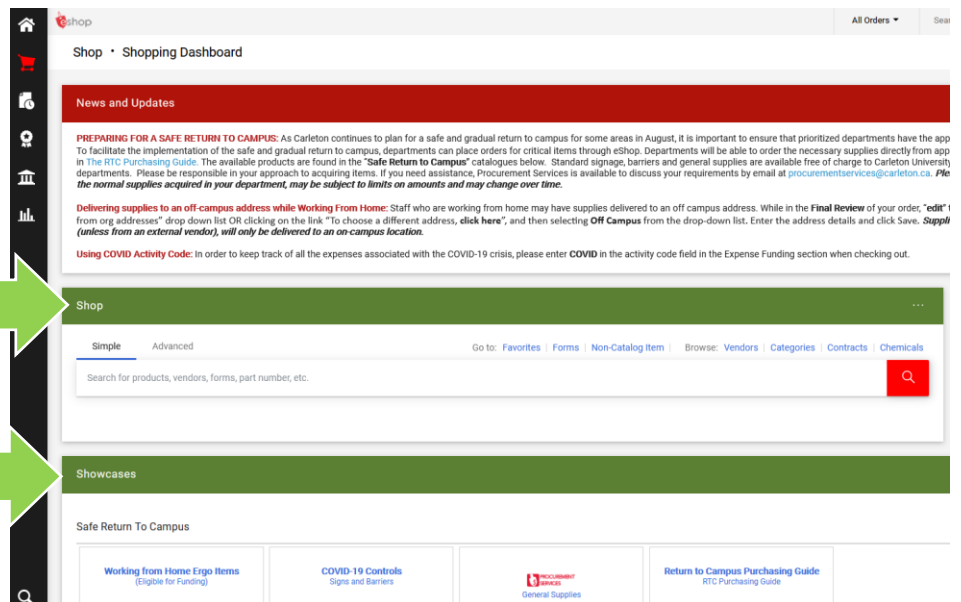
- Conduct a general search for products (e.g. a 'standard image' laptop) (Step 2).
- Search a specific vendor's products (e.g. a Dell laptop) (Steps 3 and 4).
- Saving favourite products so you don't have search for them every time you want to add them to a cart (step 5).

### THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Once logged into eShop, there are multiple ways to conduct a search for products.

If you don't have a specific vendor in mind, use the 'Shop Search' (See Step 2).

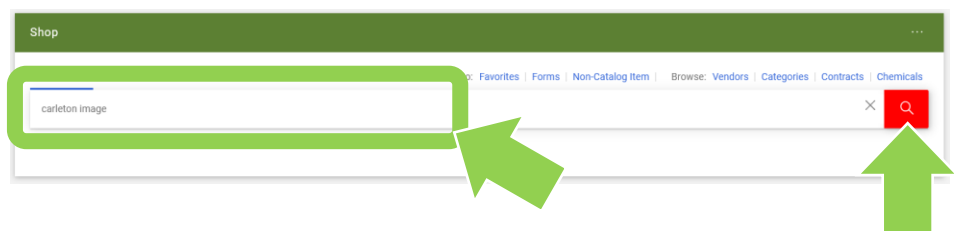
If you have a specific vendor in mind, you can shop the 'Showcases' (See Steps 3 & 4).



### 2a. A General Search ...

Let's begin with one of the most common product searches, a 'standard image laptop' (i.e. standard configurations have ITS software images adapted to them and receive full support from ITS).

Type 'carleton image' in the 'Shop Search' field and click the red search button.



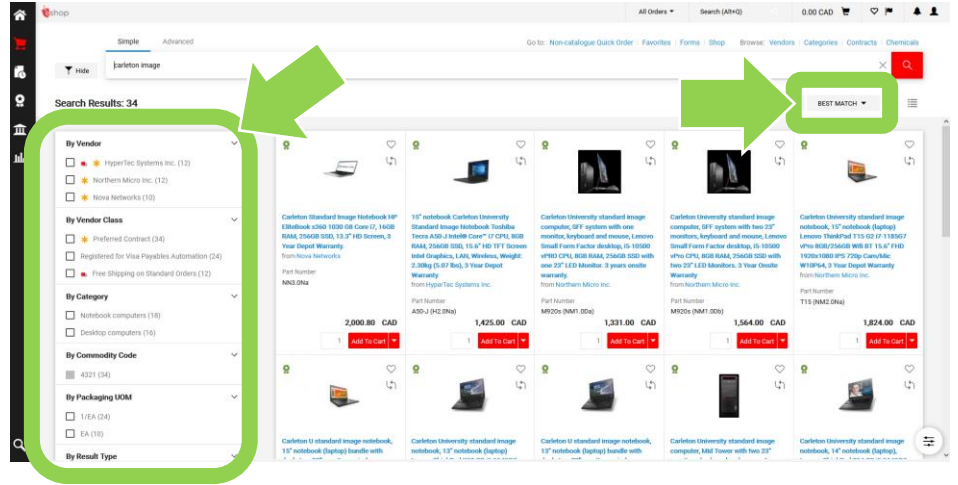
## 2b. A General Search ...

There are a number of ways to refine the search results.

You can use the 'BEST MATCH' feature to sort the results by criteria (e.g. 'Price: Low to High').

You can also use 'Filter Results' to refine your search 'By Vender' (e.g. only laptops sold by Hyper Tec Systems Inc.) or 'By Category' (e.g. only notebooks).

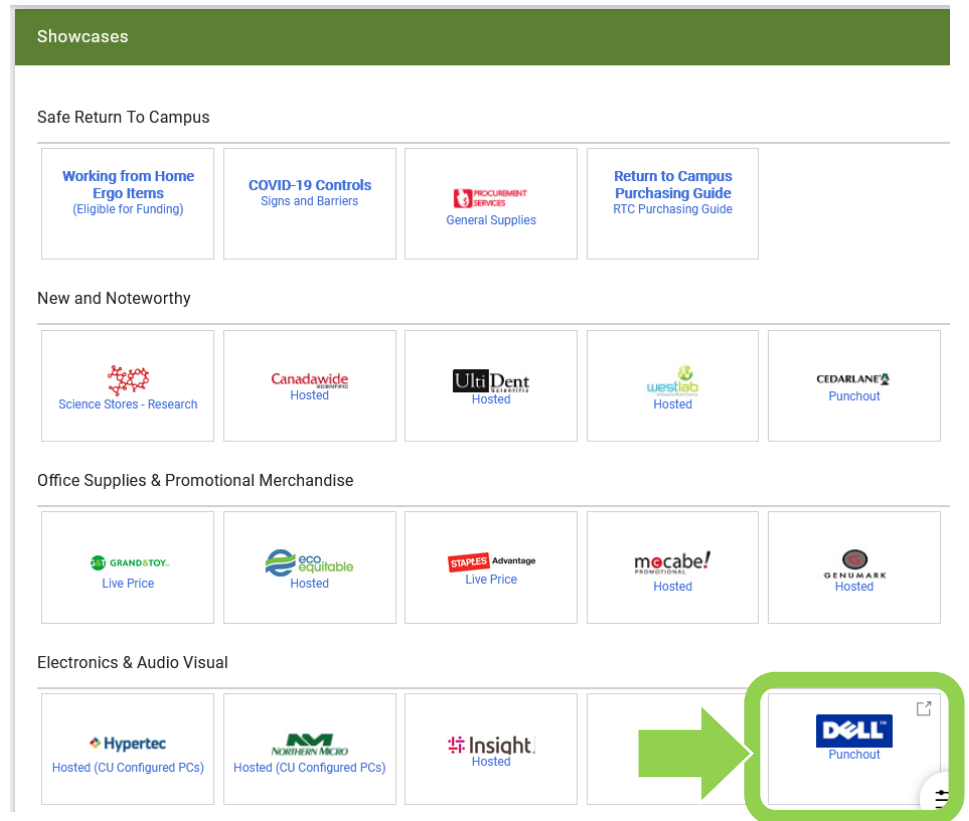
To add one of these laptops to your cart, click on a red 'Add to Cart' button.



## 3a. A Specific Vendor Search ...

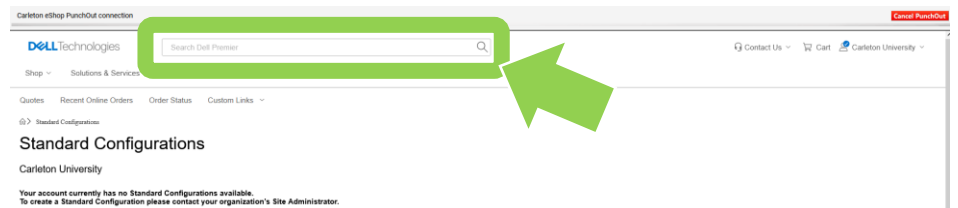
In this example, we are searching for a Dell laptop.

In the vendor 'Showcases' section find and click on the 'Dell' button.



## 3b. A Specific Vendor Search ...

On the new webpage, enter 'laptop' in the search field.



### 3c. A Specific Vendor Search ...

Choose a laptop and click the green **'Add to Cart'** button and follow prompts.

**Tip:** Each vendor's page will look slightly different.

**Tip:** On a screen like this, if you want to return to the eShop landing page without adding anything to your cart, click the red **'Cancel PunchOut'** button in the upper right-hand corner of the screen.

Carleton eShop PunchOut connection Cancel PunchOut

Contact Us 1-800-387-5757-7582273 Carleton University Logout

laptop

Quotes Recent Online Orders Order Status

~~\$999.00~~ **\$987.10**

- 11th Generation Intel® Core™ i5-1135G7 Processor (8MB Cache, up to 4.2 GHz)
- Windows 10 Pro English, French, Spanish
- 8GB, 8GBx1, DDR4, 2666MHz
- 512GB M.2 PCIe NVMe Solid State Drive

14-inch laptop featuring a 2-sided narrow border, ExpressCharge™ battery, and 11th Gen Intel® Core™ processors.

Starting Price <sup>1</sup>	\$999.00
Instant Savings	\$11.90
<b>Price</b>	<b>\$987.10</b>

Ship Date 9/28/2021  
Order Code CAV143W10P2C4014CAF

**Add to Cart**

~~\$639.00~~ **\$627.10**

- 11th Generation Intel® Core™ i3-1115G4 Processor (6MB Cache, up to 4.1 GHz)
- Windows 10 Pro English, French, Spanish
- 4GB, 4GBx1, DDR4, 2666MHz
- 1TB 5400 rpm 2.5" SATA Hard Drive

14-inch laptop featuring a 2-sided narrow border, ExpressCharge™ battery, and 11th Gen Intel® Core™ processors.

Starting Price <sup>1</sup>	\$639.00
Instant Savings	\$11.90
<b>Price</b>	<b>\$627.10</b>

Ship Date 9/28/2021  
Order Code CAV143W10P2C4001CAF

**Add to Cart**

### 4. A Specific Vendor Search ...

Another way to search a specific vendor, is to click on the vendor's sticker in the 'Showcases' section.

In the window that opens, you can search that specific vendor's catalogue (i.e. products).

STAPLES Advantage  
Live Price

Staples Advantage Canada

Search

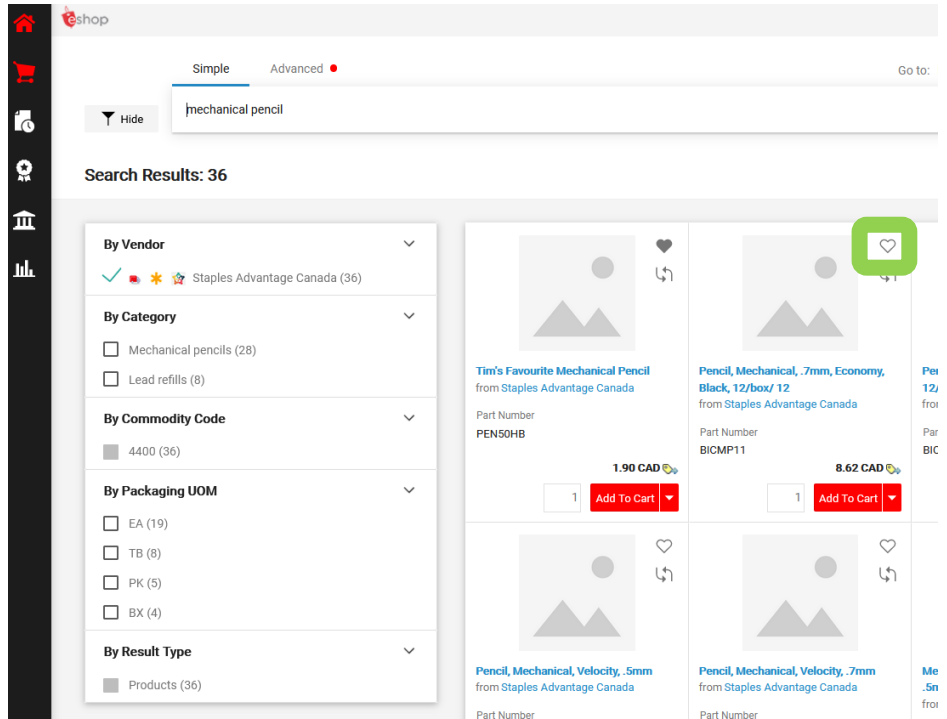
PunchOut

### 5a. Saving Favourites ...

Save products that you purchase often as a favourites. Favourites can easily be added to future carts WITHOUT having to search for them.

From an existing search, click on the **'white heart'** icon.

**Tip:** A dark grey heart icon indicates that an item is already one of your favorites.

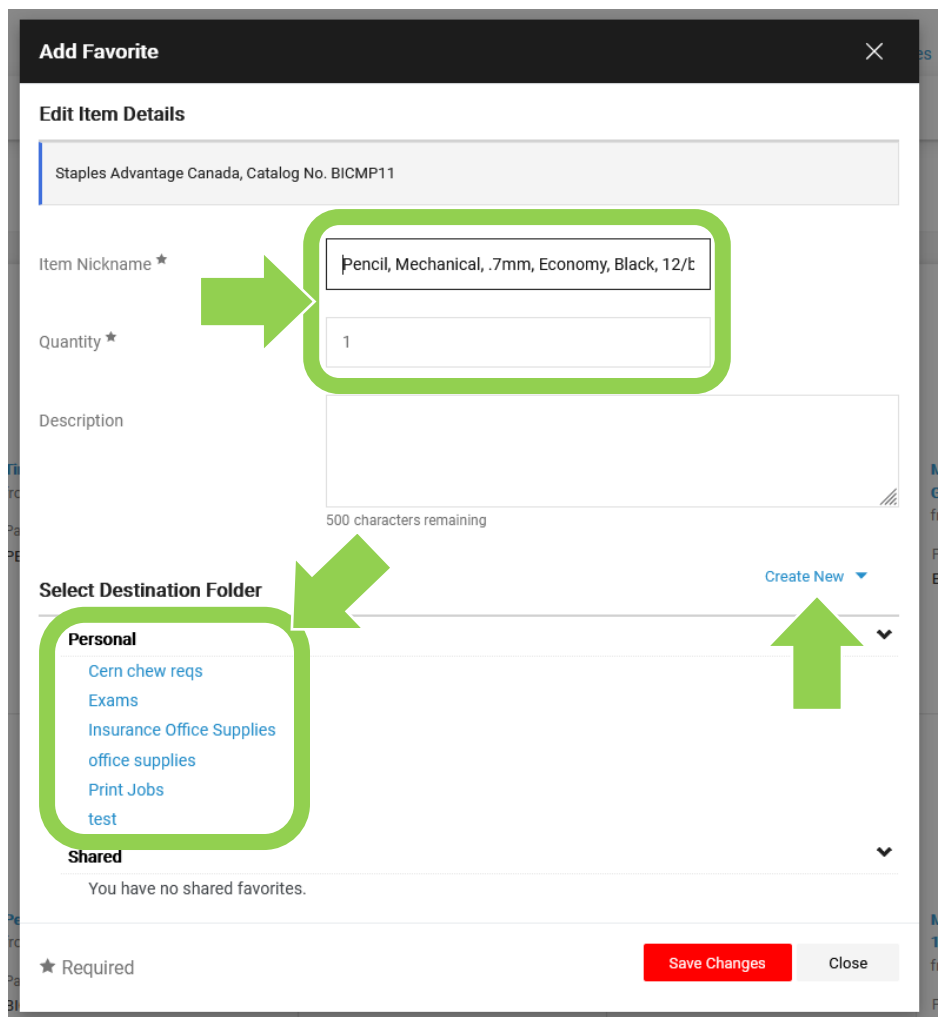


### 5b. Saving Favourites ...

In the window that opens, you can give the product an **'Item Nickname'**, the **'Quantity'** typically ordered, and a description (optional).

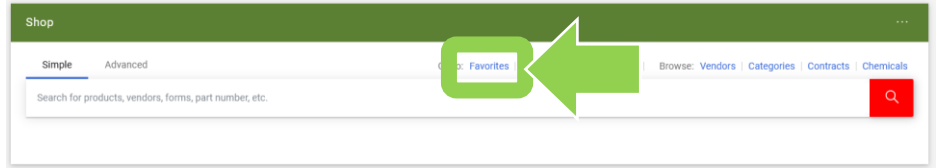
You must either add the favourite to an existing 'Personal' folder by clicking on the blue text OR by creating a new folder by clicking on the blue 'Create New' text and following the prompts.

When you have finished, click the red **'Save Changes'** button.



### 5c. Finding Saved Favourites ...

On the eShop homepage, click on the blue **'Favourites'** text above the 'Shop Search'.



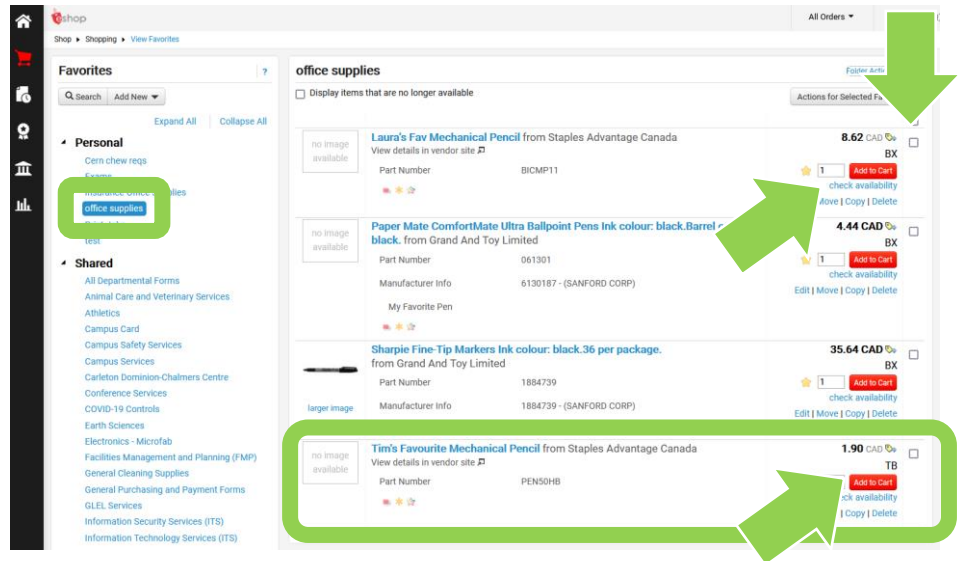
### 5d. Finding Saved Favourites ...

Click on the folder that you saved the favourite product in.

Click on the red **'Add to Cart'** button to add the item to your cart.

**Tip:** You can click on the blue **'check availability'** text to determine if the product is still available.

**Tip:** To add multiple items to the cart, click on the radio boxes.



### What next?

- Visit [carleton.ca/facts/eshop](http://carleton.ca/facts/eshop) to find more how-to sheets.
- Questions about the system? Email [eshop@carleton.ca](mailto:eshop@carleton.ca) or call 613-520-2600 ext.3311.