# SPS Online Store How to Search Effectively

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Search by Search Box
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How to Find Rewards Items



### How to search

Search using the search box, by product category, or by supplier.





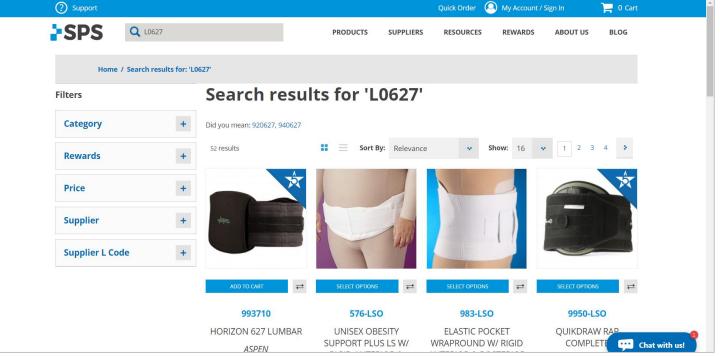
### How to search | search box

Type in the product name, L-Code, part number, keyword, or supplier name. Hit **enter.** 

#### Type 'L0627' in the search box

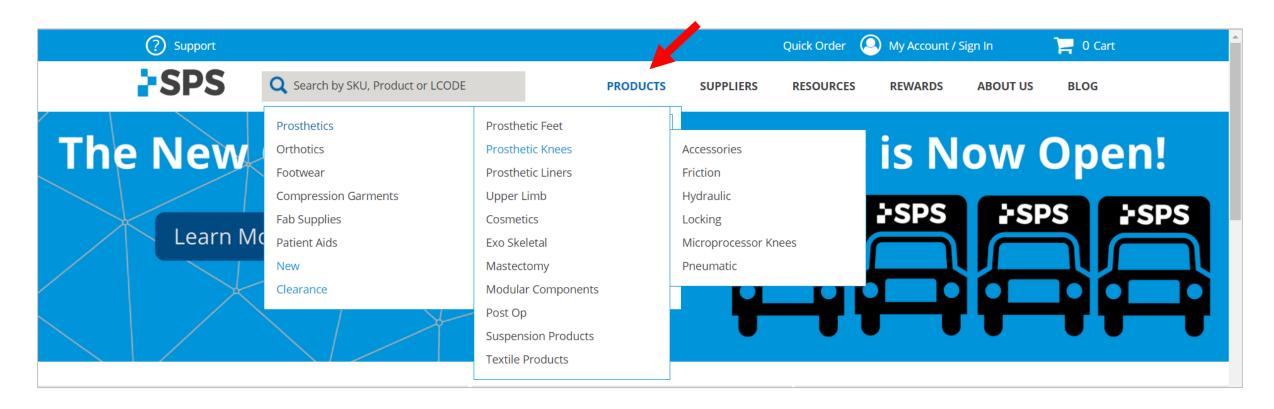


#### Results



**Pro Tip:** Sort (or filter) your results by Rewards to see all Rewards items that will save you an additional 5% when ordered online!

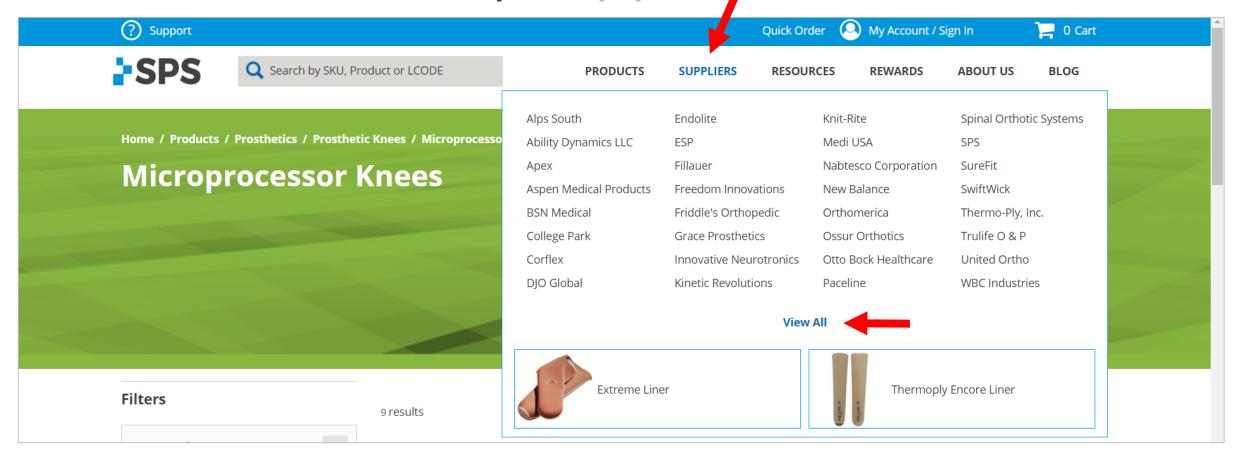
### How to search | product categories



**Pro Tip:** Once you select the product category you need, use the filters on the left to narrow your search down (e.g., filter by supplier or L-Code)



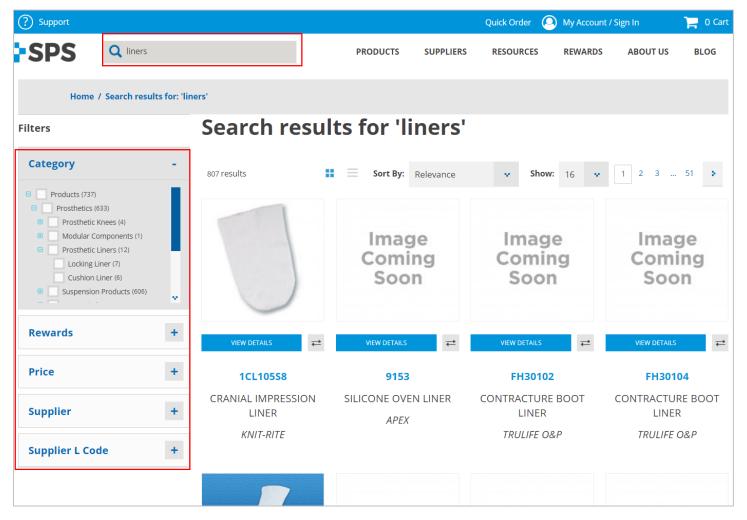
How to search | suppliers



**Pro Tip:** Once you select the supplier you need, use the filters on the left to narrow your search down (e.g., filter by category or L-Code)



### Narrow your search with filters



Filters help narrow down your search results.

- In this example, I searched for "liners".
- I want to find Prosthetic Liners.
- To narrow down 807 search results, I'm going to filter by product category.
- I expand the Category filter by clicking the + symbol and find Prosthetics -> Prosthetic Liners.\*
- You could also filter by Rewards, Price, Supplier, or Supplier L-Code.



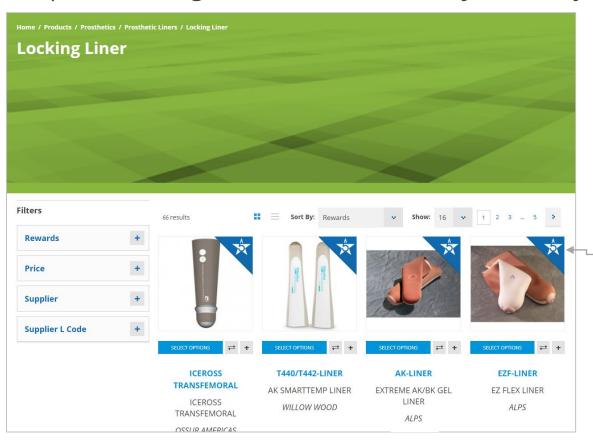
<sup>\*</sup>This tutorial was developed using a test site. Search results will be more comprehensive on live site.



## Rewards 5 | how to find Rewards items

### 1. By Category

All product categories are **automatically** sorted by Rewards.



#### **About Rewards:**

The Rewards 5 Program provides you with an **additional 5% savings** when you order any Rewards product online.

All non-Rewards products ordered online will save you an additional 2%.

Rewards products are marked with the blue triangle ribbon (as shown to the left.)



### Rewards 5 | how to find Rewards items

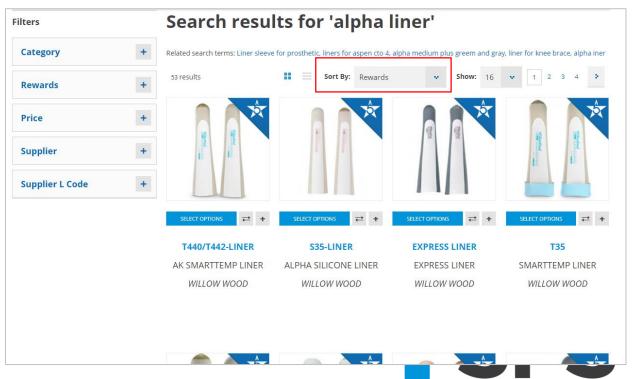
2. Use **Sort By** in Search Results

When you search for an item using the search box, use **Sort By** to have all Rewards items float to the top.

#### **Sort by set to Rewards**

#### SPS Q alpha liner RESOURCES REWARDS **ABOUT US** RLOG Home / Search results for: 'alpha liner' Search results for 'alpha liner' **Filters** Category Related search terms: Liner sleeve for prosthetic, liners for aspen cto 4, alpha medium plus greem and gray, liner for knee brace, alpha iner 53 results Rewards Relevance Price: Low To High Price Price: High To Low WillowWood Supplier Supplier L Code OFAB-G990 **ABCL-LINER** ABL/ABK-LINER **AKL-LINER** ALPHA LINER PRE-ALPHA BASIC CUSHION ALPHA BASIC LOCKING ALPHA CLASSIC AK STRETCH LINER LINER LOCKING LINER WILLOW WOOD WILLOW WOOD WILLOW WOOD WILLOW WOOD

#### **Results**

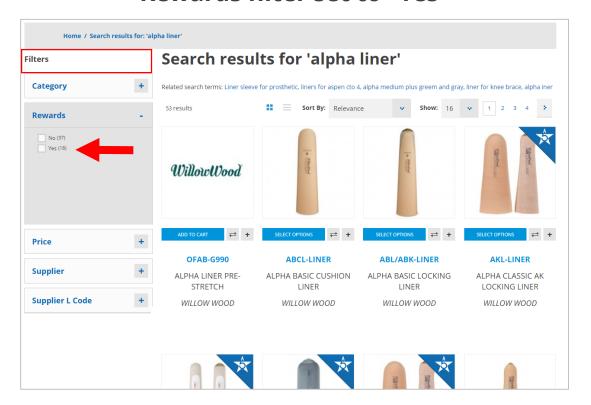


## Rewards 5 | how to find Rewards items

#### 3. Use **Filters** in Search Results

When you search for an item using the search box, use the **Rewards Filter** to eliminate all non-Rewards items from results

#### Rewards filter set to "Yes"



#### Results

