

Web Tutorial: Changing Search Default Preferences

ORDERING / CHECKOUT PREFERENCES:

Default Catalog: Note: Catalogs being processed may not be selected.

Express Checkout:

On
 Off

Default Payment Method:

Default Shipping Method:

Barcode Scanner: Set my Default ordering quantity equal to:

Last Quantity Ordered (if never ordered, a quantity of 1 will be used)
 Quantity equal to 1

Note: The last unit of measure (UOM) ordered will be added when a scanned item is uploaded to your order. If the item was not ordered, UOM may be modified when the item is in the cart.

Important Information: Any quantity values scanned will override the default setting chosen above. Quantities can also be modified or.....

ADDITIONAL PREFERENCES:

Default Language:

Default start page:

Default Search Method:

Default Search Sort Method:

Display Average Order Quantity

Default Page Layout:

Default Menu layout: (Left Navigation Menu)

Menu:

Labels:

How to change the default Search Method

- A. Login.
- B. Click My Account.
- C. Expand My Profile (+/-).
- D. Click Preferences.
- E. On “Default Search Method ” click the drop-down arrow and choose the search preferences from the menu. The default is Best Match.