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# Browsing the Market

# Overview of the Browse Market sheet

This sheet allows you to search and compare any product in the marketplace from all the suppliers in your area. You can compare prices, check what a given supplier sells, add products to your order sheet or add products directly to your basket for purchase.

## The Browse Market Sheet

The screenshot shows the 'Browse Market' interface on the Foodlink Market website. At the top, there are navigation tabs: 'Browse market' (active), 'Order sheet', 'Basket', 'Previous orders', and 'Help/Request'. Below this is a search bar labeled 'Search Market' containing the text 'beef fillet'. On the left, there are filter sections: 'Filters' with checkboxes for 'Special offers only', 'My suppliers only', and 'My price'; 'Filter by brand' with a dropdown set to 'All Brands'; and 'Filter by supplier' with checkboxes for 'All Suppliers' and 'Clear Suppliers'. Below these are category filters: 'Beverages', 'Dry Goods', 'Fresh Fish', 'Fresh Meat' (expanded to show 'Bill Riley', 'Blaauwberg Meat Specialties', 'Botes Meat', 'Cape Country Lamb', 'Gastro', 'Sacks Butchery', and 'San Giorgio'), and 'Frozen Foods'. The main table displays the following data:

Supplier	Product Description/Code	Packsize	Price	Add to (order's sheet)	Add to basket
Sacks Butchery	Beef Fillet Kebabs		R119.00 per kg		0 each
Sacks Butchery	Fillet Of Beef Whole		R133.00 per kg		0 each
Sacks Butchery	Fillet Steak Portions		R138.00 per kg		0 portion
Gastro	Beef Fillet Heads Chalmar 3 Heads Vac. Packed	3 Heads vac. Packed	R139.00 per kg		0 pack
Sacks Butchery	Clean Trimmed Fillet Whole		R139.90 per kg		0 each
Botes Meat	Beef Fillet Whole A Grade	per kg	R141.52 per kg		0 kg
Bill Riley	beef v.p. fillet whole		R145.00 per kg		0 each
Blaauwberg Meat Specialties	Beef Fillet Frozen		R147.95 per kg		0 kg
Cape Country Lamb	Botswana Beef Fillet Fresh	per kg	R148.50 per kg		0 kg
Bill Riley	beef v.p. fillet portion cut	300g portion	R150.00 per kg		0 portion
Bill Riley	beef v.p. fillet portion cut	200g portion	R150.00 per kg		0 portion
Bill Riley	beef v.p. fillet portion cut	250g portion	R150.00 per kg		8 portion

## Overview of the Browse Market

You can customise your browse market sheet layout to suit yourself. The paragraphs below explain how to do this. Generally on the left are your filters, in the middle is the product table and on the right are your action buttons.

### Ordering Columns

You can change the order of the columns from left to right by clicking and holding on one of the column headings and then dragging it to the new placement.

### **Column Widths**

You can change any column's width by hovering over the line between the column headings and clicking and holding when the double arrow appears. Then drag the column wider or narrower.

### **Ordering the fields within a column**

You can change the order of the product items within a column by clicking once on the column heading. Eg. If you click description it will order the product items alphabetically. Clicking again will order them in reverse order.

### **Searching products**

You can search for any item in the table (see next section)

### **Filtering fields**

You can also filter your fields to just show categories you want. (see next section)

### **Moving/Tabbing between items**

Click on any of the rows and by pressing the tab or enter button on your keyboard you can move from item to the next below it in the table.

### **Viewing items on the next page**

If you have a long list of items you can move to the ones further down the list in a number of ways:

- Collapse the item groups as described above in filtering fields. This will give you more room on the front page to see items further down the list
- Click on the page number at the bottom of the page if you scroll down to take you directly to the next page or a page where your items may be.

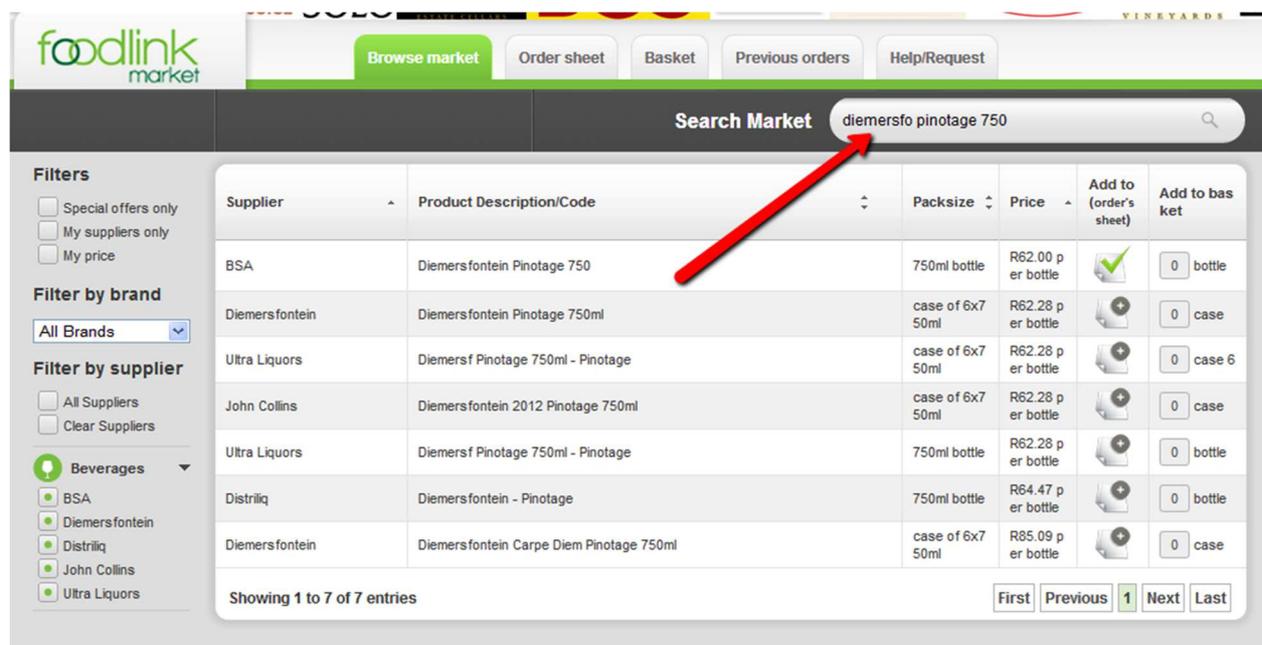
# Searching and filtering Items

This section describes how to find and compare specific products in the market.

## Using the search button

The "Search Market" button is quite powerful and allows you to search the entire market by either product description, supplier, product code, unit of measure, even price. You can also search using a partial word and your words don't need to be in order. You can even combine supplier name, product description and unit amount by leaving a space between your words and the search button will understand this.

### The search button



The screenshot shows the foodlink market search interface. The search bar contains the text "diemersfo pinotage 750". A red arrow points to the search button. The results table shows various products from suppliers like BSA, Diemersfontein, and Ultra Liquors.

Supplier	Product Description/Code	Packsize	Price	Add to (order's sheet)	Add to basket
BSA	Diemersfontein Pinotage 750	750ml bottle	R62.00 per bottle	<input checked="" type="checkbox"/>	0 bottle
Diemersfontein	Diemersfontein Pinotage 750ml	case of 6x750ml	R62.28 per bottle	<input type="checkbox"/>	0 case
Ultra Liquors	Diemersf Pinotage 750ml - Pinotage	case of 6x750ml	R62.28 per bottle	<input type="checkbox"/>	0 case 6
John Collins	Diemersfontein 2012 Pinotage 750ml	case of 6x750ml	R62.28 per bottle	<input type="checkbox"/>	0 case
Ultra Liquors	Diemersf Pinotage 750ml - Pinotage	750ml bottle	R62.28 per bottle	<input type="checkbox"/>	0 bottle
Distriq	Diemersfontein - Pinotage	750ml bottle	R64.47 per bottle	<input type="checkbox"/>	0 bottle
Diemersfontein	Diemersfontein Carpe Diem Pinotage 750ml	case of 6x750ml	R85.09 per bottle	<input type="checkbox"/>	0 case

## Tips for using the search button effectively

- Typing less is better than more. Always start with only a partial use of the word. Some suppliers make spelling mistakes and by typing the full word you may eliminate them. Eg Drostdy Hof is always misspelt, if you're looking for this product it's best to start with "dros" and then carry on from there.
- Remember to also use the search button, filters on the left and the sorting of the columns to eliminate excess products. Eg you may be looking for coke however many products and suppliers stock coke in many forms. If you are looking for cans and not cases it may be better to sort by price since a case will never be cheaper than a can. You can also eliminate suppliers on the left that you don't want to use. You can also type "coke 330ml can" to get rid of other products.

- Note the site remembers all your settings so if you keep coming up with an empty sheet, check that you haven't got a filter switched on by mistake or something in the search box.

## Using the Filters

The filters down the left take a bit of getting used to. There are three main filters:

- Pricing Filters: Here you can filter by specials to see only products that are on special. Or you can filter by only your suppliers who you have a credit line open with. Or you can filter by your prices vs the standard trade prices.
- Brand Filter: Using the dropdown box you can select a particular brand you are looking for. You can achieve the same effect somewhat by typing the brand in the search box.
- Supplier Filter: The suppliers are grouped into categories. Ie Fruit & Veg or Dry Goods Suppliers. By clicking on the various group headings you are effectively filtering by those suppliers. Once in the groupings you can further filter by specific suppliers. Note if you come unstuck just go back to Clear Suppliers or All Suppliers and start again.

### The Filters

The screenshot shows the Foodlink Market interface. At the top, there are navigation tabs: 'Browse market' (highlighted), 'Order sheet', 'Basket', 'Previous orders', and 'Help/Request'. A search bar contains 'beef fillet'. On the left, a 'Filters' sidebar includes options for 'Special offers only', 'My suppliers only', and 'My price'. Below these are 'Filter by brand' (set to 'All Brands') and 'Filter by supplier' (with 'All Suppliers' and 'Clear Suppliers' options). A list of categories is shown with 'Fresh Meat' selected. The main table displays 11 entries for 'beef fillet' with columns for Supplier, Product Description/Code, Packsize, Price, and options to 'Add to (order's sheet)' or 'Add to basket'. Red arrows point to the 'Special offers only' checkbox, the 'All Brands' dropdown, and the 'Fresh Meat' category.

Supplier	Product Description/Code	Packsize	Price	Add to (order's sheet)	Add to basket
Gastro	Beef Fillet Heads Chalmar 3 Heads Vac. Packed	3 Heads vac. Packed	R139.00 per kg	<input type="checkbox"/>	0 pack
Botes Meat	Beef Fillet Whole A Grade	per kg	R141.52 per kg	<input type="checkbox"/>	0 kg
Bill Riley	beef v.p. fillet whole		R145.00 per kg	<input type="checkbox"/>	0 each
Cape Country Lamb	Botswana Beef Fillet Fresh	per kg	R148.50 per kg	<input type="checkbox"/>	0 kg
Bill Riley	beef v.p. fillet portion cut	300g portion	R150.00 per kg	<input checked="" type="checkbox"/>	0 portion
Bill Riley	beef v.p. fillet portion cut	200g portion	R150.00 per kg	<input checked="" type="checkbox"/>	0 portion
Bill Riley	beef v.p. fillet portion cut	250g portion	R150.00 per kg	<input checked="" type="checkbox"/>	8 portions
San Giorgio	super beef fillet (a- grade) (whole)	each	R150.00 per kg	<input type="checkbox"/>	0 each
Gastro	Beef Fillets Whole Chalmar 2 Fillets Vac. Packed	2 Fillets Vac. Packed	R152.00 per kg	<input type="checkbox"/>	0 pack
Botes Meat	Beef Fillet Portions	per kg	R153.83 per kg	<input type="checkbox"/>	0 kg
San Giorgio	super beef fillet (a-grade) (portioned)	portion	R155.00 per kg	<input type="checkbox"/>	0 portion

Showing 1 to 11 of 11 entries

First Previous 1 Next Last

# Adding items to your Order Sheet or Basket

This section describes how to add products to your Order Sheet or directly to your Basket as a once off item.

## Adding items to your Order Sheet

Once you have found the product you wish to place in your order sheet (by using the search or browse and filter functions) all you need to do is click on the "plus" sign under the "Add to my order sheet" column, next to the product. The plus sign will turn into a green tick to verify that the product is now in your order sheet. By clicking on the "order sheet" tab you will find the product there.

You can delete the product from your order sheet by either clicking on the green tick in the browse market tab or by going to the order sheet tab and clicking on the dustbin next to the product.

### Adding items to your Order Sheet

Cape Country Lamb	Botswana Beef Fillet Fresh	per kg	R148.50 per kg		0 kg
Bill Riley	beef v.p. fillet portion cut	300g portion	R150.00 per kg		0 portion
Bill Riley	beef v.p. fillet portion cut	200g portion	R150.00 per kg		0 portion
Bill Riley	beef v.p. fillet portion cut	250g portion	R150.00 per kg		8 portions
San Giorgio	super beef fillet (a- grade) (whole)	each	R150.00 per kg		0 each
Gastro	Beef Fillets Whole Chalmar 2 Fillets Vac. Packed	2 Fillets Vac. Packed	R152.00 per kg		0 pack

## Adding one off items

You can add items that weren't originally in your order sheet by clicking on the box under the column "add to basket". You should only really use this functionality for those items you very seldom order that you need to order today but don't necessarily want to keep in your order sheet. Place a quantity in the box and it will automatically update your basket. There is no need to click on anything else.

## Adding one off items directly to your basket from the Browse Market

Bill Riley	beef v.p. fillet whole		R145.00 per kg		0 each
Cape Country Lamb	Botswana Beef Fillet Fresh	per kg	R148.50 per kg		7 kgs
Bill Riley	beef v.p. fillet portion cut	300g portion	R150.00 per kg		0 portion
Bill Riley	beef v.p. fillet portion cut	200g portion	R150.00 per kg		0 portion