

## **Searching the GoCM Catalogue for Non-Registered Users (Searching 200)**

### ***Prerequisites***

Prior to starting this training, we recommend that you complete the following modules:

- GoCM Navigation for Non-Registered Users (Navigation 200)

These modules will provide some valuable tools and helpful suggestions to assist you in Searching in GoCM for Non-Registered Users.

If you would like to take this module before starting ‘*Searching the GoCM Catalogue for Non-Registered Users*’, please click on the ‘*All Modules*’ link in the left hand navigation bar.

## ***Module Overview***

This module is designed to teach you the searching component of GoCM. The numerical menu bar above this text indicates which section of the module you are in.

- 1 – Prerequisites, Overview and Module Objectives
- 2 – Step-by-Step process with screen shots and demonstrations
- 3 – Review and Try it Now
- 4 – Job Aids

While you can skip menu items, we recommend that you follow the natural progression of the module as it will help you better understand how to work in GoCM.

### ***Objectives of this Module***

Searching the GoCM Catalogue is designed to assist Non-registered users in searching the GoCM catalogue through a variety of ways including using free text and a drop down menu.

Demonstrations are incorporated in this module to show you how the different search options are used in GoCM.

The objectives of this module are to allow users to:

- Search the GoCM catalogue by catalogue view
- Search the GoCM catalogue by free text
- Sort and refine search results based on refinable characteristics

Additional search tips are provided in the *Helpful Tips* section of this module. These include explanations on how to:

- Enter search terms for exact, fuzzy or linguistic text
- Compare characteristic values of several items side by side

### ***Searching the GoCM Catalogue***

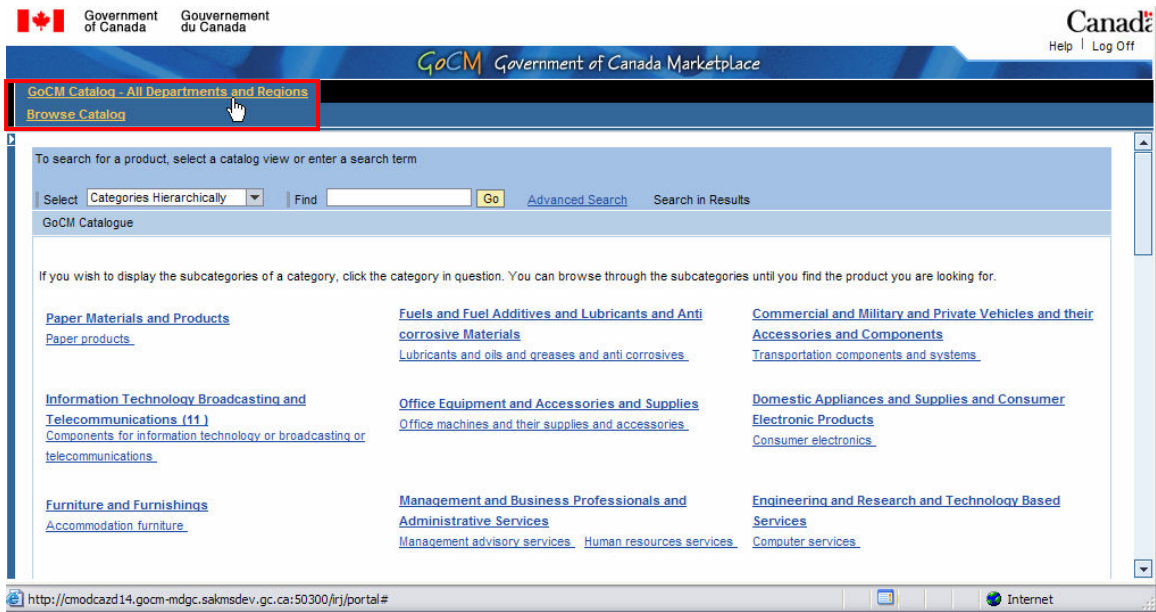
The following scenario will be used throughout this module to help you learn how to search the GoCM catalogue:

You are searching the GoCM catalogue for a monitor. Follow the different approaches to searching the catalogue to find the monitor.

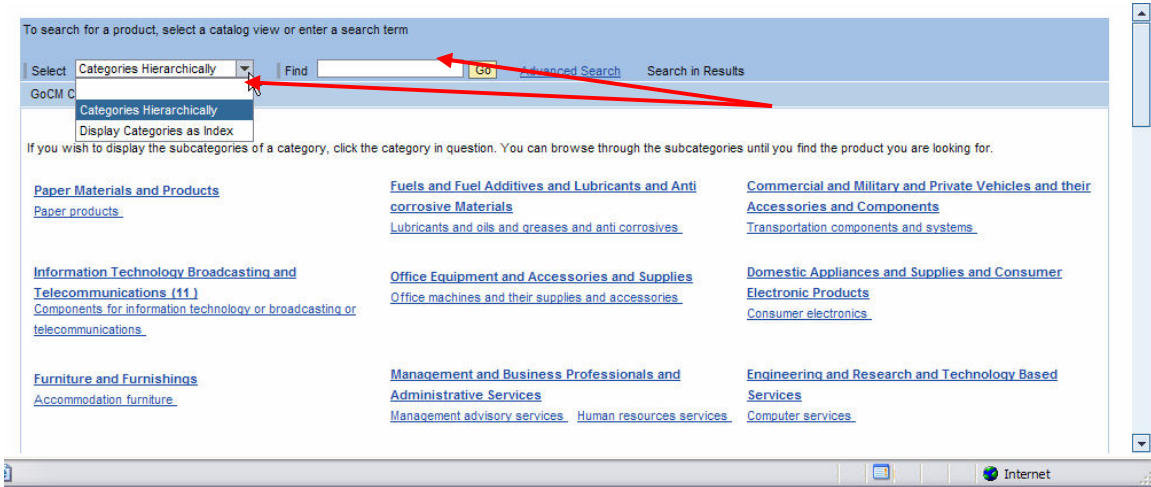
## How to search the GoCM catalogue?

When you log into GoCM, you are automatically taken to the 'GoCM Catalogue – All Departments and Regions' tab.

This tab identifies all catalogue items for GoCM registered/non-registered users and for users who can purchase items on behalf of others.



To search for a product, you can select a catalogue view or enter free text in the spaces provided.

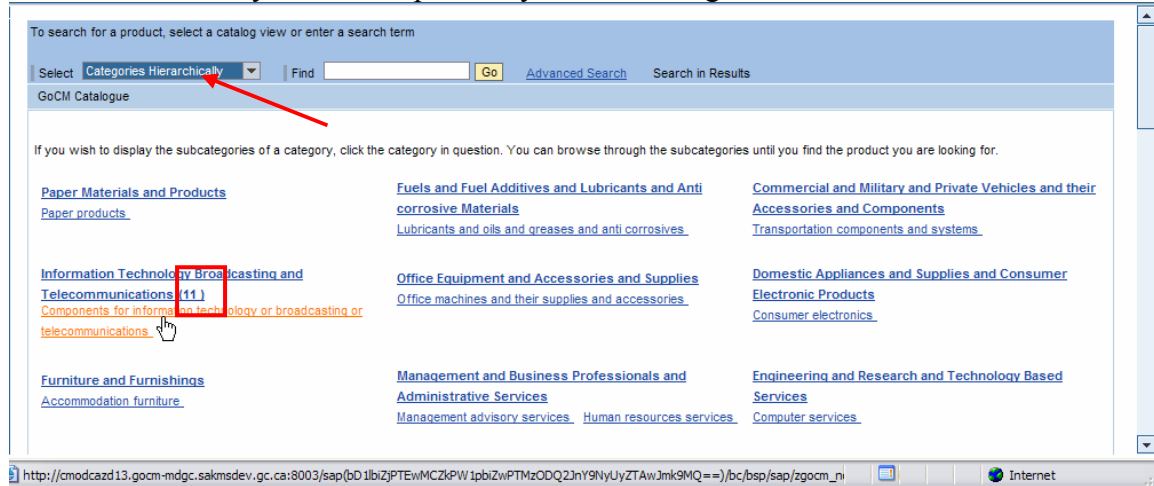


## Searching by catalogue view

In the 'Select' field drop down menu, choose 'Categories Hierarchically' as demonstrated in the image below.

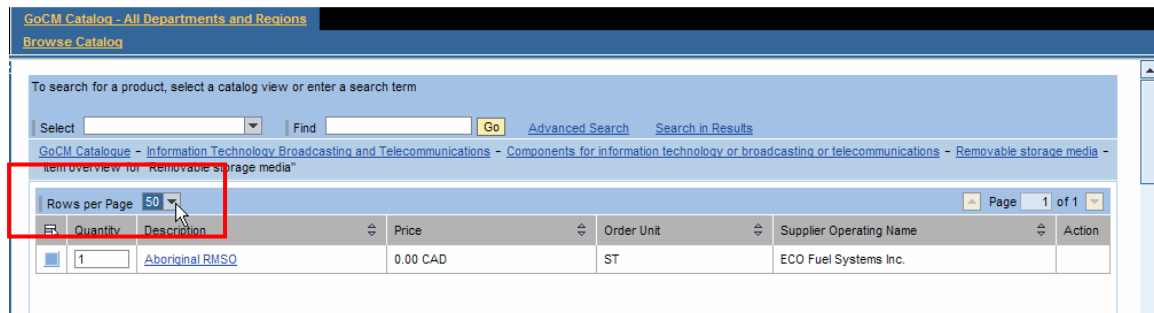
This view displays United Nations Standard Products and Services Code (UNSPSC) product and service categories to which catalogue items have been assigned.

You can search within subcategories by clicking on the category title. You can continue to drill-down until you find the product you are looking for.



Note: The number in brackets identifies the number of products in this category.

The image below shows the results of your search. You can identify the number of rows per page you would like your product information displayed.



Note: If you see multiple scroll bars on your screen, use the inside scroll bar to view all the products identified on the page.

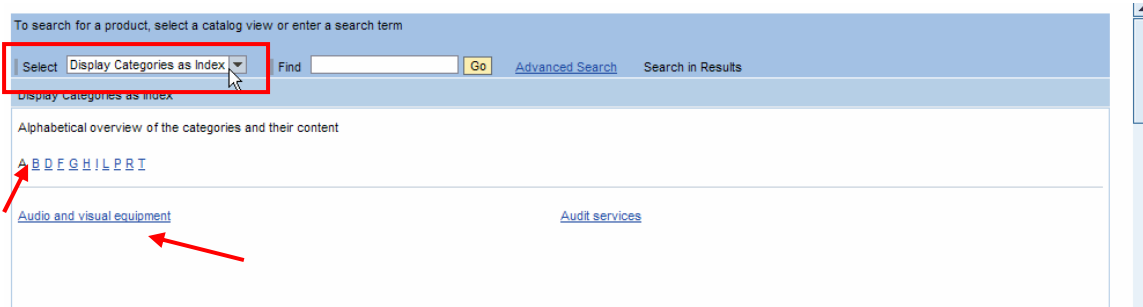
Once you have found your product you can make note of it and start another search.

Note: Never click on the browser's back button.

*View demo of searching by 'Categories Hierarchically'*

Now, in the 'Select' field drop down menu, choose 'Display Categories as Index'.

This view displays all letters in the alphabet where items exist within a subcategory. Click on a letter of the alphabet that contains the subcategory you are looking for, and then click on category title shown below for a listing of items.



The image below shows your search results.

To search for a product, select a catalog view or enter a search term

Select  Find  Go [Advanced Search](#) Search in Results

Display Categories as Index - Item overview for "Audio and visual equipment"

Rows per Page: 50 Page 1 of 1

| Quantity | Description                       | Supplier Part Number | Price          | Order Unit | Supplier Operating Name    | Hazardous | Action |
|----------|-----------------------------------|----------------------|----------------|------------|----------------------------|-----------|--------|
| 1        | <a href="#">Controller</a>        | AW02013311           | 143,999.99 CAD | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">Storage</a>           | 99001192300          | 961.38 CAD     | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">System</a>            | 9501500              | 145.99 CAD     | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">Battery</a>           | BCG34HLD4L           | 20.77 CAD      | EA         | Infosat Telecommunications | Yes       |        |
| 1        | <a href="#">Cable</a>             | 245704499002         | 7.53 CAD       | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">Software</a>          | 515117163550         | 18,263.96 CAD  | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">Accessory</a>         | 3880476301           | 613.43 CAD     | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">Projector</a>         | 38VIV20102           | 17,186.40 CAD  | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">Software</a>          | AW02004311           | 3,820.58 CAD   | EA         | Infosat Telecommunications | No        |        |
| 1        | <a href="#">Non-Linear Editor</a> | 100804601            | 109,414.08 CAD | EA         | Infosat Telecommunications | No        |        |

Internet



To view the details of the item you desire, click description of the item.

To search for a product, select a catalog view or enter a search term

Select  Find   [Advanced Search](#) [Search in Results](#)

[Display Categories as Index](#) - Item overview for "Audio and visual equipment"

Rows per Page  Page  of

| Quantity                       | Description                | Supplier Part Number | Price          | Order Unit | Supplier Operating Name    | Hazardous | Action |
|--------------------------------|----------------------------|----------------------|----------------|------------|----------------------------|-----------|--------|
| <input type="text" value="1"/> | <a href="#">Controller</a> | AW02013311           | 143,999.99 CAD | EA         | Infosat Telecommunications | No        |        |
| <input type="text" value="1"/> | <a href="#">Storage</a>    | 99001192300          | 961.38 CAD     | EA         | Infosat Telecommunications | No        |        |
| <input type="text" value="1"/> | <a href="#">System</a>     | 9501500              | 145.99 CAD     | EA         | Infosat Telecommunications | No        |        |
| <input type="text" value="1"/> | <a href="#">Battery</a>    | BCG34HLD4L           | 20.77 CAD      | EA         | Infosat Telecommunications | Yes       |        |
| <input type="text" value="1"/> | <a href="#">Cable</a>      | 245704499002         | 7.53 CAD       | EA         | Infosat Telecommunications | No        |        |
| <input type="text" value="1"/> | <a href="#">Software</a>   | 515117163550         | 18,263.96 CAD  | EA         | Infosat Telecommunications | No        |        |

The detailed results of your search may vary depending on the product you select:

- Class 1: The details describe the actual product that you can order and has a price listed. A link to the agreement document may be attached as well.

To search for a product, select a catalog view or enter a search term

Select  Find   [Advanced Search](#) [Search in Results](#)

[Display Categories as Index](#) - [Item overview for "Printer and facsimile and photocopier supplies"](#) - Toner Cartridge -CLP-510/560 - BLACK

|                          |                                      |              |                                                                     |
|--------------------------|--------------------------------------|--------------|---------------------------------------------------------------------|
| Description:             | Toner Cartridge -CLP-510/560 - BLACK | Quantity     | <input type="text" value="1"/>                                      |
| Supplier Part Number     | CLP-510D3K/SEE                       | Attachments  | <a href="#">PDF copy of agreement</a>                               |
| Price                    | 72.28 CAD                            | Supplier URL | <a href="http://www.kerrnorton.com/">http://www.kerrnorton.com/</a> |
| Order Unit               | EA                                   |              |                                                                     |
| Pkg Info                 | packed individually                  |              |                                                                     |
| Detailed Description     | Toner Cartridge -CLP-510/560 - BLACK |              |                                                                     |
| Supplier Operating Name  | KERR NORTON                          |              |                                                                     |
| Supplier Legal Name      | 1021076 ONTARIO INC.                 |              |                                                                     |
| Manufacturer Part Number | CLP-510D3K/SEE                       |              |                                                                     |
| Standing Offer Number    | E60PS-040069/012/PS                  |              |                                                                     |

OR:

- Class 3: The details describe the supply agreement tombstone information instead of the product information. No items have prices listed. In this case, a link to the actual agreement document is available.

To search for a product, select a catalog view or enter a search term

Select  Find   [Advanced Search](#) Search in Results

[GOCM PROCUREMENT](#) - [Furniture and Furnishings](#) - [Accommodation furniture](#) - [Furniture](#) - [Item overview for "Furniture"](#) - FURNITURE HOUSEHOLD

|                         |                      |              |                                |
|-------------------------|----------------------|--------------|--------------------------------|
| Description             | FURNITURE HOUSEHOLD  | Quantity     | <input type="text" value="1"/> |
| Price                   | 0.00 CAD 0           | Attachments  | <a href="#">Agreement</a>      |
| Order Unit              | ST                   | Supplier URL | <a href="#">C.E.V. Inc</a>     |
| Detailed Description    | FURNITURE HOUSEHOLD  |              |                                |
| Supplier Operating Name | C.E.V. Inc           |              |                                |
| Supplier Legal Name     | C.E.V. Inc           |              |                                |
| Standing Offer Number   | B4604-050001.001/CAL |              |                                |

*View demo of searching by Display Categories as Index*

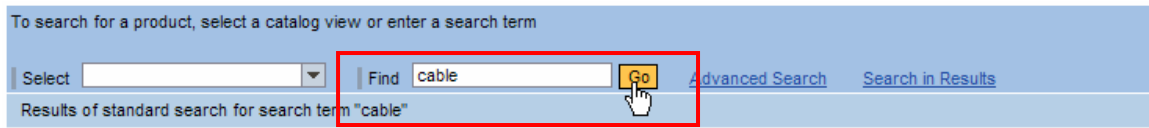
## ***Searching by Free Text***

The '*Find*' field allows you to enter free text into the space provided. This includes entering one or more search items. If you enter more than one search term, this search field finds results that contain one or more of the terms you entered.

Search text that will provide product results include:

- Detailed description of the product (will not display if it is a standing offer)
- Supplier part number
- Picture description
- Short description of the product
- Supplier part number
- GSIN
- Manufacturer Name
- Procurement Business Number (PBN)
- Standing Offer Number
- Supplier Legal Name
- Supplier Operating Name
- UNSPSC

Once you have entered the search item, click '*Go*'.



The screenshot shows a search interface with a blue header. The header text reads: "To search for a product, select a catalog view or enter a search term". Below this, there is a search bar with a dropdown menu on the left labeled "Select" and a text input field labeled "Find" containing the word "cable". To the right of the input field is a yellow "Go" button. A red rectangular box highlights the "Find" input field and the "Go" button. To the right of the "Go" button are two links: "Advanced Search" and "Search in Results". Below the search bar, the text reads: "Results of standard search for search term 'cable'".

Results of this search are exact, meaning that the search only finds an item(s) if the value of at least one of the item's characteristics contains a word that exactly matches the search term(s).


To search for a product, select a catalog view or enter a search term

Select  Find   [Advanced Search](#) [Search in Results](#)

Results of standard search for search term "cable"

Did you mean... [case](#) ?

Rows per Page  Page

| Quantity                       | Description                                               | Supplier Part N... | Image                                                                             | Price        | Ord... | Supplier Operating Name    | Ha... | Action |
|--------------------------------|-----------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------|--------------|--------|----------------------------|-------|--------|
| <input type="text" value="1"/> | <a href="#">WEC D-1000M (3-axis antenna w/80ft cable)</a> |                    |  | 6,595.00 CAD | EA     | Infosat Communications Inc | No    |        |
| <input type="text" value="1"/> | <a href="#">Cable</a>                                     | 245704499002       |                                                                                   | 7.38 CAD     | EA     | CEV inc.                   | No    |        |
| <input type="text" value="1"/> | <a href="#">Cable</a>                                     | 245704499002       |                                                                                   | 7.53 CAD     | EA     | Infosat Telecommunications | No    |        |

*View demo of search by Free Text*

## Refining your search

If you found a large number of items in your original search, either by selecting a category or using text search, you can refine the results by searching the results again.

The image below shows your initial search results, click on the 'Search in Results' link to refine your search.

To search for a product, select a catalog view or enter a search term

Select  Find   [Advanced Search](#) [Search in Results](#)

Results of standard search for search term "cable"

Did you mean... [case](#) ?

Rows per Page  Page  of

| Quantity                       | Description                                               | Supplier Part N... | Image | Price        | Ord... | Supplier Operating Name    | Ha... | Action |
|--------------------------------|-----------------------------------------------------------|--------------------|-------|--------------|--------|----------------------------|-------|--------|
| <input type="text" value="1"/> | <a href="#">WEC D-1000M (3-axis antenna w/60ft cable)</a> |                    |       | 6,595.00 CAD | EA     | Infosat Communications Inc | No    |        |
| <input type="text" value="1"/> | <a href="#">Cable</a>                                     | 245704499002       |       | 7.38 CAD     | EA     | CEV inc.                   | No    |        |
| <input type="text" value="1"/> | <a href="#">Cable</a>                                     | 245704499002       |       | 7.53 CAD     | EA     | Infosat Telecommunications | No    |        |

A box will open below providing further search parameters for you to use. Once you have specified your refinement criteria, click on the 'Search in Results' button. Your filtered results will appear below this box. The following image demonstrates your findings.

To search for a product, select a catalog view or enter a search term

Select  Find   [Advanced Search](#) [Search in Results](#)

Results of standard search for search term "cable"

Did you mean... [case](#) ?

**Search in Results**

Categories  | Supplier Operating Name  | Manufacturer Name

Standing Offer Number  | Agreement Type  | Department Name

Region Name  | G SIN  | Aboriginal

CLCA  | Green  | Hazardous

Supplier Part Number  | Price-Amount  | Order Unit

Service Item

*View demo of Refining your search*

### ***Review and Try it Now***

In this module you learned how to search the GoCM catalogue two ways: by catalogue view and free text search.

You also learned how to refine your search if you found too many items in your original search.

Additional training tips on GoCM Searching can be found in the next section – ‘*Helpful Tips and Other Job Aids*’.

You may click on ‘*Modules by list*’ to close this module and look at other training material.

### ***Try it Now***

You now have the option to complete a series of exercises related to Searching the GoCM Catalogue.

Log on to GoCM to complete this exercise.

#### Exercise 1:

You are searching the GoCM catalogue for a battery. Follow the different approaches to searching the catalogue to find the battery. Search by categories hierarchically for this item.

- In the Select field, choose 'Categories Hierarchically' from the drop down menu
- Scroll down and click on the 'Consumer Electronics' subcategory
- Click on the 'Audio and visual equipment' link
- Look down the list and find 'Battery'

#### Exercise 2:

You are searching the GoCM catalogue for a battery. Follow the different approaches to searching the catalogue to find the battery. Search by index view for this item.

- In the 'Select' field, choose 'Display Categories as Index' from the drop down menu
- Click on the 'A' for 'Audio and visual equipment' and select this link
- Look down the list and find 'Battery'

#### Exercise 3:

You are searching the GoCM catalogue for a battery. Follow the different approaches to searching the catalogue to find the battery. Search for this item using the free text. You need to further refine your search for a battery. Find the battery with Supplier Operating Name 'CEV inc.'.

- In the 'Find' field, enter 'Battery' and click 'Go'

- From your search results, click on the 'Search in Results' button
- Find the 'Supplier Operating Name' field and click on the drop down arrow
- Select 'CEV inc.' from the list, and click the 'Search in Results' button
- Your result(s) will show up. You may have to scroll down to the bottom of the screen.

### ***Helpful Tips and other Job Aids***

The following are several job aids that relate to the content of this module. These are additional materials to assist you with other topics not covered in this module around searching the GoCM catalogue. Feel free to read through the material if you wish; otherwise, you may access this content in the training help section in the main menu.

How to complete an [advanced search](#)

How to [compare characteristic values of several items side by side](#)

How to [search using free text](#)

Other helpful tools (links):

Demos presented in this module

FAQs related to searching

Printable user guide for Searching the GoCM Catalogue

Glossary of Terms

Quick Cards on Searching