



## Quick Reference Guide US Foods 2015 Training – Catalog Search

### Search Catalog

There are multiple ways to search the catalog on USFoods.com.

#### Searching the Catalog

1. The Search Catalog box is available on the home page, in list views, and while submitting an order.
2. Enter any description into the Search Catalog box and hit enter. (Multiple keywords can be used to further narrow your search.)  
**-or-**  
Make a category or brand selection from the dropdown box that appears when you begin typing.
3. This will return a list of all products, as well as categories and brands that contain the word in the product description and detailed description fields. (Items that are on your order guide will appear at the top of the list.)
4. Any selected product can be added to an open order, an existing order or a shopping list.

#### Shop Products

There are multiple ways to shop for products on USFoods.com.

1. By *hovering* over the **Shop Products** text at the top left of the horizontal navigation bar, you can select any product class to directly browse.
2. By *clicking* the **Shop Products** text at the top left of the horizontal navigation bar, you are guided to a page allowing you to further filter browsing results (e.g., product category, products on the order guide, nutritional claims, brands).
3. Any selected product can be added to a new order, an existing order or a shopping list.

### Using Filters

1. At the top of the list, you have the choice of viewing products in list or grid format. (Grid format offers larger pictures.) You can also sort by relevancy, pack size, etc., or alphabetically.
2. Products that are currently on your Order Guide will appear at the top of your results and will be indicated with a check mark.
3. Results can be further refined using a variety of filters available in the side bar:
  - My Order Guide
  - My Lists
  - Contracted Products
  - Recently Purchased
  - Nutritional Claims, Marketing Claims, Allergens, Brands, Manufacturers, etc.
4. Filters can be removed by clicking the **X** icon at the top left of the page on the sidebar.  
**-or-**  
Filters can be removed by unchecking the filter box.

### Adding Product to an Order

1. Click the green **Add to Order** button next to the product you would like to order.
2. You will then have the option to create a new order or add to an existing order.
3. A confirmation window will show that you have successfully added the product to the order, but you are able to change the quantity, if needed.

### Adding Product to a Shopping List

1. Click **Add to...** next to the product you would like to add to a list.
2. A dropdown will appear allowing you to select your desired list.
3. A confirmation window will give you the option to add that product to a particular group. You can then choose to continue shopping or you can view the updated list.