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Portal > Knowledgebase > ESP Web > Manage Product Search Results

## Manage Product Search Results

Jennifer S - 2018-12-10 - in ESP Web

There are many ways you can manage your search results in ESP Web.

### How to Mark Products




Marking products means you are selecting them so that they can be held on the Clipboard, added to a presentation, saved in a project or sent directly to customers.

- **From the List View:**

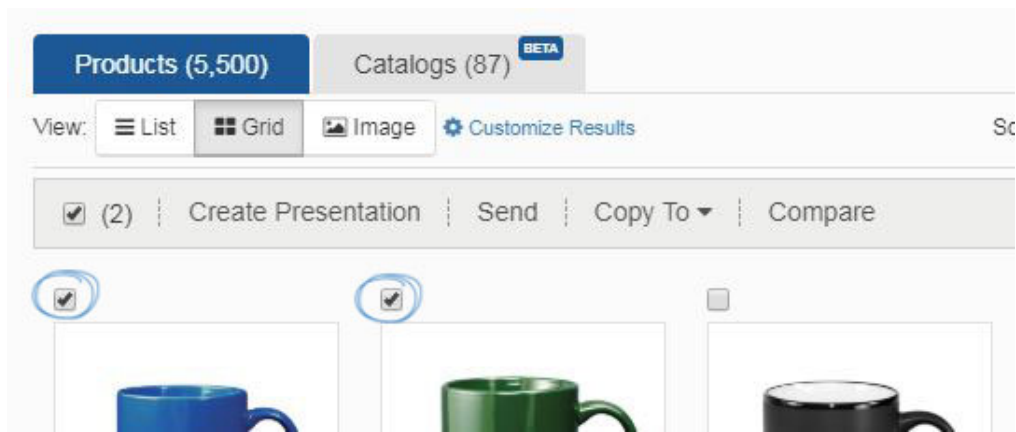
Products (5,500) Catalogs (87) **BETA**

View:  List  Grid  Image  Customize Results

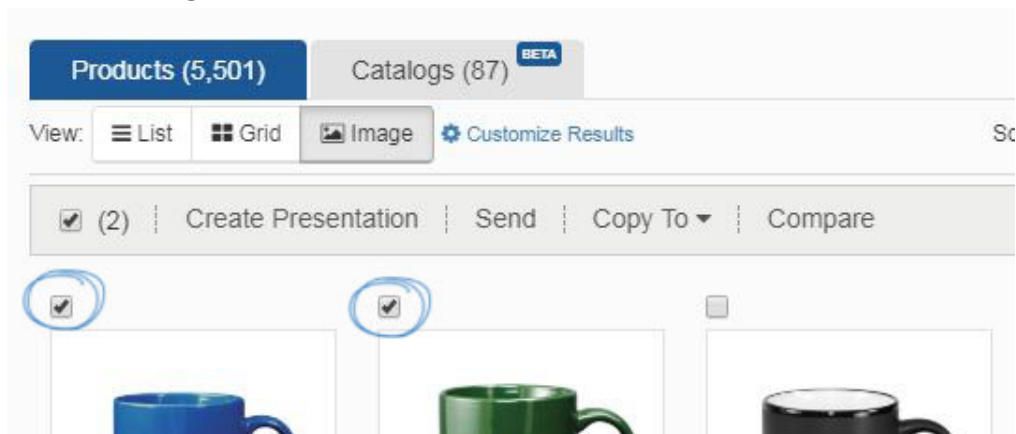
(2) | Create Presentation | Send | Copy To ▾ | Compare

-  **11 oz. Blue Mug**  
 | CPN-552419082  
Options
  - Blue
  - 3.125 "
  - Sandblast
  - + More
-  **11 oz. Green Mug**  
 | CPN-552419083  
Options
  - Green
  - 3.125 "
  - Sandblast
  - + More
-  **11 oz. 2-Tone Matte Black Outside - White Inside**  
 | CPN-552419084

- **From the Grid View:**



• **From the Image View:**



After marking products, the Marked Products Toolbar will appear



**Options for Marked Products**


After marking a product, a toolbar will appear which will enable you to manage the product. The available options are:

- *Create Presentation*: Create a new presentation using the marked product(s).
- *Send*: Send the selected product(s) via email with a PDF attachment. This option also enables you to download or print a PDF containing the marked items.
- *Copy To*: Move the marked item(s) onto the Clipboard or into a Project folder.
- *Compare*: Add the marked product(s) to the Product Compare ribbon.

**Products (1,963)**

View:    [Customize Results](#)

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**Mug**  
CPN-5575283

**Options**

- Black, Blue, White
- 19 oz
- Decal, Laser Engraved,...

[+ More](#)

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**Perka 17oz. Mug**  
✔ | CPN-7164531

**Options**

- Black, Blue, Brown, Green, Lim...
- 17 oz
- Full Color Transfer, Printed,...

[+ More](#)

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**15 oz. Soup Mug**  
CPN-5489859 ⇄

**Options**

- Black, Cobalt Blue, White
- 3 1/4 "
- Silk-Screen

[+ More](#)

**Note:** Marked products will carry through to all of the views. This means you can mark an item, view more information about it, and then return to the results without having to remark items.

## Use the Clipboard

### What is the Clipboard?

The Clipboard is a handy feature which enables you to hold up to 250 items. From the clipboard, you can compare products, send them to a customer, copy them to project folder, create a presentation, or even start an order! Items saved the Clipboard will be held for up to 90 days.

### Add Individual Products to the Clipboard

To add products to the Clipboard from any product view in ESP Web:

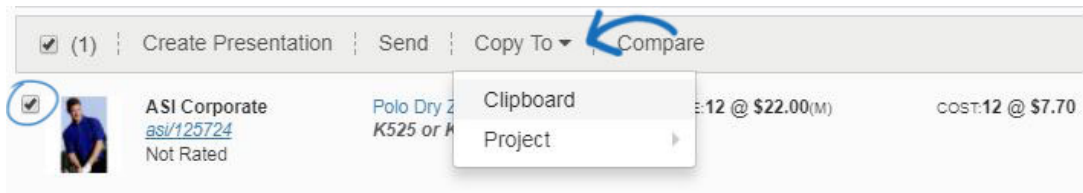
- **From the List view:** Hover on a product listing and then click on the Save button.
- **From the Grid view:** Hover on a product listing and then click on the Save button.
- **From the Detail page:** Click on the Save to Clipboard button.
- **From the Quick views:** Click on the Save button.

In the example below, the product is being added to the Clipboard from the List view.



## Adding Multiple Items to the Clipboard

You can also place multiple items from the same search on the Clipboard by marking the items, click on the Copy To from the Marked Items toolbar and selecting Clipboard.



## Features and Functions of the Clipboard

Click on the Clipboard icon to open your saved items.



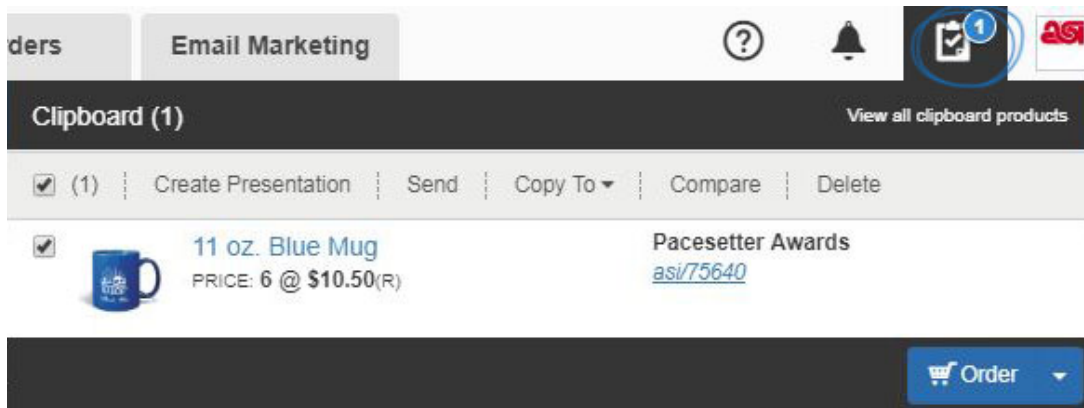
Products are displayed with a checkbox, product image, product name, price and supplier name. You can mark one item, check specific products, or check the top checkbox to select all.

Once you have products selected, other actions will become available.



The actions you can take on the clipboard toolbar are:

- Create Presentation: Use the selected products to create a new ESP presentation.
- Send To Customer: Send the Detail page to a customer via email.
- Copy To: Save a copy of the selected products to a project folder.
- Compare: Add the product(s) to the Product Compare.
- Delete: Remove the product(s) from the Clipboard.

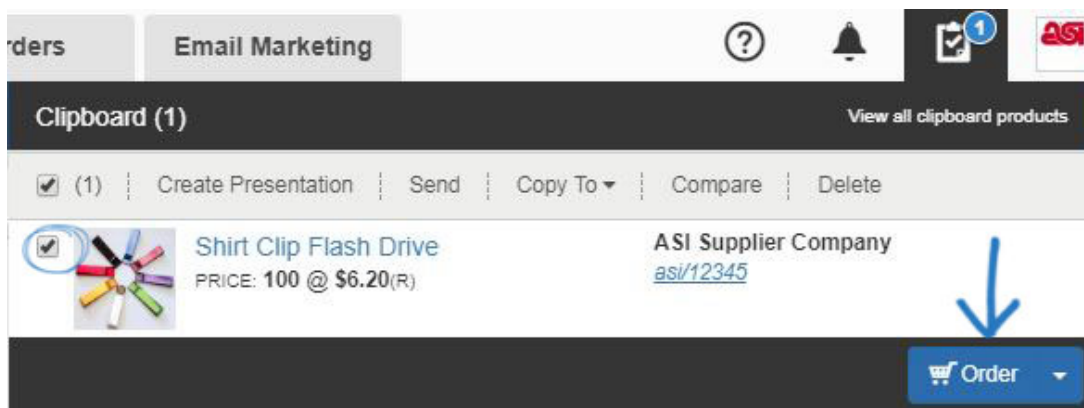


The Order button will be displayed at the bottom.

### Order the Product(s) from the Clipboard

To create an order for a product that has been saved to the Clipboard, click on the Clipboard icon and then click on the Create Order button.

**Note:** Use the arrow to access the Create Quote button.




Enter the quantity you need for each available option in the box below the attribute. The Order Summary will appear to the right. Click on the Continue button.

#### Quantity

Enter your quantities below. Once your order is created, you can edit the colors, add additional instructions and make other updates.

	Black	Blue	Gray	Green	Orange	Purple
<b>128 MB</b>	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY
<b>256 MB</b>	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY
<b>512 MB</b>	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY
<b>1 GB</b>	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY
<b>2 GB</b>	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY
<b>4 GB</b>	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY

**Slim Plastic USB**  
ASI Supplier Company  
[asi/12345](#)



Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

The Decoration information will appear. You can select an imprint method, upload a logo or enter information about the imprint location name, imprint color or decoration instructions.

Next, click on the Continue button.

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**Decoration (optional)**  
Add your decoration details.

Decorator: ASI Supplier Company

Imprint Location Name: [Dropdown]

Imprint Method: Enter or Choose Imprint Method

Imprint Color: Enter logo colors

Decoration Instructions: Type your comments

Artwork & Files  
Upload up to 10 files per order.  
Attach Files

**Order Summary**  
Quantity: 60

Total Product Cost: \$322.96  
Total Product Price: \$538.27  
Margin: \$215.31

Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

Save to Cart Continue

Use the dropdown to select your customer.

**Note:** If you are working with a new customer, click on the Add New Customer link. You will be able to enter the customer's name and then click on Create Customer.

After selecting your customer, click on the Create Order button. Then, begin [filling in the order form](#).

## Compare Products

Locate the item(s) you would like to compare. Mark the product(s) and then click on the Compare button from the Marked Items toolbar.

Products (4,885) Catalogs (87) <sup>BETA</sup> Save this Search | Print

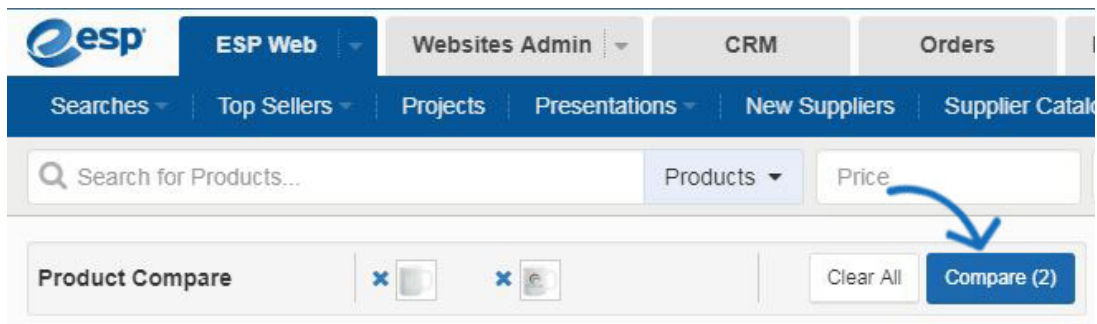
View: List Grid Image Customize Results Sort By: Default

**11 oz. White Ceramic Mug** | CPN-5490088  
PRICE: 144 @ \$2.08 (R)  
COST: 144 @ \$1.248  
Options: White, 3 3/4", Silk-Screen, + More

**11 oz. White Ceramic Mug** | CPN-552404998  
PRICE: 144 @ \$2.288 (R)  
COST: 144 @ \$1.373  
Options: White, 3 3/4", Silk-Screen, + More

**NEW 14 oz. Coffee Mug - Doctor/Nurse** | CPN-552616177  
PRICE: 72 @ \$8.558 (R)  
COST: 72 @ \$5.135  
Options: Teal, White, 14 oz, Pad Print, Unimprinted, + More

The item will be added to the Product Compare which will open below the search toolbar.



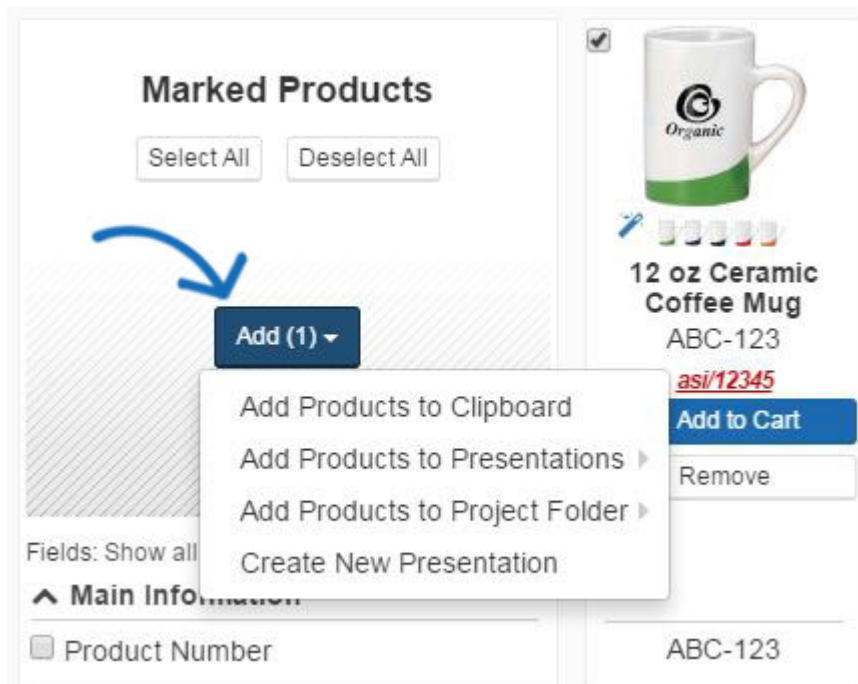
After adding all the products you would like to compare, click on the Compare button.

You can remove a product from the Product Compare bar by clicking on the X to the left of the item. You can also clear the Product Compare by clicking on the Clear All link.

Product	Product Number	Quantity	List Price	Net Cost
12 Oz. Cafe Mug	ABC-123	144	\$4.01	\$2.406
Two-Tone Square M...	DEF-456	72	\$4.87	\$2.922

If there are over five items to compare, you will need to scroll horizontally to view more than the first five. In the Product Compare, you can select the fields you want to compare. You can use the Show all fields link to view all available comparison fields and the Show only marked fields to view only the fields you have selected. You can use the arrows for each individual field to sort in an ascending or descending order.

You are also able to click on the wand icon in the bottom left corner of the product image to create a virtual sample. Additional items can be added from the clipboard. You can remove products by clicking on the Remove button. You can remove more than one item at a time by marking products and then using the Remove button. Mark products from within the Product Compare and then use the Add button to add the selected item(s) to the Clipboard, an existing presentation, a project folder, or create a new presentation.

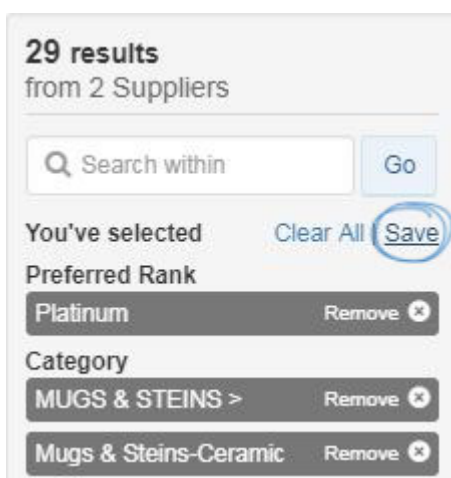


You can type a quantity in this box that will show the accurate prices in the list price and net cost rows. If the item is not available in the quantity you entered, that criteria will be greyed out in the Product Compare.

Main Information		ABC-123	DEF-456
<input type="checkbox"/> Product Number		ABC-123	DEF-456
<input type="checkbox"/> Quantity	48	72	48
<input type="checkbox"/> List Price		\$3.35	\$3.13
<input type="checkbox"/> Net Cost		\$2.01	\$1.878

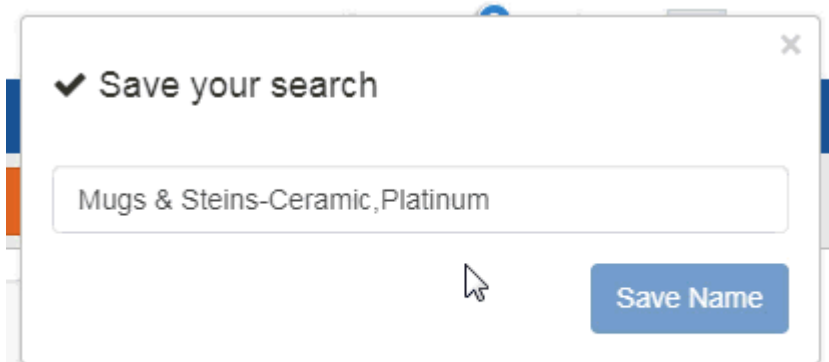
### Save the Search

After you do a search in ESP, save your search by clicking on the Save link above the Search Within box.



Type in a name for your search in the pop-up window and click on Save.





[Save this Search](#) | [Print](#)

Product of the Day

Saved searches are stored in the Searches section of the ESP Web toolbar under My Saved Searches. This search will be available in the My Saved Searches listing until you delete it. To delete a saved search, click on the My Saved Searches option from the Searches dropdown.

Saved Searches (3)		Recent Searches (3)	
Search	Date Saved ▲		
<a href="#">USB</a>	11/09/2015		
<a href="#">twister mug.Medium Blue</a>	11/09/2015	<a href="#">Edit</a>   <a href="#">X Delete</a>	
<a href="#">mugs</a>	08/06/2015		

### Order the Product(s)

After locating the item, hover on the listing and click on the Order button.

Quick Info

**Slim Plastic USB drive - Chrome accents W/ key-loop**

imprintID ★★★★★ (356)  
[asi/73651](#) ✉ Contact

**Check Inventory**

Price: **50 @ \$5.608 (7)** Cost: **50 @ \$3.365**

Enter the quantity you need for each available option in the box below the attribute. The Order Summary will appear to the right. Click on the Continue button.

### Quantity

Enter your quantities below. Once your order is created, you can edit the colors, add additional instructions and make other updates.

	Black	Blue	Gray	Green	Orange	Purple
<b>128 MB</b>	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY
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<b>1 GB</b>	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY
<b>2 GB</b>	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY
<b>4 GB</b>	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY

**Slim Plastic USB**  
 ASI Supplier Company  
[asi/12345](#)

Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

The Decoration information will appear. You can select an imprint method, upload a logo or enter information about the imprint location name, imprint color or decoration instructions.

Next, click on the Continue button.

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### Decoration (optional)

Add your decoration details.

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**Decorator**  
ASI Supplier Company

**Imprint Location Name**  
[Dropdown]

**Imprint Method**  
Enter or Choose Imprint Method


**Imprint Color**  
Enter logo colors

**Decoration Instructions**  
Type your comments

---

**Artwork & Files**  
Upload up to 10 files per order.  
[Attach Files](#)

**Slim Plastic USB**  
ASI Supplier Company  
asi/12345



### Order Summary

Quantity: 60

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**Total Product Cost:** \$322.96  
**Total Product Price:** \$538.27  
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