

# Central Stores Catalog Online Search Tips



Central Stores is always adding new products based on the demands of our University customers. To check on all products available and current pricing for items in stock, visit our website, <http://www.stores.uconn.edu/> and click on the link "Catalog Online." Login identification *not* required.

**Here are some search tips to help you find the items you need!**

## Inventory Item Search

Item #	Starts With	▼	
Description	Contains	▼	
Mfg Nbr	Contains	▼	

**It is usually best to search using just one of the fields above:  
Search by Item # OR Description OR Mfg Nbr (Manufacturer Part #).**

### Search by Product Class

- There are several categories of products listed. Click on a Product Class to search for your item. Example: Click on "Envelopes/Postcards" to find interdepartmental envelopes.

### Search by Item #

- Use this field when you know the entire 8-digit Central Stores item number or a portion of it. If you know the complete item number, type it in the blank field and click on the Search button.
- If you know only a portion of the item number, click on the down arrow and select "Contains." Type in the partial item number in the blank field and click on the Search button. Your search will yield a list of products containing the partial item number. Make your selection from there.

### Search by Description

- Use this field when you have no idea what the item number is or when you want to look at several items in a product category.
- It is best to keep the description short. Example: To search for colored paper, type "colored paper" in the blank field. Your search will yield a list of all colored paper available from Central Stores. Make your selection from there.
- Enter the singular form of the word—not plural.** Example: To find forms, type "form" in the blank field. Do *not* type "forms." (The system will often not locate items typed as plural words.)

### Search by Manufacturer Part # ("Mfg Nbr")

- Use this field when you don't know the item number but you do know all or a portion of the manufacturer part number. Type in the complete or partial manufacturer part number in the blank field and click on the Search button.



**Remember: You can always call us at 860-486-3626.  
We'll be glad to help you find what you need!**