Search for a vendor

1. On the left navigation, click Vendors.
2. From the list, select the index to search. You can search by:
   - **Keyword**: Words in any of the indexes
   - **Vendor Name**: Words in the vendor name
   - **Location**: Words in the vendor's address
   - **Contact Name**: Words in the contact name
3. Type the search term in the text box. Tips:
   - Start or end searches with an asterisk (*) to increase your results. For example:
     - *rown* retrieves both brown and crown
     - cop* retrieves both copy and copies
     - (*) Searching with only an asterisk (*) retrieves all possible results
4. Click Search or press <Enter>.
   - Previous searches appear below the Search button. Click a search to return to it
   - If the search results extend to two or more screens, use the navigation links (top and bottom of list) to move between screens. Screen headers and footers show your position within the list. For example: Results 11-20 of 56
5. On the Search results screen, click the name of the vendor to open the vendor record.

Filter results by In Use or Not in Use

Use the drop-down list in the upper right corner of the screen to filter results by In Use or Not in Use. These statuses have the following meanings:

- **In Use**: You can initiate transactions with vendor
- **Not in Use**: You cannot initiate transactions with vendor. The vendor will not appear as an option anywhere in the system
### Columns in search results

Search results are sorted alphabetically by vendor name. To change the sort order, click on **Vendor Name**.

Some columns need explanation:

- **My Library Partner:**
  - Checked box: the vendor is in use
  - Unchecked box: the vendor is not in use

- **Private/Public:** Icons indicate whether vendor information is shared or not
  - Public/Published (⊙): A globe indicates that vendor information that is available to any library (as a result of it being published by a library). Note: In the General and Identifiers categories, if a library overwrites a field, the field is no longer shared, but the Globe icon remains unchanged
  - Private/Not published (⌂): A house indicates that vendor information that is private and available only to your library (not published)
  - Some public and private (⊙⌂): Both a globe and a house indicate that within Addresses and Contacts, some information is public and some is private