Access Shopping Lists

A. Login
B. Click **Menu**, then expand **(+) Supplies & Small Equipment**
C. Expand **(+) Ordering Tools** and select **Shopping Lists**
D. To view or modify a particular shopping list, click **View/Modify** on the line level of the shopping list to be viewed or modified.

Note: The Shopping Lists owner/creator can view and modify the shopping lists they created or shared across their locations.
Viewing/Modifying shopping lists allows you to:
- Add and remove items
- Change item quantities
- Change shopping list name
- Change sharing and editing options

A. Click “Click Here”—a pop up window will appear
B. Select radio button for preferred sharing option
C. Check box to allow persons with access to edit the shopping list
D. Click Submit

Note: Checking box to allow editing access also gives the ability to delete shopping list