**Web Tutorial: Hide a Shopping List**

1. **Hide a Shopping List**
   
   A. Login
   
   B. Click Menu
   
   C. Expand (+/-) Supplies & Small Equipment
   
   D. Expand (+) Ordering Tools
   
   E. Click Shopping Lists
   
   F. Choose the Shopping List you want to hide and click **Hide**
   
   G. Click **Ok** when prompted to verify if you want to hide the Shopping List
   
   H. To unhide the shopping list, check the box for Show Hidden Shopping Lists and Choose Filter By

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