Click Order Forecast
A. Login
B. Click Menu
C. Expand (+) Supplies & Small Equipment
D. Expand (+) Ordering Tool
E. Select Order Forecast

Set the Current Forecast Range
A. Set the Current Forecast Range in weeks (default settings: -2 to 2) and click Submit
B. The Order Forecast will show items that you should purchase NOW, in the PAST, and in the FUTURE

Re-Order
A. Enter Re-Order quantity
B. Click Add to Order