

Web Tutorial: Add Items Into a Shopping List

Supplies & Small Equipment

- Browse Supplies
- Order from History
- My Order
- Sale
- Featured Suppliers
- Ordering Tools
 - Shopping Lists
 - Speed Entry
 - Order Forecast
 - Unplaced Orders
 - My Open Orders
 - Electronic 222 Ordering (e222)



LISTS: (4)

Shopping List Name	Created By User ID	Last Modified		
Medications	website-user	2/4/2019	Hide	View/Modify
Office Supplies	website-user	2/4/2019		View/Modify
Sutures	website-user	2/4/2019	Hide	View/Modify
Wound Care	website-user	2/4/2019		View/Modify

DOWNLOAD TEMPLATE **UPLOAD TEMPLATE**

Show Images Show Pricing

SUPPLIES: (40) SHOW: 20 Items

Description	Item Status	Price	Reorder Qty
 Bandage 6"x4, 1yd Conforming Gauze Sterile 6/Bx, 8 BX/CA 1044293 Henry Schein		1 @ \$12.88	1 CA

SELECT A FILE:

SELECT AN ACTION:

- Replace - all items in the shopping list with these items
- Append - add the new items to the shopping list and update the existing items

SUBMIT

Add Items

- Login.
- Click **Menu** and expand **Supplies & Small Equipment**
- Expand **Ordering Tools (+)** and select **Shopping Lists**
- Click view/modify for existing shopping list name or when creating a new shopping list
- Click on Download Template (an excel file will open and you can add the item numbers you wanted to add on your list, save the file.
- Click Upload Template, select a file, select an action,
- Click on submit query.