

Web Tutorial: Add Items Into a Shopping List

Supplies

- Order from History
- Browse Supplies
- Speed Entry
- Shopping Lists**
- Quotes
- Order Forecast
- My Order
- Unplaced Orders
- My Open Orders

My Order: \$0.00

Supplies / Shopping Lists

Create, view or modify a shopping list of items you buy on a regular basis or keep track of



LISTS: (4) SHOW HIDDEN SHOPPING LISTS: FILTER BY: View All Lists Accessible by Me

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

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.
- Click on 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.

