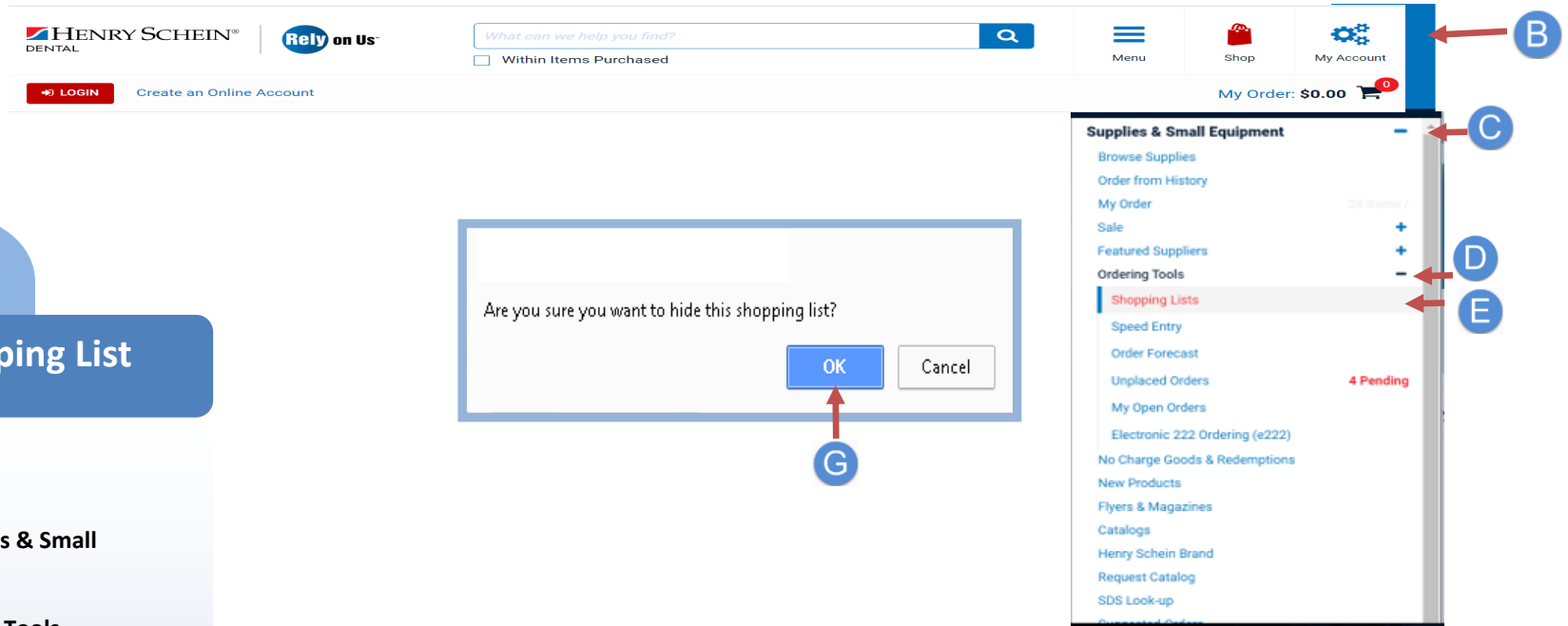


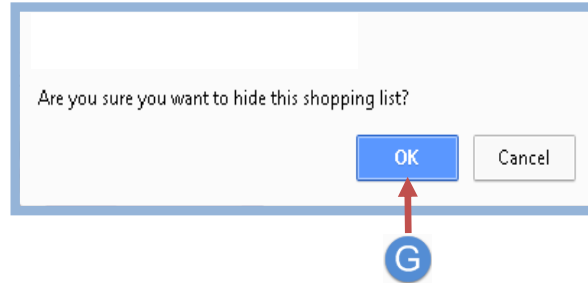
Web Tutorial: Hide a Shopping List



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



LISTS: (7) SHOW HIDDEN SHOPPING LISTS: FILTER BY: View All Lists Accessible by Me SORT BY: Shopping List Name

Shopping List Name	Created By User ID	Last Modified		
Basic Supplies	goldrush071	2/8/2018	Hide	F
BMC Bob	jennifer.schechter@henryschein.com	2/16/2018	View	
lab supplies	goldrush114	4/15/2015	View	
Med Surg Supplies List	web user	1/19/2016	View	
Orla	arla.mcgowan-fassilis@henryschein.com	11/15/2017	View	
Orla 2-22	arla.mcgowan-fassilis@henryschein.com	4/6/2017	View	
Peds Supply List	goldrush048	7/25/2017	Hide	View/Modify

CREATE NEW LIST

LISTS: (7) SHOW HIDDEN SHOPPING LISTS: FILTER BY: View All Lists Accessible by Me SORT BY: Shopping List Name

Shopping List Name	Created By User ID	Last Modified		
Basic Supplies	goldrush071	2/8/2018	Show	View/Modify
BMC Bob	jennifer.schechter@henryschein.com	2/16/2018	View	
lab supplies	goldrush114	4/15/2015	View	
Med Surg Supplies List	web user	1/19/2016	View	
Orla	arla.mcgowan-fassilis@henryschein.com	11/15/2017	View	
Orla 2-22	arla.mcgowan-fassilis@henryschein.com	4/6/2017	View	
Peds Supply List	goldrush048	7/25/2017	Show	View/Modify

CREATE NEW LIST