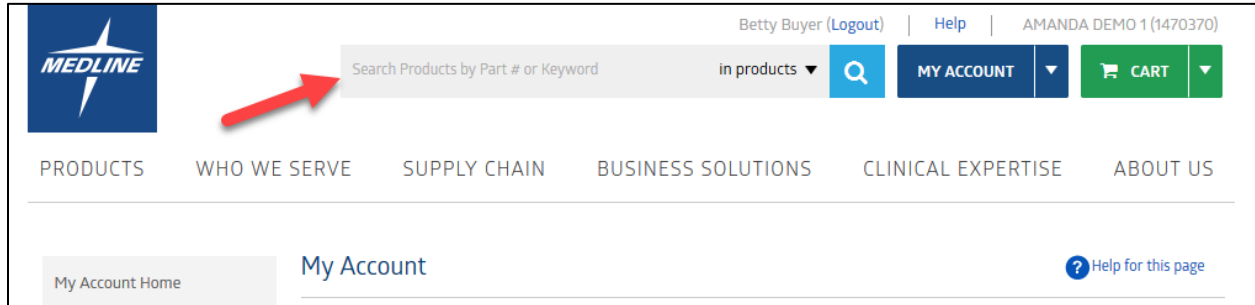


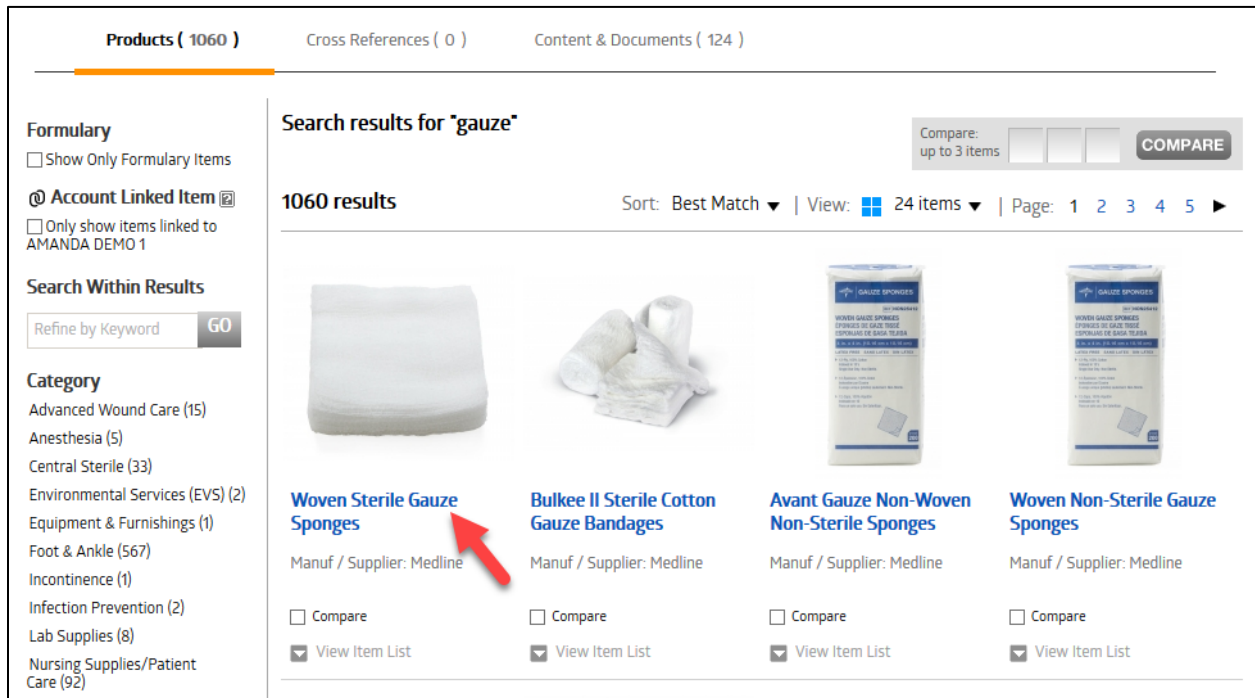


## Adding Items to Shopping Lists

Once you have logged in, you have now arrived at the My Account landing page.



First we will go ahead and add items to a template using the search catalog feature. Let's start by doing a search for gauze by entering it in search bar located in the top middle.



Once our search results come back, and you know which items you would like to add to your template, you will select the product family to bring up the list of items.



## Adding Items to Shopping Lists

### Woven Sterile Gauze Sponges

- These USP Type VII cotton sponges are ideal for wound dressings, wound packing and general wound care.
- Our strictly controlled manufacturing process assures clean, debris-free packing with folded edges to prevent unraveling.
- Sterile 2's are packed in a coated paper envelope to reduce fiber debris.
- This easy-open envelope is also carefully sealed to prevent the intrusion of dust and contaminants.
- Sterile 10's feature strong rigid trays.
- Also available in non-sterile bulk packs.

Click to enlarge. To view full image, [click here](#)

ORDERING INFORMATION ▾ | LITERATURE ▾ | SPECIFICATIONS ▾ | SDS ▾

ORDERING INFORMATION 2 items selected | [Add to List](#) to make reordering quicker or [Add to Order](#)

Material	Description	Formulary	Availability	Packaging	QTY	Price	Contract Price	<input type="checkbox"/>
NON21420	GAUZE, SPONGE, 2"X2",8PLY, STERILE, LF, 2'S		In Stock. <a href="#">More Info</a>	3000/CS	<input type="checkbox"/>	\$71.58		<input type="checkbox"/>
NON21420H	GAUZE, SPONGE, 2"X2",8PLY, STERILE, LF, 2'S		In Stock. <a href="#">More Info</a>	100/BX	<input type="checkbox"/>	\$3.19		<input checked="" type="checkbox"/>
NON21420HH	GAUZE, SPONGE, 2"X2",8PLY, STERILE, LF, 2'S		In Stock. <a href="#">More Info</a>	2/PK	<input type="checkbox"/>	\$0.55		<input type="checkbox"/>
NON21422	GAUZE, SPONGE, 3"X3",12PLY, STERILE, LF, 2'S		In Stock. <a href="#">More Info</a>	2400/CS	<input type="checkbox"/>	\$109.66		<input type="checkbox"/>
NON21422H	GAUZE, SPONGE, 3"X3",12PLY, STERILE, LF, 2'S		In Stock. <a href="#">More Info</a>	80/BX	<input type="checkbox"/>	\$4.54		<input checked="" type="checkbox"/>

- a. Once you are in the product family page, you can see the list of items. You can select the items by clicking on the radio button at the far right of the item you would like to add.
- b. Once selected, you will see the line highlight, to which then you can select the Add to List feature which is above the list of items, highlighted in blue.



## Adding Items to Shopping Lists

A screenshot of a web application dialog box titled "Select Shopping List" with a close button (X) in the top right corner. The dialog contains a table with two columns: "Shopping List Name" and "Creator". The first row shows "DEMO LIST" under the first column and "MIKE CZERWINSKI (ADMIN)" under the second. A red circle with the letter "A" is overlaid on the "DEMO LIST" text. Below the table, there is a link "Add New List" with a red circle and the letter "B" overlaid on it. Underneath the link is a text input field labeled "Shopping List Name:". At the bottom of the dialog is a green button labeled "Add and Save".

Shopping List Name	Creator
DEMO LIST	MIKE CZERWINSKI (ADMIN)

[Add New List](#)

Shopping List Name:

**Add and Save**

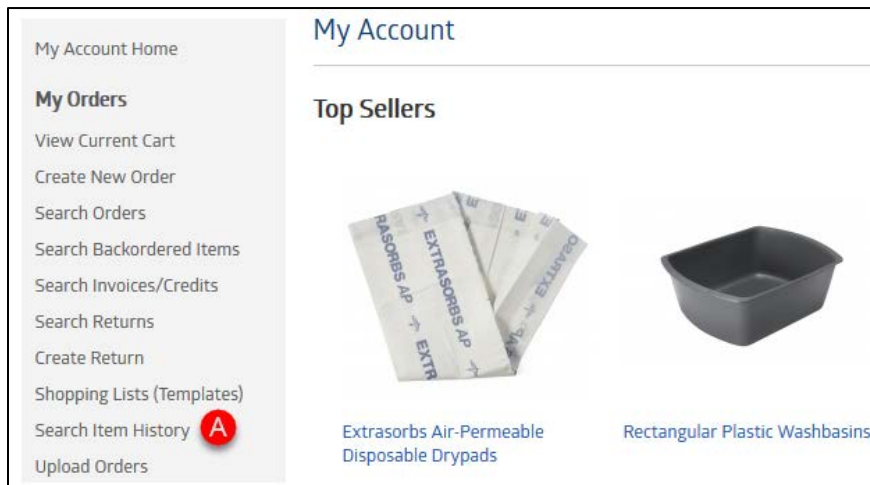
- a. Once you have selected to Add to List, you will receive a popup. At this time, you can select an already existing shopping list,
- b. Or if you do not have a list created, you may simply click on Add New List. Here you can name the list to your choosing. Click Add and Save and you will see a message at the top that says items were added to your shopping list.



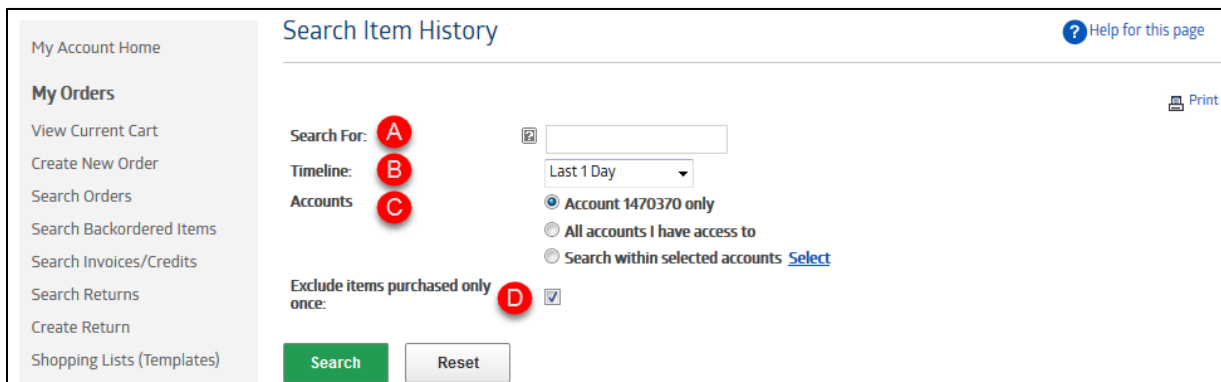
## Adding Items to Shopping Lists

### Creating Shopping Lists using Search Item History

Now, we'll show you how to add items using our Search Item History tool. This feature works great for accounts that have previous ordering history.



- From here, select "Search Item History"



- (optional) Enter search keyword. For a reminder of which keywords are available to search, hover your mouse over the gray "?" box. If left blank, search will perform ALL items purchased within selected Timeline.
- Choose a timeline from the dropdown, or click "Select Date Range" to create a custom timeline for your search.
- To execute a search for multiple locations, you can choose either the "All Accounts" option, or you may click on the blue "Select" option which allows you to choose as many accounts as you wish to pull data for.
- This option allows users to eliminate items purchased only one time during the chosen timeline. If you wish to return all items purchased, uncheck this option.



## Adding Items to Shopping Lists

Search Item History Help for this page

Print

Search For:

Timeline: Last 30 Days

Accounts:  Account only

Exclude items purchased only once:

Search Reset

✓ Your search has returned the following 31 records.

There are currently 6 item(s) selected Select All 31 item(s) **B**

Add To Order Add To List

SKU	QTY	Unit	Description	Last Order Price	Recent Order	Total # of orders	Total QTY	Total Amount	<input type="checkbox"/>
BARIBRIEFC	<input type="text"/>	32/CS	BRIEF, BARIATRIC, CLOTHLIKE, WH, 94", 3		468416636	3	16 CS		<input checked="" type="checkbox"/>
DYND15205	<input type="text"/>	20/CS	BAG, DRAINAGE, ANTI-REFLUX TOWER, 2000ML		468368769	2	2 CS		<input checked="" type="checkbox"/>
HCS4514	<input type="text"/>	50/CS	CANNULA, ADULT, SOFT-TOUCH, 7TUBE, SC		468368769	2	4 CS		<input checked="" type="checkbox"/>
MPH1550	<input type="text"/>	600/CS	STRIP, GLUCOSE, EVENCARE G2		468368769	3	3 CS		<input checked="" type="checkbox"/>
MPHSAFETY28Z	<input type="text"/>	200/BX	LANCET, SAFETY, 28G, 1.6MM, PUSH BUTTON		468368769	2	12 BX		<input checked="" type="checkbox"/>
MSC263754	<input type="text"/>	816/CS	WIPE, ALOETOUCH, SCENTED, 68/PK		468368769	4	26 CS		<input checked="" type="checkbox"/>
NON042001	<input type="text"/>	1000/CS	TEASPOON, PLASTIC, WHITE, BULK		468368769	3	8 CS		<input type="checkbox"/>
OTC008400	<input type="text"/>	1 BX	MUCINEX 600MG ER TAB 40/BX		468368769	2	6 BX		<input type="checkbox"/>
OTC33350N	<input type="text"/>	1 BT	ACETAMINOPHEN 650MG CPLT 50/BT		468368769	3	20 BOT		<input type="checkbox"/>
OTC502198	<input type="text"/>	1 EA	SORE THROAT LOZENGES CHERRY 18/BX		468368769	3	12 EA		<input type="checkbox"/>
OTC8646	<input type="text"/>	1 EA	OMEPRAZOLE MAG 20.6MG DR CAP 42/BX EQUAT		468368769	2	4 EA		<input type="checkbox"/>

- To add these items to a Shopping List, select(A) the radio button all the way to the right of the line item. The "Add to List" button will then activate for your selection.
- Another option to add items to a list is using the radio button next to the Total Amount(B) to choose all items per page, if your results are more than the page shows, you may choose to use the Select All(B) option which will select all results returned.