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

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. 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.

a. 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

a. 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.

b. 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.