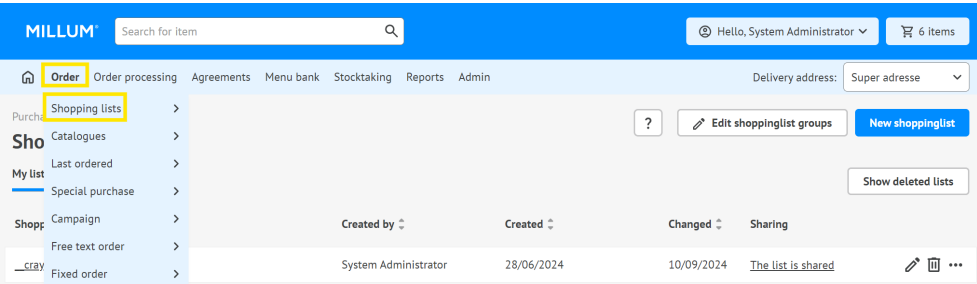


Quickguide - Shoppinglist

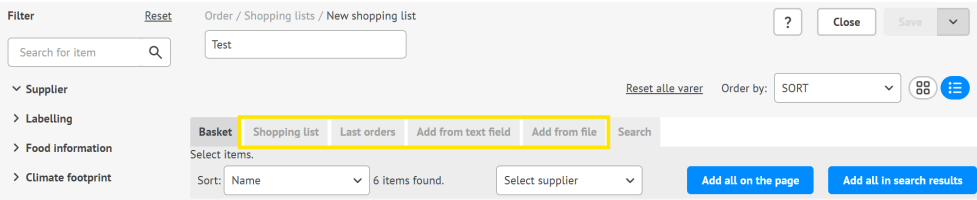
After logging in, you can find the shopping lists by pressing the option *Order* in the menu, then *Shopping lists* from the menu list.



You can also scroll down on the login page and find shopping lists there. Choose between *My lists* or *Shared lists*.

Create a new shopping list

To create a new shopping list, press *New shoppinglist* on the right of the image. Give the shopping list a name and press “Add items”. Then press the *Shopping list* tab and select the shopping list from which you are adding the products. You can add items to the shopping list by importing from a text field, from a file, free text search, shopping list, shopping cart and last order.



To import products by using the **text field**, add the product numbers, one product number per line, or paste the product number from for example excel. You then click *Find products*. In the result field you can then choose whether you wish to import all products or products from one single supplier. Click *Import all on the page*. You can continue importing products or click *Close the import* and *Save* if you are finished.

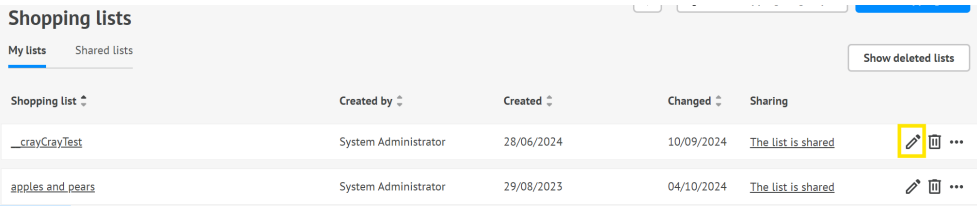
Should you have a **text file** with product numbers, you can import these by selecting *Import from file*. Click *Browse* and find the relevant file. Then click *Find products* and *Import all on the page*. If you are satisfied, click *Close the import* and *Save changes* or *Save and Close*.

In the **free text search** tab, you can search for products you want to add to the shopping list. Enter keywords and press *Find products*. In the **shopping lists** tab, you can choose which shopping list you want to import products from. You can also import products that are in your **shopping basket** and products from **Last Ordered**.

When you have imported all the products you require to your shopping list, press *Close import* and *Save changes*.

Reviewing existing shopping lists

To review an existing shopping list click the pencil symbol on the right hand side of the particular shopping list, or into the actual shopping list and click *Edit shopping list*.



If there are products you wish to delete from the shopping list mark the products in the check box on the left side of the product you wish to remove. You can also delete items one by one by selecting the trash can icon to the right of the item. Remember to save.

The screenshot shows the 'Order / Shopping lists / __crayCrayTest' page. On the left, there's a 'Filter' sidebar with sections for 'Supplier' (listing 65 test, Asko Storkusholdning, Bama Storkjøkken AS, Bama Storkjøkken Oslo, and Hejco Yrkesklær AS), 'Labelling', 'Food information', and 'Climate footprint'. The main area displays a shopping list with two items: 'APPELSIN KG 102101' and 'APRIKOSKOMPOTT lerum as 8,5KG LERUM (8,5 kg) 4525895'. Each item has a checkbox on the left, a 'Delete chosen items' button (highlighted with a yellow box), a 'Reset sorting' button, a 'Show quantity' checkbox, a 'Reset alle varer' link, an 'Order by' dropdown set to 'SORT', and a trash can icon on the right. The 'APPELSIN KG' item is selected, and its details (16 KG, 248.00, 15.50/KG) are visible.

Group shopping list

To group the shopping list, select the *Group* option in the *Sort* field. Then select the relevant shopping list group in the *Ungrouped products* field. Here you can also add a new group. Check the box to the left of the products you want to put in the same group and select the relevant group in the *Move product to group* drop-down list. Then click *OK*. Click” to add the product number to a new shopping list group. Continue like this until your entire shopping list is grouped. Remember to save your changes.

By leaving *Show quantity* ticked off you can predefine the number of units you wish to order for each product. Remember to save changes.

Share shopping list

If you wish to share your shopping list with other users, you click *Share shopping list* on the right side of the screen and tick off the relevant user groups. Click *Close* and *Save changes*.

The screenshot shows the 'Purchase / Shopping lists / My lists' page. It features a 'Shopping lists' table with columns: 'Shopping list', 'Created by', 'Created', 'Changed', and 'Sharing'. The table lists three shopping lists: '__crayCrayTest', 'apples and pears', and 'Highlighted Atago'. The 'Highlighted Atago' row is highlighted in blue, and its 'Sharing' column contains a 'Share shopping list' button (highlighted with a yellow box) and a trash can icon. The table also includes a 'Show deleted lists' button.