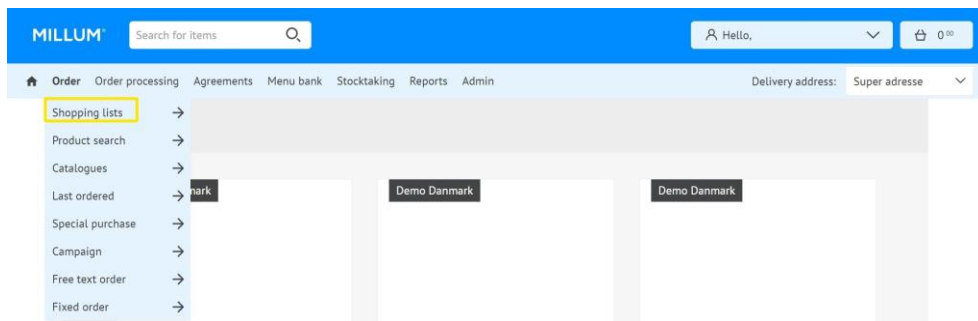


Quickguide - Shoppinglist Millum Procurement

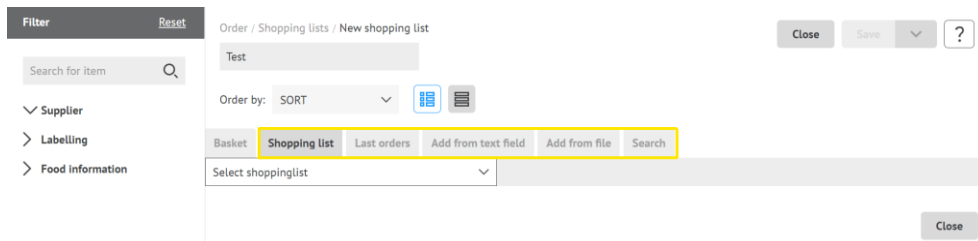
After logging in, you can find the shopping lists by pressing the option “Order” in the menu, then “Shopping lists” from the menu list.

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 shopping list” 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** you 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.

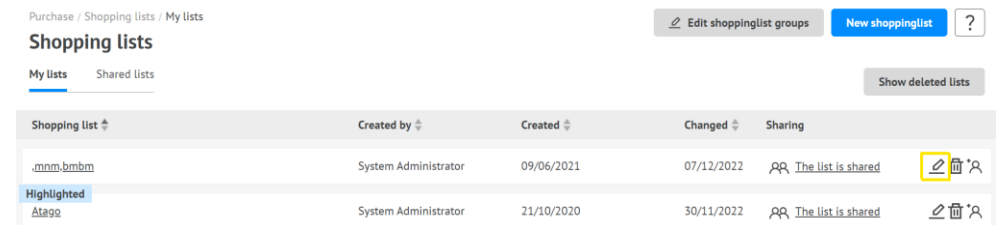
Should you have a **text file** with product numbers, you can import these by selecting “Import from file”. Click “Browse” and find the relevant file. Then click “Find products” and “Import all on the page”. If you are satisfied, click “Close the import” and “Save changes” or “Save and Close”.

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**”.

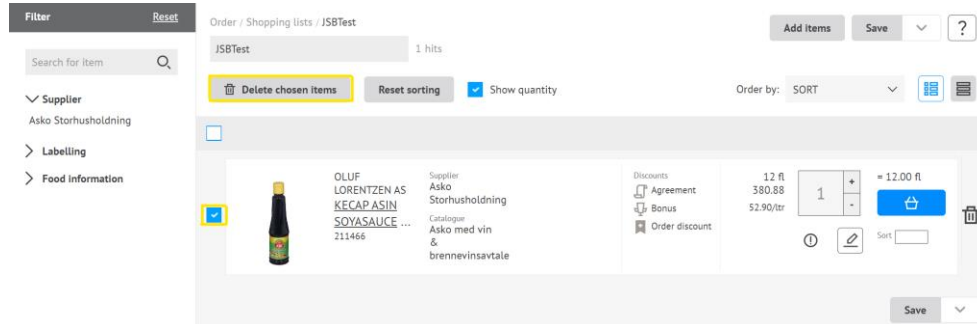
When you have imported all the products you require to your shopping list, press “Close import” and “Save changes”.

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 hand side of the product you wish to remove. Remember to save.



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 “Add to group” 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 hand side of the screen and tick off the relevant user groups. Click “Close” and “Save changes”.