

Order Express Creating lists

Lists overview



The **Add to List** feature is available from multiple pages. Lists may be renamed and set as private or public. Additionally, Lists can be set to create orders on a future date, which can serve as reminders to buyers, especially for uncommon or high cost drugs.

View Shopping Lists

1. Navigate to **Lists** in the red navigation bar.
2. View all created lists.
Note: Columns can be sorted by clicking on the column header. Click once for ascending, twice for descending, or a third time to return to the default sort.
3. To delete lists you created, select the list and click the **Delete** button.
NOTE: Administrative users have the ability to edit or delete public lists created by other users.
4. You may mark a list as a **Favorite** by clicking the checkbox in the Favorites column.
5. Users with Backorder Management rights will see a link to **View Backorder List** in the top right.
NOTE: For more information on Backorder Lists, see "Backorder Lists."
6. Click **Shopping List Name** to navigate to Shopping List Details.
7. Click the stock status color icon (● ▼ ■) to display the **Quantity Available to Order** in the Stock Status column.

SEL	SHOPPING LIST NAME	CREATED BY	STATUS	DATE CREATED	LAST UPDATED	FUTURE ORDER DATE	TO LINE#	FAVORITES
<input type="checkbox"/>	2013-02-13 16:01:36	org_admin_4	Public	02/13/2013	02/13/2013 09:01 PM		1	<input type="checkbox"/>
<input type="checkbox"/>	drktest 021313	org_admin_4	Public	02/13/2013	02/13/2013 02:48 PM		2	<input type="checkbox"/>
<input type="checkbox"/>	2013-01-10 09:35:03	org_admin_4	Public	01/10/2013	01/10/2013 02:35 PM		3	<input type="checkbox"/>
<input type="checkbox"/>	2013-01-10 12:06:05	org_admin_4	Public	01/10/2013	01/10/2013 12:06 PM		3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2013-01-10 10:54:18	org_admin_4	Public	01/10/2013	01/10/2013 10:54 AM		3	<input type="checkbox"/>
<input type="checkbox"/>	2013-01-10 09:34:12	org_admin_4	Public	01/10/2013	01/28/2013 06:36 AM		10	<input type="checkbox"/>
<input type="checkbox"/>	2013-01-09 13:14:32	org_admin_4	Public	01/09/2013	01/09/2013 06:14 PM		2	<input type="checkbox"/>
<input type="checkbox"/>	SherryList	org_admin_4	Public	01/09/2013	01/09/2013 05:02 PM		6	<input type="checkbox"/>
<input type="checkbox"/>	2013-01-09 04:41:01	org_admin_4	Public	01/09/2013	01/09/2013 02:41 PM		1	<input type="checkbox"/>
<input type="checkbox"/>	Report Test	org_admin_4	Public	01/03/2013	01/03/2013 07:05 PM		12	<input checked="" type="checkbox"/>

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Lists

Shopping List Detail

Product Name, Item or NDC

Go

Shopping List Details

List Name: 2013-01-23 04:41:33

Future Order Date: 03

Clear dates

Status: Public

Recurring: Select

Cancel

Save

Columns

Print

Export

xls

Enter Search Term

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Add Product

SEL	QTY	STOCK STATUS	NDC/UPC	GENERIC NAME	STRENGTH	FORM	PRODUCT TYPE	SIZE	COST	TOTAL COST	CI	
<input type="checkbox"/>	1	<div><div></div><div></div><div></div></div>	1288991	50289-3250-01	WITCH HAZEL	NOT AVAILABLE	PADA	HHC	1X40 EA	\$1.42	\$1.42	NOVATIO
<input type="checkbox"/>	1	<div><div></div><div></div><div></div></div>	2254381	49502-0203-01	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$17.99	\$17.99	
<input type="checkbox"/>	31	<div><div></div><div></div><div></div></div>	3306370	16958-0013-18	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$0.63	\$0.63	
<input type="checkbox"/>	63	<div><div></div><div></div><div></div></div>	3325776	16958-0148-74	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$0.79	\$0.79	
<input type="checkbox"/>	1	<div><div></div><div></div><div></div></div>	2951412	38047-0566-61	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$7.03	\$7.03	
<input type="checkbox"/>	1	<div><div></div><div></div><div></div></div>	4309571	01695-6091-98	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$1.37	\$1.37	
<input type="checkbox"/>	0	<div><div></div><div></div><div></div></div>	1496033	00456-0746-13	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$54.31	\$54.31	
<input type="checkbox"/>	1	<div><div></div><div></div><div></div></div>	1457969	00456-3154-67	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$40.28	\$40.28	
<input type="checkbox"/>	1	<div><div></div><div></div><div></div></div>	1574136	00456-0745-13	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$54.31	\$54.31	
<input type="checkbox"/>	1	<div><div></div><div></div><div></div></div>	3546611	63014-0021-18	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	HHC	1X1 EA	\$0.57	\$0.57	

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For Selected: Delete Line(s)

Go

Cancel

Save

Create a Shopping List

Products may be added to a new or existing Shopping List throughout the application. Once you click the **Add to List** icon, you will be prompted to select a Shopping List. Select an existing list or select **A New Shopping List** to add the products to the new list. Additionally, lists may be imported from standard PO files, EDI 850 purchase order files or the MC1000 handheld device.

Edit a Shopping List

1. Navigate to **Shopping List Detail** page.
2. Administrators and Users that created the list can rename the list or use the drop-down to change the list from **Public** to **Private** (or vice-versa). Private lists only are viewed with your User ID.
3. Set the future order date by inputting the date or selecting it from the calendar icon. The items in the list populate an order in the **Shopping Cart** at 5 a.m. on the date indicated in the **Future Order Date** box. Lists may also be set to order at recurring intervals, such as every Friday or every 60 days. Click the **Save** button.
NOTE: Orders created from a future-dated order display a list icon in the Notes column in the Shopping Cart.
4. To delete a product from a list, select the product using the checkbox in the SEL column and select **Delete Lines** from the drop-down.
5. Select a line and use the drop-down to **Print Shelf Labels, Add to Cart, List or Credit Request**.
6. Export lists by selecting either the XLS or CSV file format. To retrieve your exported list, proceed to the home page and click **Export Data** link in the **Quick Links**. Click the **Page Exports** radio button and **Search** to retrieve.

