

# 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	TOOL LINES	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"/>	direkt 02x313	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		5	<input type="checkbox"/>
<input type="checkbox"/>	2013-01-10 12:06:09	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"/>	Import Test L	org_admin_4	Public	01/03/2013	01/03/2013 07:05 PM		12	<input checked="" type="checkbox"/>

For Selected:

12 Shopping Lists

SEL	QTY	STOCK STATUS	NDC/UPC	GENERIC NAME	STRENGTH	FORM	PRODUCT TYPE	SIZE	COST	TOTAL COST	CE
<input type="checkbox"/>	1		1289901	50289-3250-01	WITCH HAZEL	NOT AVAILABLE	PADA	HHC	1X40 EA	\$1.42	\$1.42
<input type="checkbox"/>	1		225486	49902-0203-01	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$17.99	\$17.99
<input type="checkbox"/>	31		3306370	16959-0013-18	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$0.63	\$0.63
<input type="checkbox"/>	63		3323776	16959-0140-74	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$0.79	\$0.79
<input type="checkbox"/>	1		2991412	36047-0566-61	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$7.03	\$7.03
<input type="checkbox"/>	1		4309571	01699-8091-98	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	Rx	1X1 EA	\$1.37	\$1.37
<input type="checkbox"/>	0		1495033	00456-0746-13	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$54.31	\$54.31
<input type="checkbox"/>	0		1457969	00456-3154-67	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$40.28	\$40.28
<input type="checkbox"/>	1		1574136	00456-0745-13	INHALER ACCESSORY	NOT AVAILABLE	EQUIP	Rx	1X1 EA	\$54.31	\$54.31
<input type="checkbox"/>	1		3546611	63014-0021-18	RESPIRATORY EQUIPMENT	NOT AVAILABLE	MASK	HHC	1X1 EA	\$0.57	\$0.57

For Selected:

### 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.

