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Online Order Form How to Guide

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Table View Options

When viewing the online order form there are several options under Table Options, this allows you to change the information shown and add additional functions to the order form.

- Display Images – toggles images on and off.
- Display Pricing – toggles pricing on and off.
- Min Stock / Max Stock – turns on the Min/Max function
- Favourites Only – This option displays only products purchased in the last 6 months.

Any combination of these options can be selected.

Order Forms

< **Team (327 products)** Print Order Form Edit Order Form

Table Options

Display Images
 Display Pricing
 Min Stock / Max Stock ⓘ
 Favourites Only ⓘ

Quick Fill
Add Multiple

Product Name A-Z ▼

Product	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Avg	Qty to Cart
CA-MI Askir 36BR Suction Unit With Battery BIORE410200 EACH ● Stock 1-7 Days	-	-	-	-	-	-	-	0	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text" value="-"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center;" type="text" value="0"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text" value="+"/> Add
12 Month GSM Sim-Card for B10 Data Logger Wi-fi HLPGSMSIM EACH ● Out of Stock	-	-	-	-	-	-	-	0	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text" value="-"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center;" type="text" value="0"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text" value="+"/> Add
3M Coban Self-Adherent Wrap 2.5cm x 2m Tan 3M1581 ROLL ● Stock 1-7 Days	-	-	-	-	-	-	-	0	<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text" value="-"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; text-align: center;" type="text" value="0"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text" value="+"/> Add

Min/Max Stock Function

When Selected the Min Stock / Max Stock feature allows you to count what stock you have on hand and have the form calculate how much stock you need to purchase to get back to your max stock level.

When the Min Stock / Max Stock option is selected, three additional columns will appear in the table: Min Stock, Max Stock, and Your Stock.

Enter the quantity of stock you currently have on your shelf into the 'Your Stock' field.

When the amount you've entered in the 'Your Stock' field is lower than your Min Stock value, the 'Qty to Cart' field will automatically populate with the stock quantity required to reach your Max Stock level. If 'Your Stock' is above your Min Stock, then the Qty to Cart will remain zero.

To edit your Min Stock and Max Stock Values, click the Edit Min/Max button. For each product enter what you would like these values to be then click the Save button.

Order Forms
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Table Options
 Display Images Display Pricing Min Stock / Max Stock ⓘ Favourites Only ⓘ Edit Min / Max Quick Fill Add Multiple

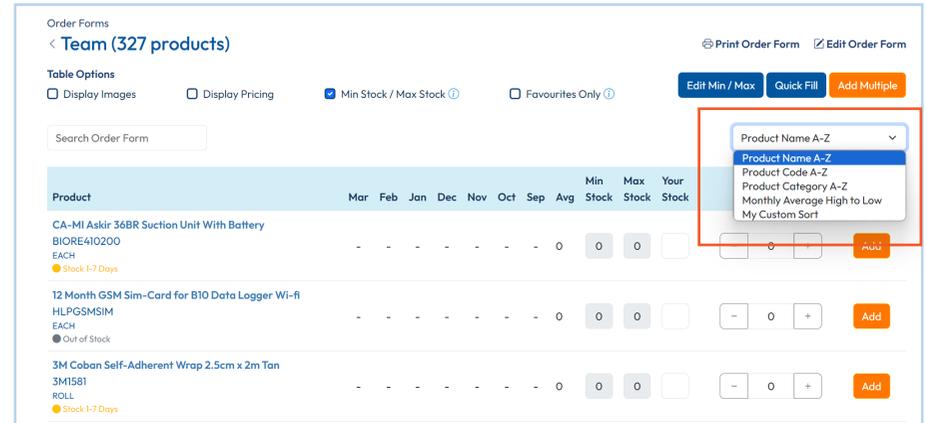
Search Order Form Product Name A-Z ▾

Product	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Avg	Min Stock	Max Stock	Your Stock	Qty to Cart
CA-MI Askir 36BR Suction Unit With Battery BIORE410200 EACH ● Stock 1-7 Days	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	- 0 + Add
12 Month GSM Sim-Card for B10 Data Logger Wi-fi HLPGMSIM EACH ● Out of Stock	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	- 0 + Add
3M Coban Self-Adherent Wrap 2.5cm x 2m Tan 3M1581 ROLL ● Stock 1-7 Days	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	- 0 + Add
3M Coban Self-Adherent Wrap 5cm x 2m Tan 3M1582 ROLL ● Stock 1-7 Days	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	- 0 + Add
3M Littmann 2153 Classic II Paediatric Stethoscope - Special Edition Rainbow Chestpiece; Caribbean Blue Tube; Brass Stem and Headset 3M2153 EACH ● Stock 1-7 Days	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	- 0 + Add
3M Littmann 3M6205 Cardiology IV Stethoscope - Special Edition Rainbow Chestpiece; Plum Tube; Violet Stem; Black Headset 3M6205 EACH ● Stock 1-7 Days	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	- 0 + Add

Sort Options

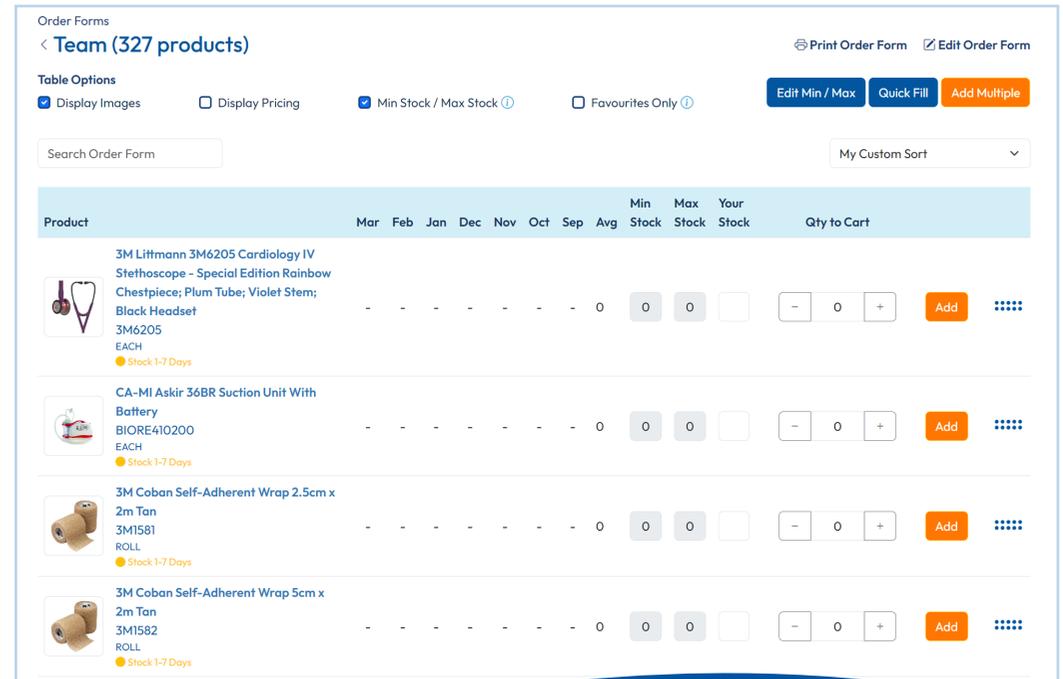
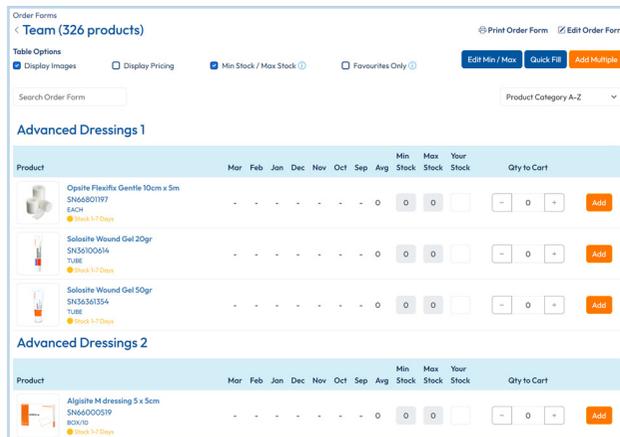
The Sort By drop down box allows you to sort the order from in several different orders.

- Product Name A-Z
- Product Code A-Z
- Product Category A-Z
- Monthly Average High-Low
- My Custom Sort



Product Category Sort

This option will sort the product by their categories.



Custom Sort

Changing to the My Custom Sort option gives you the ability to set the order of products into whatever sequence you would like.

To change the order of the products click on the  button and drag the line up or down.

If you leave the order form page, when you come back and chose the Custom Sort option, the list will be how you left it. Any new products added to order form will default to the bottom of the list

Quick Fill

The Quick Fill button allows you to quickly add your average monthly purchase quantities to the cart in just a few clicks.

After running the Quick Fill the Qty to Cart field is automatically populated with what the calculation predicts you should purchase. You can change the quantities if they need to be refined before adding the items to the cart.

Quick Fill will also consider what you have already purchased this month, so you don't over buy if you have already purchased a product this month.

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Display Images
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Edit Min / Max
Quick Fill
Add Multiple

Search Order Form My Custom Sort ▾

Product	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Avg	Min Stock	Max Stock	Your Stock	Qty to Cart				
 <p>3M Littmann 3M6205 Cardiology IV Stethoscope - Special Edition Rainbow Chestpiece; Plum Tube; Violet Stem; Black Headset 3M6205 EACH ● Stock 1-7 Days</p>	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	-	0	+	Add	⋮
 <p>CA-MI Askir 36BR Suction Unit With Battery BIORE410200 EACH ● Stock 1-7 Days</p>	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	-	0	+	Add	⋮
 <p>3M Coban Self-Adherent Wrap 2.5cm x 2m Tan 3M1581 ROLL ● Stock 1-7 Days</p>	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	-	0	+	Add	⋮
 <p>3M Coban Self-Adherent Wrap 5cm x 2m Tan 3M1582 ROLL ● Stock 1-7 Days</p>	-	-	-	-	-	-	-	0	0	0	<input type="text"/>	-	0	+	Add	⋮