

How to: Create and work with Order Sheets

Start here

Click on My Order Sheets



MY ORDER SHEETS MY REPORTS

Select Create Order Sheet

Dashboard / My Order Sheets

My Order Sheets

CREATE ORDER SHEET

Give your sheet a name:

Create My Order Sheet

Back Bar

ADD CANCEL

**You can only have 5 Order Sheets at this time.*

Edit the name of an Order Sheet later by clicking the edit pencil by the existing name:

Back Bar

Build Your Order Sheet

Click **EDIT** to open the sheet you want to work with.

ORDER SHEET NAME	LAST UPDATED
Red wine menu	2018/03/19
Back Bar	2018/04/03

Enter article numbers to add products into your Order Sheets:

Back Bar

1000282
1000282 - Andres Baby Cdn Pink Sparkling

Or use the Search bar by typing in the product name or part of the product name.

All Products baby

SEARCH SUGGESTIONS

- + Andres Baby Cdn Pink Sparkling
- + Andres Baby Cdn Sparkling
- + Andres Baby Duck

Working with your Order Sheets

Your product selections are saved automatically.

Select the fields you want to view on your order sheets.

- Category
- Product Image
- Taste Profile
- Price
- Promo
- Notes
- Status
- IOH
- Units in a case

Print your Order Sheets:

PRINT ORDER SHEET

Create a new Order Sheet from an existing one by clicking the "duplicate" icon

EDIT +

Edit an Order Sheet

Delete articles from your Order Sheet by selecting beside the quantity field.

Search for similar products by entering an article number of product you would like to find an alternative for.

Andres Baby Cdn Pink Sparkling 1500 mL	\$14.17	Available	2285
		Product Detail	Alternative Products

Click [Alternative Products](#)

You are presented with a selection of products similar to what you were searching for.

Click an article to expand and add to your sheet.

1000282	Andres Baby Cdn Pink Sparkling 1500 mL	\$14.17	Available	2285
1000278	Andres Baby Cdn Sparkling 1500 mL	\$14.17	Available	1567
1000283	Andres Baby Duck 1500 mL	\$14.17	Available	1449