How to: Create and work with Order Sheets

Start here Click on My Order Sheets NSLC 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 CANCEL *You can only have 5 Order Sheets at this time. Edit the name of an Order

Sheet later by clicking the edit

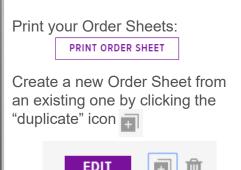
pencil by the existing name:

Back Bar 4

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 Enter article numbers to add products into your Order Sheets: Back Bar 2 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 ▼ Q 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. A Category Product Image Taste Profile Price Promo Notes



Units in a case

Edit an Order Sheet

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

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



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