# 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

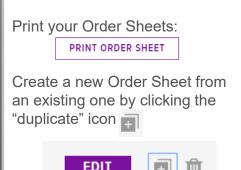
pencil by the existing name:

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