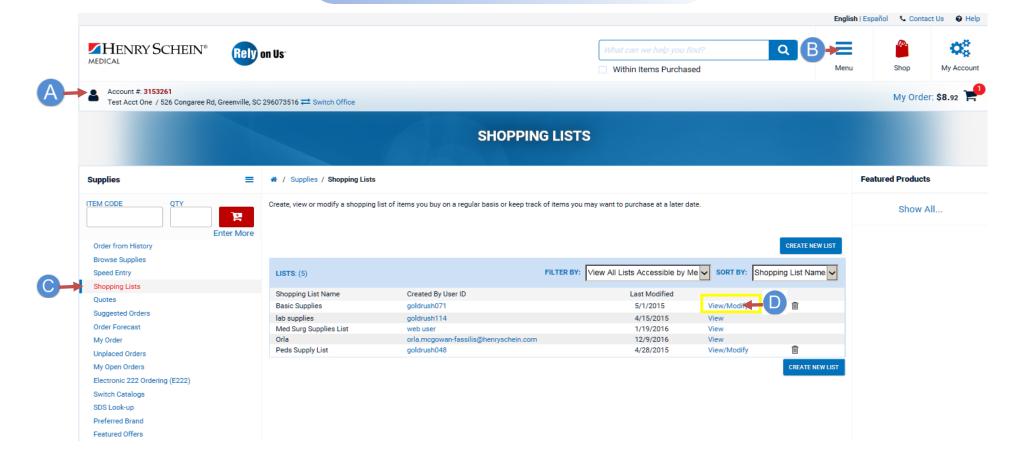


Access Shopping Lists

1

- A. Login
- B. Click Menu, then expand (+) Supplies
- C. Click Shopping Lists
- D. To view or modify a particular shopping list, click View/Modify on the line level of the shopping list to be viewed or modified.

Note: Users can only view shopping lists that: they created or shared across their locations by the owner/creator.





Shopping List Capabilities

2

Viewing/Modifying shopping lists allows you to:

- Add and remove items
- Change item quantities
- Change shopping list name
- Change sharing and editing options

Sharing Options

- A. Click "Click Here"—a pop up window will appear
 - **B.** Select radio button for preferred sharing option
 - C. Check box to allow persons with access to edit the shopping list
 - D. Click Submit

Note: Checking box to allow editing access also gives the ability to delete shopping list

