

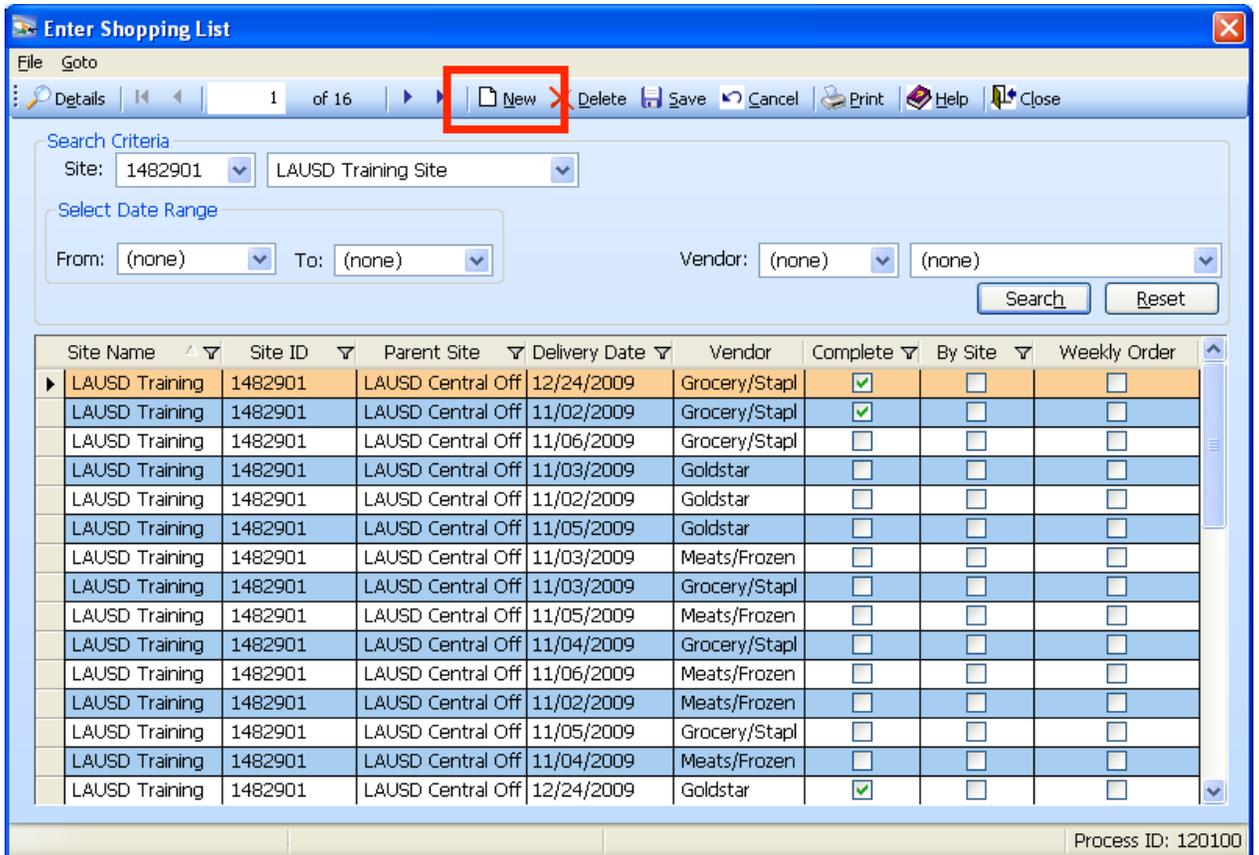
## CREATE NEW SHOPPING LIST

To create a New Shopping list follow the instructions below.

Go to **Back of the House > Procurement > Shopping List > Enter Shopping List (120100)**.

1) Click the **NEW** button.

*\*Note: you do not have to put in a date range on this screen—only click New.*



The screenshot shows the 'Enter Shopping List' application window. The toolbar includes buttons for 'New', 'Delete', 'Save', 'Cancel', 'Print', 'Help', and 'Close'. The 'New' button is highlighted with a red box. The search criteria section shows 'Site: 1482901 LAUSD Training Site'. The table below lists various items with columns for Site Name, Site ID, Parent Site, Delivery Date, Vendor, Complete, By Site, and Weekly Order.

Site Name	Site ID	Parent Site	Delivery Date	Vendor	Complete	By Site	Weekly Order
LAUSD Training	1482901	LAUSD Central Off	12/24/2009	Grocery/Stapl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/02/2009	Grocery/Stapl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/06/2009	Grocery/Stapl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/03/2009	Goldstar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/02/2009	Goldstar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/05/2009	Goldstar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/03/2009	Meats/Frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/03/2009	Grocery/Stapl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/05/2009	Meats/Frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/04/2009	Grocery/Stapl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/06/2009	Meats/Frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/02/2009	Meats/Frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/05/2009	Grocery/Stapl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	11/04/2009	Meats/Frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Training	1482901	LAUSD Central Off	12/24/2009	Goldstar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The **Enter Shopping List** popup appears.

- a. Click on the drop down arrow next to Vendor.
- b. Select the name of the vendor for the shopping list.
- c. Click **OK**.

**Enter Shopping List**

Site: 1482901 LAUSD Training Site

Vendor: (none) (none)

OK Cancel

- 2) The **Enter Shopping List** screen appears.
  - a. Select the **Delivery Date** of when you normally receive a delivery from that vendor from the drop-down calendar.
  - b. In the text box for **Stock Number**, enter the stock number:

Using the **Tab** key, navigate down to **Order Quantity** and **Enter the quantity needed**.

Hit the **Tab** key once more and click the **OK** button.

Check the **Order Complete** box.

Click the **Save** button.

Lastly click the **Close** button to close out of the **Shopping List** window.

The screenshot shows the 'Enter Shopping List' window with the following elements highlighted:

- f**: Save button in the toolbar.
- a**: Delivery Date dropdown menu.
- e**: Order Complete checkbox.
- h**: Stock Number text box containing 'NO-Goldstar'.
- c**: Order Quantity text box containing '1'.
- d**: OK button.

Other visible fields include: Site (1482901), LAUSD Training Site, Stock Description (No Order Required - Goldstar), On Hand Quantities (Cases: 0, Broken: 0.00), On Order (Cases: 0), Cost (0.0000), Total Cost (0.0000), Inventory Group (MISCELLANEOUS), Preferred Vendor (Goldstar), and Location.

At the bottom, a status bar shows 'Changes pending' and 'Process ID: 120110'.