

Template Orders

Create a Template

1. Open the **Cart** page, from the **Shopping** menu.
2. Add any products that are frequently ordered by using the search tools or the add to cart module.

QTY	PRODUCT NUMBER	LINE NOTES	QUICK ADD
<input type="text"/>	<input type="text"/>	<input type="text"/>	2 Add

3. Click on the **Save As Template** link.

6 PRODUCT TOTAL	\$323.40
6 GST	\$16.17
6 PST/HST	\$32.26
4 TOTAL	\$371.83

3 Delete Selected

Print View Save As Template Clear Cart

Check Out

4. Enter the name of the template and click on the **Update** button.

Template # EW68097512

Template name:
Paper 3 months x Update **4**


View your Templates

1. Open the **Template** page, from the **Orders** menu.
2. Select a template to view in the list by clicking on its order number.

ORDER #	LAST MODIFIED	ORDER DETAILS	SHIP TO	TOTAL	TEMPLATE NAME
2 EW68097512	04/04/2014	Acct # : 17585 Comp Code : PO Number : Ordered by : Brent Lam	Shook Latic 2500 WALKER AVE TOLEDO, OH BOUCHERVILLE, ON	\$63.50	30 Monthly
EW68097512	05/15/2014	Acct # : 17585 Comp Code : PO Number : Ordered by : Brent Lam	Shook Latic 2500 WALKER AVE TOLEDO, OH BOUCHERVILLE, ON	\$33.46	Business Project

Add Products From a Template to Your Cart

1. When viewing a template, click on the **Copy To Cart** link.

 *If your cart already contains items, the template's products will be added to the others.*

Back Print View


Template # EW68097512

Template name:
Paper 3 months Update

1 Copy To Cart Move To Cart Delete

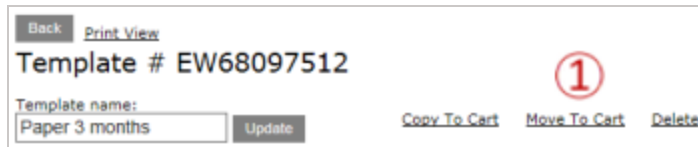
Replace You Cart's Content By a Template

1. When viewing a template, click on the **Move To Cart** link.

 *The products in the current cart will be replaced by the templates.*

 *The template's Ship-To will overwrite the cart's current Ship-To.*

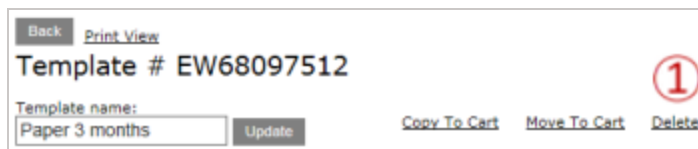
 *The template will automatically be deleted.*



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Template # EW68097512 1
Template name:
 [Copy To Cart](#) [Move To Cart](#) [Delete](#)

Delete a Template

1. When viewing a template, click on the **Delete** link.



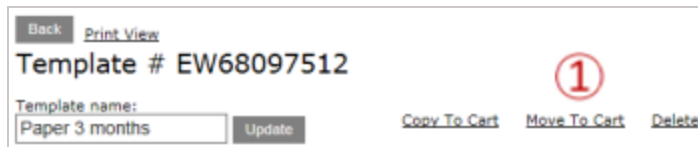
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Template name:
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Modify a Template

1. When viewing a template, click on the **Move To Cart** link.

2. Make the required changes.

3. Click on the **Save As Template** link.



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Template # EW68097512 1
Template name:
 [Copy To Cart](#) [Move To Cart](#) [Delete](#)



[Check Out](#)
[Print View](#) [Save As Template](#) [Clear Cart](#)
3 [QUICK ADD](#) ▾