Using Templates

Templates are a convenient way to make similar orders repeatedly, but before you can use them place orders you must first create a template. To begin, add items to your order as normal by the method of your choice and then select "Save as Template" from the menu on the left of your screen. Enter a name into the field and click "Save Order".

Using Templates

From then on you can select "My Template Orders" from the left side menu to view your saved templates. In this case my Example Template contains two items. By clicking on "Add Items to Current Order" you may use this to eliminate manually selecting the items.

Using Templates

After pressing "Add Items to Current Order" you will be immediately taken to the "View Current Order" screen where it will summarize how many items from the template were added to this order and display the order to you.