



BARTLETT

ONLINE ORDERING

Using Templates

The screenshot shows a web browser window with the URL www.bartlett-online-ordering.com. The page header includes the Bartlett Dairy logo and navigation links: [Our Products](#), [Order by Item](#), [Personal Catalog](#), [Order Inquiry](#), [Account Inquiry](#), [Contact Us](#), and [F A Q](#). The main content area is titled "Save Order as Template Order" and features a "Description" text input field and a "Save Order" button. A left-hand navigation menu lists various options: **Customer: 0 - 27**, TEST CUSTOMER, TEST ADDRESS, Rep: HOUSE ACCOUNT, **Place an order** (with sub-links: Select Delivery Date, View Current Order), CHECK OUT, Orders in Progress, My Template Orders, Save as Template (highlighted), Maintain Item X-ref, **Self Service** (with sub-links: Trade Assets, Select Customer, My Account, Home Page), and **Create Account**. The footer of the page states "Powered by BARTLETT".

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".



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The screenshot shows a web browser window with the URL www.bartlett-online-ordering.com. The page header includes the Bartlett Dairy logo and the text "BARTLETT ONLINE ORDERING". A navigation bar contains links for "Our Products", "Order by Item", "Personal Catalog", "Order Inquiry", "Account Inquiry", "Contact Us", and "FAQ".

On the left side, there is a user menu with the following items:

- Customer: 0 - 27
- TEST CUSTOMER
- TEST ADDRESS
- Rep: HOUSE ACCOUNT
- Delivery Date & Day: 12/07/11 - WED
- Place an order
 - Select Delivery Date
 - View Current Order
 - CHECK OUT
 - Orders in Progress
 - My Template Orders
 - Save as Template
 - Maintain Item X-ref
- Self Service
 - Trade Assets
 - Select Customer
 - My Account
 - Home Page
- Create Account

The main content area is titled "My Template Orders" and contains the following text:

On this page you can see all orders you have saved. You will see the description of each order you saved and the date it was created. You can add any of the saved orders to your current order by clicking on the **Add Items to Current Order** link. After adding items to your current order you will be able to change the quantities as needed.

Saved Order Description/ Item Number & Description	Number of Items Saved	Date Created	Saved Order Options
Example Template	2	12/06/11	Add Items to Current Order Delete
6 - ELMHURST MILK GALLON			
15 - COOL COW 1% NEP 8oz			

At the bottom of the page, it says "Powered by BARTLETT".

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.



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Customer: 0 - 27
TEST CUSTOMER
TEST ADDRESS
Rep: HOUSE ACCOUNT
Delivery Date & Day:
12/07/11 - WED

View Current Order

- 2 Items from Template Example Template were successfully added to your current Order.

Item Number	Item Description	Quantity	List Price	Price Extension	
6	ELMHURST MILK GALLON	6	\$5.50	\$33.00	Remove
15	COOL COW 1% NEP 8oz	70	\$.43	\$30.10	Remove

Total Order Value: \$63.10

[Update Quantity](#) [Continue Shopping](#) [Empty Order](#)
[Check Out](#)

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.