



USL WEBSITE USER MANUAL

Setting Up Order Template and Adding Items

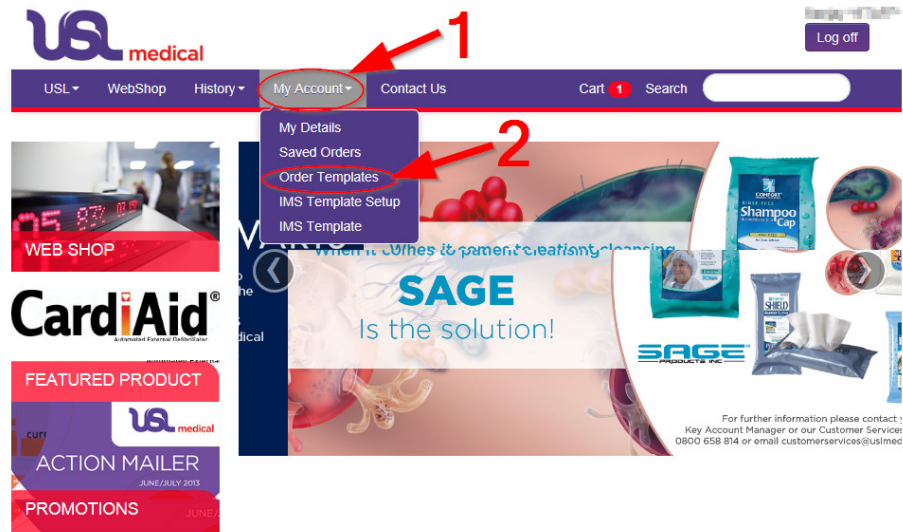
*End user
instructions*

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Setting up Order Template

1. Access USL website. Refer to accessing USL website section
2. Log on to the website using your credentials. Refer to Logging on to your account section.
3. Click on to “My Details”. Select “Order Templates” from the drop down menu.



4. Click on “Create Template List” to create a new template. Fill in the Template name in the “List Name” field and enter appropriate description in the “Description” field. Click “Save” button to save the new template.

- My Details
- Saved Orders
- Order Templates
- IMS Template Setup
- IMS Template

Order Templates

Start creating new templates and add as many as you like to the shopping cart. You can also add additional items using QuickBuy if you know the item number.

Create Template List

List Name

Description

Save

No favourite list

- Your newly created template will appear listed now. You can access this Template by clicking on the template name. You can delete the template by clicking on the small “x” icon in the “Delete” column.

- My Details
- Saved Orders
- Order Templates
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- IMS Template

Order Templates

Start creating new templates and add as many as you like to the shopping cart. You can also add additional items using QuickBuy if you know the item number.

Create Template List

Id	Name	Description	Delete
7589	My First template	This is a test template	<input type="checkbox"/>

Access Template

Delete Template

Universal Specialities Ltd
North Island Phone: 0800 658 814
North Island Fax: 0800 830 660

South Island Phone: 0800 804 546
South Island Fax: 0800 804 547
Email:
customerservices@uslmedical.co.nz

Aged Care
General Practitioners
Accident & Emergency Clinics
Private Surgical Hospitals
Specialist Clinics
Community & Public Health Services

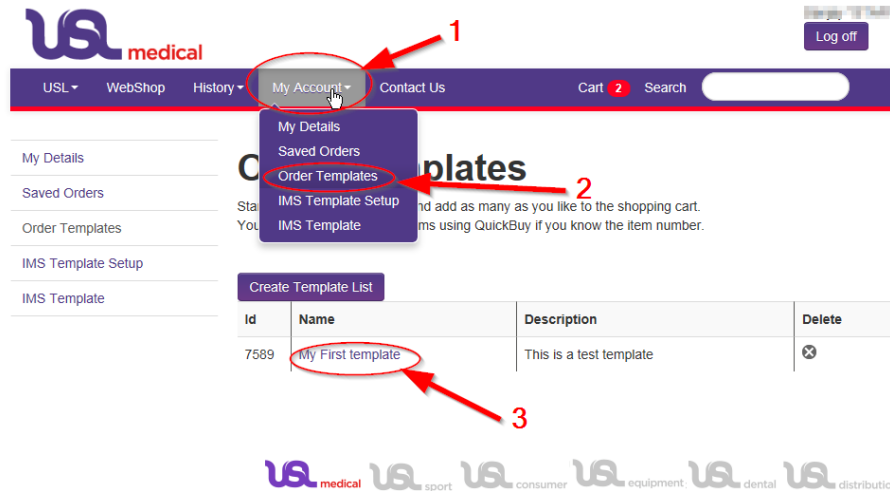
Physiotherapist & Sports Medicine
Nurse Practitioners
Emergency Services
Occupational Health Services
Community Trusts
Sports Clubs & Organising Bodies
Veterinary Services

Dental
First Aid Suppliers
Medical Laboratories
Pharmacy Retail
Industrial & Safety
Dermatologists & Skin Clinics

Adding Items to Template

Add item from Template view page.

- Access USL website. Refer to accessing USL website section
- Log on to the website using your credentials. Refer to Logging on to your account section.
- Click on to “My Details”. Select “Order Template” from the drop down menu.
- Click on the template name that you wish to add item(s) to



- Click on “Add Items to List” Button. And new page will open. Enter the Item code and the quantity that you wish to order. Click the “Save” Button. Repeat this for each Item you wish to add to the Template. Click “Done” after you have finished adding all the Items.



Add Item from Item view page.

- Search for the item using either the “Search” function or browsing the categories.
- Click on the Item you wish to add to the template.
- Click “Add to Template” button below the Item.
- A pop out box will appear. Select the template that you want to add the Item into from the “Add to existing list” drop down option and Click “Add” button. Or you can create a new template and add the item to newly created template.
- Click “Close” after you have finished adding the item.

USL medical

USL WebShop

Adding product to template

Add to existing list:
My First template

Add

Create new list:
List name:

Add to list:

Create

Close

STOCK CLEARANCE SALE

BANDAGING

BRACING & SUPPORT

CASTING

COMPRESSION GARMENTS

CONSUMABLES

CHEST DRAINAGE

CONSUMER PRODUCTS

DIAGNOSTICS

EQUIPMENT

FIRST AID

GLOVES

INCONTINENCE

INSTRUMENTS

MIP REUSEABLE TEXTILES

Veno4 Crepe Bandage 10cmx4.5m

Product Code: 9653
Stock Level: 1301
Unit/measure: EACH

Exc GST: 58.55

Exc GST: 55.95

Exc GST: 43.91

Exc GST: 3.53

Add to Template

Add to Cart