

Hotlists and Templates

Hotlists

- Hotlists allow you to save several lists of favourite items using a name that you choose
- Save searching time for frequently ordered items
- Particularly useful for multi discipline labs or specific projects
- Multiple lists can be created
- Build your orders from your Hotlist

To create a Hotlist

- Select the **Account tab** on the main menu and select **Hotlists** from the list of available options
- Give your list a name and a description. You must create a Hotlist for it to appear on the product information screen

Click here to create a new hotlist

Product Search

Account

Your hotlists

create new hotlist

- Biotechnology
- LIMS/CRM
- Chromatography
- Instrumentation
- More LIMS
- Empty state

Your Basket

Item	Qty
000-1100000	1
01111-01	1
01111-02	1
01111-03	1
01111-04	1
01111-05	1
01111-06	1
01111-07	1
01111-08	1
01111-09	1
01111-10	1

To view the contents of your hotlist, simply click on the hotlist name

Hotlists and Templates

To add items to your Hotlist

When you have found the product you are interested in, you will see the "Add to Hotlist" button and the option to choose any of the lists you have created. You can add the item to one or all of the lists



To order from your Hotlist

Select items for your order from your hotlist by adjusting the quantity. Then click on the shopping cart icon to add to your shopping basket

You can remove individual items from your hotlist by clicking on the trash can icon next to the item you would like to delete



Change the name or description of your hotlist by clicking the *Edit* button

You may also delete a hotlist

Hotlists and Templates

Templates

- Like a Hotlist, a template allows you to save a set order structure similar to a standing order format
- Saves having to compile an order each time it is sent
- This is created initially from the shopping basket screen

Product search: Shopping Basket

Order total: £275.00

Product Code	Description	Manufacturer	Stock	Price	Quantity	Amount	Reference
120-000-0000	Water based formic acid...	Labovision	100	2.75	1	2.75	
120-000-0001	Water based formic acid...	Labovision	100	4.20	1	4.20	
120-000-0002	Water based formic acid...	Labovision	100	4.20	1	4.20	
120-000-0003	Water based formic acid...	Labovision	100	2.75	1	2.75	
120-000-0004	Water based formic acid...	Labovision	100	4.20	1	4.20	
120-000-0005	Water based formic acid...	Labovision	100	2.75	1	2.75	
Total						£275.00	

Buttons: Update basket, **Save as Template**, Clear basket, Request Price

Callout: Once your order has been compiled in the normal way, you can use the "Save as Template" button. You will then be prompted for a name for the template

Product search: Template (Optional)

Product Code	Description	Manufacturer	Stock	Price	Quantity
120-000-0000	Water based formic acid...	Labovision	100	2.75	1
120-000-0001	Water based formic acid...	Labovision	100	4.20	1
120-000-0002	Water based formic acid...	Labovision	100	4.20	1
120-000-0003	Water based formic acid...	Labovision	100	2.75	1
120-000-0004	Water based formic acid...	Labovision	100	4.20	1
120-000-0005	Water based formic acid...	Labovision	100	2.75	1

Buttons: Add template to shopping basket, Add, Delete

Callout: Quantities are fixed on this screen but can be adjusted when the template is selected and added to "Shopping Basket"