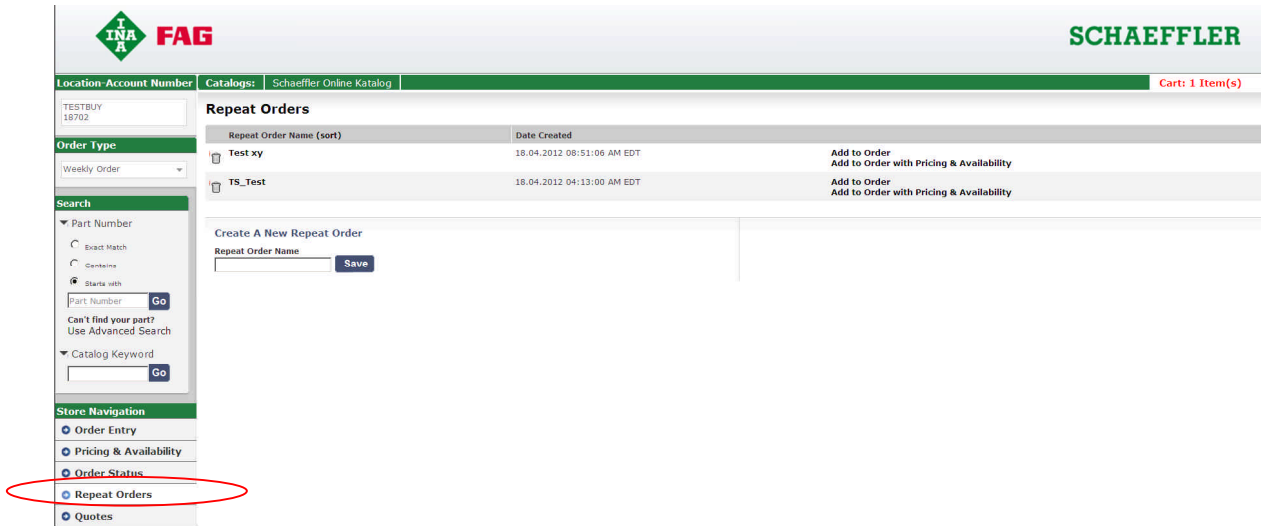


# Repeat Orders

Line items of orders may be saved in the Repeat Orders section for repeated ordering. Using the same method as in Order Entry section different line items can be directly added, lists imported and items pasted too. Additionally it is possible to save orders in this section which have already been sent.

a) Firstly create a list name



b) secondly the list of line items can be created by directly entering the items, importing lists, pasting items or save sent orders in this section.

Direct entering of items:



Item Import:



Two kinds of import are available:

- a) on the left side excel files can be imported into the system.
  - b) on the right side line items can directly be pasted from any external files.
- In each case instructions are available via the Upload Instructions button.