

Workpulse Purchasing

Managing Template

With Purchasing open in your browser click on Admin to expand the field and select Templates. This will then load the currently active templates.

Admin > Templates

Vendor: All

Drag a column header here to group by that column

Vendor	Frequency	Template	Deliver
[Redacted]	Daily	CML AM	AM

Click on the template you wish to make changes to and the next screen will load. Here you may delete items from your template.

Admin > Template > Items, AM Order

PC#: [Redacted] BU Name: [Redacted] Frequency: Daily

Expand All Categories

Sequence	Item	Action
0	F20163-Dbf Choc Glazed	[Trash]
0	F20077-Chocolate Frosted	[Trash]
0	F20078-Vanilla Frosted	[Trash]
0	F20079-Strawberry Frosted	[Trash]
0	F20080-Marble Frosted	[Trash]
0	F20082-Sugar Raised	[Trash]
0	F20083-Cream	[Trash]

You can also click on add item in the top left to bring up available products. Here you can click the checkboxes next to the products you wish to add then click add.

The screenshot displays the Workpulse interface. On the left, a sidebar contains navigation options: Purchasing, Task, Report, and Admin (selected). The main content area shows a breadcrumb trail: Admin > Template > Items, CML AM. Below this, there are fields for PC#, BU Name, Frequency (Daily), and Vendor. A table lists donut items under the category 'Donuts'. An 'Add Item' modal window is open on the right, showing a search bar and a list of 13 items. The first item, 'F20057-Cake Powd Munch', is checked. At the bottom of the modal are 'Add' and 'Cancel' buttons.

Sequence	Item
0	F20163-DbI Choc Glazed
0	F20077-Chocolate Frosted
0	F20078-Vanilla Frosted
0	F20079-Strawberry Frosted
0	F20080-Marble Frosted
0	F20083-Glazed
0	F20084-Boston Kreme
0	F20087-Apple Crumb
0	F20089-Vanilla Kreme
0	F20092-Sugar Jelly
0	F20096-Kreme Filled
0	F20097-Chocolate Glazed
0	F20099-French Cruller
0	F20101-Sour Kreme Powdered

Item
<input checked="" type="checkbox"/> F20057-Cake Powd Munch
<input type="checkbox"/> F20108-Cake Powdered
<input type="checkbox"/> U10011-Yeast Rings Plain
<input type="checkbox"/> F20082-Sugar Raised
<input type="checkbox"/> F20111-Bibrry Cake Munch
<input type="checkbox"/> F20180-Kreme Filled - Spring Sprinkles
<input type="checkbox"/> F20860-Plain Bavarian Filled
<input type="checkbox"/> F20987-Vanilla Kreme Filled
<input type="checkbox"/> U10012-Yeast Shells
<input type="checkbox"/> U10017-Yeast Munchkins Plain
<input type="checkbox"/> F21220-Dunkfetti Donut

Any changes will be saved as they are completed.