

Online Ordering User Guide



Flowtrac is MedShare's online ordering system. Partner organizations can use Flowtrac to submit an order for medical supplies to MedShare from anywhere in the world with an internet connection. This guide will walk you through what is needed to submit your order.

Table of Contents

- 1. Logging in to Flowtrac
- 2. Adding Supplies to New Order
- 3. Shopping for Supplies
- 4. Select Items
- 5. Review your Order
- 6. Complete your Order

1. Logging in to Flowtrac, MedShare's online ordering system

When your organization's application has been approved to order supplies from MedShare, you will be issued a unique **username** and **password**, which you will use to access Flowtrac and place your order.

To access Flowtrac:

- If you have your **username** and **password**, visit https://MedShare.flowtrac.com/
- You will be taken to the **Flowtrac Login** page where you may enter your username and password to access the supply inventory and place an order.



If you do not yet have a username and password:

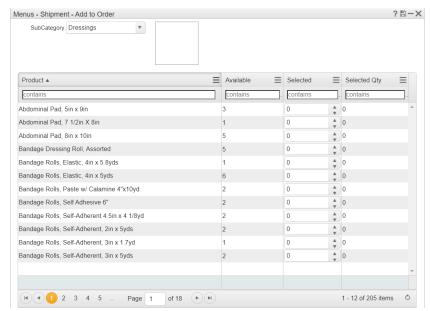
• Go to https://MedShare.org and click on Order Supplies (upper right-hand corner).



• If you are a member of a **medical mission team** or work with a US **free/safety net clinic**, complete the appropriate application to receive your username and password. If you've already received your username and password, simply log in. (Note: Online ordering for **container shipments** is not available at this time but will be forthcoming.)

2. Once you are logged in, add supplies to your new order

• Select **Add to Order** from the options presented.





- At the top of the page, you will see a drop-down menu, letting you search by subcategories of product. You will see a selection grid with the following columns:
- Product names
- o **Available**: Quantity of boxes that are available for the products
- o **Selected**: The number of boxes you have selected
- o **Selected Qty**: The total quantity of individual items contained in the

selected boxes. Note that boxes have DIFFERENT quantities in them



3. Shopping for Supplies

You have two options to shop for supplies. You can use the **SubCategory** drop-down list or type the name of the product you are looking for into the product search box.

 You can also combine the two functions to search for a specific product within a category of supplies.

4. Select Items

Once you find a product you want to add, enter the **number of boxes** you want to add to your order from the **Selected** column.

Hit enter or click anywhere else on the screen and your order will be updated in real time.

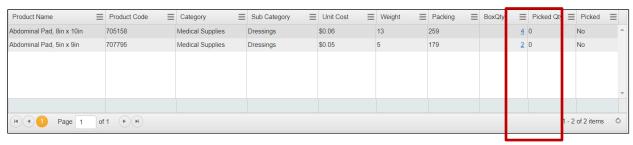
You will also see the number of individual products now on your order.

5. Review your Order

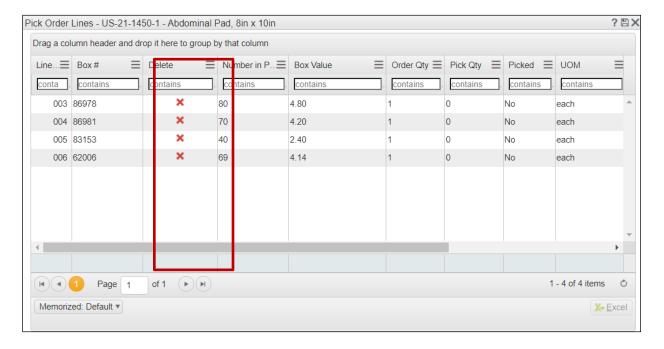
To review your order, exit the ordering grid and select **Existing Order** from the main page.



This will bring up a current view of the products on your order. To view individual box details, select the item you want to review listed under **BoxQty** (box quantity).



You can remove individual boxes by selected the **red x** under **Delete**. Scroll to the right to find this column.



6. Completing your Order

Products are added in real time. There are no additional steps you need to take to finalize your order.

• Select **Complete Order** in the lower left-hand corner of the screen.



• **IMPORTANT LAST STEP:** To inform MedShare that your order is complete and ready to "pick" for shipping, please send an email to medteams@medshare.org to confirm that you have finished placing your order.