

# 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.

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# 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.

Menus - Shipment - Add to Order

SubCategory: Dressings

Product	Available	Selected	Selected Qty
contains	contains	contains	contains
Abdominal Pad, 5in x 9in	3	0	0
Abdominal Pad, 7 1/2in X 8in	1	0	0
Abdominal Pad, 8in x 10in	5	0	0
Bandage Dressing Roll, Assorted	5	0	0
Bandage Rolls, Elastic, 4in x 5.8yds	1	0	0
Bandage Rolls, Elastic, 4in x 5yds	6	0	0
Bandage Rolls, Paste w/ Calamine 4"x10yd	2	0	0
Bandage Rolls, Self Adhesive 6"	2	0	0
Bandage Rolls, Self-Adherent 4.5in x 4 1/8yd	2	0	0
Bandage Rolls, Self-Adherent, 2in x 5yds	2	0	0
Bandage Rolls, Self-Adherent, 3in x 1.7yd	1	0	0
Bandage Rolls, Self-Adherent, 3in x 5yds	2	0	0

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- 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**
  - **Available:** Quantity of boxes that are available for the products
  - **Selected:** The number of boxes you have selected
  - **Selected Qty:** The total quantity of individual items contained in the

selected boxes. Note that boxes have DIFFERENT quantities in them

Menus - Shipment - Add to Order

SubCategory: -Select Category-

Product	Available	Selected	Selected Qty
contains	contains	contains	contains

## 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).

Product Name	Product Code	Category	Sub Category	Unit Cost	Weight	Packing	BoxQty	Picked Qty	Picked
Abdominal Pad, 8in x 10in	705158	Medical Supplies	Dressings	\$0.06	13	259	4	0	No
Abdominal Pad, 5in x 9in	707795	Medical Supplies	Dressings	\$0.05	5	179	2	0	No

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

Line...	Box #	Delete	Number in P..	Box Value	Order Qty	Pick Qty	Picked	UOM
003	86978	X	80	4.80	1	0	No	each
004	86981	X	70	4.20	1	0	No	each
005	83153	X	40	2.40	1	0	No	each
006	62006	X	69	4.14	1	0	No	each

## 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](mailto:medteams@medshare.org) to confirm that you have finished placing your order.**