

Update and Share Your Medco Supply List



Once you've created your supply list and know how to navigate the different list types, you're ready to share your lists with colleagues and patients. You can also update your existing supply lists as needed.

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How To Update Your Supply List

Make mass changes to update your existing list by uploading a .csv (Excel) file. This will override the existing item number and quantity information.

You can also easily add and remove individual products from your supply list.

LIST OPTIONS

Import Update Print Share

Import Supply List

Use to Update: [Dropdown menu]

Please select a supply list to update.

Upload File: [Choose File] No file chosen

Please ensure your file only has 255 rows of data. File larger than 255 rows will result in a file with multiple files and upload sequentially.

[Update]

Instructions

- General Hints
 - Save the file in CSV format (Comma Separated Values, aka "comma delimited")
 - Headers need five columns - Item Number and Quantity
 - To preserve the leading zeros in item numbers beginning with "00", format the item number column as text instead of number
- Use our template as a guide
 - Download the template and save it as a different name
 - Remember to save the file in CSV format
 - Copy and paste your selected products into the sheet

DOWNLOAD TEMPLATE FILE

Still having trouble? Click to view advanced instructions.

To Update a list, choose that list from the list menu, then open the folder icon and click the **Update** button.

To format your document for upload, follow the provided instructions.

How to Share Your Supply List

Our new share feature makes it easy to share a supply list with your coworkers or clients, to populate their cart with your recommended or approved items.

You can share items for patients recovering from hip surgery, for clients to use for therapy exercises at home, and more!

Click the share icon and then select one of the following ways to share your supply list:

- **Email In Company:** Email to a member of your company
- **Email External:** Email to any email of your choice
- **Copy Link:** Copy a link to your supply list and share with others
- **Share via Email:** Enter an email address and send them a link to your supply list

Help your colleagues and patients save time and skip browsing by sharing a supply list so they can head straight to checkout.

LIST OPTIONS

Import Update Print Share

Company Account Share Options
Company Account users can choose to share internally via email with a member of their company, or externally to the email of their choice.

Copy the link and easily paste wherever you want to share with others, so they can skip browsing and head right to checkout.

Share via Email
Enter a valid email address here to send an email with a link to the items from your selected supply list.

The email includes the list name and description.

Email External **Email In Company**

<https://medco-staging.performancehealthdev.com/checkout> Copy Link

Email Address: john.doe@email.com Send

Log in to your Medco account and start using the supply list today!