



## Using the Warehouse Excel Catalog

3. If your Excel file has opened in another tab on your browser, you have two options.

1. Click on the Download button to download an Excel file to your documents. (recommended)
2. Click on the File tab and select, "Save as Google Sheets." The file will be converted to a Google Sheet that you can work with.

**Note:** Saving as a Google Sheet may alter some of the formatting and functionality of the document.



4. You may notice that the Warehouse Excel Catalog now has three worksheets.



1. **Catalog & Order Form** - Contains the latest download from the Business Hub. You can use this sheet as an order form to help you create orders in the Hub. Share with staff who need to place orders, and they can enter the quantity of each item they wish to order.
2. **Print Your Order Form** - Contains instructions for printing the Catalog & Order Form sheet so you can distribute paper copies to staff in your location.
3. **Product Pictures** - Contains links to item images (where available) and item category information.

**Note:** Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.

Last updated 26-Feb-2021