# Using an order template with blank quantities

Ordering · https://mountainstream.co/docs/order-template-blank-quantities/

To load all items with blank quantities:

A. Select **More > Load All** when placing a **Cart Order**

[Screenshot of an online ordering system. The More dropdown is open, highlighting Load all. The cart shows a selected store, delivery date, order cutoff, and buttons to import an order template with blank quantities, download, and print information.]

B. Go to **New Order > [Delivery Address] > Load All** from the **Cart** screen.

[Screenshot of an ordering system showing a dropdown where Putik is selected, order details on the left with blank quantities, and buttons like New Order and Reset Cart on the top. This view also highlights the use of an order template for streamlined processing.]

Additionally, in Production > Settings, it is possible to configure all shopping carts to load frequently ordered items, by default:

[Screenshot of a software interface. A cursor clicks Settings from a green PRODUCTION dropdown menu. Red numbered circles highlight Settings, cart options such as blank quantities and order template selections, and a green Save Changes button at the top.]