

# PWW: Sorting the Shopping List

- You can change how many products are viewed on a page by choosing a different page size. To avoid scrolling through pages of product, select "all."


Order Ref # 186712

Item Count: 1    Total Weight: 40    Purchase Cost: \$0.00    Service Fees: \$7.20    Total Cost: \$7.20

Search:   Free Food Only     Column Sorting: Multi    Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	
<a href="#">10013</a>	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	24		
<a href="#">40453</a>	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	S/H Local	\$3.78	Case	21	1		
<a href="#">29233</a>	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	\$0.90	Case	5	3		
<a href="#">12489</a>	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	54	5	
<a href="#">16164</a>	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$4.50	Case	25	1		

- All columns can be sorted by clicking on the **underlined word**. This will sort the column in ascending or descending order. Keep clicking the word until you get the view you want.

Note: The small arrow pointing downward  indicating an ascending selection (smallest number to largest number or alphabetical).

- The **starred columns** (★) indicate columns that the Shopping List can be filtered by.

Item Count: 0    Total Weight: 0    Purchase Cost: \$0.00    Service Fees: \$0.00    Total Cost: \$0.00

Grants Applied: \$0.00    Payments: \$0.00    Balance: \$0.00

Search:   Free Food Only     Page size: 20

Ref	Product	★ Storage	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
<a href="#">71005</a>	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	15	No		
<a href="#">12123</a>	BAB BABY FOOD	Dry	02-BABY	S/H National	\$1.08	\$0.00	Case	6	374	Yes		

- To sort multiple columns at the same time, first make sure that "Column Sorting" is set to *Single*, then click on the underlined column that you want to sort first (i.e storage, packing, etc.).

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Search:   Free Food Only     Column Sorting: Single    Page size: 20

Ref	Product	★ Storage	▲ Packing	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
<a href="#">10013</a>	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	9		
<a href="#">12489</a>	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	49	5	
<a href="#">39280</a>	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	12		
<a href="#">34332</a>	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224		
<a href="#">17934</a>	MEA TURKEY BREST OVEN ROASTED (ON SITE ONLY)	A Frozen	(3)6.5 lb	15 MEATS ON-SITE ONLY	ON-SITE	\$3.78	Case	21	152		
<a href="#">11204</a>	MEA FISH SANDWICH FILETS (5 CASE LIMIT)	A Frozen	6 packs	15 MEATS/FISH/POULTRY	Other	\$2.88	Case	16	5		

Once you have chosen the first column to be the primary sort, click on “Column Sorting” again and set to *Multi*. Then click on the 2<sup>nd</sup> underlined column that you want to sort (i.e. storage, packing, etc.) within the primary sort. In the example below, “storage” is primary sort and “type” is the secondary sort.

Order Ref # 186712

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Search:   Free Food Only  Column Sorting: Multi Page size: 20

Ref	Product	★ Storage	▲ Packing	★ Type	▲ Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	9	<input type="text"/>	<input checked="" type="checkbox"/>
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	49	5 <input type="text"/>	<input checked="" type="checkbox"/>
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	12	<input type="text"/>	<input checked="" type="checkbox"/>
34332	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224	<input type="text"/>	<input checked="" type="checkbox"/>

- Clicking on the **Star (★)** in the Type Column creates a drop down list so you can select the category you want.

Order Entry

Item Count: 0    Total Weight: 0    Purchase Cost: \$0.00    Service Fees: \$0.00    Total Cost: \$0.00

Grants Applied: \$0.00    Payments: \$0.00    Balance: \$0.00

Search:   Free Food Only  Page size: 20

Ref	Product	★ Storage	★ Type	▼ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	Del
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	23-PROTEIN (NON-MEAT)				7	15	No	<input type="text"/>	<input checked="" type="checkbox"/>
12123	BAB BABY FOOD APPLES	Dry	02-BABY FOOD/FORMULA	24-RICE				6	374	Yes	<input type="text"/>	<input checked="" type="checkbox"/>
12504	BAB OATMEAL BABY FOOD	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	25-SNACKS (NOT COVERED BY GRANT)				4	77	Yes	<input type="text"/>	<input checked="" type="checkbox"/>
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Dry	04-BREAD PRODUCTS	26-SPICES/CONDIMENTS (NOT COVERED BY GRANT)				10	55	Yes	<input type="text"/>	<input checked="" type="checkbox"/>
12235	BEV WATER SPRING LEMON	Dry	05-CEREAL	27-VEGETABLES (CANNED/FROZEN)				28	18	No	<input type="text"/>	<input checked="" type="checkbox"/>
			06-COMPLETED	CANDY (NOT COVERED)								

At the bottom of the list you will see **Apply** so that the column will only show those items or **Reset** to erase previous selections.

Apply | Reset

You will then only see what is filtered and the **Star (★)** turns **yellow** indicating a filter is on.

Order Entry

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Grants Applied: \$0.00    Payments: \$0.00    Balance: \$0.00

Search:   Free Food Only  Page size: 20

Ref	Product	★ Storage	★ Type	▲ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	Del
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	15	No	<input type="text"/>	<input checked="" type="checkbox"/>

Clicking on the **Yellow Star (★)** and selecting **Reset** at the bottom of the column will remove the filter.

**TIPS:**

**To remove purchased product from your shopping list:**

Sort shopping list by category and choose all categories other than "PURCHASED" and click "Apply."

**\*\*Please note that this will also remove purchased produce, which is still only \$.01 per pound.**

**Order Ref # 186712** Cancel Order Print Shopping List Print Cart View Cart

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Search:   Free Food Only Search    Column Sorting: Multi    Page size: 20

Ref	Product	★ Storage	Packing	★ Type	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	\$	Case	28	24	<input type="text"/>	✗
40453	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	\$	Case	21	1	<input type="text"/>	✗
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	\$	Case	5	3	<input type="text"/>	✗
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	\$	Case	8	54	5	✗
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local \$4.50	Case	25	1	<input type="text"/>	✗

*Note: A red circle highlights the 'Local' dropdown menu for the last item, which includes options: Local, ON-SITE, PURCHASED, S/H Local, and S/H National. Below the menu are 'Apply' and 'Reset' buttons.*

**To view only free products:**

Check off "Free Food Only" and click search. Click the reset button to view entire list again.

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Search:   Free Food Only Search Reset    Column Sorting: Multi    Page size: 20

Ref	Product	★ Storage	Packing	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
51600	BEV SELTZER WATER	Dry	(12)1 Liter	03 BEVERAGES (NOT COVERED BY SFPP GRANT)	Local	\$0.00	Case	27	98	<input type="text"/>	✗