

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	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	24		×
40453	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	S/H Local	\$3.78	Case	21	1		×
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	\$0.90	Case	5	3		×
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	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		×

- 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	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		×
12123	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.).

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: Single 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		×
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	49	5	×
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	12		×
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		×
17934	MEA TURKEY BREAST OVEN ROASTED (ON SITE ONLY)	A Frozen	(3)6.5 lb	15 MEATS ON-SITE ONLY	ON-SITE	\$3.78	Case	21	152		×
11204	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 2nd 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

Cancel Order Print Shopping List Print Cart View Cart

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	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	9		×
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	49	5	×
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	12		×
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		×

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

Print Shopping List Print Cart View Cart

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		×
12123	BAB BABY FOOD APPLES	Dry	02-BABY FOOD/FORMULA	24-RICE				6	374	Yes		×
12504	BAB OATMEAL BABY FOOD	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	25-SNACKS (NOT COVERED BY GRANT)				4	77	Yes		×
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Dry	04-BREAD PRODUCTS	26-SPICES/CONDIMENTS (NOT COVERED BY GRANT)				10	55	Yes		×
12235	BEV WATER SPRING LEMON	Dry	05-CEREAL	27-VEGETABLES (CANNED/FROZEN)				28	18	No		×
			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.

Print Shopping List Print Cart View Cart

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)	Local	\$1.26	\$0.00	Case	7	15	No		×

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

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

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	Local	Case	28	24	<input type="text"/>	✗
40453	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	Local	Case	21	1	<input type="text"/>	✗
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	PURCHASED	Case	5	3	<input type="text"/>	✗
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H Local	Case	8	54	5	✗
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	Case	25	1	<input type="text"/>	✗

Note: A red circle highlights the 'Local', 'ON-SITE', 'PURCHASED', 'S/H Local', and 'S/H National' options in the dropdown menu, along with '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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Order Ref # 186712 Cancel Order Print Shopping List Print Cart View Cart

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

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"/>	✗