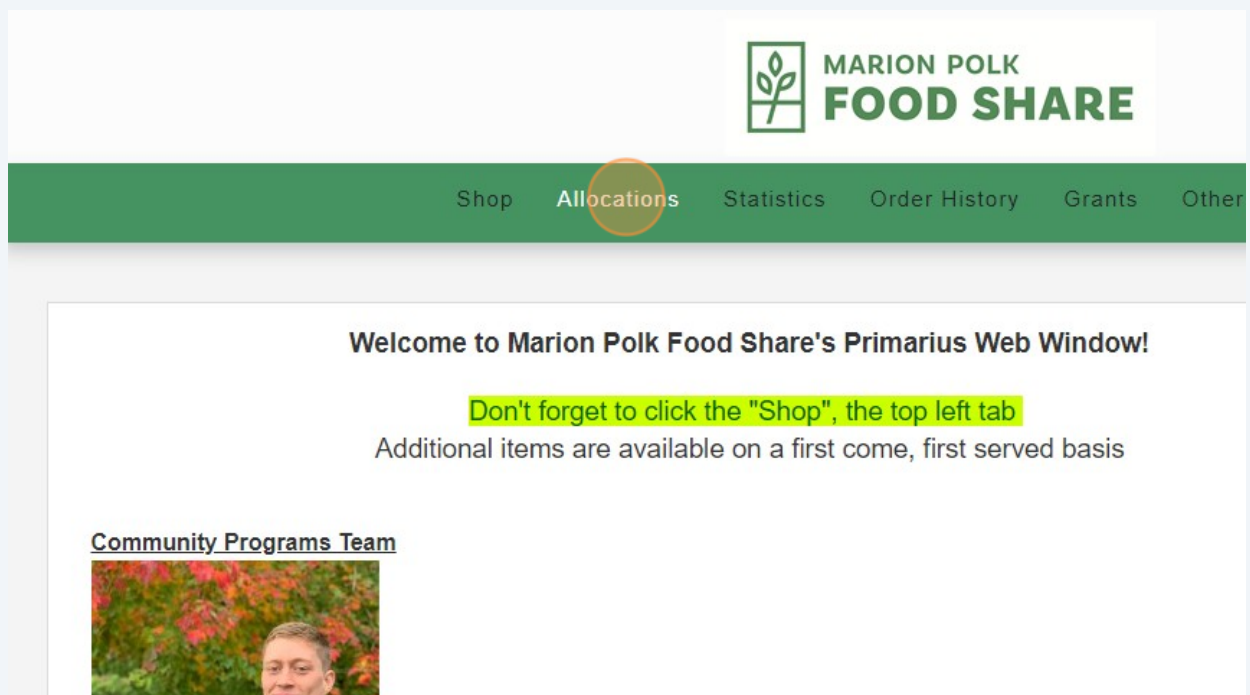


How to Expand Your View and Remove Unnecessary Columns on P2

1 Navigate to <https://marionpolkfoodshare.primarius.app/pww> and login

2 Click "Allocations"



3 Click "View" to open an allocation

	Status	Batch	Effective
View		USDA Alloc. #28-24 Dist./Delivery wk.7/8	6/26/2024
View		Alloc. #28-24 Dist./Delivery wk.7/8	6/26/2024
View	Orders In Progress	USDA Alloc. #27-24 Dist./Delivery wk.7/1	6/17/2024

4 To expand your view and make sure you're seeing all the product being offered to you, click here, which is at the bottom right of the window

		27	0	0	2	0	0
		20	0	0	2	0	0
		20	0	0	1	0	0
		25	0	0	1	0	0
		20	0	0	1	0	0
		30	0	0	1	0	0
		40	0	0	1	0	0
		40	0	0	1	0	0
		17	0	0	1	0	0

Go to page: Show rows: [10](#) 1-10 of 34

5 Click "50" to expand your view to see all items

As you can see to the right of the drop-down, there are 34 items being offered on this allocation (by default, it was only showing #1-10 of 34). If you don't expand your view, you won't see items #11-34 on the first page

The screenshot shows a table with several columns of numerical data. A dropdown menu is open over the table, showing options for the number of rows to display: 5, 10, 20, and 50. The number 50 is highlighted with an orange circle. Below the table, there is a pagination bar that reads "Go to page: 1 Show rows: 10 1-10 of 34".

		27	0	0	2	0	0
		20	0	0	2	0	0
		20	0	0	1	0	0
		25	0	0	1	0	0
		20	0	0	1	0	0
		30	0	0	1	0	0
		40	0	0	1	0	0
		40	0	0	1	0	0
		17	0	0	1	0	0

6 Click here to remove unnecessary columns, further improving your view

The screenshot shows a list of food items with columns for item name, status, quantity, and category. A settings icon (a gear) is circled in orange at the bottom left of the list.

(80135) Lentils, Dry Pkg 12/2#	Dry	12/2#	Non Food - No V...
(82071) Corn, Frozen, Whole Kernal, 30lb	Frozen		Non Food - No V...
(80099) Applesauce Cup - unswt-96/4.5oz	Dry		Non Food - No V...
(82550) Pork Patty FC 2 oz	Frozen	20 bags/2 oz patties- IQF	Non Food - No V...
(1024) Cereal/Oatmeal, Donated	Dry		Non Food - No V...
(1020) Oil, Donated	Dry		Non Food - No V...
(1012) Tuna/Salmon Canned Meat, Donated	Dry		Non Food - No V...
(1001) Vegetables, Donated	Dry	15 oz Can	Non Food - No V...

7

Uncheck the "Purchase Cost," "Service Fee/Lb," and "Nutrition" to remove those columns from the grid (we don't charge you for food or put nutritional info into Primarius, so those columns will never have relevant information)

<input checked="" type="checkbox"/>	Storage	<input checked="" type="checkbox"/>	Packing	<input checked="" type="checkbox"/>	Nutrit
<input checked="" type="checkbox"/>	Purchase Cost	<input checked="" type="checkbox"/>	Service Fee/Lb	<input checked="" type="checkbox"/>	Availa
<input checked="" type="checkbox"/>					

Reset Grid Preferences

Dry	Non Food - No V...	35	0	0
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8

Click the "X" at the top right of the pop-up window to return to the grid.

<input checked="" type="checkbox"/>	Packing	<input checked="" type="checkbox"/>	Nutrition	<input type="checkbox"/>
<input type="checkbox"/>	Service Fee/Lb	<input type="checkbox"/>	Available	<input checked="" type="checkbox"/>