

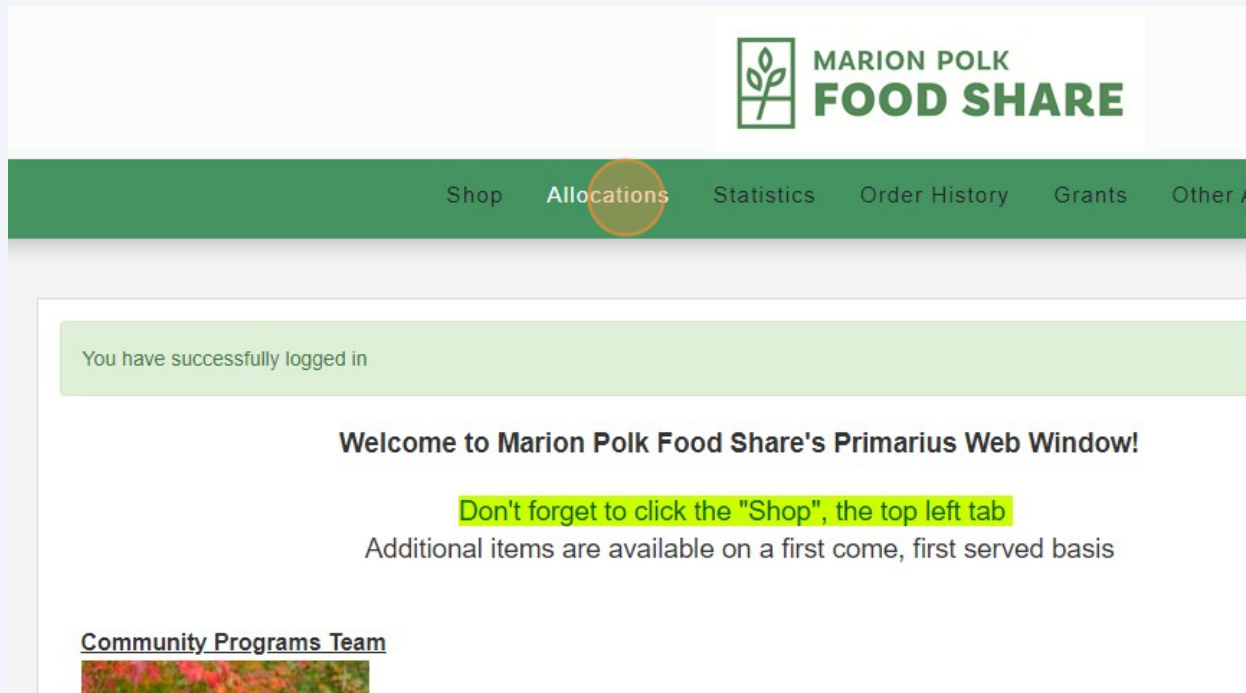
How To Accept Allocated Items

1

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

2

Click "Allocations" to see the list of allocations currently available for you to accept/return.



3 Click "View" to open a specific allocation.

The "Batch" column will tell you when the food is scheduled to be delivered (in this case, the allocations listed would be delivered on the week of 7/15).

The "Effective" date columns shows you when it was posted.

	Status	Batch	Effective
	<input type="text"/>	<input type="text"/>	<input type="text"/>
View		USDA Alloc. #29-24 Dist./Delivery wk.7/15	7/3/2024
View		Allocation #29-24 Dist./Delivery wk.7/15	7/3/2024

4 A helpful thing to do after opening an allocation is to "Expand Your View."

First, click the drop-down box that says "10."

Non Food - No V...	16	0	0	1	0	0
Non Food - No V...	25	0	0	2	0	0
Non Food - No V...	13	0	0	2	0	0
Non Food - No V...	28	0	0	2	0	0
Non Food - No V...	25	0	0	1	0	0
Non Food - No V...	27	0	0	1	0	0
Non Food - No V...	26	0	0	2	0	0
Non Food - No V...	27	0	0	2	0	0
Non Food - No V...	49	0	0	2	0	0

Go to page: 1 Show rows: 10 1-10 of 16

5 Then, click "50" so that up to 50 line items will be shown on one page.

In this example, there are 16 items being allocated. Had you not expanded your view to 50 rows, you would have only seen 10 of the items listed.



Non Food - No V...	16	0	0	1	0	0
Non Food - No V...	25	0	0	2	0	0
Non Food - No V...	13	0	0	2	0	0
Non Food - No V...	28	0	0	2	0	0
Non Food - No V...	25	0	0	1	0	0
Non Food - No V...	27	0	0	1	0	0
Non Food - No V...	26	0	0	2	0	0
Non Food - No V...	27	0	0	2	0	0
Non Food - No V...	49	0	0	2	0	0

Go to page: 1 Show rows: 50 1-10 of 16

6 Another helpful thing to do is to remove unnecessary columns from the grid.


First, click the gear on the bottom left of the page.

(80750) Salmon 24	Dry	24/14.75 oz can	Non Food - No V...
(80720) Rice L 2	Dry	24/2# Bag	Non Food - No V...
(80120) Corn	Dry	24/15 oz can	Non Food - No V...
(80090) Beans Green 300	Dry	24/15 oz can	Non Food - No V...
(82000) MEAT, Shrimp, Peeled & Dvd.21/30	Frozen	6/4.5 Lb Ctn	Non Food - No V...
(80127) NAVY BEANS, DRY - 12/2LB PKG	Dry		Non Food - No V...
(80470) Pasta, Spaghetti, BOX	Dry	20/1#	Non Food - No V...
(80922) Beans Pinto Can 24/15oz	Dry		Non Food - No V...

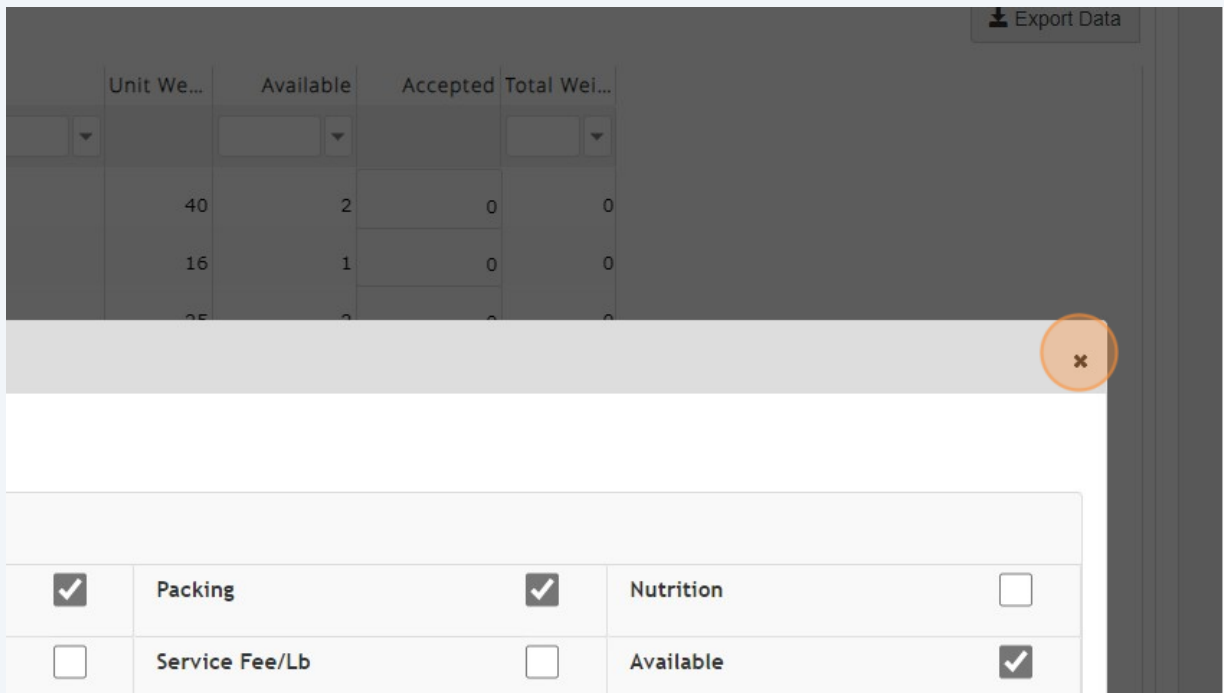
7 Then un-check "Purchase Cost," "Service Fee/Lb," and "Nutrition." There's no helpful information in those columns, so there's no need to keep them visible.

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



LB PKG	Dry		Non Food - No V...	25	0	0
Dry		20/1#	Non Food - No V...	20	0	0

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



9 To accept product, find the "Accepted" column and type in the number of cases you'd like for each line item. You can accept up to the number in the "Available" column.

Unit We...	Available	Accepted	Total Wei...
40	2	0	0
16	1	0	0
25	2	0	0
13	2	0	0
28	2	0	0
25	1	0	0
27	1	0	0
26	2	0	0

g

Export

10

Alternatively, you can click "Select All" to accept all of the cases available for each line item.

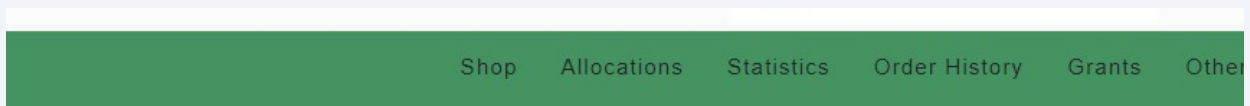
Products Accept

Select All Reset Returns

Product	Storage	Packing	Unit We...	Av
(84345) Grits Corn White bags 12/2lb	Dry		40	
(84022) MILK 1% MILKFAT UHT - 27/8 FL ...	Dry		16	
(80373) BEANS PINTO DRY PKG-24/1lb	Dry		25	
(80026) MACARONI AND CHEESE PKG-24/...	Dry		13	
(84020) Milk 1% 32 oz UHT Fluid	Dry	12/32 oz	28	
(82110) Blueberries Wild 3	Frozen	8/3# Frz	25	
(80980) Tomatoes Diced 300	Dry	24/15oz	27	
(80900) Walnuts	Dry	24/1# pkg	26	

11

You can click "Reset" to clear all values out of the "Accepted" column.



Agency Allocations / USDA Alloc. #29-24 Dist./Delivery wk.7/15 (effective: 07/03/24 - expires: 07/18.

Products Accept

Select All Reset Returns

Product	Storage	Packing	Unit We...	Av
(84345) Grits Corn White bags 12/2lb	Dry		40	
(84022) MILK 1% MILKFAT UHT - 27/8 FL ...	Dry		16	
(80373) BEANS PINTO DRY PKG-24/1lb	Dry		25	

12 To return a product you don't want, click "Returns."

Shop Allocations Statistics Order History Grants Other

Agency Allocations / USDA Alloc. #29-24 Dist./Delivery wk.7/15 (effective: 07/03/24 - expires: 07/18)

Products Accept

Select All Reset Returns

Product	Storage	Packing	Unit We...	Av
(84345) Grits Corn White bags 12/2lb	Dry		40	
(84022) MILK 1% MILKFAT UHT - 27/8 FL ...	Dry		16	
(80373) BEANS PINTO DRY PKG-24/1lb	Dry		25	

13 To mark an item to be returned, click the check box at the left end of the item's row.

Products Accept

Products Return Product

Return	Product	Storage	Packing	Nut
<input checked="" type="checkbox"/>	(84345) Grits Corn White bags 12/2lb	Dry		Nor
<input type="checkbox"/>	(84022) MILK 1% MILKFAT UHT - 27/8 FL ...	Dry		Nor
<input checked="" type="checkbox"/>	(80373) BEANS PINTO DRY PKG-24/1lb	Dry		Nor
<input checked="" type="checkbox"/>	(80026) MACARONI AND CHEESE PKG-24/...	Dry		Nor
<input checked="" type="checkbox"/>	(84020) Milk 1% 32 oz UHT Fluid	Dry	12/32 oz	Nor
<input checked="" type="checkbox"/>	(82110) Blueberries Wild 3	Frozen	8/3# Frz	Nor
<input checked="" type="checkbox"/>	(80080) Tomatoes Diced 200	Dry	24/15oz	Nor

14

Click "Return Products" to return all checked products to the Food Share's inventory.

Shop Allocations Statistics Order History Grants Other

Agency Allocations / USDA Alloc. #29-24 Dist./Delivery wk.7/15 (effective: 07/03/24 - expires: 07/18.

Products Accept

Products Return Product

Return	Product	Storage	Packing	Nut
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	(84345) Grits Corn White bags 12/2lb	Dry		Nor
<input type="checkbox"/>	(84022) MILK 1% MILKFAT UHT - 27/8 FL ...	Dry		Nor
<input checked="" type="checkbox"/>	(80373) BEANS PINTO DRY PKG-24/1lb	Dry		Nor

15

If you aren't automatically taken back to the main grid of allocated items after clicking "Return Products," or if you decide you don't want to return any products, click "Products" to return to the main grid of allocated items.

Shop Allocations Statistics Order History Grants Other

Agency Allocations / USDA Alloc. #29-24 Dist./Delivery wk.7/15 (effective: 07/03/24 - expires: 07/18.

Products Accept

Products Return Product

Return	Product	Storage	Packing	Nut
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	(84345) Grits Corn White bags 12/2lb	Dry		Nor
<input type="checkbox"/>	(84022) MILK 1% MILKFAT UHT - 27/8 FL ...	Dry		Nor
<input checked="" type="checkbox"/>	(80373) BEANS PINTO DRY PKG-24/1lb	Dry		Nor

- 16 Once you've returned or accepted all of the products allocated to you, click "Accept."

The screenshot shows the Marion Food Share website interface. At the top right is the logo for Marion Food Share. Below the logo is a navigation bar with links for Shop, Allocations, Statistics, Order History, Grants, and Other. The main content area shows the breadcrumb path: Agency Allocations / USDA Alloc. #29-24 Dist./Delivery wk.7/15 (effective: 07/03/24 - expires: 07/18/24). Below this is a form with a 'Products' tab and an 'Accept' button highlighted with a red circle. There are also buttons for 'Select All', 'Reset', and 'Returns'. A table lists products with columns for Product, Storage, Packing, Unit We..., and Av.

Product	Storage	Packing	Unit We...	Av
(84345) Grits Corn White bags 12/2lb	Dry		40	
(84022) MILK 1% MILKFAT UHT - 27/8 FL ...	Dry		16	

- 17 Then click "Finalize" to submit your order of the allocated items.

The screenshot shows the Marion Food Share website interface. At the top right is the logo for Marion Food Share. Below the logo is a navigation bar with links for Shop, Allocations, Statistics, Order History, Grants, and Other. The main content area shows the breadcrumb path: Agency Allocations / USDA Alloc. #29-24 Dist./Delivery wk.7/15 (effective: 07/03/24 - expires: 07/18/24). Below this is a form with a 'Products' tab and an 'Accept' button. There is a 'Comment' text area and a 'Finalize' button highlighted with a red circle.