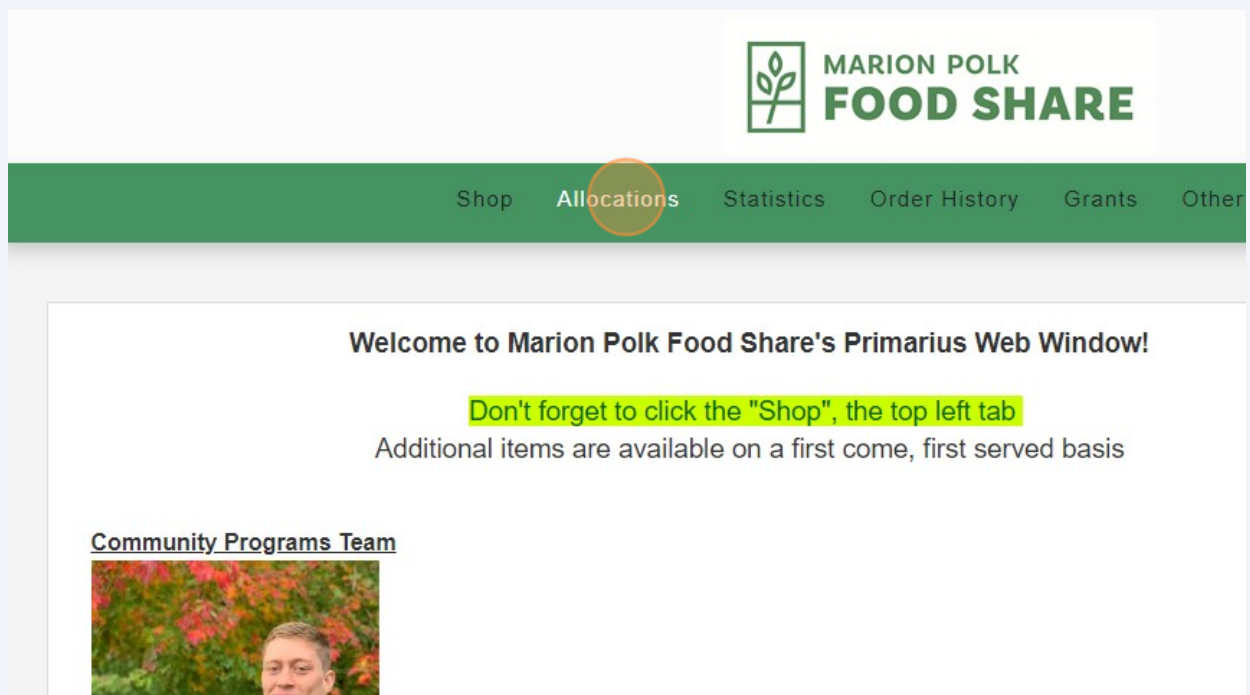


How-To Expand Your View, Remove Unnecessary Columns, and Finalize Your Allocation

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 10 columns and 10 rows. The values in the columns are: 27, 20, 20, 25, 20, 30, 40, 40, 17, 0, 0, 2, 0, 0, 1, 0, 0, 1, 0, 0, 1, 0, 0, 1, 0, 0, 1, 0, 0, 1, 0, 0, 1, 0, 0. A dropdown menu is open over the 'Show rows' field, showing options 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'. The number 10 in the 'Show rows' field is also highlighted with an orange circle.

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

The screenshot shows a table with 4 columns. The rows are:

(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...

At the bottom of the table, there is a grey bar containing a gear icon and a refresh icon. The gear icon is circled in orange.

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

8

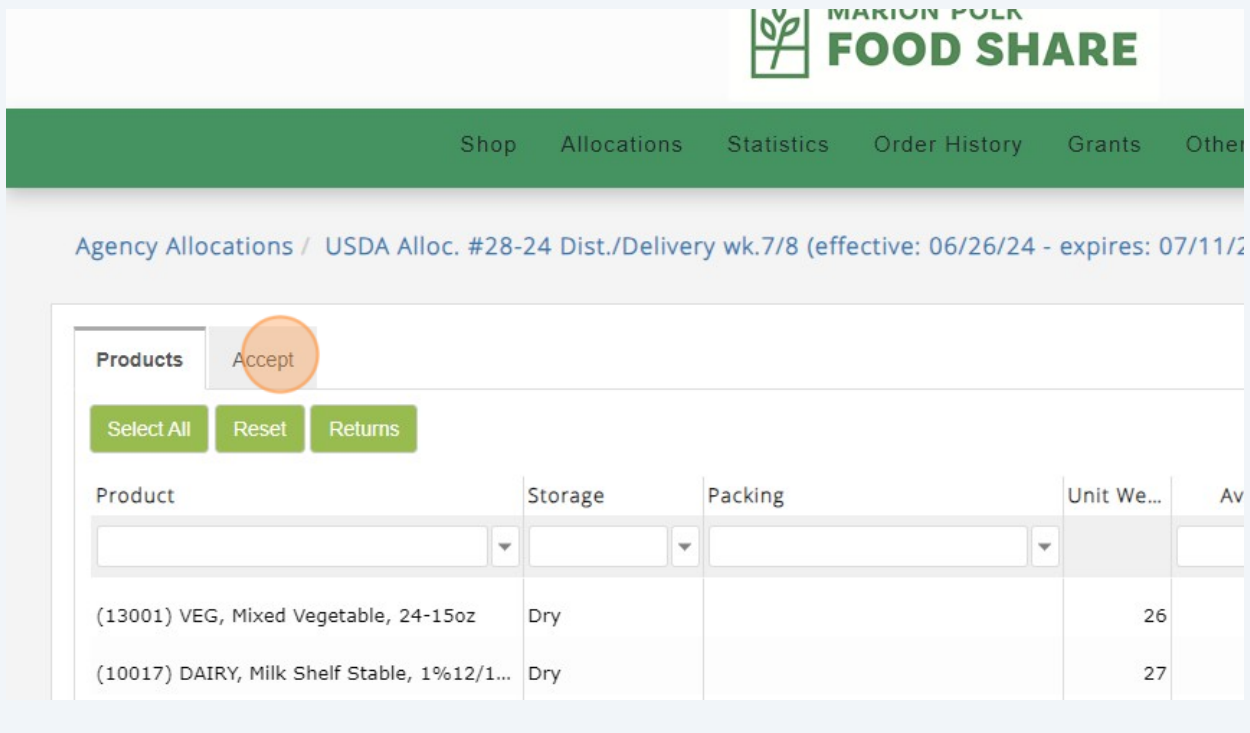
Click the "X" at the top right of the pop-up window to return to the grid.

<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"/>

9

Lastly, when you've accepted or returned all of the product allocated to you, don't forget to "Finalize" your order

First, click "Accept"



The screenshot shows the Marion Polk Food Share website interface. At the top right is the logo for Marion Polk 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. #28-24 Dist./Delivery wk.7/8 (effective: 06/26/24 - expires: 07/11/24). Below this is a form with a 'Products' tab and an 'Accept' button highlighted with an orange circle. There are also buttons for 'Select All', 'Reset', and 'Returns'. Below these buttons is a table with columns for Product, Storage, Packing, Unit We..., and Av.

Product	Storage	Packing	Unit We...	Av
(13001) VEG, Mixed Vegetable, 24-15oz	Dry		26	
(10017) DAIRY, Milk Shelf Stable, 1%12/1...	Dry		27	

10

Then click "Finalize"



The screenshot shows the Marion Polk Food Share website interface. At the top right is the logo for Marion Polk 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. #28-24 Dist./Delivery wk.7/8 (effective: 06/26/24 - expires: 07/11/24). Below this is a form with a 'Products' tab and an 'Accept' button. There is a 'Comment' text area. Below the comment area is a 'Finalize' button highlighted with an orange circle.