

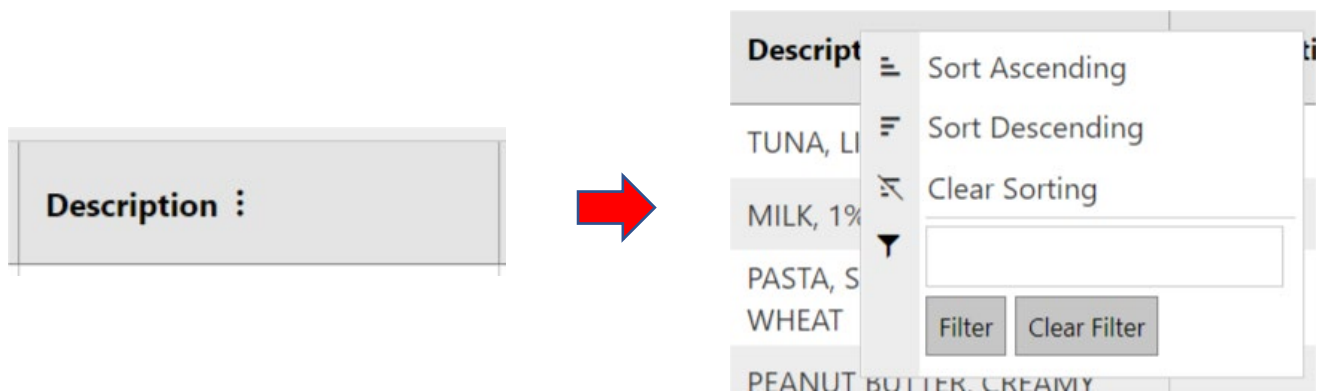
MANNA FoodBank

Online Ordering Guide for Partner Agencies




Version 1.1

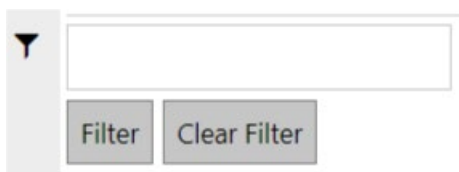
Sorting, Filtering, and Searching the Shopping List

Any column with 3 dots beside the name of the column can be sorted, filtered, or searched. Click the 3 dots to open to column window.



The column window has the following functions:

-  **Sort Ascending** Sort the column A > Z or from lowest to highest number
-  **Sort Descending** Sort the column Z > A or from highest to lowest to highest number
-  **Clear Sorting** Remove the sort from the column



- The search box will search the column for any text or numbers that entered into the box. For instance, typing “apple” could filter the column to show fresh apples, apple sauce and apple juice.
- Click Filter to search and click Clear filter to remove that search and show the full shopping list.

- When you sort or filter a column the entire column will be highlighted in yellow to show which row you have sorted or filtered.



- Use the Free Food checkbox to filter the shopping list to show only items with a \$0.00 cost.

