



## Finding and Using Nutrition Rankings on Agency Express

- Log in to Agency Express and open the Shopping List as usual.
- Use the “Nutritional Information” column to view each item’s nutrition ranking.

<a href="#">Item No.</a>	<a href="#">Description</a>	<a href="#">UOM</a>	<a href="#">Unit Price</a>	<a href="#">VAP Fee</a>	<a href="#">Pack Size</a>	<a href="#">Feature Type</a>	<a href="#">Gross Weight</a>	<a href="#">Nutritional Information</a>
<a href="#">82R4200</a>	20 Lb Fresh Produce Box Asstd Mixed Apples, Potatoes, Sweet Potatoes, Onions, Carrots	CS	1.75	1.75	1/20lb.		20	Choose Often

- Gleaners assigns a nutrition ranking to foods based on the content of saturated fat, sodium, and added sugars in one serving. \* Rankings you will see listed in the “Nutritional Information” column include:
  - **Choose Often** – low in saturated fat, sodium, and added sugars; supports good health
  - **Choose Sometimes** – medium levels of saturated fat, sodium, or added sugars; some health benefits
  - **Choose Rarely** – high in saturated fat, sodium, or added sugars; limited health benefits, think of as “treats”
  - **Unranked** - condiments, cooking staples, baby food, supplements, etc. - these do not receive a ranking due to the specific functions they serve
  - **Assorted** - salvage, reclamation, assorted items, etc. - these items are very difficult to rank since there can be a wide variety of items within each box
  - **Non-Food** - paper products, pet food, household supplies, etc.
  - **Not Yet Ranked** - not every item has been assigned a ranking yet, but we are continuously working on getting our full inventory ranked – check back often for updates!
- You can think of the first three rankings as a “nutrition stoplight” to guide purchasing decisions for your pantry – see next page for a visual. Select foods that are ranked **Green/Choose Often** and/or **Yellow/Choose Sometimes** as much as possible. Limit foods that are ranked “**Red/Choose Rarely**”. This will help support the health and wellness of your pantry guests!

\*As defined by the Healthy Eating Research (HER) Nutrition Guidelines for the Charitable Food System and Gleaners’ Nutrition Policy

## Follow the colors to make healthy choices!



### Choose Often

low in saturated fat, sodium, and added sugars; supports health



### Choose Sometimes

medium levels of saturated fat, sodium, or added sugars; some health benefits



### Choose Rarely

high in saturated fat, sodium, or added sugars; limited health benefits, think of as "treats"

- You can also search the Shopping List for foods with specific nutrition rankings. Look for the "Nutritional Information" box under the "Search" feature at the top of the page. Use the pull-down menu to select the nutrition ranking you want to view and click "Search". For example, if you only want to view items that are ranked Green/Choose Often, select "Choose Often" in the pull-down menu.

### Search

Item No.	Description		
<input type="text"/>	<input type="text"/>		
<b>Category</b>	<b>Nutritional Information</b>		
- Select a Category - ▾	- Select Nutritional Information - ▾		
<b>Feature Type</b>	<b>Handling Req.</b>	<b>Desc. Code ?</b>	<b>Food Source</b>
-Select one- ▾	-Select one- ▾	<input type="text"/>	-Select one- ▾
<input type="button" value="Search"/>	<input type="button" value="Show All"/>	<input type="button" value="View Favorites"/>	

If you would like to learn more about how you can promote health and nutrition in your pantry, please visit [www.gleanersnutritionhub.org/healthypantry](http://www.gleanersnutritionhub.org/healthypantry) or reach out to Sarah Wilson, Nutrition Manager, at [swilson@gleaners.org](mailto:swilson@gleaners.org) or 317-925-0191 ext. 122.