



## Finding and Using Nutrition Rankings on Agency Express

- Once you have the Shopping List open, click on the item number.

1	2	3	4	5	6	7	8	9	10	...	>>
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Order Qty	Available Qty.	Item No.	Description	UOM
<input type="text"/>	911	82R4233	Fresh Pineapples	CS
<input type="text"/>	11	82R4046	Fresh Potatoes	CS

- Check the "Extra Info." section of the "Item Detail" window that pops up.

Item Detail : 82R4233		
<b>Gross Weight.</b> 30	<b>Item Name</b> Fresh Pineapples	<b>Handling Req.</b> Refrigerated Food
<b>Extra Info.</b> [1] = Green / Choose Often		<b>Pack Size</b> 1/30 case
<b>Category</b> Fresh Fruits/Veetables		<b>Price per Unit</b> 0.00

- Determine the nutrition ranking (see codes below). Not all items will have a ranking listed in this section yet, but we are continuously working on getting our full inventory ranked – check back often for updates!
  - 0 = Not Yet Ranked
  - 1 = Green/Choose Often
  - 2 = Yellow/Choose Sometimes
  - 3 = Red/Choose Rarely
  - 4 = Unranked (condiments, cooking staples, baby food, supplements, etc. - these do not receive a ranking due to the specific functions they serve)
  - 5 = Assorted (salvage, reclamation, assorted items, etc. - these items are very difficult to rank since there can be a wide variety of items within one tote or case)
  - 6 = Non-Food (paper products, pet food, household supplies, etc.)

- 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!
- You can also search the Shopping List for foods with specific nutrition rankings. Look for the “Description Code” box under the “Search” feature at the top of the page. Type in the number code that corresponds to the nutrition ranking you want to find (see list on the front side of this document or click the blue question mark to expand the list of options).
  - For example, if you want to search only for items that are ranked “Green/Choose Often”, type a “1” in the Description Code box and press “Search”.

**Search**

**Item No.**  **Description**

**Category**  
- Select a Category -

**Feature Type**  **Handling Req.**  **Desc. Code ?**  **Food Source**