

Pick List

Documentation

Classic View: School Store > Reports > Pick List

Search Terms: Pick List

The Pick List report provides a comprehensive list of purchased items. Use the Start Date and End Date fields to narrow report results.

- When an item is picked up, mark the checkbox in the **Picked Up** column. The next time you open the report, Campus will automatically hide this item.
- To quickly mark all items as picked up, slide the toggle in the **Picked Up** column. Turning the toggle off clears the Picked Up checkboxes.
- To display items that need to be picked up AND items that were already picked up, slide the *Include All Items* toggle to **ON**.

If a purchase is returned using the [Payments Reporter](#), the returned item does NOT appear in the Pick List report.

The **Sale Price** column is only available if your administrator has given you [tool rights](#) to see payment amounts.

Pick List							
Start Date	End Date	Categories	Include All Items				
05/01/2020 12:00 AM	month/day/year hour: ...		OFF				
Export							Select Columns:
Drag a column header and drop it here to group by that column							
Purchase Date ↓	Product Item	Customer	Recipient	Student Number	SKU	Payment Reference Number	Picked Up
month/day/year							<input type="checkbox"/>
08/13/2020 09:26 AM	Monday Lunch - Skim - Yes	Abegg, Donald	Cardinal, Peggy	161900006	1437121259	157161547	<input type="checkbox"/>
07/28/2020 02:14 PM	Tuesday Lunch - Water	Aarens, Barnaby	Aarens, Lann	104369	1255025528	4961115982468162243	<input type="checkbox"/>
07/28/2020 02:14 PM	Tuesday Lunch - Lactose Free	Aarens, Barnaby	Aarens, Joey	104368	101139664	4961115982468162243	<input type="checkbox"/>
07/28/2020 02:14 PM	Tuesday Lunch - 2%	Aarens, Barnaby	Aarens, Joey	104368	482424076	4961115982468162243	<input type="checkbox"/>
07/28/2020 02:14 PM	Monday Lunch - Skim - Yes	Aarens, Barnaby	Aarens, Reginald	104367	1437121259	4961115982468162243	<input type="checkbox"/>
07/28/2020 02:14 PM	Monday Lunch - Skim - Yes	Aarens, Barnaby	Aarens, Reginald	104367	1437121259	4961115982468162243	<input type="checkbox"/>
07/28/2020 02:14 PM	Monday Lunch - Yes - Lactose Free	Aarens, Barnaby	Aarens, Billie	104370	1840367405	4961115982468162243	<input type="checkbox"/>

Video

The Pick List report provides a comprehensive list of purchased items that tracks whether items have been picked up.