

# Grocery Orders in LINQ Nutrition

New Manager Training  
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**Tammy Lofton**  
*Education Administrator*  
*Food Distribution & Community Programs*  
Alabama State Department of Education

**Justin Hope,**  
*Regional Education Specialist*  
*Child Nutrition Programs*  
Alabama State Department of Education



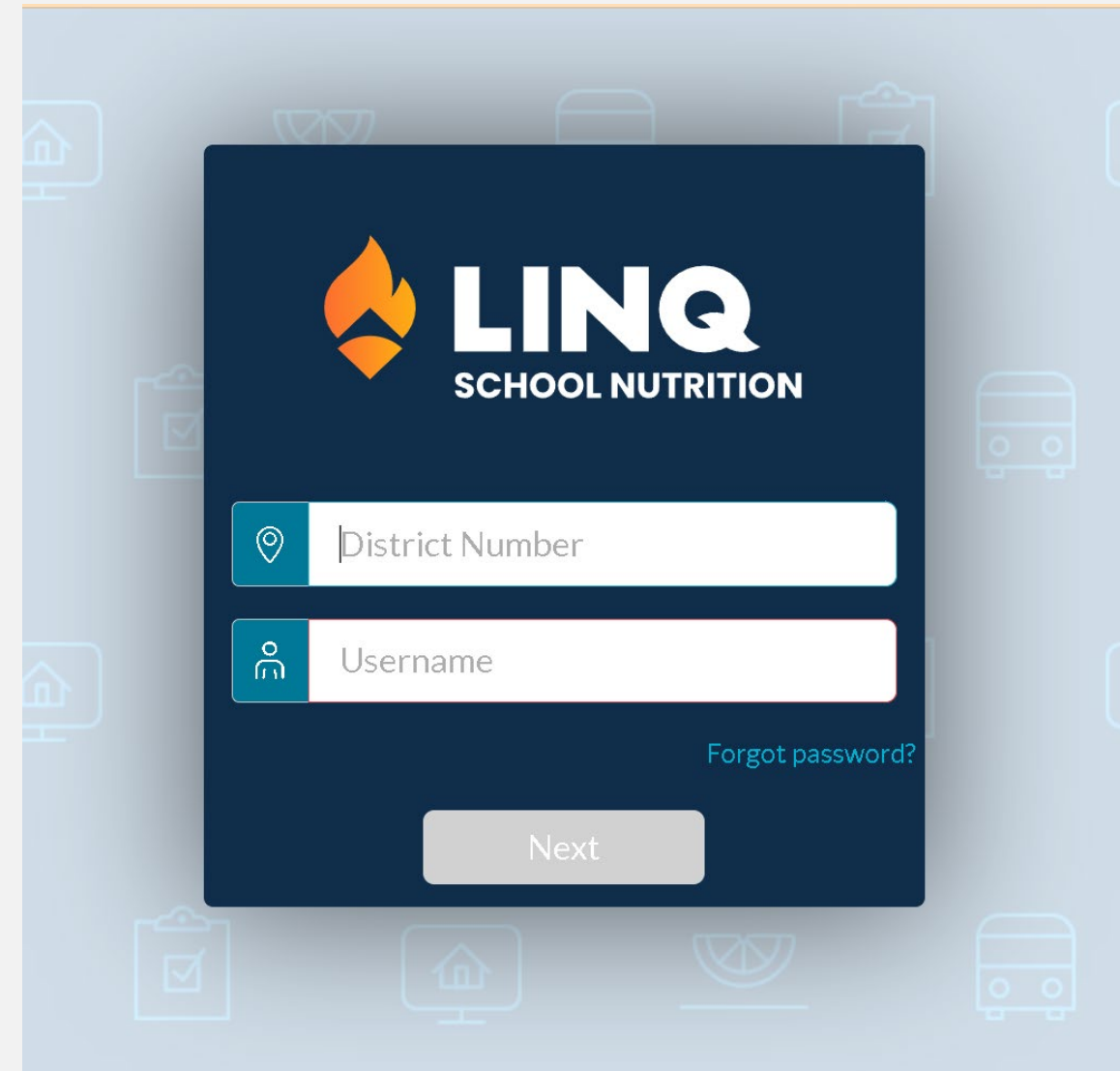
# Directions to the Grocery Store

## Cloud Based Website

[LINQ School Nutrition Portal](#)

## Login Information

- District Number
- Username
- Password

The image shows a login interface for the LINQ School Nutrition portal. It features a dark blue background with a grid of light blue icons representing various school-related items like a house, a bus, a clipboard, and a fruit. In the center is a dark blue login card. At the top of the card is the LINQ logo, which consists of an orange flame-like icon and the text 'LINQ SCHOOL NUTRITION'. Below the logo are two white input fields. The first field is preceded by a location pin icon and contains the placeholder text 'District Number'. The second field is preceded by a person icon and contains the placeholder text 'Username'. To the right of the second field is a link that says 'Forgot password?'. At the bottom of the card is a grey button with the text 'Next'.

# Filling Your Shopping Cart



Dashboard



Accounting



Items



Purchasing



Reports



Staff



Utilities



Configuration



Dashboard

## Dashboard



Announcements



No Announcements



# How to Purchase

The screenshot displays the LINQ School Nutrition web application interface. The top navigation bar is dark blue with the LINQ logo on the left and user information on the right. The left sidebar contains a list of navigation items: Dashboard, Accounting, Items, Purchasing, Ordering Guide, Orders, Reports, Staff, Utilities, and Configuration. The main content area shows the breadcrumb path "Dashboard > Purchasing > Orders". Below the breadcrumb, there is a search bar and several filters: "Open and Requested", "Buildings", and "Reset". A red circle highlights the "Add New Order" button. Two red arrows point to the "Purchasing" and "Orders" items in the left sidebar. The main content area displays "Advanced" and "No results found..".

**Navigation Bar:** LINQ SCHOOL NUTRITION | 7 | ? | + | 3 | | Justin Hope ▾

**Left Sidebar:**

- Dashboard
- Accounting
- Items
- Purchasing**
- Ordering Guide
- Orders
- Reports
- Staff
- Utilities
- Configuration

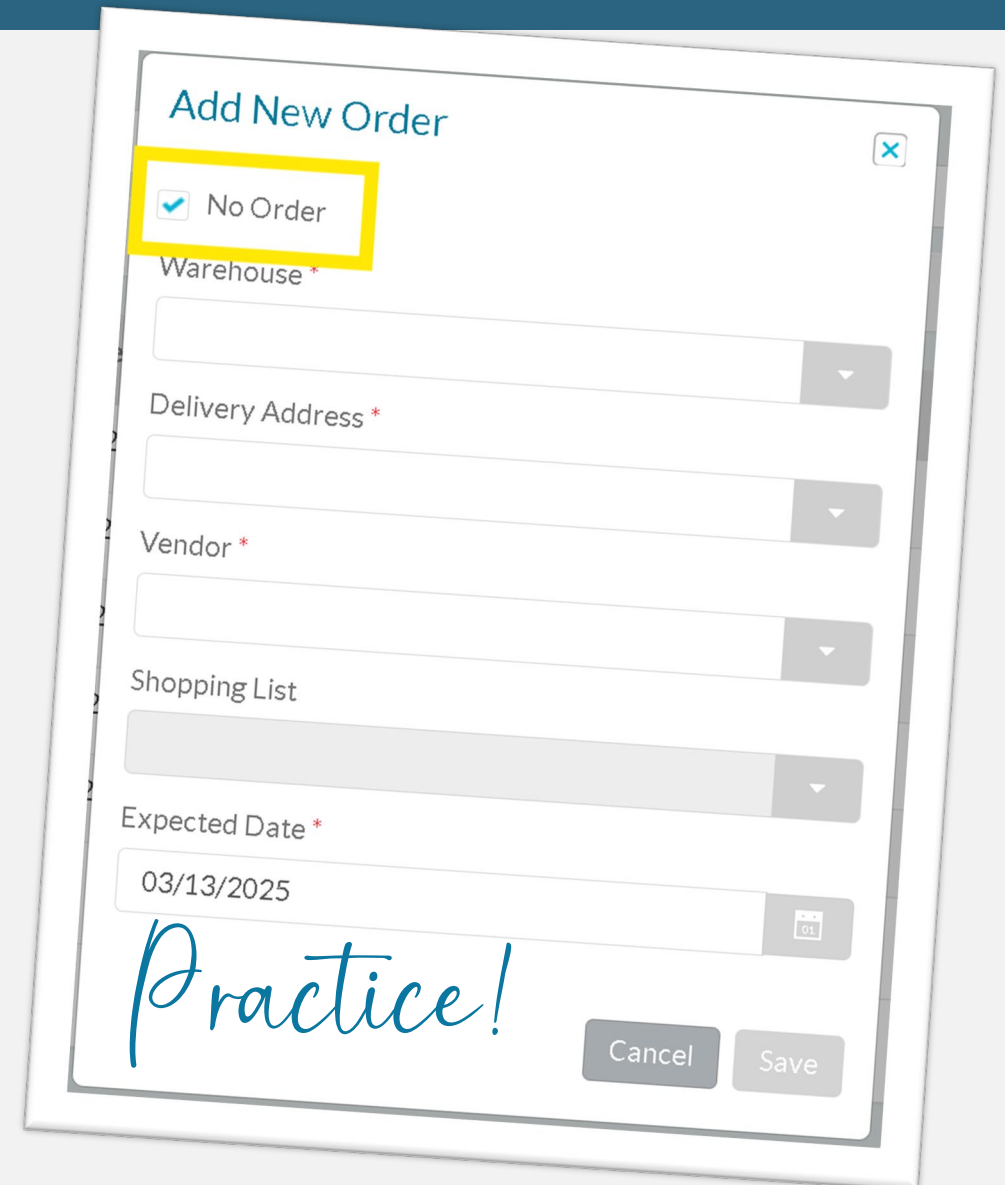
**Breadcrumb:** Dashboard > Purchasing > Orders

**Filters:** Search | Open and Requested | Buildings | Reset | **Add New Order**

**Main Content:** Advanced | No results found..

# Documentation/ Practice Orders

- Practice Orders
- Record without sending an order to vendor.



The screenshot shows a web form titled "Add New Order" with a close button (X) in the top right corner. A yellow rectangular box highlights the "No Order" checkbox, which is checked. Below this are several dropdown menus labeled "Warehouse\*", "Delivery Address\*", "Vendor\*", and "Shopping List". The "Expected Date\*" field is a date picker showing "03/13/2025". At the bottom, there is a handwritten blue note "Practice!" and two buttons labeled "Cancel" and "Save".

Add New Order

☒ No Order

Warehouse\*

Delivery Address\*

Vendor\*

Shopping List

Expected Date\*

03/13/2025

Practice!

Cancel Save

Order Open Merchants (6) [Order](#)

Expected Date \* 05/13/2025 Identifier \* sys-9

Warehouse \* Enterprise High School Delivery Address \* Main

Reference Number

Identifier	Item	Quantity	Unit Of Measure	Cost	Total
Order Subtotal \$0.00					

Search Items

Notes

Delete

Expected Date \* 05/13/2025 Warehouse \* Enterprise High School

Reference Number

Close Save Request Order

# Order Dashboard

The screenshot displays the 'Order Dashboard' interface. On the left is a sidebar menu with icons and labels for Dashboard, Accounting, Items, Purchasing (highlighted), Ordering Guide, Orders, Reports, Staff, Utilities, and Configuration. The main content area shows a breadcrumb trail 'Dashboard > Purchasing > Orders'. Below this is a search bar and a dropdown menu currently set to 'Open and Requested', which is highlighted with an orange box. An orange arrow points from this box to a larger, semi-transparent modal window that also shows the 'Open and Requested' dropdown. To the right of the dropdown is a 'Buildings' dropdown, a 'Reset' button, and an 'Add New Order' button. Below these is an 'Advanced' filter section. The main table lists orders with columns: Identifier, Expected Date, Warehouse, Vendor, Status, and Total. The first row shows 'sys-9', 'May 13, 2025', 'Enterprise High School', 'Merchants (6)', 'Requested' (highlighted with an orange box), and '\$578.00'. An orange arrow points from this 'Requested' status to a second semi-transparent modal window showing the 'Status' dropdown with 'Requested' selected. At the bottom left is a green circular icon containing a document with a hash symbol and a pencil.

Dashboard > Purchasing > Orders

Search

Open and Requested

Buildings

Reset

Add New Order

Advanced

Identifier	Expected Date	Warehouse	Vendor	Status	Total
sys-9	May 13, 2025	Enterprise High School	Merchants (6)	Requested	\$578.00

page 1 of 1

Open and Requested

Status

Requested



# Order Dashboard

Dashboard > Purchasing > Orders





All Statuses

Buildings

Reset

Add New Order

Advanced

Identifier		Expected Date	Warehouse	Vendor	Status	Total	
	 sys-9	May 13, 2025	Enterprise High School	Merchants (6)	Approved	\$578.00	<input type="checkbox"/>
	 sys-8	Mar 4, 2025	Holly Hill Elementary School	Merchants (6)	Approved	\$133.20	<input type="checkbox"/>

◀ page 1 of 1 ▶

Combine Orders







# Shopping Lists

## Uses

- *Regularly Ordered Items*
- *Food Lists for Cycle Menus*
- *Food Lists for Special Menus*

## Benefits




- *Saves Time/Quicker*
- *Improves Efficiency*
- *Product Consistency*
- *Assists with error prevention*
- *Reoccurring Orders*

A screenshot of the 'Add New Order' form in the LINQ system. The form is tilted and has a close button (X) in the top right corner. It contains several fields: a checkbox for 'No Order', a 'Warehouse' dropdown menu with 'Enterprise High School' selected, a 'Delivery Address' dropdown menu with 'Main' selected, a 'Vendor' dropdown menu with 'Merchants (6)' selected, and a 'Shopping List' dropdown menu. The 'Shopping List' dropdown is open, showing a list of items: 'Wing Meal', 'Weekly Reorder', and 'Weekly Items'. The 'Weekly Reorder' and 'Weekly Items' items are highlighted with an orange rectangular border. At the bottom of the form are 'Cancel' and 'Save' buttons.

Dashboard > Item > Shopping List

Search **1** ☐ Include Inactive  3

Advanced

Name	Public
 Wing Meal	✓
 Weekly Reorder	
 Weekly Items	✓

**2**

Shopping List

Item Adjustment

Item Fulfillment

Item Management

Item Receipt

Physical Count

Vendor Management

Warehouse Transfers

Purchasing

Reports

Staff

Utilities

# Shopping Lists

Give the Shopping List a unique name.

*Sort Order is just a weighted preference for the order layout.*



**Add New Shopping List** ✕

Name \*  
Monthly Supply Order

Sort Order \*  
10

Cancel Save

Dashboard > Items > Shopping List Search > Shopping List

Name \*

Monthly Supply Order

Sort Order \*

10

Access \*

Private

Search Items



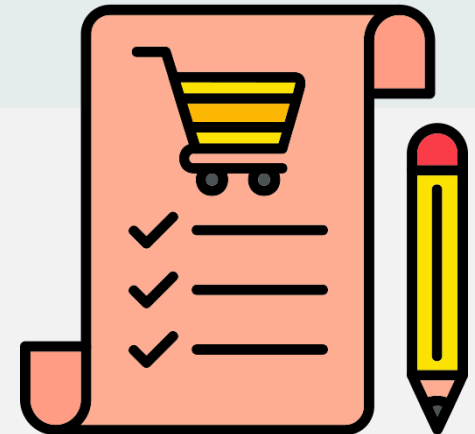
Delete

☒ Active

Close

Save

- Input Items
- Set Access Permissions
- Inactivate



# Shopping Lists

Name \*

Monthly Supply Order

Sort Order \*

10

Access \*

Public

Search Items



☒ Active

Delete

Close

Save

# Shopping Lists

Dashboard > Item > ShoppingList

☐ Include Inactive

Reset

Add New Shopping List

Advanced

Name	Public	Active
 Wing Meal	✓	✓
 Weekly Reorder		✓
 Weekly Items	✓	✓
 Monthly Supply Order	✓	✓



Monthly Supply Order

# Shopping Lists

## Using a Shopping List

Indicate the shopping list you want to start with when you start the add a new order process discussed previously.



**Add New Order** ✕

☐ No Order

Warehouse\*

Enterprise High School

Delivery Address\*

Main

Vendor\*

Merchants (6)

Shopping List

Monthly Supply Order


Expected Date\*

05/13/2025


Cancel Save



# Shopping Lists

 Order

Open

Merchants (6)  
 Order












Expected Date \*  
5/13/2025


Identifier \*  
sys-10


Warehouse \*  
Enterprise High School

Delivery Address \*  
Main

Reference Number

	Identifier	Item	Quantity	Unit Of Measure	Cost	Total
 	20009-1,5,6 (FR142)	Liquid Hand Soap (Ecolab) (4.00 1250 Milliliters per Case)	0	Case	\$62.5800	\$0.00
 	20003-1,5,6 (DV968)	Cleaner, Aerosol Oven, Non Toxic (Swisher) (6.00 Each (20 Oz)s per Case)	0	Case	\$30.0600	\$0.00
 	20006-1,5,6 (LV470)	Cleaner, All purpose, Liquid (Hi-Valu) (4.00 Gallons per Case)	0	Case	\$28.6200	\$0.00
 	20517-1,5,6 (DB250)	Can Liners, to fit 55 gal can (ProPak) (100.00 Eaches per Case)	0	Case	\$20.8100	\$0.00
 	20522-1,5,6 (11148)	Can Liners, to fit 16 gallon (Pitt) (400.00 Eaches per Case)	0	Case	\$39.8100	\$0.00



 SEARCH

Order Subtotal \$0.00  
Sales Tax \$0.00  
Order Total \$0.00

ASK US

