

Grocery Orders in LINQ Nutrition

New Managers Training
July 2026



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Agenda

- Background Information
- Web Address
- Navigating LINQ Nutrition/Starting an order
- Ways to Order/Purchase
- Order Dashboard
- Shopping Lists
- Reports
- Questions



Background Information

Project to upgrade ALSDE CNP software systems began in 2021.

Partnership with LINQ Nutrition

- ALSDE offers LINQ Nutritional Suite POS and Menu Planning software to districts at no cost.

Statewide Purchasing Transitioned to LINQ Nutrition Purchasing in the 2025-2026 School Year.

- This does not Include USDA Foods-
 - USDA Foods remains in the Legacy ALSDE CNP online application
 - More information will be forthcoming on USDA foods.



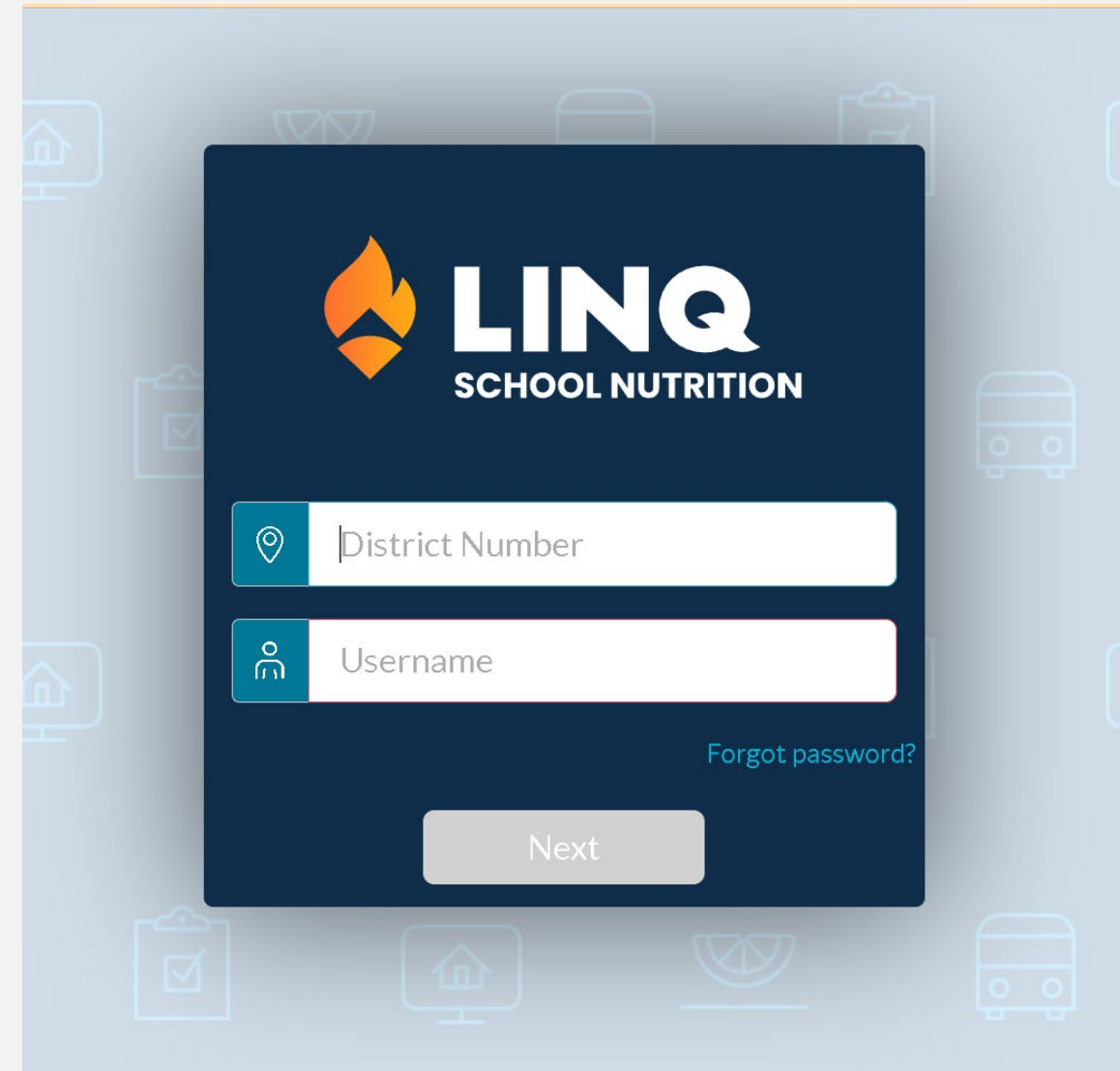
Directions to the Grocery Store

Cloud Based Website

[PORTAL.SCHOOLNUTRITION.LINQ.COM](https://portal.schoolnutrition.linq.com)

Login Information

- District Number
- Username
- Password



The image shows a login interface for LINQ School Nutrition. The background is a light blue with faint icons of 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 icon and the text "LINQ SCHOOL NUTRITION". Below the logo are two input fields. The first field has a location pin icon and the placeholder text "District Number". The second field has a person icon and 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 includes the LINQ logo, a user profile for Justin Hope, and notification icons. The left sidebar lists various application sections: Dashboard, Accounting, Items, Purchasing, Ordering Guide, Orders, Reports, Staff, Utilities, and Configuration. The main content area shows the breadcrumb path 'Dashboard > Purchasing > Orders' and a search bar. A red circle highlights the 'Add New Order' button in the top right of the main content area. Two red arrows point to the 'Purchasing' and 'Orders' menu items in the sidebar. The main content area also displays a 'Reset' button and a message 'No results found..'. The bottom of the sidebar features a scroll bar.

LINQ SCHOOL NUTRITION

7 ? | + | 3 | | Justin Hope ▾

Dashboard > Purchasing > Orders

Search Open and Requested Buildings Reset **Add New Order**

Advanced

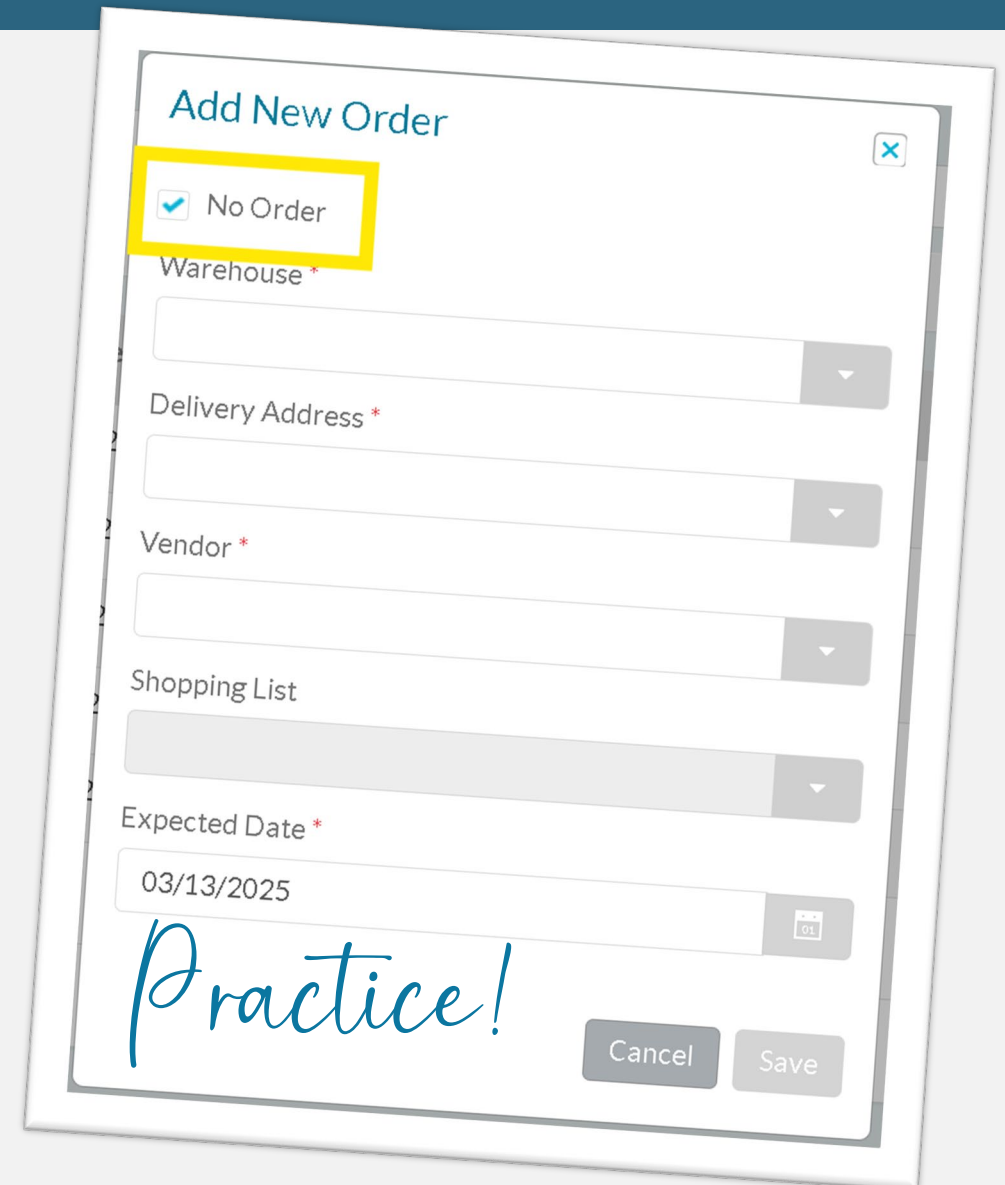
No results found..

Dashboard
Accounting
Items
Purchasing
Ordering Guide
Orders
Reports
Staff
Utilities
Configuration

←

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

Merchants (6)
Order

Identifier *

sys-3

Identifier

sys-9

Expected Date *

05/13/2025

Warehouse *

Enterprise High School

Delivery Address *

Main

Reference Number

Order Subtotal \$0.00

Identifier

Item

Quantity

Unit Of Measure

Cost

Total

Search Items

Notes

Expected Date *

05/13/2025

Warehouse *

Enterprise High School

Reference Number

Delete

Close Save Request Order



Order Dashboard

The screenshot displays the 'Order Dashboard' interface. On the left is a sidebar menu with the following items: Dashboard, Accounting, Items, Purchasing (highlighted with an orange icon), Ordering Guide, Orders, Reports, Staff, Utilities, and Configuration. The main content area has 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. 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 bar. The main table lists orders with columns: Identifier, Expected Date, Warehouse, Vendor, Status, and Total. The first row shows an order with Identifier 'sys-9', Expected Date 'May 13, 2025', Warehouse 'Enterprise High School', Vendor 'Merchants (6)', Status 'Requested' (highlighted with an orange box), and Total '\$578.00'. An orange arrow points from the 'Open and Requested' dropdown to a larger callout box showing the same dropdown menu. Another orange arrow points from the 'Requested' status in the table to a larger callout box showing the 'Status' dropdown menu with 'Requested' selected. At the bottom left, there 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	☐
	 sys-8	Mar 4, 2025	Holly Hill Elementary School	Merchants (6)	Approved	\$133.20	☐

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 a web application form titled "Add New Order" with a close button (X) in the top right corner. The form 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 highlighted with an orange border and shows a list of options: "Wing Meal", "Weekly Reorder", and "Weekly Items". 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

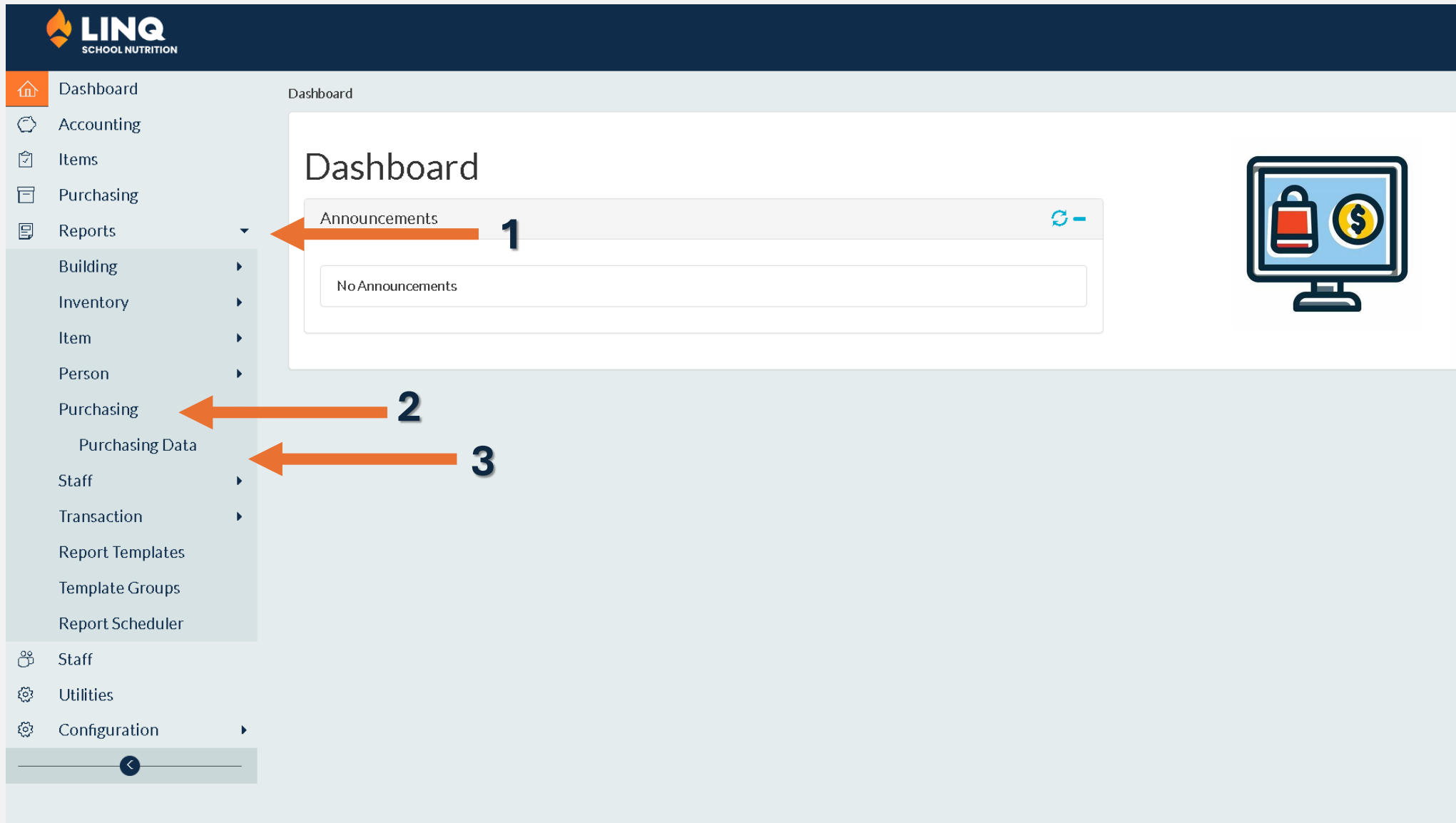
	Identifier	Item	Quantity	Unit Of Measure	Cost	Total
 	20009-1,5,6 (FR142)	Liquid Hand Soap (Ecolab) (4.00 1250 Milliliters per Case)	0	Case	\$62.5800	\$0.00
 	20003-1,5,6 (DV968)	Cleaner, Aerosol Oven, Non Toxic (Swisher) (6.00 Each (20 Oz)s per Case)	0	Case	\$30.0600	\$0.00
 	20006-1,5,6 (LV470)	Cleaner, 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

Reports



The screenshot shows the LINQ School Nutrition dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Accounting, Items, Purchasing, Reports, Building, Inventory, Item, Person, Purchasing (with a sub-item Purchasing Data), Staff, Transaction, Report Templates, Template Groups, Report Scheduler, Staff, Utilities, and Configuration. Three orange arrows point to specific items: Arrow 1 points to the 'Announcements' section in the main content area. Arrow 2 points to the 'Purchasing' menu item. Arrow 3 points to the 'Purchasing Data' sub-item under 'Purchasing'.

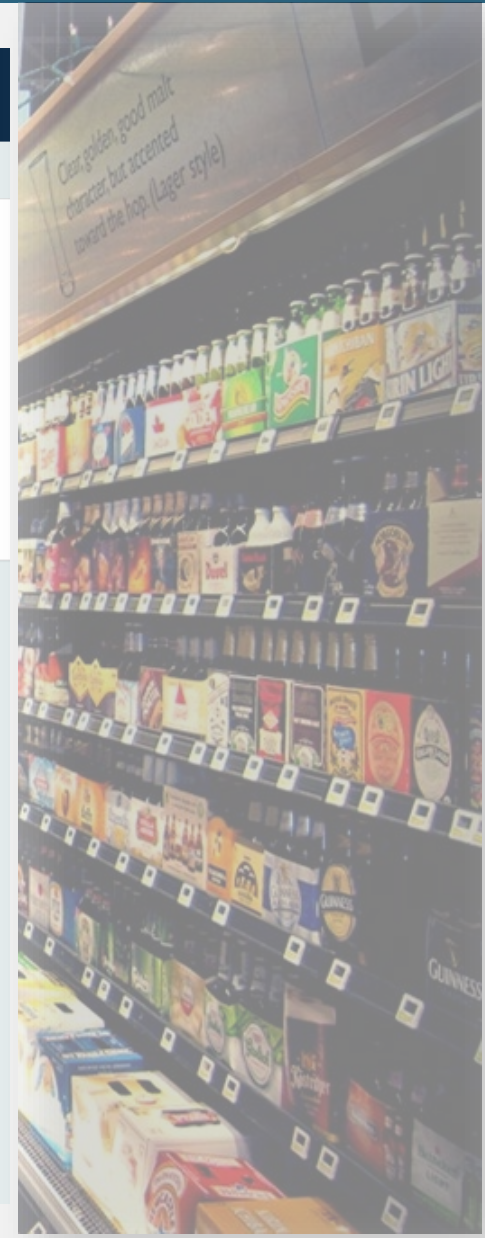
Dashboard

Announcements 1

No Announcements

Purchasing 2

Purchasing Data 3



Reports

- Report Name
- File Type
 - PDF
 - CSV
 - Excel
- Building
- Data Columns
 - Order ID
 - Item Desc
 - Item ID
 - Item Name
 - Quantity

LINQ SCHOOL NUTRITION Enterprise City Schools (AL)

Dashboard
Accounting
Items
Purchasing
Reports
Building
Inventory
Item
Person
Purchasing
Purchasing Data
Staff
Transaction
Report Templates
Template Groups
Report Scheduler
Staff
Utilities
Configuration

Name*
Purchasing Data

Output*
Pdf

Filter

Statuses
Add New ..

Vendors
Add New ..

Buildings
Enterprise High School x
Add New ..

Expected Date
Select date range

Requested Date
Select date range

Approved Date
Select date range

Type
Orders

Item

Columns

Available Columns	Selected Columns	Group By
Manufacturer	Order Identifier	
Manufacturer Item Number	Item Description	☒ Include Total Row
Order Status	Item Identifier	
Order Total	Item Name	
	Quantity Ordered	



Reports

Purchasing Data

Item Description	Item Identifier	Item Name	Quantity Ordered
	20522-1,5,6	Can Liners, to fit 16 gallon (Pitt)	0 Case
	20517-1,5,6	Can Liners, to fit 55 gal can (ProPak)	2 Case
	20003-1,5,6	Cleaner, Aerosol Oven, Non Toxic (Swisher)	0 Case
	20006-1,5,6	Cleaner, All purpose, Liquid (Hi-Valu)	0 Case
	20702-1,5,6	Fork and Napkin Set, Disposable(Pro-Pak)	2 Case
	20009-1,5,6	Liquid Hand Soap (Ecolab)	0 Case
1000/9 gram	19028-1,5,6	Ketchup, Individual, Low Sodium (	1 Case
160 Count	14018-1,5,6	Dinner Roll Dough, WG, 2.5oz (Richs)	10 Case
2/5lb	10599-1,5,6	Chicken Wings Fully Cooked	5 Case
6/10	13025-1,5,6	Corn, WK, Liquid pack (Bountiful Harvest)	4 Case
60, 6" Bread/Case	16507-1,5,6	French Bread Pizza, Pepperoni (6") WG (Schwans)	2 Case

Number of Records: 11



ASK US

