

# Pick List

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## Tool Search: 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**.
- Display additional columns by clicking the **Select Columns** icon. Choose from:
  - Email** (email address provided by customer).
  - Source** (ESS, Parent Portal, Student Portal, Public Store or Campus Payments App).
  - Event Name** (purchases recorded at an event using Campus Mobile Payments).

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 ☆

School Store > Reports > Pick List

Start Date	End Date	Categories	Include All Items	Select Columns:						
12/21/2022 04:13 PM	month/day/year:...		<input checked="" type="checkbox"/> OFF							
<input type="button" value="Export"/>										
Drag a column header and drop it here to group by that column										
Purchase Date	Product Item	Customer	Recipient	Student Number	Customer Comment	SKU	Payment Reference Number	Sale Price	Picked Up	School
month/day/year										
12/21/2022 04:13 PM	Pizza Prize Pickup - pay now	Pipre, Liza	Pipre, Rick	861578		2096053176	t1_txn_63a385042105...	\$5.00	<input type="checkbox"/>	Van Buren High
12/21/2022 04:13 PM	Pizza Prize Pickup - prepaid	Adams, Bev	Adams, Angie	860199		1670549466	t1_bnx_63a385042105...	\$0.00	<input checked="" type="checkbox"/>	Van Buren High
12/21/2022 04:13 PM	Pizza Prize Pickup - pay now	Adams, Bev	Adams, Annie	861785		2096053176	t1_bnx_63a385042105...	\$5.00	<input checked="" type="checkbox"/>	Van Buren High
12/21/2022 04:09 PM	Pizza Prize Pickup - pay now	Baker, Kip	Baker, Skip	785601		2096053176	t1_bnx_63a38410bad3...	\$5.00	<input type="checkbox"/>	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_bnx_63a383a48abf8...	\$1.50	<input type="checkbox"/>	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_bnx_63a383a48abf8...	\$1.50	<input type="checkbox"/>	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_bnx_63a383a48abf8...	\$1.50	<input type="checkbox"/>	Van Buren High
12/21/2022 04:07 PM	Beverage - L					1174256392	t1_bnx_63a383a48abf8...	\$1.50	<input type="checkbox"/>	Van Buren High
12/21/2022 04:07 PM	Pizza Prize Pickup - prepaid	Dexder, Doug	Dexder, Eve	617157		1670549466	t1_txn_63a383a48abf8...	\$0.00	<input type="checkbox"/>	Van Buren High
12/21/2022 04:03 PM	Pizza Prize Pickup - pay now	Price, Kay	Price, Levi	861998		2096053176	t1_bnx_63a382a6f1ca3...	\$5.00	<input type="checkbox"/>	Van Buren High
12/21/2022 03:31 PM	Pizza Prize Pickup - pay now					2096053176	t1_bnx_63a37b421997...	\$5.00	<input type="checkbox"/>	Van Buren High
12/21/2022 03:18 PM	Bake Sale - Special K Bar					1526788585	t1_bnx_63a37830da59...	\$2.00	<input type="checkbox"/>	Van Buren High

1 - 100 of 1291 items