Pick List

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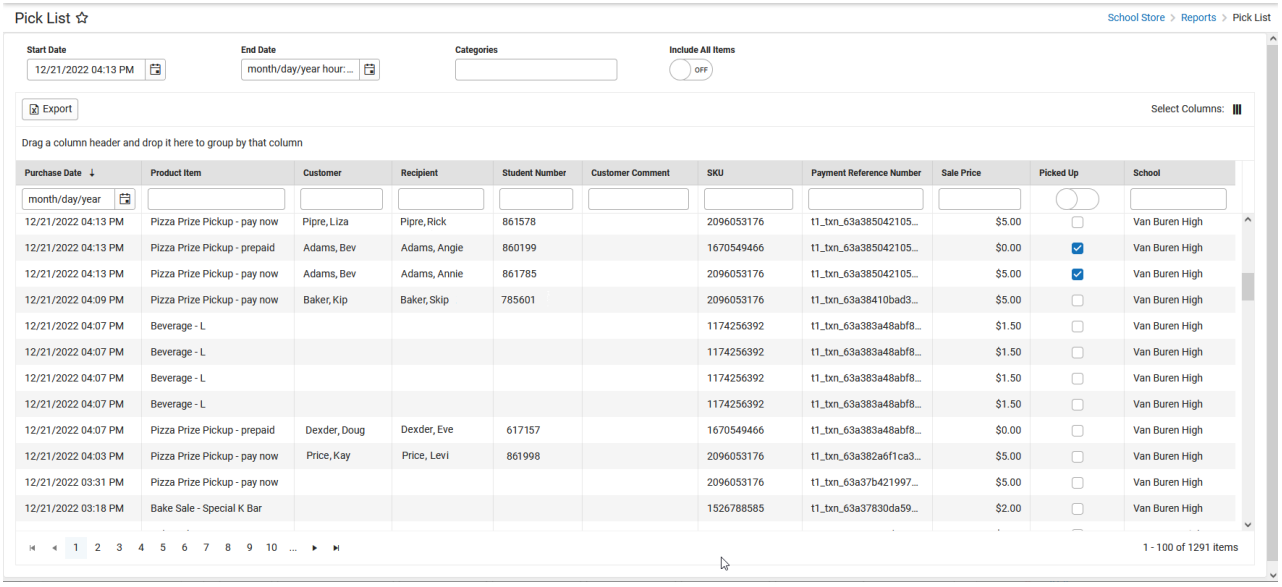
Tool Search: Pick List

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.



See the School Store Reports Tool Rights article for information on available tool rights.