List Management Overview

The List Management application is a redesigned tool to help manage your personal shopping lists.

This new application allows you to:

- Track the last user that updated the list
- View number of products on the list
- View number of discontinued products that need to be replaced
- Filter the list by discontinued to easily update these products
- Easily compare discontinued product to replacement product
- View all icons including Recently Purchased, Local, DIRECT and DWO
- View GL Codes and customer specific product numbers
- Upload product notes to use as par levels or notes to other users
- Copy and paste product numbers from an Excel or cvs file to quickly add up to 1,000 products to a group
- Use a tablet to access via the browser
- Restore deleted lists by calling the Service Desk

Create a List

Create a New List from Scratch

1. Hover over the **List** menu on the toolbar.
2. Select **Manage List** from the dropdown menu.
3. Select **New**
4. Enter a unique list name in **New List Name** field.
5. Click **Create.**
6. A new empty list will be created, allowing you to add groups and products.
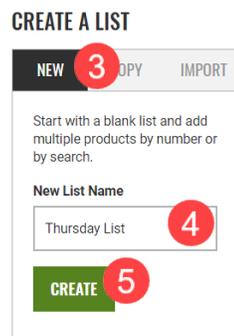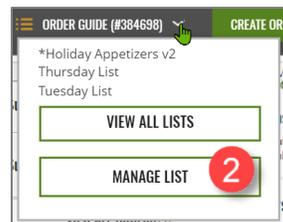
Create a List by Copying Existing Lists

1. Hover over the **List** menu on the toolbar.
2. Click **Manage List** from the dropdown menu.
3. Select the **Copy** option.
4. Select the list you would like to copy from the dropdown menu.
5. Enter a new, unique name for the list in **New List Name** field.
6. Click **Create.** The page will refresh with the new list name. You can now make changes to the new, copied list by clicking on the list name.

Create a List by Importing a File

1. Hover over the **List** menu on the toolbar.
2. Click **Manage List** from the dropdown menu.
3. From the Import screen, download the import template.
4. Enter list details into the template and save.
5. Select the **Import List** option.
6. Click **Choose File.**
7. A new window will open. Navigate to the correct file to be uploaded and double click.
8. Select CSV or Edge file format from the dropdown menu.
9. A enter a unique name for the list and click **Create.**

Add Groups to a List

1. Click on the list name to open the list for editing.
2. To add a new group, click on **Add Group** from the bottom of the Group list on the Enter the name of the custom group.
3. Click the check arrow to **Add.**
4. Continue this process until all needed groups are added.
5. Add products to the group by searching or keying product numbers.
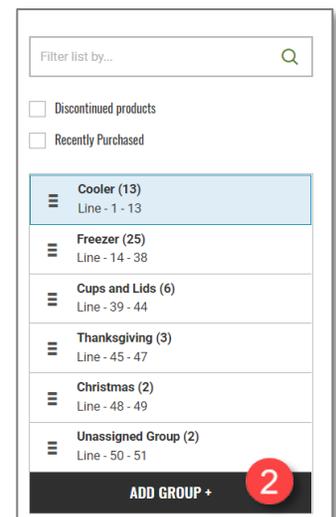
Add Products to a List from Catalog Search

1. Click on the list name to open the list for editing.
2. Click on Add Products in upper right corner of the page.
3. Enter any search term into the search field at the top of the screen.
4. Select the product to be added by clicking the box to the left of the product description,
5. The list and group you were working in will be preselected. Make changes if needed.
6. Click on **Add to List**.
7. A success message will appear with a link to the list.
8. Click on **Go to List** to see the updated list.
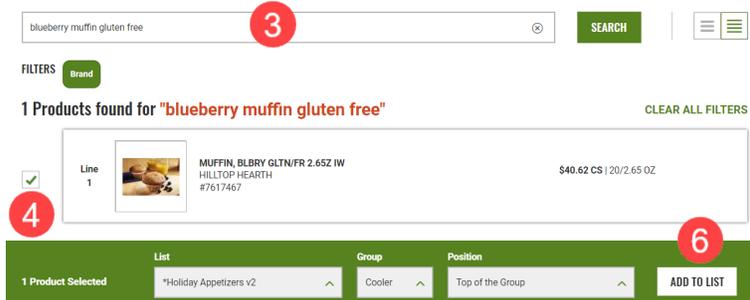
Add Products Using Product Number

1. Click on the list name to open the list for editing.
2. Click on **Add Products** in upper right corner of the page.
3. Key in the product number to add. If keying in more than one product, add a comma after each product number.
4. You can also copy and paste a list of product numbers from an Excel or csv file.
5. Click **Search.**
6. Click on **Add to List** from bottom of the screen.

Modify a List

Move or Copy Products Between Groups

1. Click on the list name to edit.
2. Click on the group which contains the product that needs to be moved.

3. Click on the selection box in front of the product to be moved.
4. Click on the move icon at the bottom of the screen.
5. Select the group at the bottom of the list to move to.

Remove Products from Lists

1. Click on the list name to edit.
2. Click on the group which contains the product that needs to be deleted.
3. Click on the selection box in front of the product to be deleted.
4. Click on the delete icon at the bottom of the screen.

Rename a List

1. Click on the list name to edit.
2. Click on the ellipse to the right of the list name.
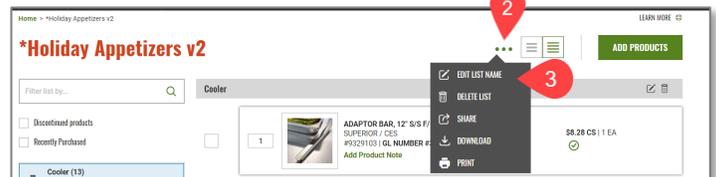
3. Select Edit List name.
4. Rename the list and click **Save.**

Download a Shopping List

1. From the **View All Lists** page, click on the ellipse.
2. Select **Download.**

Print a Shopping List

1. From the **View All Lists** page, click on the ellipse.
2. Select **Print.**

If you have pop-up blocker enabled, you will need to allow pop-ups from USFoods.com.

Delete a Shopping List

1. From the **View All Lists** page, click on the ellipse.
2. Select **Delete or the X** icon next to the list you want to delete.