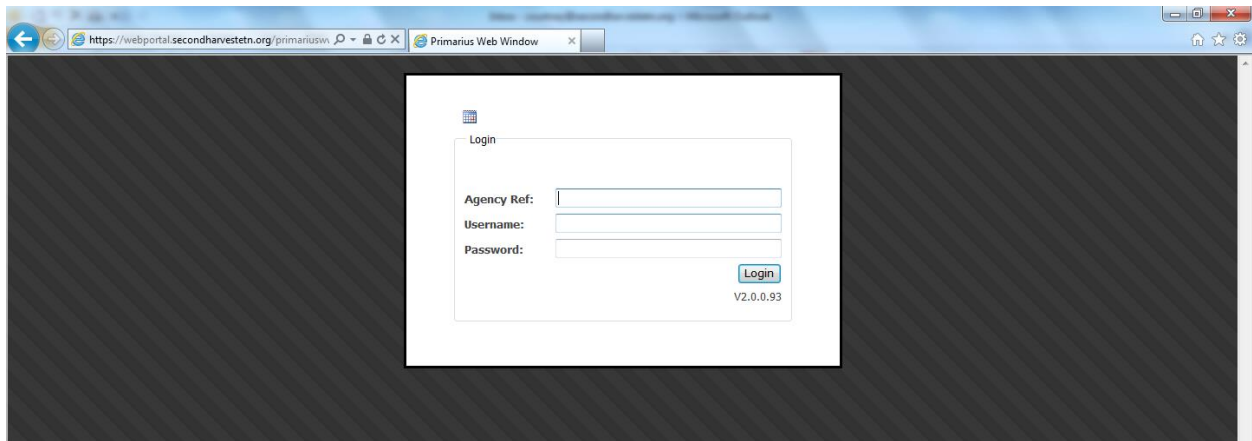
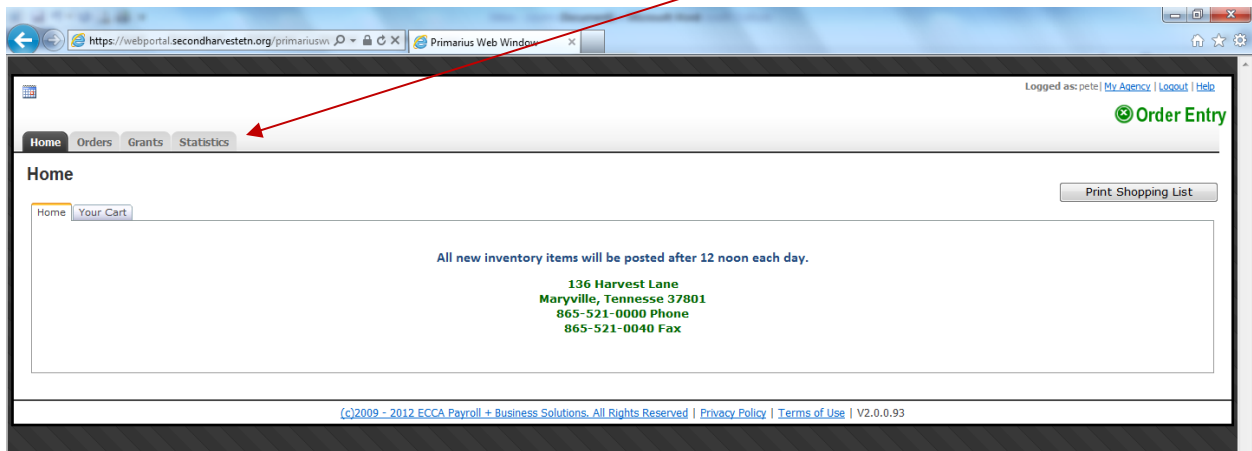


ENTERING STATISTICS FOR ALL AGENCIES

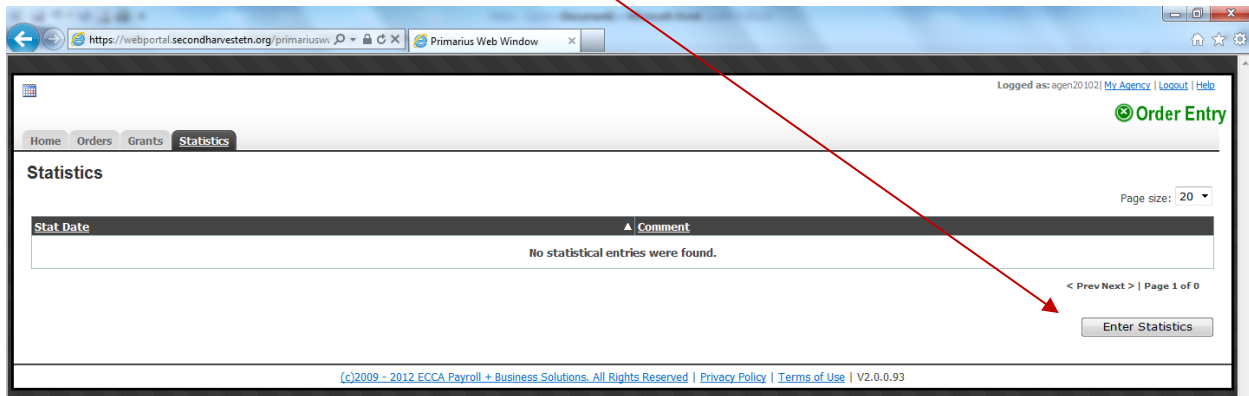
1. Go to www.secondharvestetn.org, and scroll down the home page to “Agency Zone”. Enter the Agency Zone page, and choose “Online Ordering”. You can then log in to your Primarius online account.



2. Click on Statistics TAB. The tab is in the top left corner of the page.



3. Click Enter Statistics (bottom right corner of the page)



4. Enter the appropriate month and year.

Home Orders **Statistics** Inventory My Docs

Enter Statistics

Effective Date: **Month:** **Year:**

Meals: People: Males: Females:

Comments:

Category	Quantity	Comment
1-Adults age 18 thru 59	<input type="text"/>	<input type="text"/>
2-Children age 17 and under	<input type="text"/>	<input type="text"/>
3-Seniors age 60 and above	<input type="text"/>	<input type="text"/>
4-Total of All People Served	<input type="text"/>	<input type="text"/>
7- USDA Household Totals	<input type="text"/>	<input type="text"/>
8- Clients who've lost SNAP benefits	<input type="text"/>	<input type="text"/>

5a. COOKING AGENCIES ONLY (those agencies that serve individualized meals)– In the “meals” box, enter the total number of plates served for the month. Then click “submit” in the bottom right corner.

Home Orders **Statistics** Inventory My Docs

Enter Statistics

Effective Date: Month: Year:

Meals: People: Males:

Comments:

Category

- 1-Adults age 18 thru 59
- 2-Children age 17 and under
- 3-Seniors age 60 and above
- 4-Total of All People Served
- 7- USDA Household Total

5b. PANTRY AGENCIES ONLY (agencies providing food for someone to take home and prepare themselves; this includes bags for those experiencing homelessness):

DO NOT enter anything in the top boxes (meals, people, males, females). Only enter the appropriate numbers in boxes 1-4 and box 9.

If you are an agency that receives USDA food, you must also provide the number of households that received USDA food over the course of the month. Then click “submit” in the bottom right hand corner.

Home Orders **Statistics** Inventory My Docs

Enter Statistics

Effective Date: Month: Year:

Meals: People: Males: Females:

Comments:

Category	Quantity
1-Adults age 18 thru 59	<input type="text"/>
2-Children age 17 and under	<input type="text"/>
3-Seniors age 60 and above	<input type="text"/>
4-Total of All People Served	<input type="text"/>
7- USDA Household Totals	<input type="text"/>
8- Clients who've lost SNAP benefits	<input type="text"/>

Household Total

5c. AGENCIES THAT PROVIDE BOTH A PANTRY AND HOT MEALS:

Follow the procedures above. Do not combine the number of people served hot meals with the number of people served by your pantry. Number of hot meals should be entered in the meals box.

The number and age info for pantry clients is provided in boxes 1-4, and number of households in box 9.