## ENTERING STATISTICS FOR ALL AGENCIES

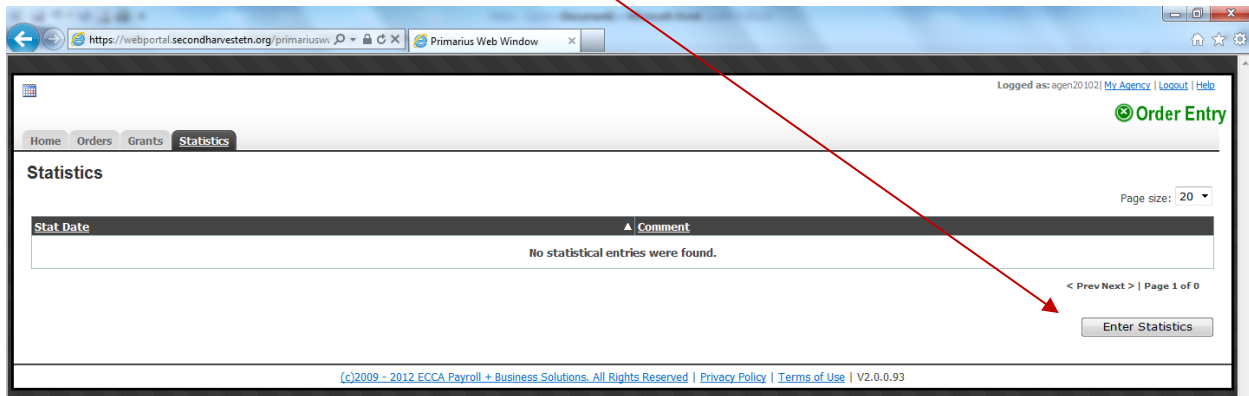1. Go to [www.secondharvestetn.org](http://www.secondharvestetn.org), and scroll down the home page to "Agency Zone". Enter the Agency Zone page, and choose "Online Ordering". You can then log in to your Primarius online account.
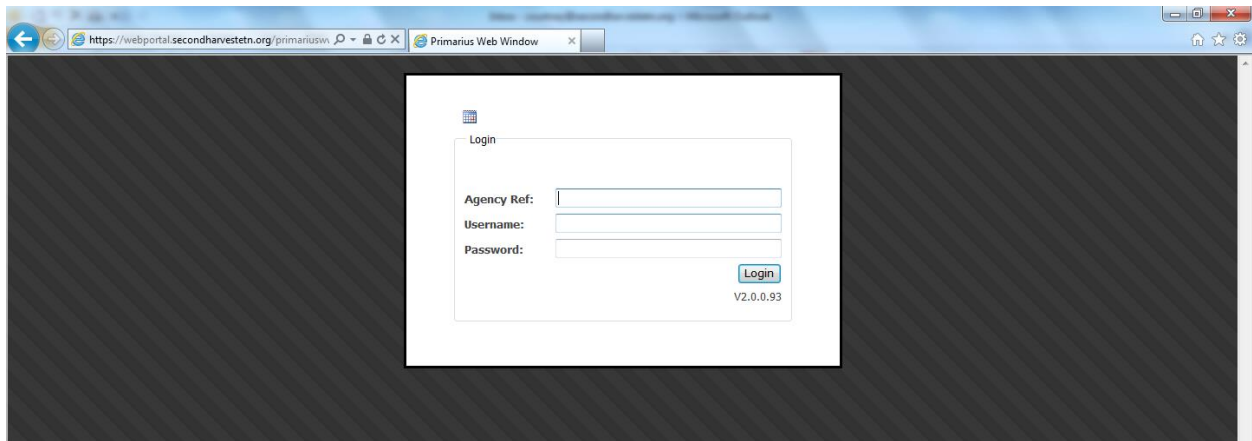


2. Click on Statistics TAB. The tab is in the top left corner of the page.
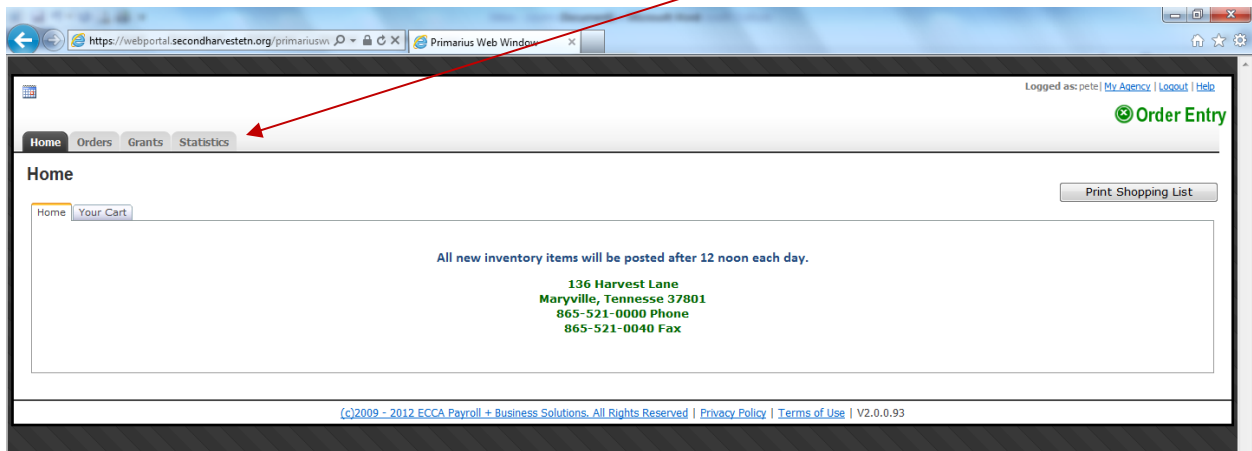
## 3. Click Enter Statistics (bottom right corner of the page)



## 4. Enter the appropriate month and year.

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.

**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.



**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.