## **ENTERING STATISTICS FOR ALL AGENCIES**

 Go to <u>www.secondharvestetn.org</u>, 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.

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	Login Agency Ref: Username: Password: Login V2.0.0.93	

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

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	Logged as: pete   My Agency   Logout   Help
	@ Order Entry
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Home Unders Grants Statistics	
Home	
	Print Shopping List
Home Your Cart	
All new inventory items will be posted after 12 noon each day.	
136 Harvest Lane	
Maryville, Tennesse 37801	
865-521-0040 Fax	
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3. Click Enter Statistics (bottom right corner of the page)

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## 4. Enter the appropriate month and year.

Home Orders Statistics Inventory My Docs					
Enter Statistics					
Effective Date: Month: Vear:	Females:				
Category	Quantity	Comment			
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 Totals					
8- Clients who've lost SNAP benefits					

## 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 Statis	stics			
Effective Date:	Month:		✓ Year:	
Meals:		Peop	le:	Males:
Comments:				
Category				
1-Adults age 18 th	hru 59			
2-Children age 17	and under			
3-Seniors age 60	and above			
4-Total of All Peop	le Served			
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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.

<u>If you are an agency that receives USDA food</u>, 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 Stat	istics							
Effective Date	: Month:		✓ Yes	ar:	~			
Meals:		Peopl	e:	Males:		Females:		
Comments:								
Category					Quantity			
1-Adults age 18	thru 59							
2-Children age 1	7 and under							
3-Seniors age 60	) and above							
4-Total of All Peo	ple Served							
7- USDA Househ	old Totals							
8- Clients who've	e lost SNAP ben	efits					_	
Household <sup>-</sup>	Fotal				<		>	

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.