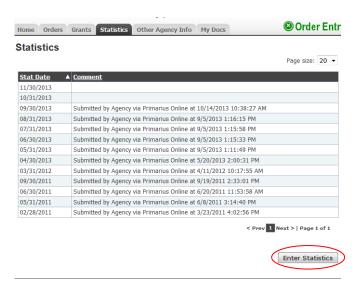
PWW: Entering Statistics

1. Click on the statistics tab.



2. Select the Enter Statistics button Enter Statistics and the enter statistics page will appear.



 Choose the last day of the month that you are submitting statistics for by clicking on the calendar icon and choosing the date.



- 4. Enter the statistics according to your agency type.
 - Pantry Programs are to complete only those fields that start with a "P."
 Also remember that your Total Households Served (field #1) is ALL households served that month, INCLUDING NEW HOUSEHOLDS. When you get to fields #10 14, you are to tell us, of the total, how many HH/People were new that month. Duplicate HH (field #2) reflects the number of households that you served more than one time during that month, if applicable to your program.
 - <u>Soup Kitchen and Shelter Meal Programs</u> are to complete Field #15 -SK/SH.
 Please mark how many meals were served that entire month, not people.
 - Supplemental Programs (day cares, senior centers, residential programs other than emergency shelters, etc.) are to complete fields #16-19- Sup
 - Youth Programs (Accounts in 30000, 60000 ranges; Backpack/Kids Cafe/School Pantries) are to complete fields #24-31 (contact Karen Woodings at 717-724-3185 with questions).
- ** In some cases, your organization may have multiple program types such as a soup kitchen and a pantry program. If this is applicable to you, complete your appropriate sections.
- ** PLEASE REMEMBER TO ADD CORRECTLY! The TOTAL fields do not populate for you. Please check your math before entering your data.



Note that you can alter the numbers until you select the **Submit Statistics** button Submit Statistics After that, if corrections need to be made, contact your Agency Relations personnel.