


PWW: Entering Statistics

1. Click on the statistics tab.



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CENTRAL PENNSYLVANIA FOOD BANK
No One Should Be Hungry

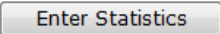
Home Orders **Grants** **Statistics** Other Agency Info My Docs [Order Entry](#)

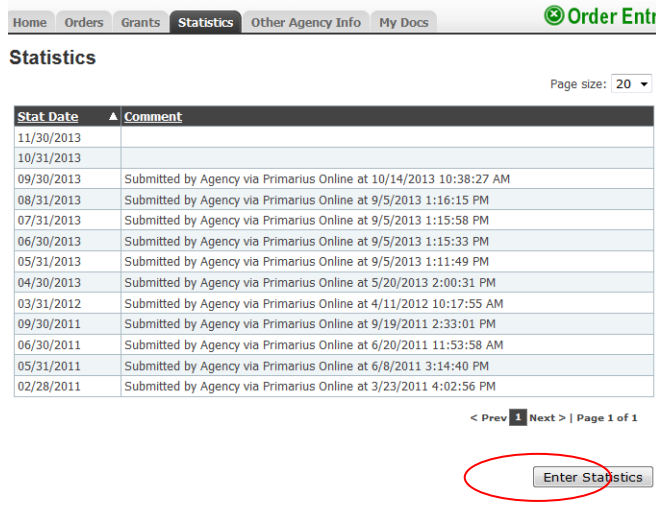
Statistics Page size: 20

Stat Date	Comment
11/30/2013	
10/31/2013	
09/30/2013	Submitted by Agency via Primarius Online at 10/14/2013 10:38:27 AM
08/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:16:15 PM
07/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:58 PM
06/30/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:33 PM
05/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:11:49 PM
04/30/2013	Submitted by Agency via Primarius Online at 5/20/2013 2:00:31 PM
03/31/2012	Submitted by Agency via Primarius Online at 4/11/2012 10:17:55 AM
09/30/2011	Submitted by Agency via Primarius Online at 9/19/2011 2:33:01 PM
06/30/2011	Submitted by Agency via Primarius Online at 6/20/2011 11:53:58 AM
05/31/2011	Submitted by Agency via Primarius Online at 6/8/2011 3:14:40 PM
02/28/2011	Submitted by Agency via Primarius Online at 3/23/2011 4:02:56 PM

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[Enter Statistics](#)

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



Home Orders Grants **Statistics** Other Agency Info My Docs [Order Entry](#)

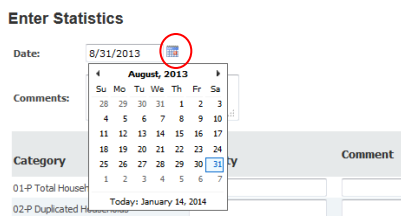
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[Enter Statistics](#)

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



Enter Statistics

Date: 8/31/2013 

Comments:

Category: 01-P Total House 02-P Duplicated House

Today: January 14, 2014

Comment:

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. **Please note that every July, all clients are considered “New”.** Your “Total Households Served” and “Total New Households” will match along with corresponding breakdowns of Youth, Adults, and Seniors during the month of July only.
- Soup Kitchen and Shelter Meal Programs** 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. **Please enter in the total attendance for the month under the appropriate category.**
- Youth Programs (Accounts in 30000, 60000 ranges; Backpack/Kids Cafe/School Pantries)** are to complete fields #24-31 (contact Dave Lloyd at (717)724-3185 or Pam Hicks (570)321-8023 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.

Enter Statistics

Date:

Comments:

Category	Quantity	Comment
01-P Total Households Served	<input type="text"/>	<input type="text"/>
02-P Duplicated Households	<input type="text"/>	<input type="text"/>
03-P Total Youth 0-18	<input type="text"/>	<input type="text"/>
04-P Total Adult 19-59	<input type="text"/>	<input type="text"/>
05-P Total Senior 60+	<input type="text"/>	<input type="text"/>
06-P Total Individuals Served	<input type="text"/>	<input type="text"/>
10-P New Households	<input type="text"/>	<input type="text"/>
11-P New Youth 0-18	<input type="text"/>	<input type="text"/>
12-P New Adult 19-59	<input type="text"/>	<input type="text"/>
13-P New Senior 60+	<input type="text"/>	<input type="text"/>
14-P Total New Individuals	<input type="text"/>	<input type="text"/>
15-SK/SH Meals	<input type="text"/>	<input type="text"/>
16-Sup Youth 0-18	<input type="text"/>	<input type="text"/>
17-Sup Adult 19-59	<input type="text"/>	<input type="text"/>
18-Sup Senior 60+	<input type="text"/>	<input type="text"/>
19-Sup Total	<input type="text"/>	<input type="text"/>
24-New Youth (0-18) Enrolled	<input type="text"/>	<input type="text"/>
25-Unduplicated Youth Enrolled	<input type="text"/>	<input type="text"/>
26-Number Serving Days	<input type="text"/>	<input type="text"/>
28-Number of Food Distributions	<input type="text"/>	<input type="text"/>
29-Number Food Packages Distributed	<input type="text"/>	<input type="text"/>
30-Unduplicated Households	<input type="text"/>	<input type="text"/>
31-Snacks	<input type="text"/>	<input type="text"/>

Note that you can alter the numbers until you select the **Submit Statistics** button . If you click on the ENTER key on your keyboard, contact Agency and Program Services team to make any changes. HBG - 717.564.1700 and WMSPT –(570)321-8023.