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Benefits

- Connects to live data which means that the available quantities are current.
- Able to print a shopping list.
- Able to place your order online.
- Able to enter your statistics online.
- Able to check on orders, statements, invoices, and grants.
- Some of the Agency information will also be displayed graphically. Note: these features will only be available from the start date of the new online ordering system.

Adobe Software

To view or print many of these items you will need to have installed on your computer the free software called Adobe Reader. You can find this at http://www.adobe.com

Reminders

- This program is only supported on a Windows PC based computer with the following web browsers: Internet Explorer and Mozilla Firefox.
- Use the Logout link in the upper right hand corner to close your Online Web Ordering session.
- Your Agency Relations representative can assist you in answering questions regarding your Agency’s contents on the Web.

Help

- When on a particular page, use the Help link in the upper right hand corner to clarify frequently asked questions.

**Scroll to bottom of help page and click on “close” exit the help function**
Accessing the On Line Web Ordering System
You will begin the same by going to http://www.centralpafoodbank.org/

- Agency login link is at the bottom right hand corner of the homepage
The next window will look a little different. Each person authorized to order food online will need to know:

- Your agency number
- The username (which is the same as the agency number)
- The agency’s password

  **IMPORTANT NOTE:** Your password is now case sensitive. All passwords must be entered in all lowercase lettering. Please contact Agency Relations with questions.

**The Home Page**

On the home page, you will find Central PA Food Bank announcements and useful web links. From the home page, you can view and directly access your shopping cart by using the ‘Your Cart’ tab.
PLACING AN ORDER

Select the + Order Entry on the right side of the screen to open up the shopping list:

You will first come to the page below. **You must continue to call our office to schedule your pick up time before placing an order.** After you call, you will simply enter the day and time of your scheduled appointment in the form below. **For deliveries:** Please check our website or call us to verify our delivery schedule and please enter the scheduled delivery date and a “filler time” in the form below. Once you have entered the correct information, please press continue.

**Please Note:** You are required to enter a date in order to see the live inventory. If you get the inventory and do not see anything that you would like to order, please simply call our office to cancel your appointment. To print a hard copy of the inventory without inputting a date, simply click on the “Print Shopping List” Button on the home page of PWW.
Here is how the shopping list will appear:

![Shopping List Image]

**Note the three buttons:**
- **Print Shopping List:** Select to print a shopping list.
- **Print Cart:** Select to print the items in the cart.
- **View Cart:** Select to view the items within the cart.

The **Search textbox** allows you to type in the product name or the product reference number to search the shopping list for that particular item.

The **Ref (reference)** column contains the item number. Clicking on the product reference number will bring up a new window containing the product details and the product photo (if available).
More product information can also be found by clicking on the camera icon (when available).

A product detail page will show with the product image when available.
Place quantity of item in the **QtyTextbox** and either tab or select another **Qty** box by moving the mouse cursor.

As you order product, the fields above the search engine will generate information based on what is in your cart:

**PLEASE NOTE:** An order that is left in cart for more than 48 hours will be automatically canceled and deleted.
Sorting the Shopping List

You can change how many products are viewed on a page by choosing a different page size. To avoid scrolling through pages of product, select “all.”

All columns can be sorted by clicking on the underlined word. This will sort the column in ascending or descending order. Keep clicking the word until you get the view you want.

*Note: the small arrow pointing downward indicates an ascending selection (smallest number to largest number or alphabetical).*

The starred columns (★) indicate columns that the Shopping List can be filtered by.

To sort multiple columns at the same time, first make sure that “Column Sorting” is set to single. Then click on the underlined column that you want to sort (i.e storage, packing, etc.).
Once you have chosen the first column to be the primary sort, click on “Column Sorting” again and set to multi. Then click on the 2\textsuperscript{nd} underlined column that you want to sort (i.e. storage, packing, etc.) within the primary sort. In the example below, “storage” is primary sort and “type” is the secondary sort.

Clicking on the Star (☆) in the Type Column creates a drop down list so you can select the category you want.

At the bottom of the list you will see Apply so that the column will only show those items or Reset to erase previous selections.

Then you will only see what is filtered and the Star (☆) turns yellow indicating a filter is on:
Clicking on the **Yellow Star (☆)** and selecting **Reset** at the bottom of the column will remove the filter.

**TIPS:**

To remove purchased product from your shopping list:

Sort shopping list by category and choose all categories other than “PURCHASED” and click “Apply.” Please note that this will remove purchased produce, which is still only $.1 per pound.

To view only free products:

Check off “Free Food Only” and click search. Click the reset button to view entire list again.
Print Shopping List Button

To print a shopping list, select the **Print Shopping List** button.

A new Web window will appear with the following message

Select **Open** button

![Image of Print Shopping List Window]

A printable shopping list will appear:

```
Shopping List

ANTIOCH TABERNACLE
Date Printed: 1/9/2012 AT 2:41 PM
*Item availability may change prior to ordering.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Product</th>
<th>Category</th>
<th>Storage</th>
<th>Type</th>
<th>Weight</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>10010</td>
<td>CME PIZZA ASSORTED</td>
<td>Local</td>
<td>Frozen</td>
<td>DC-COMPLETED MEALS/ENTREES</td>
<td>36</td>
<td>12700</td>
</tr>
<tr>
<td>10525</td>
<td>BEV COFFEE DECAF (5 CASE LIMIT)</td>
<td>Local</td>
<td>Dry</td>
<td>22-IMPORTS, NOT COVERED BY GRANT</td>
<td>10</td>
<td>55</td>
</tr>
<tr>
<td>10906</td>
<td>RIC RICE</td>
<td>Local</td>
<td>Dry</td>
<td>24-RICE</td>
<td>22</td>
<td>43</td>
</tr>
<tr>
<td>11009</td>
<td>DAIRY YOGURT GREEK</td>
<td>Local</td>
<td>Refrigerated</td>
<td>07-DAIRY PRODUCTS</td>
<td>13</td>
<td>57</td>
</tr>
<tr>
<td>11282</td>
<td>CER HONEY &amp; OAT BLENDERS (6 CS LIMIT)</td>
<td>S/H Local</td>
<td>Dry</td>
<td>05-CEREAL</td>
<td>17</td>
<td>11</td>
</tr>
<tr>
<td>11367</td>
<td>CER CINNAMON TOASTERS/CEREAL (6 CS LIMIT)</td>
<td>S/H Local</td>
<td>Dry</td>
<td>05-CEREAL</td>
<td>16</td>
<td>59</td>
</tr>
<tr>
<td>11823</td>
<td>EER OATMEAL INSTANT</td>
<td>Low</td>
<td>Dry</td>
<td>05-CEREAL</td>
<td>3</td>
<td>1000</td>
</tr>
<tr>
<td>11903</td>
<td>SNA ANIMAL COOKIES</td>
<td>Local</td>
<td>Dry</td>
<td>05-CEREAL, NOT COVERED BY GRANT</td>
<td>13</td>
<td>22</td>
</tr>
</tbody>
</table>
```

Print Cart Button

To print a shopping cart, select the **Print Cart** button.

A new Web window will appear with the following message

Select **Open** button and a printable cart list will appear:

```
Order#

Order Placed: 11/10/2006
Warehouse: ECCA-PU320011
Delivered/Picked Up: 11/10/2006 At 12:00 AM
Delivery/PU Location: No Del/PU Location

<table>
<thead>
<tr>
<th>Product</th>
<th>Category</th>
<th>Quantity</th>
<th>Weight</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>No product found.</td>
<td></td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Grants Applied: $0.00
Payments: $0.00
Balance: $0.00
```
View Cart Button

Once you’ve completed your order click on “View Cart.” You will be taken to this page:

![View Cart Page](image)

The **Shipping/Delivery** information will automatically fill in - like it does on the POL - unless CPAFB is closed on your date. **Be sure to fill in the shipping date and times if it doesn’t auto fill.**

*The **Contact Information** is required.*

Select the **Shopping List** button to return to the shopping list.

Select the **Checkout** button to submit your order to CPAFB.
The Checkout Button

After selecting the **Checkout** button, a successful submission will show the following message:

![Checkout Message]

Clicking on the ‘Click [here](#) for a PDF summary of your order’ will show the following message:

![PDF Download]

Selecting the **Open** button will show the order summary:

![Order Summary]
STATISTICS – Entering Statistics

1. Click on the statistics tab.

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

3. Choose the last day of the month that you are submitting statistics for by typing in the date or 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 (#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 NEW HH/People served for the month. Duplicate HH (#2) reflects the number of households that you served more than one time that month, if applicable to your program.
   - **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
   - **Youth Programs (Accounts in 30000, 60000 ranges; Backpack/Kids Cafe/School Pantries)** are to complete fields #24-31 (contact Dave Lloyd 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](image)

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

The statistics tab also shows all the documented statistics that have been reported to CPAFB.

Clicking on a table row (line) will bring up the statistic report details.
HOME - Your Cart Tab

Short cut to what is currently in your shopping cart. This tab window displays the current items in your cart along with basic summary detail. Click the View Cart button to go to the view cart window and either select the Shopping List button to continue the order or the Checkout button to begin submitting the order to CPAFB. If you do not have an order in process, click Order Entry to start a new order.

Orders Tab

This lists all of the orders for your Agency and their current status.

Clicking on a table row (line) will bring up the order details.
Grants Tab

This lists the grants that have been applied to an Agency with amounts used, initial balances, and remaining balances.

My Docs Tab

MY DOCS – Statements Tab

This window lists your Agency’s statements that have been published to view online – for administrators only.
If you click on a file name (for example: Statement for 8-31-2011.PDF), you would see:

**MY DOCS – Invoices Tab**
This window lists the invoices for your agency and works the same way as the statements tab.
AGENCY INFORMATION

If you click on the My Agency link in the upper right-hand corner, you will see:

Each tab will show you what information Central PA Food Bank has recorded on your agency file. To update any information, please fill out the form at the end of this document and fax or mail it to the Food Bank.

Locations Tab
The addresses listed are the different addresses that the Food Bank has on file for your agency.
Contacts Tab
The contacts listed are the different contacts that the Food Bank has on file for your agency.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Phone</th>
<th>Ext.</th>
<th>E-mail</th>
<th>Authorized?</th>
<th>Can Pickup?</th>
<th>Can Order?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Charles Wurst</td>
<td>(814)551-1556</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Contact</td>
<td>Gena Heise</td>
<td>(814)454-3032</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Authorized</td>
<td>Todd Bourne</td>
<td>(814)870-8579</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Authorized</td>
<td>Art Weibel</td>
<td>(814)663-7197</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Authorized</td>
<td>Richard Shupenko</td>
<td>(814)825-6467</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Authorized</td>
<td>Kathleen Cox</td>
<td>(814)825-6247</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Authorized</td>
<td>Charles Rodenick</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Authorized</td>
<td>David Battaglia</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Authorized</td>
<td>Kevin Przybylszewski</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Authorized</td>
<td>Amanda Tooleben</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>POL Order</td>
<td>Mike Mahler</td>
<td><a href="mailto:mmahler@goecc.com">mmahler@goecc.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>POL Order</td>
<td>Jothina Glover</td>
<td><a href="mailto:jothina@hotnail.com">jothina@hotnail.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Hours Tab
These are your agency’s business hours that the Food Bank has on file.

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday</td>
<td>11:00 - 1:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:00 - 1:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:00 - 1:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>11:00 - 1:00</td>
</tr>
<tr>
<td>Friday</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Open AR Tab
Shows if orders:

- Are open or closed
- Have been reviewed by Central PA Food Bank
- Have been picked (selected) by Central PA Food Bank
- Have a balance

<table>
<thead>
<tr>
<th>OrderRef</th>
<th>Status</th>
<th>4 Entered</th>
<th>Delivered/Picked up</th>
<th>Reviewed?</th>
<th>Picked?</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>129443</td>
<td>Open</td>
<td>06/01/2011</td>
<td>06/03/2011</td>
<td>Yes</td>
<td>No</td>
<td>54.00</td>
</tr>
<tr>
<td>135466</td>
<td>Open</td>
<td>10/17/2011</td>
<td>10/11/2011</td>
<td>No</td>
<td></td>
<td>23.70</td>
</tr>
<tr>
<td>126908</td>
<td>Closed</td>
<td>06/30/2011</td>
<td>07/01/2011</td>
<td>Yes</td>
<td>Yes</td>
<td>594.00</td>
</tr>
<tr>
<td>137065</td>
<td>Closed</td>
<td>07/06/2011</td>
<td>07/07/2011</td>
<td>Yes</td>
<td>Yes</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Service Info Tab
Displays different graphs and charts based on the agency’s information. Please note the bottom three graphs will not display any information because of how statistics are set-up.
Agency Information Update Form

Agency Name:___________________________________  Member Number:_________

Please make the following changes to: (Print or type all information)

□ Agency Name:______________________________________________________________

Contacts:
□ Director/administrator name: ___________________  Phone____________________
□ Primary Contact Name: ___________________  Phone____________________
□ POL contact: ___________________  Phone____________________
□ Bill to contact: ___________________  Phone____________________
□ Statistical Report contact: ___________________

Authorized
□ Add: (Please schedule orientation for new persons)

_______________________________________________  □ Pick up □ Order □ shop
_______________________________________________  □ Pick up □ Order □ shop
_______________________________________________  □ Pick up □ Order □ shop

□ Delete: __________________________________________

_______________________________________________

General Info
□ Agency physical address: ____________________________
□ Agency bill to address: ____________________________

□ Telephone Number: (main)_______________________________
□ Fax #: __________________________________________

□ Email addresses: (please include anyone who may be interested in receiving CPFB E-News):
_______________________________________________
_______________________________________________
_______________________________________________

Hours of Operation:________________________________________

Submitted by:_________________________________________  Date:____________

Fax to: 717-561-4636  Email to: smccree@centralpafoodbank.org

Office use only: Date entered in primarius:____________________  By:__________________
We are pleased to announce that we have launched our new inventory ordering service, Primarius Web Window (PWW). We are very excited about this feature and trust that, if you have internet access available, you will enjoy the convenience that this service offers to you!

In order for you to access PWW, we need some pertinent information from you, which when entered into our system, will allow you to enter your inventory orders, monthly statistics, and access your account or grant status. Please complete the information below and return it by mail, or email to smccree@centralpafoodbank.org. You may also drop it off at the Food Bank or fax it to 717-561-4636. We will enter your information into our system and notify you when you are authorized to begin using the service. User-friendly instructions are available on the site that will guide you through the various features. User videos and tutorials are available on our website at http://www.centralpafoodbank.org/PartnerAgencies/DownloadsandResources.aspx.

Please feel free to contact the Agency Services Staff at 717-564-1700 if you have any questions regarding your email address or password selections.

Agency Name: ________________________________  Account #: ________________

Agency Address: ________________________________

Agency Food Bank Primary Contact: ________________________________

Primary Contact Phone Number: ________________________________

Email Address(es) provided below will receive order confirmations.

Primary Email Address #1 ________________________________

Back-up Email Address #2: ________________________________ (if applicable)

Password: ________________________________

(Please limit your password to 7 spaces. Passwords are case sensitive lower and you may use numbers, letters or combination thereof. The primary contact is responsible for maintenance of this password. Anyone authorized to place online orders with the Food Bank for your agency must be informed of this password.)

PLEASE REVIEW YOUR INFORMATION BEFORE YOU SUBMIT IT TO US!

It is your responsibility to notify us of any changes to this information. Thanks!

Office Use: Entered By: ________________ Date: ________________

Agency PWW Update Submitted By: ________________ Date: ________________