

## How To Enter Statistics from PantryTrak to Eharvest

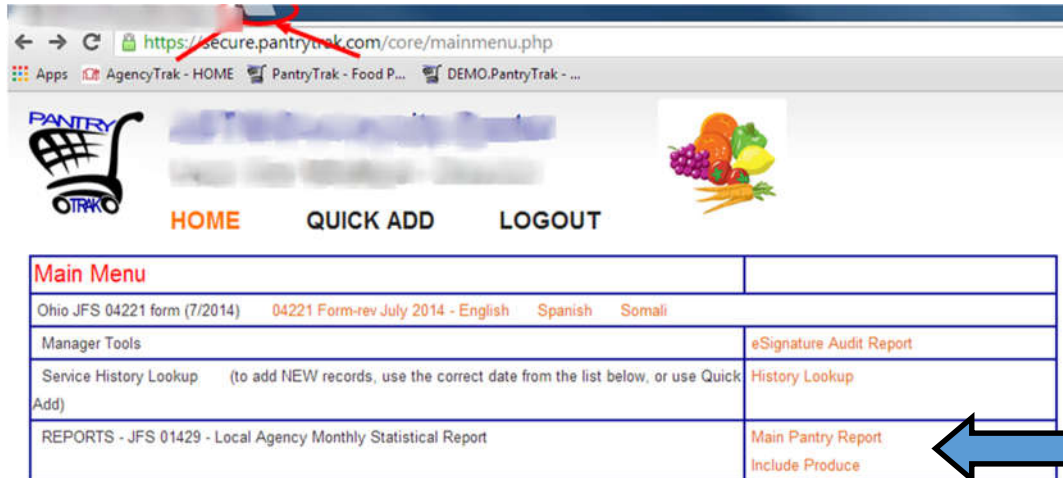
### Accessing PantryTrak

Log into Pantrytrak <https://secure.pantrytrak.com/>

User ID: \_\_\_\_\_ Password: \_\_\_\_\_

At the main menu, click on Main Pantry Report.

If you are a Produce Program you will "Include Produce".



On the pantry report screen, you have the option of running a variety of reports.

To run a monthly report for your food program, click by Location, By Month that you are reporting for.

If your site has multiple events (Pantry and Produce Market, for example), click on the By Event, by month option to sort by the different types of events.

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Your report will look like the table below for the event you are reporting.

Now take this information to input into your eHarvest account.

### Food Pantry - Summary of Families Served

Report created for Dates: 07/01/2014 through 07/31/2014 for Event - Pantry

ODJFS 01429 - LOCAL AGENCY MONTHLY STATISTICAL REPORT	A With minor children	B Without minor children	C TOTALS (Column A+B)
1. Number of Households	97	95	192
2. Number of Seniors Served (age 60+)	20	53	73
3. Number of Adults Served (18 - 59)	215	164	379
4. Number of Children Served (birth - 17)	268	0	268
5. TOTAL Number of People Served (2+3+4)	503	217	720

*Please Note: Reports will not include service statistics for paper JFS forms unless the information is entered into PantryTrak.*

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## Accessing Eharvest:

Go to <http://eh.midohiofoodbank.org> and login using your eHarvest login and password.

Agency Number: \_\_\_\_\_ Password: \_\_\_\_\_

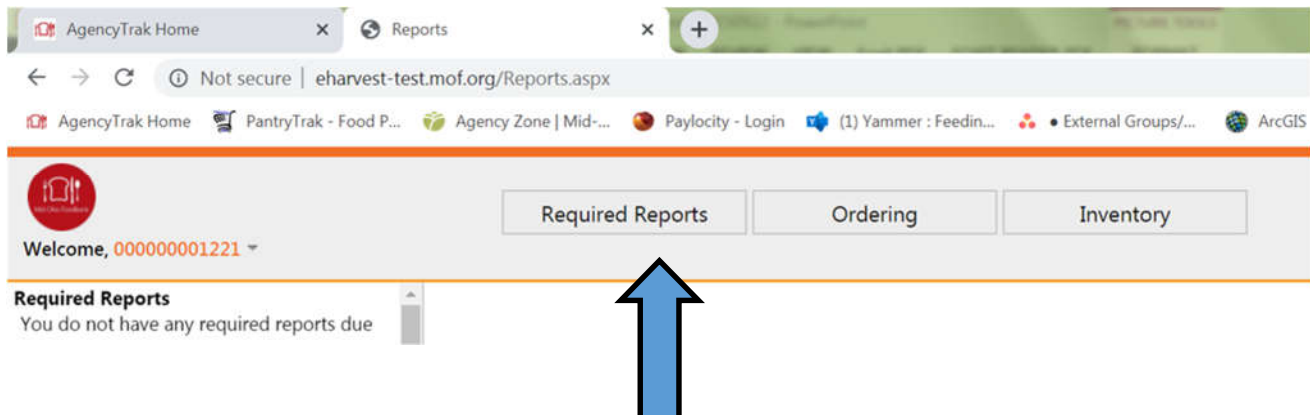
*Note: The username and password for eHarvest is different from PantryTrak*

If you cannot find eHarvest, try searching on google for: Mid-Ohio Agency Zone and then click: Logon to eHarvest

If you do not have a password, Contact your Agency Relations Manager immediately.

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Click on the box, Required Reports:



A screen similar to this will appear or click on the food pantry stats to get here:

The screenshot shows a report titled 'Food Pantry Stats - December 2019'. It includes a 'Submit Report' and 'Print' link. The report was created by user 000000001221 on 1/9/2020 at 2:34:15 PM. A warning states: 'This information must be received at the Foodbank on or before the sixth working day of the new month. and you will not be able to order product until we received your statistics.' The report is divided into two main sections: 'Households WITH Children' and 'Households WITHOUT Children'. Each section contains a table with input fields for various statistics.

Households WITH Children	
Total number of households that include children:	<input type="text" value="357"/>
Individuals Served ( in Households WITH Children )	
Number of Children (0-17 years of age):	<input type="text" value="851"/>
Number of Adults (18-59 years of age):	<input type="text" value="871"/>
Number of Adults 60 years and older:	<input type="text" value="80"/>
<b>Total:</b>	<input type="text" value="1,802"/>
Households WITHOUT Children	
Total number of households that do not include children:	<input type="text" value="227"/>
Individuals Served ( in Households WITHOUT children )	

If you have a question about your stats you can email us at [stats@midohiofoodbank.org](mailto:stats@midohiofoodbank.org).

Use the appropriate boxes to fill in the required stat numbers from your accessed PantryTrak report...

Households WITH Children

AND

Households WITHOUT Children

Number of meals served: 9 per person

*Don't Forget to click*

**SUBMIT REPORT**

Stat Reports are Due by the 10th of each following month.