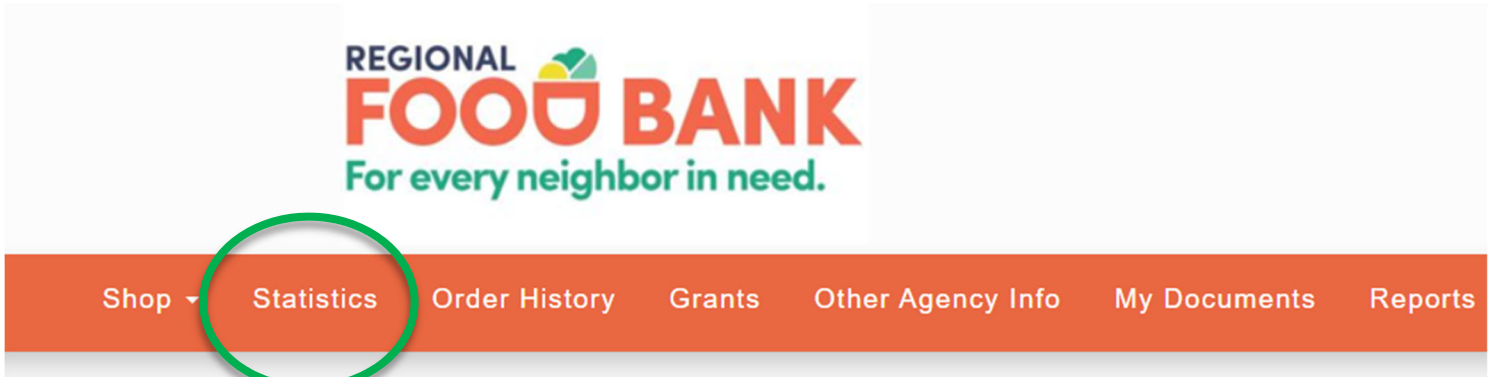


## HPNAP Monthly Reporting with PWW2

- To report HPNAP Monthly numbers in PWW2, log in to PWW2. You can access PWW2 by visiting [www.regionalfoodbank.net](http://www.regionalfoodbank.net). Click on the “Partner Portal” link on the top right corner, then click on “Online Ordering”. *PLEASE NOTE: If you do not have a log-in to PWW2, training is required. Please contact Member Services for upcoming training dates.*
- Once in PWW2, click on the “Statistics” tab on the top banner.



- Here you will see a list of all of your past entries. You can click on “View” next to any line to view the Statistics for that entry. To enter new Statistics, click the green “Add New Agency Statistics” in the upper right corner.

The screenshot shows the 'Agency Statistics' page. At the top is the Regional Food Bank logo and a navigation bar with tabs: Shop, Statistics, Order History, Grants, Other Agency Info, My Documents, and Reports. Below the navigation bar is the heading 'AGENCY STATISTICS' and a light blue banner with the text: "\*\* Statistics can be edited throughout the day of the original submission date \*\*".

Below the banner are two buttons: 'Active' and 'Inactive'. To the right are 'Export Data' and '+ Add New Agency Statistics' (circled in green). Below these is a table with the following columns: Period Type, Collection Period, Effective Date, Comment, Submitted On, and Group.

Period Type	Collection Period	Effective Date	Comment	Submitted On	Group
Monthly	April 2024	4/30/2024	Submitted by Agency via Primarius Web Window at 05/1...	05/10/2024 11:52 AM	HPNAP Food Pantry

The 'View' button next to the first row is circled in green.

- Click the drop down labelled “Month” and select the Month and Year you are looking to submit statistics for. Then click the green “Save”

Agency Statistics / Add Statistics (HPNAP Food Pantry)

## ADD STATISTICS (HPNAP FOOD PANTRY)

1  
Enter General Info

2  
Enter Details

Save

Reset

Month

June 2024


May 2024

- Fill out the following fields (screen shot on following page):
  - o **1. Children (ages 0-17):** Enter the number of children served for the month you are reporting in the corresponding Value column
  - o **2. Adults (ages 18-59):** Enter the number of adults served for the month you are reporting in the corresponding Value column
  - o **3. Elderly (ages 60+):** Enter the number of elderly served for the month you are reporting in the corresponding Value column
  - o **4. Households (Food Pantries Only):** Enter the number of households served for the month you are reporting in the corresponding Value column. *Only Food Pantries should fill out this field.*
  - o **IF REPORTING FOR AN EMERGENCY SHELTER OR SOUP KITCHEN:** Enter the number of MEALS served to each age per month.
  - o Nothing is required in the “Comment” column. This section is not monitored so please make sure to let us know of any changes in personnel or temporary closures etc.

## EDIT STATISTICS (HPNAP FOOD PANTRY)

1 Enter General Info      2 Enter Details

Period: May 2024



Statistic Name	Value	Comment
1. Children (ages 0-17)	0	
2. Adults (ages 18-59)	0	
3. Elderly (ages 60+)	0	
4. Households Served (Food Pantries Only)	0	

- o The system will save your submission automatically. We are working with ECCA to have a Submit or Save button added.

- **IMPORTANT NOTES**

- o The system will not allow you to submit statistics until the last day of the month.
  - For example, to report for July, you would not be able to submit statistics until July 31
- o Monthly statistics are still due by the 10<sup>th</sup> of the month following the month for which you are reporting.
- o Once you have submitted statistics for a given month, you are unable to make edits. If an error is made, please contact Member Services to make any changes.

- **LATE REPORTS**

- o If a report is not received by the 10<sup>th</sup> of the month, the agency will be unable to place an order until online statistics are submitted via PWW.
- o If no report is received by the 25<sup>th</sup> of the month, we will have to submit the required data to New York State without the agency's information.
- o At this point, the agency is placed on "hold", the report will be marked "LATE", and must be submitted via phone (518-786-3691) or email ([HPNAPGrant@regionalfoodbank.net](mailto:HPNAPGrant@regionalfoodbank.net)). The agency will be taken off of "hold" once the data has been received and we are notified.