

This document outlines steps to report Food Pantry statistics to the Household Reporting online form for Second Harvest of Southern Wisconsin.

1. Launch Excel Report Tool

- In the Registration software, Sign In (as a registrar having a role as either Admin or Reports)
- Click the Reports button
- Click the Excel Summary Report button

2. Generate the Report

- Select the timeframe desired (by default, Last Month is automatically selected)
- Click the Generate Report button

Summary Report	rt		
Registration Data Reporting Tool			
This extracts Registration data from the database and then saves the result into a NEW file with date range in its name.			
All Dates VTD Last Year Last Month Month To Date Last Week Past 7 Days Yesterday 1	Foday		
Use Buttons for "Quick Date Set" Start Date 4/1/2022 (or enter your own date range) End Date 4/30/2022			
Options: (f you change options, please Save this template prior to pressing Generate Report (since that performs a 'Save-As') DATA DB Path R:			
Save Report Path R:\Reports Set to Local			

🔶 Sign In

Reports

3. Transfer the Data

Sign into the Second Harvest Household Reporting website with your Program Number (and auto-complete the form), select the month you're reporting for, then copy/paste the numbers from the generated Overview report.

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Second Harvest Household Reporting If you have multiple programs under your agency group, you must submit an individual form for each program. You will have an option to submit an additional form upon submission.	Program Reporting Please provide number of visits or number of unduplicated households, or both. If you collected more information, we welcome you to share this as well.	Your Organization Name Registration For Dates 01/01/21 thru 01
Complete Instructions for this form are available here. You will need to enter your program number correctly to submit this form. • Enter your 5 digit program number and press the "Auto Complete Program Fields" button to autofill in your program information. Program Number * 1234 Auto Complete Program Fields Value Service Program Fields	Total Number of Households Served this Month * 586 Number of Unduplicated Households served the month 430 Number of unduplicated children (under age 18) served this me	1,580 Unique People Served 688 0-17 Yrs 742 18-59 Yrs 150 60+ 1.35 Average # of Visits/Person 2,128 Aggregate People Served
Program Name * Demonstration Agency Rep * KRISTA City * Madison	688 Number of unduplicated adults (18-59) served this nonth 742 Number of unduplicated seniors (60+) served the month 150 Do you have any additional information	430 Unique Households Served Past 12 M 1.36 Average # of Visits/Household 4500 586 Aggregate Households Served 3500 3.7 Average Household Size 2000
County * DANE Cognam type FOOD PANTRY Concerned BACKPACK Month Reporting For * Feb V Vear Reporting For * Vear Reporting For * Vear Reporting For * Vear Reporting For *	[type here Email Address * bob@look2consulting.com Back Submit	2000
Next .		

That's all there is to it. Done in 60 seconds!