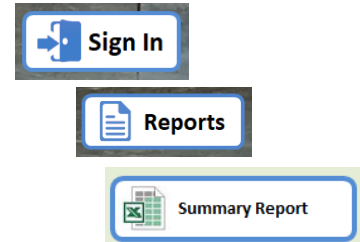This document outlines steps to report Food Pantry statistics to the Household Reporting online form for Second Harvest of Southern Wisconsin.
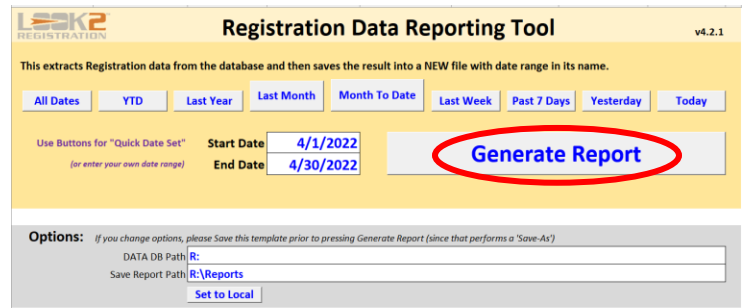
1. Launch Excel Report Tool

- 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

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.

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