Guide to Inputting Stats on eHarvest

Every month agencies are required to turn in the number of people served, meals given out, and other pertinent information regarding their food distribution. This information is vital because it paints the picture of how many people in need are being served by our agencies, and helps us to become more efficient in addressing the needs of our partners.

These stats can be mailed in, faxed in, or emailed in but the easiest way to submit them is online at eHarvest, our food ordering site. The process takes less than 30 seconds, and you do not have to worry about postage, fax costs, or paper wasted.

This how-to guide will walk you through submitting your stats, and show each screen you will come into contact with. If you have trouble or have any questions, you can call MOFB at 614-317-9426 and someone can walk you through the process.

Just a few reminders about stats before we begin…

- Stats must be input by the 10th day of each month. The earlier you get them in, the better!
- Even if you do not serve anyone that month or don't order from us, you still need to input the stats. There is a check box to click that says "Did not serve anyone this month."
- If you do not turn in your stats on time, your agency will be put on hold until you get them up to date and you will not be able to order food.
- If you have multiple agency numbers, you must input stats for each one separately.

EHARVEST STATS

1. Log into E-Harvest like you normally do by going to http://eh.midohiofoodbank.org and signing in with your login name, password, and your name. Click on the login button to go to the home screen.

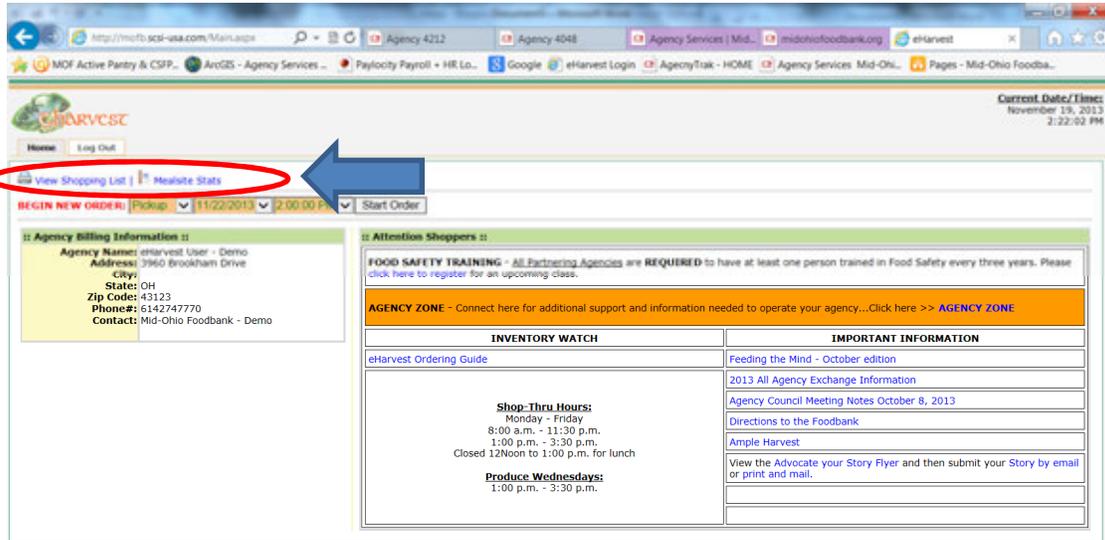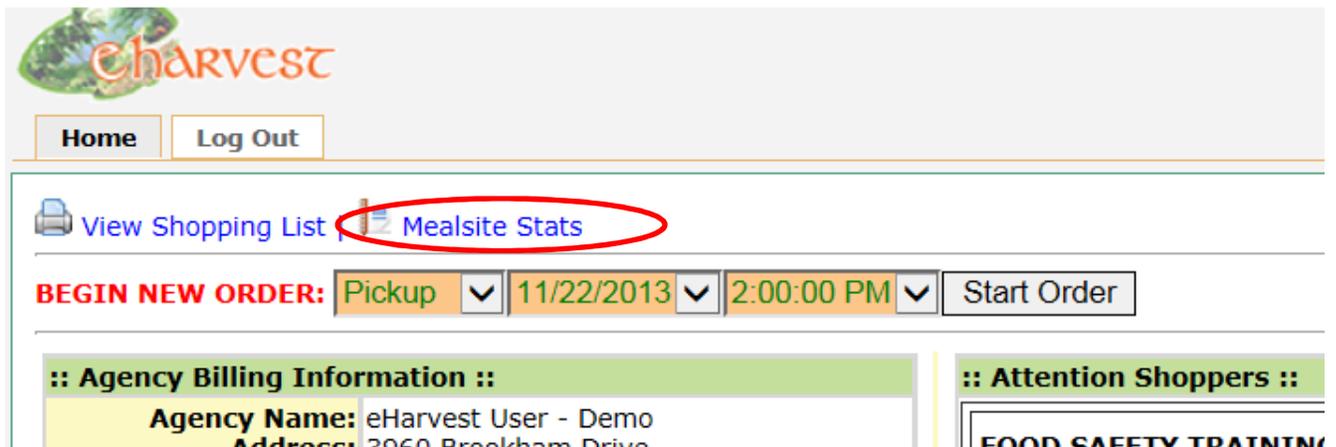2. You will come to our home screen. Take a closer look at the top line.

3. Click on the link called Mealsite Stats

4. You will then be taken to a page that reflects what type of agency you are…

FOOD PANTRIES

If your agency is a food pantry, you will see the following screen

<< Food Pantry Stats ::

This information must be received at the Foodbank on or before the sixth working day of the new month. Otherwise we must place your agency on "hold" and you will not be able to order product until we receive statistics.

Report Date: November ✔ 2013 ✔ **Agency Code:** Your Code
Agency Name: Your Agency Name
Contact Info: Your Contact Info

Households WITH Children
   1. Total number of households that include children: `0`
Individuals Served (in Households WITH Children)
   1. Number of Children (0-17 years of age):   `0`
   2. Number of Adults (18-59 years of age):   `0`
   3. Number of Adults 60 years and older: `0`
                         Total: `0`

Households WITHOUT Children
   1. Total number of households that do not include children: `0`
Individuals Served (in Households WITHOUT children)
   1. Number of Adults (18-59 years of age)   `0`
   2. Number of Adults 60 years and older   `0`
                         Total: `0`

Number of Meals Provided
   1. Number of meals provided for each individual: `0`
We did not provide any meals this month
  ☐ We did not provide any meals to clients this month.

If you have a question about your stats you can email us at stats@midohiofoodbank.org .

[Submit]

Input the number of people you served in the correct fields

Households WITH Children
   1. Total number of households that include children: `0`
Individuals Served (in Households WITH Children)
   1. Number of Children (0-17 years of age):   `0`
   2. Number of Adults (18-59 years of age):   `0`
   3. Number of Adults 60 years and older: `0`
       Total: `0`

Households WITHOUT Children
   1. Total number of households that do not include children: `0`
Individuals Served (in Households WITHOUT children)
   1. Number of Adults (18-59 years of age)   `0`
   2. Number of Adults 60 years and older   `0`
       Total: `0`

Number of Meals Provided
   1. Number of meals provided for each individual: `0`
We did not provide any meals this month
  ☐ We did not provide any meals to clients this month.

Don't worry about filling in the totals. The system will do that for you!

Be sure to fill in every field. If you had zero for that particular category, mark zero.

If you didn't serve anyone that month, you still need to input stats. Just mark in this check box that you did not provide any meals to clients this month

Also, be sure to record the number of meals you provided for each individual. The minimum number of meals provided should be 9.

Total: 0

Number of Meals Provided
1. Number of meals provided for each individual: 0

We did not provide any meals this month

Once you've entered in all the stats for the month, click submit on the bottom of the page.

nber of Meals Provided
. Number of meals provided for each individual: 0
did not provide any meals this month
We did not provide any meals to clients this month.

ou have a question about your stats you can email at stats@midohiofoodbank.org .

Submit

EMERGENCY FOOD SITES

Emergency food sites include soup kitchens and shelters.

When you click on the link, you will see the following screen –

Input the head count, plate count, and number of days you served meals in the correct input boxes

If you did not serve anyone, click this box

Once you've successfully filled out the stats, click the "SUBMIT" button

NON EMERGENCY FOOD SITES

Non-emergency food sites include after school programs, day care, youth camps, youth residences, adult residences, group homes, and rehab centers.
When you click on the link, you will see the following screen –

Input the statistics in the correct box. If that number is zero, just input zero.

If you did not serve anyone, click this box

Once you've successfully filled out the stats, click the "SUBMIT" button

PRODUCE SITES

If your agency submits produce statistics, you will see the following screen –

<< Produce Programs ::

This information must be received at the Foodbank on or before the sixth working day of the new month. Otherwise we must place your agency on "hold" and you will not be able to order product until we received your statistics.

Report Date: October 2013 **Agency Code:**
Agency Name:
Contact Info:

Households WITH Children
  1. Total number of households that include children: `0`
Individuals Served (Households WITH Children)
  1. Number of Children (0-17 years of age): `0`
  2. Number of Adults (18-59 years of age): `0`
  3. Number of Adults 60 years and older: `0`
                                          Total: `0`
Households WITHOUT Children
  1. Total number of households that do not include children: `0`
Individuals Served (Households WITHOUT children
  1. Number of Adults (18-59 years of age) `0`
  2. Number of Adults 60 years and older `0`
                                          Total: `0`

We did not provide any meals this month
  ☐ We did not provide any produce to clients this month.

If you have a question about your stats you can email us at stats@midohiofoodbank.org .

[Submit]

Input the statistics in the correct box. If that number is zero, just input zero.

Report Date: October 2013 **Agency Code:**
Agency Name:
Contact Info:

Households WITH Children
  1. Total number of households that include children: `0`
Individuals Served (Households WITH Children)
  1. Number of Children (0-17 years of age): `0`
  2. Number of Adults (18-59 years of age): `0`
  3. Number of Adults 60 years and older: `0`
                                          Total: `0`
Households WITHOUT Children
  1. Total number of households that do not include children: `0`
Individuals Served (Households WITHOUT children
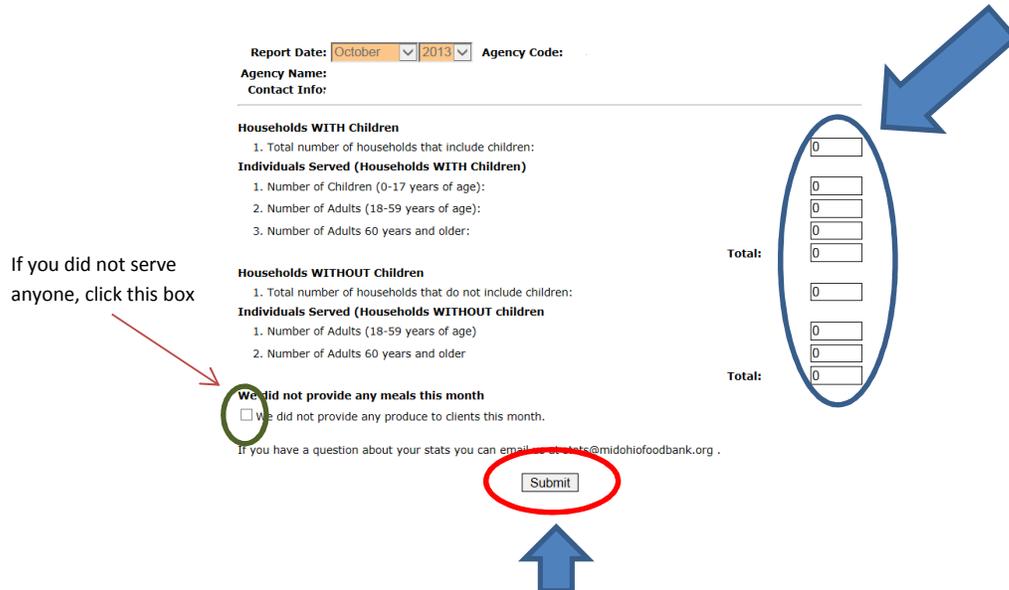 1. Number of Adults (18-59 years of age) `0`
  2. Number of Adults 60 years and older `0`
                                          Total: `0`

If you did not serve anyone, click this box

We did not provide any meals this month
  ☐ We did not provide any produce to clients this month.

If you have a question about your stats you can email us at stats@midohiofoodbank.org .

[Submit]

Once you've successfully filled out the stats, click the "SUBMIT" button