



Directions for Running Reports Through Let's Solve Hunger

Let's Solve Hunger makes it easy to run reports so you can see changes to your food distribution over the course of months or the year. The reports also include a graph that shows program trends without having to shift through the number. You can run reports at any time once you have submitted statistics. Here's how:

1. Follow Steps 1 and 2 from the submission directions to get to the statistics page.

Once you are at this screen select View Reports.

The screenshot shows the 'Statistics' page of the Let's Solve Hunger website. On the left is a navigation menu with categories: Home, ADMINISTRATION (Agency Management, Food Bank Management), MY FOOD BANKS (Second Harvest Heartland), and MY AGENCIES (Food + You AIMS). The main content area is titled 'Statistics' and contains three links: 'Manage Statistics', 'View Reports', and 'Delinquent Programs'. A large red arrow points from the text 'Click here' to the 'View Reports' link.

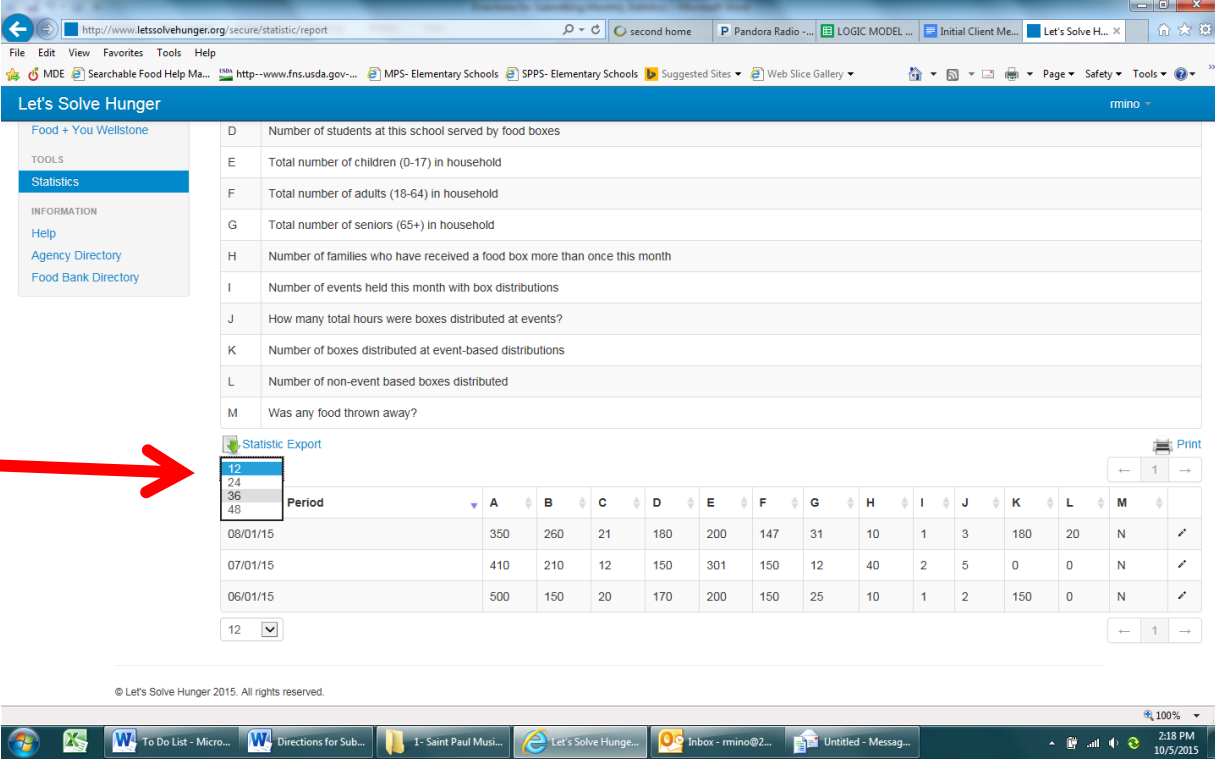
You will be directed to the following screen:

The screenshot shows the 'Reports' page of the Let's Solve Hunger website. The 'Agency' is set to 'Food + You Wellstone' and the 'Program' is 'Food + You Wellstone School'. A line graph displays data for various categories (A-L) on a date of 06/15. Below the graph is a table titled 'School Based Box Distribution' with the following rows:

Category	Description
A	Current student enrollment
B	Number of households served
C	How many of these households reported that this was the first family food box received this school year?
D	Number of students at this school served by food boxes
E	Total number of children (0-17) in household

2. Change the Reporting Period.

In order to see data for multiple months scroll to the bottom of the page to the section labeled Reporting Period. Change the reporting period by choosing 36 or 48 on the dropdown menu. All of your data should show up.



The screenshot shows the 'Let's Solve Hunger' website interface. On the left is a navigation menu with 'Statistics' selected. The main content area lists 12 statistics (D through M). Below the list is a 'Statistic Export' dropdown menu with a red arrow pointing to it. The dropdown menu is open, showing options 12, 24, 36, and 48. Below the dropdown is a table with columns for 'Period', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', and 'M'. The table contains data for three reporting periods: 08/01/15, 07/01/15, and 06/01/15. The 'M' column contains 'N' for all periods. The bottom of the page shows the Windows taskbar with the date 10/5/2015 and time 2:18 PM.

Period	A	B	C	D	E	F	G	H	I	J	K	L	M
08/01/15	350	260	21	180	200	147	31	10	1	3	180	20	N
07/01/15	410	210	12	150	301	150	12	40	2	5	0	0	N
06/01/15	500	150	20	170	200	150	25	10	1	2	150	0	N

On the right side of the reporting period you will now be able to view all of the data you have input in table form.

3. To export this data click on Statistics Export.

The screenshot shows the 'Let's Solve Hunger' website interface. A red arrow points to the 'Statistic Export' button, which is located below a list of statistics (F through M). The 'Statistic Export' button is accompanied by a dropdown menu showing the number '36'. Below this, a table displays data for three reporting periods: 08/01/15, 07/01/15, and 06/01/15. The table has columns labeled A through M, corresponding to the statistics listed above. The data values are as follows:

Reporting Period	A	B	C	D	E	F	G	H	I	J	K	L	M
08/01/15	350	260	21	180	200	147	31	10	1	3	180	20	N
07/01/15	410	210	12	150	301	150	12	40	2	5	0	0	N
06/01/15	500	150	20	170	200	150	25	10	1	2	150	0	N

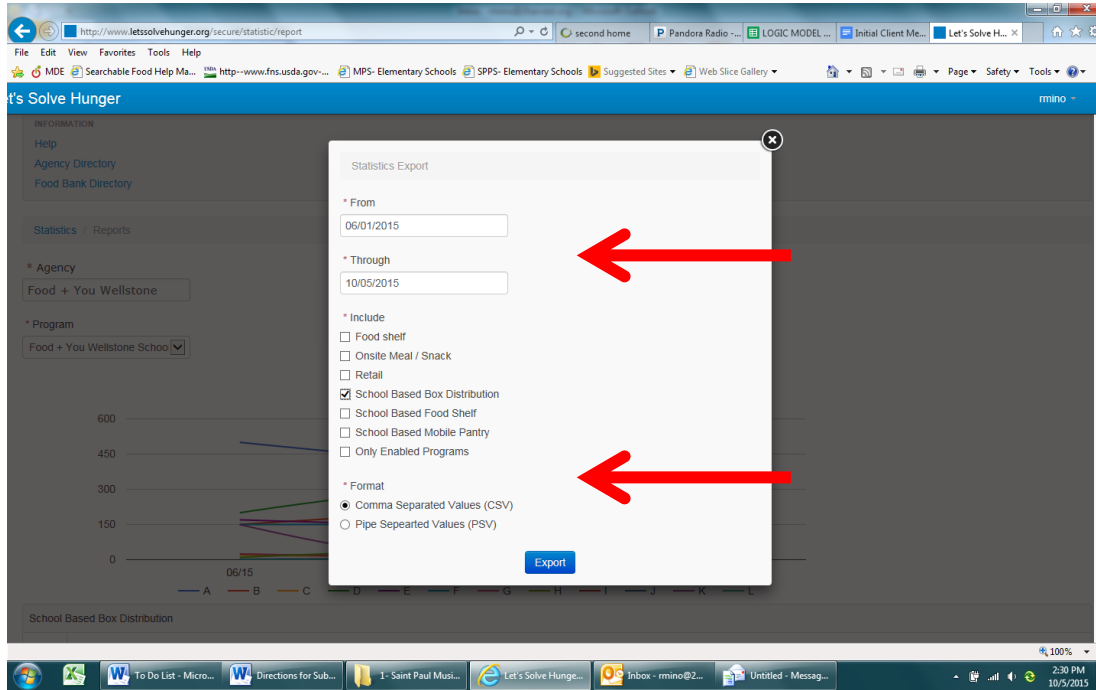
You will be directed to choose what you want to export using the following screen.

The screenshot shows the 'Let's Solve Hunger' website with a 'Statistics Export' dialog box open. The dialog box contains the following options:

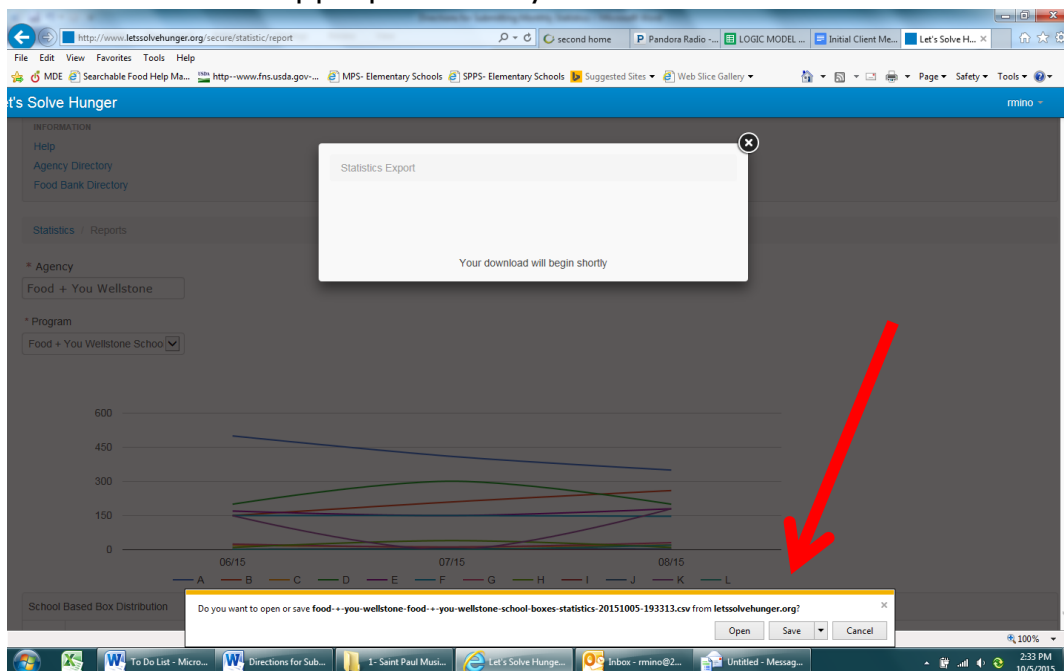
- * From: 07/05/2015
- * Through: 10/05/2015
- * Include:
 - Food shelf
 - Onsite Meal / Snack
 - Retail
 - School Based Box Distribution
 - School Based Food Shelf
 - School Based Mobile Pantry
 - Only Enabled Programs
- * Format:
 - Comma Separated Values (CSV)
 - Pipe Sepearted Values (PSV)

An 'Export' button is located at the bottom of the dialog box.

First, change the dates to include the months you are interested in exporting. Then select which program(s) you want to include. Deselect defaults and choose School Based Box Distribution, School Based Food Shelf, and/or School Based Mobile Pantry. Leave the Format if you want to export the data to Microsoft Excel. Click Export.



You will then see a pop-up asking if you want to save or open the export. Choose which is appropriate for your needs.



4. Enjoy your data!

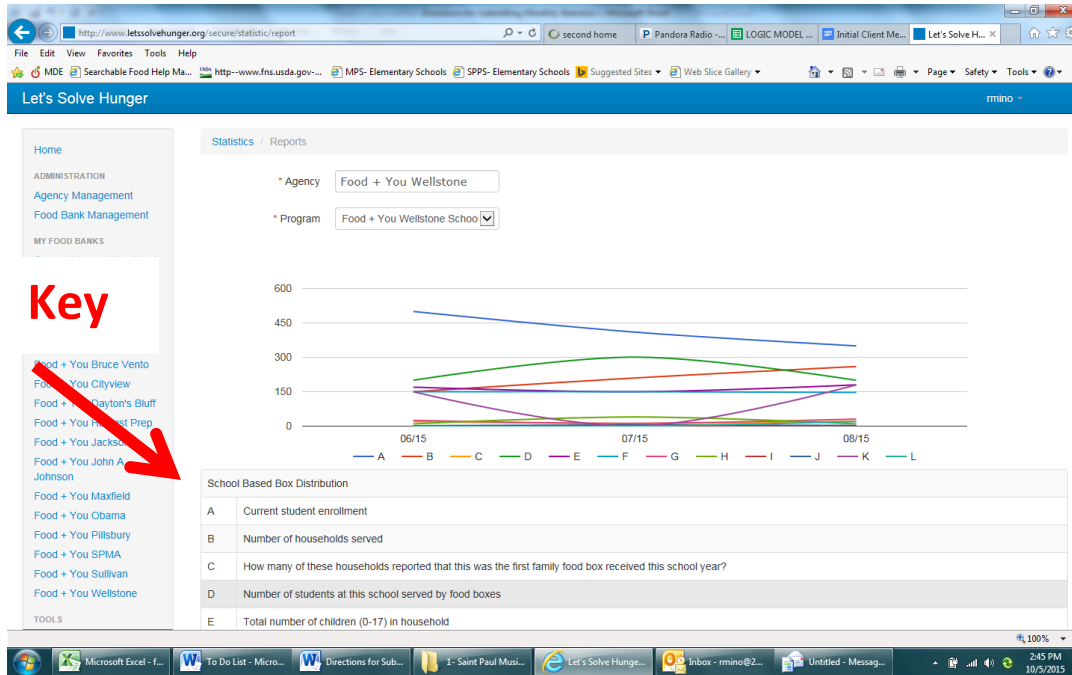
In order to see the data scroll to the far right side of the Excel sheet. Data in rows is divided by reporting period (i.e. 7/2015, 8/2015). Data is grouped in columns by program. The program uses abbreviations as follows:

- F+Y SBBD: Food + You School Based Box Distribution
- F+Y SBFS: Food + You School Based Food Shelf
- F+Y SBMP: Food + You School Based Mobile Pantry

	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	
1	Type	Submission Date	Comments	Imported	F+Y SBBD: Current student enrollment	F+Y SBBD: Number of households served year?	F+Y SBBD: family students at this school served by food boxes	F+Y SBBD: Total number of children (0-17) in household	F+Y SBBD: Total number of adults (18-64) in household	F+Y SBBD: Total number of seniors (65+) in household	F+Y SBBD: Number of families who have received a food box more than once this month	F+Y SBBD: How many total events were held this month with boxes distributed at events?	F+Y SBBD: Number of boxes distributed	F+Y SBBD: Number of non-event based boxes distributed	F+Y SBBD: Was any food thrown away?	F+Y SBBD: How much food was thrown away and why?	F+Y SBFS: Current student enrollment	F+Y SBFS: Number of households served year?	F+Y SBFS: to the shelf this month	F+Y SBFS: Number of students at this school served by the food shelf this month			
2	School Bar	09:47.0			350	260	21	180	200	147	31	10	1	3	180	20	N		0	0	0		
3	School Bar	08:41.0			410	210	12	150	301	150	12	40	2	5	0	0	N		0	0	0		
4	School Bar	29:24.0			500	150	20	170	200	150	25	10	1	2	150	0	N		0	0	0		

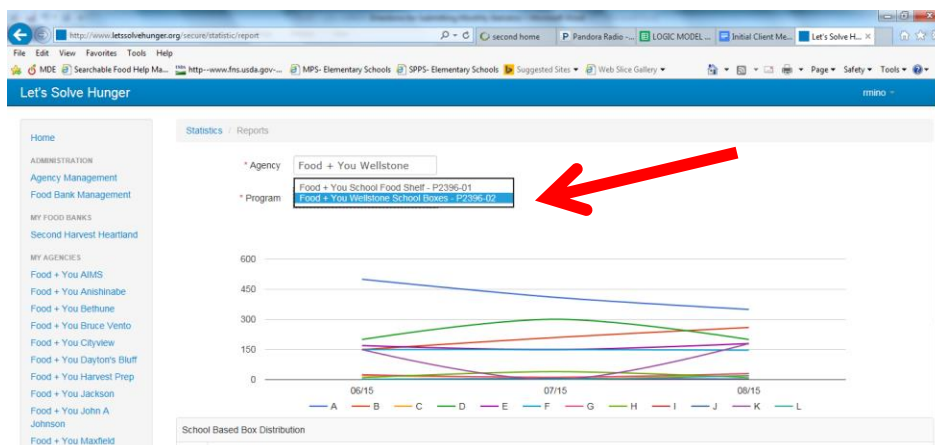
5. To view graph of this same data go back to Let's Solve Hunger.

If you just exported data you may have to exit out of the previous screen by selecting the X in the corner. Scroll back up to the top of that Statistics View Reports page. You should now be able to see your data in graph form. Each color represents a different statistic you reporting and the key can be found under the graph. It will look something like this:



6. To view graph of other program data (for those doing boxes and a food shelf).

Simply change the program from the dropdown menu at the top of the page.



After doing this you might need to readjust the Reporting Period again. Follow the directions from Step 2 of this section of this document.