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.

You will be directed to the following screen:

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.

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.

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

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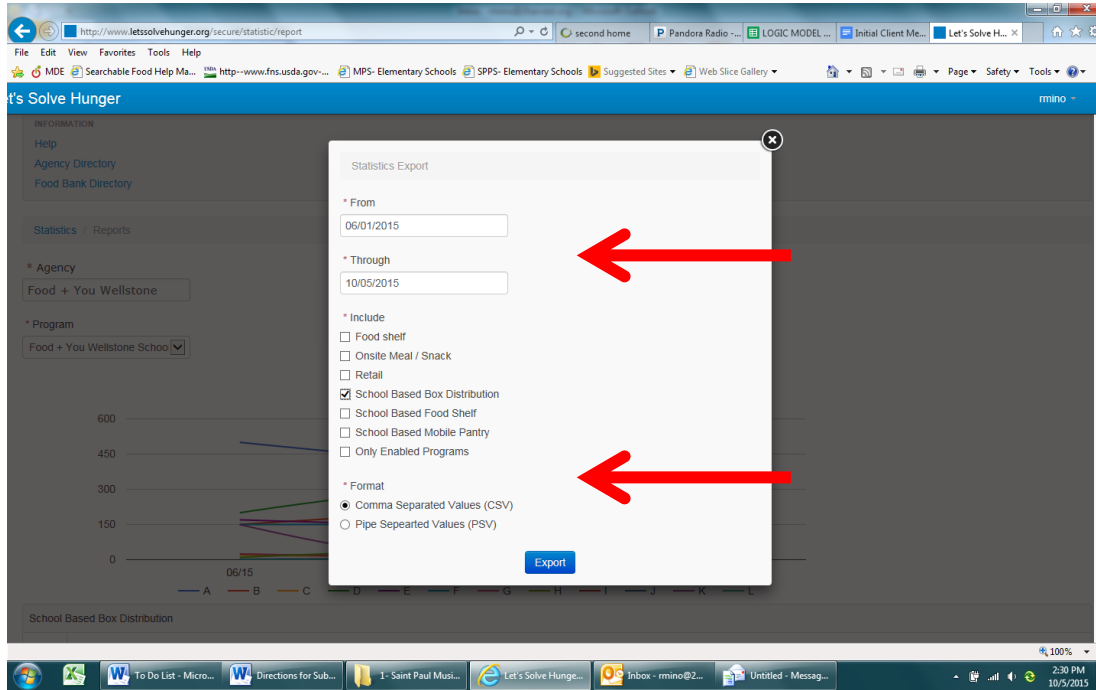
You will then see a pop-up asking if you want to save or open the export. Choose which is appropriate for your needs.
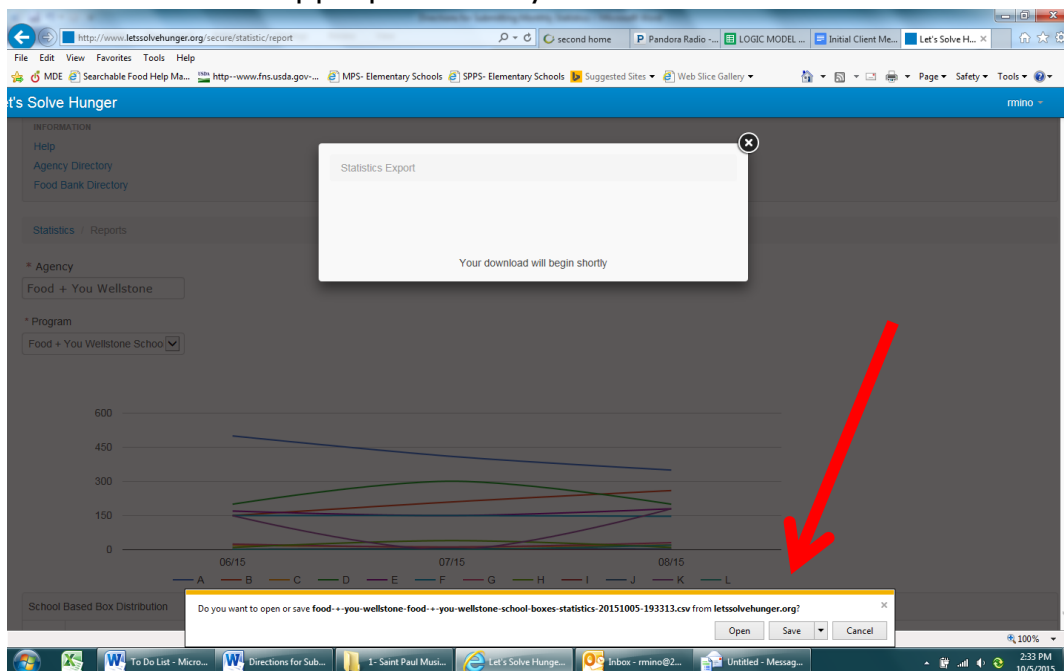
4. Enjoy your data!

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

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:
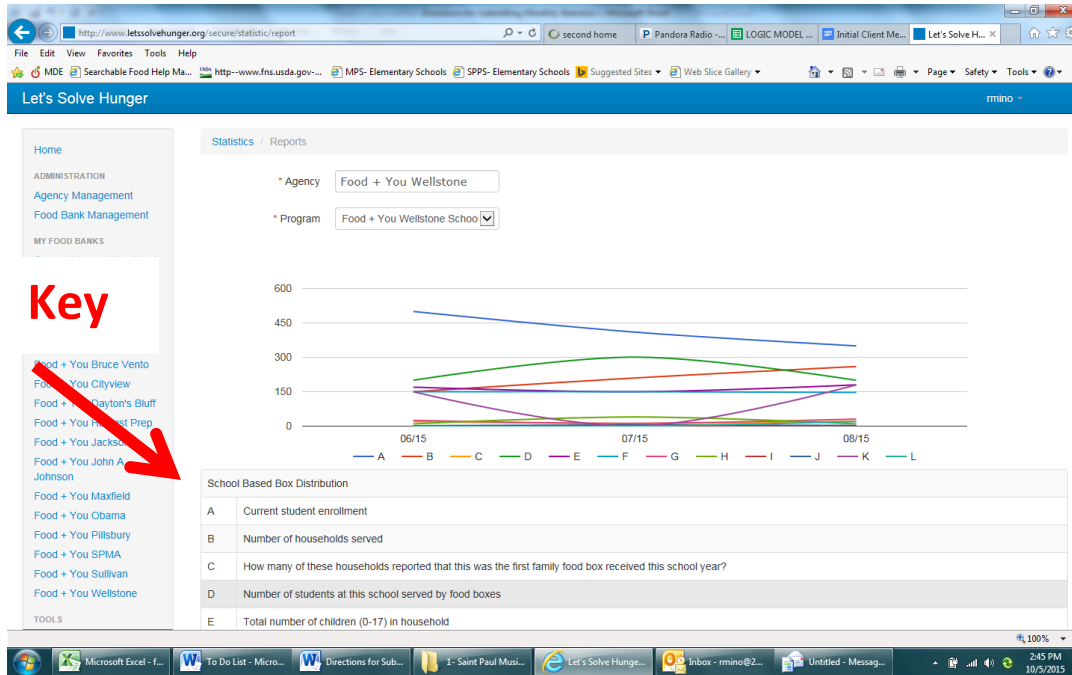
6. To view graph of other program data (for those doing boxes and a food shelf).
Simply change the program from the dropdown menu at the top of the page.
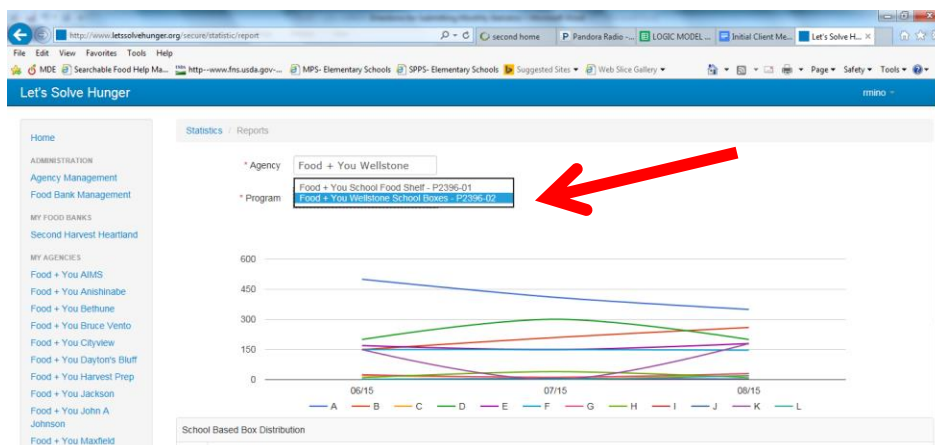
After doing this you might need to readjust the Reporting Period again. Follow the directions from Step 2 of this section of this document.