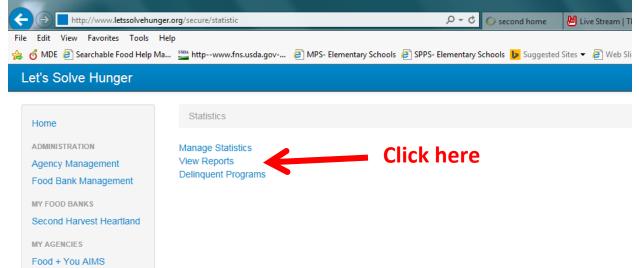


### Directions for Running Reports Through Let's Solve Hunger

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:

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od + You Obama	A Current student enrollment	
od + You Pillsbury	B Number of households served	
od + You SPMA	C How many of these households reported that this was the first family food box received this school year?	
od + You Sullivan		
od + You Wellstone	D Number of students at this school served by food boxes	
DLS	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.

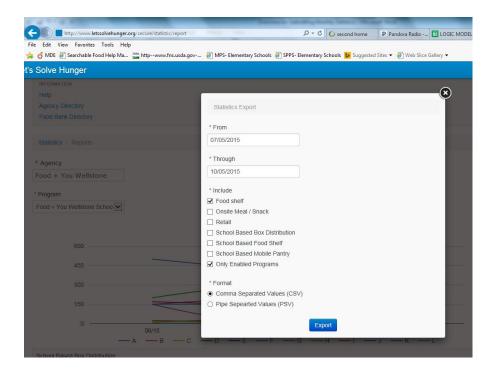
Let's Solve Hunger																rmino	
Food + You Wellstone	D	Number of students at this scho	ol serve	i by food b	oxes												
TOOLS	E	Total number of children (0-17)	in house	hold													
Statistics	F	Total number of adults (18-64) i	n housel	old													
INFORMATION	G	Total number of seniors (65+) in	househ	old													
Help Agency Directory	н	Number of families who have re	ceived a	food box r	nore than	once this	month										
Food Bank Directory	1	Number of events held this mon	th with b	ox distribu	tions												
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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.

INFORMATION Heip Agency Directory         F         Total number of adults (18-64) in household           G         Total number of seniors (65+) in household         G           Food Bank Directory         H         Number of seniors (65+) in household           I         Number of adults (18-64) in household         I           I         Number of seniors (65+) in household         I           I         Number of events held this month with box distributions         I           J         How many total hours were boxes distributed at events?         I           K         Number of non-event based boxes distributed         I           M         Was any food thrown away?         I																																																				~~		
Help         G         Total number of seniors (65+) in household           Agency Directory         H         Number of families who have received a food box more than once this month           Food Bank Directory         I         Number of events held this month with box distributions           J         How many total hours were boxes distributed at events?         J         Number of boxes distributed at event-based distributions           K         Number of non-event based boxes distributed.         Number of non-event based boxes distributed.         Number of non-event based boxes distributed.																																	bld	ehold	usehol	in hous	18-64) in	lts (1	adul	er of a	number	otal n	Tot		-	F								
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**3.** To export this data click on Statistics Export.

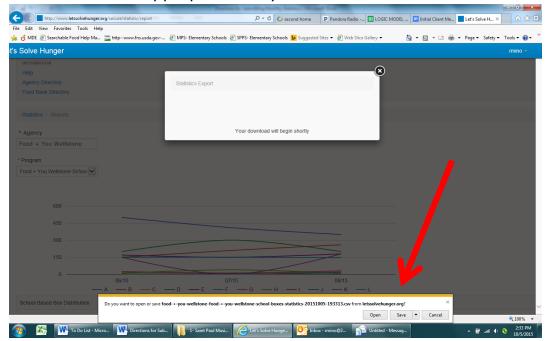
You will be directed to choose what you want to export using the following screen.



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.

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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

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#### 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:

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ood + You Sullivan	How many of these households reported that this was the first	t family food box received this school year?	
ood + You Wellstone	Number of students at this school served by food boxes		
OLS	Total number of children (0-17) in household		
			<ol> <li>100%</li> </ol>

# 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.

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