



Directions for Submitting Monthly Statistics Through Let's Solve Hunger

1. Login to Let's Solve Hunger

Go to www.letssolvehunger.org and login using the username and password that been sent to you via email from Let's Solve Hunger. If this is the first time you have logged in you will be asked to change your password and provide a few additional pieces of information to complete your registration.

The screenshot shows the homepage of the Let's Solve Hunger website. At the top, there is a navigation bar with the text "Let's Solve Hunger" on the left and "Login | Register" on the right. Below this is a large grey box with the heading "Welcome to Let's Solve Hunger" and a paragraph of text: "Addressing the needs of hunger in an evolving community requires more than food on a shelf. Let's Solve Hunger provides a cloud-based IT platform to empower both individuals and organizations to work more effectively, more efficiently, and better position themselves to contribute to the cause and advance the mission of helping others." Below this text is a green "Login" button, which is pointed to by a red arrow from the text "Click here". Below the login button is a section for "Online Demo" with a link to "Try the free online demo". At the bottom of the page, there are three columns: "Agency Directory", "Food Bank Directory", and "Hosted Search", each with a brief description and a link to visit the respective directory.

Let's Solve Hunger Login | Register

Welcome to Let's Solve Hunger

Addressing the needs of hunger in an evolving community requires more than food on a shelf
Let's Solve Hunger provides a cloud-based IT platform to empower both individuals and organizations to work more effectively, more efficiently, and better position themselves to contribute to the cause and advance the mission of helping others

[Login](#)

Online Demo
Screen shots are worth a thousand words. Demos are worth a thousand screen shots.
[Try the free online demo](#)

Agency Directory
Those in need must find you before you can help them and those willing to help must find you before they can contribute. Our nation-wide agency directory puts those in need in touch with those that can help and vice versa.
[Visit the Agency Directory](#)

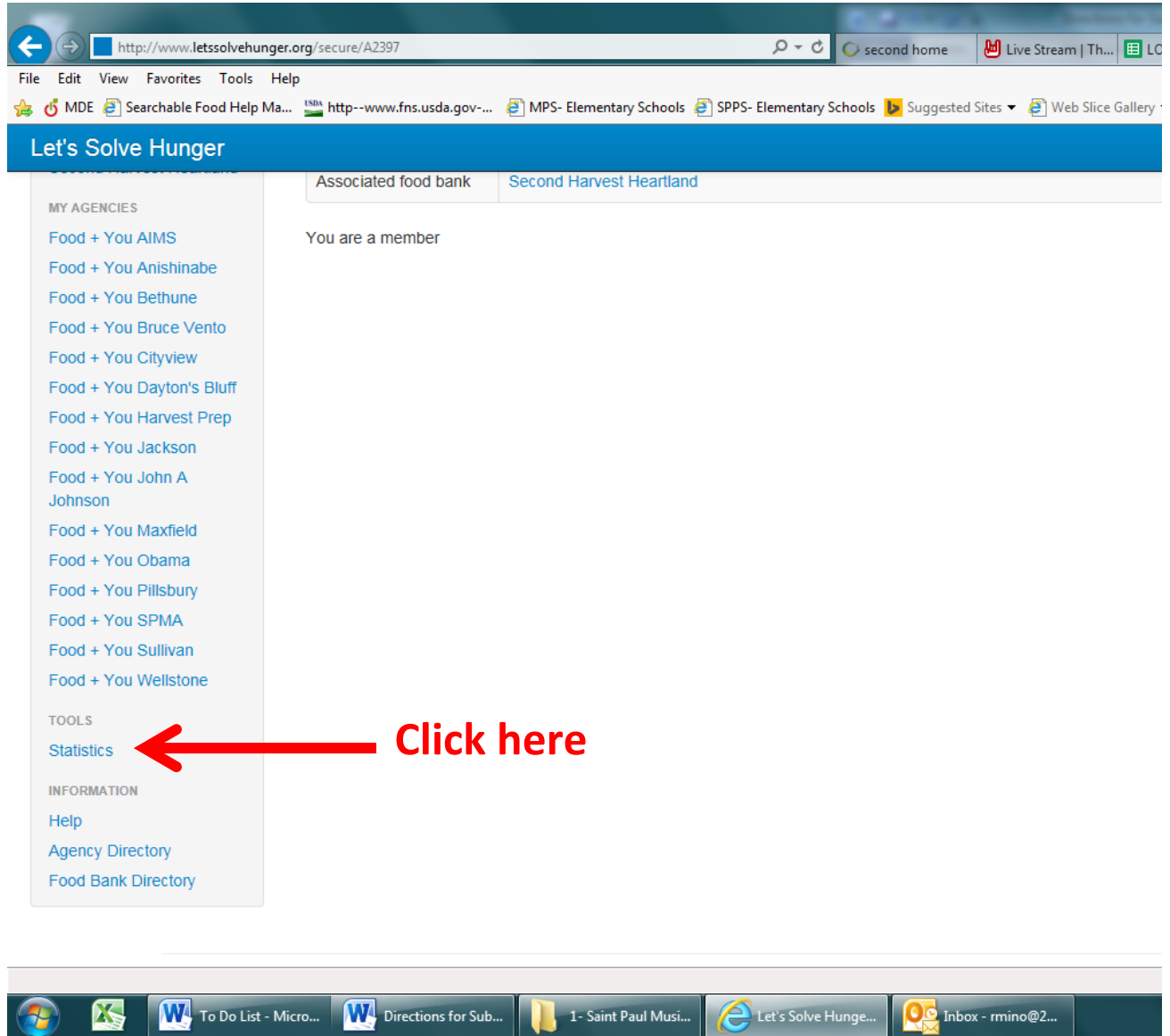
Food Bank Directory
As a nation-wide index of registered food banks, registering enables others to easily and quickly find you, learn about you, and engage you in furthering our joint mission. The pain free, self-service process is complete in a few simple steps and while registration is free being easy to find is priceless.
[Visit the Food Bank Directory](#)

Hosted Search
You've got a website, which means you have content, perhaps even a lot of it. But your content is not searchable. By providing hosted search services for your website or database-driven content, we can work with you and add a search box to your website and enable your users to quickly and easily find the meaningfully important information they are looking for.

Statistics Management

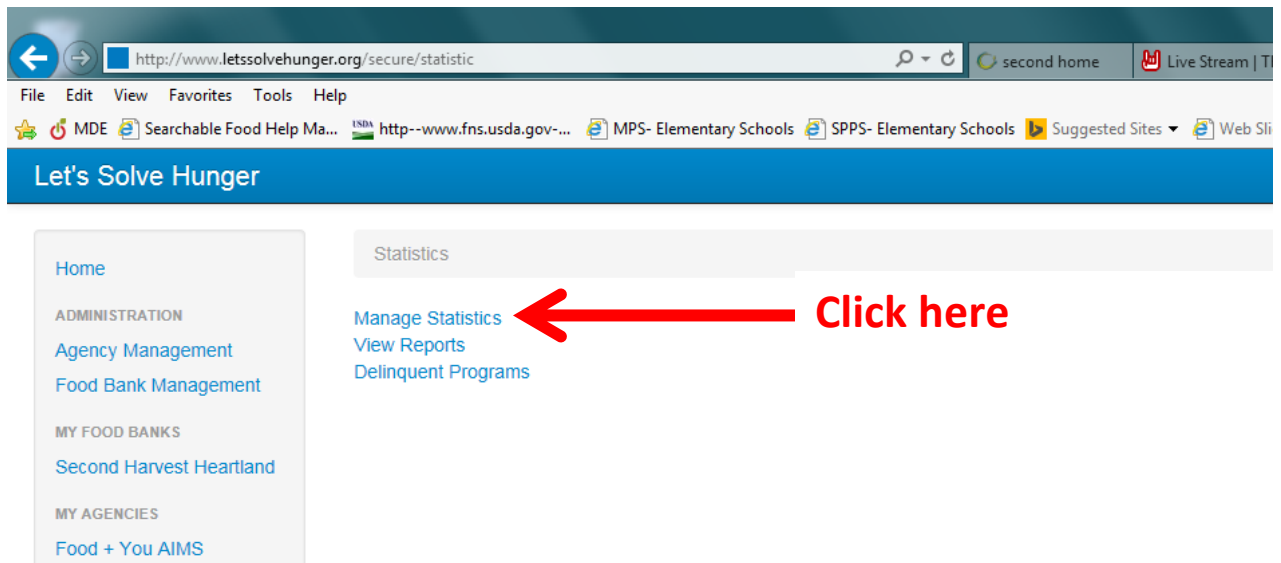
2. Go to Statistics Reporting section of website

On the left hand side of the screen is a column of options. Find TOOLS and click on Statistics. You may need to scroll down the page to find TOOLS.



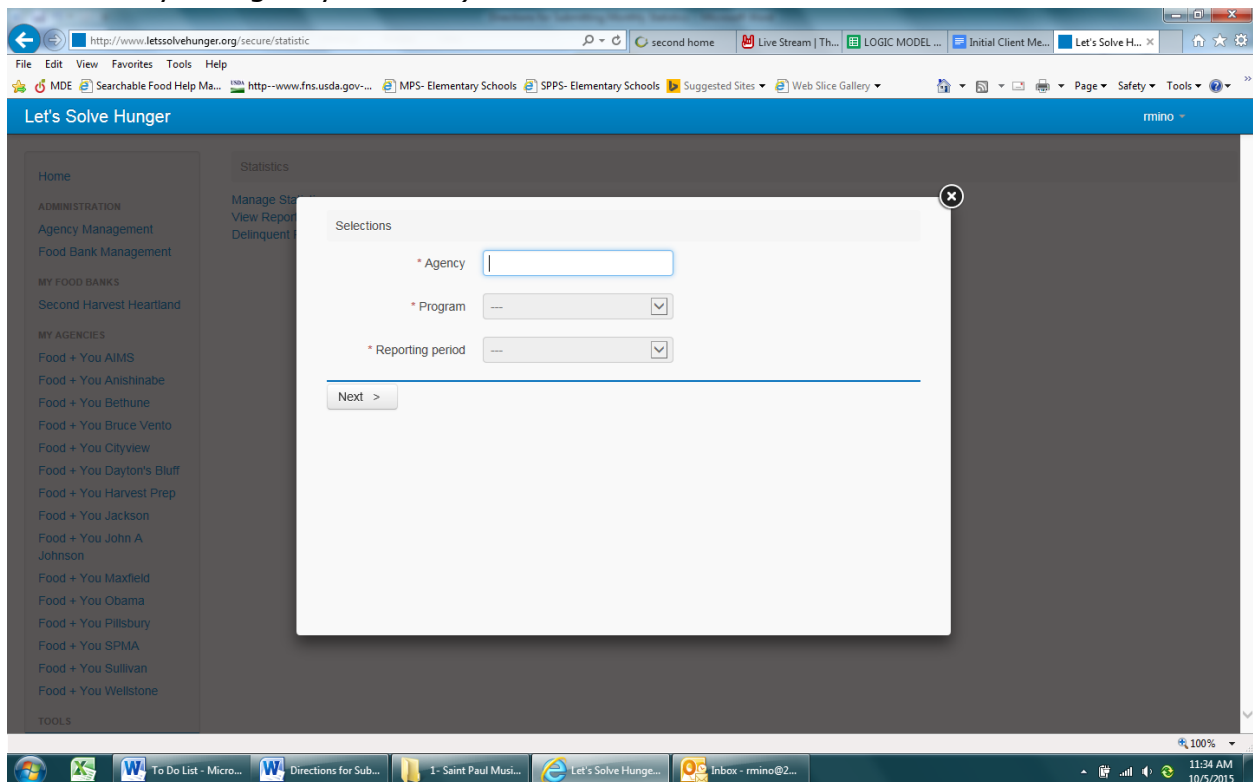
The screenshot shows a web browser window with the URL <http://www.letsolvehunger.org/secure/A2397>. The browser's address bar and menu bar are visible. The website's header is blue with the text "Let's Solve Hunger". Below the header, there is a navigation menu on the left side. The menu is organized into sections: "MY AGENCIES", "TOOLS", and "INFORMATION". Under "MY AGENCIES", there is a list of agency names. Under "TOOLS", the word "Statistics" is highlighted in blue, and a red arrow points to it from the text "Click here". Under "INFORMATION", there are links for "Help", "Agency Directory", and "Food Bank Directory". The main content area of the website is partially visible, showing "Associated food bank" and "Second Harvest Heartland". The Windows taskbar at the bottom of the screen shows several open applications, including "To Do List - Micro...", "Directions for Sub...", "1- Saint Paul Musi...", "Let's Solve Hung...", and "Inbox - rmino@2...".

3. Choose Manage Statistics.



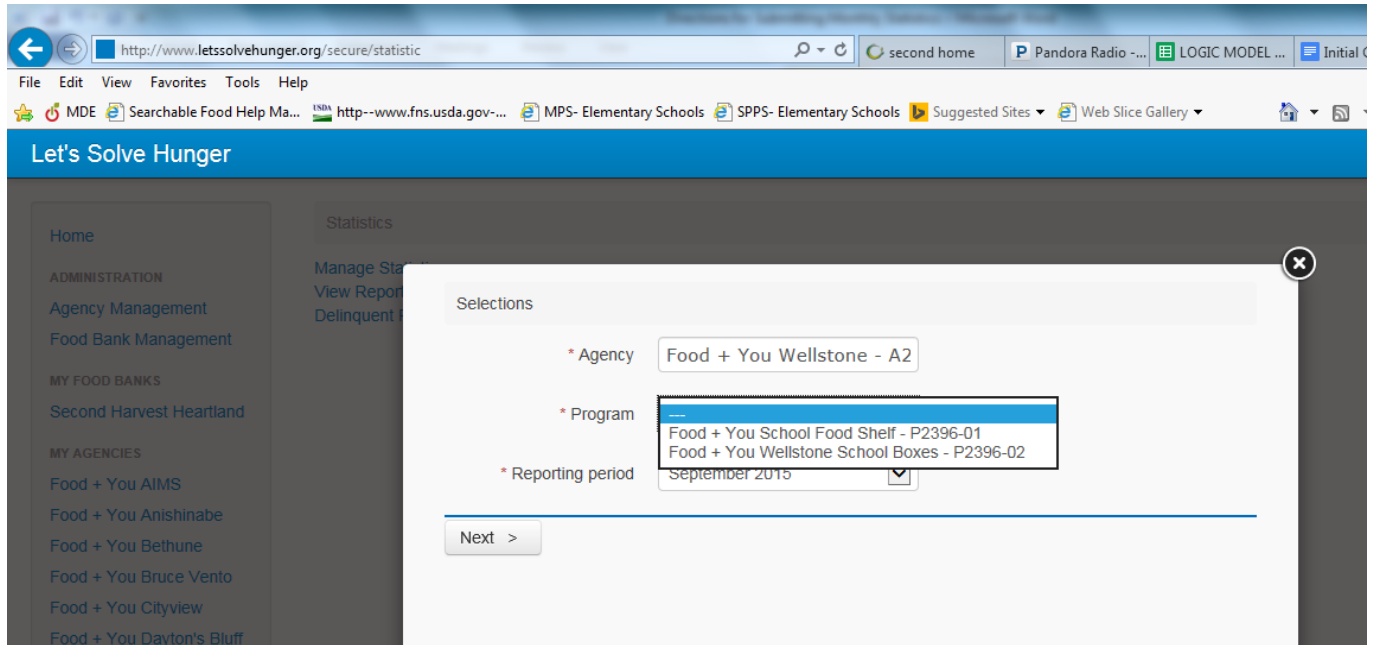
4. Choose Manage Statistics.

When you see this page the Agency section should automatically populate with your school name. If it doesn't simply type in your school name and it should show up in a dropdown menu. Select your school name (it will be preceded by Food + You and followed by an agency number).



5. Hit enter and enter the rest of the information.

After you hit enter you should be able to enter information in the Program and Reporting Period boxes. Under program there will be a dropdown menu that has the direct food distribution methods. Most schools will only have one choice. If you are operating more than one you will have to follow the directions in steps 5-10 for each program each month. Last, choose the month which you want to submit statistics for. Once each of these three boxes have the correct information click next.



The screenshot shows a web browser window with the URL <http://www.letsolvehunger.org/secure/statistic>. The page title is "Let's Solve Hunger". A sidebar on the left contains a navigation menu with categories: Home, ADMINISTRATION, MY FOOD BANKS, and MY AGENCIES. The main content area is titled "Statistics" and contains a "Selections" form. The form has three fields:

- * Agency: Food + You Wellstone - A2
- * Program: A dropdown menu is open, showing three options: "Food + You School Food Shelf - P2396-01", "Food + You Wellstone School Boxes - P2396-02", and "Food + You Wellstone School Boxes - P2396-02".
- * Reporting period: September 2015

At the bottom of the form is a "Next >" button.

6. Enter your statistics.

At this step you are able to enter your statistics. Fill in the boxes on the right side with the information that corresponds to the statement on the left. All answers except the last question about food waste should be answered with numbers. Only the question about the number of hours for distribution allow you to enter a number with a decimal point. You must fill in every box.

Let's Solve Hunger

Home

ADMINISTRATION

Agency Management

Food Bank Management

MY FOOD BANKS

Second Harvest Heartland

MY AGENCIES

Food + You AIMS

Food + You Anishinabe

Food + You Bethune

Food + You Bruce Vento

Food + You Cityview

Food + You Dayton's Bluff

Food + You Harvest Prep

Food + You Jackson

Food + You John A Johnson

Food + You Maxfield

Food + You Obama

Food + You Pillsbury

Food + You SPMA

Statistics

Manage Sta

View Report

Delinquent

Selections > Statistics

Food + You Wellstone Food + You Wellstone School Boxes - P2396-02 September, 2015

Current student enrollment	<input type="text"/>
Number of households served	<input type="text"/>
How many of these households reported that this was the first family food box received this school year?	<input type="text"/>
Number of students at this school served by food boxes	<input type="text"/>
Total number of children (0-17) in household	<input type="text"/>
Total number of adults (18-64) in household	<input type="text"/>
Total number of seniors (65+) in household	<input type="text"/>
Number of families who have received a food box more than once this month	<input type="text"/>
Number of events held this month with box distributions	<input type="text"/>

If you did have food waste, select yes in the last box. At this point an additional box will pop up and ask you to explain what was thrown away and why. Please provide as much detail as possible, as we use this to determine how much food reached families, and for process improvements. For example, 1 case of bread was thrown away because it got moldy before it could be distributed.

Number of boxes distributed at event-based distributions

Number of non-event based boxes distributed

Was any food thrown away? Yes

How much food was thrown away and why?

< Back Next >

7. Hit Next at the bottom of the page.

8. If you have any missing or incorrectly filled out information you will be given an error message.

Most likely you either missed a box or typed something that is not an acceptable answer, for example you included a letter or a decimal point for a question asking about number of people. Fix any information that is highlighted in red. Hit Next at the bottom of the page.

The screenshot shows a web browser window with the URL <http://www.letsolvehunger.org/secure/statistic>. The page title is "Let's Solve Hunger". A sidebar on the left lists navigation options like "Home", "ADMINISTRATION", "Agency Management", "Food Bank Management", "MY FOOD BANKS", "Second Harvest Heartland", "MY AGENCIES", and various "Food + You" locations. The main content area displays a form with the following fields:

Current student enrollment	500
Number of households served	200
How many of these households reported that this was the first family food box received this school year?	20
Number of students at this school served by food boxes <small>Enter 0 or a positive whole number</small>	<input type="text"/>
Total number of children (0-17) in household	320
Total number of adults (18-64) in household	120
Total number of seniors (65+) in household	12
Number of families who have received a food box more than once this month	5
Number of events held this month with box distributions	1
How many total hours were boxes distributed at events?	3.5

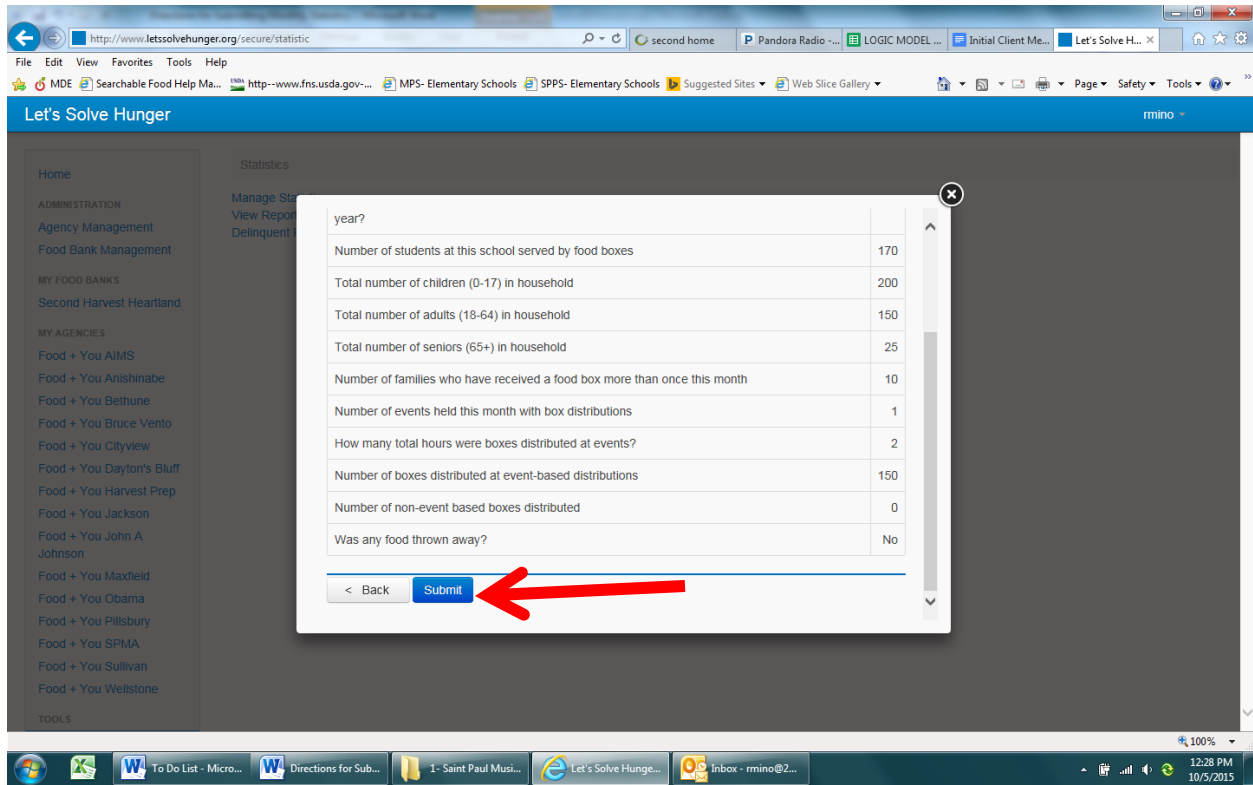
A red error message "Enter 0 or a positive whole number" is displayed below the "Number of students at this school served by food boxes" field. A red arrow points to this error message. Another red arrow points to the empty input box for the same field. A close button (X) is visible in the top right corner of the form.

This close-up screenshot shows the bottom portion of the data entry form. The fields and their values are:

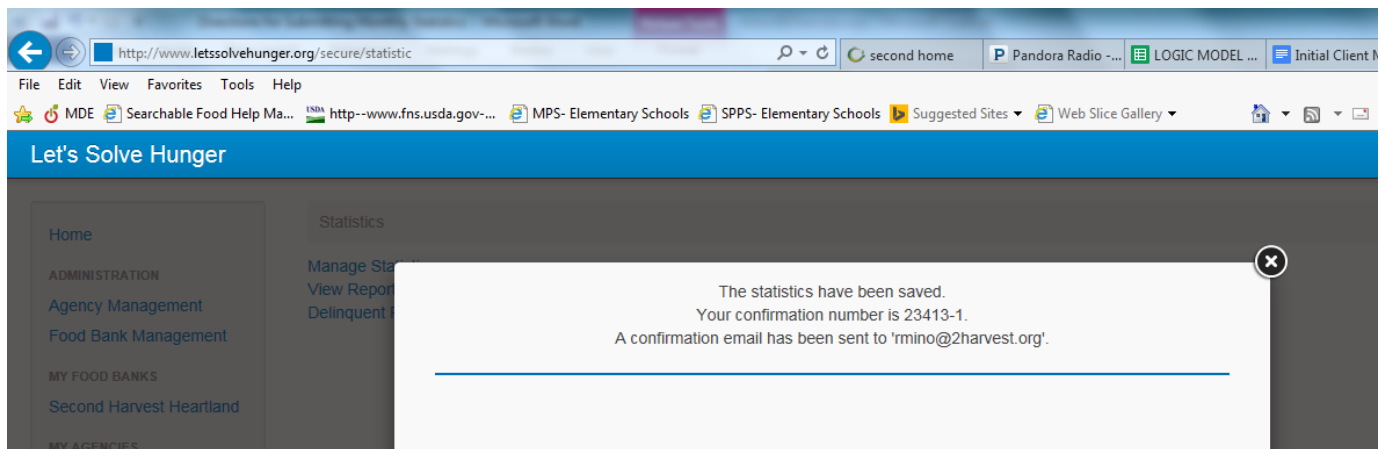
Number of events held this month with box distributions	1
How many total hours were boxes distributed at events?	3.5
Number of boxes distributed at event-based distributions	150
Number of non-event based boxes distributed	20
Was any food thrown away?	No <input type="checkbox"/>

At the bottom of the form, there are two buttons: "< Back" and "Next >". A red arrow points to the "Next >" button.

9. Double check that all of your information is correct and then click Submit.



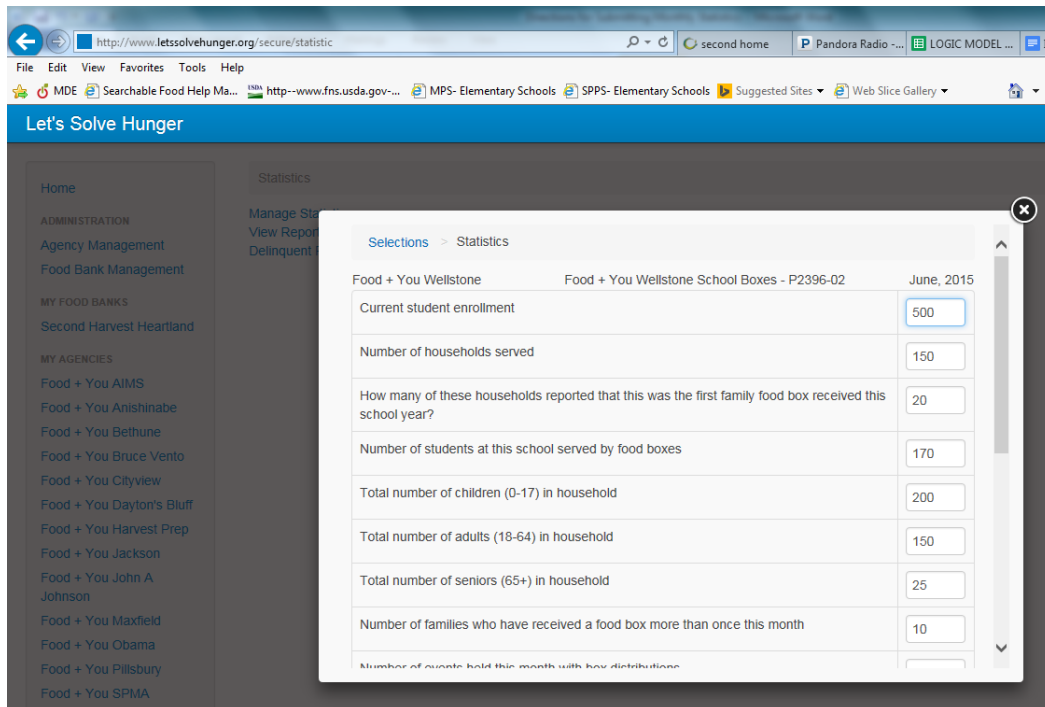
10. You will receive a confirmation of your submission and a confirmation email.



11. You're done!! (Unless you have a second program to report on, in which case just repeat this same process again selecting the other program in Step 5.)

If you realize incorrect information was submitted:

You can easily go in and correct the information so don't worry! All you need to do is follow the directions exactly as above starting with Step 1. When you get to Step 5 choose the reporting month you need to change and click on next. You will see a screen like below in which the data you already entered will appear.



Let's Solve Hunger

Home

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Agency Management

Food Bank Management

MY FOOD BANKS

Second Harvest Heartland

MY AGENCIES

Food + You AIMS

Food + You Anishnabe

Food + You Bethune

Food + You Bruce Vento

Food + You Cityview

Food + You Dayton's Bluff

Food + You Harvest Prep

Food + You Jackson

Food + You John A Johnson

Food + You Maxfield

Food + You Obama

Food + You Pillsbury

Food + You SPMA

Statistics

Manage Statistics

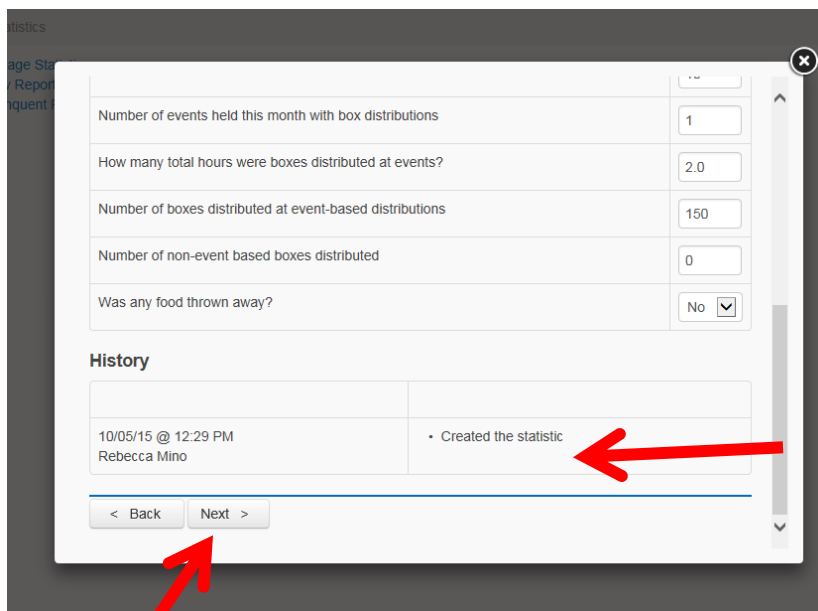
View Report

Delinquent

Selections > Statistics

Food + You Wellstone	Food + You Wellstone School Boxes - P2396-02	June, 2015
Current student enrollment		500
Number of households served		150
How many of these households reported that this was the first family food box received this school year?		20
Number of students at this school served by food boxes		170
Total number of children (0-17) in household		200
Total number of adults (18-64) in household		150
Total number of seniors (65+) in household		25
Number of families who have received a food box more than once this month		10
Number of events held this month with box distributions		

You will also see who entered the first set of stats and when.



Number of events held this month with box distributions

How many total hours were boxes distributed at events?

Number of boxes distributed at event-based distributions

Number of non-event based boxes distributed

Was any food thrown away?

History

10/05/15 @ 12:29 PM Rebecca Mino	• Created the statistic
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< Back Next >

Simply correct any incorrect information and click next. You will receive a new confirmation email with the changes you made.