



How to Report Statistics on Online Account

1. Log into online account
 - a. Primarius Web Window (PWW) at www.FeedWM.org/agencies
 - b. Under “Agencies” tab, click “PWW: Online Account”
2. Go to “Statistics” tab, click “Enter Statistics” at bottom right-hand corner

The screenshot shows the top navigation bar with tabs: Home, Orders, Agency Pickup, Grants, **Statistics** (circled in red), Other Agency Info, My Docs, and Order Entry. Below the navigation bar is a table with the following data:

Stat Date	Comment
01/02/2019	Test for new employee Submitted by Agency via Primarius Web Window at 1/2/2019 10:39 AM
05/31/2016	testing Submitted by Agency via Primarius Web Window at 5/31/2016 9:33 PM
04/30/2014	
04/29/2014	
04/18/2014	
03/31/2014	Submitted by Agency via Primarius Web Window at 3/31/2014 11:03 AM
02/28/2014	Submitted by Agency via Primarius Web Window at 3/31/2014 11:06 AM

At the bottom right of the screenshot, the "Enter Statistics" button is circled in red.

3. Please use the following guidelines to report your agency’s statistics:
 - a. Meal sites: total plates served per month
 - b. Child programs: total number of children served per month
 - c. Fixed sites & mobile pantries: total number of households, individuals, seniors, veterans and children served per month

The screenshot shows the "Enter Statistics" form. It includes an "Effective Date" field with a calendar icon, a "Comments" text area, and a table for entering statistics. The table has three columns: Category, Quantity, and Comment. The categories listed are: Households, Number of Children, Number of Seniors, Number of Veterans, Total Number of Individuals, and Total plates served per month (meal site). Each category has a corresponding input field in the Quantity column and a text area in the Comment column. At the bottom right of the screenshot, the "Submit Statistics" button is circled in red.

4. Click “Submit Statistics”