



# Statistics Entry in Primarius

1. In Primarius, select the “Statistics” tab:

Home Orders Grants **Statistics** Other Agency Info ⊗ Order Entry

### Enter Statistics

Effective Date: Month:  Year:

Comments:

Category	Quantity	Comment
% Below Poverty (Meals)	<input type="text"/>	<input type="text"/>
% Below Poverty (Pantry)	<input type="text"/>	<input type="text"/>
Adults Served (Pantry)	<input type="text"/>	<input type="text"/>
Avg. # in a Family	<input type="text"/>	<input type="text"/>
Children Served (Pantry)	<input type="text"/>	<input type="text"/>
Households Served	<input type="text"/>	<input type="text"/>
Individuals Served (Meals)	<input type="text"/>	<input type="text"/>
Individuals Served (Pantry)	<input type="text"/>	<input type="text"/>
Meals Served	<input type="text"/>	<input type="text"/>
Snacks Served	<input type="text"/>	<input type="text"/>

## 2. Select the “Enter Statistics” tab:

Home Orders Grants **Statistics** Other Agency Info ⊗ Order Entry

### Statistics

Page size: 20 ▾

Stat Date ▲	Comment
04/15/2021	
03/18/2021	
02/18/2021	
01/21/2021	
12/17/2020	
11/19/2020	
10/20/2020	
09/17/2020	No distribution this month
08/20/2020	
07/16/2020	
06/18/2020	
05/15/2020	
04/17/2020	

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### 3. Select the month year of your current statistic:

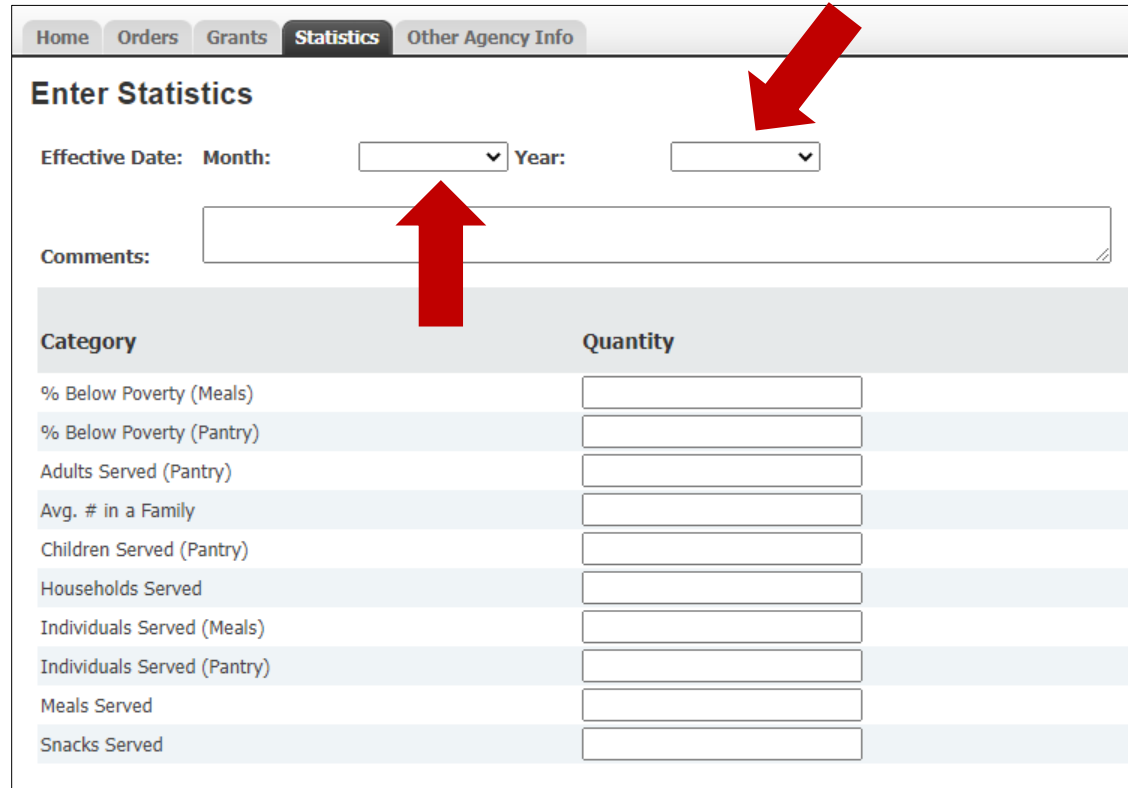
Home Orders Grants **Statistics** Other Agency Info

#### Enter Statistics

Effective Date: Month:  Year:

Comments:

Category	Quantity
% Below Poverty (Meals)	<input type="text"/>
% Below Poverty (Pantry)	<input type="text"/>
Adults Served (Pantry)	<input type="text"/>
Avg. # in a Family	<input type="text"/>
Children Served (Pantry)	<input type="text"/>
Households Served	<input type="text"/>
Individuals Served (Meals)	<input type="text"/>
Individuals Served (Pantry)	<input type="text"/>
Meals Served	<input type="text"/>
Snacks Served	<input type="text"/>



## 4. Enter your statistics:

Home Orders Grants **Statistics** Other Agency Info

### Enter Statistics

Effective Date: Month:  Year:

Comments:

Category	Quantity
% Below Poverty (Meals)	<input type="text"/>
% Below Poverty (Pantry)	<input type="text"/>
Adults Served (Pantry)	<input type="text"/>
Avg. # in a Family	<input type="text"/>
Children Served (Pantry)	<input type="text"/>
Households Served	<input type="text"/>
Individuals Served (Meals)	<input type="text"/>
Individuals Served (Pantry)	<input type="text"/>
Meals Served	<input type="text"/>
Snacks Served	<input type="text"/>

#### **Food pantries should enter:**

% Below Poverty (Pantry)

Adults Served (Pantry)

Children Served

Individuals Served (Pantry) = adults + children

#### **Meal providers should enter:**

% Below Poverty (Meals)

Adults Served (Pantry)

Children Served (Pantry)

Individuals Served (Meals) = adults + children

Meals Served = total # of meals served for the month

Snacks Served = total # of snacks served for the month

**Note:** agencies that also provide meals, or meal providers that also have a pantry should enter both stats.

5. Select the “Submit Statistics” button:

Home Orders Grants **Statistics** Other Agency Info Order Entr

### Enter Statistics

Effective Date: Month:  Year:

Comments:

Category	Quantity	Comment
% Below Poverty (Meals)	<input type="text"/>	<input type="text"/>
% Below Poverty (Pantry)	<input type="text"/>	<input type="text"/>
Adults Served (Pantry)	<input type="text"/>	<input type="text"/>
Avg. # in a Family	<input type="text"/>	<input type="text"/>
Children Served (Pantry)	<input type="text"/>	<input type="text"/>
Households Served	<input type="text"/>	<input type="text"/>
Individuals Served (Meals)	<input type="text"/>	<input type="text"/>
Individuals Served (Pantry)	<input type="text"/>	<input type="text"/>
Meals Served	<input type="text"/>	<input type="text"/>
Snacks Served	<input type="text"/>	<input type="text"/>

