How to Enter Statistics for Retail Food Rescue Collections

1. From the Home Page, click on the Statistics link on the left hand menu navigation

2. From the choices on the main part of the page, click on Manage Statistics

3. On the window that displays after clicking Manage Statistics, the agency that you are associated with will display as shown:

   ![Screenshot of Cross Center Of Benton County form]

   - Under the drop down box titled Program, choose the program that you want to enter statistics for

4. Click the radio button for Retail to enter statistics for retail food rescue pick up
6. A date entry field called **Collection Date** will display. Click in that field and a calendar will display as shown below:

![Calendar Image]

7. Choose the last day of the month you are reporting on. You can navigate back to previous months by pressing the left-hand arrow in the top left of the calendar box.

8. Click on the drop down arrow of the **Store** field to choose the store that you are reporting on. If you collect from only one store, you will only see one choice, and if you collect from more than one, there will be a listing for you to choose from.
9. Click the **Next** button and enter the number of pounds of each type of item that you collected from the store. The entry screen is shown below, though your entry screen may look different depending upon the store since different donors collect information in different ways.

10. Check the box to confirm you are in compliance with Food Safety Transport requirements, then click the Next button and the information that you have entered will be displayed.

11. If the information is correct, click the **Submit** button, and the information will be submitted to Second Harvest Heartland and/or The Food Group.

12. If the information is not correct, click the **Back** button, correct the information, and then repeat Steps 8 and 9.

Repeat from step 3 for additional retailers.