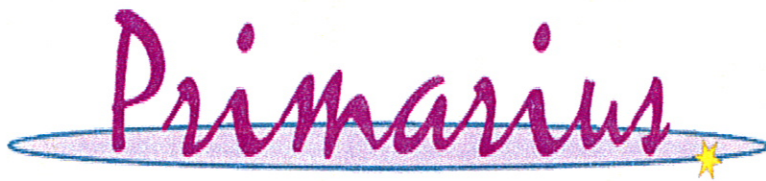


Web Window

Tuesday, May 29, 2012
10:56 AM



Welcome to the Primarius Web Window



Dare to Care
Food Bank

Our Mission

Vision: A hunger-free Kentuckiana

Mission: Lead our community to feed the hungry
and conquer the cycle of need

Values: Compassion, teamwork, integrity, accountability,
innovation, respect, stewardship

Web Window

Tuesday, May 29, 2012
11:52 AM

Primarius Web Window know as PWW allows inventory to be in real time.

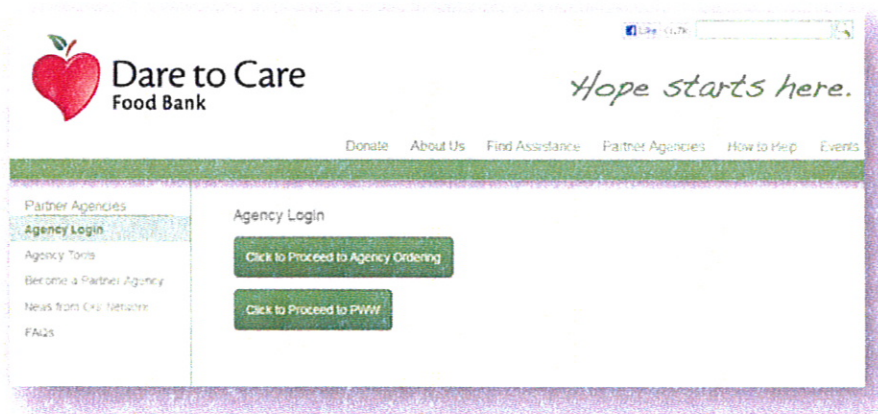
Getting Started

Log onto Dare to Care Food Banks' website, www.daretocare.org.

Click on the heading "Partner Agencies", then click the subheading "Agency Login".



Dare to Care Food Bank will assign each agency one username and password. This information should never be given to unauthorized personnel. Please notify Dare to Care immediately in the event of staff changes so that a new username and password can be issued.



Once logged in, the Agency home page will appear. You will see two buttons at the top of the page and upcoming/current news/information pertinent to your agency at the bottom of the page.

Click on the "Click to Proceed to PWW" button"

Click Proceed to PWW

A screenshot of the Dare to Care Food Bank Agency Login form. The form is titled "Login" and includes the Dare to Care Food Bank logo. It contains four input fields: "Agency Ref:", "Username:", and "Password:". A blue "Login" button is located at the bottom right of the form. The version number "V2.0.0.76" is displayed at the bottom right of the form area.

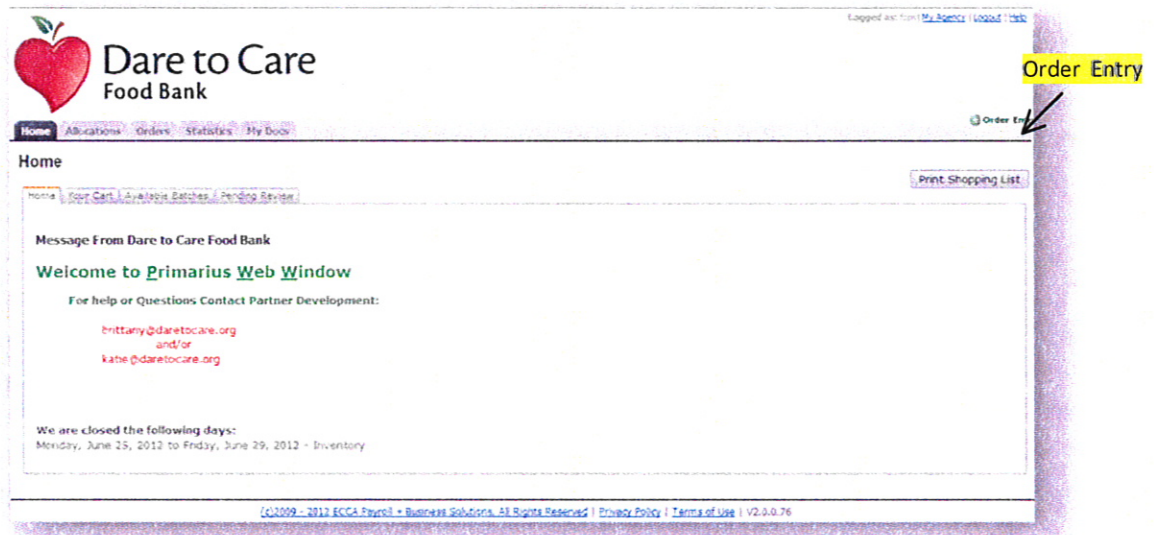
Each agency is required to log into the PWW. Dare to Care Food Bank will assign each Agency an Agency Ref, a Username, and a Password.

Agency Ref: See page 2

Username:

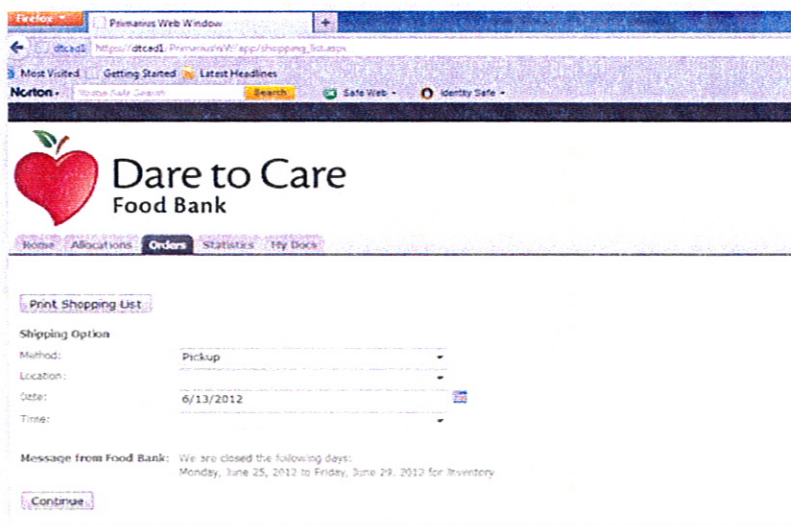
Password:

Click Login



Welcome to **Primarius Web Window**. This is the main page. From here you can access many types of agency information including the shopping list. To access the shopping list click **Order Entry** at the top right of the page written in green.

PWW forces you to enter a pickup date and time before you can view the shopping list



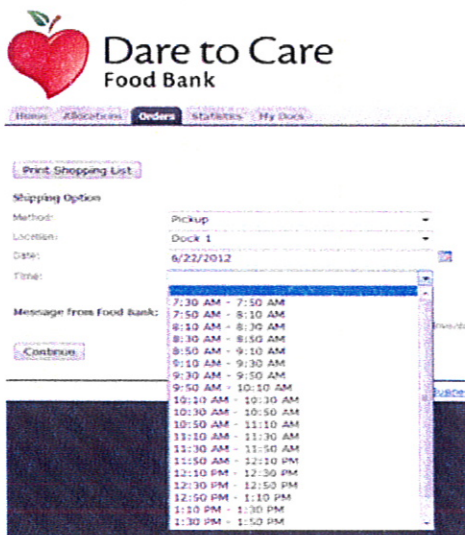
Schedule

Friday, June 22, 2012
12:46 PM

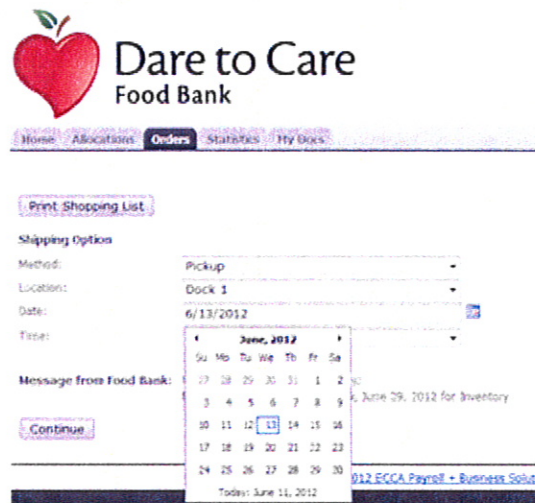
- 1. Method:** The method will always be pickup. Although, delivery is an option this is for specified programs.



- 3. Date:** All orders are on a 48 hour pick up schedule. Orders placed after 12 noon will be considered next days business. The system automatically gives you next available pickup date. You may choose a different date after this day.



- 2. Location:** Dock 1 and 2 are for agencies loading by car, pick up truck, vans etc.



- 4. Time:** Our warehouse is open from 7:30a.m. to 2:30p.m. Monday thru Friday and Saturdays by special request. The system will show you the times available based upon the dock number you have chosen. If the dock time you want is not listed, that time has been taken. You may select another dock, to view additional available times.

Click Continue - the shopping list appears

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty	Del
D-000002	TAPPS	DRY GROCERY PRODUCT	VARIES	01-Non-Foods	DISASTER	\$0.00	\$0.00	VARIES	1	900		X
1-703851	ZIPLOC STORAGE BAGS	DRY GROCERY PRODUCT	12-25 CT. PACK	01-Non-Foods	Food Bank	\$0.00	\$0.00	CASE	5	783		X
D-000360	FEGALYTE FRUIT	DRY GROCERY PRODUCT	1 LITER PLASTIC BOTTLES	02-Baby Food/Parasite	DISASTER	\$0.00	\$0.00	CASE	29	85		X
1-200270	GATORADE VARIETY PACK	DRY GROCERY PRODUCT	24- 20 OZ. BOTTLES	03-Beverages	Food Bank	\$0.00	\$0.00	CASE	15	334		X
1-066900	GATORADE VARIETY PACK	DRY GROCERY PRODUCT	24-12 OZ BOTTLES	03-Beverages	Food Bank	\$0.00	\$0.00	CASE	21	94		X
1-320821	GATORADE ASSORTMENT	DRY GROCERY PRODUCT	ASSORTED CASES	03-Beverages	Food Bank	\$0.00	\$0.00	VARIES	1	188		X
1-162700	GATORADE BERRY FLAVOR	DRY GROCERY PRODUCT	24-12 OZ BOTTLES	03-Beverages	Food Bank	\$0.00	\$0.00	CASE	21	6		X
1-222240	CHAI BLACK TEA LATTÉ	DRY GROCERY PRODUCT	12 - 12 OZ CTNS	03-Beverages	Food Bank	\$0.00	\$0.00	CASE	27	100		X
1-562636	DIET MOUNTAIN DEW STRAWBERRY MELON	DRY GROCERY PRODUCT	24 - 20 OZ BOTTLES	03-Beverages	Food Bank	\$0.00	\$0.00	CASE	35	10		X
1-070135	ORGANIC SW. RASPBERRY TEA	DRY GROCERY PRODUCT	24 - 15.3 OZ CANS	03-Beverages	Food Bank	\$5.00	\$0.00	CASE	26	8		X
4-300200	DRY BEVERAGE MIXES	DRY GROCERY PRODUCT	VARIES 30# AVERAGE	03-Beverages	Salvage	\$0.00	\$0.00	POUND	1	5		X
4-554340	COFFEE & TEA	DRY GROCERY PRODUCT	VARIES 25# AVERAGE	03-Beverages	Salvage	\$0.00	\$0.00	POUND	1	41		X
4-002100	BEVERAGE ASSORTMENT	DRY GROCERY PRODUCT	VARIES 45# AVERAGE	03-Beverages	Salvage	\$0.00	\$0.00	POUND	1	11000		X
1-022222	BREAD AND PASTRY ASSORTMENT	DRY GROCERY PRODUCT	VARIES	04-Bread/Bakery	Food Bank	\$0.00	\$0.00	POUND	1	7838		X

Fields

Ref: This is the assigned product number by the Foodbank

Product: The manufacturer description or name given to the item by the Foodbank.

Storage: Dry Grocery Product, Frozen Food, and Refrigerated Food.

Packing: We have 2 types of packaging; cases and varies/pounds. Products ordered by the pound should be ordered in increments of at least 5 pounds or more.

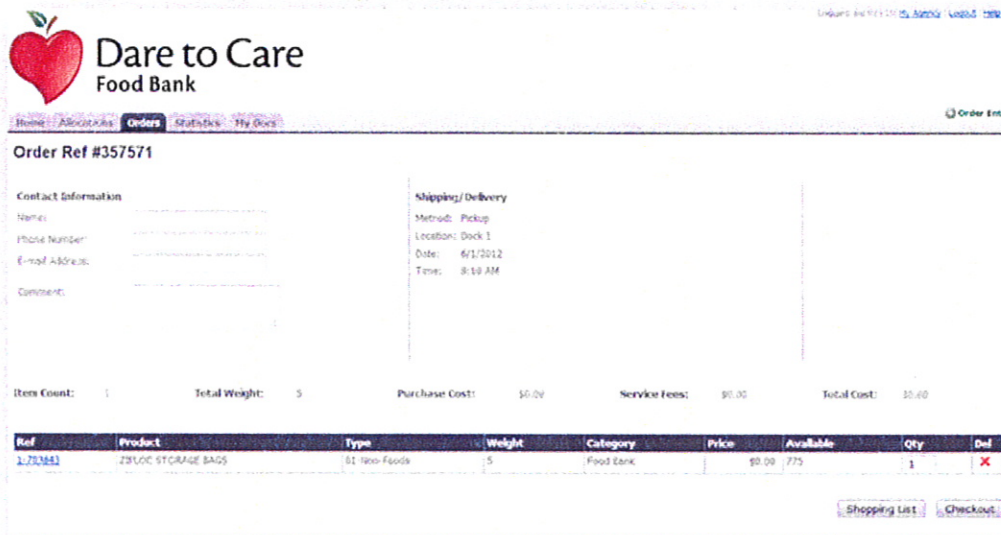
Type: Specifies the generic category the product can be found in such as cereal, juice, vegetables etc.

Category: There are three category types; Foodbank, Foodbank Purchased, and Salvage. Foodbank is donated product from retailers, manufacturers, individuals, etc. Foodbank Purchased is items we purchased. Salvage is product that retailers are unable to sale. This product may have minor defects, but is completely usable. In order for an agency to receive Salvage, you must have training to distribute and handle this product.

Available: The amount of an item your pantry/feeding site can order.

The shopping list can be filtered by anyone on the above headers. Once the filter is set up, the system will always keep it that way unless it is changed. To filter by one header, **click column sorting single** then arrow to the right of the product name you wish to sort by. If you want a more detailed sort, **click column sorting multiple** and the first category you want to sort by, then the secondary column you want.

Once the shopping list is set up the way you want to see it, you may begin to put items in your shopping cart. Choose the items you want based upon the available quantity. The system will automatically pull this item from the inventory. After you have chosen all the products you want, **click view cart**.



A list of all the items in your shopping cart is displayed as well as a request for shoppers information. From here, you can delete items or go back to the shopping list if you have forgotten something. If everything is correct, **click checkout**



Once your order is submitted, a thank you message should come up with an order reference. The system will send you a PDF message when the ordered is reviewed by the Foodbank.

Web Window- Stats

Thursday, July 12, 2012
10:57 AM

From the main page, you can access many types of agency information one of which is statistics. Statistical information is very important to us at Dare to Care because we use this information to apply for grants and gage the impact we are making in our community. Therefore, it is necessary for this information to be as accurate as possible.



To access your statistics
Click **Statistics** on the main Web Page.

Dare to Care Food Bank

Home Orders Statistics My Docs

Agency Data

Stat Date	Comment
06/20/2012	Inventory
06/14/2012	Inventory
06/08/2012	Inventory by Elizabeth
05/15/2012	ENC DMC BY BNTTANY
05/02/2012	Inventory by Bnttany
04/11/2012	Inventory by Bnttany
03/29/2012	Inventory
03/22/2012	Inventory
03/15/2012	Inventory
03/08/2012	Inventory
02/29/2012	Inventory
02/22/2012	Inventory
02/15/2012	Inventory
02/08/2012	Inventory
01/29/2012	Inventory
01/22/2012	Inventory
01/15/2012	Inventory
01/08/2012	Inventory
01/01/2012	Inventory
12/25/2011	Inventory
12/18/2011	Inventory
12/11/2011	Inventory
12/04/2011	Inventory
11/27/2011	Inventory
11/20/2011	Inventory
11/13/2011	Inventory
11/06/2011	Inventory
10/30/2011	Inventory
10/23/2011	Inventory
10/16/2011	Inventory
10/09/2011	Inventory
10/02/2011	Inventory
09/25/2011	Inventory
09/18/2011	Inventory
09/11/2011	Inventory
09/04/2011	Inventory
08/28/2011	Inventory
08/21/2011	Inventory
08/14/2011	Inventory
08/07/2011	Inventory
07/31/2011	Inventory
07/24/2011	Inventory
07/17/2011	Inventory
07/10/2011	Inventory
07/03/2011	Inventory
06/26/2011	Inventory
06/19/2011	Inventory
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08/09/2003	Inventory
08/02/2003	Inventory
07/26/2003	Inventory
07/19/2003	Inventory
07/12/2003	Inventory
07/05/2003	Inventory
06/28/2003	Inventory
06/21/2003	Inventory
06/14/2003	Inventory
06/0	

A list of past statistical information will come up. Please take the time and review this data. If there are any months not listed (6 months to present) please take the time to enter these numbers. (If over 6 months old please contact Partner Development with the information.)

Click **Enter Statistics** on the bottom right hand corner to enter new information.

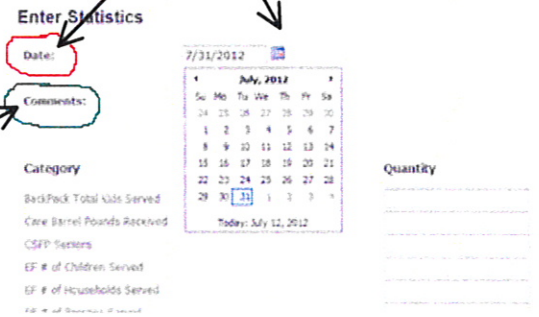
1.



2.

Click the Calendar by the date. The date will always be the last business day of the month you are entering for.

Comments are for any big changes from your normal statistical ranges



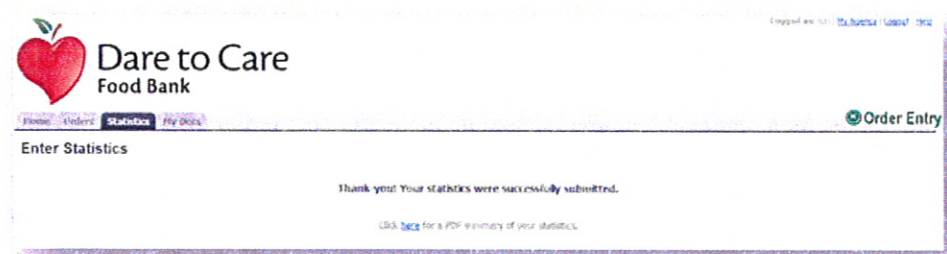
Emergency Food
 Pantry
 Feeding Site
 USDA Pantry
 USDA Feeding Site

Category	Quantity	Comment
BackPack Total Kits Served		
Care Benefit Pounds Received		
CSFP Seniors		
EF # of Children Served		
EF # of Households Served		
EF # of Persons Served		
EF # of Seniors Served		
KC # of Children Served		
KC # of Meals Served		
Produce Utility (USD) # Served		
Total # of Adults Served		
Total # of Children under 18		
Total # of Meals Served		
Total # of People Served		
Total # of Seniors over 60		
USDA # of Breakfasts Served		
USDA # of Lunches Served		
USDA # of Meals Served		
USDA # of Persons Served		

[Submit Statistics](#)

The table is set up for all the programs sponsored by Dare to Care Food Bank, therefore you are only responsible to fill in the boxes pertaining to your program. A detailed diagram of what your program should be submitting to us can be obtained from Partner Development. Once you have entered your statistical information **Click Submit Statistics.**

The system will acknowledge the receipt of your information.



Reminder: All statistics must be entered by the 3rd of each month for the previous months distribution (example: statistics for the month of June should be entered by July 3rd) If statistics have not been submitted in a timely manner the system will not let you shop.