# 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

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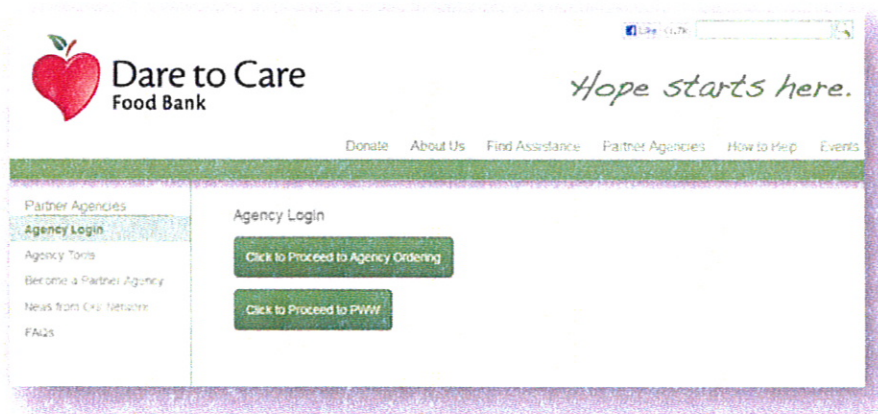
Once logged in, the Agency home page will appear. You will see two buttons at the top of the page and upcoming/current news/information pertinent to your agency at the bottom of the page.

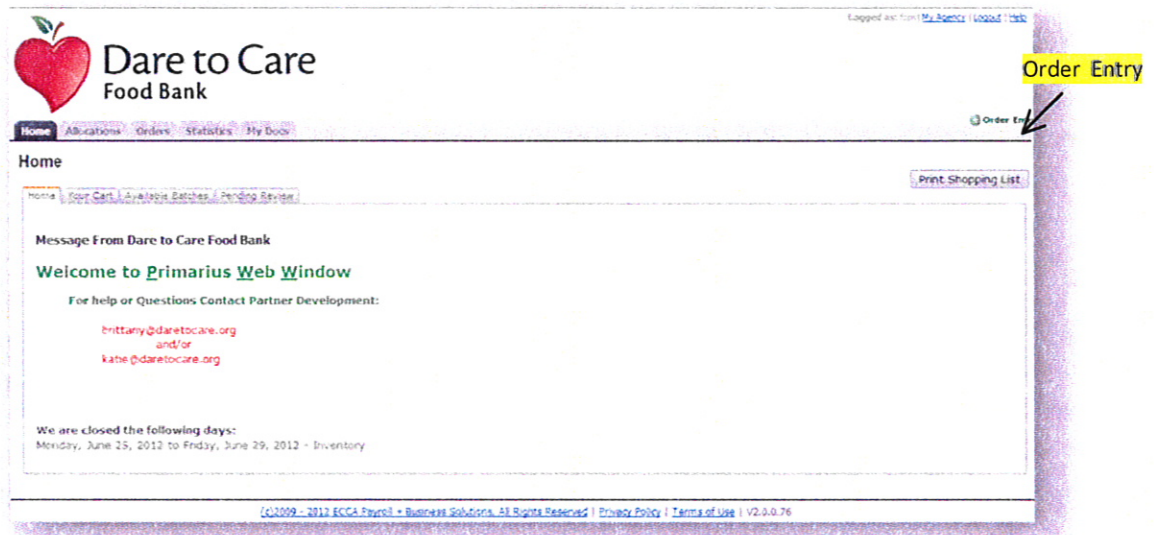Click on the "Click to Proceed to PWW" button"

**Click  Proceed to PWW**



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.

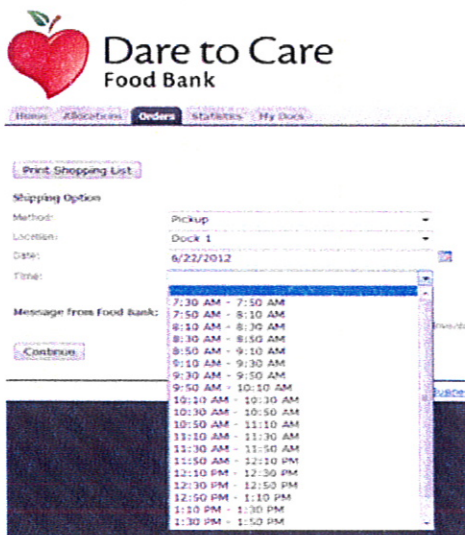PWW forces you to enter a pickup date and time before you can view the shopping list
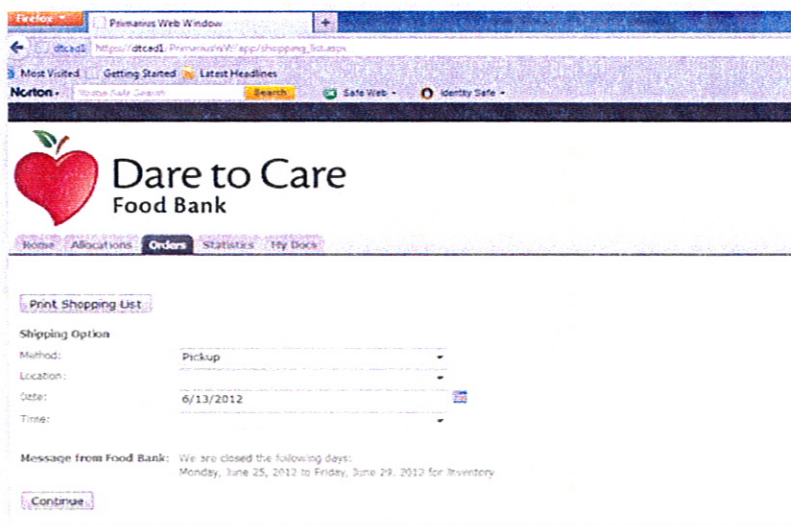
1. **Method:** The method will always be pickup. Although, delivery is an option this is for specified programs.



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



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.
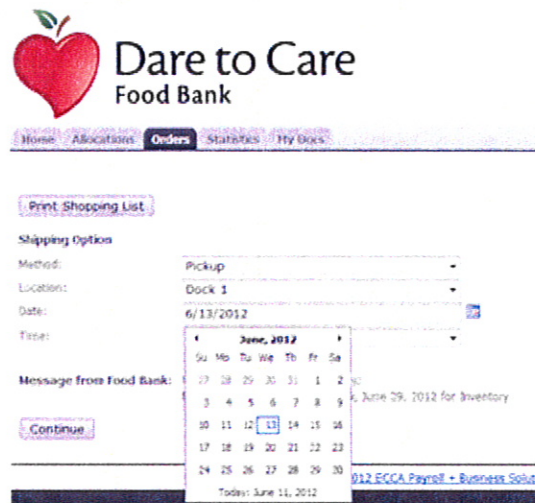


4. **Time:** Our warehouse is open from 7:30a.m. to 2:30p.m. Monday thru Friday and Saturdays by special request. The system will show you the times available based upon the dock number you have chosen. If the dock time you want is not listed, that time has been taken. You may select another dock, to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

**Click Continue - the shopping list appears**



# 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**.
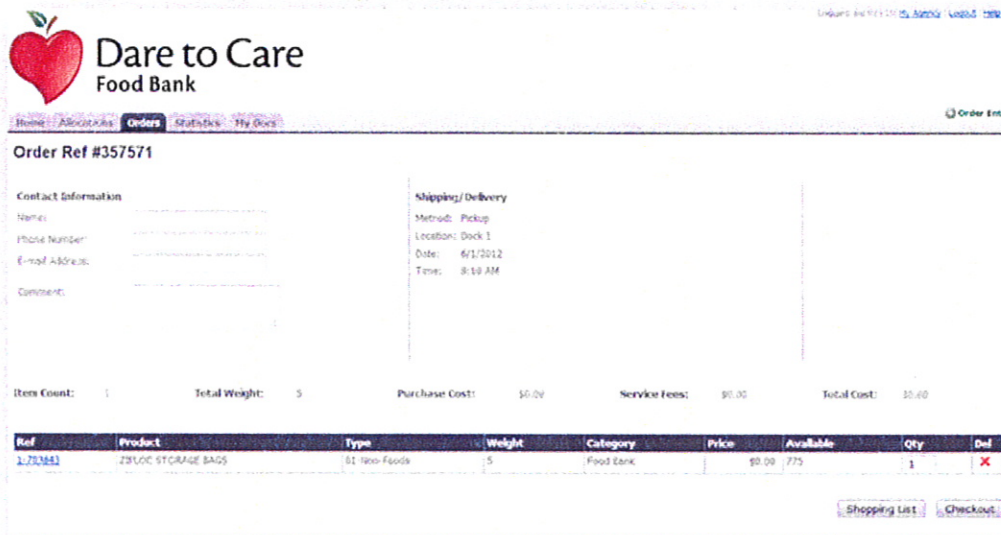


A list of all the items in you shopping cart is displayed as well as a request for shoppers information. From here, you can delete items or go back to the shopping list if you have forgotten something. If everything is correct, **click checkout**



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.

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.

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.
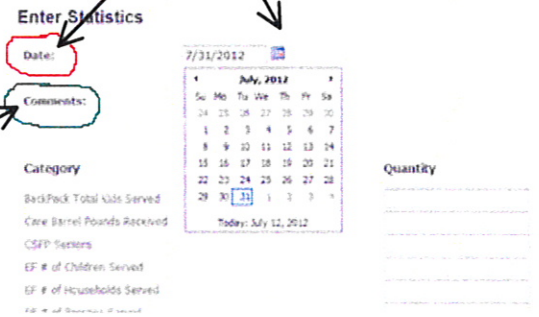
1.

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

2.



Enter Statistics

Date:

7/31/2012

==Comments are for any big changes from your normal statistical ranges==

Comments:

Category

BackPack Total Kids Served

Care Barrel Pounds Received

CSFP Seniors

EF # of Children Served

EF # of Households Served

Quantity

| Category | Quantity | Comment |
|---|---|---|
| BackPack Total Kids Served | | |
| Care Barrel 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 Only Total # 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 Dinners Served | | |
| USDA # of Households 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 you statistical information **Click Submit Statistics.**

The system will acknowledge the receipt of your information.

**Dare to Care**
Food Bank

Home   Orders   **Statistics**   My Docs          ⊙ Order Entry

**Enter Statistics**

Thank you! Your statistics were successfully submitted.

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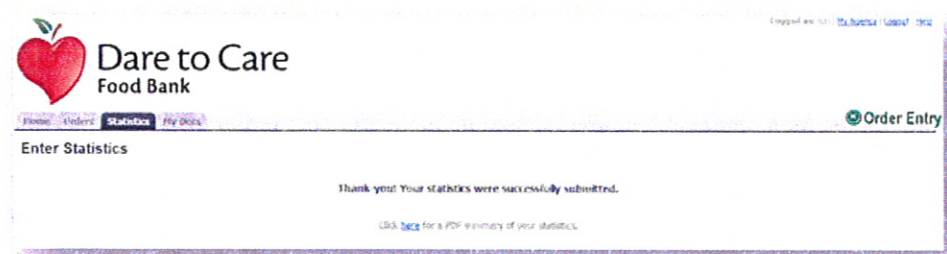
**Reminder:  All statistics must be entered by the 3rd of each month for the previous months distribution** (*example: statistics for the month of June should be entered by July 3rd)* **If statistics have not been submitted in a timely manner the system will not let you shop.**