

How to Submit Service Stats on P2

1 Navigate to <https://marionpolkfoodshare.primarius.app/pww/Home/Login/> and login

2 Click "Statistics"



3 Click "Add New Agency Statistics" to submit new statistics

1 throughout the day of the original submission date **

[Export Data](#) [+ Add New Agency Statistics](#)

ent	Submitted On	Group
ted by Agency via Primarius Web Window at 4/2/...	03/31/2024 12:00 AM	Pantry (1A, 2C)
ted by Agency via Primarius Web Window at 2/29/...	02/29/2024 12:00 AM	Pantry (1A, 2C)
ted by Agency via Primarius Web Window at 2/1/...	01/31/2024 12:00 AM	Pantry (1A, 2C)

4 Click the "Month" drop-down

ADD STATISTICS (PANTRY (1A, 2C))

1
Enter General Info

[Save](#) [Reset](#)

Month

- May 2024
- April 2024
- March 2024
- February 2024
- January 2024

5 Click the month for which you are submitting stats

The screenshot shows a form titled "Enter General Info" with a progress indicator "1" above it. Below the title are two buttons: "Save" (highlighted in green) and "Reset". A dropdown menu is open, showing a list of months from May 2024 down to November 2023. The "May 2024" option is highlighted in blue and has an orange circle around it, indicating it is the target for the next step.

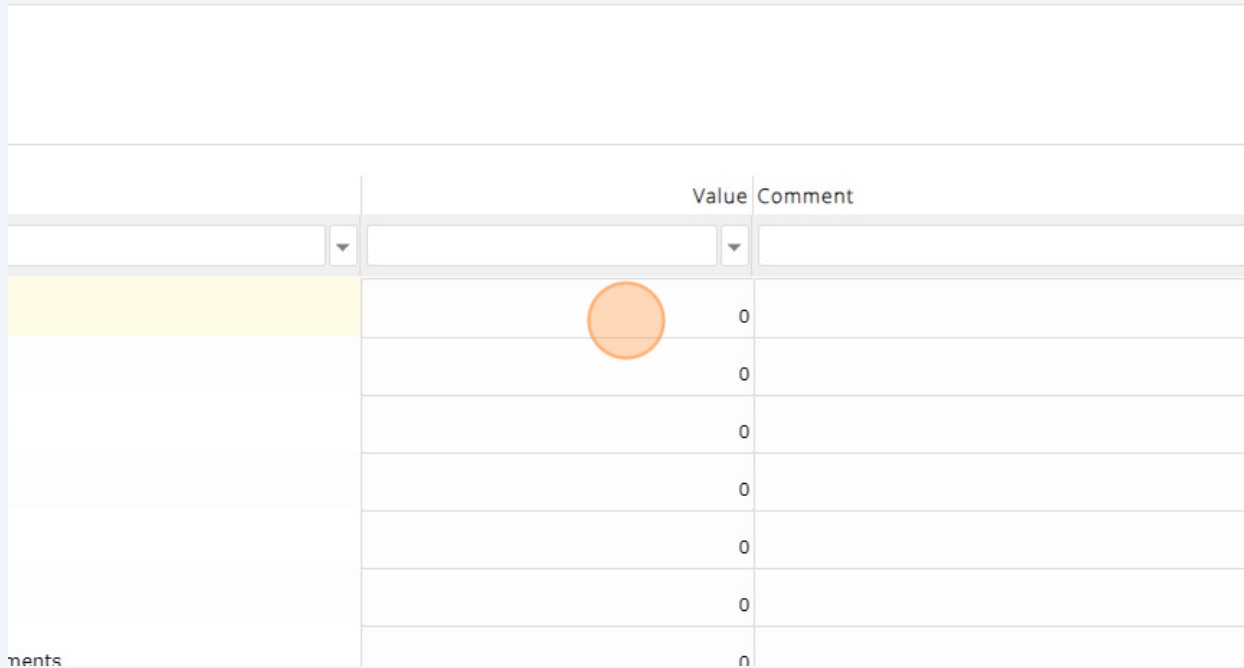
6 Click "Save"

The screenshot shows the same form, but now the "Save" button is highlighted with an orange circle. The dropdown menu is closed, and "May 2024" is selected. The "Enter General Info" title and progress indicator "1" are still visible.

7 You'll now see a grid of stats

Click "0" in the value column and enter the requested data for all requested and relevant items

P2 saves automatically as you enter stats, so there's no "Save" or "Submit" button to click



The screenshot shows a data entry interface. At the top, there are two dropdown menus. Below them is a table with the following structure:

	Value	Comment
	0	
	0	
	0	
	0	
	0	
	0	
	0	
	0	

The first row of the table body is highlighted in yellow. An orange circle is drawn over the '0' in the 'Value' column of the second row. The word 'ments' is partially visible at the bottom left of the table area.

8 Click here to expand your view to more than 10 rows

In this example, the user is seeing 10 rows out of 28

A screenshot of a web application showing a table with 10 rows. The first row is highlighted in light green. The table has a header row with a dropdown menu and a column of zeros. Below the table is a pagination control with the text "Go to page: 1 Show rows: 10 1-10 of 28". The number "10" in the "Show rows" dropdown is circled in orange. A dark blue circle with a red dot is in the bottom right corner. The footer contains the text "© 2024 - PRIMARIOS".

9 Click "50" to see all possible rows

A screenshot of a web application showing a table with 10 rows. The first row is highlighted in light green. The table has a header row with a dropdown menu and a column of zeros. Below the table is a pagination control with the text "Go to page: 1 Show rows: 10 1-10 of 28". The "Show rows" dropdown menu is open, showing options 5, 10, 20, and 50. The number "50" is circled in orange. A dark blue circle with a red dot is in the bottom right corner. The footer contains the text "© 2024 - PRIMARIOS".

10 You can edit your stats for the remainder of the day in which you started them

On the "Agency Statistics" page, which you access by clicking "Statistics" on the top menu bar, click "Edit" to re-open and edit a month's stats.

Stats that say "View" are no longer editable

** Statistics can be edited throughout the day of the original submission date **

Active Inactive

	Period Type	Collection Period	Effective Date	Comment
Edit	Monthly	May 2024	5/31/2024	Submitted by Agency via Primarius \
View	Monthly	March 2024	3/31/2024	Submitted by Agency via Primarius \
View	Monthly	February 2024	2/29/2024	Submitted by Agency via Primarius \
View	Monthly	January 2024	1/31/2024	Submitted by Agency via Primarius \

11 Click this image to return to the P2 homepage



Shop Allocations Statistics Order History Other Agency Info My Documents

STATISTICS

** Statistics can be edited throughout the day of the original submission date **

Type	Collection Period	Effective Date	Comment	Subr
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