Accessing PantryTrak

Log into Pantrytrak: https://secure.pantrytrak.com/

User ID: ________________________  Password: ________________________

At the main menu, click on Main Pantry Report.

If you are a Produce Program you will “Include Produce”.

On the pantry report screen, you have the option of running a variety of reports.

To run a monthly report for your food program, click by Location, By Month that you are reporting for.

If your site has multiple events (Pantry and Produce Market, for example), click on the By Event, by month option to sort by the different types of events.

Your report will look like the table below for the event you are reporting.

Now take this information to input into your eHarvest account.

Please Note: Reports will not include service statistics for paper JFS forms unless the information is entered into PantryTrak.
**Accessing Eharvest:**

Go to [http://eh.midohiofoodbank.org](http://eh.midohiofoodbank.org) and login using your eHarvest login and password.

Agency Number:___________ Password:___________________

*Note: The username and password for eHarvest is different from PantryTrak*

If you cannot find eHarvest, try searching on google for: Mid-Ohio Agency Zone and then click: Logon to eHarvest

If you do not have a password, Contact your Agency Relations Manager immediately.

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**Click on the box, Required Reports:**

A screen similar to this will appear or click on the food pantry stats to get here:

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Use the appropriate boxes to fill in the required stat numbers from your accessed PantryTrak report...

**Households WITH Children**

**AND**

**Households WITHOUT Children**

Number of meals served: 9 per person

*Don’t Forget to click SUBMIT REPORT*

Stat Reports are Due by the 10th of each following month.