**Reporting Spreadsheet Instructions**

**Make sure the “Number in Household” column is filled out by asking Neighbors as they come to the pantry, or getting it from the TEFAP form they signed.**

* **As Neighbors come in the door during your distribution:**

Ask them if they have been before. If yes, ask their name and find them on your list. If it is “Week 1,” write the “Number in Household” in the “Week 1” column. If they have not, have them fill out a TEFAP form.

* **When someone new signs a TEFAP form, you will need to add their name to your spreadsheet:**

Find the row with the last Neighbors name in it. If there is not an extra line to add their name to the list: all the way to the left on that row, right click with your mouse on the *row number.* Click “Insert 1 Row Below” and it should add a new row. Enter the name and household total listed on the new TEFAP form. Make sure you put the number in the correct weekly column so you know when they attended the pantry. The formulas should automatically update.

* **Entering your Statistics:**

To the right of the spreadsheet, there is a highlighted table. Those are the numbers you enter for “Duplicated Individuals” and “Duplicated Households.”

Underneath the table, the highlighted table is what you will enter for “Unduplicated Households.”

To find “Duplicated Individuals,” sort your entries for the month by “Monthly Visits.” Highlight the “Number in Household” column of anyone who attended your pantry *at least one time* that month. In the lower right hand corner, the “sum” will be displayed. Enter that number for “Duplicated Individuals.”

* **Creating a New Spreadsheet for the New Month:**

Click on any cell on the spreadsheet and highlight the whole page by hitting “Ctrl A.” Copy it by hitting “Ctrl C” **or** right click and select “Copy.” Click the correct monthly tab at the bottom of the page. Click any cell and Paste by hitting “Ctrl V” or right click and select “Paste.” You will need to delete the data from the previous month in the columns for Week 1-5. You should end up with a spreadsheet that includes everyone’s names and all of the formulas will still be there.