AGENCY EXPRESS

Monthly Reporting Guide

CARE AND SHARE℠
FOOD BANK FOR SOUTHERN COLORADO

A member of **FEEDING AMERICA**

GETTING TO AGENCY EXPRESS

- Open a web browser, only Internet Explorer 6.0 or higher, Google Chrome, or Firefox 2.x or higher will open Agency Express

- Go to **www.CareAndShare.org** and click the **Agency Portal** button at the top right of the page, which will take you into the agency portal. Click **Agency Express,** and then

Agency Express Online Ordering

- Or, go straight to: **agencyexpress3.org**

LOG IN TO AGENCY EXPRESS

CARE AND **SHARE**™
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Your login information consists of three fields:

User Name: Each Agency Shopper has a specific User Name.   The first initial of your name and your last name.

Password: The default Password is **change12**. Once you change the Password, we do not know what it is — although it can be re-set if needed.

Program Code: The Program Code is always going to be '**0019**'plus the letter **p** plus the Agency Number (e.g., 0019p**314FP1**)
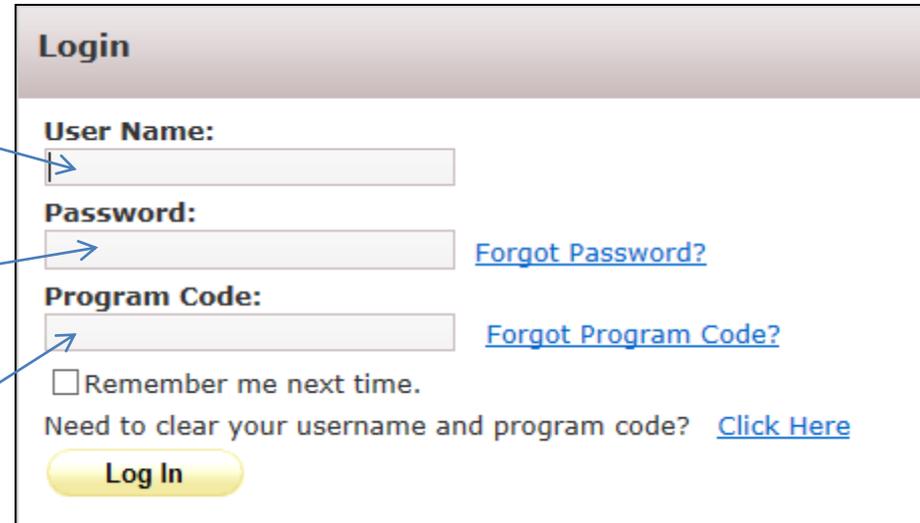
Login

User Name:

Password: Forgot Password?

Program Code: Forgot Program Code?

☐ Remember me next time.

Need to clear your username and program code?   Click Here

Log In

- Check "**Remember me next time**" to save your login information in the web browser.
- **If you forgot your password,** click **Forgot Password?** and fill in your user information and your password will be emailed to you.

- **If your e-mail address changes,** please make sure to notify us by using the Help tab to select "Report A Problem". Under subject select 'E-mail address', enter your new e-mail address in the Comment box.

IMPORTANT NOTE

Reports are to be received by Care and Share no later than the 10th of following month.

Even if you did not serve anyone in the month, please fill in zeroes on the monthly report so we know you are still active.

FILLING OUT THE REPORT
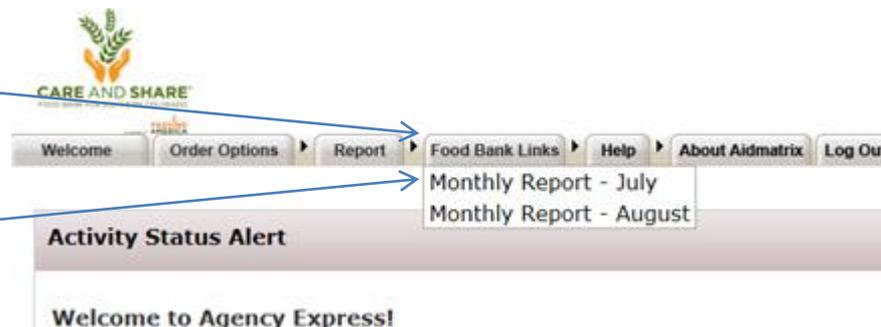
1. Hover over **Food Bank Links**

2. Then click on the month you are reporting on **Monthly Report - July**

3. Once you have done that this screen will appear.

4. Listed at the top will be the month of reporting. Fill out the report then click: **Submit**

VERY IMPORTANT
There are three reports "Emergency Food Pantry," "Meal Sites," and "Residential Programs," **complete only the report for your agency type.**

VIEW SUBMITTED REPORTS

1. Hover over [Report]

2. Then choose [Survey Management]

3. Once you have done that this screen will appear.

4. In the Search section, change the From Date to show the earliest month to view reports then click: [Search]

5. Reports submitted during the period selected can be viewed under My responses.

6. Please do not adjust reported numbers in this section. They do not update submitted numbers.

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| Welcome | Order Options | Report | Food Bank Links | Help | About TechBridge | Log Out |

Survey Management

Activity Status Alert

Welcome to Agency Express

Search

From Date:
1/1/2015

[Search] [Clear]

My Surveys

No records found!

My responses

	Ref #	Title	Start Date	End Date	My Response #
View Your Responses	676	Monthly Report - April 2015	4/6/2015 12:00:00 AM	5/20/2015 12:00:00 AM	1
View Your Responses	671	Monthly Report - March 2015	3/2/2015 12:00:00 AM	4/24/2015 12:00:00 AM	1
View Your Responses	656	Monthly Report - February 2015	2/2/2015 12:00:00 AM	3/20/2015 12:00:00 AM	1
View Your Responses	621	Monthly Report - January 2015	1/1/2015 12:00:00 AM	2/21/2015 12:00:00 AM	1

THANK YOU!

Monthly reports allow Care and Share to be more responsive to changing needs in communities as we identify seasonal trends and economic changes impacting partner agencies.

If you have any further questions please contact
Paul Boyd, (719) 434-4684 or
Paul@careandshare.org

Thank you for helping us serve our neighbors in need because well-fed communities are better for us all.