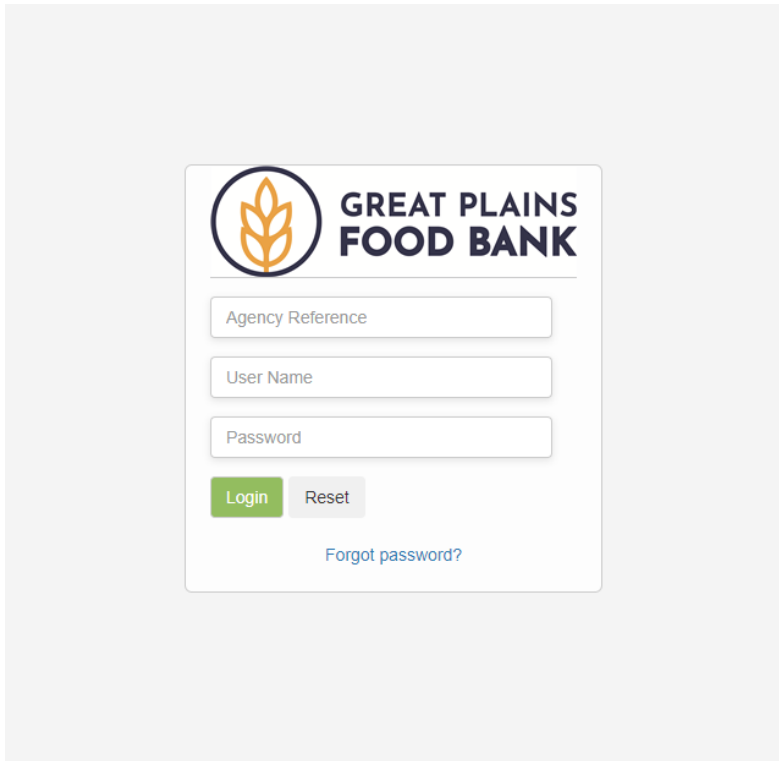


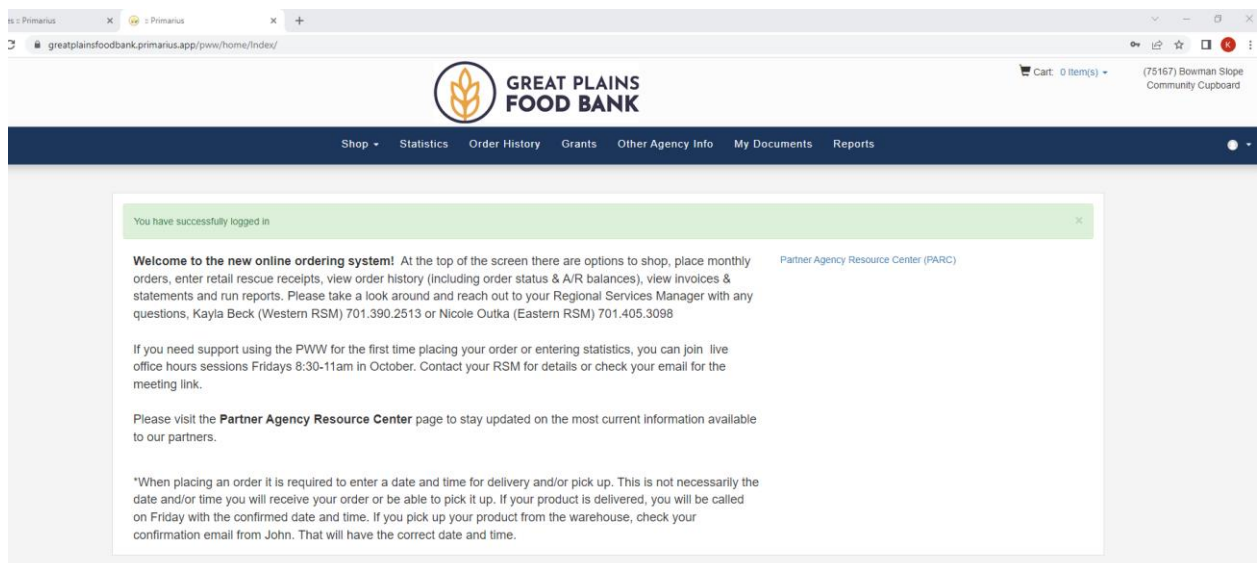
Navigating PWW

1. Navigate to updated PWW site – linked [here](#).
 - a. The preferred browser is Google Chrome.
 - b. Log in with your existing agency reference, user name, and password



The screenshot shows a login form for the Great Plains Food Bank. At the top left is the logo, which consists of a stylized orange leaf inside a dark circle, followed by the text "GREAT PLAINS FOOD BANK" in bold, dark blue capital letters. Below the logo are three input fields: "Agency Reference", "User Name", and "Password". Under the "Password" field are two buttons: a green "Login" button and a grey "Reset" button. Below these buttons is a blue link that says "Forgot password?". The entire form is centered on a light grey background.

2. The homepage will be updated with relevant information. Also included is a link to the PARC.



The screenshot shows the homepage of the Great Plains Food Bank's online ordering system. At the top, there is a navigation bar with the logo and the text "GREAT PLAINS FOOD BANK". To the right of the logo, there is a shopping cart icon with "0 item(s)" and a link to the "Partner Agency Resource Center (PARC)". Below the navigation bar is a dark blue header with links: "Shop", "Statistics", "Order History", "Grants", "Other Agency Info", "My Documents", and "Reports". A green banner at the top of the main content area says "You have successfully logged in". Below this banner is a white box containing a welcome message: "Welcome to the new online ordering system! At the top of the screen there are options to shop, place monthly orders, enter retail rescue receipts, view order history (including order status & A/R balances), view invoices & statements and run reports. Please take a look around and reach out to your Regional Services Manager with any questions, Kayla Beck (Western RSM) 701.390.2513 or Nicole Outka (Eastern RSM) 701.405.3098". Below this message is a link to the "Partner Agency Resource Center (PARC)". Further down, there is a section titled "If you need support using the PWW for the first time placing your order or entering statistics, you can join live office hours sessions Fridays 8:30-11am in October. Contact your RSM for details or check your email for the meeting link." Below this is a section titled "Please visit the Partner Agency Resource Center page to stay updated on the most current information available to our partners." At the bottom, there is a note: "When placing an order it is required to enter a date and time for delivery and/or pick up. This is not necessarily the date and/or time you will receive your order or be able to pick it up. If your product is delivered, you will be called on Friday with the confirmed date and time. If you pick up your product from the warehouse, check your confirmation email from John. That will have the correct date and time."

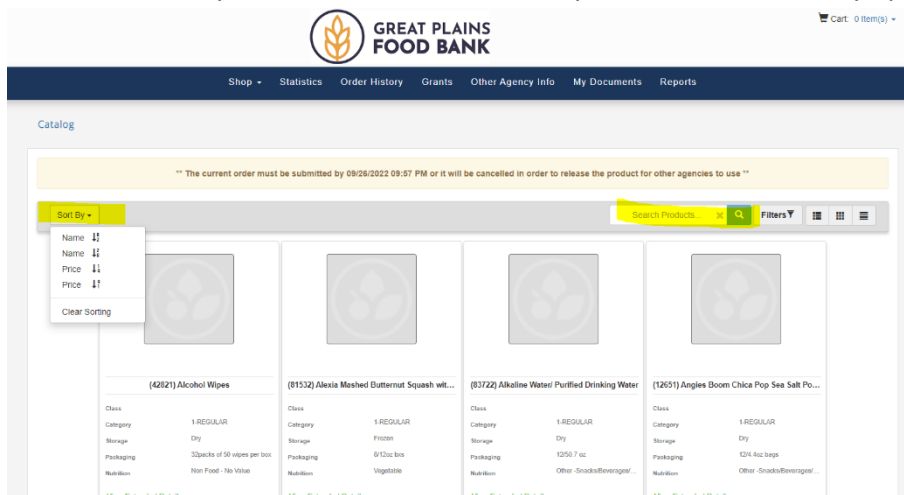
Ordering on PWW

1. To place an order, click shop then select shop online.



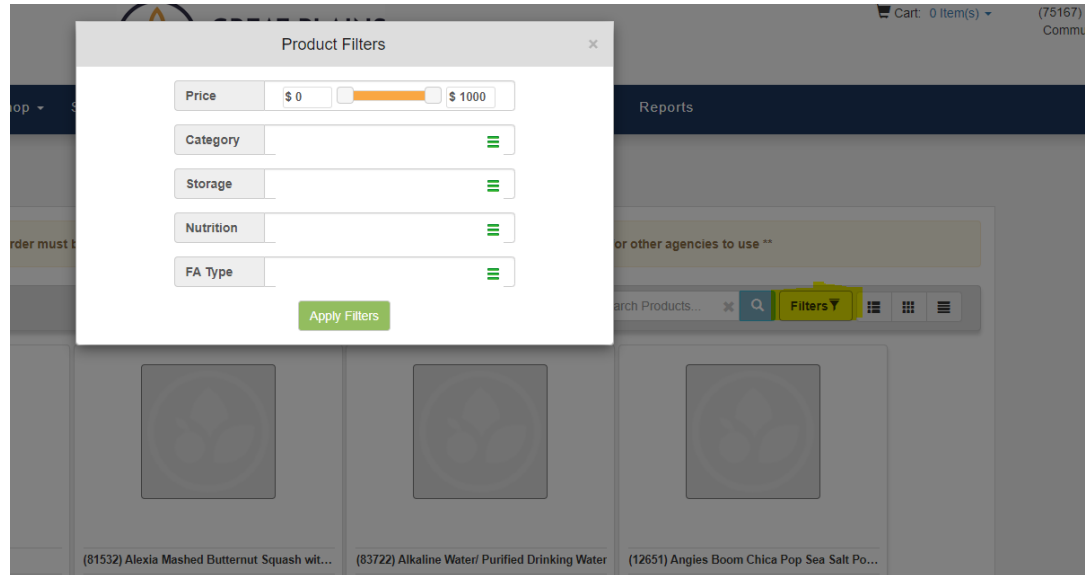
The screenshot shows the Great Plains Food Bank website. At the top is the logo and navigation bar with links: Shop, Statistics, Order History, Grants, Other Agency Info, My Documents, and Reports. A dropdown menu under 'Shop' highlights 'Shop Online' and 'Print Shopping List'. Below the navigation bar, a welcome message states: 'Welcome to the new online ordering system! At the top of the screen there are options to shop, place monthly orders, enter retail rescue receipts, view order history (including order status & A/R balances), view invoices & statements and run reports. Please take a look around and reach out to your Regional Services Manager with any questions, Kayla Beck (Western RSM) 701.390.2513 or Nicole Outka (Eastern RSM) 701.405.3098'. A link for 'Partner Agency Resource Center' is also present. Further down, text explains that users need support using the PWW for the first time, mentioning live office hours sessions on Fridays from 8:30-11am in October. It also directs users to the Partner Agency Resource Center page for the most current information. At the bottom, a note states that when placing an order, a date and time for delivery and/or pick up are required, and that users will be called on Friday with the confirmed date and time.

2. When you reach the shopping page, there will be a note that states you must submit your order within 12 hours of the current time or the products in your cart will be released for others to order.
 - a. There are a few different ways to find products you are looking for. First, you can sort by name (A to Z or Z to A) and price (high to low or low to high). There is also a keyword search box in which you can search for any specific products.



The screenshot shows the Great Plains Food Bank shopping catalog page. At the top is the logo and navigation bar. A banner at the top of the catalog area states: 'The current order must be submitted by 09/26/2022 09:57 PM or it will be cancelled in order to release the product for other agencies to use'. Below the banner, there is a 'Sort By' dropdown menu with options: Name (A to Z), Name (Z to A), Price (high to low), Price (low to high), and a 'Clear Sorting' option. To the right of the sorting menu is a search bar labeled 'Search Products' and a 'Filters' button. The main content area displays a grid of product listings. Each listing includes a product name, class, category, day, storage, packaging, and nutrition information. The products shown are: (42821) Alcohol Wipes, (81532) Alexia Mashed Butternut Squash, (83722) Alkaline Water/ Purified Drinking Water, and (12651) Angies Boom Chica Pop Sea Salt Po... Each product listing has a 'View Extended Profile' link below it.

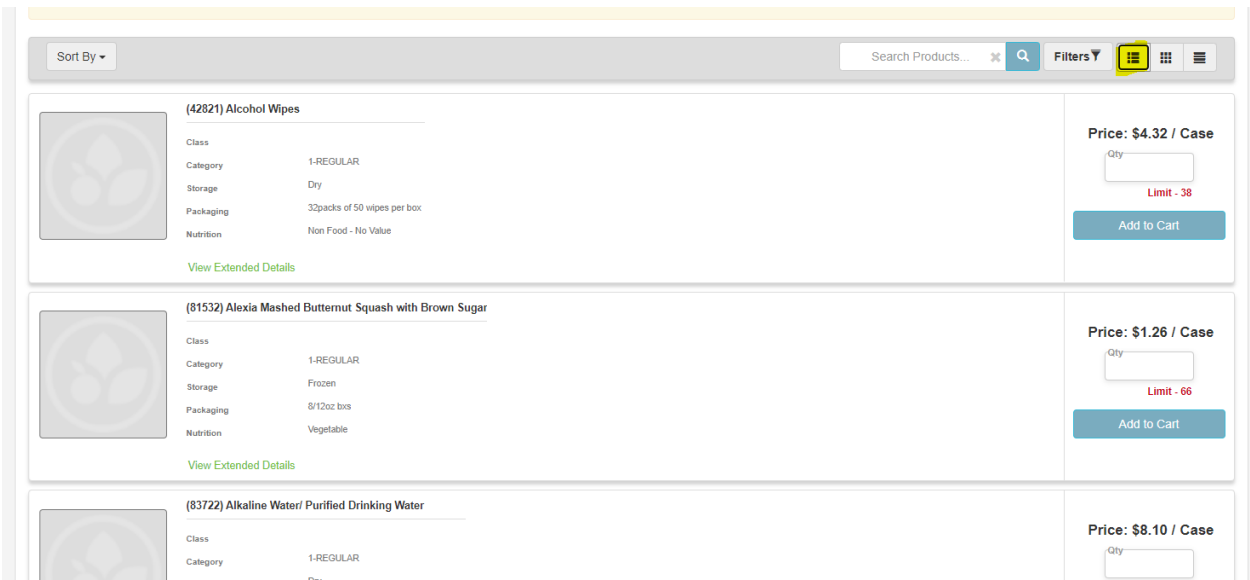
- b. There is also a filter in which you can narrow down the list of products visible. If you click the filter button, the below will pop-up. You can select various product attributes to narrow the list of products you see on the screen.



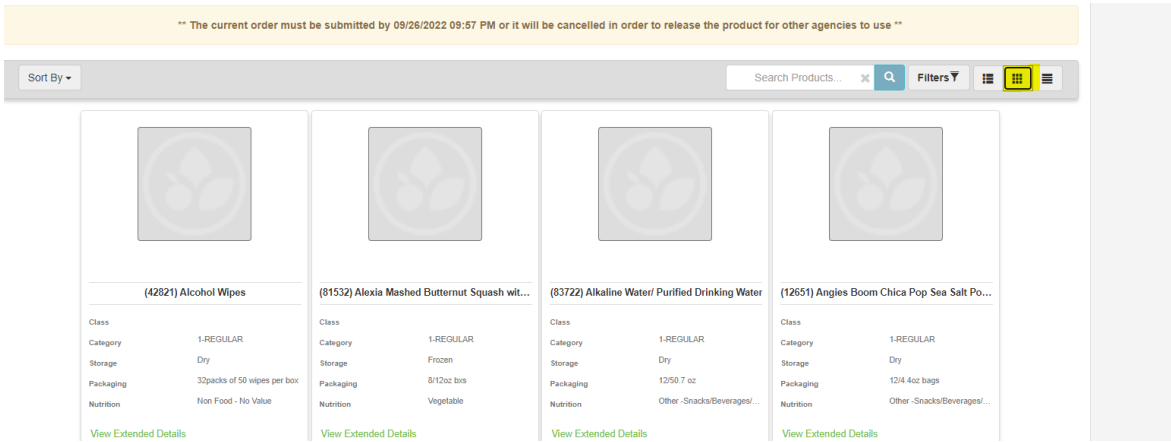
3. There are 3 different ways in which to view products. You can select the view you prefer on the far right-hand side in the highlighted portion.



a. The left selection will produce a shop page like the below.



b. The middle selection will produce a shop page like the below.



c. The right selection will produce a shop page like the below.


Sort By ▾

Search Products... 🔍

Filters ▾

(42821) Alcohol Wipes	Price: \$4.32 / Case	<div>Qty <input type="text"/></div> Limit - 38	Category: 1-REGULAR Packaging: 32packs of 50 wipes per box	Add to Cart
(81532) Alexia Mashed Butternut Squash with Br...	Price: \$1.26 / Case	<div>Qty <input type="text"/></div> Limit - 66	Category: 1-REGULAR Packaging: 8/12oz bxs	Add to Cart
(83722) Alkaline Water/ Purified Drinking Water	Price: \$8.10 / Case	<div>Qty <input type="text"/></div> Limit - 17	Category: 1-REGULAR Packaging: 12/50.7 oz	Add to Cart
(12651) Angies Boom Chica Pop Sea Salt Popcorn	Price: \$1.08 / Case	<div>Qty <input type="text"/></div> Limit - 22	Category: 1-REGULAR Packaging: 12/4.4oz bags	Add to Cart
(88800) Angies Boom Chica Pop Sweet & Salty P...	Price: \$0.00 / Case	<div>Qty <input type="text"/></div> Limit - 22	Category: 1-REGULAR Packaging: 12/7oz bags	Add to Cart
(86445) Antibacterial Hand Wipes	Price: \$1.98 / Case	<div>Qty <input type="text"/></div> Limit - 203	Category: 1-REGULAR Packaging: 12/72 count	Add to Cart
(00016) Asst Misc Grocery Items	Price: \$0.18 / Pound	<div>Qty <input type="text"/></div> Limit - 200	Category: 1-REGULAR Packaging: Varies	Add to Cart
(15344) Asst Mustard	Price: \$0.18 / Pound	<div>Qty <input type="text"/></div> Limit - 6027	Category: 1-REGULAR Packaging: varies	Add to Cart
(08059) Asst Pet Food & Pet Products	Price: \$0.18 / Pound	<div>Qty <input type="text"/></div> Limit - 138	Category: 1-REGULAR Packaging: Varies	Add to Cart

4. To view your order history or Open AR, select the Order History tab.


**GREAT PLAINS
FOOD BANK**
Cart: 0 It

[Shop ▾](#)
[Agency Pickup](#)
[Statistics](#)
[Order History](#)
[Grants](#)
[Other Agency Info](#)
[My Documents](#)
[Reports](#)

Order History

a. The Orders tab provides details by order number, including status of the order.

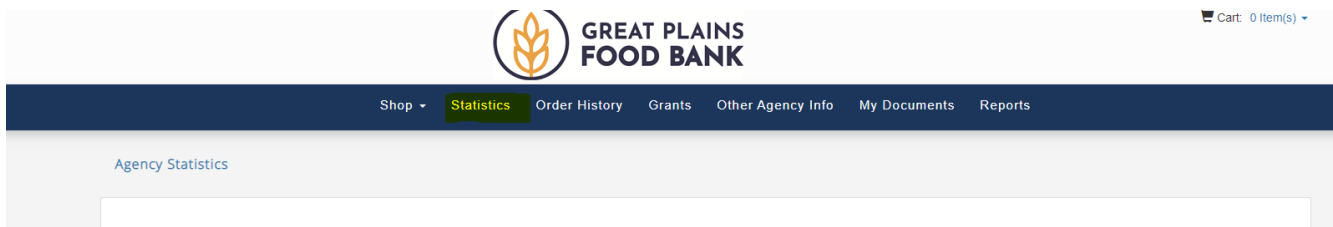
ORDER HISTORY									
Orders		Open AR							
Active		Complete							
		Export Data							
	Order Ref	Status	Released	Picked	Confirmed	Delivery/Pickup	Order Warehouse	Entry Origin	Shipping Method
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View	185270	Reviewed				10/06/2022 01:00 PM	Great Plains Food Bank	PWW	Kyle Area 1 Rural Del Bismar...

- b. The Open AR tab provides details by order number including outstanding balance and payments.

ORDER HISTORY							
Orders		Open AR					
	Order Ref	Balance	Payments	Total Price	Total Service Fees	Total Misc Charges	Total Grants Product
View	184206	\$5.16	\$0.00	\$0.00	\$0.00	\$5.16	\$0.00

Entering Statistics in PWW

1. To enter or view Statistics, click on the Statistics tab.



- a. You will see your previous monthly statistics with collection period, effective date, and submission date. You can click View to review previous entries.

AGENCY STATISTICS						
** Statistics can be edited throughout the day of the original submission date **						
Active Inactive		Export Data Add New Agency Statistics				
	Period Type	Collection Period	Effective Date	Comment	Submitted On	
View	Monthly	August 2022	08/31/2022	Submitted by Agency via Primarius Web Window at 9/2/2022 9:47 AM	08/31/2022	
View	Monthly	July 2022	07/31/2022	Submitted by Agency via Primarius Web Window at 8/8/2022 8:15 AM	07/31/2022	
View	Monthly	June 2022	06/30/2022	Submitted by Agency via Primarius Web Window at 7/11/2022 2:35 PM	06/30/2022	
View	Monthly	May 2022	05/31/2022	Submitted by Agency via Primarius Web Window at 6/1/2022 12:08 PM	05/31/2022	
View	Monthly	April 2022	04/30/2022	Submitted by Agency via Primarius Web Window at 5/2/2022 6:35 PM	04/30/2022	
View	Monthly	March 2022	03/31/2022	Submitted by Agency via Primarius Web Window at 4/4/2022 4:09 PM	03/31/2022	
View	Monthly	February 2022	02/28/2022	Submitted by Agency via Primarius Web Window at 3/1/2022 7:19 PM	02/28/2022	
View	Monthly	January 2022	01/31/2022	Submitted by Agency via Primarius Web Window at 2/2/2022 12:10 PM	01/31/2022	
View	Monthly	December 2021	12/31/2021	Submitted by Agency via Primarius Web Window at 1/3/2022 8:41 PM	12/31/2021	
View	Monthly	November 2021	11/30/2021	Submitted by Agency via Primarius Web Window at 12/3/2021 6:21 PM	11/30/2021	

2. To enter new monthly statistics, click Add New Agency Statistics.

AGENCY STATISTICS

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

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

	Period Type	Collection Period	Effective Date	Comment	Submitted On
View	Monthly	September 2022	09/30/2022	Submitted by Agency via Primarius Web Window at 09/22/2022 01:46 PM	09/22/2022
View	Monthly	August 2022	08/31/2022	ND Unique Numbers 265 Submitted by Agency via Primarius Web Window at 9/9/2022 5:00 PM	08/31/2022

- a. Click into the month drop-down and select the month for which you are entering statistics. After you select the month, hit Save.

Shop Agency Pickup Statistics Order History Grants Other Agency Info My Documents Reports

Agency Statistics / Add Statistics (1)

ADD STATISTICS (1)

1 Enter General Info 2 Enter Details

Save Reset

Month

- b. Statistics should be entered in the Value column. You are able to search for a specific statistic type by entering the name into the Statistic Name box in the top left column. Make sure that you expand to the second page of statistics if necessary. In the Comment column, you can add any notes you deem helpful or necessary.

EDIT STATISTICS (1)

1

Enter General Info

2

Enter Details


Period: September 2022

Statistic Name	Value	Comment
Hunger Free Garden Pounds	0	
MN: Adults	0	
MN: Children	0	
MN: Households (Duplicated)	0	
MN: Households (Un-Duplicated)	0	
MN: Mobile Adults	0	
MN: Mobile Children	0	
MN: Mobile Households	0	
MN: Mobile Pounds	0	
MN: Mobile Seniors	0	

Go to page: 1 Show rows: 10 1-10 of 29

Entering Agency Pickups (Retail Rescue)

1. To enter Agency Pickups / Retail Rescue, click the Agency Pickup Tab.


**GREAT PLAINS
FOOD BANK**

Cart: 0 Item(s)

Shop
Agency Pickup
Statistics
Order History
Grants
Other Agency Info
My Documents
Reports

Agency Pickups / Select the Donor For Pickup

2. Select the Create Pickup button under the correct donor.

Agency Pickups / Select the Donor For Pickup

SELECT THE DONOR FOR PICKUP

101511 Cash Wise North Bismarck Create Pickup	100684 Walmart/Mandan Store# 2033 Create Pickup
--	--

- a. Select the date of the pickup, add any necessary notes, and then add weight / temperature of any items that were collected. When completed, hit save at the bottom of the page.

Agency Pickups / Add Agency Pickup

ADD AGENCY PICKUP

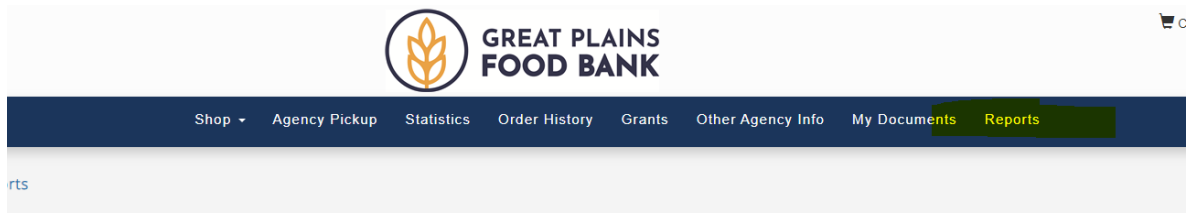
Pickup From: (101511) - Cash Wise North Bismarck

Pickup Date/Time: Comment:

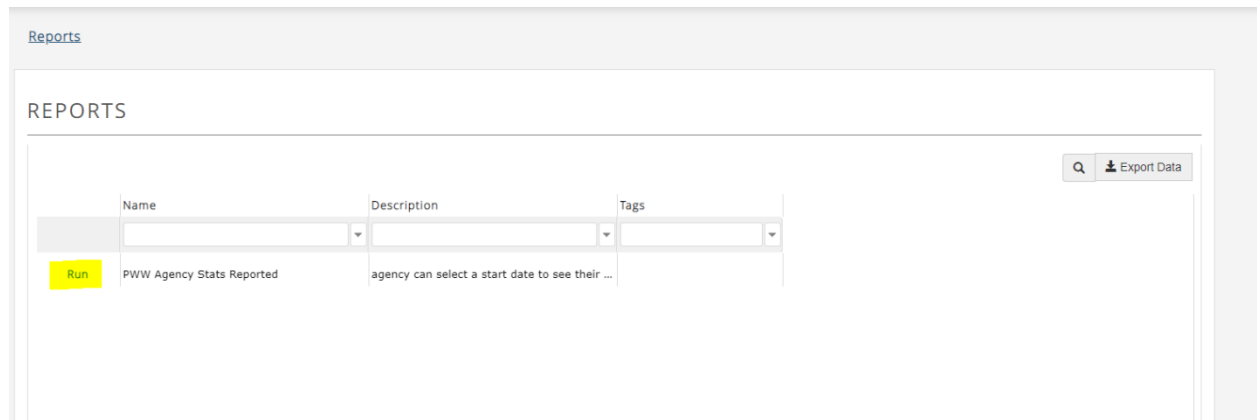
(50001) Deli Items - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>	(50002) Meat Products - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>
(50003) Produce - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>	(50005) Bakery Items - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>
(50006) Dairy Items - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>	(50007) Juice - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>
(50008) Dry Grocery - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>	(50010) Frozen Grocery - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>
(50011) Non-Food Items - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>	(50012) Health & Beauty - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>
(50013) Household Items - BMFRP/DB	Weight: <input type="text"/> Temperature: <input type="text"/>	(50022) Meat/Seafood/Eggs	Weight: <input type="text"/> Temperature: <input type="text"/>

Reviewing Reports

1. To review historical reports, click the Reports tab.



- a. Only one report is currently pre-populated. Hit the Run button on the PWW Agency Stats Reported line.



- b. The report is built to show monthly historical statistics beginning in January 2021. If you wish to show more or less data, you can select the starting date by clicking the calendar icon. Once you have the starting date you desire, hit Run Report.



- c. The report can be exported as either a PDF or excel file. The data will be organized by month. Each month for which statistics were submitted, you will find a value for any metrics populated that month.

REPORT - PWW AGENCY STATS REPORTED

Run Report

Export As: Pdf Excel Export

agency can select a start date to see their reported info

Report Filters

Agency Statistic Effective Date

01/01/2021 12:00:00 AM

Comparison: Greater Than Or Equal

Effective Date

Agency - Name	Agency Statistic Comment	Statistic Name	Statistic Reported
Effective Date: 01/31/2021			
AID Inc.	Submitted by Agency via Primarius Web Window at 1/28/2021 2:16 PM	ND: Pounds	2325
AID Inc.	Submitted by Agency via Primarius Web Window at 1/28/2021 2:16 PM	ND: Adults	44
AID Inc.	Submitted by Agency via Primarius Web Window at 1/28/2021 2:16 PM	ND: Seniors	22
AID Inc.	Submitted by Agency via Primarius Web Window at 1/28/2021 2:16 PM	ND: Children	30
AID Inc.	Submitted by Agency via Primarius Web Window at 1/28/2021 2:16 PM	ND: Households	32