



Weight Reporting in PWW

PWW Reporting

Here are simple step by step instructions for reporting weights in PWW:

Go to www.sacramentofoodbank.org

WEIGHT REPORTING ON THE PWW

Step by step instructions for reporting weights in PWW

Step 1 - Go to www.sacramentofoodbank.org

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Step 2 - Scroll down to the very bottom of the page and click on **PARTNER AGENCY NETWORK LOGIN**



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Step 3 - Enter your Agency Reference #, User Name & Password then select "Login" on the Login screen



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Click on "Agency Pickup" in the blue header





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The Agency pickup tab will list the stores that are assigned to your agency for pickup. Click "Create Pickup" to enter a weight.

100886
Test Sample Donor
Create Pickup

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Enter the date of the pickup, then the weights for each category. Click "Save" and you are finished.

ADD AGENCY PICKUP

Pickup From: (100886) - Test Sample Donor

Pickup Date/Time: Comment:

(FREQ-GR001) Bread/Panry Grocery Recovery (Not Canned Goods)	Weight	Temperature	(DARY-GR001) Ass. Dairy Products Grocery Recovery (Not Canned)	Weight	Temperature
(DELI-GR001) Deli-Prepared & Perishables Grocery Recovery	Weight	Temperature	(NON-FOOD) Sorted Non Foods Grocery Recovery	Weight	Temperature
(FROZ-GR001) Assorted Frozen Products Non-Meat Grocery Recovery	Weight	Temperature	(MEAT-GR001) Assorted Frozen Meat Grocery Recovery	Weight	Temperature
(PROD-GR001) Misc. Produce Items Grocery Recovery	Weight	Temperature	(MISC-GR001) Misc Perishables Unsorted Grocery Recovery	Weight	Temperature

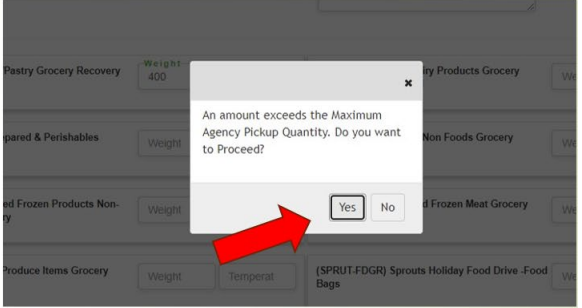
Save Reset



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Possible error message

If you receive an error that the entry exceed the Maximum agency pickup quantity, click YES.

A screenshot of a software interface with a table of items. A dialog box is overlaid on the table, displaying the message: "An amount exceeds the Maximum Agency Pickup Quantity. Do you want to Proceed?". The dialog box has "Yes" and "No" buttons. A red arrow points from the text "click YES." to the "Yes" button. Another red arrow points from the text "Possible error message" to the dialog box. A blue arrow points from the text "If you receive an error that the entry exceed the Maximum agency pickup quantity, click YES." to the "Yes" button. The background table has columns for item names and weights, with some items partially visible like "Pastry Grocery Recovery", "Prepared & Perishables", "Frozen Products Non-", "Produce Items Grocery", and "Frozen Meat Grocery".

If you receive an error that the entry exceed the Maximum agency pickup quantity, click YES.

Please create a SEPARATE ENTRY for each day that you have picked up donations. Do not combine weights into a weekly total. Thank you!