How to complete surveys in Agency Express

1. Log in as you normally would to Agency Express 3 using your username, password and program code.
2. Go to "**Food Bank Links**" tab and select either "**Pantry Surveys or On Site Meal Providers Survey**"
3. A new page will open with the survey. Fill in each of the fields, even if it is a "zero". Please complete it and hit "**submit'** at the end.
   a. A red asterisk will appear in case of an error, please go back to that question and answer it correctly.
4. To review and/or edit your responses, go to "Report" tab; select "**Survey Management**" then select "**View your Responses**". Once you click on "view your responses", you can view and edit/change your responses. If you hit the "**submit**" button, it will save your new responses.

On Site Meal Providers Survey

Pantries and Multiple Service Survey Sample