



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

How many clients are served by our meal providers.

Monthly Service Statistics

Month
 --Please Select a Value--

Number of CLIENTS served (unduplicated)

Number of MEALS served

Number of SNACKS served

Submit

On Site Meal Providers Survey

Pantries and Multiple Service Survey

Understand how many clients are served by our pantries and other agencies

Monthly Service Statistics

Month
 --Please Select a Value--

First Visit (Individuals Ages 0-17)

First Visit (Individuals Ages 18-64)

First Visit (Individuals Ages 65+)

First Visit Households

First Visit Unique Visits

Second or more visits (Individuals Age 0-17)

Pantries and Multiple Service Survey Sample