# **User Manual for**





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# **Table of Contents**

1. Logging in	2
2. Introduction to Homepage	4
3. Creating a Survey	4
3.1 Create a Survey from scratch	5
3.2 Create a Survey from a template	9
3.3 Create a survey by copying previous survey	10
3.4 Creating a template from a survey (Optional)	11
4. Editing Survey Fields	12
4.1 Submissions section features	12
5. Exporting and Analyzing Data	13
5.1 How to export data to excel	13
5.2 Visualize data	17
6. Using the App	21
6.1 Introduction	21
6.2 Filling out surveys (Kiosk mode)	28
You will now be able to fill out your survey and submit multiple times as it refreshes	21
<i>C</i> 2 Viewing Submissions	21
0.5 viewing Submissions	32
7. Formatting Data in Excel Spreadsheet	33

## 1. Logging in

Follow the steps below to login Go to **jotform.com** > Select **Login** > Enter your credentials

If you created an Jotform account using Google, you can login directly by: Go to **jotform.com** > Select **Login** > Login with **Google Account** 



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Login in with Sign in		
Google Account to continue to JotForm		
e Email or phone		
		ł
Forgot email?		
To continue, Google will share your name, email address, language preference, and profile picture with JotForm. Before using this app, can review JotForm's <b>privacy policy</b> and <b>terms of service</b> .	you	
Create account No	ext	

After logging in, you will see the default homepage.

🞸 Jotform My Forms @	My Forms Templates - Integrations - Features - Support - Enter	prise Pricing 4
CREATE FORM	Ţ↓ Title [a-z] Q Se	earch in My Forms
MY FORMS	🕥 🖕 🖃 March Week 5	
All Forms	5 Submissions. Created on Mar 31, 2022	
April 2022		
🐚 March 2022		
Create a new folder		
SHARED WITH ME		
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## 2. Introduction to Homepage

Once you log in to your Jotform account, the default home page should look like this:

	9	My Forms	Templates 🗸	Integrations 🗸	Features ~	Support - E	nterprise	Pricing	4
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<ul> <li>March 2022</li> <li>Create a new folder</li> </ul>									
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★ Favorites									
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In the screenshot above, we have marked the following features:

- a. Button to create a form
- b. Button to access your forms
- c. Button to access templates
- d. Button to access your account
- e. The forms you've created
- f. Folders storing different forms

## 3. Creating a Survey

#### 3.1 Create a Survey from scratch

Go to Home Page (My Forms) > Step 1. Select Create Form > Step 2. Select Start From Scratch > Step 3. Select Classic Form

🔗 Jotform	My Forms 🕑	My F	orms	Templates 🗸	Inteç
CREATE FORM	1				
MY FORMS	+	March Week 5	ed on Ma	ar 31, 2022	
All Forms					
hpril 2022					
<b>March 2022</b>	1. Click CREA	TE FORM			
<ul> <li>Create a new folder</li> </ul>					
SHARED WITH ME					
ASSIGNED FORMS					



3. Click Choose a layout according to your needs								
Classic Form Show all questions on one page	Card Form Show single question per page							

As you enter the Form Builder, you will see several options including:

- a. Adding a logo: You can add the EBS logo here by dragging and dropping an image file inside the dotted line, or uploading an image from your computer
- b. Adding form elements You can add form element such as multiple choice, drop down list, short text, etc
- c. Designing form: You can change font style, page color, theme of the form, etc.

Sorr Builder S			Form Created at 2:53 PM \$	þ	Add Collaborators @ Help
		BUILD	SETTINGS	PUBLISH	Preview Form
Add Form +		(	Add your logo	~	
Element	Form		a	c. Design Form	
		🛟 Drag you	r first question here	from the left.	
			Submit		
			+ADD NEW PAGE HERE		Remove Branding

If you toggle the switch "Preview Form", you will be able to see what your survey will look like on a phone, tablet or desktop.

https://form.jotform.com/221107663213041	🗹 Fill Form		Phone	Tablet	Desktop	Preview Form
		l.				
	Form					
		Submit				

#### 3.2 Create a Survey from a template

You can create forms using one of the templates provided by Jotform. Available templates include order, registration, contact, RSVP forms, etc.

Go to Home Page (My Forms) > 1. Select Create Form > 2. Select Use Template



You will then see a variety of templates available, and you can look up templates with the search bar as well. Hover your mouse over the icon, and you can preview the template. Click **Use Template** to use the template.

← BACK				×
		Choo	se a template	
		Select a template from the largest	selection of free form templates available online.	
Types Industries Profe	essions	Search in all templates		٩
Order Forms	934	Online Oters		Outbourse Datallas
Registration Forms	871	Online Store	Fill out the form carefully for registration	Customer Details:
Event Registration Forms	402	Products	Student Name	Full Name *
Payment Forms	163			First Name Last Name
Application Forms	914		Find Name Middle Name Last Name	Address *
File Upload Forms	109	T-Shirt Sweatshirt Shoes	Deth Date Gender	
Booking Forms	314	Overity Overity Doe Size	skowh Day Year	
Survey Templates	858	Color Color	Address	Street Address Line 2
Consent Forms	723	Green v Green v T-Shit Size Sweatshit Size	Dirent Address	City State / Province
RSVP Forms	68	Product Order Form	Course Registration Form	New Customer Registration Form
Appointment Forms	247			
Contact Forms	Contact Forms 483		Use Template	Use Template
Questionnaire Templates	361			
Signup Forms	321			
Job Application Forms	250	Order Your Products	Feedback Form	Customer Service Survey
Voting	70	What are you interested in buying?	We would love to hear your thoughts, suggestions, concerns or problems	Please take a moment to fill out this survey

#### 3.3 Create a survey by copying previous survey

As EBS is mostly reusing the same form for collecting demographics data, we can simply clone the previous survey. Go to **Home Page (My Forms)** > 1. Select **More** on the form that you would like to clone > 2. Select **Clone**. You should see a cloned version of the survey named "Clone of ..." > 3. Select **Edit Form** to rename the survey





#### 3.4 Creating a template from a survey (Optional)

In addition to creating your own survey, you can make it into a template so that you can use it in the future.



On the Home Page, click More, then click on "Share as Template".

In the Quick Share form, fill in the Template Title, Language, Description, and Category fields. After that, hit the Share button.

છ	QUICK SHARE Direct form link and social share.	,	SHARE FORM AS Share your form as a	A TEMPLATE template with Jotform community.	Fill in "Template Title", "La "Description" and "Cate	nguage", egory"
	EMBED Various webpage embed options.		Template Title *	Clone of March Week 5		
*	ASSIGN FORM Assign your forms to others.		Language *	Please select language of your te	mplate. V	
	EMAIL Reminders and instant sharing.					
10	PREFILL Pre-populate your forms.		Category *	Please select category of your ter	nplate.	
2	PDF Download fillable PDF.		CANCEL		SHARE	
\$	PLATFORMS 3rd party publish options.					

SHARE FORM AS Share your form as a	A TEMPLATE template with Jotform community.	
Template Title *	Clone of March Week 5	
Language *	English	
Description *	Description	
	e	<u>•</u>
Category *	Volunteer Application Forms 🗴 📔 🗙 🖌 🗸	Click "Share"
CANCEL	SH	ARE

After this is done, your template will be shared globally. Now simply follow the steps in 3.2 to find and use the template you made. To find your survey, type your survey's name in the search bar.

## 4. Editing Survey Fields

If you want to change the fields for one or more survey submissions, you can change the values on Jotform's native spreadsheet page.

Home Screen > Select All Forms > Click Survey > Click Submissions



#### 4.1 Submissions section features

The Submissions Spreadsheet interface is similar to Excel In the **Submissions**, you will be able to

- Edit the fields of any individual survey
- Add another survey entry

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III Mar	March Week 5 + AA3 Tab										
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1 😭	Apr 8, 2022	01610	No	5	0	3	2	0	Employment	No	No
2 🏠	Apr 8, 2022	01606	Yes	2	0	1	1	0	SS	Yes	Yes
3 🏠	Apr 8, 2022	01607	Yes	1	0	0	1	0	Other	Yes	
4 ☆	Apr 8, 2022	01609	No	4	0	3	1	0	Unemployment	Yes	Yes
5 🏠	Apr 5, 2022	12334	Yes	1	1	0	0	0	Employment	No	No
6 🏠	Apr 5, 2022	de	Yes	22							
7 😭	Apr 11, 2022										
🖨 ADD											
1											

## 5. Exporting and Analyzing Data

#### 5.1 How to export data to excel

In Jotform, the responses of each survey can be exported in several formats, including excel and .csv file. The following steps show you how to export data as an excel file.

#### Go to Home Page (My Forms)

- Step 1. Select the survey you want to export
- Step 2. Select Reports
- Step 3. Select Add New Report
- Step 4. You should now see several options to create a new report, select Excel Report
- Step 5. Create an excel report, select Create
- Step 6. Select **Download Report**
- Step 7. Revisit generated report in the My Report section

🞸 Jotform My Forms (	•	My Forms Template	s v Integrations v	Features - Support	~ Enterprise	Pricing 4
CREATE FORM	E Submissions Reports	Move To More	~	<u></u> <b>∓</b> ↓ Title [a-z]	Q Search in My	Forms
MY FORMS All Forms April 2022 March 2022 Create a new folder SHARED WITH ME	<ul> <li>March Week 5 5 Submissions. Created</li> <li>Select the survey you want to export</li> </ul>	on Mar 31, 2022			Edit Form Inb	ox More v

2. Click Reports	
E Submissions Reports Apps Move To More ~	≣↓
March Week 5 5 Submissions. Created on Mar 31, 2022	





You can now rename the report and select fields to include in your excel report. We recommend selecting every field **except Submission ID and Submission IP** to match with the excel template that we provided.

Select the fie	elds to include in your report.
REPORT NAME	
March Week 5 - Excel Report	5. Check Fields to include in report
FIELDS	Select All
Submission ID	Submission Date
Submission IP	Zipcode
New to EBS?	Family Size?
✓ 0-4?	5-17?
18-64?	65+?
Primary Household Income?	SNAP EBT

Simply click **Download Report** to download the excel file.



You can revisit, edit, and download the form by going to **My Reports**, which shows all the reports you have created.



Select Download to download the report, and Edit to change setting of the report

Sotform My Reports	<ul> <li>My Forms</li> </ul>	Templates - Integrations - Features - Support - Enterprise Pricing 4
CREATE REPORT		Function     Q     Search in My Reports
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II All Reports	□ ★ March Week 5 - Excel Report 5 Submissions. Created on Apr 12, 2022	2 Download Edit More ~
SHARED WITH ME		Select Download/Edit
🔶 Favorites		
Archive		
🗊 Trash		

#### 5.2 Visualize data

Jotform provides colorful and clear data visualization. You can export the charts and graphs as a PowerPoint or take screenshots.

Follow the previous step in Section 5.1 to add a new report:

Go to Home Page (My Forms) \*The first three steps are the same as in section 5.1

- Step 1. Select the survey you want to export
- Step 2. Select Reports
- Step 3. Select Add New Report
- Step 4. Select Visual Report Builder
- Step 5. Enter a report name, and click Create



Give the report a name and select the report type. An extended report contains one chart per slide, while a compact report contains two charts per slide.

ransionin your data into pov	verful presentation.	
REPORT NAME		
ENTER REPORT NAME		
EPORT TYPE		
+	Ō	<u>.</u>
Blank Start from scratch	Extended Report Single chart per page	Compact Report Two charts per page



A slideshow containing charts and graphs will appear. You can rearrange the slide and add additional slides. The default chart type of each response varies, but you can easily change the chart type by hovering over the data element and selecting **Item Setting (Gear icon)**. A **Chart Settings** window should pop up on the right, allowing you to make changes.

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	Data	6 Responses- 1 Empty	Responses	6 II.	em Settings	5 Responses-	2 Empty	Responses	Question Title		
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	5		1		1			1	Show Summar	ту	
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You can select colors for each sector, select fields to include in the chart, and customize how the chart looks.



Once you are done editing the charts, you can take screenshots of the charts or download the slides as a PDF:

- Download Download slides as pdf
- Preview Preview the slides in web browser
- Publish Get a URL link to the published slides

	$\mathbf{\underline{v}}$ Download	Preview	A Publish
ehold Income?		^ ~	R

## 6. Using the App

### 6.1 Introduction

Jotform has its own app that is available on the Apple App Store or the Google Play Store. The app allows you to create, fill, and export surveys. We suggest that the app should mainly be used for filling and sharing survey data. Creating surveys is better in Jotform's web platform.

When you first download and install the Jotform app, you will need to sign into your Jotform account. This allows you to seamlessly work and share all information and data between different devices.

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Q	Forms 🛛	¢	<	Sign In
All Forms 🔊				
			6	Sign in with Google
			G	Sign in with Facebook
				Sign in with Apple
				OR
			User	name or Email
			Pass	word
	YOU DON'T HAVE ANY FORMS YET. Your forms will appear here.			Sign In
	CREATE FORM			Don't have an account? Sign
	Select create form			Switch to Jotform Enterpr
	Sign Up - or - Sign In			

Open Jotform App > 1. Select Create Form > 2. Type Username/Password and select Sign In

1 😤 57% 🔳

Forgot Password

After logging in, you should now have access to all the surveys and data associated with your account. The app should now show you this.



This is the homepage of the app. Indicated in the picture are various features that we will cover in this section. The things highlighted in yellow (late submission and search icon) are different ways to filter, view, search, and sort the forms homepage.

1. Mode Selection - Select **Forms** to select what mode you want. There are three modes: Forms, Submissions, and Form Builder. By default, you are in the Forms mode. We will go into more detail about Submissions and Form Builder in 6.2 and 6.3



2. Profile and Settings - Select the **Gears Icon** to access your profile and app settings. Here you can control notifications, language, and offline forms. You will also find the terms and conditions and can sign out from this page. Sync Your Data, highlighted in yellow, is very important when filling forms offline. Once connected to the internet again, click this button to update and sync all your data so that you can access it on a desktop computer.

11:58 PM Mon Apr 11	7 🗢 56% 🔲
< Settings	Language
omrockrohr@gmail.com	Choose language:
Edit Profile	English
	Español
Offline Forms >	Français
Notifications >	Italiano
Language English >	Português
Sync Your Data	Deutsch
Last synced on Mon, April 11, 2022, 11:54 PM 🛛 🔻	Türkçe
Send Feedback	Català
Terms and Conditions	Nederlands
Privacy Policy	Svenska
Version 2.1.14	Magyar
Sign Out	Norsk
	Dansk
	Română
	Finnish
	Polski
	Russian
	Chinese
	Japanese
	Ukrainian

3. All Forms List - Select **All Forms** to see a list of all forms that you have created, starred, archived, and trashed. By default you will start with one folder called All Forms. You can make new folders to organize and sort the surveys that you create. Thus you will also see all the folders you have created and can navigate and sort your surveys with these folders.



4. Form Settings - Select **anywhere over the form name** to open a menu for that specific form. This menu allows you to see the submissions, fill out the form, edit, etc.



5. Create Form - Select the **Red plus Icon** to create a new form. This process is very similar to the web platform in section 3. You can also create a new survey by selecting form builder under forms or going to all forms list and selecting create new form. Once you see the menu for creating a form, follow the instructions in section 3.

1:34 PM Tue Apr 12		<b>1</b> 🗢 29% 💽
<		
C	<b>Create a Form</b> Create an amazing form to collect data easily.	
+	<b>Start From Scratch</b> A blank slate is all you need.	
	<b>Use Template</b> Choose from 10,000+ premade forms.	
	<b>Import Form</b> Convert an existing form in seconds.	

\*If filling surveys offline, without internet, the data will only be saved locally on the device. You must connect the device to the internet, once available to sync and upload that data to your account and have access to it across all your devices.

#### 6.2 Filling out surveys (Kiosk mode)

This is the main feature that will be utilized the most from the Jotform app. You must have a survey created before being able to fill it out. Once you create a survey it should appear on the homepage as shown in section 6.1.

Fill Out. One Time Submission: only allows one submission for a survey per time

Go to Home Page (Forms) > 1. Select Anywhere on the Survey name > 2. Select Fill Out



<u>Kiosk Mode, multiple submissions:</u> allows multiple submissions for a survey by refreshing automatically

Go to Home Page (Forms) > 1. Select Anywhere on the Survey name > 2. Select Kiosk Mode > 3. Select Thank You Page Display and set for 2 Seconds > 4. Click the back arrow and Select Visible "Exit Kiosk" Button and toggle it on > 5. Select Launch Kiosk



2:33 P	M Tue Apr 12	A 🗢 25% 💽	2:33 PM	Tue Apr 12	√ 🗢 25% 🔳
<	New Customer Registration Form		<	Thank You Page Display	
				Refresh the form within 2 seconds after each submission.	
	KIOSK SETTINGS			Thank You Page Display	
	Kiosk Lock Set a password to exit kiosk mode.	Off >		2 Seconds	~
	Touchless Mode Display the klosk on the user's device.	Off >			
	O Inactivity Timeout Reset the klosk if it's Idle.	Off >			
	Thank You Page Display     Refresh the form after each submission.	5 Sec >			
	Select how to exit kicsk mode.	Off >			
	Launch the kiosk with these settings				
	LAUNCH KIOSK				



2:33 PM Tur	e Apr 12
	Visible "Exit Kiosk" Button
	Users will be able to see the Exit Kiosk button at all times

You will now be able to fill out your survey and submit multiple times as it refreshes automatically. To exit kiosk mode, click **the x icon** 

Customer Details:		
Full Name *		
First Name		
FILST Mattie	Last Name	
Address *		
Street Address		
Street Address Line 2		
City	State / Province	
Postal / Zip Code		
Phone Number * (000) 000-0000		
E-mail		
ex: email@yahoo.com		
example@example.com		

#### 6.3 Viewing Submissions

After filling out a survey, you will be able to see the submissions for that survey. You can view submissions two ways:

*Viewing all Submissions*: This allows you to see all submissions for all surveys in a list view Go to Home Page (Forms) > 1. Select Forms > 2. Select Submissions

<u>Viewing Submissions for one Survey</u>: This allows you to see only the submissions for the selected survey

Go to Home Page (Forms) > 1. Select Anywhere on the Survey name > 2. Select Submissions

You can select each individual submission to edit, delete, or share it.

## 7. Formatting Data in Excel Spreadsheet

To put the exported data into the format of the WCFB portal:

Important note: We recommend that you save an empty version of the template, and only duplicate the template when filling in data for a new month!

Have two files ready:

- (1) Excel file exported from Jotform
- (2) Template file that we provided, contains two tab: "Submission" and "Report"



1. Open the downloaded excel file, drag and copy all the data

2. Open the template file we provided, paste all the data onto the "Submission" tab

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3. The **template file** should now look like this, with all the data from the survey

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15 16 17 18 19 20																										

4. Navigate to the "Report" tab on the **template file**, you should now see all the data formatted!

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32																						
33																						
35																						
36																						
37																						
38																						
	Su	bmissions	A Re	port	+	_																

You can now fill out the Worcester County Food Bank according to this table.