QUICK START GUIDE

Summary Statistics Reports

Step 1

Log in to your Service Insights on MealConnect account. From the home page, go to "Summary Statistics" in the top left menu.
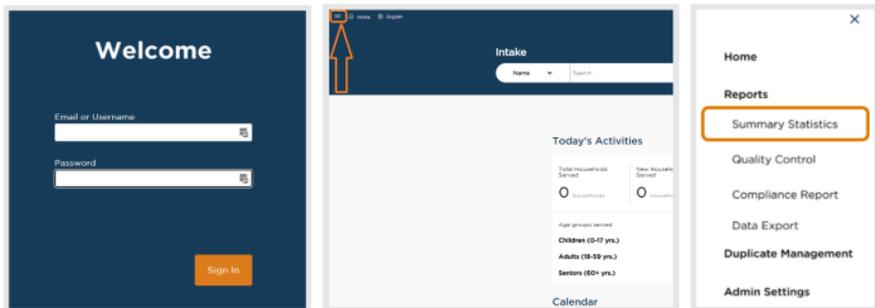
Step 2

Click on the name of the report you'd like to access. There are seven to choose from.

Name of report	Description
Snapshot Overview	Total individuals and households served, visits, and active programs by month
Individual Demographics	Individuals served by age, gender identity, and race or ethnicity
Core Household Characteristics	Households served, size, age composition, and government program participation
Other Household Characteristics	Household dietary factors, health, income, military status, living situation, etc.
Service Trends	Individuals and age groups served by week, month, day, and time of day
Geographic Breakdown	Number of programs, events, individuals and household served for all zip codes and counties
Agency Attributes	Status, service types, and individuals and households served by all programs and agencies

Step 3

A new tab will open in your browser.

The first time you open a report, you will need to log into Tableau. The login screen will look the same and you will use the same username and password as your Service Insights on MealConnect account.

If you are already logged into Tableau, the link will take you directly to your Tableau report. If at any point you log out of Tableau, you will need to reenter your username and password to access the reports again.
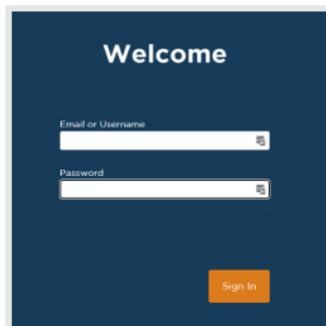
Step 4

Use the Tableau report. You can select a new visit start and end date and other filters on the left.

To open a different report, return to the Summary Statistics screen in Service Insights on MealConnect and click on another report link. A new tab will open with the new report.