

OASIS INSIGHT STEP BY STEP GUIDE

HOW TO GENERATE CFBNJ MONTHLY REPORTS: CHROMEBOOK EDITION

For Non-Government Partners

PART 1

Creating Folders to
Organize Reports
in Google Drive

PART 2

Creating and
Downloading Both
Monthly Reports

PART 3

Sending Reports
to CFBNJ using
Gmail

PART 1: CREATING FOLDERS IN GOOGLE DRIVE

CFBNJ provides partners utilizing Oasis Insight for their intake and monthly reporting with Chromebooks. While Chromebooks function similar to other laptops, there are some differences. This first section will go over the process of creating multiple folders within Google Drive to easily sort your reports.

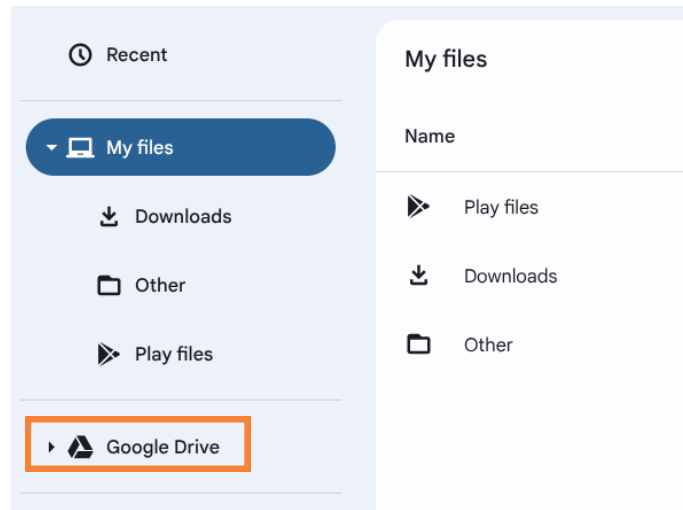
STEP 1


At the bottom of Chromebook screen, click on  to open the file explorer

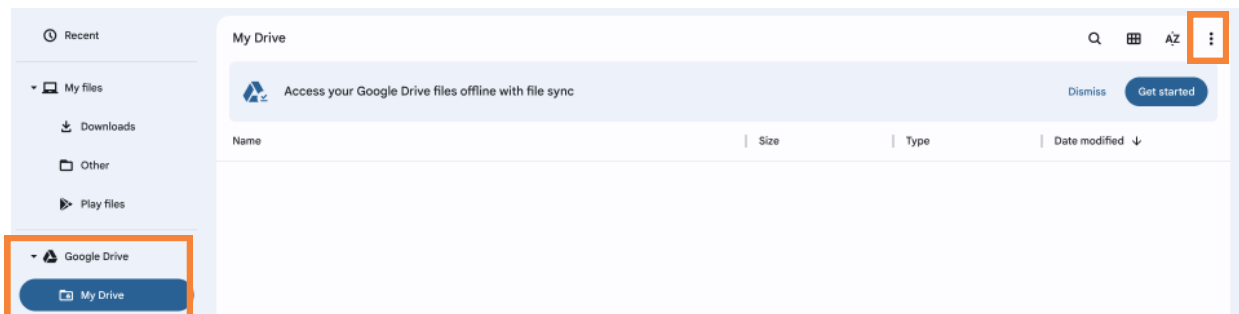


STEP 2

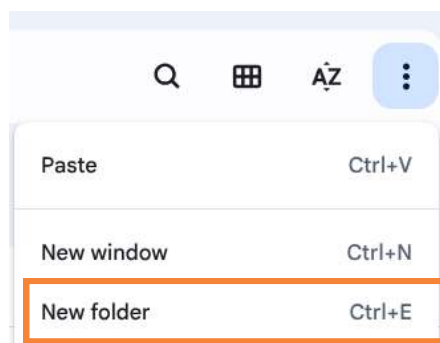
The file explorer will open. Click on  Google Drive

**STEP 3**


Google Drive will redirect you to  My Drive. This is where a folder called “CFBNJ Reports” should be created. To create a folder, click on  at the top right of the screen.

**STEP 4**

A window will pop up displaying several options. Press  New folder  Ctrl+E



STEP 5

A new folder will be added. The folder name needs to be changed. Type in “CFBNJ Reports” where  is. Press “Enter” on your keyboard to save the name of the folder.




STEP 6

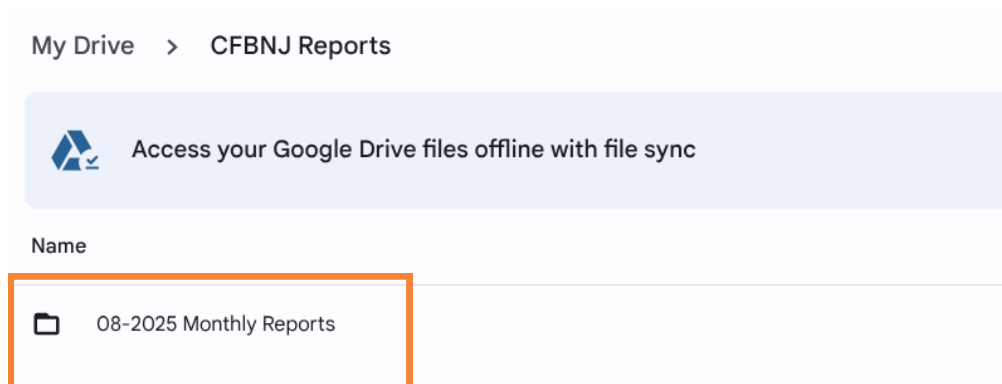
Open the new folder by double clicking on  CFBNJ Reports . Once opened, verify that the correct folder has been open. At the top of the screen, you should see My Drive > CFBNJ Reports

My Drive > CFBNJ Reports



Access your Google Drive files offline with file sync

Once verified, follow the previous steps to create a folder within  CFBNJ Reports . Each month, a folder should be created for the corresponding month's reports. We recommend labeling the folder using the template “MONTH-YEAR Monthly Reports” (i.e. 08-2025 Monthly Reports).



Whenever creating folders, downloading content, or moving files, it is a good idea to verify the file is in the correct area by looking at the folder names at the top of the file explorer.

PART 2: CREATING AND DOWNLOADING REQUIRED REPORTS

In this section, we will go over the step by step process for using the **Non-Gov CFBNJ Monthly Reports shortcut** that generates the CFBNJ Monthly Service Report and CFBNJ Non-Gov Commodity Acceptance Sheets into one PDF. We will then go over how to download the document to the folders created in part 1

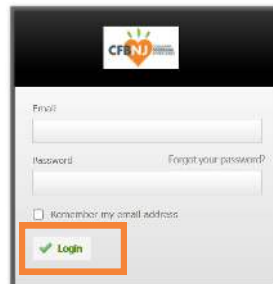
STEP 1

Open up Google Chrome by clicking  at the bottom of the screen.



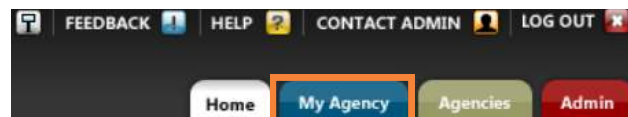
STEP 2

Type in cfbnj2.oasisinsight.net to access the Oasis login screen. After entering your email and password, press 



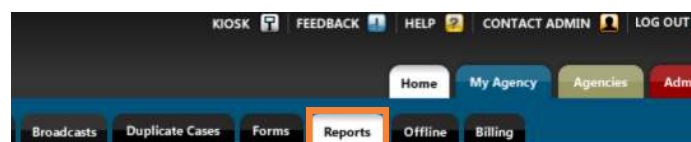
STEP 3

Click the blue  tab that is located at the top right corner of the page.



STEP 4

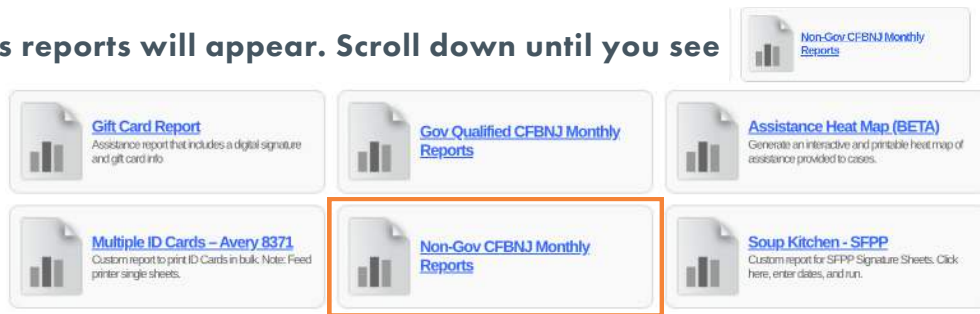
At the top of the page, you will see a menu of black tabs. Click the  tab.



STEP 5

A list of various reports will appear. Scroll down until you see

and then click.



STEP 6

A window will pop up displaying filter options. Click  Filter By **Date Of Assistance** (Skip To Include All)

A field for dates will be revealed.

Enter dates in **MM-DD-YYYY** format.

Click next at the bottom of the window.

Choose Filters for Report

☒ Include **Private** Assistance

 Filter By **Date Of Assistance** (Skip To Include All)

Start Date (MM-DD-YYYY) End Date (MM-DD-YYYY)

- - TO - -

☐ Only include cases assisted for the first time since start date.

 Filter By **Number Of Times Assisted** (Skip To Include All)

 Filter By **Amount Of Assistance** (Skip To Include All)

Choose Filters for Report


☒ Include **Private** Assistance

 Filter By **Date Of Assistance** (Skip To Include All)


Start Date (MM-DD-YYYY) End Date (MM-DD-YYYY)

08 - 01 - 2025 TO **08 - 31 - 2025**

☐ Only include cases assisted for the first time since start date.

 Filter By **Zip Code** (Skip To Include All)

 Filter By **County** (Skip To Include All)

 Filter By **Agent** (Skip To Include All)

 Filter By **Group** (Skip To Include All)



"Filter By Date Of Assistance (Skip To Include All)" is the only filter that you will need to use for the purposes of monthly reporting.

STEP 7




To begin generating your report, locate and click



Choose Fields for Report

Order Assistance By
Oldest to Newest ▾

Custom Template
Non-Gov CFBNJ Monthly Reports ▾

On the next screen, Click on the **blue hyperlink** to open your report.



Your Custom Report is Ready to Download

[Right-click here and choose "Save Link As..."](#)



Depending on the size of your report, it may take a few minutes for it to load.

STEP 8

The pdf will open. Scroll through to confirm both reports are reflected.

CFBNJ
COMMUNITY
FOODBANK
OF NEW JERSEY

Monthly Service Report

The Monthly Service Report is intended to capture TOTAL monthly households/individuals or meals served, inclusive of all product types received from CFBNJ, (i.e. TEFAP, SFPF), and warehouse. Your cooperation in submitting reports on time is a requirement of your membership with the FoodBank.

Please submit the following information below by the 7th day of the following month for EACH program registered with the FoodBank, (i.e., January's report would be due on February 7th). The reports can be emailed to Network Relations at PartnerReporting@cfbnj.org.

Month / Year: August/2025

Agency Id Number (i.e. A0001-01): A1234-01

Agency Name: CFBNJ Test Environment, A1234-01 Email: CFBNJ0asis@gmail.com

Contact Name: Stephen Shuler Phone: _____

A. Pantry Programs & Other Non-Meal Distributions

	CFBNJ Signature Sheet	SFPF Signature Sheet	TEFAP Signature Sheet
Number of Adults (over 18) served during the month	4	0	0
Number of Children (under 18) served during the month	2	0	0
Total Number of persons served during the month	6	0	0
Total Number of Households served during the month	1	0	0

CFBNJ Non-Gov Commodity Acceptance Form




Agency: CFBNJ Development and Test Agency A0001 No: A0001-01

Month: May Yr: 2024

DATE	PRINTED NAME	# Adults	# Children	County	Full Address	Zip Code
8/28/24	Penny Shuler	2	1	Union	31 Evans Turnpike, Hillsdale	07105
8/28/24	Stephen Shuler	3	2	Bergen	123 Apple St., Oradell	07649
8/28/24	Bar Man	2	1	Union	N/A, Oradell	07649
8/28/24	MaryAnn Smith	2	1	Passaic	1234 Test Ave, Passaic	08069
8/28/24	Joe Smith 2	3	2	Union	31 Evans Turnpike, Hillsdale	07105
8/28/24	Stephen Shuler	3	2	Bergen	123 Apple St., Oradell	07649
8/28/24	Cake Times	5	2	Ocean	18 Elizabeth Ave, Brick	08724
8/28/24	Cake Times	5	2	Ocean	18 Elizabeth Ave, Brick	08724
8/28/24	Super Man	2	1	Union	31 Evans Turnpike, Hillsdale	07105
8/28/24	Super Man	2	1	Union	31 Evans Turnpike, Hillsdale	07105
8/28/24	Stephen Shuler	3	2	Bergen	123 Apple St., Oradell	07649
8/28/24	Bar Shugus	3	1	Union	31 Evans Turnpike, Hillsdale	07105
8/28/24	Stephen Shuler	3	2	Bergen	123 Apple St., Oradell	07649
8/28/24	Stephen Shuler	3	2	Bergen	123 Apple St., Oradell	07649
TOTAL ROW		41	21			

STEP 9

To download the PDF, click on  at the top right of the screen.

1 / 4 | 100% |   


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Monthly Service Report

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STEP 10

The file explorer will open. The default selected folder is Downloads. To save the report to corresponding monthly folder, click on  Google Drive

Save file as

Recent

My files

Downloads

Other

Play files

Google Drive

My files > Downloads

Name

Screenshot 2025-07-18 9:18:35



Screenshot 2025-07-18 9:17:49

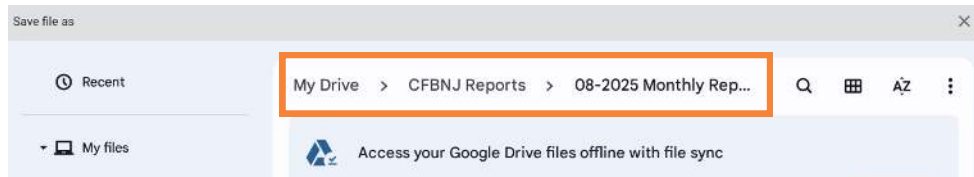
Screenshot 2025-07-18 9:17:19

Screenshot 2025-07-18 9:15:50

Screenshot 2025-07-18 9:15:17

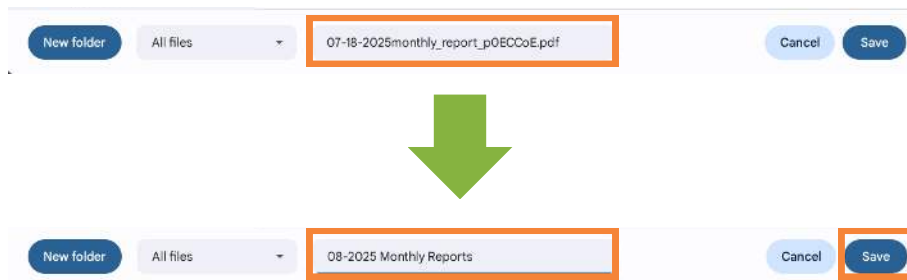
STEP 11

Double click on  CFBNJ Reports The monthly report folders will appear. Double click on the corresponding month's folder, such as  08-2025 Monthly Reports Once in the folder, verify that you are in the correct folder by reviewing the top of the file explorer. It should have My Drive > CFBNJ Reports > and the Corresponding Months Report Folder listed.



STEP 12

Click on the file to rename the file from the default name to the corresponding **Month + Year + Monthly Reports (i.e. 08-2025 Monthly Reports)**. Once renamed, press 



Both of your reports have been downloaded to the Chromebook!

PART 3: SENDING REPORTS TO CFBNJ USING GMAIL

After generating + downloading all of your monthly reports, an email needs to be sent to partnerreporting@cfbnj.org that contains all your reports. By using the CFBNJ provided Chromebook, you can take advantage of Gmail to quickly send all of your reports. This section will go over the process of attaching files to an email created through Gmail.

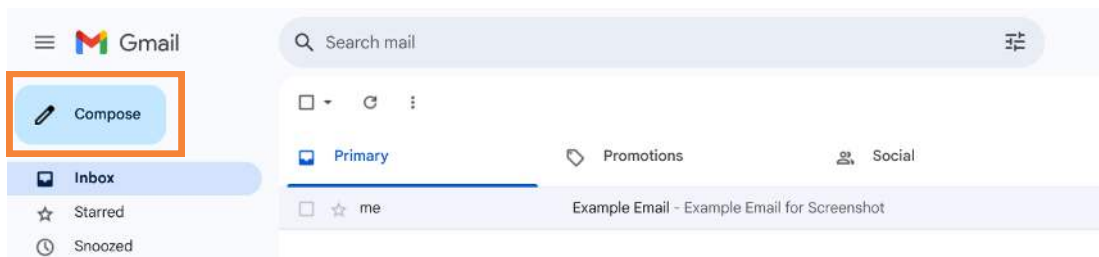
STEP 1

At the bottom of the screen, click on the  to open Gmail.



STEP 2

Gmail will open. Click on  to create an email.



STEP 3

A “New Message” screen will appear to the right. Fill out the email with the following information:

To: PartnerReporting@cfbnj.org

Subject: Agency Number + Month + Year + Monthly Reports (i.e. A1234-01 08-2025 Monthly Reports)

Body: A short message stating your agency name, name of primary contact, and their phone number

A1234-01 August 2025 Reports

partnerreporting@cfbnj.org

A1234-01 August 2025 Reports

Hello,

Attached are Stephen's Food Pantry's Reports for August 2025.





If you have any questions, please contact me at 201-123-4567

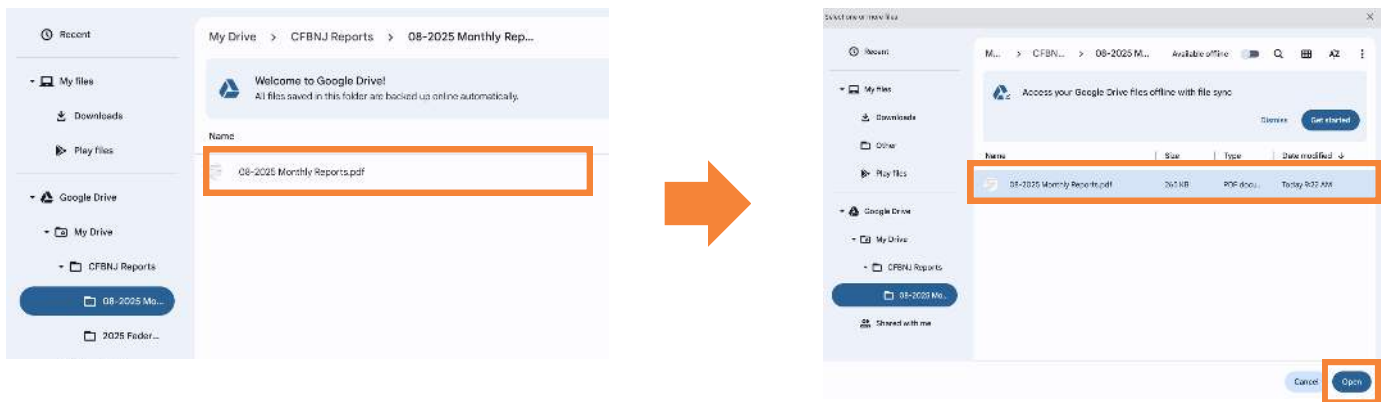
- Stephen


STEP 4

To attach your reports to the email, click on .

**STEP 5**

The file explorer will open. Go to the corresponding month's folder by clicking , double click on , and then by double clicking the month's folder (i.e. ). Once in the correct folder, click on the icon next to PDF. This will highlight the document. After highlighting the PDF, click  to attach the files to the email.

**STEP 6**

After attaching all the PDF to the email, press  and you will have officially submitted all of your reports!

