

New Heart Foursquare C x

https://secure.pantrytrak.com/core/mainmenu.php

PANTRY TRAK - Manager

HOME QUICK ADD LOGOUT

Main Menu	
Manager Tools	Manage All ID Types eSignature Audit
Service History Lookup	(to add NEW records, use the correct date from the list below, or use Quick Add) History Lookup
REPORTS	- Agency Stats Report ** NEW ** Analysis & Learning Center Main Pantry Report Include Produce
HELP DESK	Help Desk & Knowledge Base (ask for Help and find Answers about PantryTrak) PT Help Desk

8/24/2016 - Maintenance was started at 10:04PM and completed at 10:07PM. Thanks, PT Team

Serve Families on 10/07/2016

Jump to day
Select Event: Pantry
Choose a Date: 10/07/2016
Submit

At the end of your inputting click on red date to check if you clicked all as "Served" and not "Reserved" on client's main card

Service Log

Current By Year

Event	Date	Reservations	Visit Status
Pantry	10/02/2016	27	Check-in
Pantry	09/25/2016	29	Check-in
Pantry	09/18/2016	31	Check-in
Pantry	09/11/2016	26	Check-in
Pantry	09/04/2016	22	Check-in
Pantry	08/28/2016	28	Check-in
Pantry	08/21/2016	29	Check-in
Pantry	08/14/2016	21	Check-in

	Reserved	Served
Today	0	0
This Week	0	0
This Month	27	27
This Year	346	336

click chart below for NEW report

List should show up as all GREEN colored and under "Visit Status" column you should see "Served" listed. **If you DO NOT see green and see WHITE background, that means you forgot to click on "Served" on the client's main card.** You can also tell by the "Visit Status" because it will show "Reserved". If this is the case, click on the client's red Service Number next to their name

2016-10-02 Pantry - Res

https://secure.pantrytrak.com/core/reservation_list.php?date=2016-10-02&event_id=1841

HOME Lists: Expanded Serving Check-In Serving/Check-In Offline Reload Page Hide Menu

Search for a Family...
Name Address Phone Alternate ID

Add New Family & Visit
Service Visit list for 10/02/2016, Pantry

Service Visit #	Name	Address	City, State	County	Zip	Kids, Adults, Total	Visit Status	Time	Signed	Notes
7573107	Ben	54	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	01:00 PM	Recheck	
7573172		9 APT B	SIMI VALLEY, CA	VENTURA	93065	1 + 3 = 4	Served	02:00 PM	Recheck	
7573158	C	108	SIMI VALLEY, CA	VENTURA	93065	4 + 1 = 5	Served	02:00 PM	Recheck	New Family
7573149	D	10	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573136	D	6	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573123	D	16	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573114	F	40	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573168	F	92	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	New Family
7573147	G	95	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573131	G	101	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573153	G	85	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573166	G	87	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573133	H	3	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573175	H	94	SIMI VALLEY, CA	VENTURA	93063	0 + 3 = 3	Served	02:00 PM	Recheck	
7573105	J	29	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	01:00 PM	Recheck	
7573103	L	96	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	01:00 PM	Recheck	
7573129	M	90	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	New Family
7573108	M	109	SIMI VALLEY, CA	Ventura	93063	0 + 2 = 2	Served	01:00 PM	Recheck	New Family
7573169	P	39	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573155	R	117	SIMI VALLEY, CA	VENTURA	93065	0 + 1 = 1	Served	02:00 PM	Recheck	New Family
7573163	R	143	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	
7573150	R	22	SIMI VALLEY, CA	VENTURA	93063	0 + 1 = 1	Served	02:00 PM	Recheck	

Once you are back on the client's main card simply click the "Served" button and "Close Window" and you are done.

Campos, Sara

Last: () First: 'a' Middle: Middle Name: Suffix: ()

Homeless

Address 1: 9 APT. B

Address 2: ()

Zip Code: 93065 City: SIMI VALLEY State: CA County: VENTURA County

OPTIONAL Address Verified: No Yes

Main Phone: 805-526-8763 2nd Phone: () No Phone Number

Family Size	4	Children	1	Adults	3	Seniors	0
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Family Notes: ()

Proxy: ()

Service Provided	Add Secondary Service	Date & Time	Optional Reporting
Pantry - Prepack - 3 day	()	10/02/2016 at 02:00 PM	(Show)

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	Age Group	Gender	Identification	Status
()	()	()	()	()	40	35 - 59	<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> Needed <input type="radio"/> Verified	<input type="radio"/> Active <input type="radio"/> Inactive
()	()	()	()	()	59	35 - 59	<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> Needed <input type="radio"/> Verified	<input type="radio"/> Active <input type="radio"/> Inactive
()	()	()	()	()	18	13 - 34	<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> Needed <input type="radio"/> Verified	<input type="radio"/> Active <input type="radio"/> Inactive
()	()	Campos	()	()	17	13 - 34	<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> Needed <input type="radio"/> Verified	<input type="radio"/> Active <input type="radio"/> Inactive

Add Family Member

HOW DID THEY SIGN?
 Signed Paper Form Signed Electronic Form Not Required Required, NOT Signed

Face Sheet

SERVICE VISIT STATUS
 Reserved Served No Show Cancelled by Client Cancelled internal Duplicate void Rescheduled

Alt IDs: ()

"Take-a-Number" tracker (optional) Client's # in line: 0 Choose Serving Status: ()

Close Window & Add ANOTHER Service for this same family

Family Status
 New Family Previously Served

When you are inputting the clients attendance, be sure you are clicking on the red "Served" and "Not Required" tabs before closing window.