

How to make a family member Searchable in PantryTrak



Browser address: https://secure.pantrytrak.com/core/reservation_edit2.php?serv...ent_id=19608496

Navigation: Main | E-Signature | Served Last on: 05/06/2019 | Additional Info | Notes | **Family Members** | Close Window | Reload

Merado, Caroline

LAST: Merado | FIRST: Caroline | MIDDLE: Middle Name | SUFFIX: ▼

Homeless

Home Address

STREET ADDRESS: 1539 ROSEWOOD BLVD

APT#, LOT#, ETC OR LEAVE BLANK. []

CITY: AVON | STATE: OH

Search for the client as normal. Once you have found who you are looking for open their client profile page. Click on the Family members tab.

SHOW Additional information fields for these family members

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	Age Group	Gender	Status	Searchable	Updated?
Caroline		Merado	▼	01/19/1976	43	35 - 59	F M	HOH		
Kuidland		Merado	▼	12/17/1965	53	35 - 59	F M	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Neishmarie		Merado	▼	03/17/1996	23	18 - 24	F M	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Isaac		Merado	▼	06/02/1999	19	18 - 24	F M	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Child3		Merado	▼		10	5 - 17	F M	<input type="radio"/> Active <input checked="" type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete		

Scroll down your page a bit to see the family member's information. Choose the correct person you want to make searchable by click the searchable yes box next to the client name. Look for the green dot on you page to make sure your change is saved.



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You are logged in as: Brittney Hopkins -

[HOME](#) [QUICK ADD](#) [LOGOUT](#)

Family History - Lookup a FAMILY and Find Most Recent Service Visit



mer,kui

Name	Address	Phone	Alternate ID
Merado, Kuidland (Merado, Caroline - HOH)	1539 ROSEWOOD BLVD		

Found 1 matches - Hover over the info icon to see more information, Clicking the link will add the visit immediately.

[RESET](#) Expand [i](#)

Name	Info	Address	City, State	Zip	Last Served	Phone
Merado, Kuidland (Merado, Caroline - HOH)	i	1539 ROSEWOOD BLVD	AVON, OH	44011	05/08/2019	440-310-4367

Now when you search for the family member it will show up like the example above.