

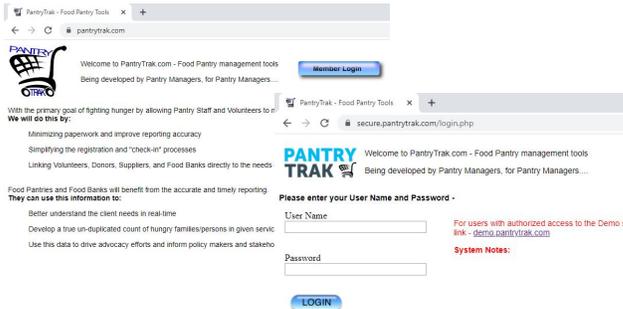
Mobile PantryTrak

Overview

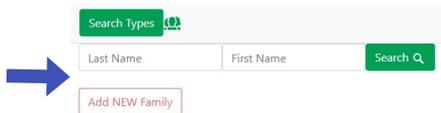
1 Log in

Use your internet browser to go to www.pantrytrak.com

Sign in using the login information provided by Second Harvest. Enter your first and last name to sign the privacy policy

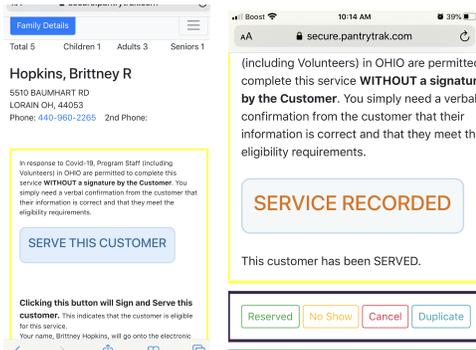


3 Search for clients



For returning families, type in last name & then first name and click search.

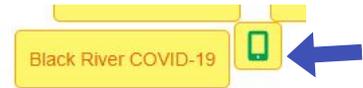
5 Sign & Serve



Ask if it is OK to sign for the recipient and click the blue Serve this customer button.

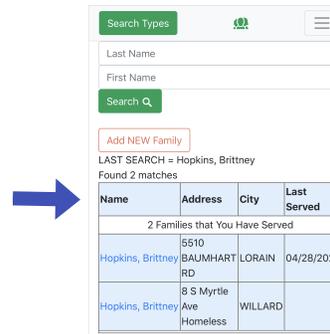
2 Choose Mobile Option

Scroll to the middle of the page, near your yellow event buttons. Choose the correct event where you are distributing. Click on the small green phone option next to the event you want to register for

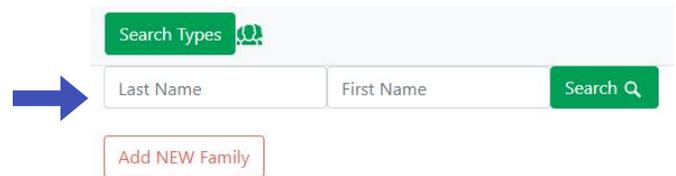


4 Serve your client

Choose the family you wish to serve and click on their name, highlighted in blue



6 For New Families

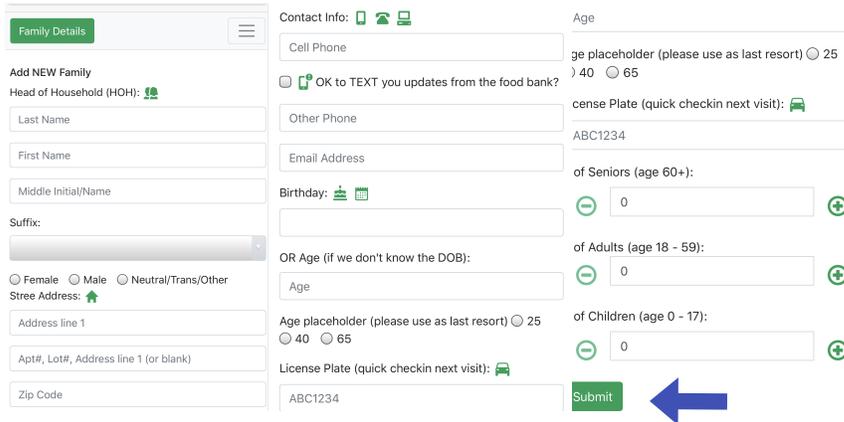


Search for the client before assuming they are entirely new to PantryTrak. If they yield no result then click the red 'ADD NEW FAMILY' button.

Mobile PantryTrak

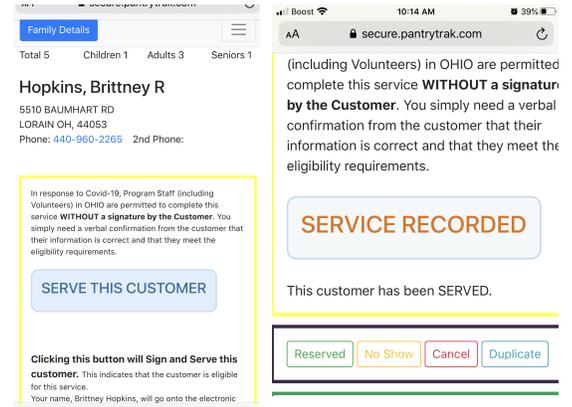
Overview

7 Enter Family Information



Enter the relevant information and click submit- Last name, First name, Address, # of people in household & age.

8 Sign & Serve



Ask if it is OK to sign for the recipient and click the blue Serve this customer button.

9 Search next client

In the green box underneath your serve customer button, you will find the buttons to cancel & clean up records. Click the Green people to search for the next guest. When you are done check your service log on your home page to see your client list.

Clicking this button will Sign and Serve this customer. This indicates that the customer is eligible for this service.
Your name, Brittney Hopkins, will go onto the electronic signature as a member of the Program Staff.

No Show Cancel Duplicate

Search for Next Family



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