



# Signed Paper Form in PantryTrak



**PantryTrak Demo Pantry**  
 User: Bunny Rabbit - Super Foodbanker

**HOME QUICK ADD QUICK SERVE LOGOUT**

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Manager Tools	Manage Alt ID Types eSignature Audit Create Reservations from Prior Services (Offline Service)
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REPORTS	Agency Stats Report Analysis & Learning Center Main Pantry Report Include Produce
PRIVACY POLICY	Privacy Policy Privacy Policy Posting (recommended)
HELP DESK	Help Desk & Knowledge Base (ask for Help and find Answers about PantryTrak) PT Help Desk

**\*\*\* Special Demo System Note: \*\*\***  
 Please use the following zip codes for test entries - 88801, 88802, 88803, 88701, 88702.  
 Families with these special zip codes are the only ones that will show up when you use the search functions.

**Jump to day**

Select Event: **Food Pantry** ▼

Choose a Date: **03/21/2018**

**Submit**

**Serve Families on 08/07/2017**

**Jump to day**

Select Event: **Food Pantry** ▼

Choose a Date: **08/07/2017**

**Submit**

Food Pantry Holiday Basket Produce Market

CSFP Enroll Referrals Toys Offline/Delivery

Mobile Pantry

1. Log in to your PantryTrak account for you agency. Once on the home screen locate the feature “Jump to Day”. This will allow you to back date entries for paper forms ONLY! Select the date, use the arrows to scroll back to whatever date you want to enter. Select the event you are entering for.

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

Search for a Family... Type abbreviated name here  
 Ex. Search for George Washington by typing "was geo" View Help

**Expand**

**Add New Family & Visit**

**Service Visit list for Wednesday 03/21/2018 - Food Pantry**

Service Visit #	Name	Address	City, State	County	Zip	Kids, Adults, Total	Visit Status	Time	Signed	Notes
836042	Bunny, Easter	000 Everywhere St.	Homeless Bedford Falls, PT	Barrymore	88801	0 + 1 = 1	Served	10:00 AM	Signed Paper	New Family
836032	Roosevelt, Alice	700 EDWARDS AVE	HOMELESS Bedford Falls, PT	Barrymore	88801	1 + 6 = 7	Served	12:00 PM	e	
836036	Smith, John	155 First Street	Bedrock, PT	Barrymore	88802	0 + 1 = 1	Duplicate void	01:56 PM		
836033	Winkiejohn, Paul	123 Foodie Way	Homeless Bedford Falls, PT	Barrymore	88801	0 + 1 = 1	Served	12:00 PM	e	New Family
836041	Zappa, Bugs	58 Sizzler Road	# 40 Emerald City, PT	Barrymore	88803	1 + 1 = 2	Reserved	02:14 PM		New Family

Visits - 5

Number of Visits by Time Slot

10:00 AM - 1
12:00 PM - 2
02:00 PM - 1
02:14 PM - 1

Service Summary

Pantry - Choice - 3 day - 4

2. Once you selected your dates and event, you enter the clients name as normal and select the client profile.



# Signed Paper Form in PantryTrak



**Zappa, Bugs**

Last: Zappa, First: Bugs, Middle: Middle Nam, Suffix:

Homeless

Address 1: 58 Sizzler Road, Address 2: # 40

Zip Code: 88803, City: Emerald City, State: PT, County: Barrymore County

OPTIONAL Address Verified: No  Yes

Main Phone: 888-222-1212, 2nd Phone:

No Phone Number

Family Notes

Proxy

Service Provided: Pantry - Choice - 3 day, Add Secondary Service, Date & Time: 03/21/2018 at 02:14 PM

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	Age Group
Bugs		Zappa			40	35 - 59
Child1A		Zappa			10	5 - 17

HOW DID THEY SIGN?

Signed Paper Form, Signed Electronic Form, Not Required, Required, NOT Signed

SERVICE VISIT STATUS:

Reserved, Served, No Show, Cancelled by Client, Cancelled internal, Duplicate void, Resch

- After you open the client file, select "served" under the service status. Then select "signed paper form" under the How did they sign row. The 2 must be selected together in order for this feature to work. Once selected click close window and then reload your page.

836033	Winklejohn, Paul	123 Foodie Way	Homeless	Bedford Falls, PT	Barrymore	88801	0 + 1 = 1	Served		12:00 PM	e	New Family
836041	Zappa, Bugs	58 Sizzler Road		# 40 Emerald City, PT	Barrymore	88803	1 + 1 = 2	Served		02:14 PM	Signed Paper	New Family

After you reload your page you should see in the signature column "Signed paper form" rather than the E-signature "E"