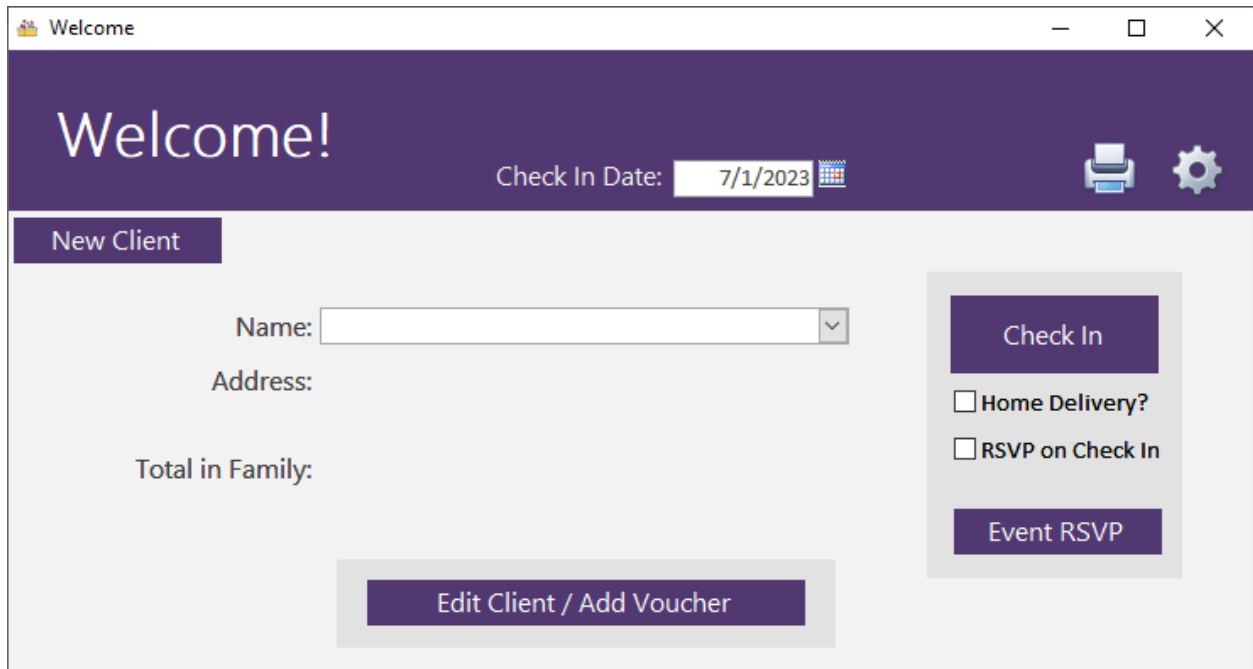


The **Pantry Partner** application expedites the check-in process for food pantry clients and provides accurate reporting for pantry attendee tabulation, planning and generating state-required reports.

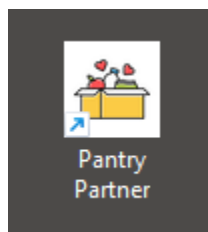
To log in a client who is picking up food, simply select an existing Pantry Partner client from the dropdown and click the *Check-In* button. Or, click on the *New Client* button to add a client not currently existing in the dropdown list. Once the *Check-In* button is clicked, required reporting is instantly available.

Accurate planning can be achieved by using rsvp for an upcoming event (Thanksgiving or holiday events) and Pantry Partner facilitates voucher tracking if you provide additional support for clients (cash vouchers, gift cards, etc.).

The Pantry Partner makes the food pantry check-in process quick and easy and, even better, it makes the post-pantry reporting process simple and fast by doing all the necessary reporting with just a click of a button!



This application is a Windows PC application that is run by launching the program from the Desktop icon.



To check in an existing client, enter in the *Check In Date* and simply start typing in their name into the *Name* field. A list of existing clients will display in the dropdown list so you can select the name.

The screenshot shows the 'Welcome!' application window. At the top, there is a 'Welcome!' header and a 'Check In Date' field containing '7/1/2023'. Below this is a 'New Client' button. The main area features a 'Name' dropdown menu with 'Sm' entered. A list of clients is displayed below the dropdown, with 'Smith, Josie' selected. The list includes columns for Name, Address, and Location. A 'Check In' button is visible to the right of the dropdown.

Name	Address	Location
Silva, Enrique	8180 Commonwealth	Buena Park
Silva, Mike	1015 N. Onandaga Ave	Anaheim
Silva, Teresa	None	
Sinclair, Ken	1400 Naples Place	Fullerton
Smith, John & Lorena		
Smith, Josie	6331 Darlington Ave.	Buena Park
Smith, Michael	7221 Yucca St	Buena Park
Smith, Pamela	Aorport Inn	Fullerton
Solano, Sara	506 Elm Ave	Fullerton
Solano, Vanessa	1889 W. Commonwealth,	Fullerton

After selecting the client, verify that their information displayed on the screen is correct. To confirm you are checking in the correct client, you can verify their address and number of family members.

The screenshot shows the 'Welcome!' application window after a client has been selected. The 'Name' field now contains 'Smith, Josie'. The 'Address' field is highlighted with a red box and contains '6331 Darlington Ave. Buena Park'. The 'Total in Family' field is also highlighted with a red box and contains '2'. To the right, there is a 'Check In' button and two checkboxes: 'Home Delivery?' and 'RSVP on Check In', both of which are highlighted with a red box. Below these is an 'Event RSVP' button. At the bottom, there is an 'Edit Client / Add Voucher' button.

After the client is selected, you can mark the *Home Delivery* box if home delivery is required. There are reports available that separately tabulate in-pantry and home delivery clients for accurate reporting. Finally, click the *Check In* button to complete the check-in process. The *Name* field will be cleared and ready for the next client to be checked in.

If there is an upcoming event (Thanksgiving, Holidays, etc.) for which you would like an accurate headcount of attendees, click the *RSVP on Check In* checkbox to indicate this client (and family) will be attending the event. In Reports, you can get an accurate headcount of total attendees and a breakdown of children, seniors, and adults.

If a client cannot be found in the dropdown list, click the *New Client* button and a Client Details screen will appear.

Welcome

Welcome!

Check In Date: 7/1/2023

New Client

Name:

Address:

Total in Family:

Check In

Home Delivery?

RSVP on Check In

Event RSVP


Edit Client / Add Voucher

Enter information for the new client and click the *Close* button to save and close this screen. Once client information is entered on this screen, their name will now be available for selecting in the dropdown for future check-ins.

Client Details

Close

General



First Name:

Last Name:

Street:

City:

State/Province: CA

Zip/Postal Code:

Phone:

Notes:

Client is OUT of Area

Adults:

Children:

Seniors:

Total In Family:

RSVP for Event

Inactive

You can edit client information by clicking the *Edit Client/Add Voucher* button on the Welcome screen for the selected client if changes need to be made.

Client Details [Close]

Josie Smith

General

Client is OUT of Area

Family Information:
Adults: 1
Children: 0
Seniors: 1
Total In Family: 2

Last Check In Date: 5/2/2023

RSVP for Event **Inactive**

Buttons: Add Voucher, Voucher History, **View Check In History** (highlighted)

You can quickly view a client's prior activity using the *View Check-In History* button.

Check In History

Smith, Josie

Check In Date	First Time This Month?	Home Delivery?
11/20/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2/2/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2/9/2023	<input type="checkbox"/>	<input type="checkbox"/>
3/28/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/18/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5/2/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 1 Filtered Search

To add a voucher for the selected client, click the *Add Voucher* button.

Client Details Josie Smith

Close

General

First Name: Josie
Last Name: Smith
Street: 6331 Darlington Ave.
City: Buena Park
State/Province: CA
Zip/Postal Code: 90621
Phone: 562-503-3544

Notes

Adults: 1
Children:
Seniors: 1
Total In Family: 2

Last Voucher Date: 2/2/2023

Add Voucher Voucher History

Last Check In Date: 5/2/2023 View Check In History

RSVP for Event Inactive

Enter the voucher information and click the *Add Voucher* button.

Add Voucher Josie Smith

Close

Date: 12/28/2023
Type: Holiday
Amount: \$25.00
Notes:

Add Voucher

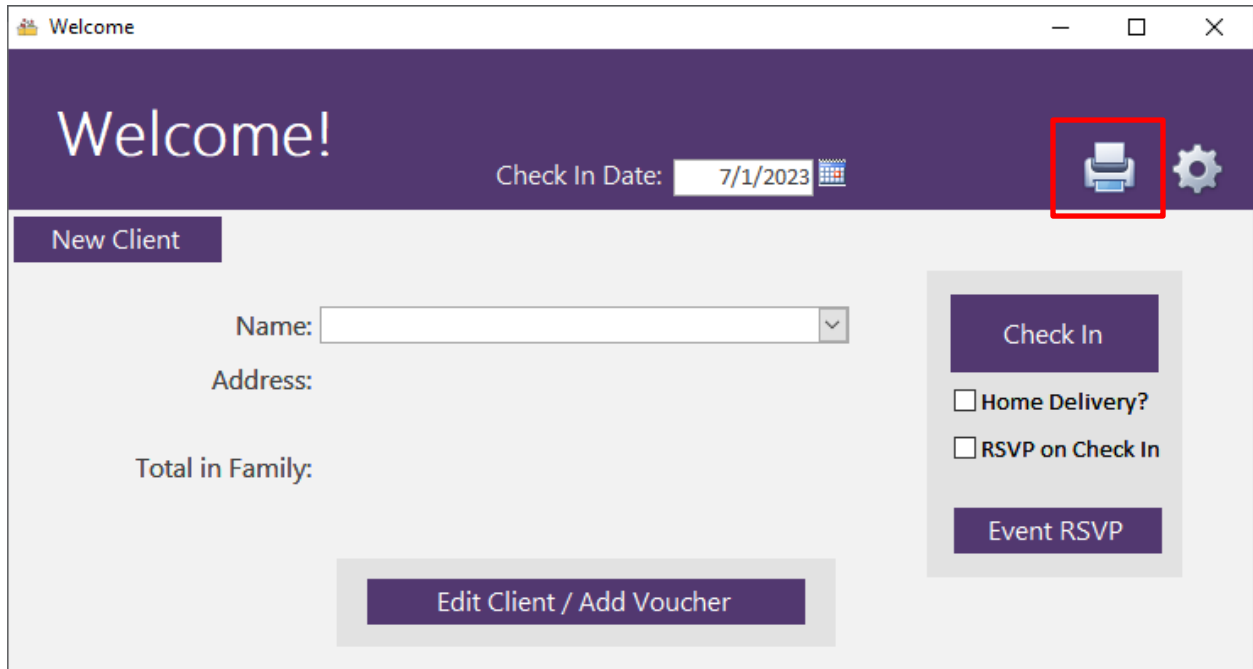
You can view all vouchers received by the client by clicking the *Voucher History* button.

The screenshot shows a window titled "Voucher History" with a search bar containing "Smith, Josie". Below the search bar is a table with the following data:

Voucher Date	Type	Amount	Notes
11/20/2022	Holiday	\$20.00	
2/2/2023	Clothing	\$35.00	

At the bottom of the window, there are two record navigation bars. The top one shows "Record: 1 of 2" and "No Filter". The bottom one shows "Record: 1 of 1" and "Filtered".

The most powerful feature of the Pantry Partner is its reporting capabilities. After the food pantry event is complete, click on the *Reports* button to generate a variety of available reports using the data recorded during the check-in process. Select a date range to print comprehensive reports required by the local, state, or federal government or for pantry-only purposes to track attendees and plan for future events.




Report Selection

Print

Enter Date Range for Report:

From:

To: 

Ready for Print

Heath & Human Services Agency

Home Delivery Only

SVdP EFAP

Summary

In Pantry Home Delivery Total

Check Ins

Vouchers

Received Only All Clients

RSVP

All Clients

See attached documents for sample reports required by the State of California food pantries.

All existing reports can be modified, making them completely customizable.

The development and support team at Pantry Partner would be happy to work with you to create additional reports as needed.

The Settings screen presents options for maintaining rsvp marks and other options.

Welcome

Check In Date: 7/1/2023

New Client

Name: [Dropdown]

Address: [Text Field]

Total in Family: [Text Field]

Check In

Home Delivery?

RSVP on Check In

Event RSVP

Edit Client / Add Voucher

Settings

Clear All RSVP Marks

Clear ALL Event RSVP marks for All Clients. Clear ALL

Client Last Activity

View InActive Clients and Clients that have not Checked In since the given date.

Last Checked In Before: [Text Field] View

Starting a New Year

Clear ALL (Check-In and Voucher) information for the given date range.

This CANNOT BE UNDONE! Make a backup prior to Deleting records.

Enter Date Range:

From: [Text Field] Delete ALL

To: [Text Field]

Created by Star*Key Software for SVdP Food Pantry. Contact: mike@starkeysoftware.com