How to make a family member Searchable in PantryTrak

SECOND HARVEST FOOD BANK EST. 1982 OF NORTH CENTRAL OHIO

https://secure.pantrytrak.com/core/reservation_edit2.php?serv___ent_id=19608496

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

Merado, Caroline

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

☐ Homeless

Home Address

STREET ADDRESS
1539 ROSEWOOD BLVD

APT#, LOT#, ETC OR LEAVE BLANK.

| CITY | STATE |
| AVON | 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	⦿Active ○Inactive ○Permanent Inactive ○Deceased ○ Delete	⦿Yes ○No	
Neishmarie		Merado	▼	03/17/1996	23	18 - 24	⦿F ○M	⦿Active ○Inactive ○Permanent Inactive ○Deceased ○ Delete	○Yes ⦿No	
Isaac		Merado	▼	06/02/1999	19	18 - 24	○F ⦿M	⦿Active ○Inactive ○Permanent Inactive ○Deceased ○ Delete	○Yes ⦿No	
Child3		Merado	▼		10	5 - 17	○F ○M	○Active ⦿Inactive ○Permanent Inactive ○Deceased ○ 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.

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