

## Mobile PantryTrak

Overview



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

Welcome to PantiyTrak.com - Food Pantiy management tool: Being developed by Pantry Managers	Member Login	
Nth the primary goal of fighting hunger by allowing Pantry Staff and Volunteers to n le will do this by:	← → C i secure.pantrytral	.com/login.php
Minimizing paperwork and improve reporting accuracy		
Simplifying the registration and "check-in" processes	PANTRY Welcome to Pa	antryTrak.com - Food Pantry management tools
Linking Volunteers, Donors, Suppliers, and Food Banks directly to the needs	TRAK S Being develop	ed by Pantry Managers, for Pantry Managers
cod Pantries and Food Banks will benefit from the accurate and timely reporting. hey can use this information to:	Please enter your User Name and P	assword -
Better understand the client needs in real-time	User Name	For users with authorized access to the Demo-
Develop a true un-duplicated count of hungry families/persons in given servic		link - demo,pantrytrak.com
Use this data to drive advocacy efforts and inform policy makers and stakeho	Password	System Notes:
	LOGIN	
	. <b>f</b>	

Last Name	First Name	Search
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For returning families, type in last name & then first name and click search.



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

Black River COVID-19

### 4 Serve your client

#### Search Types () Choc Last Name First Name Search Q and Add NEW Family LAST SEARCH = Hopkins, Britney Found 2 matches Name Address City Last Served high

2 Families that You Have Served

RD 8 S Myrtle

Homeless

5510 BAUMHART LORAIN 04/28/202

WILLARD

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



Last Name First Name	Search C
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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.



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### Overview



Family Details	Contact Info: 📋 🛣 🚢	Age	
	Cell Phone	pe placeholder (please use as last resort)	25
Add NEW Family Head of Household (HOH): 👥	OK to TEXT you updates from the food bank?	) 40 0 65	
Last Name	Other Phone		
First Name	Email Address	ABC1234	
Middle Initial/Name	Birthday: 🛓 🏢		A
Suffix:		9	G
	OR Age (if we don't know the DOB):	of Adults (age 18 - 59):	
○ Female ○ Male ○ Neutral/Trans/Other Stree Address: ♠	Age	0	•
Address line 1	Age placeholder (please use as last resort) 🔘 25	of Children (age 0 - 17):	
Apt#, Lot#, Address line 1 (or blank)	<ul> <li>↓ 40 ↓ 65</li> <li>License Plate (quick checkin next visit): </li> </ul>	Θ	•
Zip Code	ABC1234	Submit	

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



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.



Family Details	AA 🔒 secure.pantrytrak.com 💍		
Total 5     Children 1     Adults 3     Seniors 1     (including Volunteers) in OHIO are permit complete this service WITHOUT a signal service without a sindef service without a sindef service			
In response to Covid-19, Program Staff (including Volunteers) in OrbiO are permitted to complete this service WTHOT a signisture by the Customer. You simply need a verbal confirmation from the customer that their information is correct and that they meet the eligibility requirements.	SERVICE RECORDED		
SERVE THIS CUSTOMER	This customer has been SERVED.		
Clicking this button will Sign and Serve this Customer. This indicates that the customer is eligible for this service. Rettrey Hopkins, will go onto the electronic	Reserved No Show Cancel Duplicate		

₩ 39%

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

