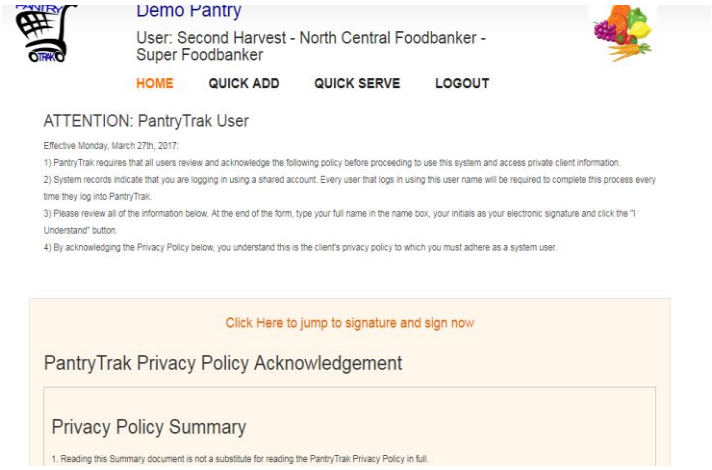
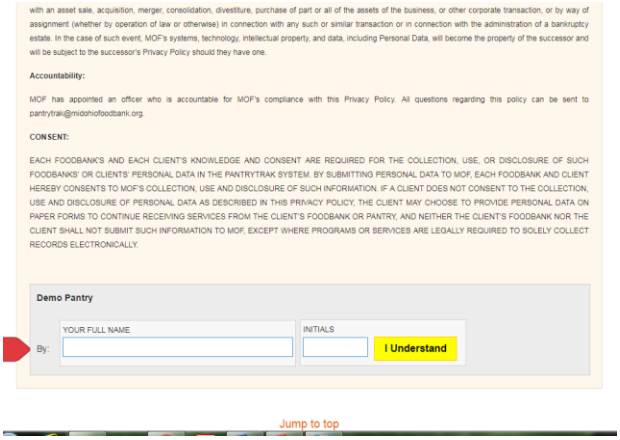
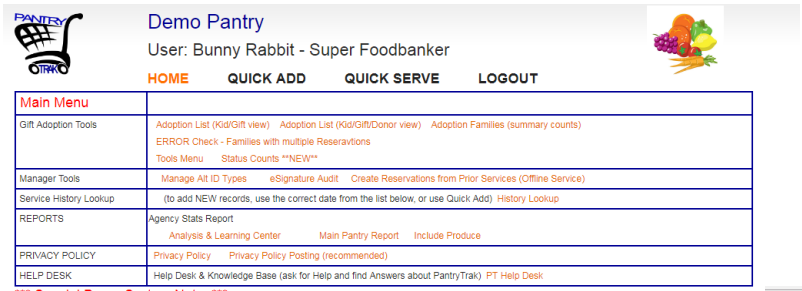
PantryTrak: Simple Registration

- www.PantryTrak.com – Cloud based online client registration system



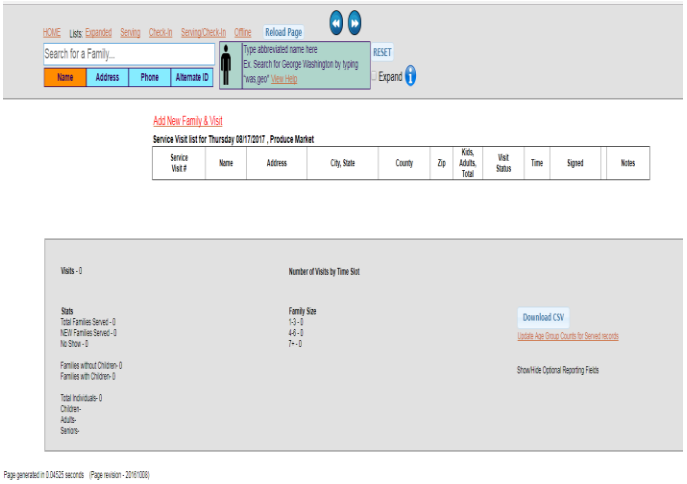
Login to PantryTrak using the given credentials. You will see the Privacy policy. Read it and sign and type your initials at the bottom of the page. Press I understand when you are done.





Once you have successfully logged in and signed the privacy policy you will be taken to the home screen. To start registration for clients simply press the correct event, which are the yellow buttons.

Once you have selected the correct event you will be directed to a search log. You may look up clients by last name, first name.



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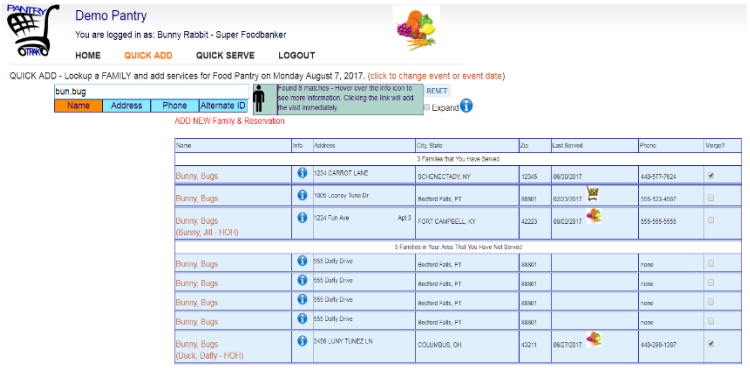
Use the 3,3 rule to search for a client. Make sure they are not in the sytem alredy before you add a new family to the sytem. If they are in the system already simply click on the correct name. Verify family inforamtion is correct and up to date. Capture the e-signature and close the window.



If they are not in the system you may add them by clicking on the red words that say “Add New Family & reservation”. Fill out all the family inofrmation and follow the prompts as suggested to complete the registration.

If they are in the system, open their client profile by click their name in orange.

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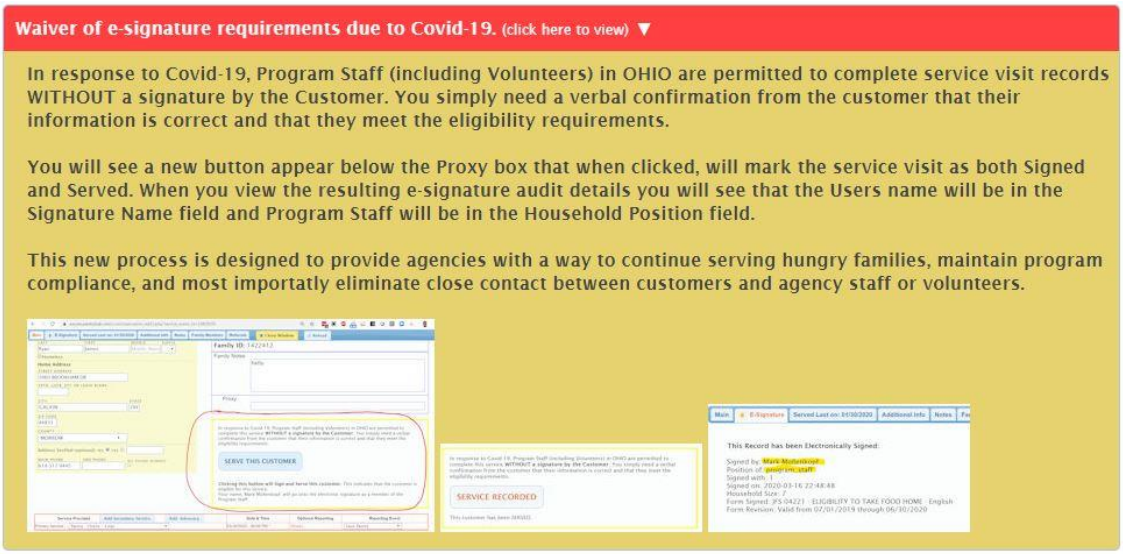
After opening the client profile, confirm family size & personal information quickly. Click on the blue button that says serve this customer. Once electronic signature is captured select the yellow close window button at the top of you screen & reload your search page.



Check your daily log frequently throughout your distribution to ensure there are no missing signatures as you go. If you check it through out the process you may be able to catch and fix any mistakes that may have occurred. Use the reload Page button at the top of your log screen as well . It will help you to show you the most accurate client information and e-signatures.