

“The Food Pantry Assistant”

(FPA)



Version 21

10/16/2013

Developed by David John Potter

davidjohnpotter@hotmail.com

801-652-1045

“The Food Pantry Assistant”



Table of Contents

Main Logon Screen	4
Household Selection Screen	5
Add New Household Screen	6
Household Information Screens	7
Client Visit Information	8
Basic Information	9
Household Members	10
Case Notes	11
Assignments	12
Financial / Budget	13
Documents	14
Print-out for Household / Administration	16-21
Administration Screens	21
Worker Information	22
Permissions	23
Locations	24
Dropdown Values	25
Poverty Ranges	26
Food Stamp Eligibility	27
Agencies	28
Basic File Information	29
Services	30

copyright © 2005-2013 by DLP Enterprises, LLP. All rights reserved. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without prior written permission from David Potter.

“The Food Pantry Assistant”



Table of Contents ... continued

Reports	32-54
Administration (backup/repair/restore)	55-57
Miscellaneous	57
Suggest types of hardware / software	58

"The Food Pantry Assistant"



Main Login

Select Worker Name:

Password:

Submit

copyright DLP Enterprises, LLC
Dedicated to the memory of Tom Houghton 2009
version 20.0 - 3/9/2013

Exit

This is the Main Login screen.

Follow these steps to log in:

Step 1: Click on the dropdown arrow for "**Select Worker Name**" and select your name.

Step 2: Input your password.

Step 3: Click on the "**Submit**" button.

"Food Pantry Assistant"

Household Selection



Welcome
. zAdmin

OPTION #1: Scan Bar Code from Card

OPTION #2: Household Members

OPTION #3: Household Name

OPTION #4: Address

OPTION #5: Household Name - Deleted Only

[Click here to ADD New Household](#)

[Administration](#)

[Reports](#)

[EXIT](#)

TO SELECT A HOUSEHOLD

Option #1: Scan the **BAR CODE** or input the bar code number.

Option #2: Select one of the "Household Members" by name from the drop-down list.

Option #3: Select one of the "Household Members" by the household name from the drop-down list.

Option #4: Select the **address** of the household.

Option #5: Scan the client's **Fingerprint**

TO ADD A NEW HOUSEHOLD

Click on the "Add New Household" button.

TO OPEN THE ADMINISTRATION PAGE

Click on the "Administration" button. (This button is visible if you have been granted permission.)

TO OPEN THE REPORTS PAGE

Click on the "Reports" button. (This button is visible if you have been granted permission.)

TO EXIT (logoff)

Click on the "EXIT" button.

Clients

*** Required fields**

ADD New Household

Barcode:

*** Household Last Name:**

Current Status:

Status Reason:

*** Address:**

*** City/State/Zipcode:**

Phone:

Primary Email:

Special Needs / Information: (if checked see explanation below)

*** Primary Household Ethnicity:**

*** Household Type:**

*** Household Status:**

Pickup Time:

*** Date New Card Issued:**

*** Date Card Expires:**

*** Card Issue Reason:**

Services Allowed

Food - Monthly Pickup	▼
Food - Christmas Food	▼
Financial - Rent Assistance	▼
*	▼

Record: 1 of 3

SAVE **CANCEL - Close Form**

ADD NEW HOUSEHOLD

- Barcode:** Input the unique barcode number or scan the bar code.
- Household Last Name:** Enter the last name of the household.
- Current Status:** Select 'Active' (default value) or 'Inactive'.
- Status Reason:** If status is 'Inactive', indicate why.
- Address:** Enter primary address of household.
- City/State/Zip code:** Select one of the dropdown options. (If not in list, contact Administrator.)
- Phone:** Enter primary phone number for household.
- Ethnicity/Household Type/Household Status/ Pickup Time:** Select from the various options. (If not in list, contact Administrator.)
- Date New Card Issued:** This defaults to the current time and date.
- Special Needs / Information [check box]:** Click the check box if there are special needs.
Fill in the explanation about the special needs.
- Services Allowed:** Select from the dropdown which services the household may receive. Note: If a needed service is not listed, contact Administrator.
- SAVE** Click this button to save the record.
- CANCEL – Close Form** Click this button to cancel the changes made to the record.

NOTE: MAKE SURE YOU THEN ADD ALL THE HOUSEHOLD MEMBERS

“The Food Pantry Assistant”



*Household
Information
Screens*

Household Information Screens

Household Name: **Potter** "Food Pantry Assistant"

Print Info - for client
Print Info - for Admin Administration EXIT

Visit Information Basic Information Household Members Case Notes Assignments Financial / Budget Documents

Household Visit Information

Service Being Provided Today	Quantity Requested	Quantity Provided	\$ Amt	Served Type	Member Served	# Served	Reason Unable to Serve	First Time	Cancel	Save Service
10/21/2013 9:48:15 All Financial - Gas	1	1	\$25.00	Household		2	<input type="checkbox"/>	.zAdmin	<input type="checkbox"/>	
10/21/2013 9:46:58 All Food - Monthly Pickup	1	1	\$0.00	Household		2	<input type="checkbox"/>	.zAdmin	<input type="checkbox"/>	
10/21/2013 9:46:18 All Baby - Clothing	1	1	\$0.00	Household		2	<input type="checkbox"/>	.zAdmin	<input type="checkbox"/>	

Record: 1 of 3 No Filter Search

Household Information		Household Members / Authorized Non-Members				Food Stamp Eligibility			
Bar Code:	4	Address:	555 Short Drive	Last Name	First Name	AKA	Age	Relationship	
Total Household Members:	2	City State:	Salt Lake, UT	Potter	David	dave	53	Head	<input checked="" type="checkbox"/>
Total on Food Stamps:	1	Zipcode:	0	Potter	Lurlynn	LL	51	Member	<input type="checkbox"/>
Income Verified:	1/1/2013	Phone:	(555) 555-5555						
Primary Email: davidjohnpotter@hotmail.com									

New Log Entry

Log Date	Worker
10/21/2013 10:00:42 AM	.zAdmin
second test message	
10/21/2013 10:00:36 AM	.zAdmin
test log	

Record: 1 of 2 No Filter Search

“VISIT Information” Tab

TO SELECT A SERVICE

1. Click on the dropdown for the “Service Being Provided”.
2. Select “Quantity Requested “.
3. Select “Quantity Provided” – you may not be able to provide all that is requested.
4. If you cannot provide all that is requested, select a “Reason Unable to Serve”.
5. Click the box if it is a “First Time” visit.
6. Click on the “Save Service” to save the information. The visit will be added to the list below it.
7. If you select a service that is for an individual, then you must select which household individual.

TO ADD A LOG ENTRY

1. Input your log entry in the field in the lower left hand corner.
2. Click the “Save Log Entry” button to save the log entry.

TO MODIFY AN EXISTING LOG ENTRY

1. Click in the white “Log Entry” box and input your changes. The changes will be automatically saved.

TO DELETE A LOG ENTRY

1. Click in the grey box to the left of the “Log Date” field and push the “Delete” button on keyboard.

“Administration” – will take you to the administration screens.

“Exit” – will take you back to the “Household Selection” screen.

“Print Info –for Client” – this will print off the basic information for the client.

“Print Info – for Admin” – this will print off all the basic info plus the logs, cases notes, and assignments.

Household Information Screens

Household Name: **Potter** "Food Pantry Assistant" Print Info - for client Administration EXIT
Print Info - for Admin

Visit Information Basic Information **Household Members**

Household Basic Information

Barcode:

* Household Last Name: * Primary Household Ethnicity:

Current Status: Delete Client: * Household Type:

Status Reason: * Housing Status:

Address: * Card Issue Reason:

* City/State/Zipcode: * Date Card Issued:

Primary Phone: * Date Card Expires:

Primary Email: Pickup Time:

Special Needs / Information: (if checked see explanation below)

He has a bad back and may need assistance in loading the food in his car.

Food Stamp Eligibility:
 Total Household Members:
 Record ID:
 Old ID:

Services Allowed

<input type="text" value="Baby - Clothing"/>
<input checked="" type="checkbox"/> Classes/training - Budget
<input checked="" type="checkbox"/>

Card History

Date Issued	Date Required	Issue Reason	Bar Code
10/21/2013	10/21/2014	New Card	4

To delete a card history, highlight row and push the Delete button on your keyboard.

* Required fields

"Basic Information" Tab

This screen contains all the basic information concerning the household.

1. Fill in all the **WHITE** colored fields. (The **YELLOW** colored fields are filled in from other screens.)
2. In the **"Services Allowed"** area, select each service that the household may receive.
3. The fields with a red asterisk are required fields.
4. Select all the services that the household is eligible for

"Save Changes" – will save your changes.

"Undo Changes" – will restore field values to what they were before you changed them.

"DELETE Client Record" – deletes the record and all associated records.

Household Information Screens

Household Name: **Potter** "Food Pantry Assistant" Print Info - for client Administration EXIT
Print Info - for Admin

Visit Information Basic Information **Household Members**

Total Household Members: **2** Total Food Stamps: **1** **Household Members**

Select Member

- Potter, David (1/1/1960)
- Potter, Lurlynn (1/1/1962)

* First Name: David
 # * Last Name: Potter
 AKA (nickname): dave
 # * Date of Birth: 1/1/1960 Age:
 # * Gender: M Male, Female, Unknown
 # * Household Relationship: Head *Authorized Non-member* is NOT counted in Total Household Members nor Food Stamps
 # * Marital Status: Married
 # * Hispanic/Non-Hispanic: Not Hispanic
 # * Primary Ethnicity: Caucasian

Click all Ethnicities that apply:

- White
- Asian
- American Indian or Alaskan
- Pacific Islander/Native Hawaiian
- Black / African American
- Other

Phone Number: (555) 555-5555
 Email: davidjohnpotter@hotmail.com
 Education: College Grad Completed GED (last 30 days)
 Identification Type: Driver's License
 Identification #: 112233 Do not use Social Security Number
 Photo Location: Browse....

Status: **INACTIVE** (not included in reports)

Health Insurance
 Food Stamp Eligibility
 WIC
 CFSP
 Currently Employed
 Started a Job (last 30 days)
 Income increased (last 30 days)

- Migrant Worker
- Immigrant/Non-Refugee
- Refugee
- Veteran
- Handicapped
- Disabled
- Mental Illness
- HIV / Aids
- Abuse Victim
- Substance Abuse

Skills / Misc. (save copies of resume in Documents section)

Comments	Skills
plumber ... for several years	Plumber
* <input type="text"/>	<input type="text"/>

Record: 1 of 1 No Filter Search

Delete Record **Undo Record** **Add New Record** **Save Record**

* Required fields (except for Authorized NonMember)
 # Required fields for Authorized NonMember only

“Household Members” Tab

This screen is used to enter information concerning each member of the household as well as the people who are authorized to pickup items for the household. The fields with a **red asterix (*)** are required fields.

1. Fill in all the **WHITE** colored fields. (The **YELLOW** colored fields are filled in from other screens.)
2. **“Select Member”** – immediately goes to that person’s record.
3. **“Photo Location”** – to input the location of the photo file. (All photos should reside on the LAN and in the same folder. Click the **“Browse...”** button to find the file in the right folder.)
4. **“Skills / Misc.”** – to list various skills and comments for this member.
5. If you are using a **Fingerprint scanner**, the click on **“Enroll Fingerprints”**, then follow the directions to save as many fingerprints as your pantry wishes to maintain. You can verify that the fingerprints are recorded correctly by clicking on the **“Verify Fingerprints”** button.
6. You can add a **PHOTO** by typing in the location of the photo or by clicking on the **“Browse”** button and finding the picture in one of the directories. We suggest that a single directory be used for all pictures.

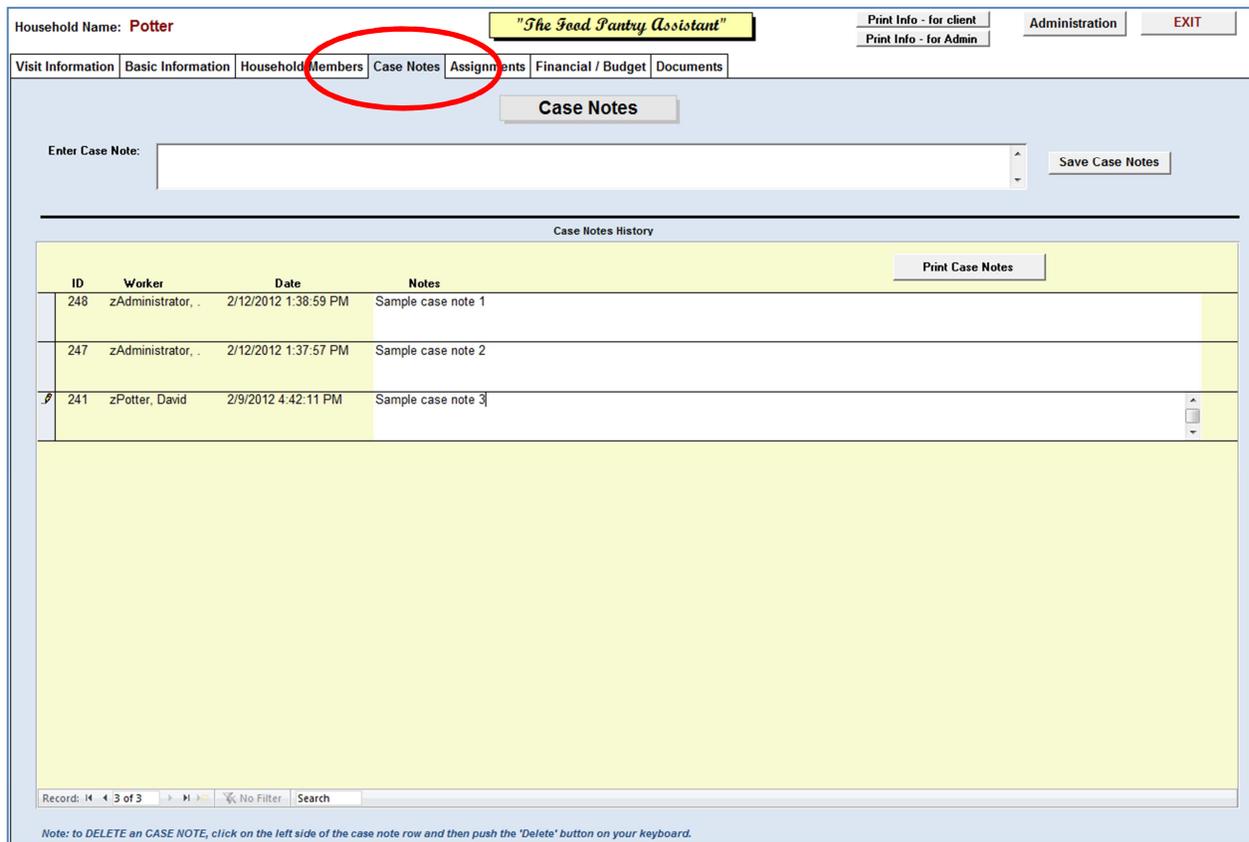
“Add New Record” – will allow you to add a new member record.

“Save Record” – will save your changes.

“Undo Record” – will restore field values to what they were before you changed them.

“Delete Record” – deletes the member record.

Household Information Screens



Household Name: **Potter** Print Info - for client
Print Info - for Admin Administration EXIT

Visit Information | Basic Information | Household Members | **Case Notes** | Assignments | Financial / Budget | Documents

Case Notes

Enter Case Note: Save Case Notes

Case Notes History

ID	Worker	Date	Notes	Print Case Notes
248	zAdministrator, .	2/12/2012 1:38:59 PM	Sample case note 1	
247	zAdministrator, .	2/12/2012 1:37:57 PM	Sample case note 2	
241	zPotter, David	2/9/2012 4:42:11 PM	Sample case note 3	

Records: 1 of 3 No Filter Search

Note: to DELETE an CASE NOTE, click on the left side of the case note row and then push the 'Delete' button on your keyboard.

“Case Notes” Tab

This screen is for inputting and modifying all the **“CASE NOTES”** for the Household.

1. Fill in all the **WHITE** colored fields. (The **YELLOW** colored fields are filled in from other screens.)
2. Enter the case notes in the **“Enter Case Notes”** field and then click on **“Save Case Notes”**.
3. You can modify historical case notes by clicking in the white box where the note is. The changes will be save automatically.
4. To **delete** a case note, click in the grey box to the left of the **“ID”** field, then push the **“Delete”** button on your keyboard.

Household Information Screens

Household Name: **Potter** Print Info - for client
Print Info - for Admin

"The Food Pantry Assistant" Administration **EXIT**

Visit Information | Basic Information | Household Members | **Case Notes** | **Assignments** | Financial / Budget | Documents

Assignments

Assignment: Group Assigned: Date Assigned:
 Followup: Person Assigned: Date Due:
 Status: Date Completed:

Save Assignment

Assignment History

ID	Status	Group Assigned	Individual Assigned	Date Assigned	Date Due	Date Completed	Created By
▶ 255	Completed	Another Agency	Mary Doe	2/9/2012	2/9/2012	2/9/2012	zPotter, David
Assignment This is test assignment #2 GFDGDF GFD GFD				Followup This assignment has been completed.JHFJHF J			

Records: 1 of 1 | No Filter | Search

Note: to DELETE an Assignment, click on the left side of the assignment row and then push the 'Delete' button on your keyboard.

"Assignments" Tab

This screen is for inputting and modifying all the **"ASSIGNMENTS"** for the Household.

1. Fill in all the **WHITE** colored fields. (The **YELLOW** colored fields are filled in from other screens.)
2. Enter the assignment in the **"Assignment"** field.
3. You can **modify** historical assignments by clicking in any of the the white boxes where the assignment is. The changes will be save automatically.
4. To **delete** an assignment, click in the grey box to the left of the **"ID"** field, then push the **"Delete"** button on your keyboard.
4. Fill in the other fields as needed. (If not in list, contact Administrator.)
5. Click on **"Save Assignment"** to save record.

Household Information Screens

Household Name: **Potter** "Food Pantry Assistant" Print Info - for client
Print Info - for Admin Administration EXIT

Visit Information Basic Information Household Members Case Notes Assignments **Financial / Budget** Documents

Financial / Budget

Total GROSS Monthly Income: Total Number Household Individuals:
 Date Income Level Verified: mm/dd/yyyy Percent of Poverty: based on GROSS Monthly Income and Total Household Individuals
 Food Stamp Eligibility (monthly benefit): based on GROSS Monthly Income and Food Stamp Eligibility
 Food Stamp Eligibility:

MONTHLY INCOME		MONTHLY EXPENSES	
Wages-Client:	<input type="text" value="500.00"/>	Rent-Housing:	<input type="text" value="250.00"/>
Wages-Spouse:	<input type="text" value="0.00"/>	Food:	<input type="text" value="50.00"/>
Workman's Comp:	<input type="text" value="0.00"/>	Gas:	<input type="text" value="10"/>
Food Stamps:	<input type="text" value="0.00"/>	Water:	<input type="text" value="0.00"/>
Child Support:	<input type="text" value="0.00"/>	Electric:	<input type="text" value="0.00"/>
Unemployment:	<input type="text" value="0.00"/>	Trash:	<input type="text" value="0.00"/>
Social Security:	<input type="text" value="0.00"/>	Telephone:	<input type="text" value="0.00"/>
SSI Disability:	<input type="text" value="0.00"/>	Cable-Satellite:	<input type="text" value="0.00"/>
DHS Supplement:	<input type="text" value="0.00"/>	Diapers:	<input type="text" value="0.00"/>
WIC:	<input type="text" value="0.00"/>	Vehicle:	<input type="text" value="0.00"/>
Veteran's Benefits:	<input type="text" value="0.00"/>	Gasoline:	<input type="text" value="0.00"/>
Alimony:	<input type="text" value="0.00"/>	Car Insurance:	<input type="text" value="0.00"/>
Self Employment:	<input type="text" value="0.00"/>	Health Insurance:	<input type="text" value="0.00"/>
Public Assistance:	<input type="text" value="0.00"/>	Child Care:	<input type="text" value="0.00"/>
Other Amt:	<input type="text" value="0.00"/>	CreditCards:	<input type="text" value="0.00"/>
Other Amt Desc:	<input type="text"/>	RTO:	<input type="text" value="0.00"/>
		RX:	<input type="text" value="0.00"/>
		Medical - Dental:	<input type="text" value="0.00"/>
		Cigarettes:	<input type="text" value="0.00"/>
		Loans:	<input type="text" value="0.00"/>
		Savings:	<input type="text" value="0.00"/>
		Repairs Amount:	<input type="text" value="0.00"/>
		Desc:	<input type="text"/>
		Other Expense 1:	<input type="text" value="0.00"/>
		Desc:	<input type="text"/>
		Other Expense 2:	<input type="text" value="0.00"/>
		Desc:	<input type="text"/>

Total Monthly Income: Total Monthly Expenses: Net Monthly Income:

"Financial / Budget" Tab

This screen is for inputting and modifying all the **FINANCIAL** and **BUDGET** information for the Household.

1. Fill in all the **WHITE** colored fields. (The **YELLOW** colored fields are filled in from other screens.)
2. Enter amounts in all the applicable fields.
3. The **"Other Amt Desc"** field is a text field .. and is to describe the amount in the **"Other Amt"** field.
4. The **"Desc"** fields for **"Repairs Amount"**, **"Other Expense 1"**, and **"Other Expense 2"** is to describe the type of expense incurred.

"Print Report" – will print out the financial information from this screen.

Household Information Screens

Household Name: **Potter** "Feed Pantry Assistant"

[Print Info - for client](#) [Administration](#) [EXIT](#)
[Print Info - for Admin](#)

Visit Information | Basic Information | **Household Members** | Case Notes | Assignments | Financial | Budget | **Documents**

Select Document: **Documents**

Title	Version	Date	Status	Type
Lurlynn's driver license	1	10/21/2013	Current	Drivers License
David's birth certificate	0	10/21/2013	Current	Birth Certificate

Document Information

Doc ID: 4 [Open Document](#)

Title:

Location: [Browse...](#)

Type:

Status:

Version:

Date Received:

Notes:

[Delete Document](#) [Add New Document](#) [Undo](#) [Save Document](#)

"Documents" Tab

This screen is for document management for the Household. Any type of document may be saved. Also, you may save different versions of the document and determine which is the "current" document if there are more than one versions.

1. Click on the dropdown of the **"Select Document"** to choose an existing document.
2. Click on the **"Add New Document"** to add a new document.
3. Fill in all the **WHITE** colored fields. (The **YELLOW** colored fields are filled in from other screens.)
4. Enter amounts in all the applicable fields.
5. **"Location"** – to input the location of the document file. (All photos should reside on the LAN and in the same folder. Click the **"Browse..."** button to find the file in the right folder.)

"Add New Document" – adds a new document.

"Save Document" – saves the document information.

"Undo" – will undo your changes.

"Delete Document" – deletes the document.

"Open Document" – opens the document.

Household Information Screens

"Food Pantry Assistant" Administration EXIT

Print Info - for Admin

Assignments Financial / Budget Documents

Documents

"The Food Pantry Assistant"

Household Information Report



Household Name: **Potter**

HOUSEHOLD INFO

Food Card # (bar code) 513

Address 3333 Hartford Drive

City/State/Zipcode: Bountiful, UT 84010

Phone 555-555-5555

Ethnicity: White

Household Type : Two Person Household

Housing Status stably housed

Pickup Time: 1st of Month

Date New Card Issued: 2/9/2012 4:11:08 PM

Primary Email: adfadfadf.asdfadf@hotmail.com

Available Services

- Food - Other Holiday
- Food - CSFP
- Food - CSFP
- Food - Christmas Food

Special Needs / Information: (if checked see explanation below)

Head of household needs special assistance with carrying food.

Monday, February 13, 2012 Page 1 of 6

This is a report generated when you click "Print Info – for Admin". It is the same for the "Print Info – for client" except for the case notes, logs, and assignments. Clients can use this report to verify their information. They can mark on the report and return it to the Administrator and have them make the necessary updates. The next few pages contain some additional pages from this report.

Household Information Screens

Household Name: **Potter**

FINANCIAL INFO

Total Gross Monthly Income	\$1,000.00	Total Household Members	6
Date Income Level Verified:	2/2/2012	Total Members Receiving Income	1
Percent of Poverty:	66%	Food Stamp Eligibility:	3
		Food Stamp Eligibility (monthly benefit):	\$298

INCOME

wages-client	\$400.00
wages-Spouse	\$200.00
workmans Comp	\$0.00
Food Stamps	\$0.00
child support	\$0.00
Unemployment	\$0.00
Social Security / Retirement / Pension	\$0.00
SSI-disability	\$0.00
DHS supplement	\$0.00
WIC	\$0.00
Veterans Benefit	\$100.00
Alimony	\$1.00
Public Assistance	\$1.00
Self Employment	\$1.00
Other	\$25.00
OtherDesc	from family

EXPENSES

rent-housing	\$150.00
Food	\$100.00
Gas	\$0.00
water	\$0.00
electric	\$0.00
trash	\$0.00
telephone	\$0.00
cable-satelite	\$0.00
diapers	\$0.00
vehicle	\$0.00
gasoline	\$0.00
car insurance	\$0.00
health insurance	\$100.00
child care	\$0.00
credit cards	\$0.00
RTO	\$0.00
RX	\$0.00
medical	\$0.00
cigarettes	\$0.00
loans	\$0.00
savings	\$0.00
repairs	\$0.00
repairs-desc	
Other1Amt	\$25.00
Other1Amt-desc	newspaper / internet
Other2Amt	\$0.00
Other2Amt-desc	

Income Subtotal: \$777.00
 Expense Subtotal: \$375.00
 Net Monthly Income: \$402.00

Monday, February 13, 2012

Page 2 of 6

Household Information Screens

Household Name: **Potter**

HOUSEHOLD MEMBERS

Last Name	First Name	AKA	Birth Date	Age	SSN	Phone
Potter	David	AI	1/1/1960	52	999-99-9999	(555) 555-5555

Education	Some College or VOC		Email	potter@hotmail.com		
Sex	M					
Relationship	Head					
Marital Status	Remarriage		Ethnicity	Not Hispanic		
			Race	White		
<input type="checkbox"/> Handicapped	<input type="checkbox"/> Employeed	<input type="checkbox"/> White	<input type="checkbox"/> Disable	<input type="checkbox"/> Started a Job (last 30 days)	<input type="checkbox"/> Black / African American	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> HIV / Aids	<input type="checkbox"/> Income increased (last 30 days)	<input type="checkbox"/> Asian	<input type="checkbox"/> Abuse Victim	<input type="checkbox"/> Migrant Worker	<input type="checkbox"/> American Indian or Alaskan	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Health Insuranc	<input type="checkbox"/> Immigrant/Non-Refuge	<input type="checkbox"/> Pacific Islander/ Native Hawaiian	<input type="checkbox"/> Food Stamp Eligibilit	<input type="checkbox"/> Refugee	<input type="checkbox"/> Other	<input type="checkbox"/> WIC
<input type="checkbox"/> CFSP	<input type="checkbox"/> Veteran	<input type="checkbox"/> Completed GED (last 30 days)	<input type="checkbox"/> Inactive: don't include in report			

Potter	April		2/2/1961	51	888-88-8888	(444) 444-4444
--------	-------	--	----------	----	-------------	----------------

Education			Email			
Sex	F					
Relationship	Member					
Marital Status	Remarriage		Ethnicity	Not Hispanic		
			Race	American Indian or Alaskan		
<input type="checkbox"/> Handicapped	<input type="checkbox"/> Employeed	<input type="checkbox"/> White	<input type="checkbox"/> Disable	<input type="checkbox"/> Started a Job (last 30 days)	<input type="checkbox"/> Black / African American	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> HIV / Aids	<input type="checkbox"/> Income increased (last 30 days)	<input type="checkbox"/> Asian	<input type="checkbox"/> Abuse Victim	<input type="checkbox"/> Migrant Worker	<input type="checkbox"/> American Indian or Alaskan	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Health Insuranc	<input type="checkbox"/> Immigrant/Non-Refuge	<input type="checkbox"/> Pacific Islander/ Native Hawaiian	<input checked="" type="checkbox"/> Food Stamp Eligibilit	<input type="checkbox"/> Refugee	<input type="checkbox"/> Other	<input type="checkbox"/> WIC
<input type="checkbox"/> CFSP	<input type="checkbox"/> Veteran	<input type="checkbox"/> Completed GED (last 30 days)	<input type="checkbox"/> Inactive: don't include in report			

Monday, February 13, 2012

Page 3 of 6

Household Information Screens

Household Name: **Potter**

Date	Service	Qty Requested	Qty Provided	Who Served	Family #
2/10/2012 5:42:2	Food - Other Holiday	1	1	Household	2
2/10/2012 12:49:	Food - Christmas Food	3	3	Household	2
2/9/2012 4:38:13	Medical - Medical assistance	1	1	Household	0
2/9/2012 4:38:09	Food - Other Holiday	1	1	Household	0
2/9/2012 4:38:05	Food - CSFP	1	1	Individual	1

Monday, February 13, 2012

Page 6 of 6

"Print Info – for Admin" Page 6

Household Information Screens

Household Name: **Potter**

CASE NOTES HISTORY

Date: 1/2012 1:38:59 PM *Worker:* zAdministrator, .
 Sample case note 1

Date: 1/2012 1:37:57 PM *Worker:* zAdministrator, .
 Sample case note 2

Date: 1/2012 4:42:11 PM *Worker:* zPotter, David
 Sample case note 3

ASSIGNMENTS HISTORY

ID	Status	Group Assigne	Date Assigned	Date Due	Date Completed
255	Completed	Another Agency	2/9/2012	2/9/2012	2/9/2012

Individual Assigned **Created By** zPotter, David

Assignment

Followup

"Print Info – for Admin" Page 8

“The Food Pantry Assistant”



Administration Screens

Administration Screens

Administration Information

Worker Information | Permissions | Locations | Dropdown Values | Poverty Ranges | Food Stamp Eligibility | Agencies | Basic Information | Services

Note: you cannot delete a worker, just make them inactive

Status	Last Name	First Name	Phone	Email	Password
Active	Drake	sue			*
Active	Kelsch	bill			*
Active	Manager	Case			*
Active	Price	adam			*
Active	Rich	nancy			*
Active	Roberts	betty			*
Active	Sample	User			*
Active	zAdministrator	.			*
Active	zPotter	David	801-652-1045	davidjohnpotter@hotmail.com	*
Inactive	Lazaro	clyde			*
* Active					

Record: 14 of 10 | No Filter | Search

“Worker Information” Tab

This screen contains the basic information concerning the Pantry Workers .

“STATUS” – active or inactive.

“Last Name” – last name of worker.

“First Name” – first name of worker.

“Phone” – worker’s phone number.

“Email” – worker’s email.

“Password” – to create a new end-user password for the worker.

DO NOT DELETE A WORKER .. as they may be associated with historical records.

Administration Screens

Worker	Visits	Basic Info	Household	Case Notes	Assignment	Financial	Documents	Admin Screenshot	Reports
Drake, sue	User	User	User	User	User	User	User	User	User
Kelsch, bill	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin
Manager, Case	Case Mgr	Case Mgr	Case Mgr	Case Mgr	Case Mgr	Case Mgr	Case Mgr	Case Mgr	Case Mgr
Price, adam	User	User	User	User	User	User	User	User	User
Rich, nancy	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin
Roberts, betty	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin
Sample, User	Admin	User	User	User	User	User	User	User	User
zAdministrator, .	User	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin
zPotter, David	User	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin

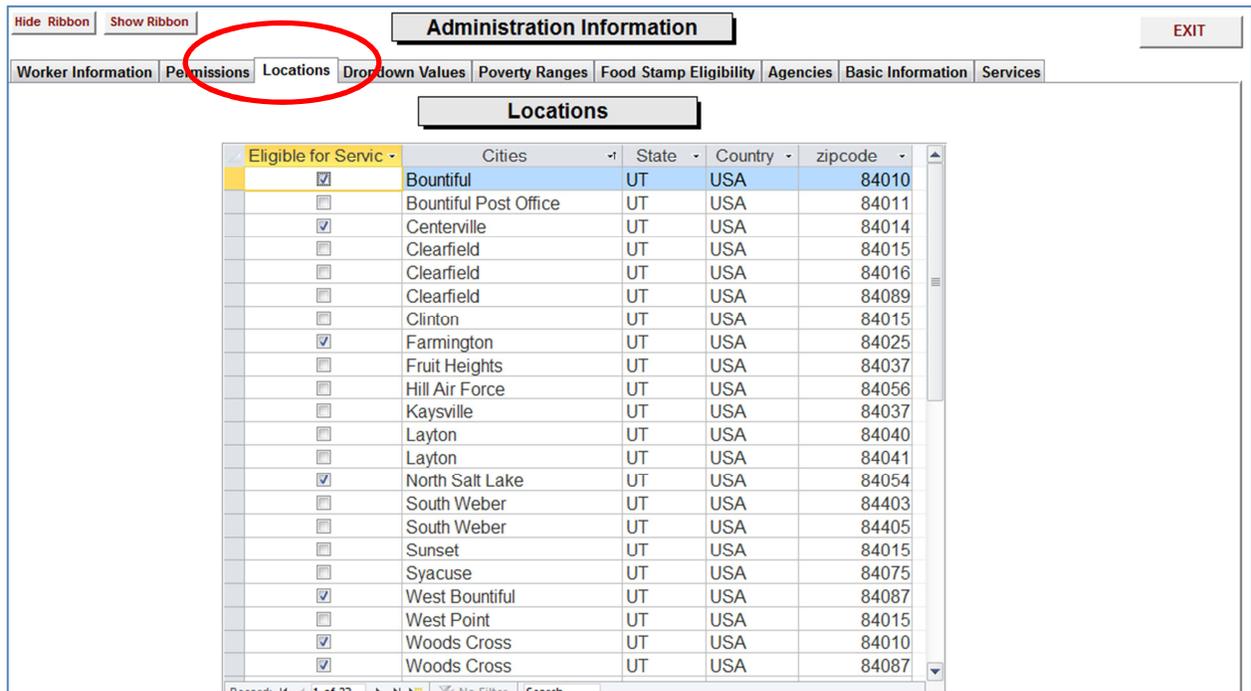
“Permissions” Tab

This screen contains the permissions for the Workers for each of the screens. In each screen there may be certain fields that are only displayed for certain permission levels such as “Admin”. The permission levels include: “ADMIN”, “Case Mgr”, and “User”.

A worker must first be setup in the “Worker Information” tab.

To set the permission level, click in one of the boxes and a drop-down list will appear ... then select the appropriate level.

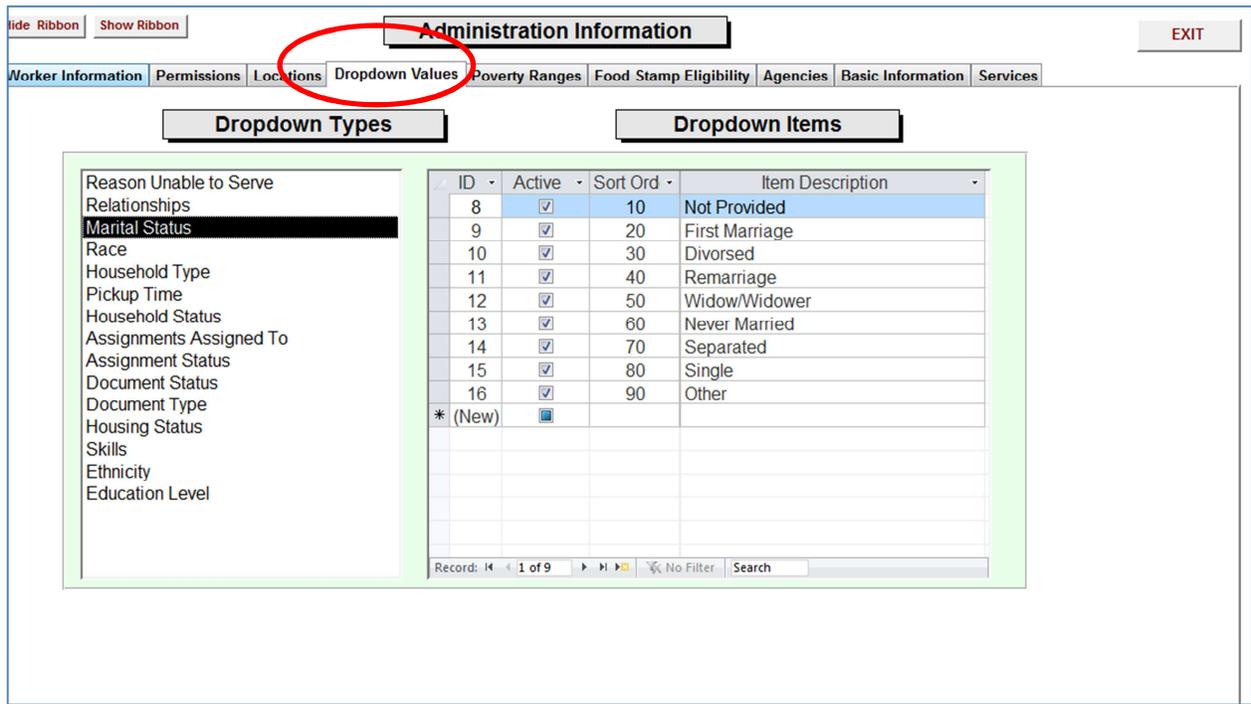
Administration Screens



“Locations” Tab

This screen contains the locations for the households. The first column, “Eligible for Service” has a check box to indicate when this location will show up in the “Visit Screen”. Each pantry should input those locations that they will service households from.

Administration Screens



“Dropdown” Tab

This screen contains the “**Dropdown Types**” and their associated “**Dropdown Items**”.

Each pantry should review each of these “**Dropdown Types**” and their items for their own use.

The “**Sort Order**” is the order that the items will appear in the drop-downs on the screens.

Administration Screens

Record ID	Family Size	Annual Income	Monthly Income
1	1	10,830	902
2	2	14,570	1,214
3	3	18,310	1,526
4	4	22,050	1,838
5	5	25,790	2,149
6	6	29,530	2,461
7	7	33,270	2,773
8	8	37,010	3,084
9	9	40,750	3,396
10	10	44,490	3,708
11	11	48,230	4,019
12	12	51,970	4,331
13	13	55,710	4,643
14	14	59,450	4,954
15	15	63,190	5,266
16	16	66,930	5,578
17	17	70,670	5,889
18	18	74,411	6,201
19	19	78,150	6,513
20	20	81,890	6,824
*(New)	0	0	0

“Poverty Ranges” Tab

This screen contains the data concerning poverty ranges. This may change from year to year and should be reviewed when notification is received that their information has been changed. This information is used in the **“Financial / Budget”** screen and in some of the reports.

Administration Screens

The screenshot shows a software interface with a ribbon at the top. The 'Administration Information' tab is highlighted and circled in red. Below the ribbon, the 'Food Stamp Eligibility' tab is selected. A table displays the following data:

ID	Family Size	Net Monthly Income	Monthly Benefit
1	1	\$851	\$162
2	2	\$1,141	\$298
3	3	\$1,431	\$426
4	4	\$1,721	\$542
5	5	\$2,011	\$643
6	6	\$2,301	\$772
7	7	\$2,591	\$853
8	8	\$2,881	\$975
21	9	\$3,161	\$975
22	10	\$3,441	\$975
23	11	\$3,721	\$975
24	12	\$4,001	\$975
25	13	\$4,281	\$975
26	14	\$4,561	\$975
27	15	\$4,841	\$975
28	16	\$5,121	\$975
29	17	\$5,401	\$975
30	18	\$5,681	\$975
31	19	\$5,981	\$975
32	20	\$6,241	\$975
*(New)	0	\$0	\$0

At the bottom of the table, there is a status bar showing 'Record: 1 of 20' and a search field.

“Food Stamp Eligibility” Tab

This screen contains the data concerning **“Food Stamp Eligibility”**. This may change from year to year and should be reviewed when notification is received that their information has been changed. This information is used in the **“Financial / Budget”** screen and in some of the reports.

Administration Screens

The screenshot displays a software interface for managing agencies. At the top, there is a ribbon with tabs: 'Hide Ribbon', 'Show Ribbon', 'Administration Information', and 'EXIT'. Below this is a secondary ribbon with tabs: 'Worker Information', 'Permissions', 'Locations', 'Dropdown Values', 'Poverty Ranges', 'Food Stamp Eligibility', 'Agencies', 'Basic Information', and 'Services'. The 'Agencies' tab is circled in red. The main content area is titled 'Agencies' and contains a sub-section 'EDIT the information for the Agency'. On the left, a 'Select Agency' list shows 'Salvation Army' as the selected item. The main form fields are: Agency (Salvation Army), Address 1 (sdfgsdfg), Address 2, City, State, Zip, Phone, Web Site, Main Contact, and Email. At the bottom, there are four buttons: 'Add Record', 'Save Record', 'Cancel', and 'Delete Record'.

“Agencies” Tab

This screen contains the data concerning **“Agencies”** that the food pantry may be dealing with. The column on the left, **“Select Agency”**, contains a list of the agencies that have been setup. Just click on one of the names to see the associated data. This information is used in the **“Assignment”** section.

“Add Record” – to add a new agency.

“Save Record” – to save a record.

“Undo Record” – to undo changes.

“Delete Record” – to delete an agency.

Administration Screens

The screenshot shows a software interface with a ribbon menu at the top. The ribbon includes buttons for 'Hide Ribbon' and 'Show Ribbon', followed by a title bar 'Administration Information' and an 'EXIT' button. Below the ribbon is a series of tabs: 'Worker Information', 'Permissions', 'Locations', 'Dropdown Values', 'Poverty Ranges', 'Food Stamp Eligibility', 'Agencies', 'Basic Information', and 'Services'. The 'Basic Information' tab is highlighted with a red circle. Below the tabs is a sub-header 'Basic Information - (for reference only)'. The main form area contains the following fields and controls:

- Name of pantry:
- Database file path name:
- MS Access file path name:
- Document file path name:
- Number of months for new card:
-

“Basic Information” Tab

This screen contains the data concerning information about the pantry and where files are located. Currently, this is there for information purposes only.

“Save Record” – to save the record.

Administration Screens

The screenshot shows the 'Administration Information' window with the 'Services' tab selected. On the left, there is a 'TYPES OF SERVICE' list with options: Dental, DI Vouchers, Financial, Food, Medical, Misc, Special, and Transportation (bus/pas cards). The main area displays a table of services with the following columns: For ALL, Active, Service, Sub-Service, Sort Order, Description, Financial / NonFinancial, \$ Value, Max Amount, and Who To Count.

For ALL	Active	Service	Sub-Service	Sort Order	Description	Financial / NonFinancial	\$ Value	Max Amount	Who To Count
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Financial	Rent assistance	12		Financial	\$100.00	105	Household
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food	Other Holiday	0		NonFinancial	\$0.00	0	Household
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food	Extra Monthly for Work	0		NonFinancial	\$0.00	0	Household
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food	Weekly Pickup	1		NonFinancial	\$0.00	0	Household
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food	Monthly Pickup	2		NonFinancial	\$0.00	0	Household
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food	CSFP	3		NonFinancial	\$0.00	0	Individual
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food	Christmas Food	9		NonFinancial	\$0.00	0	Household
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food	Thanksgiving Food	10		NonFinancial	\$0.00	0	Household
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Medical	Medical assistance	14		Financial	\$50.00	55	Household
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Misc	Socks	11		NonFinancial	\$0.00	0	Individual
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Transportation (bus/g	Bus Fare	15		NonFinancial	\$10.00	0	Individual
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Utilities	Utilities assistance	13		Financial	\$200.00	205	Household
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					NonFinancial			Household

“Services” Tab

This screen contains the data concerning information about the “Types of Services” and their associated “Services”.

To add a new “Type of Service”, scroll down the drop-down list of “TYPES OF SERVICES” until you come to a blank line. Then just type in the name of the new “Service Type”.

To add a new “Service”, scroll down the drop-down list of services until you come to a blank line; then fill in the fields.

Note: “Who to Count” has two options. Option 1 is “Household” and Option 2 is “Individual”. This is associated with counting how many people receive help, and is used in the most of the reports.

“The Food Pantry Assistant”



Reports

Reports

"Food Pantry Assistant"

Begin Date

End Date

Reports

All Records
First Time Only

Detail Visits

by Date

by Date/Worker

by Service

by Worker/Service

Unduplicated Count
(by Service Type/Service)

Summary Visits

by Date

by Date/Worker

by Service

by Service/Worker

Unduplicated Counts
(By Service Type / Service)

Total Unduplicated Households

Total Unduplicated Individuals

Summary Reports

by Age Group / Service	by Age Group / Service Type
by Service / Age Group	by Service Type / Age Group
by Ethnicity / Service	by Ethnicity / Service Type
by Service / Ethnicity	Service Type / Ethnicity
by Housing Status / Service	by Housing Status / Service Type
by Service / Housing Status	by Service Type / Housing Status
by Poverty Level / Service	by Poverty Level / Service Type
By Service / Poverty Level	By Service Type / Poverty Level
by Zip Code / Service	by Zip Code / Service Type
by Service / Zip Code	by Service Type / Zip Code

Details Visits by Category

<input type="checkbox"/> Migrant Worker	<input type="checkbox"/> Employed
<input type="checkbox"/> Immigrant / Non-refugee	<input type="checkbox"/> Handicapped
<input type="checkbox"/> Refugee	<input type="checkbox"/> Disabled
<input type="checkbox"/> Veteran	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Health Insurance	<input type="checkbox"/> HIV / AIDS
<input type="checkbox"/> Food Stamp Eligibility	<input type="checkbox"/> Abuse Victim
<input type="checkbox"/> WIC	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> CSFP	<input type="checkbox"/> First Time

New Issued Cards

Utah Food Bank Report

Monthly CSBG Stats Report

Missing Birthdays

Pivot Table

[How to use a Pivot Table](#)

Query of Visits

[How to do Data Mining](#)

Show Ribbon

Exit

Hide Ribbon

This is the main menu for the **"Reports"**. There are 16 standard reports BUT .. you can make a **hundreds of your own ad-hoc reports** with the **"Pivot Table"** and **"Query of Visits"**. There are two links to web sites that will teach you how to do this! Use the "Begin Date" and "End Date" to set the range.

There may be times in which the Administrator will want to use some of the Microsoft Access database functions and tools. This can be done by showing the **"Ribbon"** across the top of the screen.

"Show Ribbon" – shows the Microsoft Ribbon across the top of the screen.

"Hide Ribbon" – hides the ribbon.

The following pages display a sample of each of the reports.

Reports

For the "Visits – by Details" report you can check any of the boxes to narrow the records shown. If you check more than one box, only those records that contain those items will be shown.

Details Visits by Category

<input checked="" type="checkbox"/> Migrant Worker	<input checked="" type="checkbox"/> Employed
<input checked="" type="checkbox"/> Immigrant / Non-refugee	<input checked="" type="checkbox"/> Handicapped
<input checked="" type="checkbox"/> Refugee	<input checked="" type="checkbox"/> Disabled
<input checked="" type="checkbox"/> Veteran	<input checked="" type="checkbox"/> Mental Illness
<input checked="" type="checkbox"/> Health Insurance	<input checked="" type="checkbox"/> HIV / AIDS
<input checked="" type="checkbox"/> Food Stamp Eligibility	<input checked="" type="checkbox"/> Abuse Victim
<input checked="" type="checkbox"/> WIC	<input checked="" type="checkbox"/> Substance Abuse
<input checked="" type="checkbox"/> CSFP	<input checked="" type="checkbox"/> First Time

Food Pantry Assistant

Visit Details

From: 1/1/2000

To: 3/17/2012

(by individuals based on filters)

Total Individuals: 9

<input type="checkbox"/> Migrant Worker <input type="checkbox"/> Health Insurance <input type="checkbox"/> Employed <input type="checkbox"/> HIV / AIDS <input type="checkbox"/> Immigrant / Non-Refugee <input type="checkbox"/> Food stamp eligibility <input type="checkbox"/> Handicapped <input type="checkbox"/> Abuse Victim <input type="checkbox"/> Refugee <input type="checkbox"/> WIC <input type="checkbox"/> Disabled <input type="checkbox"/> Substance Abuse <input checked="" type="checkbox"/> Veteran <input type="checkbox"/> CFSP <input type="checkbox"/> Mental Illness <input type="checkbox"/> First Time																									
Date	Bar	Household Name	Address	City	Zip	Income Verified	% Poverty	Service Provided	Household/ Individual																
										First Time	Migrant Worker	Immigrant/ NonRefugee	Refugee	Veteran	Health Insurance	Food Stamp	WIC	CFSP	Employed	Handicap	Disabled	Mental Illness	HIV/ AIDS	Abuse Victim	Substance Abuse
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		16.71%	Food-Weekly Pickup	Household	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		16.71%	Food-Christmas Food	Household	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/7/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	65.53%	Food-CSFP	Individual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3/10/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	65.53%	Food-Christmas Food	Household	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3/10/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	65.53%	Food-CSFP	Individual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3/10/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	65.53%	Food-Other Holiday	Household	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Totals:										1	4	4	4	9	9	7	4	4	7	4	4	4	4	4	4

Saturday, March 17, 2012

Page 1 of 1

Reports

All Records
 First Time Only

Detail Visits

by Date

by Date/Worker

Summary Visits

by Date

by Date/Worker

Note: if you click in the "First Time" box, then you will retrieve only the first time visits.

Date	Bar Code	Name	Address	City	Zip Code	Income Verivied	Total Indiv	% Poverty	Service	Qty Requested	Qty Provided
Begin Date:			1/1/2000			<i>Food Pantry Assistant</i>			Total Households: 19		
End Date:			2/9/2012			Visit Details			Total Individuals: 58		
First Time Visit:			<input type="checkbox"/>			(by date)					
<hr/>											
Service Date: 02/05/2012											
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Weekly Pickup	2	3
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Christmas Food	2	5
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Christmas Food	1	1
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		1	16.71%	Misc-Socks	1	1
							subTotal Individuals: 10				
							Number of Records: 4				
Service Date: 02/06/2012											
2/6/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		1	16.71%	Misc-Socks	2	1
2/6/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	1
2/6/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	1
							subTotal Individuals: 9				
							Number of Records: 3				
Service Date: 02/07/2012											
2/7/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	1	65.53%	Food-CSFP	1	1
							subTotal Individuals: 1				
							Number of Records: 1				
Service Date: 02/08/2012											
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	1
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Monthly Pickup	1	1
2/8/2012	4	RIVE RA	3021 Ogden Ave	Centerville	84014		1	0.00%	Food-Weekly Pickup	1	1
2/8/2012	4	RIVE RA	3021 Ogden Ave	Centerville	84014		1	0.00%	Food-Weekly Pickup	1	1
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	1
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	1
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	1
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Monthly Pickup	1	1
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	2
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	2
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	2
							subTotal Individuals: 38				
							Number of Records: 11				

Reports

Begin Date: 1/1/2000		Food Pantry Assistant				Total Households: 22					
End Date: 3/17/2012		Visit Details				Total Individuals: 71					
First Time Visit: <input type="checkbox"/>		(by date - by worker)									
Date	Bar Code	Name	Address	City	Zip Code	Income Verivied	Total Indiv	% Poverty	Service	Qty Requested	Qty Provided
Service Date: 02/05/2012											
Worker: zAdministrator, .											
1	potter		2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Weekly Pickup	2	3
1	potter		2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Christmas Food	2	5
1	potter		2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Christmas Food	1	1
1	potter		2857 Newcastle Drive	Bountiful	84010		1	16.71%	Misc-Socks	1	1
						subTotal Individuals:	10				
						Number of Records:	4				
Service Date: 02/06/2012											
Worker: zAdministrator, .											
1	potter		2857 Newcastle Drive	Bountiful	84010		1	16.71%	Misc-Socks	2	1
2	Moreno		5614 MeadowLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	1
2	Moreno		5614 MeadowLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	1
						subTotal Individuals:	9				
						Number of Records:	3				
Service Date: 02/07/2012											
Worker: zAdministrator, .											
513	Potter		3333 Hartford Drive	Bountiful	84010	2/2/2012	1	65.53%	Food-CSFP	1	1
						subTotal Individuals:	1				
						Number of Records:	1				
Service Date: 02/08/2012											
Worker: zAdministrator, .											
2	Moreno		5614 MeadowLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	1
2	Moreno		5614 MeadowLane	Bountiful	84010		4	1.63%	Food-Monthly Pickup	1	1
4	RIVERA		3021 Ogden Ave	Centerville	84014		1	0.00%	Food-Weekly Pickup	1	1
4	RIVERA		3021 Ogden Ave	Centerville	84014		1	0.00%	Food-Weekly Pickup	1	1
2	Moreno		5614 MeadowLane	Bountiful	84010		4	1.63%	Food-Weekly Pickup	1	1
2	Moreno		5614 MeadowLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	1

Reports

<i>Begin Date:</i>		1/1/2000		<i>End Date:</i>		3/17/2012		<i>First Time Visit:</i>		<input type="checkbox"/>		<i>Total Households:</i>		22		<i>Total Individuals:</i>		71		
<i>Visit Details (by Service)</i>																				
<i>Date</i>	<i>Bar Code</i>	<i>Name</i>	<i>Address</i>	<i>City</i>	<i>Zip Code</i>	<i>Income Verivied</i>	<i>Total Indiv</i>	<i>% Poverty</i>	<i>Service</i>	<i>Qty Requested</i>	<i>Qty Provided</i>									
Food																				
Christmas Food																				
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Christmas Food	2	5									
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Christmas Food	1	1									
3/10/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	6	65.53%	Food-Christmas Food	1	1									
						Christmas Food	# Individuals:	12	# Households:	3										
CSFP																				
2/7/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	1	65.53%	Food-CSFP	1	1									
3/10/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	1	65.53%	Food-CSFP	1	1									
						CSFP	# Individuals:	2	# Households:	2										
Extra Monthly for Work																				
2/6/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	1									
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	1									
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Extra Monthly for Work	1	2									
						Extra Monthly for Work	# Individuals:	12	# Households:	3										
Monthly Pickup																				
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Monthly Pickup	1	1									
2/8/2012	2	Moreno	5614 Meado wLane	Bountiful	84010		4	1.63%	Food-Monthly Pickup	1	1									
						Monthly Pickup	# Individuals:	8	# Households:	2										
Other Holiday																				
3/10/2012	513	Potter	3333 Hartford Drive	Bountiful	84010	2/2/2012	6	65.53%	Food-Other Holiday	1	1									
						Other Holiday	# Individuals:	6	# Households:	1										
Weekly Pickup																				
2/5/2012	1	potter	2857 Newcastle Drive	Bountiful	84010		3	16.71%	Food-Weekly Pickup	2	3									

Reports

<i>Begin Date:</i> 1/1/2000		<i>Visit Details</i>	
<i>End Date:</i> 3/17/2012		<i>(by Service - Unduplicated Families)</i>	
<i>First Time Visit:</i> <input type="checkbox"/>			
<i>Bar Code</i>	<i>Household Name</i>	<i>Total Indiv</i>	
Food			
Christmas Food			
513	Potter	6	
1	potter	3	
	Christmas Food	# Individuals: 9	# Households: 2
CSFP			
513	Potter	1	
	CSFP	# Individuals: 1	# Households: 1
Extra Monthly for Work			
2	Moreno	4	
	Extra Monthly for Work	# Individuals: 4	# Households: 1
Monthly Pickup			
2	Moreno	4	
	Monthly Pickup	# Individuals: 4	# Households: 1
Other Holiday			
513	Potter	6	
	Other Holiday	# Individuals: 6	# Households: 1
Weekly Pickup			
2	Moreno	4	
4	RIVERA	1	
	Weekly Pickup	# Individuals: 5	# Households: 2
	Food	# Individuals: 29	# Households: 8
Misc			
Socks			
1	potter	1	
	Socks	# Individuals: 1	# Households: 1
	Misc	# Individuals: 1	# Households: 1
<i>Saturday, March 17, 2012</i>		<i>Page 1 of 1</i>	

Reports

Begin Date: 1/1/2000
End Date: 3/17/2012
First Time Visit:

Visits *(by Age Group)*

NOTE: This does not count people who received "Individual Services" such as CSFP

	<i># Individuals</i>
Age Group: 0-9	
Service: Food	
Extra Monthly for Work	3
Monthly Pickup	2
Weekly Pickup	9
Service subtotal:	14
Age Group subtotal:	14
Age Group: 10-19	
Service: Food	
Christmas Food	6
Other Holiday	4
Weekly Pickup	6
Service subtotal:	16
Age Group subtotal:	16
Age Group: 30-39	
Service: Food	
Extra Monthly for Work	3
Monthly Pickup	2
Weekly Pickup	7
Service subtotal:	12
Age Group subtotal:	12
Age Group: 41-49	
Service: Food	
Christmas Food	2
Extra Monthly for Work	6
Monthly Pickup	4
Weekly Pickup	10
Service subtotal:	22
Age Group subtotal:	22
Age Group: 51-59	
Service: Food	
Christmas Food	4

Reports

<i>Service</i>	<i>Age Group</i>	<i># Individuals</i>
Food		
Christmas Food		
	10-19	6
	41-49	2
	51-59	4
	Christmas Food	12
Extra Monthly for Work		
	0-9	3
	30-39	3
	41-49	6
	Extra Monthly for Work	12
Monthly Pickup		
	0-9	2
	30-39	2
	41-49	4
	Monthly Pickup	8
Other Holiday		
	10-19	4
	51-59	2
	Other Holiday	6
Weekly Pickup		
	0-9	9
	10-19	6
	30-39	7
	41-49	10
	Weekly Pickup	32
	Food	70
GRAND TOTAL		70
<i>Saturday, March 17, 2012</i>		<i>Page 1 of 1</i>

Reports

Begin Date: 1/1/2000		Visits	
End Date: 3/17/2012		(by Household Ethnicity)	
First Time Visit: <input type="checkbox"/>			
		# Households	# Individuals
Type of Service: Household			
Ethnicity: Asian			
Service: Food			
Extra Monthly for Work	3	12	
Monthly Pickup	2	8	
Weekly Pickup	5	20	
xtra Monthly for Work	10	40	
Asian	10	40	
Ethnicity: Black/African American			
Service: Food			
Weekly Pickup	2	2	
Weekly Pickup	2	2	
Black/African American	2	2	
Ethnicity: White			
Service: Food			
Christmas Food	3	12	
Other Holiday	1	6	
Christmas Food	4	18	
White	4	18	
Household	16	60	
Type of Service: Individual			
Ethnicity: White			
Service: Food			
CSFP	2	2	

Reports

Begin Date: 1/1/2000
End Date: 3/17/2012
First Time Visit:

Visits
(by Service by Household Ethnicity)

<i>Ethnicity</i>	<i># Households</i>	<i># Individuals</i>
Type of Service: Household		
Service: Food		
Christmas Food		
White	3	12
	3	12
Christmas Food		
Extra Monthly for Work		
Asian	3	12
	3	12
Extra Monthly for Work		
Monthly Pickup		
Asian	2	8
	2	8
Monthly Pickup		
Other Holiday		
White	1	6
	1	6
Other Holiday		
Weekly Pickup		
Asian	5	20
Black/African American	2	2
	7	22
Weekly Pickup		
Food	16	60

Type of Service: Individual

Service: Food

CSFP

White

2 2

CSFP 2 2

Food 2 2

Service: Misc

Reports

<i>Begin Date:</i> 1/1/2000		<i>Visits</i>	
<i>End Date:</i> 3/17/2012		<i>(by Housing Status)</i>	
<i>First Time Visit:</i> <input type="checkbox"/>			
		<i># Households</i>	<i># Individuals</i>
Type of Service: Household			
Housing Status: Homeless-Car			
Service: Food			
Extra Monthly for Work	3	12	
Monthly Pickup	2	8	
Weekly Pickup	7	22	
xtra Monthly for Work	12	42	
Homeless-Car	12	42	
Housing Status: stably housed			
Service: Food			
Christmas Food	3	12	
Other Holiday	1	6	
Christmas Food	4	18	
stably housed	4	18	
Household	16	60	
Type of Service: Individual			
Housing Status: stably housed			
Service: Food			
CSFP	2	2	
CSFP	2	2	
Service: Misc			
Socks	2	2	
Socks	2	2	
stably housed	4	4	

Reports

Begin Date: 1/1/2000
End Date: 3/17/2012
First Time Visit:

Visits (by Service by Housing Status)

<i>Housing Status</i>	<i># Households</i>	<i># Individuals</i>
Type of Service: Household		
Service: Food		
Christmas Food		
stably housed	3	12
	Christmas Food	12
Extra Monthly for Work		
Homeless-Car	3	12
	Extra Monthly for Work	12
Monthly Pickup		
Homeless-Car	2	8
	Monthly Pickup	8
Other Holiday		
stably housed	1	6
	Other Holiday	6
Weekly Pickup		
Homeless-Car	7	22
	Weekly Pickup	22
	Food	60

Type of Service: Individual

Service: Food

CSFP

 stably housed

	2	2
	CSFP	2
	Food	2

Service: Misc

Reports

<i>Begin Date:</i> 1/1/2000		<i>Visits</i>	
<i>End Date:</i> 3/17/2012		<i>(by Poverty Level by Service)</i>	
<i>First Time Visit:</i> <input type="checkbox"/>			
		<i># Households</i>	<i># Individuals</i>
Type of Service: Household			
Poverty Level: (1) 0-75%			
Christmas Food		3	12
Extra Monthly for Work		3	12
Monthly Pickup		2	8
Other Holiday		1	6
Weekly Pickup		7	22
		<u>16</u>	<u>60</u>
	Household	16	60
Type of Service: Individual			
Poverty Level: (1) 0-75%			
CSFP		2	2
Socks		2	2
		<u>4</u>	<u>4</u>
	Individual	4	4
GRAND TOTAL		20	64

Reports

<i>Begin Date:</i> 1/1/2000		<i>Visits</i>	
<i>End Date:</i> 3/17/2012		<i>(by Service by Poverty Level)</i>	
<i>First Time Visit:</i> <input type="checkbox"/>			
		<i># Households</i>	<i># Individuals</i>
Type of Service: Household			
Service: Food			
Christmas Food			
(1) 0-75%		3	12
		<hr/>	<hr/>
		3	12
Extra Monthly for Work			
(1) 0-75%		3	12
		<hr/>	<hr/>
		3	12
Monthly Pickup			
(1) 0-75%		2	8
		<hr/>	<hr/>
		2	8
Other Holiday			
(1) 0-75%		1	6
		<hr/>	<hr/>
		1	6
Weekly Pickup			
(1) 0-75%		7	22
		<hr/>	<hr/>
		7	22
		<hr/>	<hr/>
Food		16	60
		<hr/>	<hr/>
Household		16	60
<hr/>			
Type of Service: Individual			
Service: Food			
CSFP			
(1) 0-75%		2	2
		<hr/>	<hr/>
		2	2
		<hr/>	<hr/>
Food		2	2
<hr/>			
Service: Misc			
Socks			

Reports

Begin Date: 1/1/2000
End Date: 3/17/2012
First Time Visit:

Visits (by Zip Code)

	# Households	# Individuals
Type of Service: Household		
Zip Code: 84010		
Service: Food		
Christmas Food	3	12
Extra Monthly for Work	3	12
Monthly Pickup	2	8
Other Holiday	1	6
Weekly Pickup	5	20
Food	14	58
84010	14	58
Zip Code: 84014		
Service: Food		
Weekly Pickup	2	2
Food	2	2
84014	2	2
Household	16	60

Type of Service: Individual		
Zip Code: 84010		
Service: Food		
CSFP	2	2
Food	2	2
Service: Misc		
Socks	2	2
Misc	2	2
84010	4	4
Individual	4	4

Reports

Begin Date: 1/1/2000
End Date: 3/17/2012
First Time Visit:

Visits *(by Services by Zip Code)*

	<i># Households</i>	<i># Individuals</i>
<hr/>		
<i>Type of Service:</i> Household		
<i>Service:</i> Food		
Christmas Food		
<i>Zip Code:</i> 84010	3	12
Christmas Food	3	12
Extra Monthly for Work		
<i>Zip Code:</i> 84010	3	12
Extra Monthly for Work	3	12
Monthly Pickup		
<i>Zip Code:</i> 84010	2	8
Monthly Pickup	2	8
Other Holiday		
<i>Zip Code:</i> 84010	1	6
Other Holiday	1	6
Weekly Pickup		
<i>Zip Code:</i> 84010	5	20
<i>Zip Code:</i> 84014	2	2
Weekly Pickup	7	22
Food	16	60
Household	16	60

Type of Service: **Individual**

Service: **Food**

CSFP

Zip Code: 84010

	2	2
CSFP	2	2
Food	2	2

Reports

<i>Error Report: Missing Birthdays for Clients Served</i>		
<i>From: 2/9/2012</i>		<i>To: 2/9/2012</i>
<i>Household Name</i>	<i>barcode</i>	<i>Individual Name</i>

Reports

Utah Food Bank Report					
		<i>From: 2/9/2012</i>	<i>To: 2/9/2012</i>		
Household					
		<i>Children(0-17)</i>	<i>Adults(18-64)</i>	<i>Seniors(65+)</i>	<i>Total Served</i>
Food					
Christmas Food		2	4	0	6
Extra Monthly for Work		3	9	0	12
Monthly Pickup		2	6	0	8
Other Holiday		0	2	0	0
Weekly Pickup		15	22	0	29
	<i>subtotal</i>	22	43	0	55
Medical					
Medical assistance		0	2	0	0
	<i>subtotal</i>	0	2	0	0
	<i>subtotal</i>	22	45	0	55
Individual					
		<i>Children(0-17)</i>	<i>Adults(18-64)</i>	<i>Seniors(65+)</i>	<i>Total Served</i>
Food					
CSFP		0	0	0	1
	<i>subtotal</i>	0	0	0	1
Misc					
Socks		0	0	0	2
	<i>subtotal</i>	0	0	0	2
	<i>subtotal</i>	0	0	0	3
GRAND TOTALS		22	45	0	58
<p><i>NOTE: HOUSEHOLD services include a breakdown by age, INDIVIDUAL services are for a single individual and the system does not identify the person's age.</i></p> <p><i>The 'Total Served' value may differ from the number of persons by age (there may be 5 in the family but only 1 person being served).</i></p>					

Reports

Monthly CSBG Stats Report	
<i>Household Services</i>	
<i>From: 2/9/2012</i>	<i>To: 2/9/2012</i>
by Gender (by individual)	
Female	1
Male	1
by Race (by individual)	
American Indian or Alaskan	1
White	1
by Ethnicity (by Individual)	
Not Hispanic	2
by Housing (by family)	
Two Person Household	1
by Ages (by individual)	
(0-5):	0
(6-11):	0
(12-17):	0
(18-23):	0
(24-44):	0
(45-54):	2
(55-69):	0
(70+):	0
Income: (by family)	
Reporting Income:	1
No Income:	0
Income Sources (by individual)	
Income Wages Client:	1
Income Wages Spouse:	1
Income Self Employment:	0
Income Food Stamps:	0
Income Child Support:	0
Income Unemployment:	0
Income Soc Sec:	0
Income SSI Disability:	0
Income DHS supplement:	0
Income WIC:	0
Income Veterans Benefits:	1
Income Alimony:	0
Income Other Amt:	0
by Income Levels (by family)	
Up to 50:	1
51-75:	0
76-100:	0
101-125:	0
126-150:	0
151 +:	1
Other Characteristics (by individual)	
<p><i>NOTE: this report ONLY contains information dealing with HOUSEHOLD services (includes a breakdown by age)</i></p> <p><i>INDIVIDUAL services are for a single individual and the system does not identify the person's age</i></p>	

Reports

		Gender				
		(Blank)	F	M	Grand Total	
		+ -	+ -	+ -	+ -	
Service Type	Service	Sum of Qty	Sum of Qty	Sum of Qty	Sum of Qty	
Food	Christmas Food		5	7	12	
	CSFP		3	3	6	
	Extra Monthly for Work	12			12	
	Monthly Pickup	8			8	
	Other Holiday		6	6	12	
	Weekly Pickup	26	5	6	37	
	Total	46	19	22	87	
Medical	Medical assistance		3	3	6	
	Total		3	3	6	
Misc	Socks		2	4	6	
	Total		2	4	6	
Grand Total		46	24	29	99	

“Pivot Table”

The “**Pivot Table**” is a very sophisticated way of creating ad hoc reports.

You can include any of the fields for rows, columns, totals, filters, etc.

There are two internet hyperlinks on the Report Menu which give instructions on how to create and use Pivot Tables. Note: when you click on the “Pivot Table” button, you will see that last pivot table that was created.

NOTE: this utilizes the **Begin and End Date** fields on the “**Report Menu Screen**”.

Reports

Qty	Houseold	Household	Total Me	Address	City	zipcode	Phone	Service Type	Service	Qty Request	Qty P
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Other Holiday	1	1
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Other Holiday	1	1
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Other Holiday	1	1
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Other Holiday	1	1
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Other Holiday	1	1
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Christmas Food	3	3
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Christmas Food	3	3
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Christmas Food	3	3
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Christmas Food	3	3
1	130666	Potter	2	3333 Hartford Drive	Bountiful	84010	5555555555	Food	Christmas Food	3	3
1	130666	Potter	0	3333 Hartford Drive	Bountiful	84010	5555555555	Medical	Medical assistance	1	1
1	130666	Potter	0	3333 Hartford Drive	Bountiful	84010	5555555555	Medical	Medical assistance	1	1
1	130666	Potter	0	3333 Hartford Drive	Bountiful	84010	5555555555	Medical	Medical assistance	1	1
1	130666	Potter	0	3333 Hartford Drive	Bountiful	84010	5555555555	Medical	Medical assistance	1	1

“Query of Visits”

The “Query of Visits” displays the information in a spreadsheet type format.

There is an internet link that describes how you can use this query.

NOTE: do not change any of the field values from this query!!! Just use this for viewing the data.

NOTE: this utilizes the **Begin and End Date** fields on the “Report Menu Screen”.

“The Food Pantry Assistant”



Setup Instructions

Admin Program (backup/repair/restore) - Utilities Tab

"The Food Pantry Assistant" Welcome

Utilities Administrators Information

Backup - Repair - Restore Utilities

FOLDER INFORMATION

Mapped Drive:	<input type="text" value="C:\"/>
DATA Folder:	<input type="text" value="c:\fpa\data\"/>
Backup Folder:	<input type="text" value="c:\fpa\backup\"/>
Comments:	<input type="text" value="Be carefull if you modify the two fields above. Location should be where the database data files will be backed up to. The Mapped drive would be C:\FPA for stand alone version ... or x:\FPA\Backup\ for shared network version where x:\ is"/>
Last Updated by:	<input type="text" value="David zPotter"/>
Date Last Updated:	<input type="text" value="9/4/2013 4:00:42 PM"/> <input type="button" value="EDIT Record"/>

These fields are for information only.

Current Database Size:	<input type="text" value="17.14Mb"/>
Latest Backup Information	
Last Database Backup Size :	<input type="text" value="17.07Mb"/>
Last Database Backup Date:	<input type="text" value="9/6/2013 4:53:22 PM"/>
Last Backed Up by:	<input type="text" value="David zPotter"/>
Last Database Backup File:	<input type="text" value="c:\fpa\backup\fpa_DATA_accde BACKUP 2013-09-06 165322.accde"/>
Latest Restore Information (if any)	
Last Restore Date:	<input type="text" value="9/4/2013 3:46:02 PM"/>
Last Restored by:	<input type="text" value="David zPotter"/>
Last Restored File:	<input type="text" value="c:\fpa\backup\fpa_DATA_accde BACKUP 2013-09-04 154353.accde"/>

If you have any questions or comments, please email davidjohnpotter@hotmail.com

This is where the basic information goes concerning your system. It is used for BACK UP, REPAIR, and RESTORE of database. This will also display when these events last occurred.

The mapping of the folders is CRUCIAL ... ONLY THE SYSTEM ADMINISTRATOR SHOULD CHANGE THIS INFORMATION.

Administration Information Tab

"The Food Pantry Assistant" Welcome

Utilities **Administrators Information**

Administrators Information

Status	Last Name	First Name	Phone	Email	Password	Role
▶ Active	xx	-			*	
Active	zPotter	David	801-652-1045	davidjohnpotter@hotmail.com	*	
Inactive	Zadmin	-			*	
* Active						

Note: you cannot delete an administrator. Just change status to DELETED or INACTIVE.

If you have any questions or comments,
please email davidjohnpotter@hotmail.com

This screen is to setup the administrators that can change the settings in the UTILITY tab. These may not necessarily be the same administrators for the Pantry software ... this is for the TECHIE people 😊

“The Food Pantry Assistant”



Miscellaneous

Miscellaneous

Suggestions for types of hardware / software

- **Barcodes**
 - Can you buy preprinted bar code labels on put them on the Food Cards. This can cost about \$300 for around a thousand labels.
 - A bar code printer can print out individual bar codes – one printer from “**BarCodes Inc.**” model TLP 2824 Plus costs about \$325.
 - There are also a lot of good bar code scanners out there. I suggest one that can rest in a holder so that it will automatically scan the bar code.

- **Software**
 - Techsoup.com offers greatly discounted software to non-profit organizations for such products as MS Office 2010

- **Paper Scanners**
 - Scanners are very inexpensive ... and they are good for scanning the client’s documents and storing them on your server.