

INSTRUCTIONS FOR USING THE COMPUTER IN THE FOOD PANTRY

1. Turn on the Computer: press small button with white dot on the front panel of the black computer.



Black box/tower next to printer

Monitor lights up with three program boxes:



2. Click or double click  box. Double click



Full-screen form pops up that says **Client: BLANK** ===== **DO NOT USE Last Visit:**

3. Click  on right-hand side of screen under 'TASKS'.

Box — '**Find and Replace**' — pops up in center of screen. Use this form to find client's name. Type **LAST name ONLY** in the '**Find What**' field.

Client shows ID for 97223-97224 Zip codes. If s/he has been to the pantry previously, but the name does not appear on the screen, check spelling/capitals and re-enter. If the name still does not come up, ask if the name could have been entered another way (double last name, etc.) Sometimes you have to be a bit of a detective :) If the name still does not appear, see #9 and enter as a new client. (You can try the printout book, but it may not be current.) (If client is homeless, s/he does not have ID with address, so enter "Homeless" in address field.) Click  until the correct name appears on the full-screen form.

Check date of '**Last Visit**' on top of screen. If the date is in the current month, client will have to wait until next month.

4. If previous month is shown, click the red **X** on the '**Find and Replace**' box. Click



Today's date now shows across top of form with '**Already Visited This Month.**'

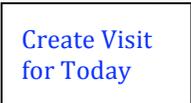
5. Check information to make sure it is still accurate. Ask about 'Food Stamps.' Click the box if 'yes' and not checked. Ask number of 'adults' and 'number of children' and ages. Enter correct information and make any notations in 'notes' field.

6. Click 

7. Ask client to sign and date sheet. Place food allotment card for the number of people in family under the signed sheet on the left-hand corner of desk for volunteer to access. Place successive sheets and allotment cards **UNDER** the stack so that the next person to be helped is always on top.

8. Click  to access **next** client's form and repeat instructions #3 through #7.

9. For **new** client (one who has never visited the Pantry) click '**Create New Client**' (under TASKS) and fill in each field with the appropriate information. When complete, ask client to check fields for accuracy, click



and print form. Ask client to sign and date it.

10. Shut down at the end of the session through the keyboard/mouse, closing out screens on the red **X**.