

# Hamper Program QuickStart

**HOME** – displays a search field, the last five client entries, and the last five hamper entries in descending order.

**REPORTS** – displays information related to children, hampers, and group size

**SEARCH** – returns to **HOME** page

**CLIENT** – displays all clients in database even ones that are inactive

**HAMPERS** – displays a sorted list of hampers

Client Name	Address	Phone #	Hamper
SPARROW, J. J.			S004
SPARROW, CAPTAIN			S001
BOND, JAMES			S003
GOOPY, DOG	can't change the address	255-555-3456	X001
MCDOCK, SCROOGE			S002

Hamper	Delivery	Group	Phone #	Address
S004	PICK-UP	SINGLE		
S001	PICK-UP	SINGLE		
S003	PICK-UP	SINGLE		
X001	DELIVERY	ALFAMILY	255-555-3456	dasdadsdf
S002	PICK-UP	SINGLE		

## To find a client

1. Enter last name into the **LAST NAME** field. Similar names will appear.

2. Select the name you want and click **SEARCH** or single click the name. The client's profile appears.

3. Ask client if **PICK-UP** or **DELIVERY**. If delivery, verify address, phone number, and other details.

Note: Be sure to verify household dynamics as phone numbers may change, number of people associated with household may change.

4. Click **SAVE CLIENT**. This client now has a hamper attached to their profile.

## To create a new client

1. Search for **LAST NAME** to verify client isn't already in the database.
2. If client isn't found then click **NEW CLIENT**. A blank client profile appears.
3. Enter **LAST NAME** and **FIRST NAME**.
4. Ask client if **PICK-UP** or **DELIVERY**. **PICK-UP** is default. If **DELIVERY**, verify address, phone number, and other details.
5. Select **GROUP SIZE** (**SINGLE** is default).
6. Enter **CHILDREN** in this format: **M+AGE,F+AGE,.**

Children: \* F12,M13,N14  
Children: \* F12,M13, N14

Note: A red line indicates the format isn't correct.

7. Click **SAVE CLIENT**. The hamper appears at the bottom of the screen identifying the hamper as a **SINGLE, COUPLE, FAMILY, or EXTRA LARGE FAMILY**.

## To delete a hamper

1. Select a **HAMPER**. **HAMPER** details appear.

2. Select **ARE YOU SURE?** and then **DELETE HAMPER**. The **HAMPER** is deleted.

## To delete a client

1. Select a **CLIENT**. **CLIENT** details appear.

2. Select **ARE YOU SURE?** and then **DELETE CLIENT**. Both the **CLIENT** and the **HAMPER** are deleted.

# Reports

Depending on selections; identifies number of children (**AGE RANGE** and **GENDER**), in each **GROUP SIZE** for both **PICK-UP** and **DELIVERY**.

The screenshot shows the 'Home | Reports | Search - Clients : Hampers' interface. It includes filters for PUID, Group Size, and Hamper Year. A dropdown menu for Group Size is open, showing options: Single, Couple, Family, and XLFamily. Below the filters, there are sections for 'Children: 13' with gender and age range counts, and 'Group Sizes' with counts for Single, Couple, Family, and XLFamily.

Note: Print to PDF using the browser print function.

## Report/Exports

1. On the **REPORTS** page, click **EXPORT \*.XLSX**. A drop-down appears.

The screenshot shows the 'Export \*.XLSX' dropdown menu. It has a 'Download' button and a 'Group Size' dropdown menu. The 'Group Size' dropdown is open, showing options: Single, Couple, Family, and XLFamily.

- Click **DOWNLOAD**. A **SAVE FILE** dialog appears.
- Save the file to a predetermined or default location.
- Open the file. The following appears:

	A	B	C	D	E	F
1	Hamper #	PU/Delivery	Group	Client Name	Phone Number	Address
2	S001	PICK-UP	SINGLE	SPARROW, CAPTAIN		
3	S002	PICK-UP	SINGLE	MCDUCK, SCROOGE		
4	S003	PICK-UP	SINGLE	BOND, JAMES		
5	S004	PICK-UP	SINGLE	SPARROW, J J		
6						
7						
8						
9						

## Client/Export

1. On the **CLIENT** page, click **EXPORT \*.XLSX**. A drop-down appears.

The screenshot shows the 'Export \*.XLSX' dropdown menu. It has a 'Download' button and a 'Group Size' dropdown menu. The 'Group Size' dropdown is open, showing options: Single, Couple, Family, and XLFamily.

2. Click **DOWNLOAD**. A **SAVE FILE** dialog appears.

- Save the file to a predetermined or default location.
- Open file. The following appears:

	A	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	Phone #	Alt. Phone #	Address	Group	Children	(Diet) Vegetarian	(Diet) Gluten Free	(Pet) Cat	(Pet) Dog
2	BOND	JAMES	250-555-1234		123 Market Avenue	SINGLE				yes	
3	DOCK	DONALD	250-555-1234		123 Market Avenue	COUPLE				yes	
4	GRAND	RANDALL	250-555-3456			SINGLE				yes	
5	SCROOGE	DOO	250-555-3456			COUPLE	ML,F2,M5,F4,M5,F6,M7			yes	
6	MCDUCK	SCROOGE				SINGLE				yes	
7	MCDUCK	MIDNEY	250-555-1212		123 2nd Street	FAMILY	F12,F13,F14			yes	
8	SPARROW	CAPTAIN				SINGLE				yes	
9	SPARROW	J J				SINGLE				yes	

## Hamper/Export

- On the **HAMPER** page, click **EXPORT \*.XLSX**. A drop-down appears.
- Click **DOWNLOAD**. Save the file to a predetermined or default location.
- Open file. The following appears:

The screenshot shows the 'Hamper/Export' page. It has a 'Download' button and a 'Group Size' dropdown menu. The 'Group Size' dropdown is open, showing options: Single, Couple, Family, and XLFamily.

	A	B	C	D	E	F
1	Hamper #	Delivery	Group	Client	Phone #	Address
2	S003	PICK-UP	SINGLE	BOND, JAMES		
3	S001	PICK-UP	SINGLE	SPARROW, CAPTAIN		
4	S004	PICK-UP	SINGLE	SPARROW, J J		
5						
6						
7						
8						
9						
10						
11						
12						
13						

Note: Each group size is found in separate **WORKSHEETS**.

## General Items

- Recommend using Firefox as the browser
- Red lines indicates a mandatory field, an error, or something you need to do first
- Extra large family (**XLFAMILY**) consists of four or more people

## Administrator

The screenshot shows the 'Christmas Hamper 2023 - Installation v1.0.0' window. It has a 'Login' button and a 'Backup' button. A message says: 'Please use this feature at your very OWN discretion... Please Backup First! Backup'. Below the message, there are radio buttons for 'Is this a fresh (new) install?' and 'Or are you trying to recover from a backup?'. A note says: 'Make sure that you have the restored (backup) file inside the /database/backup/christmas\_hamper.sql'.

We strongly recommend you create a backup at the end of the hamper season. If anything untoward happens to the data, this backup can be used to start a new season.