USER MANUAL

Version 1

Client Check In

Check In Form

First Name * `*Enter First Name`

Last Name * `*Enter Last Name`

DOB * `*Enter Date of Birth`

Family Size: `*Enter Number of People who live with you`

If you have of the following, please indicate how many:

Dogs: `*Enter Number of Dogs in Home`

Cats: `*Enter Number of Cats in Home`

Babies: `*Enter Number of Babies in Home`

Address

Street * `*Enter Current Street Address`

Zip Code * `*Enter Zip Code`

New Client/Profile Update? *

○ Yes   *Check Yes if this is your First Time Checking In With Us*
○ No

Signature * ☐ I Agree   *Check Yes to agree to Terms and Conditions*

SUBMIT

🏠   👥 Client Check In   ✏️   ⏱   ⋯

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Client Check In Page
Client Check In Form
Fields Marked with Asterik are Required

Client Check-In Page

The main function of this page is to allow clients to quickly check into Eloise's Cooking Pot by filling out the Client Check-In Form & Taking a ticket to the counter to increase the number of people we can serve

- The Client Check-In page will be the most interacted with page of the application
- The Client Check-In page accepts client input and will print a ticket when the form is successfully completed
- Hold on to your ticket, you will need to present it to staff to acquire food
- Required Fields:
  o First Name
  o Last Name
  o Date of Birth
  o Street Address
  o Zip Code
  o Whether or not you're a new client
  o Signature Sign off

Volunteer Time Sheet

First Name
*Enter Your First Name

Last Name
*Enter Your Last Name

DOB
mm/dd/yyyy   *Enter Your Date of Birth

*Check Clock In to Begin Shift

Clock In

Clock Out   *Check Clock Out to End Shift

Volunteer Clock In List:

Volunteer Page

Requires Admin Login to Access
Volunteers are required to clock in & out

Volunteer Login Page

The main function of the Volunteer Login Page is track volunteer hours

- The Volunteer Login Page will be interacted with when Volunteers Clock in and Clock Out
- Required Fields:
  - First Name
  - Last Name
  - Date of Birth

Food Weight Form

HouseHold *
*Enter Household Size

Cats
*Enter Amount of Cats

Dogs
*Enter Amount of Dogs

Weight (lbs) *
*Enter Weight of Food Distributed

SUBMIT

Food Weight Form

Requires Admin Login to Access
Input Client provided Ticket Information
To be completed after every transaction

Food Weight Login Page

The main function of the Food Weight Login Page is to track food distribution

- Client will present their ticket
- The Client's Ticket information will be input into the Food Weight Form
- The Required fields are as follows:
  - Number of people living in Clients Household
  - Number of Cats in Household
  - Number of Dogs in Household
  - Weight of Food in Pounds