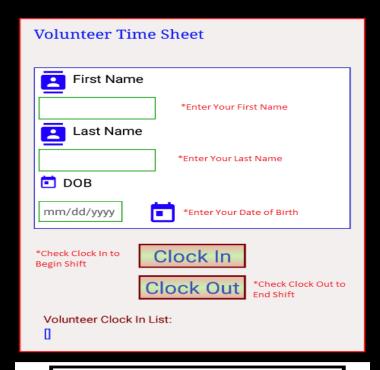
# USER MANUAL Version 1

ient 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  Signature * I Agree *Check Yes to agree to Terms and Conditions	
SUBMIT	
Client Check In	
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 Page**

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

# \*Enter Household Size \*Enter Amount of Cats \*Enter Amount of Dogs \*Enter Weight (Ibs) \* \*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

## 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:
  - o First Name
  - o Last Name
  - o Date of Birth

## 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
  - o Number of Dogs in Household
  - o Weight of Food in Pounds