

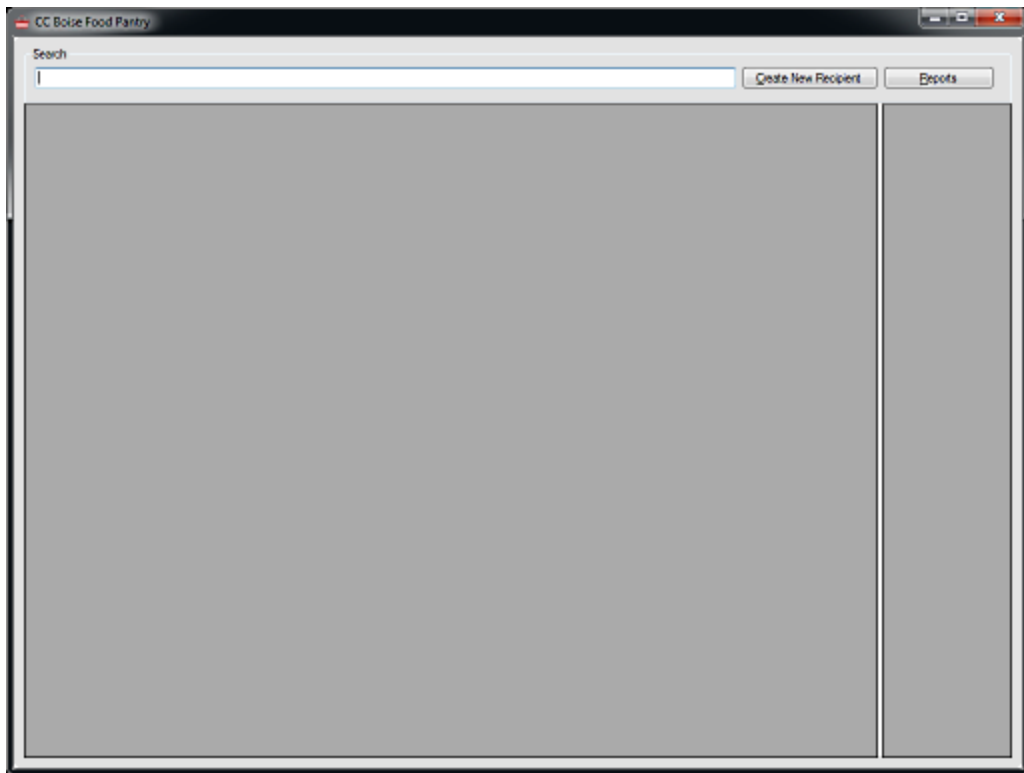
Food Pantry Application

Introduction

The food pantry application is an effort to better serve the individuals and families that God has placed in our sphere of influence.

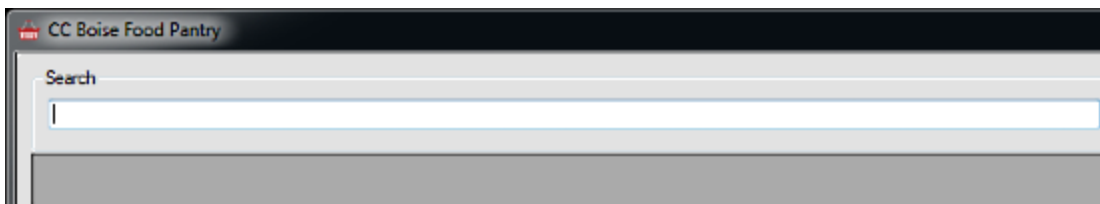
This document contains details and screen images that should provide users with the information needed to successfully use the application. Each screen will be covered in detail providing instructions for each feature of the application.

Main Screen



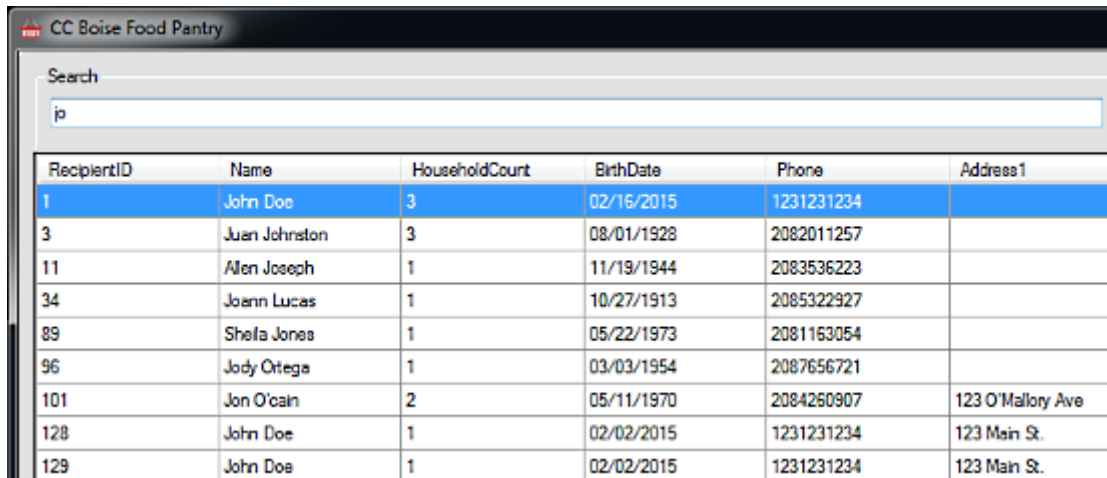
Main Screen Features

Search Text



- Enter the name or phone number of the Recipient you are searching for. Search text is not case sensitive. The results will be shown in the Search Results panel as you type.
- Tip: You can view all Recipients by entering the space character in the search text box.

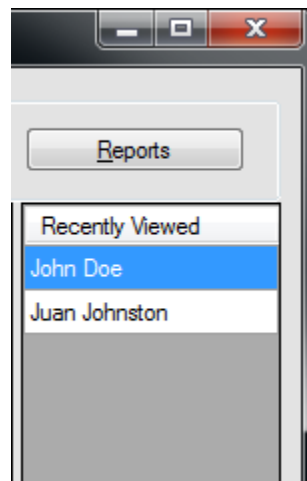
Search Results



RecipientID	Name	HouseholdCount	BirthDate	Phone	Address1
1	John Doe	3	02/16/2015	1231231234	
3	Juan Johnston	3	08/01/1928	2082011257	
11	Allen Joseph	1	11/19/1944	2083536223	
34	Joann Lucas	1	10/27/1913	2085322927	
89	Shella Jones	1	05/22/1973	2081163054	
96	Jody Ortega	1	03/03/1954	2087656721	
101	Jon O'cain	2	05/11/1970	2084260907	123 O'Mallory Ave
128	John Doe	1	02/02/2015	1231231234	123 Main St.
129	John Doe	1	02/02/2015	1231231234	123 Main St.

- Search results are displayed as you enter text into the Search Text area.
- Double-click on a search row to view/edit the Recipient information.
- Right-click on a search result row to record a visit.

Recently Viewed



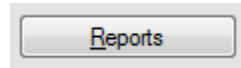
- Whenever a Recipient screen is loaded, the record will be added to the Recently Viewed area for quick access.
- Double-click on a name to view/edit the Recipient information.

“Create New Recipient” Button



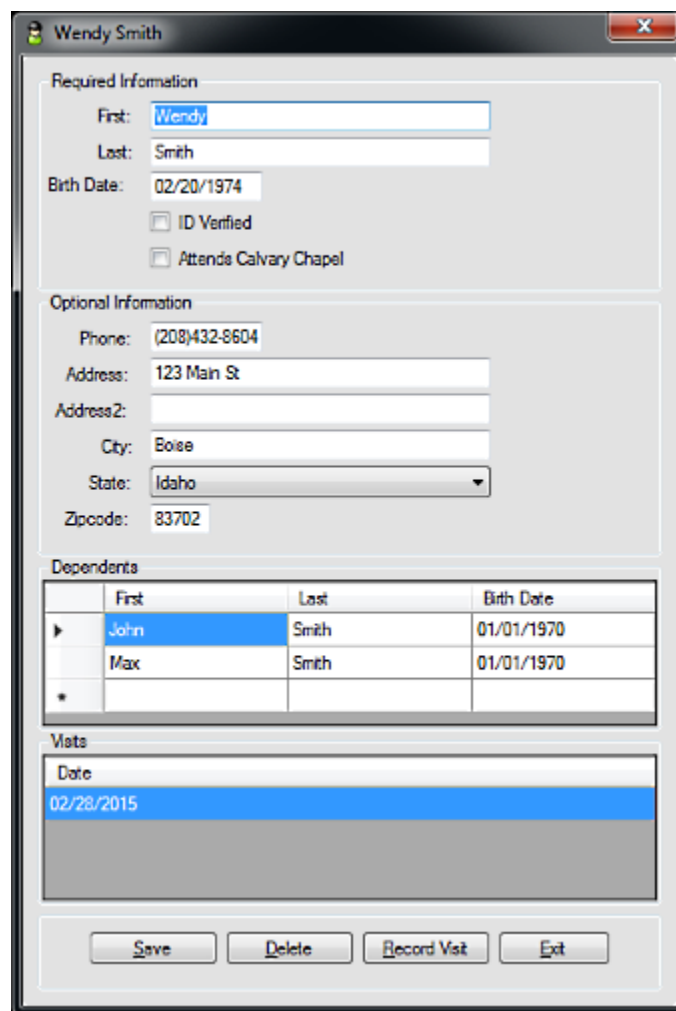
- Click this button to create a new Recipient.

“Reports” Button



- Click this button to load the Reports screen

Recipient Screen

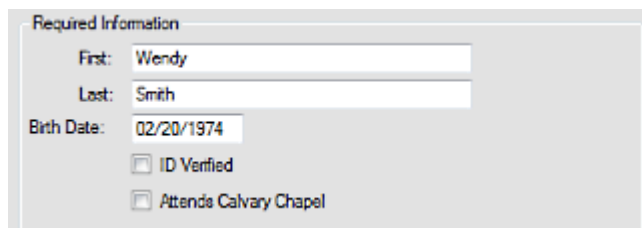


The screenshot shows a software window titled "Wendy Smith" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into several sections:

- Required Information:** Contains text input fields for "First:" (filled with "Wendy"), "Last:" (filled with "Smith"), and "Birth Date:" (filled with "02/20/1974"). Below these are two unchecked checkboxes labeled "ID Verified" and "Attends Calvary Chapel".
- Optional Information:** Contains text input fields for "Phone:" (filled with "(208)432-8604"), "Address:" (filled with "123 Main St"), "Address2:" (empty), "City:" (filled with "Boise"), "State:" (a dropdown menu currently showing "Idaho"), and "Zipcode:" (filled with "83702").
- Dependents:** A table with columns "First", "Last", and "Birth Date". It lists two dependents: "John Smith" (born 01/01/1970) and "Max Smith" (born 01/01/1970). A third row with an asterisk in the first column is empty.
- Visits:** A table with a single column "Date". It contains one entry, "02/28/2015", which is highlighted in blue.
- Buttons:** At the bottom of the window are four buttons: "Save", "Delete", "Record Visit", and "Exit".

Recipient Screen Features

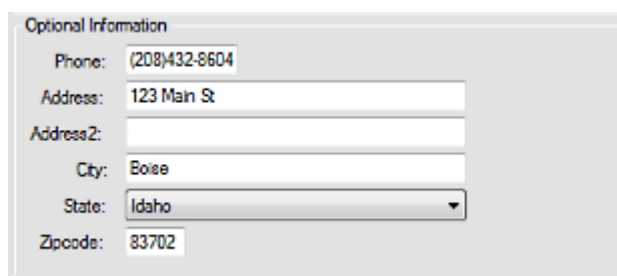
Required Information



A screenshot of a web form titled "Required Information". It contains four input fields: "First:" with the value "Wendy", "Last:" with the value "Smith", "Birth Date:" with the value "02/20/1974", and two checkboxes: "ID Verified" and "Attends Calvary Chapel", both of which are currently unchecked.

- First: The first name of the Recipient
- Last: The last name of the Recipient
- Birth Date: The birth date of the Recipient in a MM/DD/YYYY format
- ID Verified
- Attends Calvary Chapel

Optional Information



A screenshot of a web form titled "Optional Information". It contains six input fields: "Phone:" with the value "(208)432-8604", "Address:" with the value "123 Main St", "Address2:" (empty), "City:" with the value "Boise", "State:" with a dropdown menu showing "Idaho", and "Zipcode:" with the value "83702".

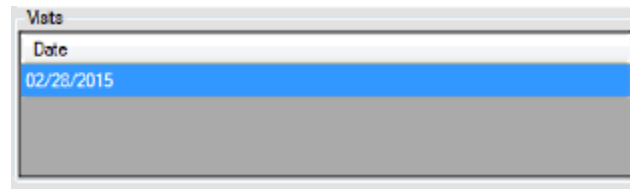
- These fields are optional and can be populated if the information is available.

Dependents

Dependents			
	First	Last	Birth Date
▶	John	Smith	01/01/1970
	Max	Smith	01/01/1975
*			

- Dependents that live in the household to receive food.
- Edit Dependent information by clicking the cell you want to edit. Birth Date should be in a MM/DD/YYYY format.
- Add a new Dependent by clicking in the bottom row (*).
- Delete a Dependent by click the space to the left of the row you wish to delete and press the “delete” key on the keyboard.

Visits

A screenshot of a software window titled "Visits". It contains a table with a single row. The first column is labeled "Date" and the cell contains the value "02/28/2015". The row is highlighted with a blue background. The rest of the table area is empty and grey.

Date
02/28/2015

- A record of the dates which the Recipient received food.

Controls



- Save: Save edits to the screen
- Delete: Delete the current recipient
- Record Visit: Record today's visit
- Exit: Exit the screen and discard any edits

Reports Screen

The Reports screen displays three data tables for the date Saturday, February 28, 2015.

Head of Household Attends Calvary

VisitDate	Attends	RecordCount
2015-02-28	No	1
		1

Household Count by Age Group

VisitDate	AgeGroup	HouseholdCount
2015-02-28	19-59	3
		3

Bag Count per House

VisitDate	ParentID	HouseholdCount	BagCount
2015-02-28	102	3	1
		3	1

Buttons: View, Export, Exit

Reports Screen Features

Report Date

Report Date

Saturday, February 28, 2015

- The date for which the reports are to be run.

Head of Household Attends Calvary

Head of Household Attends Calvary		
VisitDate	Attends	RecordCount
2015-02-28	No	1
		1

- This report counts the number of Recipient visits on the given date and groups them by the “Attends Calvary” setting.

Household Count by Age Group

Household Count by Age Group		
VisitDate	AgeGroup	HouseholdCount
2015-02-28	19-59	3
		3

- This report counts the number of household members (Recipient + Dependents) and groups them by age.

Bag Count per Household

Bag Count per House			
VisitDate	ParentID	HouseholdCount	BagCount
2015-02-28	102	3	1
		3	1

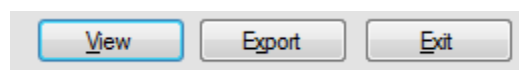
- This report counts the number of bags given per household.

More Than One Visit in Given Month

More Than One Visit in Given Month		
ParentID	HouseholdCount	Visits
1	1	2
2	1	2
3	1	3
4	1	3
5	1	3
	5	13

- This report counts the number of households with more than one visit in the given month.

Controls



- View: View the report results for the given date.

- Export: Export the report results and create a copy of the database for external backup.
- Exit: Exit the Reports screen.

Tips & Tricks

Search

- The search feature is not case-sensitive. Don't waste time using capitalization.
- You can search by partial text. E.g., 1234 would match a phone number of “(208)426-1234” or “(123)481-2343”. When searching for names just enter a portion of the first or last name. E.g., jo would match “Jo”; “Joe”; “John”; “Joanne”; etc.
- Enter a space in the search text box to see all Recipients in the system.

Buttons

- All of the buttons have “hot keys”. Notice the text on the button when you press the “Alt” key on the keyboard. “Save” will be displayed as “Save”. Pressing Alt+S is the same as pressing the button. This just saves from having to use the mouse to press buttons.

Forms

- You can tab between form fields and buttons by using the Tab key on the keyboard. To move backwards press Shift+Tab.
- You can close the current form by pressing Alt+F4