

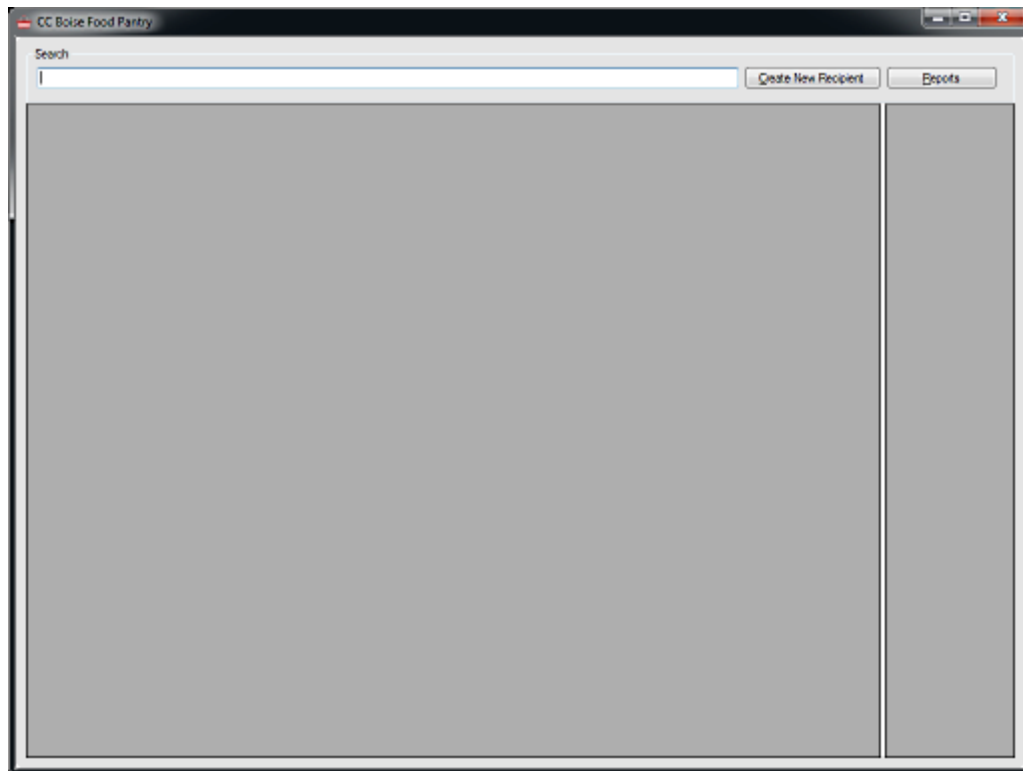
# Food Pantry Application

## Introduction

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

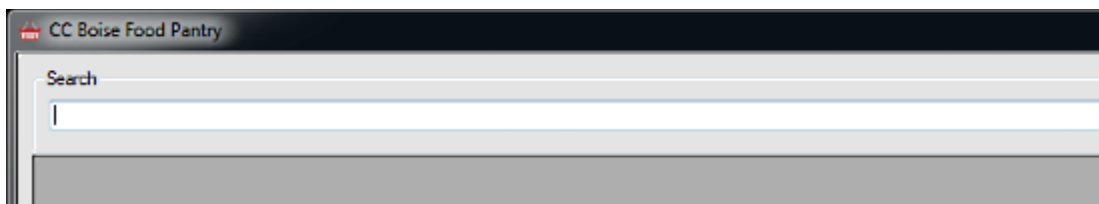
This document contains details and screen images that should provide users with the information needed to successfully use the application. Each screen will be covered in detail providing instructions for each feature of the application.

# Main Screen



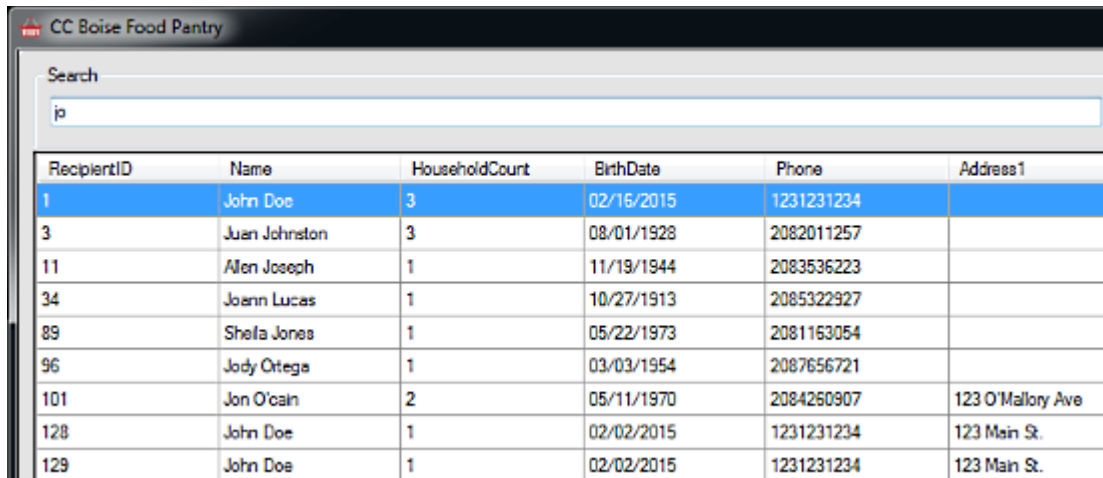
## Main Screen Features

### Search Text



- Enter the name or phone number of the Recipient you are searching for. Search text is not case sensitive and 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.

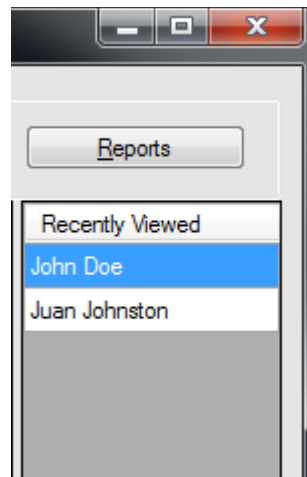
## Search Results



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.

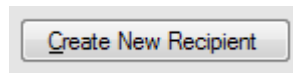
- Search results are displayed as you enter text into the Search Text area.
- Double-click on a search row to view/edit the Recipient information.
- Right-click on a search result row to record a visit.

## Recently Viewed



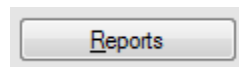
- Whenever a Recipient screen is loaded, the record will be added to the Recently Viewed area for quick access.
- Double-click on a name to view/edit the Recipient information.

## “Create New Recipient” Button



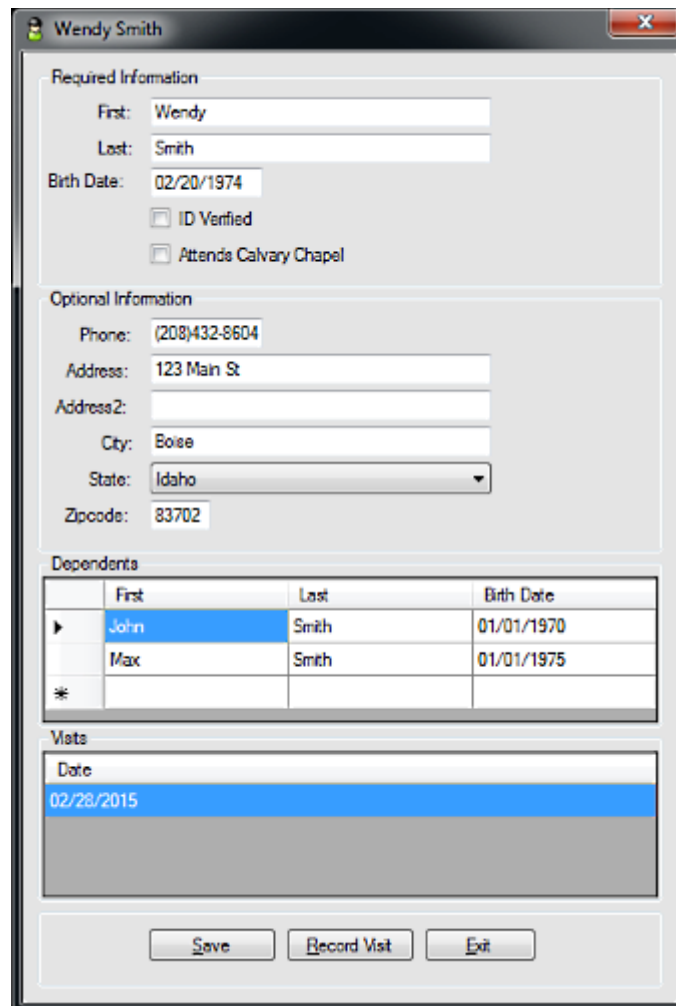
- Click this button to create a new Recipient.

## “Reports” Button



- Click this button to load the Reports screen

## Recipient Screen

A screenshot of a software window titled "Wendy Smith". The window contains several sections: "Required Information" with fields for First, Last, Birth Date, and checkboxes for ID Verified and Attends Calvary Chapel; "Optional Information" with fields for Phone, Address, Address2, City, State (a dropdown menu), and Zipcode; a "Dependents" table with columns First, Last, and Birth Date; and a "Visits" section with a Date field. At the bottom are three buttons: Save, Record Visit, and Exit.

Wendy Smith

Required Information

First: Wendy

Last: Smith

Birth Date: 02/20/1974

☐ ID Verified

☐ Attends Calvary Chapel

Optional Information

Phone: (208)432-8604

Address: 123 Main St

Address2:

City: Boise

State: Idaho

Zipcode: 83702

Dependents

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

Visits

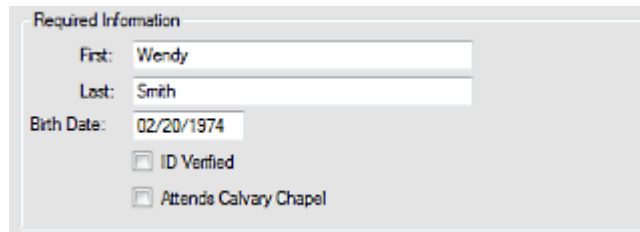
Date

02/28/2015

Save Record Visit Exit

# Recipient Screen Features

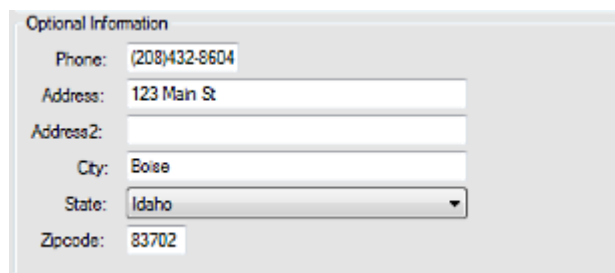
## Required Information



A screenshot of a web form titled "Required Information". It contains four input fields: "First:" with the value "Wendy", "Last:" with the value "Smith", and "Birth Date:" with the value "02/20/1974". Below these fields are 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

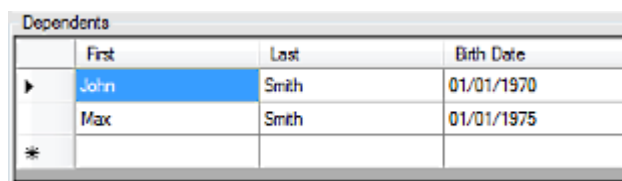
## Optional Information



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:" which is empty, "City:" with the value "Boise", "State:" which is a dropdown menu currently showing "Idaho", and "Zipcode:" with the value "83702".

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

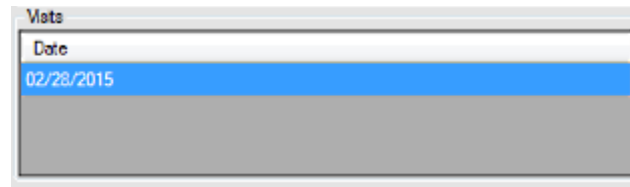
## Dependents



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.

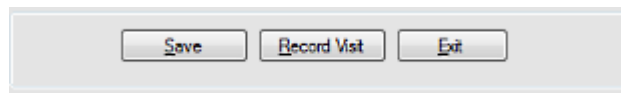
## Visits

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

Date
02/28/2015

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

## Controls



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

# Reports Screen

The Reports screen displays three data tables. The first table, 'Head of Household Attends Calvary', shows attendance for the date 2015-02-28. The second table, 'Household Count by Age Group', shows the count for the age group 19-59. The third table, 'Bag Count per House', shows the count for ParentID 102. The screen also includes a 'Report Date' selector at the top and 'View', 'Export', and 'Exit' buttons at the bottom.

VisitDate	Attends	RecordCount
2015-02-28	No	1
		1

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

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

## 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

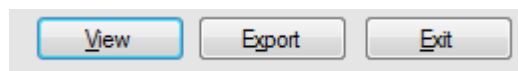
- This report counts the number of household members (Recipient + Dependents) and groups them age.

## 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.

## 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
- You can close the current form by pressing Alt+F4