**Do you guys have the budget to be able to purchase another tracking system software?**

-has the budget to purchase an external software program

-open to two different proposals at 2 different prices points so they can choose b/t them

-currently paying for Quickbooks (discounted price)

**Who’s entering the numbers in for keeping track of the quantity of outputted food? Is it just you or do volunteers also take part?**

-95-98% of data entered is Jon

-Paid employees distribute food and create the invoices (physical pick sheet gets converted into an invoice into QuickBooks)

-Volunteers help with assembling boxes and sorting the food

**Who is in charge of all of the technology planning done in the organization? Is there a committee that steps in or is it just done by one person?**

-Mostly just Jon

-# paid employees: 3 drivers, 1 pantry coordinator (directly involved w input process), overall 5-10 users total

**Is any of the data collected in the excel/quickbooks shared with other employees? If so, are mechanisms in place to ensure data security?**

-Quickbooks posted on a local file, only has 3 user license and can only be accesses through the network

-Not able to remotely access the software

-only 3 users on at the same time (while running multi-user mode)

-Would like to see more ease of access (possibly cloud based) —> wants to get rid of file server

**If any problems occur with in the quickbooks/excel system, are you the only person who is tasked with fixing this? Or do others step in to help?**

-Executive director points out errors in Quickbooks logs and Jon fixes them

-Mostly just Jon

**Does the organization manage the email and web addresses of its donors, funders, clients, and volunteers in the same way it manages other contact information? How have they shared information within the office in the past?**

* Email and word of mouth, weekly meetings, before: face-to-face meetings to share information

**Specific part to focus on**

-Having the ability to assign specific UPC numbers to each item and making those items scannable so they can identify different items from a mobile device

-Scan on the fly instead of having to transfer numbers to paper

-Ease of access, user friendly (easy to learn)

**Who would be using the scan system the most?**

-Warehouse crew: volunteer supervisor, driver, floor planner