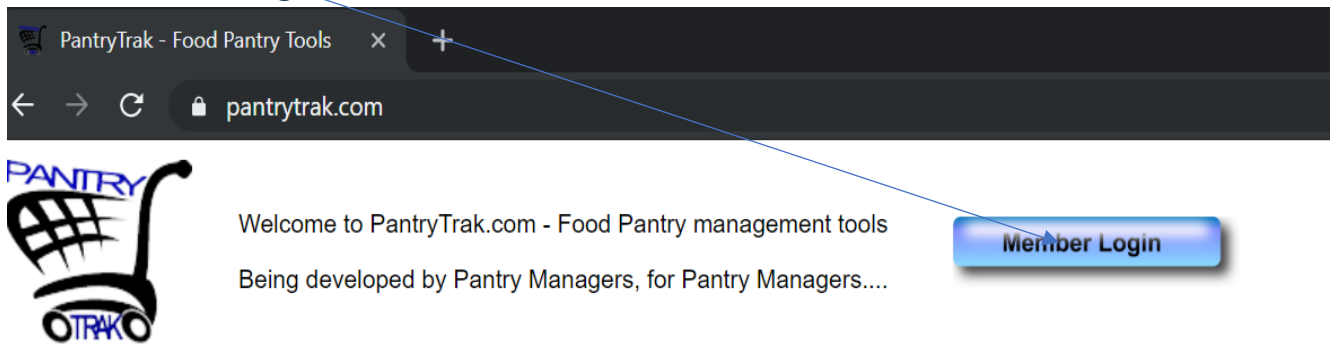




Set-up and Logging In


*MFP Driver will bring Chromebook, Wi-Fi, scanner, key tags, and registration sheets on the day of the MFP. Don't be afraid to ask for any of these things if the driver forgets to give them to you!

1. Display the privacy policy found in the Chromebook bag on check-in table
2. Put out some blank registration sheets on clipboards, and pens.
3. Open Chromebook. The password is found in the bag if needed (usually already on)
4. Plug scanner into USB port. If it doesn't fit, make sure you have the converter on it! It will often make a beeping sound, which tells you it is plugged in correctly.
5. Go to your internet browser (Google Chrome, etc.) and type PantryTrak.com in the search bar.
6. Click "Member Log-in"



7. Enter Username and Password given at training (volunteer@sitename, mfpsitename.)

← → ↻ 🔒 secure.pantrytrak.com/login.php

PANTRY

OTRAKO

Welcome to PantryTrak.com - Food Pantry management tools
Being developed by Pantry Managers, for Pantry Managers....

Please enter your User Name and Password -

User Name

Password


LOGIN

For users with authorized access to the Demo system, please use the following link - demo.pantrytrak.com

System Notes:

***Contact Kathryn Miller at 607.796.6061 ext. 4037 or kathryn.miller@foodbankst.org with any issues logging in.51100

8. Select "Click Here to jump to signature and sign now," saying that you are aware of the privacy policy.

PANTRY

OTRAKO

MFP Bath Turning Point
User: Volunteer @MFP Bath - Volunteer@MFP Bath

HOME QUICK ADD LOGOUT

Mobile Food Pantry

ATTENTION: PantryTrak User

Effective Monday, March 27th, 2017:

- 1) PantryTrak requires that all users review and acknowledge the following policy before proceeding to use this system and access private client information.
- 2) System records indicate that you are logging in using a shared account. Every user that logs in using this user name will be required to complete this process every time they log into PantryTrak.
- 3) Please review all of the information below. At the end of the form, type your full name in the name box, your initials as your electronic signature and click the "I Understand" button.
- 4) By acknowledging the Privacy Policy below, you understand this is the client's privacy policy to which you must adhere as a system user.

Click Here to jump to signature and sign now

Agency Privacy Policy

9. Enter your name and then your initials, and click "I Understand."

[Jump to top](#)

10. Click on the yellow MFP button (checking that date and time are correct)

Main Menu	
Service History Lookup	(to add NEW records, use the correct date from the list below, or use Quick Add) History Lookup
REPORTS	Agency Stats Report Main Pantry Report Include Produce
PRIVACY POLICY	Privacy Policy Privacy Policy Posting (recommended)
HELP DESK	Help Desk & Knowledge Base (ask for Help and find Answers about PantryTrak) PT Help Desk

Service Log

11. You're all set! Start checking people in. Remember to keep a 10-foot buffer zone between the line and person being served to preserve privacy.