

# Senior MFPs Pre-Registration Process

BEFORE THE DISTRIBUTION:

1. Log in under the coordinator log-in. \*If you don't have this log-in, contact Kathryn.



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

For users with authorized access to the Demo system, please use the following link - [demo.pantrytrak.com](http://demo.pantrytrak.com)

Password

**System Notes:**

LOGIN

2. Click on "Create Reservations from Prior Services (Offline Service)."



MFP Senior - Bragg

User: Coordinator MFP Bragg -

HOME

QUICK ADD

LOGOUT

Main Menu

Manager Tools

Manage Alt ID Types

eSignature Audit

Create Reservations from Prior Services (Offline Service)

3. Select the time period you want to create reservations from (I recommend the last 6 months, but you could also just choose the last month if you'd prefer). You shouldn't need to change the event or statuses, below.

(Step 1 of 4)

### Generate a Reservation List from Prior Service History

You can easily create a list of future reservations using your historical service records.

Choose a Starting and Ending date, along with any other criteria, and the system will provide you with a list of every family that you had services for in that time frame.

In the next step you will have the option to select every family from the list, or choose just the ones you want. This feature will give you the option to de-select a particular family that you know has moved away.

Look up prior Service Visits between these dates:

Start Date

End Date

Choose Event(s)  MFP Bragg

Choose Status(es)  Reserved  Served  No Show  Cancelled internal  Duplicate void

Next

4. Click "Next." You'll see a page that has this blurb at the top:

### Generate a Reservation List from Prior Service History

Now that you have your list of Families, you can choose which ones to add to your future Reservation list. There is a Select All option at the bottom of the list.

At the bottom of this page you will pick the Event, Date, and Time that you want for the Reservations you are going to create.

5. Scroll to the bottom of the page (below the list of families) and check "Select/deselect all."

Showing 1 to 79 of 79 entries

Select / Deselect All

Now pick which Event you want the reservations created for, along with the Date and Time.

MFP Bragg

Choose Date:

Choose Time

NEXT

Reset

The max visit count for any family is 1

1 visit - 79 families

6. Select the date and time of your next mobile food pantry distribution.

7. Click "Next."

8. (optional) Deselect any families you know moved away or are not coming to this distribution.

9. Click "ADD THE RESERVATIONS," below the list of families.



10. You'll see the number of reservations added. Click on the date you just created the reservations for (at the bottom of this page, next to "Click here to view Reservation List for >>"), to see your reservation list.

## Generate a Reservation List from Prior Service History

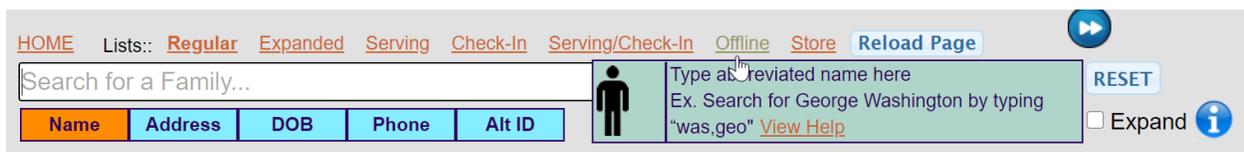
3 Families were selected to have Reservations added.

Family ID	Primary Member ID	Reservation #	Status
2194116	6685603	0	Added - 25111159
1772328	5441281	0	Added - 25111160
2216614	6755473	0	Service Visit already exists on this day, for this family

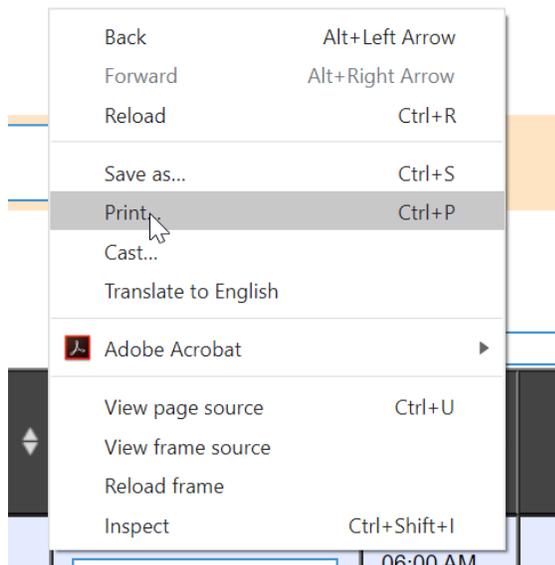
Event: CFD - TC3    Date and time: 4/01/2020    Time: 20:00:00 4/01/2020

Click here to view Reservation List for >> [04/01/2020](#)

11. At the top of the page, click "Offline."



12. Right click and select “print” from the menu that appears.



**AT THE DISTRIBUTION:**

Just check off everyone who comes through on your printed list. If they aren't on that list but you end up serving them anyway, ask for their name, DOB, and apartment number, and write that at the bottom of the list.

AFTER THE DISTRIBUTION:

**A) Mark existing people as served.**

1) On PantryTrak, click on the date of the distribution under “Service Log.”

## Service Log

**Current** | **By Year**

MFP Bragg

Event	Date	# Services	
MFP Bragg	04/20/2020	79	Check-in

2) Click on “Offline.”

HOME Lists: [Regular](#) [Expanded](#) [Serving](#) [Check-In](#) [Serving/Check-In](#) [Offline](#) [Store](#) [Reload Page](#)

Search for a Family...   Type abbreviated name here  
Ex. Search for George Washington by typing "was,geo" [View Help](#)   Expand 

Name	Address	DOB	Phone	Alt ID
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3) Check off everyone who was there. You can select all by checking the box under “Select” in the header column, and just deselect anyone who wasn’t there.

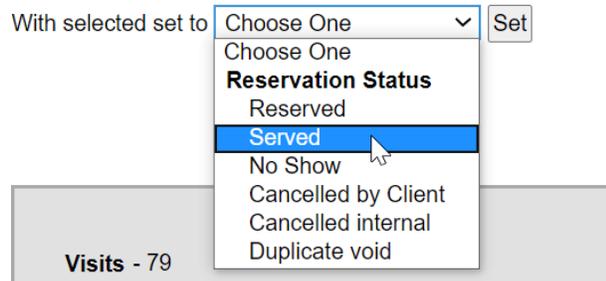
Reservation list for Monday 04-20-2020 , MFP Bragg [Show bar codes](#)

Show  entries Search:  Clear

Select	Check-in Order	Name	Address	City	Count Kids, Adults, Total	Service Type	Reservation Status	Time	Notes
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4) At the bottom of the page, where it says “With selected set to [CHOOSE ONE]”, select “Served.” Click “Set.”

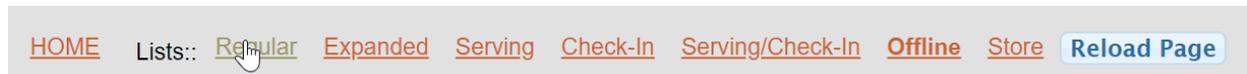
Showing 1 to 79 of 79 entries



5) If anyone with a reservation didn't attend, you can refresh the page and then mark them as “No Show,” by selecting the remaining reservations on the list and selecting the correct option from the dropdown menu.

## **B) Add any new people and mark as served.**

1) At the top of the page, click “Regular.”



2) For each new family that came through, click “Add New Family & Visit.” Fill in the appropriate information, and then don't forget to mark them as “served” at the bottom of the page (refer to separate document for more detailed instructions on this).

3) Then, you can click “Close window” and add the next new family.