



FreshTrak

FreshTrak Training Basics + A Little More



FreshTrak Training

Before jumping into FreshTrak training, You should know

- **No Install** – it can be accessed anywhere there is a computer and internet connection,
- **Internet**
 - A Wi-Fi network in a building nearby. An access point or booster may need to be installed to extend the reach of your network to your distribution site.
 - A hotspot! Smart phones can be used as a hotspot.
- **Computers**
 - The number of computers you need depends on how many clients you serve per distribution.
 - Laptops
 - Windows XP or newer, Mac 2008 or newer, HP Chromebooks (Google/Chrome OS)
 - Tablets
 - iPad, Amazon Fire, Android Device

What you don't need

A large data plan! PantryTrak is very lean on bandwidth

- 1 Month of PantryTrak, typically uses less data than a movie on Netflix
- 1 Hour of PantryTrak, less than 5 min YouTube video

Navigation to Website

1. Navigate to the website by typing the URL.

<https://secure.pantrytrak.com/>

2. Click the Member Login button!



With the primary goal of fighting hunger by allowing Pantry Staff and Volunteers to maximize service to their clients. **We will do this by:**

- Minimizing paperwork and improve reporting accuracy
- Simplifying the registration and "check-in" processes
- Linking Volunteers, Donors, Suppliers, and Food Banks directly to the needs of the clients being served

Food Pantries and Food Banks will benefit from the accurate and timely reporting. **They can use this information to:**

- Better understand the client needs in real-time
- Develop a true un-duplicated count of hungry families/persons in given service area
- Use this data to drive advocacy efforts and inform policy makers and stakeholders in the fight against hunger

Privacy Policy:

The privacy of Client Data is important to us and we want Clients, Agencies, and Food Banks to know how data is collected, used, shared, and managed.

Please review our Privacy Policy here: [CLICK HERE to view the Privacy Policy](#)

PantryTrak is being developed and supported through the leadership of Mid-Ohio Foodbank, for more information please contact our team at pantrytrak@midohiofoodbank.org, or call 614-317-9450.

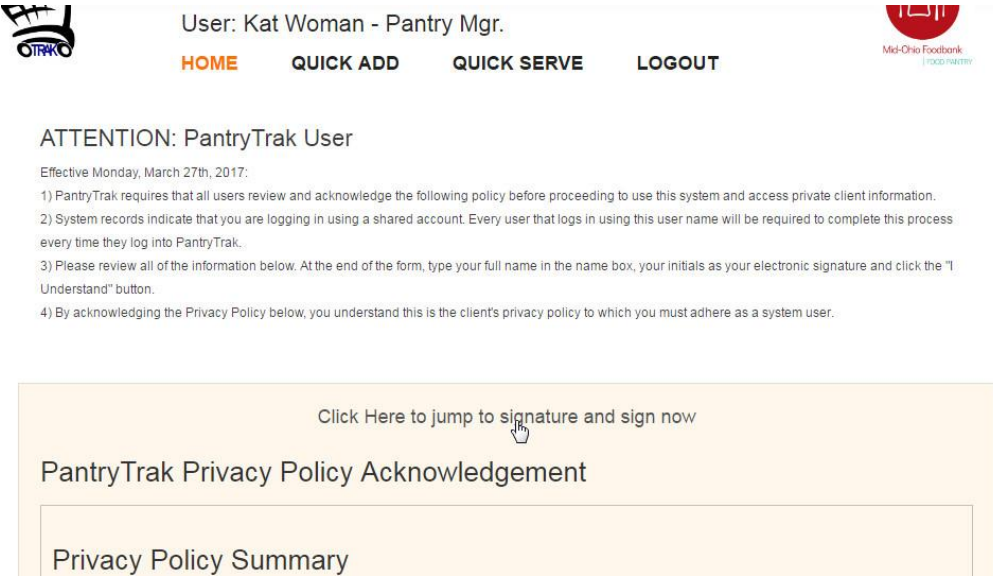
PantryTrak by Mark H. Mollenkopf is licensed under a [Creative Commons Attribution-ShareAlike 3.0 Unported License](#).

Privacy Policy

The first time you login to FreshTrak you will be asked to sign the Privacy Policy. Depending on your role at an agency, you will sign every time you login. Doing so, is very simple.

- Feel free to read the policy, or click jump to signature

- Type your name, type your initials
- Click “I Understand”



User: Kat Woman - Pantry Mgr.

HOME QUICK ADD QUICK SERVE LOGOUT

Mid-Ohio Foodbank FOOD PANTRY

ATTENTION: PantryTrak User

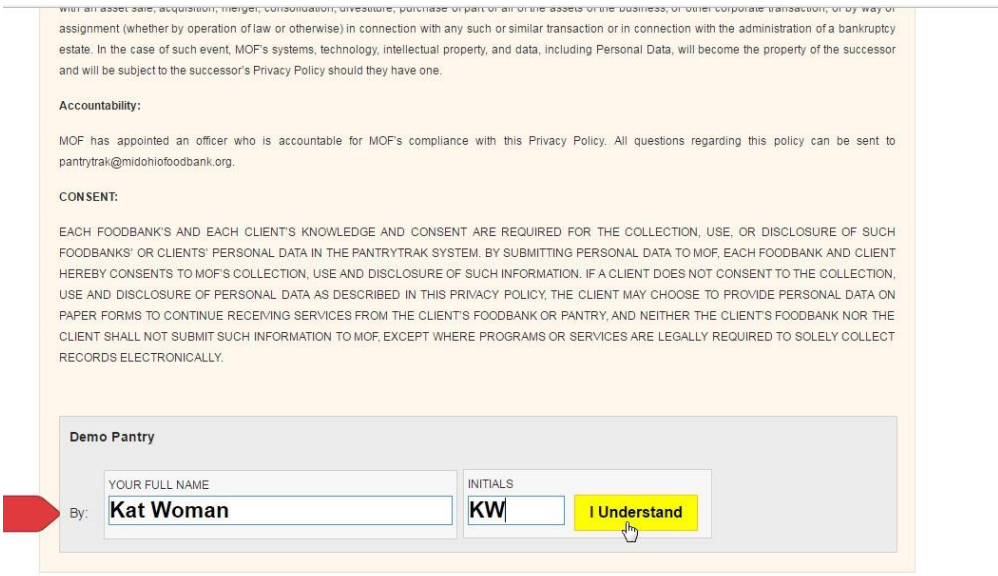
Effective Monday, March 27th, 2017:

- 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](#)

PantryTrak Privacy Policy Acknowledgement

Privacy Policy Summary



with an asset sale, acquisition, merger, consolidation, reorganization, purchase or part or all of the assets or the business, or other corporate transactions, or by way of assignment (whether by operation of law or otherwise) in connection with any such or similar transaction or in connection with the administration of a bankruptcy estate. In the case of such event, MOF's systems, technology, intellectual property, and data, including Personal Data, will become the property of the successor and will be subject to the successor's Privacy Policy should they have one.

Accountability:

MOF has appointed an officer who is accountable for MOF's compliance with this Privacy Policy. All questions regarding this policy can be sent to pantrytrak@midohiofoodbank.org.

CONSENT:

EACH FOODBANK'S AND EACH CLIENT'S KNOWLEDGE AND CONSENT ARE REQUIRED FOR THE COLLECTION, USE, OR DISCLOSURE OF SUCH FOODBANKS' OR CLIENTS' PERSONAL DATA IN THE PANTRYTRAK SYSTEM. BY SUBMITTING PERSONAL DATA TO MOF, EACH FOODBANK AND CLIENT HEREBY CONSENTS TO MOF'S COLLECTION, USE AND DISCLOSURE OF SUCH INFORMATION. IF A CLIENT DOES NOT CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA AS DESCRIBED IN THIS PRIVACY POLICY, THE CLIENT MAY CHOOSE TO PROVIDE PERSONAL DATA ON PAPER FORMS TO CONTINUE RECEIVING SERVICES FROM THE CLIENT'S FOODBANK OR PANTRY, AND NEITHER THE CLIENT'S FOODBANK NOR THE CLIENT SHALL NOT SUBMIT SUCH INFORMATION TO MOF, EXCEPT WHERE PROGRAMS OR SERVICES ARE LEGALLY REQUIRED TO SOLELY COLLECT RECORDS ELECTRONICALLY.

Demo Pantry

YOUR FULL NAME:

INITIALS:

By:

Home Screen

When you first login, there are a number of places you can go from the Main Menu.

For training purposes, we'll first choose our Event, Food Pantry.

The yellow event boxes vary according to the services that your agency provides.

Main Menu	
Gift Adoption Tools	Adoption List (Kid/Gift view) Adoption List (Kid/Gift/Donor view) Adoption Families (summary counts) ERROR Check - Families with multiple Reseravtions Tools Menu Status Counts **NEW**
Manager Tools	Manage Alt ID Types eSignature Audit Create Reservations from Prior Services (Offline Service)
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 Analysis & Learning Center 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

***** Special Demo System Note: *****

Please use the following zip codes for test entries - 88801, 88802, 88803, 88701, 88702.
Families with these special zip codes are the only ones that will show up when you use the search functions.

Home Screen-Explained

1. Home screen - if you are in Search, Quick Add and Quick Serve, this button will take you back to this screen.
2. Quick Add, explained [here](#).
3. Logout, if you're done serving families and/or using FreshTrak, this will take you out of the system.
4. Headings for each group of tools, [Reports section](#) will be covered in this training.

PANTRY TRAK Mid-Ohio Farm
User: Tammy Tucker -

1 HOME 2 QUICK ADD 3 LOGOUT

Main Menu	
Forms & Documents	Ohio revisions effective as of 7/1/2022 View All for Ohio
Manager Tools	Manage Alt ID Types eSignature Audit
Service History Lookup	(to add NEW records, use the correct date from the list below, or use Quick Add) History Lookup
REPORTS 4	Agency Stats Report Analysis & Learning Center Main Pantry Report Include Produce
PRIVACY POLICY	Privacy Policy Privacy Policy Posting (recommended)
HELP DESK	To submit an issue or question to our new Help Desk, please email: freshtrak@feedingamerica.org . Be sure to include your Agency Name and which Foodbank you are associated with.

Home Screen-Events

Events in FreshTrak are all the programs an agency maintains. It's also the first choice to be made when serving families.

1. Clicking the yellow buttons on the Home Screen will take you to Search and Serve clients for today's date.
2. Jump to day, if you're scheduling an Event in the future, or filling in past Events, this is one way to get there.
3. View recent listing of all your Events, click on a date.
4. Service history at a glance. Recent stats as well as a chart of your entire history of service you've entered into FreshTrak

Serve Families on 05/04/2017

1

Jump to day

Select Event: Food Pantry

Choose a Date: 05/04/2017

Submit 2

Service Log

Current By Year

Food Pantry
Holiday Basket
Produce Market
CSFP Enroll
HN Pantry
Referrals
Toys
Offline|Delivery
Mobile Pantry
NJ Pantry
MI Pantry

Event	Date	Reservations	
Food Pantry	05/10/2017	3	Check-in
Food Pantry	05/04/2017	3	Check-in
CSFP Enroll	05/04/2017	1	Check-in
Food Pantry	05/03/2017	7	Check-in
Food Pantry	05/02/2017	24	Check-in
Food Pantry	05/01/2017	6	Check-in
Mobile Pantry	05/01/2017	7	Check-in

Service Snapshot

	Visit Records	Served
Today	4	1
This Week	48	30
This Month	52	31
This Year	3105	1202

click chart below for NEW report

Served Records in Pantry Trak between January 1, 2012 and April 10, 2014

[Complete History](#)

Search-Quick Add

It's best to think of Quick Add as a 'clean' Search screen. Unlike the Regular view of the serving list, you will not see households you have served, reservations created or any other statuses. But all the rules and functionality are the same.

Regular Serving List

Quick Add

HOME Lists: Expanded Serving Check-In Serving/Check-In Offline Reload Page Hide Menu

Search for a Family...

Name Address Phone Alternate ID Type abbreviated name here
Ex. Search for George Washington by typing "was,geo" [View Help](#) RESET Expand

[Add New Family & Visit](#)

Service Visit list for Tuesday 01/17/2017, Food Pantry

Service Visit #	Name	Address	City, State	County	Zip	Kids, Adults, Total	Visit Status	Time	Signed	Notes
928576	Kent, Clark	123 Metropolis Drive	Apt. 967 Bedford Falls, PT	Baltimore	88801	1 + 2 = 3	Served	09:00 AM		
928577	Kent, Clark	600 Main Street	Lot 18 LAURELVILLE, OH	HOCKING	43135	0 + 4 = 4	Reserved	10:00 AM		
928578	Kent, Clark	2445 Lane Rd	JACKSON, OH	JACKSON	45640	0 + 2 = 2	Reserved	10:00 AM		
928575	Mouse, Mickey	1 BLIDS	EUCLID, OH	CUYAHOGA	44123	14 + 4 = 18	Served	09:00 AM		
928590	Mouse, Mickey	7560 CENTRAL AV	Theme Park CLEVELAND, OH	CUYAHOGA	44106	10 + 6 = 16	Served	12:00 PM		
928579	Mouse, SeniorIA	1234 LANE AVE	HOMELESS CLEVELAND, OH	CUYAHOGA	44115	19 + 13 = 32	Served	12:00 PM		

Visits - 6	Number of Visits by Time Slot 09:00 AM - 2 10:00 AM - 2 12:00 PM - 2	Service Summary Pantry - Choice - 3 day - 4
Stats	Family Size	Download CSV

Demo Pantry

You are logged in as: Super Foodbanker - Pantry Mgr.

HOME QUICK ADD QUICK SERVE LOGOUT

QUICK ADD - Lookup a FAMILY and add services for Food Pantry on Tuesday January 17, 2017. (click to change event or event date)

Search for a Family...

Name Address Phone Alternate ID Type abbreviated name here
Ex. Search for George Washington by typing "was,geo" RESET Expand

[ADD NEW Family & Reservation](#)

Search Area-Explained

1. Search box, be sure to click inside here before you start typing.
2. Search types, click to change. When it's orange, that means it has been selected.
3. Lists, used for viewing reservations (made ahead of time) or served results.
4. Search results box, provides feedback on the type of search and number of results.
5. Since FreshTrak is lean on bandwidth, some things don't constantly update. If you've added families to the Service Visit List and don't see them, just click Reload Page.
6. "i" you'll see these around FreshTrak when something needs explained or displayed.
7. Navigate to your (<<) last or next (>>) date of service.

The screenshot shows the top navigation bar of the FreshTrak application. It includes a search box (1) with the placeholder text "Search for a Family...". Below the search box are filter buttons for "Name", "Address" (2), "DOB", "Phone", and "Alt ID". To the right of the search box is a help box (4) with a person icon and text: "Type abbreviated name here. Ex. Search for George Washington by typing 'was,geo' View Help". Further right is a "RESET" button and an "Expand" checkbox with an information icon (6). The navigation bar also contains links for "HOME", "Lists:: Regular", "Expanded" (3), "Serving", "Check-In", "Serving/Check-In", "Offline", and a "Reload Page" button (5). A navigation arrow icon (7) is located at the far right of the bar.

How to Search

We'll start to search for *Teddy Roosevelt*.

Searches always follow the Last Name, First Name. An easy way to search is by typing **roo,t**. The first three letters of the last name, first letter of the first name

1. It turns out that there are two Teddy Roosevelt's in the system (more on that later), but the one we're looking for resides at 20 Sagamore Hill.
2. Once we have decided on the family, click on their name to move forward.

*Other ways to search, can be found [here](#).

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

Search input: ROO,T

Buttons: [RESET](#) Expand

Info tooltip: Found 3 matches - Hover over the info icon to see more information, Clicking the link will add the visit immediately.

Name	Address	Phone	Alternate ID
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1




Name	Info	Address	City, State	Zip	Last Served	Phone	Merge?
3 Families that You Have Served							
Rooker, Tim		2010 Sixth Ave	Bedford Falls, PT	88801		740-111-3859	<input type="checkbox"/>
Roosevelt, Teddy		1600 Pennsylvania Avenue Apt. 31	Mos Eisley, PT	88701	12/15/2016	614-664-1944	<input type="checkbox"/>
Roosevelt, Theodore		20 SAGAMORE HILL RD	Bedford Falls, PT	88801	04/18/2017	555-111-0000	<input type="checkbox"/>

[Add New Family & Visit](#)

Service Visit list for Tuesday 05/02/2017 . Food Pantry

Search-Results

1. Families you have served and not served will be broken in two sections with those you have served always being on top.
2. Often, when searching for a household, there are many of the same names in the system. Some of these may even be duplicates. In the case of these two Roosevelt households, they at least have a different address. If they did not, Click the  button to see a snapshot of the rest of the household and the service provided in the past to this household.
3. Not sure if you've served someone in the last 30 days? Last Served shows the date and type of service to a client.

Name	Info	Address	City, State	Zip	Last Served	Phone	Merge?
1 2 Families that You Have Served							
Roosevelt, Teddy		1600 Pennsylvania Avenue Apt 31	Mos Eisley, PT	88701	05/03/2017 	614-664-1944	<input type="checkbox"/>
Roosevelt, Theodore		20 SAGAMORE HILL RD	Bedford Falls, PT	88801	05/10/2017 	555-111-0000	<input type="checkbox"/>

20 SAGAMORE HILL RD,
Bedford Falls, PT 88801 - Barrymore County
Phone 1: 555-111-0000, Phone 2:

Alice is allergic to Kale.
PROXY- Calvin Coolidge

Name	DOB	Age
Theodore J Roosevelt	10/27/1958	57
Alice Roosevelt	10/31/1961	54
Edith Roosevelt	08/06/1961	54
Kermit Roosevelt	01/01/1950	66
Quentin Roosevelt	11/07/2007	9

Date Time	Status	Service Type	Note
05/29/2017 03:00PM	Reserved	Pantry - Choice - 3 day	
05/10/2017 09:00AM	Served	Pantry - Choice - 3 day	
05/09/2017 04:00PM	Reserved	Pantry - Choice - 3 day	Teddy was in rare form today.
05/04/2017 04:00PM	Reserved	Pantry - Choice - 3 day	
05/02/2017 10:00AM	Reserved	Pantry - Choice - 3 day	
05/01/2017 12:00PM	Reserved	Pantry - Choice - 3 day	
04/18/2017 04:00PM	Reserved	Pantry - Choice - 3 day	

Plus 72 older service record(s)

Main Tab-Verify Household Information

Verifying Household Information - missing information (indicated by yellow/pink boxes) should be updated with the client present. *Ensuring the integrity of data for all pantries using FreshTrak.*

- A** Verify information with client, including name, address and phone number
- B** Verify that the family size is correct
- C** Be aware of Active vs Inactive Household members, as it affects household size
 1. Then to family size and breakdown.
 2. Further details, DOB, gender and active/inactive can be updated here.

Finally, click the tab at the top of the page for the Electronic Signature.

The screenshot shows the 'Family Members' tab in the FreshTrak application. The main form displays information for Ryan, James T. Key areas are highlighted with red circles:

- A**: Name (Ryan, James T), Address (3960 Brookham Drive), and Phone (614-000-0000).
- B**: Family Size breakdown: 8 total, 1 child, 6 adults, 1 senior.
- C**: Household member table with status indicators (Active/Inactive).

Service Provided	Add Secondary Service	Date & Time	Optional Reporting	Reporting Event
Pantry - Choice - 3 day		04/18/2017 at 10:00 AM	(Show)	Faux Pantry

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	Military Service	Gender	Identification	Status
James	T	Ryan		08/22/1980	36	Veteran	F M	Needed Verified	Active Inactive
Arthur		Miller		02/07/1952	65	Please Choose	F M	Needed Verified	Active Inactive
Mac	InTosh			01/20/1980	37	Please Choose	F M	Needed Verified	Active Inactive
Daids		Pickerington		07/22/1988	28	Please Choose	F M	Needed Verified	Active Inactive
Rachel		Reiser		08/06/1990	26	Please Choose	F M	Needed Verified	Active Inactive
Aniel		Miller		08/06/1990	26	Please Choose	F M	Needed Verified	Active Inactive
Love		Mike		01/02/1996	21	Please Choose	F M	Needed Verified	Active Inactive
Schmitt		Brent		06/04/2046	0	Please Choose	F M	Needed Verified	Active Inactive
apple		girl		08/06/1990	26	Please Choose	F M	Needed Verified	Active Inactive

Add Family Member

Main Tab-Household Members

Active and Inactive members will appear on the Main tab. If they have any other status, members can be found on the Family Members Tab. Additionally, the ability to edit First and Last name can be done there as well.

1. Notice, Family Size (located above the Notes box) is indicative of only members that are Active.
2. Disability status is not something that normally is seen on the Main tab. Instead, it can be found on the Additional Info tab. However, if there is a status found on another tab that would be helpful to your organization, contact your food bank.
3. Active or Inactive, is a tool for easily taking members out of the household. For example, if grandparents are taking care of grandchildren for the summer, this is the way to include and remove them.
4. Need a to add a person to the household, click the Add Family Member. The green box to fill in their details will appear below.

1	Family Size	4	Children	0	Adults	3	Seniors	1
----------	-------------	---	----------	---	--------	---	---------	---

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	2 Disabled	Gender	Identification	3 Status
Theodore	J	Roosevelt		10/27/1958	57	No	<input type="radio"/> F <input checked="" type="radio"/> M	<input type="radio"/> Needed <input checked="" type="radio"/> Verified	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Kermit		Roosevelt		01/01/1950	66	Don't Know	<input type="radio"/> F <input checked="" type="radio"/> M	<input type="radio"/> Needed <input checked="" type="radio"/> Verified	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Alice		Roosevelt		10/31/1961	54	No	<input checked="" type="radio"/> F <input type="radio"/> M	<input type="radio"/> Needed <input checked="" type="radio"/> Verified	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Edith		Roosevelt		08/06/1961	54	Yes	<input checked="" type="radio"/> F <input type="radio"/> M	<input type="radio"/> Needed <input checked="" type="radio"/> Verified	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Quentin		Roosevelt		11/07/2007	9	Yes	<input type="radio"/> F <input checked="" type="radio"/> M	<input checked="" type="radio"/> Needed <input type="radio"/> Verified	<input type="radio"/> Active <input checked="" type="radio"/> Inactive

Add New Family Member here: (one at a time)

First Name	Middle	Last Name	Date of Birth mm/dd/yyyy	Age	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> F <input type="radio"/> M <input type="checkbox"/>
<input type="button" value="Add New Family Member"/>		<input type="button" value="Cancel"/>			

4 Add Family Member



Main Tab-Service Details

All service details can be easily changed *before* moving to electronic signature at the point of service on the Main tab. The menu to do so is sandwiched between the address and household members.

- 1. Service Provided, the default service type under the Event. This can be changed, just click it!
- 2. Date and time defaults to todays date and hour of service.
- 3. *Optional Reporting is not shown by default*, click the (Show) button. You'll then be given the option to input Pieces, Pounds, Dollars and Description.
- 4. If you have changed the service provided you may also want to change where service statistic where it will accrue.
- 5. If there is more than one service provided during the course of the transaction, you can add each with the use of this button (also at the bottom of the page). Just be sure to change each accordingly under Service Provided as they will be added as the default service.

1 Service Provided Add Secondary Service 5	Date & Time 2	Optional Reporting	Reporting Event
Pantry - Choice - 3 day ▼	05/02/2017 at 10:00 AM ▼	(Hide) 3	Food Pantry ▼ 4
Pieces 2 Pounds 4 Dollars Description Milk, Meat			

E-Signature Privacy

At the point where you're ready for a client to render their E-Signature, the client must be able to see/view the screen.

- First, they will see the Privacy Policy which they are not required to sign.

Privacy Policy Summary

1. Reading this Summary document is not a substitute for reading the PantryTrak Privacy Policy in full.
2. Your privacy is important to Mid-Ohio Foodbank and the foodbanks, food pantries, and other service providers that use the PantryTrak System to help process and record your requests for food, assistance, or other client services.
8. **Personal Data may be used by service providers to make referrals to other service providers, inform clients about services they may be eligible to receive, and connect clients to resources and information that may be beneficial to them.**
9. Personal Data will not be sold for direct marketing purposes.
10. The Privacy Policy may change at any time; the most current version can be found at:
www.pantrytrak.com/privacy **Click here to view it now**

(Show All Items)

- But if they would like to read more of the policy, click Show All Items, which will display the full Summary.

- If the client would like a copy emailed, type their email address and click the Email Requested button.

Privacy Policy Summary

1. Reading this Summary document is not a substitute for reading the PantryTrak Privacy Policy in full.
2. Your privacy is important to Mid-Ohio Foodbank and the foodbanks, food pantries, and other service providers that use the PantryTrak System to help process and record your requests for food, assistance, or other client services.
3. Foodbanks, food pantries, and other service providers that use the PantryTrak System, have agreed to the terms of a Master Subscription Services Agreement that includes adherence to this Privacy Policy.
4. The Privacy Policy acknowledges that Personal Data is being collected in conjunction with your request for service.
5. Personal Data may include, but is not limited to:
 - a. first and last name
 - b. home address
 - c. date of birth and/or age
 - d. email address
 - e. mobile and/or home phone number
 - f. income information
 - g. employment information
 - h. family, household, and/or dependent information
6. Clients have the right to update, modify and correct errors in their Personal Data.
7. Clients have options to Opt Out of electronic data collection where permitted by Federal, State, or Local laws and/or program rules.
8. **Personal Data may be used by service providers to make referrals to other service providers, inform clients about services they may be eligible to receive, and connect clients to resources and information that may be beneficial to them.**
9. Personal Data will not be sold for direct marketing purposes.
10. The Privacy Policy may change at any time; the most current version can be found at:
www.pantrytrak.com/privacy **Click here to view it now**

If you would like to receive a copy of the Privacy Policy via email, please provide your email address then click "Email Requested". We will send a copy of the Privacy Policy to you via email.

Email Address:

(Show Key Items)

Electronic Signature

Served

Sign & Serve happen simultaneously; as the client types their E-Sig, they are considered in the system. Once signed the family can move on to shopping at the pantry. Using the E-Signature Tab, Point out the following to the customer for their verification:

- (A) Verify household information with client
- (B) Verify with customer they fall within gross income limits
- (C) Change name and household position if proxy or family member is signing
- (D) Client/proxy/household member **MUST** type their initials and click “I agree” button

Ohio Department of Job and Family Services FEDERAL AND STATE FUNDED FOOD PROGRAMS ELIGIBILITY TO TAKE FOOD HOME ELECTRONIC SIGNATURE FORM			GROSS INCOME LIMITS FOR HOUSEHOLD OF 4
A Name Ryan, James T Address 3960 BROOKHAM DR, City GROVE CITY Zip 43123 Phone 614-000-0000			B Yearly - \$48,599 Monthly - \$4,049 Weekly - \$934
	Number of people in household by age: age 60+ <u> 1 </u> age 18 - 59 <u> 3 </u> age birth - 17 <u> 0 </u> Total <u> 4 </u>		

ATTENTION: DO NOT TYPE CLIENT’S INITIALS IN BOX or “I AGREE” FOR CLIENT

C	D
Name of Person Signing <input type="text" value="Ryan, James T"/>	Date 04-19-2017
Initials <input type="text"/>	<input type="button" value="I Agree"/>
Household Position <input type="text" value="Head of Household"/>	

Compliance - *make sure you are in compliance*

It is very important to execute one of the next two steps to be in compliance with all guidelines. All food given to a household must be signed for.

How Did They Sign? The signature must be obtained at time of service only - electronically or on a TEFAP Form. [Click Here](#) to see how to fill out this form correctly.

No other type of document can be used to track client intake such as a spreadsheet created by the agency.

When giving other services that you want to track, a signature is *not required*.

Service Visit Status? Remember, this indicates the client has been served and their service will be counted towards your monthly report.

Main Tab-Signature



Please Note: This area is important for audit purposes.

How did they sign... or did they sign? When you first create a reservation, none of options will be selected.

HOW DID THEY SIGN?

Signed Paper Form	Signed Electronic Form	Not Required	Required, NOT Signed
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- If you're using E-Signature, it's easy. Signed Electronic Form will be *automatically* selected after the e-signature is completed.

HOW DID THEY SIGN?

Signed Paper Form	Signed Electronic Form	Not Required	Required, NOT Signed
-------------------	------------------------	--------------	----------------------

- If you're not using E-Signature, but you want to account for paper records, you'll need to click Signed Paper Form.

HOW DID THEY SIGN?

Signed Paper Form	Signed Electronic Form	Not Required	Required, NOT Signed
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- Click the **Not Required** when you are logging *any service other than food* and want to keep track of it.
- Click the **Required, NOT Signed** when the client signature was not collected at time of service. This should only be used under the most extreme circumstances.

Main Tab-Service Visit Status

Service Visit Status is an identifier that helps you keep track of if a services was provided. When a service event is created, it always defaults to the **Reserved** status.



If **Reserved** is highlighted this indicates either of two things. It means that either the client has a reservation at your location or that you looked at their record but no service was provided.

When a family signs electronically, their status will **automatically** be changed to **Served**. If the family signed on paper, click **Served**. This indicates the client has been served and their service will be counted towards your monthly report.

No Show means that the client had a reservation but did not arrive at the site.

Cancelled by Client is used when a client has contacted the site to cancel that reservation.


If you make a mistake on a reservation and it needs to be removed from your serving list you can either click **Canceled Internal** or **Duplicated void** and this will delete the record at a later time.


If the client has reservation is made but it is rescheduled click **Rescheduled**.

Service Visit list for Tuesday 12/20/2016 , Food Pantry

Service Visit #	Name	Address	City, State	County	Zip	Kids, Adults, Total	Visit Status	Time	Signed	Notes
824787	Clause, Santa	1200 North Pole Dr. North Pole Usa	Bedford Falls, PT	Barrymore	88801	0 + 3 = 3	Served	10:00 AM	Recheck	
825137	Frost, Jack	111 North Pole	Bedford Falls, PT	Barrymore	88801	0 + 5 = 5	No Show	10:00 AM		
825139	Ivy, Holly	Winterberry Circle	Emerald City, PT	Barrymore	88803	0 + 1 = 1	Cancelled internal	10:00 AM		New Family
830570	Kringle, Kris	40 Snow Drive	Bedford Falls, PT	Barrymore	88801	0 + 1 = 1	Reserved	10:00 AM		New Family
825277	Scrooge, Ebenezer	386 Penny Pincher Ave	Cabot Cove, PT	Empire	88702	0 + 1 = 1	Duplicate void	10:00 AM		New Family
825138	Snowman, Frosty	655 Winter Trail	Bedford Falls, PT	Barrymore	88801	1 + 1 = 2	Cancelled by Client	10:00 AM		
825278	Tree, Christmas	25 DECEMBER WAY	Bedford Falls, PT	Barrymore	88801	5 + 1 = 6	Rescheduled	10:00 AM		

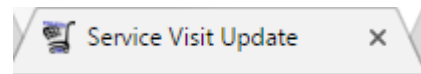
Finish-Close, Save, Reload

If you've been curious up to this point about where the *save* button is in FreshTrak, there isn't one. What you may notice along the way, is that every time a change is made in a field, a little green dot  appears somewhere on the screen. When you see that, your changes have been saved.

Along with saving, you also may have noticed that some changes aren't immediate. The truth is, behind scenes things have changed but will only appear to the user after clicking the  button. There aren't too many places where this is necessary, but as mentioned in the beginning, it is part of what helps keep the system so lean on bandwidth.

You've finished serving a client and/or updating their household information. Whether you're ready to move on to the next client or finish for the day, how do you leave the Family Service Screen?

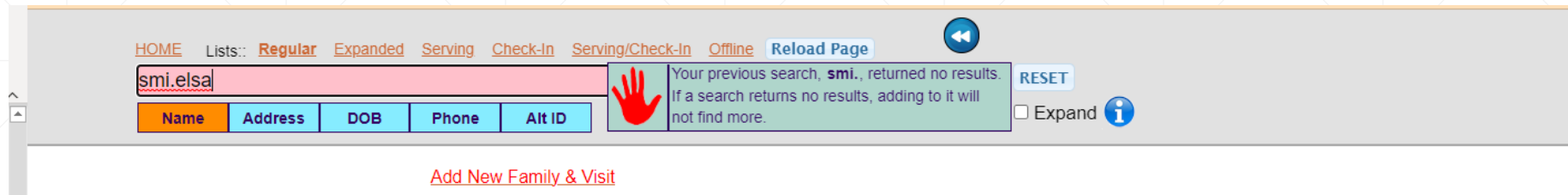
- Close the tab titled 'Service Visit Update.'




Add a New Household-Step One

Since we couldn't find *Elsay Smith* before, we will need to add her to the system.


To start this process, just click the red text [Add New Family & Visit](#) link below the search box.



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

 Your previous search, **smi.**, returned no results. If a search returns no results, adding to it will not find more. [RESET](#)

Name	Address	DOB	Phone	Alt ID
------	---------	-----	-------	--------

[Add New Family & Visit](#) Expand 



Add a New Household-Step Two

Adding a new household should be pretty intuitive, in terms of only requiring the basic information found on the Family Service Screen.

However, one thing to help prevent duplicates is that the name and address you enter will be searched against what is currently in FreshTrak. This also may be a little confusing because they work independently of one another. So, while there isn't an Elsay Smith in the system, if she lived on 1939 Batcave Circle, that is an address that PT recognizes.

In any case, if for some reason searching for a household didn't seem to work but the result offered when you try to add them appear correct, just click the on the name like you normally would in search.

[HOME](#) Add a NEW Family and Service Record for TODAY, Thursday May 11, 2017 - Step 1 of 3

Head of Household (HH)	Last <input type="text" value="SMITH"/>	First <input type="text" value="ELSAY"/>	Middle <input type="text" value="Middle Name"/>	Suffix <input type="text"/>
Address Line(s)	<input type="checkbox"/> Homeless			
	Address 1 <input type="text" value="1939 BATCAVE CIRCLE"/>	Housing Type: <input type="text" value="Please Select Housing Type"/>		
	Address 2 <input type="text" value="Address 2"/> (Apt #, Lot #, etc.)			
<input type="button" value="Clear Results"/>				

Name	Info	Address	City, State	Zip	Last Served	Phone	Merge?
1 Families that You Have Served							
Johnson, Batman		1939 BATCAVE CIRCLE	Emerald City, PT	88803	04/13/2017	555-500-6832	<input type="checkbox"/>

Add a New Household-Step Three

Before getting to the next step, remember that for all the fields you will need to input or check each one.

If you have missed something, like the Zip Code. The screen will prompt you and not allow you to move on.

But once you've added that piece of information, click Next!

more details

demo.pantrytrak.com says:
Please enter Zip Code.

OK

HOME Add a NEW Family and Service Record for TODAY, Thu

Head of household (HH) Last First

Homeless

Address Line(s) Address 1 Housing Type:

Address 2 (Apt#, Lot#, etc.)

Zip Code (5 digits only) < Enter Zip Code to lookup City, State, County

*** Special Demo System Note: ***
Please use the following zip codes for test entries - 88801, 88802, 88803, 88701, 88702.
Families with these special zip codes are the only ones that will show up when you use the search functions.

Phone Numbers Phone- 2nd Phone-
 No Phone Number

Personal information (HH) Date of Birth 39 years old
Gender: F M Not Specified or Listed

Total # of people in household by Age Group:
people 60+ yrs. # people 18 - 59 yrs. # people birth - 17 yrs.

Add a New Household-Step Four

The next screen offers the opportunity for two more pieces of information to be input before adding the family.

1. If you have time and know the other household member details, names, DOB etc. feel free to do so here. If not, you can do so later.
2. If you're adding households to FreshTrak from TEFAP forms, you may have a historical visit to associate with them. This would be the spot to add those dates. If not, you can do so later.
3. Finally, when you're ready to complete your inputs, click Add!

OTHER Family Members (Please DO NOT re-enter the Head of Household, if you need to add more Family Members, you can do it on the next screen) Please update the "placeholder" names below with any information that you have for the remaining Family Members						
Last Name	First Name	Middle	Suffix	Date of Birth mm/dd/yyyy	Age	Gender
Smith	Senior1		▼		Use Placeholder Age(65)? <input checked="" type="checkbox"/>	<input type="radio"/> F <input type="radio"/> M
Smith	Child1		▼		Use Placeholder Age(10)? <input checked="" type="checkbox"/>	<input type="radio"/> F <input type="radio"/> M

Yes, I want to add Historical Service records from prior forms or logs sheets for this family. Otherwise, just complete the information about the Other Family Members and click ADD
[Click Here to display the lines for entering service history.](#)

Add

3

Reset

Close Window & Don't ADD new record

Family Members

Service History

Notes

Additional Info

What are these tabs used for?

Service History Tab

Service History, is the history of services you have provided to a client, with the details of the service and family and at the time of service.

The Tab will always show the last time this household was served.

Can serve as a good way to see service events that remain unserved/Reserved.

Only place to see past Service Visit Notes.

Served Last on: 05/10/2017

Service Visit History = 80 Service Records Found

Date	Parent Service Event	Kids	Adults	Seniors	Total	Event	Service Type	Service Category	Signed?	Service Visit Status	Pounds	Pieces	Dollars	Service Description	Service Visit Note
05/29/2017		1	4	0	5	Food Pantry		Choice Pantry							
05/11/2017		1	4	0	5	Food Pantry		Choice Pantry		Reserved ▼					
05/10/2017		1	4	1	6	Food Pantry		Choice Pantry	eSign						
05/09/2017		1	4	0	5	Food Pantry		Choice Pantry		Reserved ▼					Teddy was in rare form today.



Notes Tab

A note about... notes

- Notes are private to your location
- Notes exist/repeat in a few places
- Service Visit Notes under the notes tab are saved under the corresponding visit under the **Served Last on:** tab

- Notes on the **Main** tab also appear under the **Notes** tab.

Family Notes

Alice is allergic to Kale.

Main Tab

FAMILY NOTES:
 (These notes are only visible to users from your agency, and will be displayed any time you are serving this family.)
 Alice is allergic to Kale.

SERVICE VISIT NOTES:
 (These notes are linked specifically to this Service Visit, and are only visible to users from your agency.)
 Teddy was in rare form today.

Date	Parent Service Event	Kids	Adults	Seniors	Total	Event	Service Type	Service Category	Signed?	Service Visit Status	Pounds	Pieces	Dollars	Service Description	Service Visit Note
05/29/2017		1	4	0	5	Food Pantry		Choice Pantry							
05/10/2017		0	3	0	3	Food Pantry		Choice Pantry							
05/09/2017		1	4	0	5	Food Pantry		Choice Pantry							Teddy was in rare form today.

Additional Info Tab

Please note these fields are not required! One area may used and others not used.

1. Change the default language of E-Signature form. Please note, the languages made available are determined by the state. In other words, if a paper copy does not exist, then it cannot be translated for FreshTrak.
2. Add/edit income details.
3. Add housing details.
4. Add disability status.
5. Add SNAP information.(do not use.)
6. Email

All items on this tab are optional sharing from customer.

Default Language for the Electronic Signature Form English Spanish Somali 1

Clients are **NOT** required to provide this information to receive service, however if they wish to self-report the information, you may record it on this page. This is kept confidential and only used for aggregate reporting, and is stripped of any personal data. If asked, you can explain that this type of information helps influence policy makers, donors, and others that help fight hunger.

Income Amount (Annual) - <input type="text" value="6000.00"/>	(Enter just one of the 3 fields)	Income Level \$5000 - \$9999 <input type="text"/>	Income Source Social Security <input type="text"/>
Income Amount (Monthly) - <input type="text" value="500"/>			
Income Amount (Weekly) - <input type="text" value="115.38"/>		2	

Housing - What is your living situation like?
 3
 Optional Note:

Disabilities - Do you have any member of household with a disability?
 4 If YES, how many people from your Household have a disability?

*** Fields for RACE & ETHNICITY have moved to the Family Members tab. Click link for SHOW ADDITIONAL INFORMATION on the Family Members tab.

How else can we help?
 Do you receive SNAP benefits? YES NO 5
 If so, how much per month? \$
 Interested in SNAP benefits? YES NO

Reason for Assistance

Email - 6

Family Members Tab-Add & Promote

The Family Members Tab, is the place to edit all the details of the household.

As with the Main tab, there is an opportunity to add a single household member. Or in bulk, creating them through the multiple placeholder tool.

Add New Family Member here: (one at a time)

First Name	Middle	Last Name	Date of Birth mm/dd/yyyy	Age	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> F <input type="radio"/> M <input type="checkbox"/>

Create multiple 'Placeholder' Family Members: (enter #) Seniors(60+) - Adults(18-59) - Children -

If the head of household moves out, dies or simply is not the primary person coming to the agency, it may be time to consider a promotion.

- Members eligible will be those with a valid birthdate and are over the age of 18.
- To make your choice, simply click next to the members' name and click the promote button.

Promote Head of Household

First Name	Middle	Last Name	Age	Promote
Theodore	J	Roosevelt	57	Current
Kermit		Roosevelt	66	<input checked="" type="radio"/> Promote
Alice		Roosevelt	54	<input type="radio"/> Promote
Edith		Roosevelt	54	<input type="radio"/> Promote
Quentin		Roosevelt	9	Inactive

Family Members Tab-Info, Status & Searchable

1. If there are edits/changes to names, that can be done here.
2. Any [Status](#) beyond Inactive is not available on the Main tab and changes must be made here.
 - Permanent Inactive, someone who is likely not returning to a household
 - Deceased,
 - Delete, only if you have mistakenly created a household member
3. In the previous slide, we saw how a member can be promoted. But if you would still like to keep them actively searchable or make others easily found, this is the place to do so.

Deeper individual data points about each member are accessed by clicking the + sign.

+ Show Additional Information fields for these Family Members

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	Age Group	Gender	Status	Searchable	Updated?
Theodore	J	Roosevelt	▼	10/27/1958	57	35 - 59	<input type="radio"/> F <input checked="" type="radio"/> M	HOH	<input type="checkbox"/>	
Kermit		Roosevelt	▼	01/01/1950	66	65 - 84	<input type="radio"/> F <input checked="" type="radio"/> M	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Alice		Roosevelt	▼	10/31/1961	54	35 - 59	<input checked="" type="radio"/> F <input type="radio"/> M	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Edith		Roosevelt	▼	08/06/1961	54	35 - 59	<input checked="" type="radio"/> F <input type="radio"/> M	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Quentin		Roosevelt	▼	11/07/2007	9	5 - 17	<input type="radio"/> F <input checked="" type="radio"/> M	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Permanent Inactive <input type="radio"/> Deceased <input type="radio"/> Delete	<input type="checkbox"/>	

Family Members-Additional Information

Please note these fields are not required! One area may be used and others not used.

Adding additional member level data points can be useful in pursuing grants, or just getting to know the population you serve. Like the additional household info, none of this is a requirement and should not serve as a barrier to service.

Please keep in mind that the input fields offered have not been arbitrarily chosen by the FreshTrak team. In fact, they are what has been made available on the current US Census.

If any single one of these category are of interest, it can be moved to the Main tab. Please contact your Agency Relations Rep to make this change.

-(hide Additional information)

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	Age Group	Gender	Status	Searchable	Updated?
Theodore	J	Roosevelt		10/27/1958	57	35 - 59	<input type="radio"/> F <input checked="" type="radio"/> M	HOH		
Race		White		Optional Note:						
Ethnicity		Please Choose		Optional Note:						
Immigrant or Refugee		Please Choose		Country of Birth/Origin: United States						
Military Service		Veteran		Optional Note: Served in Spanish-American War						
Education Level		College - Master's degree		Optional Note: Harvard Graduate						
Employment Status		Retired		Optional Note: Former President						
Health Insurance Status		Military - VA Health Care		Optional Note:						

Appendix

- Privacy Policy Posting
- Different ways to Search
- TEFAP Form-Correct Usage information
- Statistics Report
- How to Use a Proxy

Privacy Policy Posting

PRIVACY POLICY	Privacy Policy	Privacy Policy Posting (recommended)
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We have a Privacy Policy to protect our clients and their data

Also, to set guidelines for FreshTrak users and Food Bankers to know

- What we can do with data
- What we can't do with data

Protects us, agencies, clients from inappropriate use of personal data

The policy is available in full via the link titled **Privacy Policy** on the Main Tab.

But to help address questions, concerns as well as give clients a more leisurely opportunity to read the information, we highly recommend all agencies print and post the **Privacy Policy Posting** via the link on the Main Menu.

Search Types

There are 3 different ways to search for clients, this page summarizes the way each works. The next few pages will provide more in-depth explanations. We do not recommend using Phone.



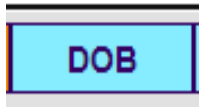
Name

Name search works by entering a portion of the last name, then a part of the first name. Separating the two parts by using a comma. Even though it is possible to find families by just entering their last name, you should know that both the comma and a space act as a separator for the first and last name.



Address

Address search can be done using the street number or name. Both work the same way.



DOB

Date of Birth from the picture ID or passport is an easy way to use this search



Alternate ID

Alternate ID can be easily scanned or entered via the keyboard.

Narrow Your Search Results

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

smi|

Name Address Phone Alternate ID

More than 150 results were returned, please narrow your search either by typing more characters, or trying a different search type.

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

smi,e|

Name Address Phone Alternate ID

Found 92 matches - Hover over the info icon to see more information, Clicking the link will add the visit immediately.

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

smi,e|

Name Address Phone Alternate ID

Found 25 matches - Hover over the info icon to see more information, Clicking the link will add the visit immediately.

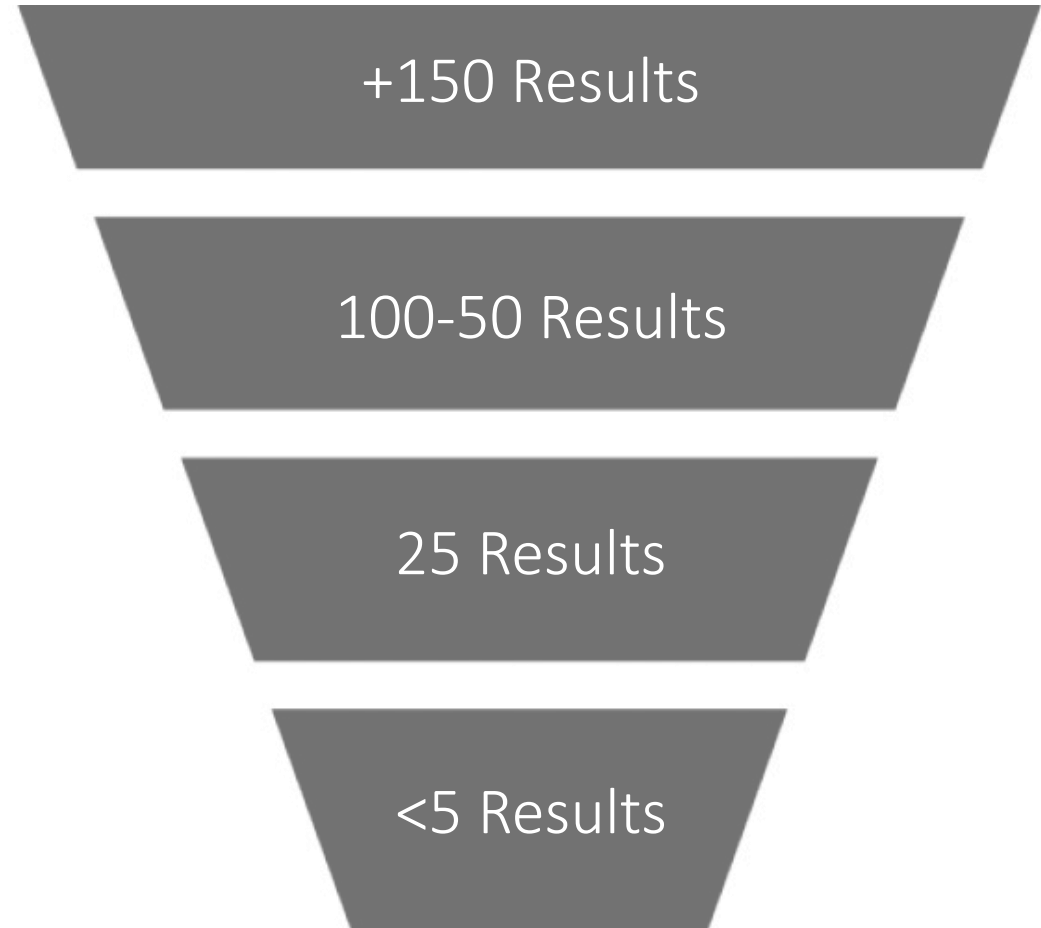
HOME Lists: [Expanded](#) [Serving](#) [Check-In](#) [Serving/Check-In](#) [Offline](#) [Reload Page](#)

smi,els

Name Address Phone Alternate ID

Found 2 matches - Hover over the info icon to see more information, Clicking the link will add the visit immediately.


Name	Info	Address	City, State	Zip
Smith, Elsie	i			
Smith, Elsie	i			




Search How it Works

1. As illustrated on the previous slide, Search in FreshTrak works like a funnel. The more you type, the less results you get. But! Make no mistake, less is more.
2. Obviously, not every name will be like the example, yielding so many results. For many families, you may easily be able to find them after typing a few letters/numbers of their last name, or street address.
3. In the case of *Elsay Smith*, she is not the head of household* we have served, but our results box tells us that we should have stopped typing when we reached *smi,elsa*. Adding a *y* to the end of our first name did not give us any more results and so really we could have stopped when we reached *smi,els*.



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

Name	Address	Phone	Alternate ID
------	---------	-------	--------------

 Your previous search, **smi,elsa**, returned no results. If a search returns no results, adding to it will not find more. [View Help](#)

*Sometimes you may find that a person is in FreshTrak, but not listed as the HOH. This is why it's important to always search both Name and Address. But when you do serve a member over the age of 18 that is not the HOH, you can promote or make them searchable.

TEFAP Paper Form How-To

**Ohio Department of Job and Family Services
FEDERAL AND STATE FUNDED FOOD PROGRAMS
ELIGIBILITY TO TAKE FOOD HOME**

Name: Sam Smith
Address: Foodie Way
City: Frankfort Zip: 43728 Area Code + Phone: 614-555-5526

Number of people in household by age: age 00+ 0 age 18 - 59 2 age 60+ 2 Total 4

This table shows yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household you are eligible to receive food. This certification form is being completed in connection with the distribution of food from the state funded program and/or Federal assistance through The Emergency Food Assistance Program.

Household Size	Yearly Income	Monthly Income	Weekly Income
1	\$13,758	\$1,147	\$496
2	\$20,219	\$1,685	\$776
3	\$26,679	\$2,223	\$1,054
4	\$33,140	\$2,761	\$1,332
5	\$39,600	\$3,299	\$1,610
6	\$46,061	\$3,837	\$1,888
7	\$52,521	\$4,375	\$2,166
8	\$58,982	\$4,913	\$2,444
9	\$65,442	\$5,451	\$2,722
10	\$71,903	\$5,989	\$2,999

For each additional person add \$6,320 \$501 \$190

I certify that my current gross household income is at or below the income listed on this form for households with the same number of people as my household. I also certify that, as of today, my household lives in the area served by this agency. Program officials may verify what I have certified to be true. I understand that making a false certification may result in having to pay the full cost for the value of the food improperly issued to me and may subject me to criminal prosecution under State and Federal law.

Signature: Sam Smith Date: 5-1-17

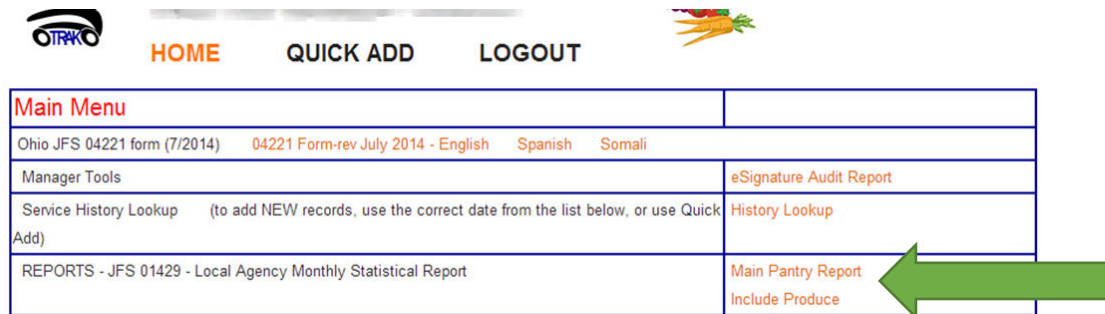
TEFAP Paper Form How-To

- Cannot circle proof of income.
- Number of People in household should include '0' in totals.
- Ohio is a self declaration state, so when the client signs the form they are agreeing to all information on the screen or paper.
- **Reminder:** When your agency uses a Paper form, the agency is required to keep *all of the signed forms on file for 5 years.*
- When should the agency use a paper form?
 - No internet
 - No computer intake person available on day of service.

Reports-Accessing monthly statistics

At the main menu, click on Main Pantry Report.

If you are a Produce Program you will “Include Produce”.



On the pantry report screen, you have the option of running a variety of reports.

To run a monthly report for your food program, click by Location, By Month that you are reporting for.

If your site has multiple events (Pantry and Produce Market, for example), click on the By Event, by month option to sort by the different types of events.

Your report will look like the table below for the event you are reporting.

Food Pantry - Summary of Families Served

Report created for Dates: 07/01/2014 through 07/31/2014 for Event - Pantry

ODJFS 01429 - LOCAL AGENCY MONTHLY STATISTICAL REPORT	A With minor children	B Without minor children	C TOTALS (Column A+B)
1. Number of Households	97	95	192
2. Number of Seniors Served (age 60+)	20	53	73
3. Number of Adults Served (18 - 59)	215	164	379
4. Number of Children Served (birth - 17)	268	0	268
5. TOTAL Number of People Served (2+3+4)	503	217	720

This information can now be inputted into your eHarvest account for statistical reporting.

How to use a Proxy

If a customer is ill, under quarantine, disabled, or otherwise cannot make it to a pantry, all Mid-Ohio Foodbank partner agencies use a proxy process where they can send someone they trust to pick up food for them. Letter of Proxy in several languages can be found on [our website](#).

The proxy letter is good for 1 year from start date. And should be kept on file with the agency. Place the name of person in the Proxy box on the Main tab.

You are required to change the name of person signing and Household position, [click here](#) for more details.

Roosevelt, Theodore J

Last	First	Middle	Suffix
Roosevelt	Theodore	J	

Homeless

Address 1	Address 2
20 SAGAMORE HILL RD	Apt#, Lot#, etc

Zip Code	City	State	County
88801	Bedford Falls	PT	Barrymore County

OPTIONAL Address Verified: No Yes 04/25/2016

Main Phone	2nd Phone
555-111-0000	

Family Size	4	Children	0	Adults	3	Seniors	1
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Family Notes

Alice is allergic to Kale.

Proxy

Calvin Coolidge

Login-Remember your Login information

Accessing FreshTrak

Log into FreshTrak <https://secure.pantrytrak.com/>

User ID: _____

Password: _____

Best Practice: keep this sheet in a secure location to always have your log in information.