Signed Paper Form in PantryTrak

1. Log in to your PantryTrak account for you agency. Once on the home screen locate the feature "Jump to Day". This will allow you to back date entries for paper forms ONLY! Select the date, use the arrows to scroll back to whatever date you want to enter. Select the event you are entering for.

2. Once you selected your dates and event, you enter the clients name as normal and select the client profile.

SECOND HARVEST FOOD BANK EST. 1982 OF NORTH CENTRAL OHIO

Zappa, Bugs

Last	First	Middle	Suffix
Zappa	Bugs	Middle Nam	▼

☐ Homeless

Address 1	Address 2
58 Sizzler Road	# 40

Zip Code	City	State	County
88803	Emerald City	PT	Barrymore County

OPTIONAL Address Verified: No ◉   Yes ○

Main Phone	2nd Phone
888-222-1212	

No Phone Number ☐

Family Size 2

Family Notes

Proxy

Service Provided	Add Secondary Service		Date & Time
Pantry - Choice - 3 day ▼			03/21/2018 at 02:14 PM ▼

First Name	Middle	Last Name	Suffix	Date of Birth mm/dd/yyyy	Age	Age Group
Bugs		Zappa			40	35 - 59
Child1A		Zappa	▼		10	5 - 17

HOW DID THEY SIGN?   Print FORM
Signed Paper Form | Signed Electronic Form | Not Required | Required, NOT Signed

SERVICE VISIT STATUS:
Reserved | Served | No Show | Cancelled by Client | Cancelled internal | Duplicate void | Resch

Alt IDs

3. After you open the client file, select "served" under the service status. Then select "signed paper form" under the How did they sign row. The 2 must be selected together in order for this feature to work. Once selected click close window and then reload your page.

| 836033 | Winklejohn, Paul | 123 Foodie Way | | Homeless | Bedford Falls, PT | Barrymore | 88801 | 0 + 1 = 1 | Served | 12:00 PM | e | New Family |
| 836041 | Zappa, Bugs | 58 Sizzler Road | | # 40 | Emerald City, PT | Barrymore | 88803 | 1 + 1 = 2 | Served | 02:14 PM | Signed Paper | New Family |

After you reload your page you should see in the signature column "Signed paper form" rather than the E-signature "E"