# Operation Food Search
## Healing Hunger. Strengthening Our Future.

## Recording Food Receipts on the iPad
Step-by-Step Instructions

*Each device is personalized to a specific partner agency – it is how the database knows which agency is submitting the receipt. You may not trade devices with another pantry.*

| | |
|---|---|
| Wake up the iPad by pressing the button located on the top right of the device. | |
| Unlock the iPad by pressing the button located in the bottom middle of the device. Now the home screen of the iPad will display. | |
| To record the receipts, we use an app called FileMaker Go. It is the turquois file icon located in the middle of the screen.<br><br>Press the icon to open the app. | |
| If this screen appears, press the folder that says "OFS Donorware."<br><br>**If this screen does not appear, move on to the next steps. | |
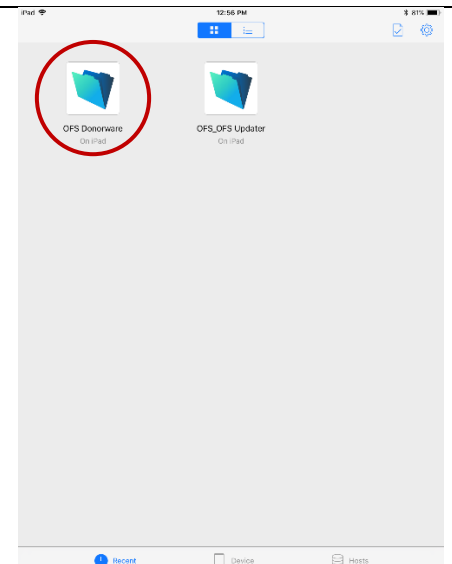
Now you'll see the main menu of the app.

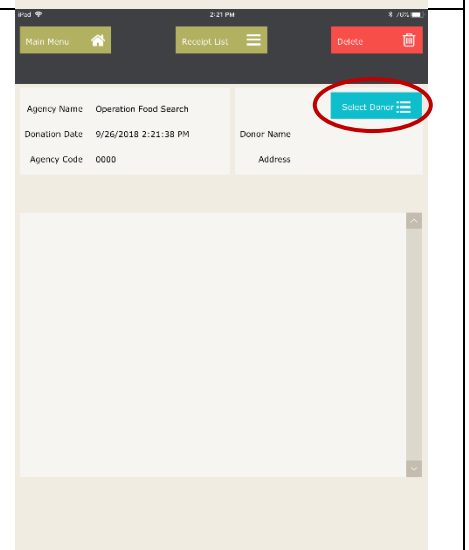To start a receipt, press the blue Start New Collection Receipt button.
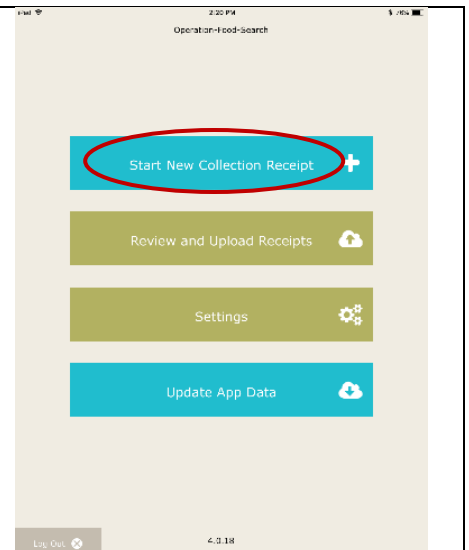
On the Collection Screen, you will see the name of your agency, donation date, and your agency ID number.
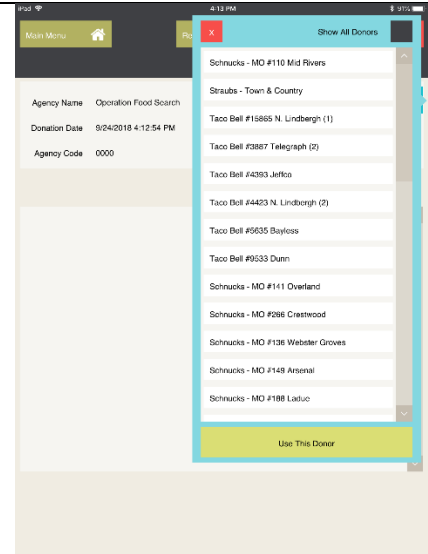
(No Action Needed)
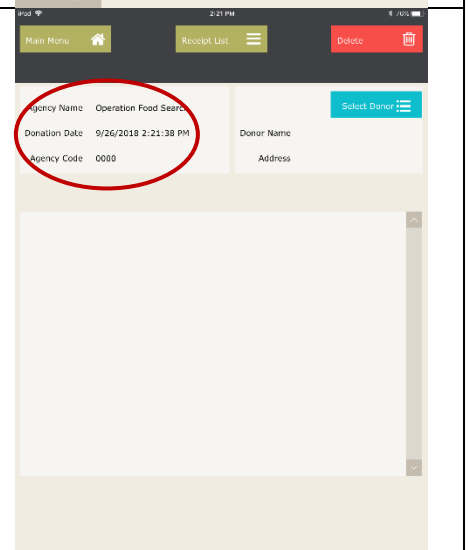
The first step will be to select the donor by touching the blue Select Donor button.
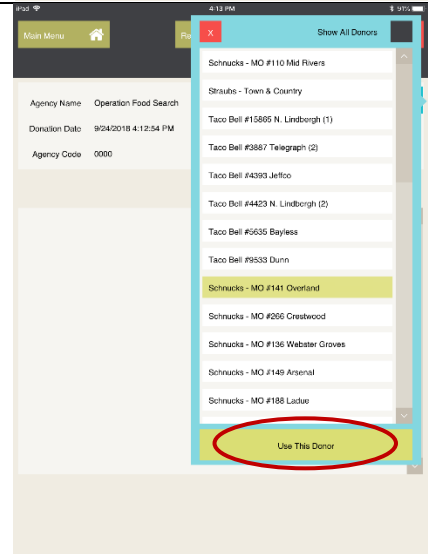
| A box will appear with a listing of only the stores where Operation Food Search has authorized your agency to pick-up donations.

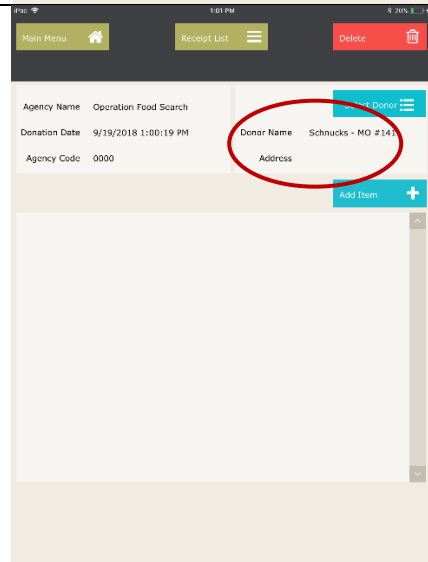Scroll through the list with your finger to locate the correct donor store. |  |
|---|---|
| To select the donor, press the correct donor, then press the green Use This Donor button. |  |
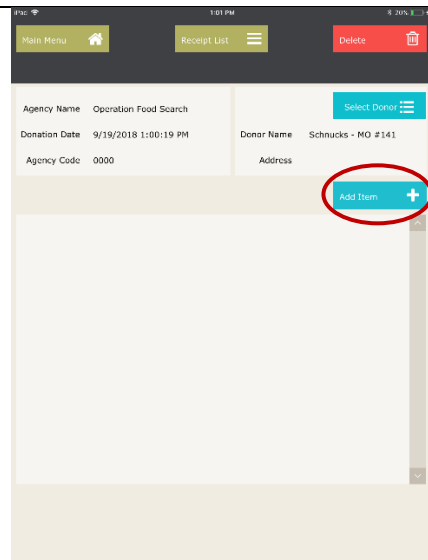| At this time, the store name and number will appear next to the Donor Name.

Please ensure you have selected the correct donor. You will not be able to change the donor once you begin adding items.

If necessary, change the donor by pressing the Select Donor button again. |  |
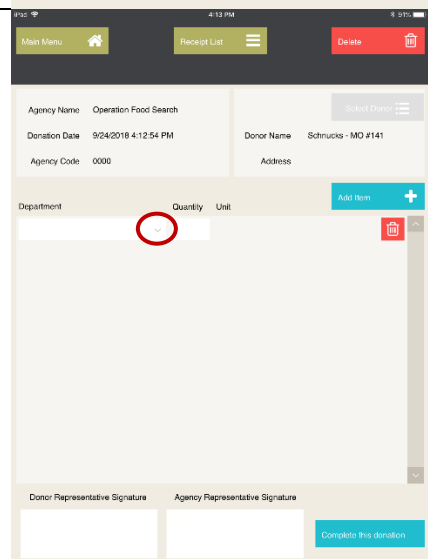
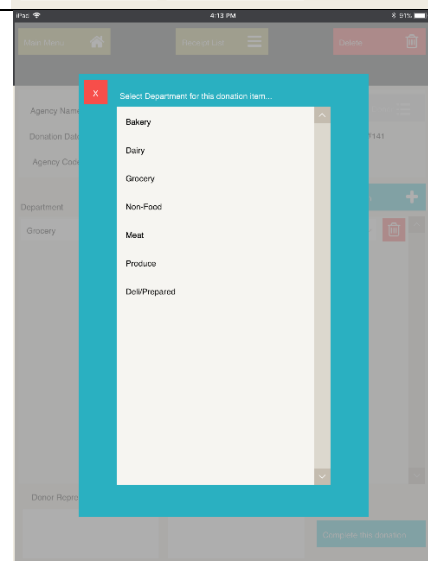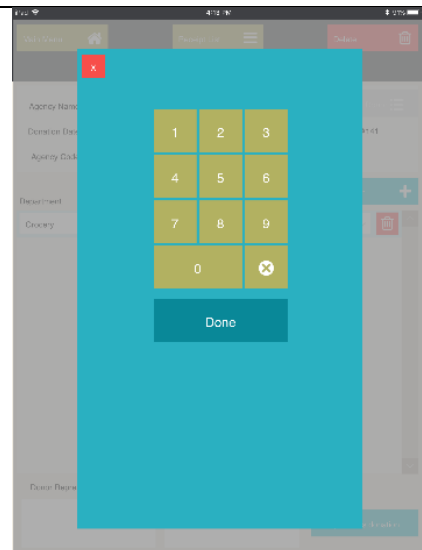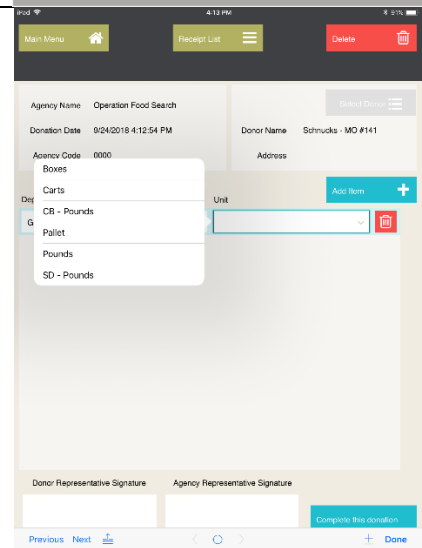| | |
|---|---|
| Next, you will record what goods were picked up from the store by entering the department, quantity, and unit.<br><br>To do this tap the blue Add Item button. |  |
| To select the department, tap the down arrow below department. |  |
| Select the department by touching the department name you need. |  |

| Then enter the quantity.  Press Done. |  |
| Then select the unit by tapping the down arrow on the unit. Then touch the unit you use to track your items. |  |
| You will add an item for each department category you picked up that day. |  |
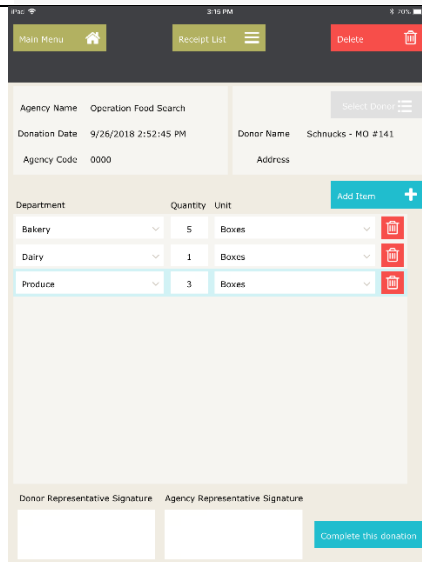
At any point, if you make a mistake on one of the items, touch the red trash can icon in order to delete that item only.

If you need to delete the entire receipt, touch the red Delete button located on the upper right side of the screen.
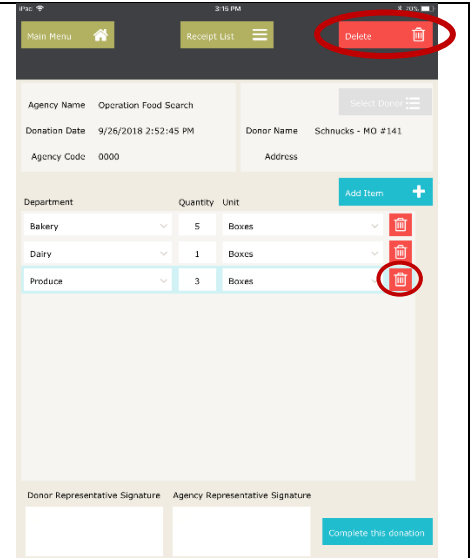
After all the goods have been recorded, you will need to obtain the Donor Representative and the Agency Representative's signatures.
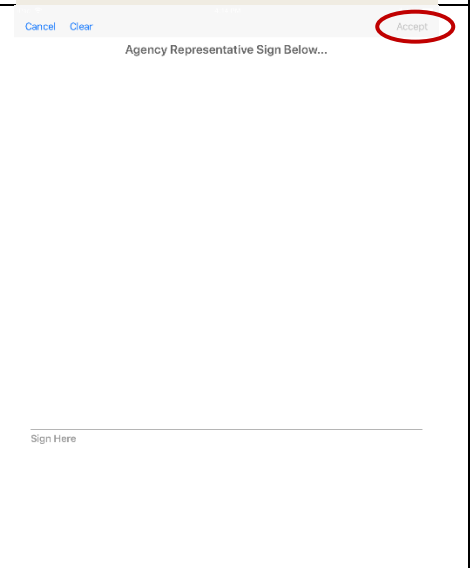
Do this by clicking the white box below the appropriate signature line.
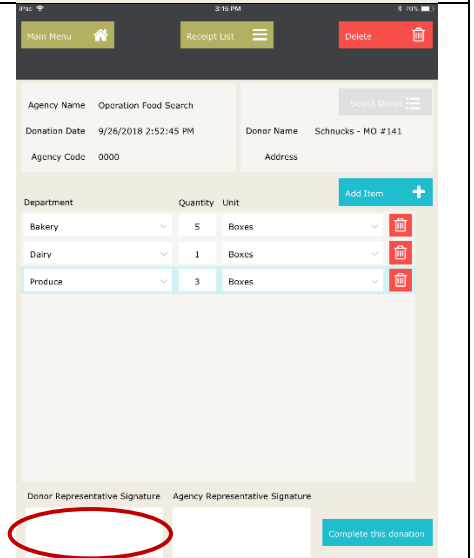
A white screen will appear where the representative may sign using their finger. After signing, press the Accept button on the top right corner of the screen.

Complete the same process for the other signature.

**Both signatures **must** be obtained for every receipt.

Now that the receipt is complete, you will tap the Mark Complete button in the lower right corner.

Once you tap this button, however, you will no longer be able to delete or make any changes to the receipt. If you realize there was a mistake on the receipt, please contact someone on the OFS Partner Relations Team as soon as possible.
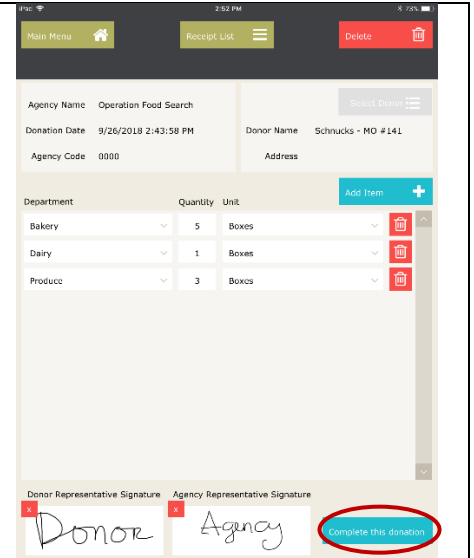


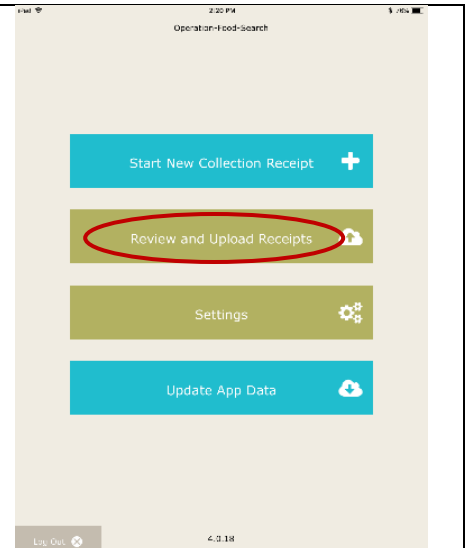The next screen will show your "queue" of completed receipts.
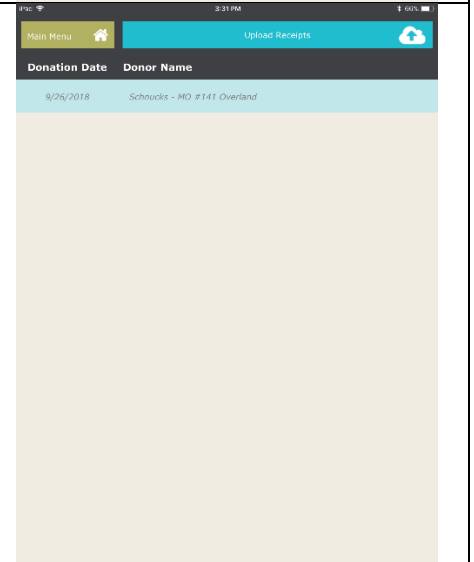


At this point, you will either return to the main menu or upload the receipts.

The receipts can only be uploaded when the iPad has a strong wifi connection. If you need to wait to upload all the receipts from that day until you have returned to your pantry and have a wifi connection, please do so.

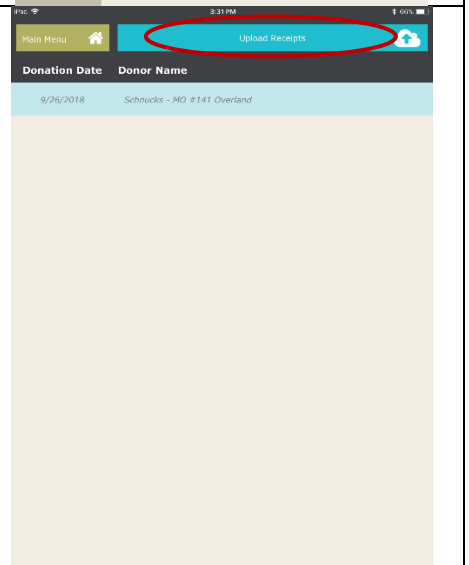The iPad will store the completed receipts for you.
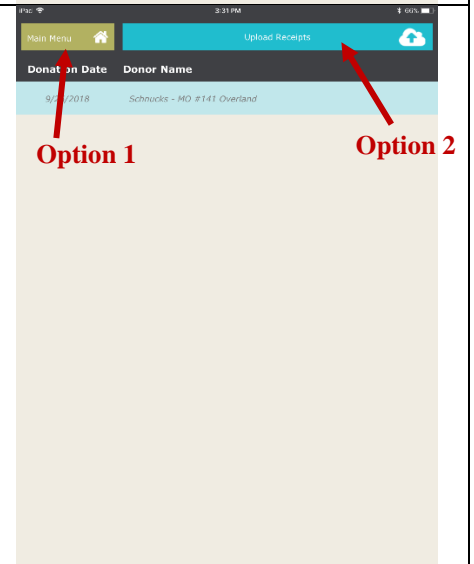
| | |
|---|---|
| From the main menu, you upload the receipts by clicking the second button titled Review and Upload Receipts. |  |
| Then press the blue Upload Receipts button on the top of the screen.<br><br>You will receive a confirmation that the receipts uploaded successfully. If they do not upload, please check to make sure your wifi connection is strong and try again. |  |
| To return to the home page of the iPad, press the button located in the bottom middle of the device. |  |
| To put the device to sleep, press the button on the top of the device. |  |

<u>Turning the Device On/Off</u>

If you ever want to turn the device on/off, do so by holding down the button on the top of the iPad until a slider appears. Slide to turn the device on/off.

9:41

Monday, March 21

For additional assistance or questions contact:

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