



Quick Start Guide

Add a Reservation - Returning Neighbor

Step 1

From the Check-In List you can easily add a reservation for a neighbor who already exists in the system. Start from the "Neighbor Search" Tab.

Pantry (TEFAP and Non-TEFAP) Reservations

Event Date: 11/2/22
Event Time: 8:00 AM - 8:00 PM

Total Seats	Total Reservations	Community Checks	Total Servs
0	3	0	3

Event Reservations Neighbor Search

Search Results

Please enter a search term.

[Add New Household & Reservation](#)

Name Search

Step 2

This search box works the same as the search box on the home screen. You can search by Alt. Id, Address, Date of Birth, Name, or Phone Number. This search will show neighbors who are already in the system.

Event Reservations Neighbor Search

Search Results

2 results for "test"

[Add New Household & Reservation](#)

Name Search

Name	Last Visit	Phone	DOB	
+ Telly Testerson 300 TORRINO AVE	8/26/2022		1/1/1984	Reserve
+ Amanda Test 300 TORRINO AVE	N/A			Reserve

Step 3

Click the "Reserve" Button

Name mouse, mi Search

Name	Last Visit	Phone	DOB	
+ Mickey Mouse 105 Main Suit 101	11/2/2022		2/2/1922	Reserve
+ Minnie Mouse 105 Main Suit 101	11/2/2022		3/3/1933	Reserved

Step 4

1. Choose the correct Primary Service (there may only be one option)
2. If there are time slots, choose the correct one. If there are no time slots you will not see this option
3. Click Next

✕

Which primary service do you want to add this reservation?

Please select all that apply for the event on 11/5/22

Pantry (TEFAP and Non-TEFAP) - 8:00 AM - 6:00 PM

Food Pantry ← 1

Backpack Program

Time Slot ↓ 2*

Select ↓ 3

* This is required

- 8:00 AM - 9:00 AM
- 9:00 AM - 10:00 AM
- 10:00 AM - 11:00 AM
- 11:00 AM - 12:00 PM

Next

Step 5

A pop-up will appear confirming that the reservation has been added. A confirmation text or email will also be sent to the neighbor if they selected Ok to contact when they provided their email address or phone number on the Household Info screen. The Agency Main Location's phone number will be used as the contact number in the follow-up text/email. **A text/email will be sent to neighbor each time a reservation is made.**

✓

Reservation has been added!

If the neighbor has agreed to be contacted, a confirmation will be sent via text and/or e-mail, along with a unique QR check-in code.

Event: Pantry
Date: 9/28/22
Event Time: 9:00 AM - 6:00 PM

[Make future reservation](#)

Done

Amanda, we have reserved a spot for you at OH TEFAP Test on 9/30/2022 between 12:00 AM - 12:00 AM CST. Here is a link to a QR code to make it easier to check-in. Just click the link and show the QR code when you arrive. <https://network.neighborintake.org/household-card/AQ101207>