

Good Food Box Database - Quick Guide

1. Log in to the database

Sign In Here

Username

Password


Remember me


Don't have a username? [Sign up here](#)


Forgot your password? [Click here](#)


Or [click here](#) to continue browsing as a guest.


2. Click **Good Food Box Customers**

 **Good Food Box Customers**


 Payments - 02. February Box

 Payments - 01. January Box

 Payments - 03. March Box

Click Here to open our new Quick Guide 

Designed & Maintained by:
SEAHORSE SOLUTIONS
Web Site Design & Hosting

January 2011 Update Please click here 

[Click here for Full Instructions](#)

BigProf Software - Powered by AppGini 4.01

Good Food Box Database - Quick Guide

3. Ask the customer their name. Example: Darlene Smith

4. Enter the customer's last name under **Quick Search** and click **FIND IT**

Good Food Box Customers

Jump to ...

[+ Add New](#)

Quick Search [Find It](#)

First Name	Last Name	Address	City	Postal Code	Telephone
Deborah	Aarts	#35 15401 Kal lake rd			250-275-6670
Wendy	Aasen	4109 Cascade Dr	Vernon		250-542-6920
Adele	Adkins				250-308-4988
Kerrie	Adkins				250-309-8439
Tessie	Agecutay				778-475-3324
Scott	Anderson		Vernon		250-260-1667
Josyna	Anderson				250-938-1664
Vanessa	Antoine				250-306-1475
Maureen	Armstrong	2100 43rd Ave 2006			250-549-3805
Wendy	Aronyk				NA
Brandon	Arrowsmith		Vernon		250-938-7765
Suzanne	Astells				250-260-6684
Nora	Aten				250-558-0023
Bernice	Babchuk				250-260-1056
Ann	Banatote				778-475-2640
Heather	Barker				250-542-6171
Melinda	Barrajon				250-558-5325
Denise	Bateman				NA
Billie Jo	Beaudoin				250-542-9201
Shanda	Beemer				250-938-8889
Katherine	Bell				250-503-6492
June	Bendiksen	201-2903-33rd Ave	Vernon		250-275-7427
Maureen	Bennett				250-503-0299
Cassie	Berard				250-503-8467
Alexis	Biggs				778-47-53137

[Previous](#) **Records 1 to 25 of 471** **Go to page:** [Next](#)

Good Food Box Database - Quick Guide

5. In this example, Darlene Smith is in the database already, go to **Step 6**

If the customer's name is **NOT** in the database, scroll down to **Step 16**

Good Food Box Customers

Jump to ... Quick Search Find It

[+ Add New](#)

First Name	Last Name	Address	City	Postal Code	Telephone
Brandon	Arrowsmith		Vernon		250-938-7765
Darlene	Smith				250-260-7808

[← Previous](#) Records 1 to 2 of 2 [Next →](#)

6. In the menu, select the month the payment is for. Example: **01 January Box**

Good Food Box Customers

Jump to ... Quick Search Find It

[+ Add New](#)

- Jump to ...
- Homepage
- Good Food Box Customers**
- Payments - 01. January Box
- Payments - 02. February Box
- Payments - 03. March Box

First Name	Last Name	Address	City	Postal Code	Telephone
Brandon	Arrowsmith		Vernon		250-938-7765
Darlene	Smith				250-260-7808

[← Previous](#) Records 1 to 2 of 2 [Next →](#)

Good Food Box Database - Quick Guide

7. Click Add New

Payments - 01. January Box

Jump to:

Quick Search

Name & Phone	Pick Up / Del.	No. of Boxes (Sm)	No. of Boxes (Lg)	Payment \$	Notes
Adkins, Kerne	Pick Up OK Landing		1	0	sponsored
Armstrong, Maureen	Delivery		1	0	206 2100 43 ave
Aronyk, Wendy	Pick Up All Saints		1	15	
Aten, Nora	Pick Up Trinity	1		9	
Babchuk, Bernice	Pick Up All Saints		1	0	at distribution
Banatoe, Ann	Pick Up Trinity		1	15	
Barker, Heather	Pick Up All Saints		1	15	
Barragan, Malinda	Pick Up All Saints		1	15	
Bateman, Denise	Pick Up All Saints		1	15	Gift certificate
Beaudon, Billie Jo	Pick Up All Saints		1	15	
Beemer, Shanda	Pick Up All Saints		1	0	sponsored
Bennett, Maureen	Pick Up All Saints		1	15	
Biggs, Alexis	Pick Up All Saints		0	15	sponsored
Birbis, Becky	Pick Up All Saints		3	45	
Birnie, Delores	Pick Up Trinity		1	20	
Black, Jessica	Pick Up All Saints		1	15	
Blake-Knox, Kristy	Pick Up All Saints		1	15	
Boone, Lissa	Pick Up Trinity	1		9	
Boucher, Madeline	Pick Up All Saints		1	15	CPNP
Boyle, Julie	Pick Up All Saints		1	20	
Bradley, Barbara	Pick Up All Saints			15	
Brennan, Pat	Pick Up All Saints		1	15	anna foodbank
Brickwood, Jennie	Pick Up Trinity		1	15	
Brisson, Goldie	Pick Up All Saints	1		9	
Brown, E	Pick Up All Saints	0	1	15	
		36	181	3368	

Records 1 to 25 of 189
Go to page:

Good Food Box Database - Quick Guide

8. Under **Name & Phone** type the client's first or last name. Example: **smith**

A dropdown will all relevant results will appear

9. Click on the client's name to select them. Example: **Smith, Darlene**

Payments - 01. January Box

Payment Details	
* Name & Phone	smith
* Pick Up / Del.	Arrow smith , Brandon - 250-938-7765
No. of Boxes (Sm)	Smith , Darlene - 250-260-7808
No. of Boxes (Lg)	
* Payment \$	
Notes	

Cancel

Save New

Good Food Box Database - Quick Guide

10. Select a **Pick Up / Del** option. Example: **Pick Up All Saints**
11. Enter the number of **Boxes**. Example: **1 (Sm)**
12. Enter the **Payment** amount. Example: **9**
13. Enter any relevant **Notes**
14. Click **Save New**
15. The payment has now been entered

Payments - 01. January Box

Payment Details	
* Name & Phone	Smith, Darlene - 250-260-7808
* Pick Up / Del.	Pick Up All Saints
No. of Boxes (Sm)	1
No. of Boxes (Lg)	
* Payment \$	9
Notes	

Cancel

Save New

Good Food Box Database - Quick Guide

Follow these steps if the customer's name is NOT in the database
Example: John Smith is not in the database

16. Click **Add New**

Good Food Box Customers

Jump to ... Quick Search

First Name	Last Name	Address	City	Postal Code	Telephone
Brandon	Arrowsmith		Vernon		250-938-7765
Darlene	Smith				250-260-7808

Records 1 to 2 of 2

The **Customer Details** screen will open

Good Food Box Customers

Customer Details

* First Name	<input type="text"/>	<input type="button" value="Cancel"/>
* Last Name	<input type="text"/>	<input type="button" value="+ Save New"/>
Address	<input type="text"/>	
City	<input type="text"/>	
Postal Code	<input type="text"/>	
* Telephone	<input type="text"/>	
Email	<input type="text"/>	

Good Food Box Database - Quick Guide

17. Enter the customer's details:

- **First Name (MUST be entered)**
- **Last Name (MUST be entered)**
- **Address** (not compulsory)
- **City** (not compulsory)
- **Postal Code** (not compulsory BUT if you do it enter it please use capital letters and leave a space between each part of the code)
- **Telephone (MUST be entered)** - please enter full 10 digit phone number, separated by hyphens
If the client has no phone, enter **NA**
- Email (not compulsory)

18. Click **Save New**



The screenshot shows a web form titled "Good Food Box Customers" with a sub-section "Customer Details". The form contains several input fields with the following data: First Name: John, Last Name: Smith, Address: 123 Vernon Street, City: Vernon, Postal Code: V1T 4E3, Telephone: 250-111-2222, and Email: (empty). To the right of the form are two buttons: "Cancel" and "Save New". A red arrow originates from the text "Click Save New" and points directly to the "Save New" button.

Customer Details	
* First Name	John
* Last Name	Smith
Address	123 Vernon Street
City	Vernon
Postal Code	V1T 4E3
* Telephone	250-111-2222
Email	

Good Food Box Database - Quick Guide

Now the customer has been entered into the database, follow these steps to enter their payment:

19. In the menu, select the month the payment is for. Example: **01 January Box**

The new record has been saved successfully.

Good Food Box Customers

Jump to ...
Jump to ...
Homepage

Quick Search [Find It](#)

[+ Add New](#)

	Address	City	Postal Code	Telephone
Good Food Box Customers				
Payments - 01 January Box	#35 15401 Kal lake rd			250-275-6670
Payments - 02 February Box	4109 Cascade Dr	Vernon		250-542-6920
Payments - 03 March Box				250-308-4988
Adrie Adkins				250-309-8439
Kerrie Adkins				778-475-3324
Tessie Agecutay				250-260-1667
Scott Anderson		Vernon		250-938-1664
Josyna Anderson				250-306-1475
Vanessa Antoine				250-549-3805
Maureen Armstrong	2100 43rd Ave 2006			NA
Wendy Aronyk				NA
Brandon Arrowsmith		Vernon		250-938-7765
Suzanne Astells				250-260-6684
Nora Aten				250-558-0023
Bernice Babchuk				250-260-1056
Ann Banatoe				778-475-2640
Heather Barker				250-542-6171
Melinda Barrajon				250-558-5325
Denise Bateman				NA
Billie Jo Beaudoin				250-542-9201
Shanda Beemer				250-938-8889
Katherine Bell				250-503-6492
June Bendiksen	201-2903-33rd Ave	Vernon		250-275-7427
Maureen Bennett				250-503-0299
Cassie Berard				250-503-8467
Alexis Biggs				778-47-53137

[Previous](#) Records 1 to 25 of 472 Go to page: 1 [Next](#)

Good Food Box Database - Quick Guide

20. Click **Add New**

Payments - 01. January Box

Jump to:

Quick Search

Name & Phone	Pick Up / Del.	No. of Boxes (Sm)	No. of Boxes (Lg)	Payment \$	Notes
Adkins, Kerne	Pick Up OK Landing		1	0	sponsored
Armstrong, Maureen	Delivery		1	0	206 2100 43 ave
Aronyk, Wendy	Pick Up All Saints		1	15	
Aten, Nora	Pick Up Trinity	1		9	
Babchuk, Bernice	Pick Up All Saints		1	0	at distribution
Banatoe, Ann	Pick Up Trinity		1	15	
Barker, Heather	Pick Up All Saints		1	15	
Barragan, Malinda	Pick Up All Saints		1	15	
Bateman, Denise	Pick Up All Saints		1	15	Gift certificate
Beaudon, Billie Jo	Pick Up All Saints		1	15	
Beemer, Shanda	Pick Up All Saints		1	0	sponsored
Bennett, Maureen	Pick Up All Saints		1	15	
Biggs, Alexis	Pick Up All Saints		0	15	sponsored
Brblis, Becky	Pick Up All Saints		3	45	
Birnie, Delores	Pick Up Trinity		1	20	
Black, Jessica	Pick Up All Saints		1	15	
Blake-Knox, Kristy	Pick Up All Saints		1	15	
Boone, Lissa	Pick Up Trinity	1		9	
Boucher, Madeline	Pick Up All Saints		1	15	CPNP
Boyle, Julie	Pick Up All Saints		1	20	
Bradley, Barbara	Pick Up All Saints			15	
Brennan, Pat	Pick Up All Saints		1	15	anna foodbank
Brickwood, Jennie	Pick Up Trinity		1	15	
Brisson, Goldie	Pick Up All Saints	1		9	
Brown, E	Pick Up All Saints	0	1	15	
		36	181	3368	

Records 1 to 25 of 189 Go to page:

Good Food Box Database - Quick Guide

21. Under **Name & Phone** type the client's first or last name. Example: smith

A dropdown will all relevant results will appear

22. Click on the client's name to select them. Example: Smith, John

Payments - 01. January Box

Payment Details

* Name & Phone	smith	Cancel	
* Pick Up / Del.	Arrow smith, Brandon - 250-938-7765		Save New
No. of Boxes (Sm)	Smith, Darlene - 250-260-7808		
No. of Boxes (Lg)	Smith, John - 250-111-2222		
* Payment \$			
Notes			

Good Food Box Database - Quick Guide

23. Select a **Pick Up / Del** option. Example: **Pick Up All Saints**

24. Enter the number of **Boxes**. Example: **1 I(Lg)**

25. Enter the **Payment** amount. Example: **15**

26. Enter any relevant **Notes**

27. Click **Save New**

28. The payment has now been entered

Payments - 01. January Box

Payment Details	
* Name & Phone	Smith, John - 250-111-2222
* Pick Up / Del.	Pick Up All Saints
No. of Boxes (Sm)	
No. of Boxes (Lg)	1
* Payment \$	15
Notes	

Cancel

Save New