

November 2012

Hello to all users of the Good Food Box Database

The software that powers the Good Food Box database has been updated once again.

While there are no great changes in functionality, you will notice the following:

1. The home page of the database has a new look with large button links
2. The **Jump to...** menu is now at the top left of the screen
3. The tables have a new colour scheme

If you have any questions, comments or suggestions please send an email to admin@goodfoodbox.net

Roger Wilkinson
Seahorse Solutions

January 2012

Hello to all users of the Good Food Box Database

There have been a few changes to the database. Please note the following:

1. The Good Food Box Customers database has been fully updated as follows:
 - a. All double entries have been removed
 - b. All phone numbers/postal codes correctly formatted
 - c. Customer names should now be a lot easier to find
2. Please read the new **Quick Guide** which has a link at the bottom of the log in page. To summarize the most efficient way of using the database:
 - a. Ask the customer for their name
 - b. Look for the customer under Good Food Box Customers, searching by last name
 - c. If they are in the database, select the month of payment and enter the details
 - d. If they are not in the database, click **Add New** to add them, then select the month of payment and enter the details
3. When looking up a customer to enter their payment:
 - a. Click the **Name & Phone** field
 - b. QUICKLY type the first 2 or 3 letters of their last name
 - c. Use the arrow keys on your keyboard to go up and down the list of names
 - d. Hit **Enter** to select the customer
4. Please enter postal codes using capital letters and leave a space between each part of the code
5. Please enter full 10 digit phone numbers, separated by hyphens. Example: 250-111-2222

If you have any comments or suggestions about the Good Food Box Database please send an email to admin@goodfoodbox.net

Many thanks and wishing you all the best for 2012

Roger Wilkinson
Seahorse Solutions