## HOW TO DOWNLOAD THE PREP & PANTRY APP

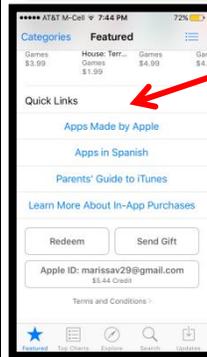**How to download the Prep & Pantry App on a new device**

1. Click on the App Store App
2. Scroll to the bottom of the screen
3. Look for "Quick Links"
4. Click on "Apple ID"
5. Click on "Sign Out"
6. Click on "Sign In"
7. Click on "Use Existing Apple ID"
8. Sign in with User ID: _____
9. Sign in with password: _____
10. Click "OK"
11. Type "Prep & Pantry" into search bar
12. Click on purchase of "Prep & Pantry" app
13. Wait for download to complete
14. Confirm "Prep & Pantry" app opens up
15. Go back to device's home screen
16. Click on the App Store App
17. Scroll to the bottom of the screen
18. Look for "Quick Links"
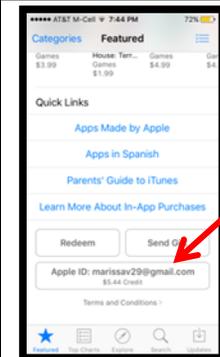19. Click on "Apple ID"
20. Click on "Sign Out"
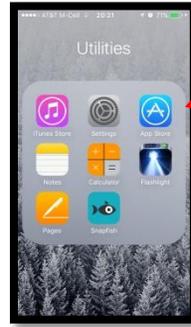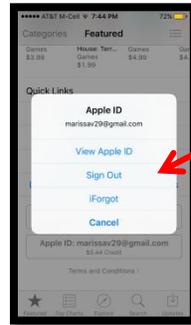
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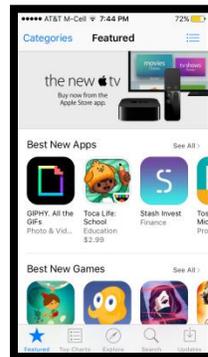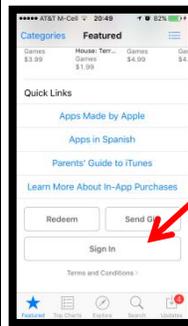
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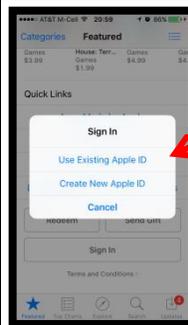
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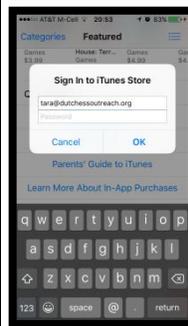
Sign in with User ID: _____

	Sign in with Password: _____
	Click "OK"
	Type "Prep & Pantry" in search bar
	Click on purchase of "Prep & Pantry App
	Wait for download to complete and then confirm that app opens up. Once that is done, return to homescreen.
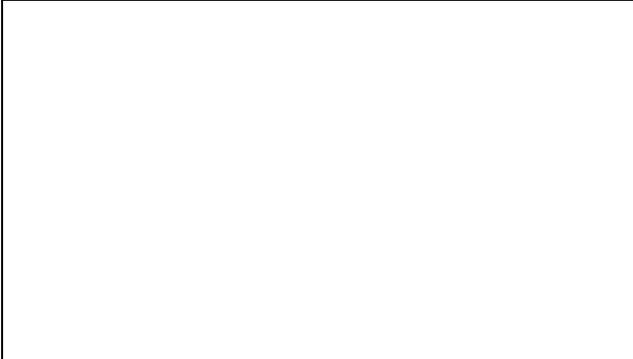
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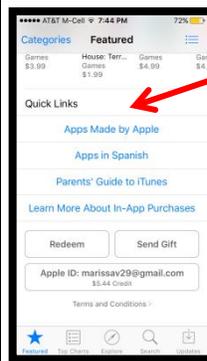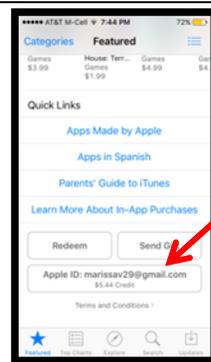
	Click on "Sign Out"
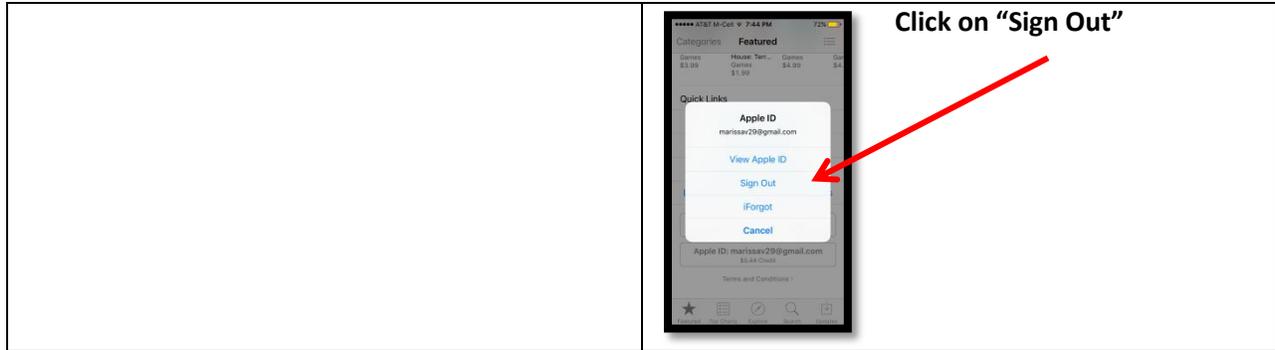
Trouble Shooting:
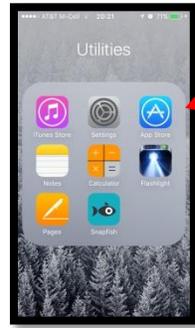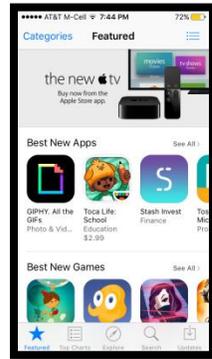
- Difficulty logging in under ID- Confirm that ID and password are correctly spelled. Password is case sensitive. Try to log in using a different wifi or telephone source.
- Difficulty downloading app (not loading, crashing, freezing while loading)- power device completely off, turn back on, try again. Erase app that is frozen off of device and attempt to reload from scratch. Try to load using a different wifi or telephone source to support transfer of data.

HOW TO LOG INTO THE PREP AND PANTRY DUTCHESS OUTREACH GROUP	
How to log into the "Prep and Pantry" 1. Click the synch button 2. Type in Group Name: _____ 3. Type in Password: _____ 4. Click join group 5. Click merge the data	**Click on the synch button**
	Type in the group name: _____ **Type in the password:** _____ **Click on "Join Group"**
	Click "Merge the Data"
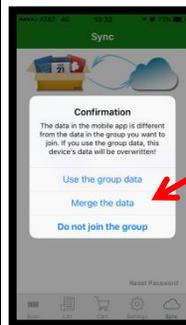
Troubleshooting:

- Difficulty logging in under ID- Confirm that ID and password are correctly spelled. Password is case sensitive. Try to log in using a different wifi or telephone source.
- Difficulty synching device- try again at a later time. Products added to the list or removed from the list will synch later when "Merge the Data" option is chosen.

HOW TO SCAN DONATIONS INTO DATABASE

How To Scan In Donations

1. Open up app on your device
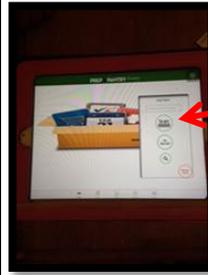2. Click on the barcode icon
3. Scan the barcode on the item that you choose
4. Confirm correct item is brought up by barcode
5. Add expiration date, quantities, and location items will be placed (if desired)
6. Click save
7. Repeat with any additional other items
8. Confirm the device has synched prior to closing out the app

Open up app
Click on barcode icon

Scan barcode of item
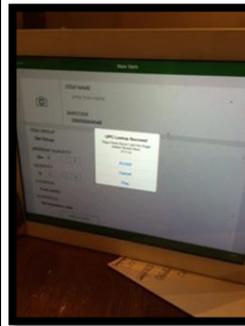
Confirm correct item

Enter in other data desired such as expiration dates, quantities, and location

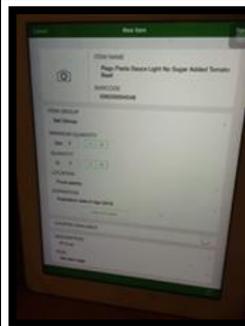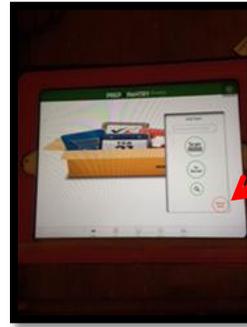|	
	Click save **Repeat with additional items as needed**
	Review completed list of all items in your inventory
	Confirm that app recently synched. **If not, click synch button**

Troubleshooting:
- **Item scanned is not found in data base- write in name of item, you can make it as generic or specific as you desire**
- **Item has no barcode- choose "no bar code" option. App will create a generic bar code and you can type in the name of the item**
- **Item shows multiple times in the list- this happens because the item has different bar codes. You can manually change the counts under the edit option, zeroing out the others and increasing under one.**
- **Count is off- under the edit option the count can be changed**

HOW TO SCAN DONATIONS OUT OF DATABASE	
How To Scan items out of inventory 1. Click on the red "remove item" button at the bottom right corner top part of the screen should turn red 2. Scan the barcode of the item you are removing 3. Select quantity of item you are removing 4. Click save 5. Repeat with any additional items 6. Confirmed that the app has synched prior to closing	 **Click on the red "remove item" button**
	 Click on the "scan" button
	 Scan the barcode of the item you are removing
	You can change the quantity of items being removed if you are removing multiple **Click save** **Repeat with any aditional items** **Confirm that the app has synched prior to closing**

Troubleshooting:

- **Item scanned is not found in data base- look under name of product to confirm that it wasn't entered under a different bar code. If item is still not found, add the item into inventory and then remove the item so as to ensure correct count**
- **Item has no barcode- type in name of product**
- **Count is off- under the edit option the count can be changed**