Food Pantry Software

Administrative Utility Functions
A set of pantry-related utility functions can be performed by those with administrative authorization. To access these functions, click **Utilities** from the main menu and the **Utilities** form will appear.
Periodically, you may delete closed or inactive recipients from the list of active recipients. From the Utilities menu, select **Delete closed / inactive recipients**. Deleted recipient records are moved to the closed accounts database, and household member records are deleted.

The **Delete closed or inactive recipients** form appears. For recipient records to be defined as inactive, select a date corresponding to the last activity date of the recipients.
After meals have been distributed for a given holiday, an administrator must “close out” that holiday. Those meals that have not been distributed will have their status set to “Failed Pickup,” and an appropriate suspension period will be created for those pantry members who did not pick up their meal.
Closing Out a Holiday Meal

When the dialog box appears, click the holiday being closed out, select a suspension option, and click Continue.

Select Close out holiday meal processing from the Utilities menu.
Correcting a Holiday Meal Status

If there are corrections to be made to a recipient’s status after closing out a holiday meal, select **Modify holiday meal entries** on the **Utilities** form.

When the **Modify Holiday Meal Entries** form appears, select a recipient by name or ID. The administrative user can then
1. Click a holiday suspension entry on or off
2. Delete a holiday meal entry or
3. Toggle the status of a meal between “Failed Pickup” and “Distributed”.

![Modify Holiday Meal Entries Form](image)