



## Using the Scanner

Attach the USB cable from the scanner to the tablet or USB adapter. Tablet will automatically recognize the scanner.

### **A. If a client has an ID Card...**

1. Select "Barcode Mode"
2. Scan client's ID card
3. Scan assistance barcode. Please pre-print and laminate this.
4. Scan Confirm Assistance barcode.
5. For Senior/CSFP clients, a client signature box will appear. During Covid, scan the "COVID-19" auto signature barcode.
6. Submit signature.
7. For Groceries to Go clients, a client signature EFAP box will appear. There is a check box for "First visit this month". Confirm the number of households. During Covid, scan the "COVID-19" auto signature barcode.
8. Submit signature.
9. To adjust the number of households, click cancel and go to the client's profile > edit case > demographics tab > enter the new number in the Number of Household Members

### **B. If a client forgot his/her ID Card...**

1. Look the client up by first name, last name and date of birth.
2. Open barcode mode and enter case number in top right box and press enter.
3. Refer to steps A.3 to A.9.

### **C. If a client does not have an ID Card...**

1. Look the client up by first name, last name and date of birth.
2. Start the in-take process.

**Some of these processes will be different during COVID only.**