

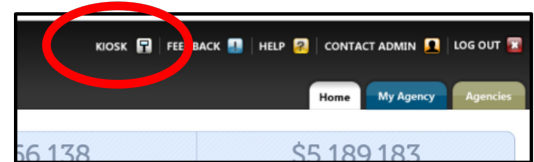
One of the key features of the Oasis Insights platform is its Kiosk feature. The Kiosk provides access to a variety of services for your neighbors. The Kiosk allows for new neighbors attending your pantry for the first time to register themselves, even when they are not at your site.

Additionally, the Kiosk can be used to create a web link that neighbors can access anywhere, at any time to sign up for your pantry. This not only saves you and them time, it also helps to better ensure the accuracy of the data in Oasis.

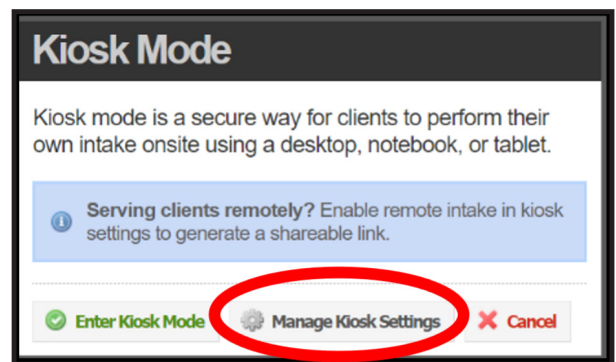
The following toolkit will assist you in setting up your Oasis Kiosk.

► GENERAL KIOSK SET-UP

To access the Kiosk settings, select the link on the top right menu. Any user/agent of your agency will be able to update the information or settings within your Kiosk.



Once your agency has decided on how the Kiosk feature will be used, select 'Manage Kiosk Settings' to get started customizing the Oasis Kiosk.



Before setting up your Kiosk and its corresponding settings, your agency will want to decide on how neighbors will be using the Kiosk.

Are neighbors using it to sign up during a pantry distribution or are they filling this out prior to visiting?

Will a specific staff member or volunteer be contacting neighbors who register via the Kiosk?

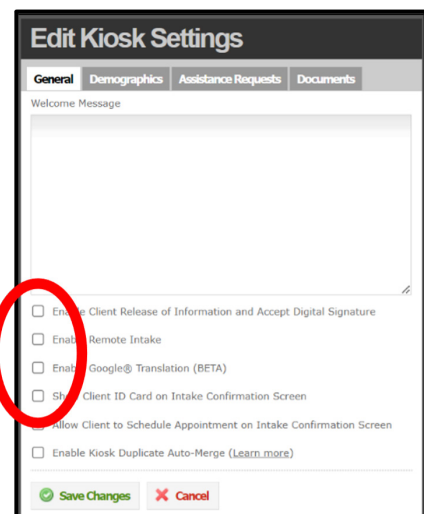
Are you wanting neighbors to fill out a minimal amount of information or more, thorough information?

► EDITING KIOSK SETTINGS

Once in the Kiosk settings, your agency will focus on the first two tabs – 'General' and 'Demographics'

The General tab allows you agency to decide how you want your neighbors to use Oasis. This includes:

- Having neighbors sign the Release of Information (ROI)
- Allow remote intake via a web link
- Provide a Spanish translation of the Kiosk for neighbors
- Allow neighbors to see a digital Client ID card once their form has been filled out



Additional Settings*

- Allow neighbors to schedule appointments with your agency once their form has been created
- Allow neighbors to merge their newly created account with a pre-existing account if they have mistakenly created a duplicate account

****These last 2 selection are not recommended if you are new to using Oasis.***

In addition to writing a thorough welcome message, we recommend that your agency make use of the top four options (Client ROI, Remote Intake, Translation and Client ID Card).

Enable Neighbor Release of Information and Accept Digital Signature

This option allows the neighbor to be informed of why their personal information is being collected and how it will be used. It also allows for the neighbor to authorize their account to be made public and accessible to any other agency using the Oasis software so that they do not need to create a new or separate account at each partner location.

Enable Remote Intake

This option will create a unique web link that neighbors can use to fill out their personal information at any time and at any location. It will also allow you to embed your Kiosk link on your website, Facebook page or on other materials like community flyers or church bulletins.

When you enable Remote Intake, you will select which of your Oasis account users will act as the “input person” for the Kiosk account. You will also be able to select specific accounts (or all) to receive an email notification that a new Kiosk account has been added.

Also, in order to prevent any bots or spam accounts filling out multiple neighbor accounts, you will be asked to select a verification method. The simplest way to do this is using the reCAPTCHA option.

Enable Google Translation

This option will allow your neighbors to see a Spanish language translation of their Kiosk intake form. As of October 2023, Spanish is the only language that the Kiosk can be translated into.

Show Client ID Card on Intake Confirmation Screen

This option allows neighbors to see their personal digital Client ID card when they have completed filling out their household information into the Kiosk. If using a computer to fill out the Kiosk, neighbors can either print their ID card or have it emailed to themselves to present when they visit your pantry. If the neighbor has used their phone to fill out the Kiosk, the neighbor can even save their ID card into their camera's photo roll. ***Most barcode scanners can even scan their barcode directly from their phone and eliminate them from needing to have a physical card!***

REPORT VIEW

Within the General tab, you can create a welcome message for your neighbors. When you are ready, compose a Welcome Message in the text box and select the options that you wish for neighbors to have when using the Kiosk. Remember that you can always change this at a later time. Once you have completed the Welcome Message and made your selections, select 'Save Changes' at the bottom of the menu. This will take you out to the main Kiosk screen where you should now see your agency's remote web link to the Kiosk.

Once you have set up your Kiosk settings, you are now ready to select which questions your neighbors will see via the 'Demographics' tab.

EDITING OASIS KIOSK DEMOGRAPHICS

The Demographics tab allows you to select specific questions that you might want to ask your neighbors on their first visit. While all of these questions are still visible on the client dashboard, you might wish to minimize the amount of information you collect for first-time visitors. Not only can this save your neighbors time, but it helps to remove any demographic questions that you might see as too intrusive for new visitors.

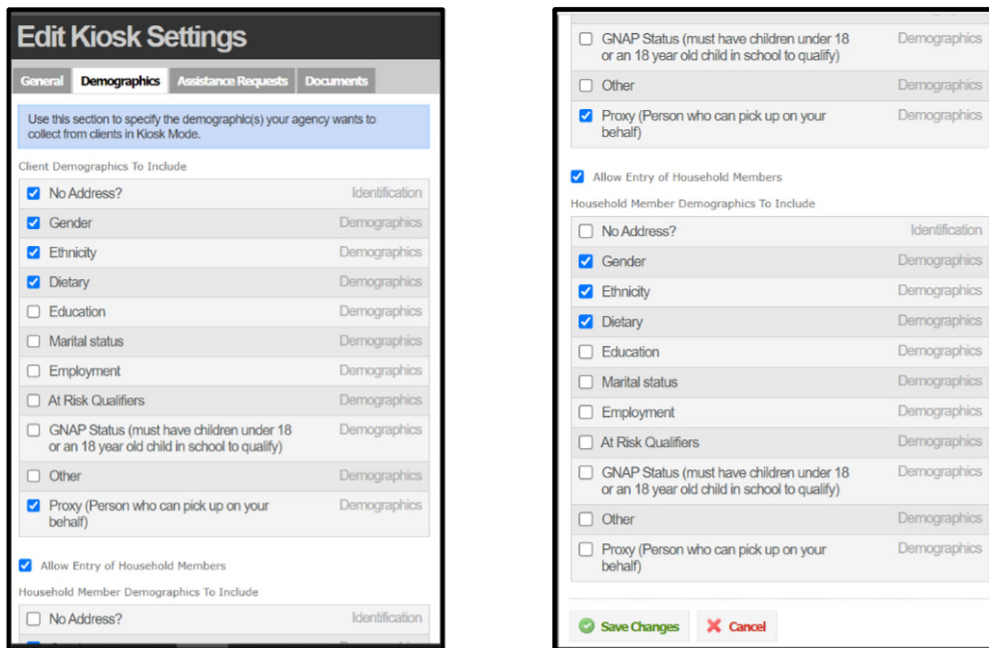
To begin, go back into 'Manage Kiosk Settings' and select the 'Demographics' tab. While your agency can choose any or all of the options it wishes, key options that should be selected include:

- No Address? (for neighbors experiencing homelessness)
- Gender
- Ethnicity
- Proxy (for those neighbors who have another individual pick up their food)

Other selections that can be helpful in the long term include:

- Dietary (to reduce the presence of allergens in their food boxes or aide them in receiving culturally-relevant foods)
- Employment (to assist in contacting those specific neighbors who are looking for work and connecting them with helpful resources or job links)

In addition to these selections being visible on the primary neighbor's Kiosk form, select the 'Allow Entry of Household Members' checkbox so that the neighbor can enter each person in their household.



Edit Kiosk Settings

General **Demographics** Assistance Requests Documents

Use this section to specify the demographic(s) your agency wants to collect from clients in Kiosk Mode.

Client Demographics To Include

☒ No Address?	Identification
☒ Gender	Demographics
☒ Ethnicity	Demographics
☒ Dietary	Demographics
☐ Education	Demographics
☐ Marital status	Demographics
☐ Employment	Demographics
☐ At Risk Qualifiers	Demographics
☐ GNAP Status (must have children under 18 or an 18 year old child in school to qualify)	Demographics
☐ Other	Demographics
☒ Proxy (Person who can pick up on your behalf)	Demographics

☒ Allow Entry of Household Members

Household Member Demographics To Include

☐ No Address?	Identification
☒ Gender	Demographics
☒ Ethnicity	Demographics
☒ Dietary	Demographics
☐ Education	Demographics
☐ Marital status	Demographics
☐ Employment	Demographics
☐ At Risk Qualifiers	Demographics
☐ GNAP Status (must have children under 18 or an 18 year old child in school to qualify)	Demographics
☐ Other	Demographics
☐ Proxy (Person who can pick up on your behalf)	Demographics

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☐ Other Demographics

☒ Proxy (Person who can pick up on your behalf) Demographics

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Household Member Demographics To Include

☐ No Address?	Identification
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☐ Other	Demographics
☐ Proxy (Person who can pick up on your behalf)	Demographics

☒ GNAP Status (must have children under 18 or an 18 year old child in school to qualify) Demographics

☐ Other Demographics

☐ Proxy (Person who can pick up on your behalf) Demographics

☒ Save Changes ☐ Cancel

Once completed, select 'Save Changes' from the bottom of the screen. This will take you out to the main Kiosk screen.

You are now ready to use your Kiosk link and embed it within any of your agency's materials, social media or websites.