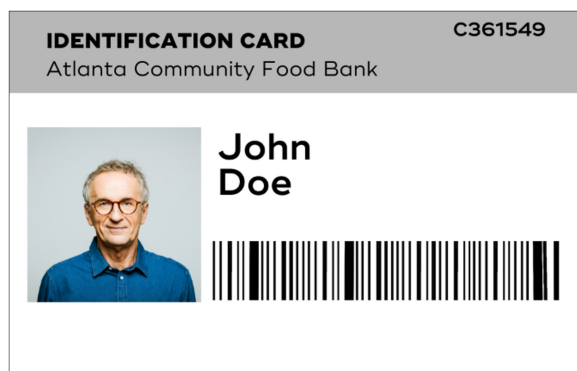
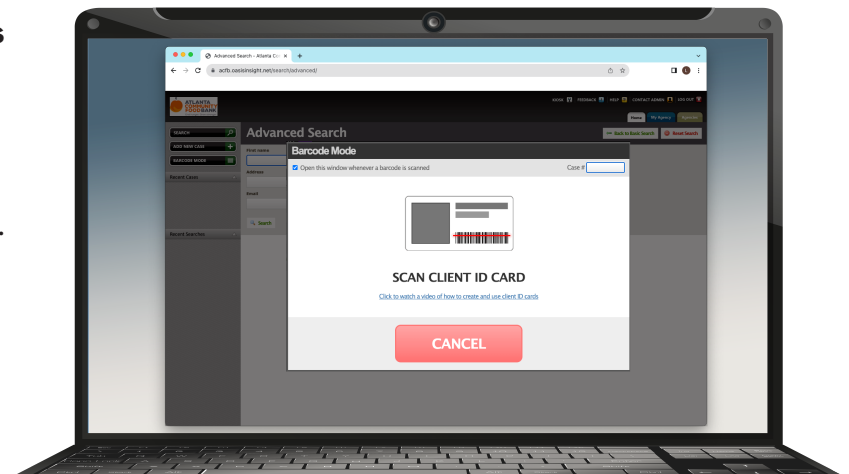
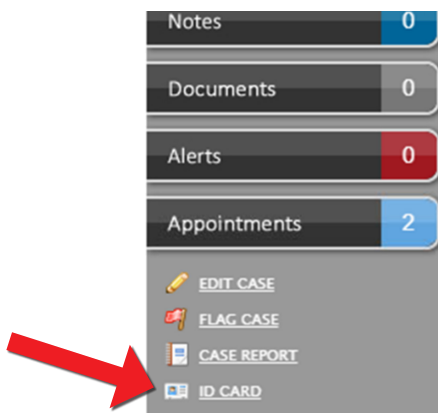


One of the key components of the Oasis software is its integrated barcoding function. Using barcodes will allow your agency to easily access neighbor cases, record assistance more quickly and reduce errors in your recordkeeping. All features of the Oasis barcoding system can be accessed with a wired or Bluetooth scanner.

NEIGHBOR ID INTEGRATION

Oasis Generated ID Card

Once a neighbor case has been created, Oasis automatically creates a barcode based on their case ID Number. These ID cards can be printed on paper or on specialized ID printers. Also, pictures of clients can be included for additional identification. The link to a neighbor ID card can be found at the bottom of the menu.



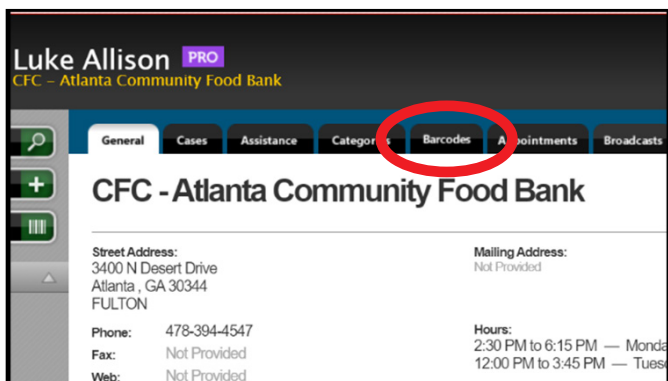
Other Barcode Options

A key benefit of the Oasis software is your agency's ability to link multiple barcodes to neighbor cases. Some examples of accessible barcodes you can use include a driver's license or retail store loyalty card. To link additional barcodes to a neighbor, simply click *ID Card* from the menu, select "Add Barcode" and scan the barcode twice. A barcode scanner will be required to add barcodes.



► ASSISTANCE BARCODES

With Oasis, you can create a limitless number of assistance barcodes for your daily processes. Access to assistance barcodes can be found under the 'My Agency' tab. From here, you can use various pre-set barcodes (i.e. TEFAP & GNAP) or set up barcodes specific to the poundage that you need to record.



Preparing for Assistance Barcodes

While there are a handful of “global” assistance barcodes available from the list, it is recommended that you create assistance barcodes that are specific to their needs (even if they duplicate a barcode listed). Any assistance barcode you create is only visible to your account users (indicated by the file folder icon instead of the globe icon).

You can create as many different types of barcodes that you see fit. This can include one food box barcode with a set weight or different food box barcodes that are dependent on the number of members within a household.

To begin, make a list of barcodes that you plan to use on a consistent basis.

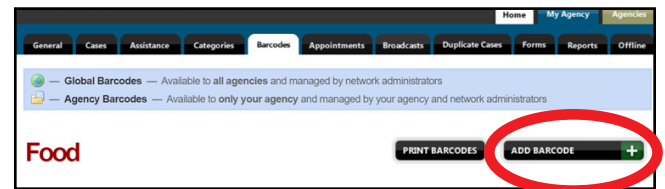
For Example:

- | | |
|--------------------------|--------------------------------------|
| • Food Box (1-2 Persons) | 30 Pounds |
| • Food Box (3-4 Persons) | 40 Pounds |
| • Food Box (5+ Persons) | 50 Pounds |
| • Client Choice | (Weight Varies – Default at 1 pound) |
| • TEFAP | 1 Item or optional weight |
| • GNAP | 1 Item or optional weight |
| • Meal Program | 1 (or multiple) Meals |

In addition, if you have assistance programs that work outside the scope of your relationship with the Food Bank, you can create barcodes to track benevolence assistance, clothing outreach, hygiene items, etc.

Creating Assistance Barcodes

To start making barcodes, first select the 'Add Barcode' button on the right side of the barcode menu. From here, give your barcode a name that will be easily identifiable by your Oasis account users.



Add Assistance Barcode

Barcode Name *

General Food Box

Assistance Category *

Client Choice

Food

- Client Choice
- Combined Food Assistance
- CSFP
- Emergency Food
- FOOD - REFRIGERATED/FREEZER
- FOOD - SHELF STABLE
- Food Pantry (General)**
- Holiday Box
- Home Delivered
- Meal-Lunch
- Meal-Snack
- Mobile Pantry
- Prepack
- Prepack / Client Choice
- Produce Box
- Senior Box

GNAP

- GNAP - At-Risk
- GNAP - TANF

➕ Add Barcode ✖ Cancel

Add Assistance Barcode

Barcode Name *

General Food Box

Assistance Category *

Food Pantry (General)

Assistance Amount *

36

☒ Allow Editing Assistance Amount In Barcode Mode

Assistance Unit *

Pounds

Assistance Description

➕ Add Barcode ✖ Cancel

Once you have given your barcode a name, select the category in which your barcode best fits. Most assistance barcodes for donated food product are created using the 'Food Pantry (General)' category. After you have selected a category, input the default weight that will be shown when the barcode is scanned. ***This number can be edited during the scan if the 'Allow Editing Assistance Amount in Barcode Mode' checkbox is selected.*** Select 'Pounds' as the assistance unit and then select 'Add Barcode.'

You have now created your first barcode. To create more barcodes, simply repeat the steps above. For TEFAP, follow the example to the right. Using the 'TEFAP – Electronic Signature' Assistance Category will allow for the TEFAP signature screen to appear once the assistance has been completed. Because TEFAP weights and item quantities can vary, you only need to use '1 Item' for TEFAP recipients to indicate that TEFAP product was included in their assistance.

Note that you DO NOT need to select the "Allow Editing Assistance Amount in Barcode Mode" check box when creating TEFAP or GNAP "1 Item" barcodes because these do not need to be changed when scanned.

Add Assistance Barcode

Barcode Name *

TEFAP Assistance

Assistance Category *

TEFAP - Electronic Signature

Assistance Amount *

1

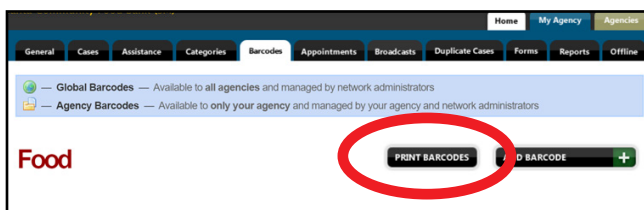
☐ Allow Editing Assistance Amount In Barcode Mode

Assistance Unit *

Items

Assistance Description

➕ Add Barcode ✖ Cancel



Printing Barcodes

Now that you have created your barcodes, you can print some or all of them – depending on your needs or a specific user's needs. To begin, from the main 'Barcode' menu, select the 'Print Barcodes' button.

Give your barcode sheet a name and select '2 Columns' from the 'Page Layout' section. While it is not necessary, it's a good idea to select the 'Include Confirm Assistance Barcode' check box. **Please note that when you begin scanning barcodes, you can also confirm the assistance scans by selecting the green 'Confirm Assistance' box that will appear.** Finally, expand the category folders using the + sign to choose which specific barcodes you wish to include on your printout.

Select the 'Print Barcodes' box to view a preview of your barcodes. From here, you can print as many copies of your barcodes as you need.

Integrating barcodes into your processes can be a huge time saver. Reoccurring neighbors can be checked in, assisted, and confirmed in seconds without hitting a keystroke. Utilizing barcodes will ensure that you are able to prioritize other organizational responsibilities and ensure a smoother process for your neighbors.

PRO TIP

In addition to printing your barcodes, save your barcode sheet as a PDF to your computer. This will allow you to print additional copies in the future without recreating the document.