

FRESHTRAK SUMMARY

1. **FIND THE CLIENT.** Bring up the client's record. Update information if needed.



OR

HOME Lists: [Regular](#) [Expanded](#) [Serving](#) [Check-In](#) [Serv](#)

Search for a Family...

Name	Address	DOB	Phone	Alt ID
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OR

[Add New Family & Visit](#)

Main E-Signature Service History Additional Info Notes Family Members Reload

Food, Waffle

LAST: Food FIRST: Waffle MIDDLE: Middle Nam SUFFIX:

Homeless

Home Address

STREET ADDRESS

123 Food Dr

APT#, LOT#, ETC OR LEAVE BLANK.

CITY

GREENWOOD

STATE

NY

ZIP CODE

14839

COUNTY

STEUBEN County

Address Verified (optional): NO YES

MAIN PHONE

none

2ND PHONE

NO PHONE NUMBER

Family Size	2	Children	0	Adults	0	Seniors	2
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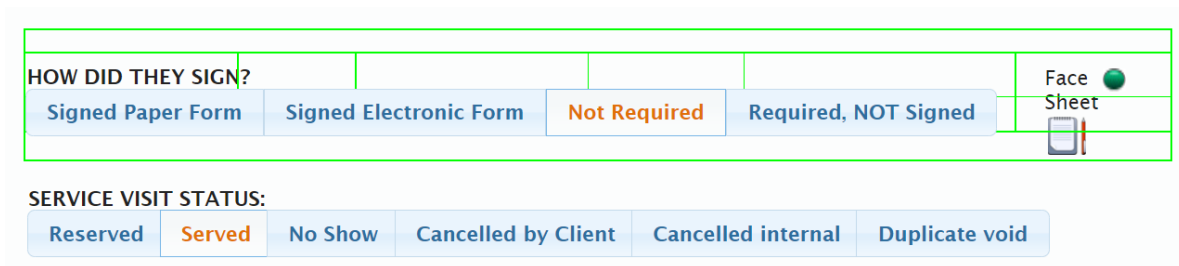
Family Notes

Proxy

2. **TEFAP ATTESTATION / MARKING AS SERVED.** If e-sig tab is red, click on it and sign attestation...



...OR, if e-sig tab is blue, scroll down to the bottom of the page and select “Not Required,” and “Served.”



3. **CLOSE OUT** of the tab (the little x).



4. **RELOAD** the Service Visit List.

