

Front page of the database works the same. We have noted the changes below which mostly improve reports for various needs. For item 2 you do not need to enter the year as it defaults to the current year.

Christ the King SVdP Welcome **Roberta!** [[Log Out](#)]

Home About

Search for a neighbor
Enter any part of a neighbor name, phone, address, or spouse/partner name

Reports
 Since
 Last neighbors entered
 2020 [Search the Landlord Info](#)
 2020 [Search the visit notes](#)
 2020 [Christmas basket list](#) ←
 2021 [Annual Report](#)

Administration
[Change password](#)

Annotations:
 1. This has not changed.
 2. This allows you to use a start date instead of "amount of days". This should work better for the new Summary Report which the treasurer can pull up to find pledges, checks and vouchers. No need to send this info if it is entered in on the visit page.
 3. New landlord box on visit page will be used for this report.
 4. Data entered on the Neighbor's page will provide easier creation of Christmas Basket data.

The page below has "extra" boxes to enter specific information. Follow the steps below.

Christ the King SVdP Welcome **Roberta!** [[Log Out](#)]

Home About

Add, edit, or delete neighbor data
 ClientID: 1276
 Last: First:
 Spouse/Partner: Phone: or
 Address: Apt#/Lot#:
 City: ZIP:
 Adults(M): Adults(F):
 Children(M): Children(F):
 Boy ages: Girl ages:

Neighbor history:
 3/19/2020: New address, children ages updated and switched Kevin and Tonya's roles as client and spouse. The only family phone is Kevin's #.
 9/17/2018: Two client accounts merged. Phone number above is for Kevin. He is the father of the three children. He and Tonya are living together now at the updated address. He is the second instructor for the church program at Westview Gardens Apartments.
 2014 Visit: Client's boyfriend/father (Kevin Yarbrough) of her children had fallen off a roof during a roofing job and was on disability. They were behind on utilities and needed a bus pass and help with food.

Annotations:
 1. If a neighbor provides a second phone number please add it here.
 2. Please use this box for Apartment, Lot or Space.
 3. Please include zip codes here.
 4. Please add the information "Female & Male" for Adults and Children.
 As you visit with long time neighbors please enter any information that might be missing from these boxes. Thank you! This will help tremendously with Christmas Baskets.

Visit page has added special boxes for the common data we have entered into the “Notes for this visit” box. The best part is that the “Date and By” do NOT need to be entered a second time as long as you use the INSERT button. You do not need to type the year as it defaults to the current year.

Christ the King SvDP
Welcome **Roberta** ! [[Log Out](#)]

Home
About

Add visit with [Kevin Yarbrough](#)

Date: By: ClientID: 1276

Phone
 Home
 Prison
 Hospital
 Elder Care
 Other

Notes for this visit:

4. With the new fields below you no longer need to record:
utility account numbers, checks, or vouchers in this visit note.

Private Landlord Info:

5. Please enter name, mailing address
and phone number here.

Cash obligations

Pledge: City Contact: Acct. No.: Acct. Owner:

Gas Voucher: <input type="text"/>	Gas Voucher No.: <input type="text"/>	To: <input type="text"/>
Food Voucher: <input type="text"/>	Food Voucher No.: <input type="text"/>	To: <input type="text"/>
BFT Voucher: <input type="text"/>	BFT Voucher No.: <input type="text"/>	To: <input type="text"/>
Check1 \$: <input type="text"/>	Check1 No: <input type="text"/>	To: <input type="text"/>
Check2 \$: <input type="text"/>	Check2 No: <input type="text"/>	To: <input type="text"/>
Check3 \$: <input type="text"/>	Check3 No: <input type="text"/>	To: <input type="text"/>

1. Type in the date of visit — mm/dd/yyyy.

2. Enter names of the visiting members.

3. Once inserted - these are **SAVED**.
No need to perform an update. See red boxes below.

6. L. to R.: Enter amount of pledge, email or name of city contact, account number and account owner.

7. Vouchers: Enter dollar amount, voucher #, and name of business.

8. Checks: Enter dollar amount, Check # and name of business/landlord, etc.. (For BREA enter “BREA and Acct. #”)

Non-cash goods (estimate the value in \$)

Food: Furniture:

Clothing: HOPE Bag:

Christmas Gift Card: Christmas Basket:

Other:

Professional services (estimate the value in \$)

Legal: Medical:

Dental: Other:

Other services and miles traveled (count of each)

Jobs obtained: Referrals:

Travel aid: Spiritual aid:

Other service: Miles:

NEW - These Insert and Cancel buttons are at the top of page and here.

Drop-down: Choose None, Family, Oxford or Homeless. No need to enter amount.

Drop-down: Choose None or Given. (Received and Confirmed for Christmas Basket volunteers only.)

These are the cards Yvonne provides from the extras left after Christmas Baskets are delivered. Place the dollar amount of the gift card here. You can record which store it was for in the Visit note.

New Resources Tab can be found here:

11:23 AM Sat Apr 4

svdpck.org

Note the Secure Site

UPN 74%

Christ the King SVdP

Welcome Roberta ! [Log_Out]

Home About Resources

Christ the King SVdP - Resources

[Visit Prayers](#)

[Important Numbers](#)

[Neighbor Info Form Updated 4 2020](#)

[Tri-Cities SVdP Conferences](#)

[Ben Franklin Transit Fares](#)

[Used Furniture Prices](#)

[Benton County Veteran's Assistance Fund](#)

[St. Vincent Store](#)

[Diaper Bank Info for Individuals](#)

[Food Banks in Richland](#)

[Food Bank Agent Permission Form](#)

[Tri-Cities Union Gospel Mission Services](#)

[TCUGM Rescue Cards Final](#)

[TCUGM Rescue Cards - Backside](#)

[TCUGM and COVID-19](#)

[UGM Employers List - OK w Criminal Backgrounds](#)

This button appears on the header of all pages once you login. We can add additional resources as needed. Please give us your suggestions. We will do our best to keep this updated.