

## Food Locator Quick Guide

### When do I use the Food Locator?

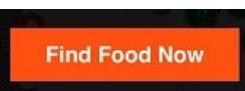
Even though we try our best to always provide enough nutritious food for everyone who needs it, sometimes we run out of food at individual distributions. Or a client may need an option where they can get ready-to-eat meals. The Food Locator tool will allow you to help a client find another distribution or location where they can receive food.

### How do I use the Food Locator?

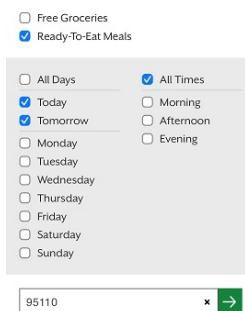
1. To access the Food Locator, click on the round orange Food Locator Tool icon on your Second Harvest tablet's home screen.
  - When first launching the Food Locator it can take a few seconds to load.
  - You can also access the Food Locator on your phone or other personal device at [shfb.org/get-food](http://shfb.org/get-food) or by scanning this QR code:



2. You will see a pop-up box with various choices; click the orange *Find Food Now* button. You will see a screen with a menu of search choices you can select to refine your results.



- Note: if you are returning to the tool, you may be brought directly to the filter or map page.
- 3. Search filters allow you to choose days, times and/or locations that work best for you and your schedule. You can also choose what type of distribution you would like to attend – either a Free Grocery where you can pick up a variety of fresh groceries to cook at home and/or Ready-to-Eat Meals for clients who cannot or prefer not to cook or do not have access to a kitchen.

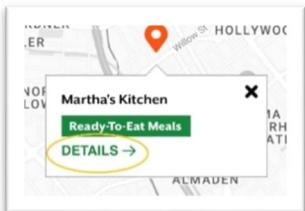


4. Once you select your search filters, click on the orange *Show Results* button at the bottom of the screen to view the map.

**SHOW 5 RESULTS**

5. The map will highlight the distributions that best match your selections. You will see orange pin markers that indicate a single distribution location and green circles with numbers that indicate a cluster of distributions in a neighborhood.

- Tapping on an orange pin marker will show you the site's name and give you the ability to click *Details* to view more information. Tapping on a green circle will zoom in to reveal the individual distribution locations as orange pins.
  - On the map, you can use your fingers to make the screen bigger or smaller to better see the pins.
  - If you prefer to view your matches in a list format, select the green *List* tab.
6. After you select an orange pin marker, you may click on the *Details* box to bring up the site's address, hours of operation, and other helpful information, including directions.



### How do I clear options on the Food Locator?

If you are on the *Details* page and wish to return to the map, click on the small 'x' on the top right of your screen or click the back arrow on your browser – you may need to swipe up from the bottom of the screen to pull up the white bar with the back arrow. This will take you back to the map, where you can select a different pin for a different distribution.

**Martha's Kitchen**

311 Willow Street | San Jose, CA 95110

Distance: 3.1 Miles

[VIEW MAP](#) [VIEW DIRECTIONS](#)

X

To clear the filters and start the search over completely, tap the green magnifying glass symbol on the upper left corner of the screen, above the map. Single-click the blue check marks to remove filters previously selected and search again.



### How do I exit the Food Locator and return to the tablet home screen?

Once you are done using the Food Locator, click on the home icon (in the movable bubble) on the bottom of your tablet. This will take you back to your home screen.

- Click on the Client Registration icon to continue checking in clients.



### How do I receive video training for the Food Locator?

Scan this QR code on your phone or other personal device to view our training for the Food Locator:

