

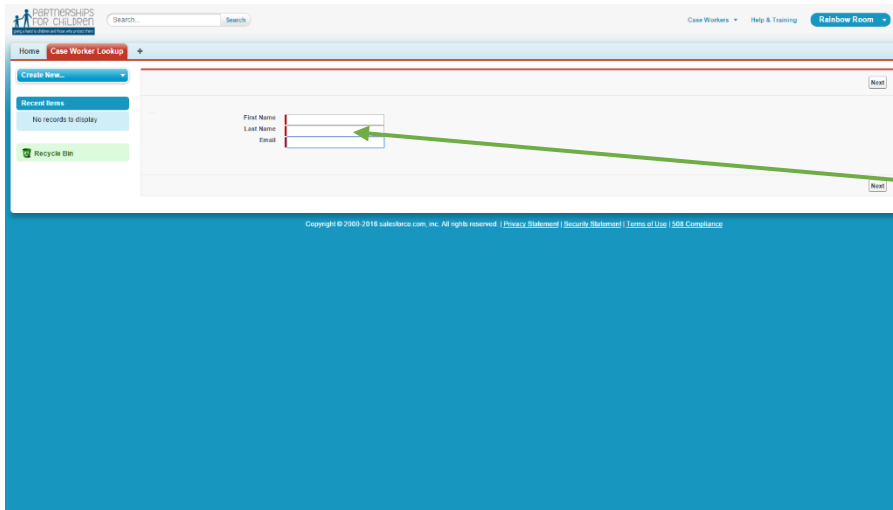


## Welcome to Salesforce!

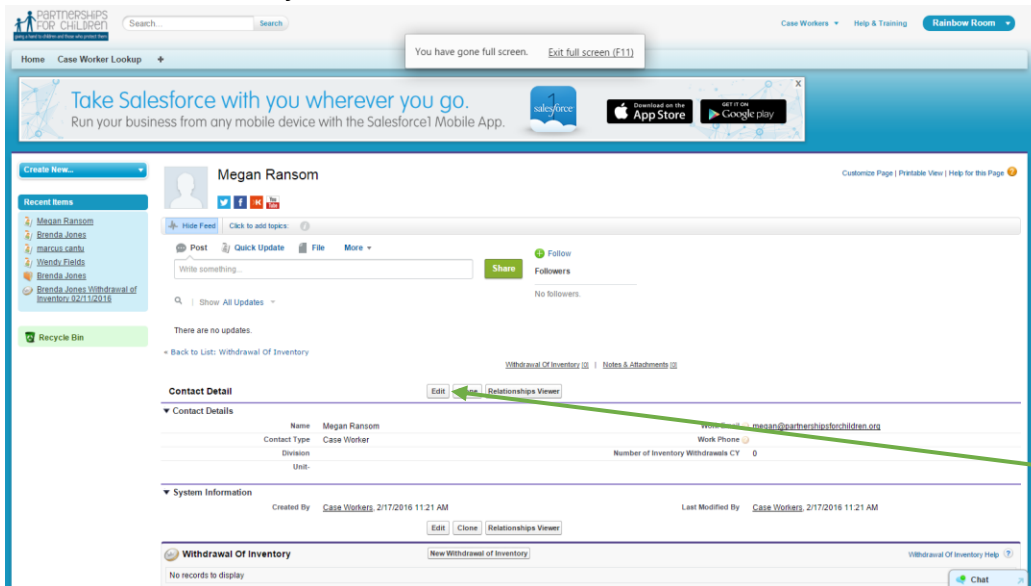
Partnerships for Children uses an online inventory system, Salesforce. This system allows us to provide better stocked shelves, quicker response time for special requests, and record of what each family receives.

As a first time user of Salesforce you will need to create a profile. Please follow the steps below to create a profile.

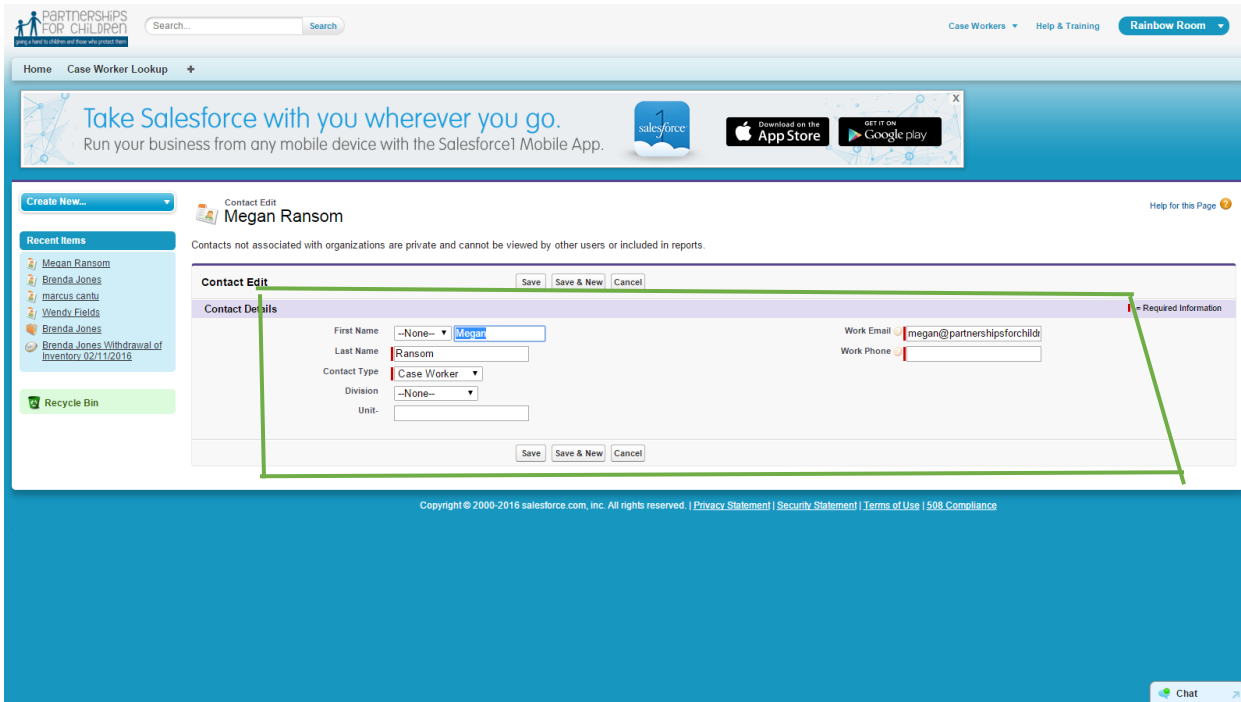
1. Enter your email in the email search field, click “next”.



2. Click “Click here to go to your new contact record”
3. Click “Edit” to enter your information



4. Complete the following fields:
  - a. First Name
  - b. Last Name
  - c. Work Phone
  - d. Stage
  - e. Unit



The screenshot shows the Salesforce 'Contact Edit' page for 'Megan Ransom'. The page includes a search bar at the top, navigation links for 'Case Workers', 'Help & Training', and 'Rainbow Room'. A banner for the Salesforce Mobile App is visible. The main content area is titled 'Contact Edit' and contains a 'Contact Details' section with the following fields: First Name (Megan), Last Name (Ransom), Contact Type (Case Worker), Division (-None--), and Unit. The Work Email field is populated with 'megan@partnershipsforchildi'. A green box highlights the Contact Details section. The page footer contains copyright information for 2000-2016 salesforce.com, inc.

5. Click "Save"

You have now created a profile and are ready to begin removing items. Please follow instructions on "Withdrawal of Inventory Instruction Sheet"

Please see any Partnerships for Children staff for assistance.

Thank you for your patients as we transition, and improve the services we provide.