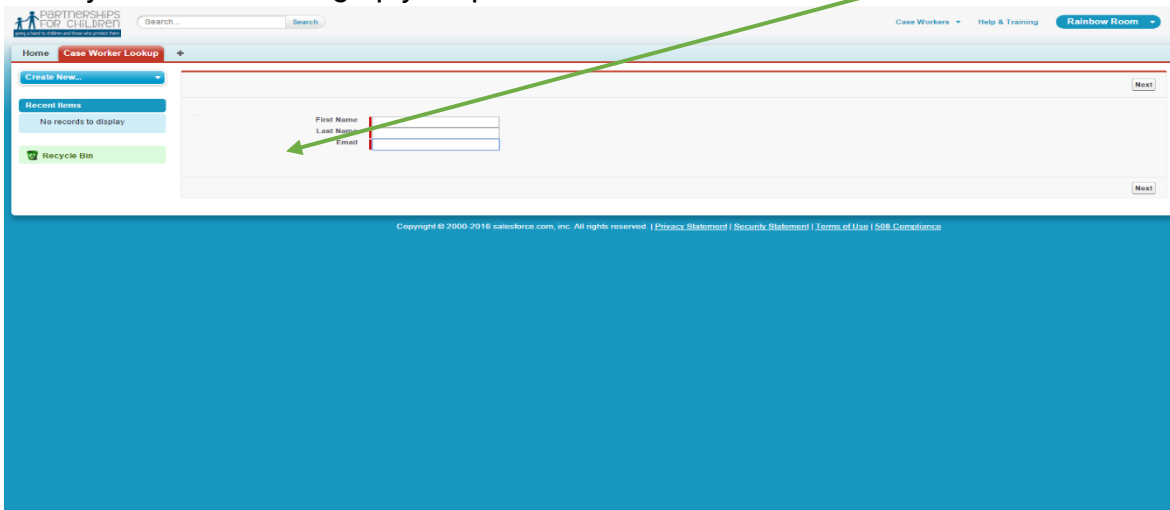


## Withdrawal of Inventory

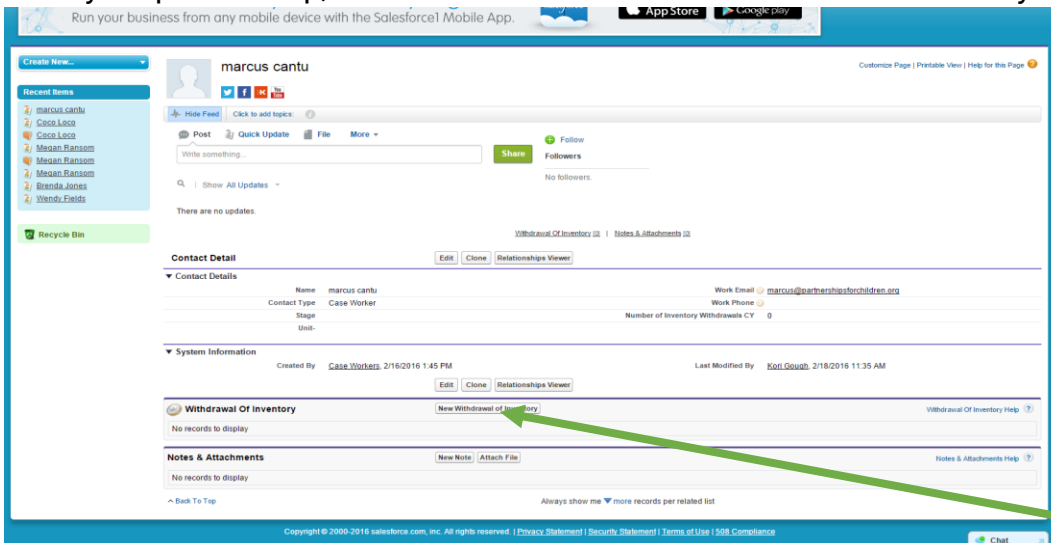
Please follow steps below when removing any items from the rainbow room or to submit any special requests.

Please note: If you are a first time user, please refer to “Welcome to Salesforce” sheet to create a profile. If you have already completed a profile, please continue below:

1. Enter your email to bring up your profile:



2. Click “Go to Contact Record”
3. Once your profile is up, scroll down to click “New withdrawal of Inventory”



4. Fill in case number field.



5. Click "Save and add Inventory"
6. Check off all items that are needed, click "select".
7. On next screen, enter quantity of items being taken and location items are being removed from.
8. Click "Save".
  - a. Please note, if an item you selected is listed as a Specialty Item (Special Request), PFC staff will email you when items are ready for pick up.
9. Click "Caseworker Lookup" tab at top of screen to log out.

Please see any Partnerships for Children Staff for any assistance.