



The New Rainbow Room Inventory System

This Rainbow Room can only serve Travis County Cases

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

Scan the QR code provided or go follow the link below to submit a new Withdrawal of Inventory. **PLEASE NOTE** - one withdrawal needs to be completed for each case.

https://airtable.com/shrivpBpoKH0jFrUe?prefill_Location=RR&hide_Location=true



As a FIRST TIME USER, you will need to add yourself into the system. This is a one-time step. Please follow the steps below to create your profile.

1. Click the link in the first field.



Austin Rainbow Room

This Rainbow Room only serves Travis County Cases. Please complete one for each case.

Case Worker *

FOR FIRST TIME USERS...

Click the link below to add yourself in the system. This is a one time entry. Once you have completed this step you will be in the system and can skip the link and click the "ADD" button below.

<https://airtable.com/shr50Qa5RP2wciRMy>

Then return to this form to continue creating your orders.

+ Add



1) A New window will open for you to add your information.

2) Please Add Your:

- a. First Name
- b. Last Name
- c. Work Email
- d. Work Phone
- e. Stage of Care

This information ensures we are able to contact you to expedite requests and/or clarify any information provided for a request.

Add New Case Worker

The screenshot shows a web form titled "Add New Case Worker". It contains five input fields: "First Name", "Last Name", "Email", and "Phone", each with a red asterisk indicating it is required. Below these is a dropdown menu for "Stage of Care", also with a red asterisk and the text "Please choose one". At the bottom of the form is a blue "Submit" button. A small note at the very bottom of the form reads "Never submit passwords through this form. Report malicious form".

3) Lastly click “Submit”. You have now created a profile and are ready to begin withdrawing/requesting items.

Return to the first screen to continue your withdrawal of inventory or your request for special/big ticket requests. OR click on the link above or scan the QR code again.

Please email rainbowroom@partnershipsforchildren.org with any questions.



Entering Withdrawals or Requests

This Rainbow Room can only serve Travis County Cases

- 1) After you have added yourself to the system after your initial sign-in ONLY, click the “Add” button and select yourself from the drop down menu.



Austin Rainbow Room

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A screenshot of a web interface. At the top, it says "Case Worker *". Below that, it says "FOR FIRST TIME USERS...". The text continues: "Click the link below to add yourself in the system. This is a one time entry. Once you have completed this step you will be in the system and can skip the link and click the 'ADD' button below." There is a blue hyperlink: <https://airtable.com/shr50Qz5RN8u3HMy>. Below the link, it says "Then return to this form to continue creating your orders." At the bottom, there is a grey button with the text "Add" and a red arrow pointing to it from the left.

- 2) Complete the information fields to provide information on the case.
 - a. Stage of Care
 - b. Case Number – Required to fulfill any requests
 - c. Number of Children Served
 - d. Race/Ethnicity

- 3) Enter items being withdrawn/ or requested for a case.

Items are broken down into three categories, any of which, or all, can be selected as a withdrawal of inventory for a case.



- a. **Basic Need Items** – Items are readily available for you to remove from the Rainbow Room. Please keep in mind that we serve around 650 kids per month from this Rainbow Room as you are gathering items for a case.
- b. **Special Request Items** – Items not readily available. These items will be fulfilled within 24 business hours and you will be notified when it/they are ready for pick up.
- c. **Big Ticket Items** – Items are not readily available. These items require additional information for approval when you are submitting the request.

4) Click “Add”. Enter basic need items taken (if applicable)

5) Add quantity for each item entered and taken.

Select an option

Withdrawal of Inventory - #1

+ Add

Quantity

Special Request

Requesting a specialty item like a car seat, pack and play, bus pass, etc? Click box below to request item.

Big Ticket Request?

Need to request a "Big Ticket item" (beds, clothing gift cards, or other special requests)? Click box below to request item.

Email me a copy of my responses.

Submit

Never submit passwords through this form. Report this form item

6) For Special Requests Items, continue to step 7. For Big Ticket Items continue to step 11. If none, scroll down and click “Submit”.

Please email rainbowroom@partnershipsforchildren.org with any questions.



7) Click checkbox to request Special Request Items (if applicable)

8) Click “Add”. Select item requested from the drop down list.

9) Add quantity for each item needed.

A screenshot of a web form for requesting items. At the top, there is a dropdown menu labeled "Select an option". Below it is the text "Withdrawal of Inventory - #1" followed by a "+ Add" button. Underneath is a "Quantity" label and an empty input field. The next section is "Special Request" with the text "Requesting a specialty item like a car seat, pack and play, bus pass, etc? Click box below to request item." and an unchecked checkbox. Below that is "Big Ticket Request?" with the text "Need to request a 'Big Ticket item' (beds, clothing gift cards, or other special requests)? Click box below to request item." and another unchecked checkbox. At the bottom, there is an unchecked checkbox labeled "Email me a copy of my responses." and a blue "Submit" button. A red arrow points to the "Special Request" checkbox.

10) For Big Ticket Items continue to step 11. If none, scroll down and click “Submit”.

Please email rainbowroom@partnershipsforchildren.org with any questions.



11) Click checkbox to request Big Ticket Items (if applicable)

- a. Beds – not provided to youth in investigation stage
- b. Clothing Gift Card – Only provided to youth age 12+
- c. Other Special Request – Please specify item below

12) Click “Add”. Select item requested from the drop down list.

13) Add quantity for item. Add required notes for requests or they won’t be fulfilled.

- a. Item Requested (if “other special request”)
- b. Child’s Age (not for HEB requests)
- c. Reason for Request (not for HEB requests)
- d. Caregiver’s Name, Address and Phone Number (not for HEB requests)

The screenshot shows a web form with the following elements:

- A dropdown menu at the top with the text "Select an option".
- The text "Withdrawal of Inventory - #1" followed by a "+ Add" button.
- A "Quantity" label above an empty input field.
- A "Special Request" section with a checkbox and the text: "Requesting a specialty item like a car seat, pack and play, bus pass, etc? Click box below to request item."
- A "Big Ticket Request?" section with a checkbox and the text: "Need to request a 'Big Ticket item' (beds, clothing gift cards, or other special requests)? Click box below to request item." A red arrow points to this checkbox.
- An "Email me a copy of my responses." checkbox.
- A blue "Submit" button.
- Small text at the bottom: "Never submit passwords through this form. Report this form item."

14) Click “Submit.”