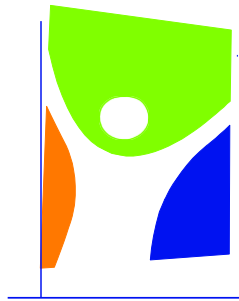


Hamilton Niagara Region

SNP DigitalTracker Food Ordering – Basic Guide



Haldimand-Norfolk
REACH

supporting children, families, communities

Brant
important
program
easy nutrition Niagara
webtracker
Hamilton student
data fun
volunteer report
Haldimand-Norfolk

This online monthly reporting system and data collection has been designed for local student nutrition programs and their volunteers. This web-based system will simplify the food ordering process and reporting process, and increase accountability and allow greater access and usability of the data by local programs and local partnerships.

Part 1: Login

Access to the web-tracker system

Users gain access to the system server using an internet browser and going to <https://snp.digitaltracker.ca/Account/Login/SNP>

Please bookmark this link above for ease of access in future.



Application Login

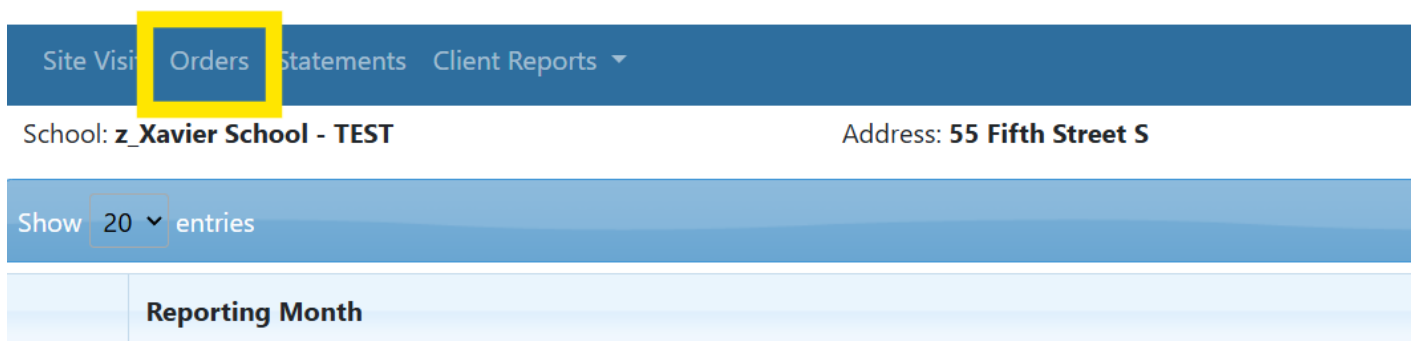
The application login is unique to each user.

User names and passwords have been carried over from WebTracker, and can be used with the new SNP DigitalTracker platform. There is ONLY one user name and password per site.

SNP DigitalTracker (DT), is a web-based platform with improved security that is currently in development; serving as a replacement for WebTracker which was discontinued in July 2025. DigitalTracker will come with many improvements and features, aiming for completion by the end of September 2025. The ordering platform is the first priority, allowing schools the ability to order healthy food for their student nutrition programs. The additional DigitalTracker components will be developed, tested, and brought online in priority sequence, and this basic reference manual will expand to include additional instructions and details.

Part 1: Orders

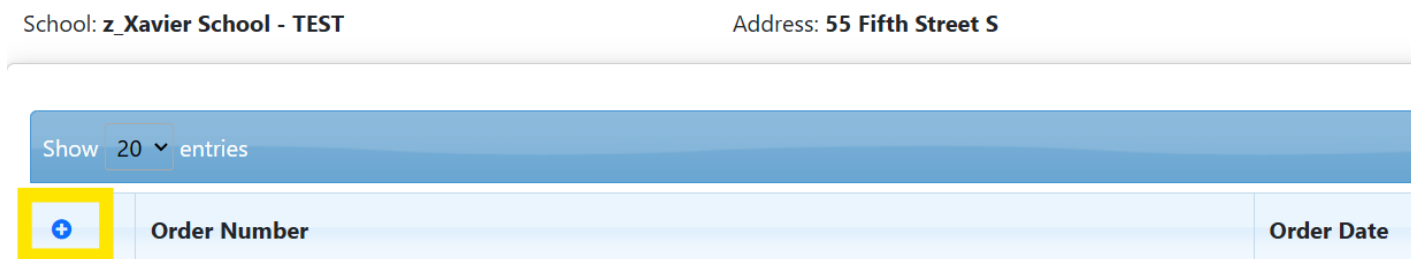
After logging in with your username and password, navigate to the order page in the top left of the screen. Click on ORDERS.



The screenshot shows the top navigation bar with 'Site Visit', 'Orders', 'Statements', and 'Client Reports'. The 'Orders' tab is highlighted with a yellow box. Below the navigation bar, the school name 'z_Xavier School - TEST' and address '55 Fifth Street S' are displayed. A 'Show 20 entries' dropdown is visible. Below this is a table header with the title 'Reporting Month'.

No data available in table

Click on the (+) sign to begin a new order. Recent previous orders will be found on this page as reference. Opening an existing order from a previous week will only serve as reference. However opening an order that has not yet been processed will allow you to make edits to an existing order. Ordering windows are between Monday at 12:00pm and Wednesday at 12:00pm. As is the case historically, late orders that are placed after 12:00pm on Wednesday may not be processed.



This screenshot shows the same interface as the previous one, but with a yellow box highlighting a blue square button with a white plus sign (+) in the first column of the table. The table header includes 'Order Number' and 'Order Date'. The school name and address remain the same.

Upon starting a new order, the available vendors that deliver to your school will appear across the top of the page. As usual, (should you choose), you are able to order from multiple vendors within a single order, moving freely between vendors as the vendor page, vendor information, and inventory list shifts as you alternate between them.

Orders

McNab Distributing Ltd.

Produce Express

Lococos

MZ Foods

Vendor Name

McNab Distributing Ltd.

Delivery Note

School Order Note

Edit the quantity field of any products that you wish to order, paying careful attention to the case size and product description. Local products (Ontario) will also be noted in the relevant column. Subtotals will be calculated automatically for each item ordered.

Local	Case Size	Quantity	Cost	Sub-Total
No	12 x 6 x 113g (72 servings)	0	\$28.75	\$0.00
No	12x6x113g (72 servings)	0	\$28.75	\$0.00
No	36 x 107 ml	0	\$32.80	\$0.00

To be provided with an accurate order total, scroll down to the bottom of the order page and click on the total to ensure that the final total updates fully. It will be a different total for each vendor if orders are placed with more than one vendor. Please be sure that the minimum order is respected for each vendor. Minimum order amounts can be found at the top of the vendor page along with other important details including delivery dates and special instructions.

No	500 per case + HST	0	\$13.00	\$0.00
No	500 per case + HST	0	\$13.00	\$0.00
			Total	\$196.80

When you are finished placing your order, click “Save” at the top-right hand corner of the page, and navigate off of the page or close it. As stated previously, orders will be processed by the Regional Food and Logistics Coordinator each Wednesday at 12:00pm. You do not need to “Submit” and order – any order quantities that you have indicated will be considered final at 12:00pm on Wednesday.

You may logout when you are finished using DigitalTracker by clicking the logout button at the top-right corner of the main page.

Should you have any questions, please contact your CDW. If the issue cannot be resolved, please contact the Regional Food and Logistics Coordinator Debra Beckels at dbeckels@hnreach.on.ca, or the Regional Manager Tyler Arsenault at tarsenault@hnreach.on.ca