Diaper Base & Partner Base

No-Cost Software Applications to Support Diaper Banks

Diaper Base is an online inventory management system designed to meet the *specific* needs of diaper banks. It is the "inward" facing software application utilized by diaper bank staff/volunteers for program management and statistical tracking.

Partner Base is the "outward" facing side of the software application that is utilized by partner agencies of the diaper bank. Partner agencies log in to submit diaper requests, monitor diapers received, and manage profile information.

How the Applications Work Together – Diaper Base can be utilized independently as an inventory management system; however, the application is best suited to work TOGETHER with Partner Base to manage your diaper bank program.

Future Developments of the Applications – It is important to understand that Diaper Base and Partner Base are currently still in development. ***The programs are fully functioning and ready to use***; however, new features/functions are continuously being added to the applications by volunteer software developers, based on feedback from diaper banks utilizing the programs. The infographic below demonstrates the key features of the applications as of August 2019.

FAQs

How Much Does it Cost?

Nothing! Diaper Base and Partner Base are completely free to use. The software applications, as well as their ongoing development, are generously sponsored by *Ruby for Good*, a nonprofit dedicated to "making the world gooder" through technology. The organization was founded on the notion that nonprofits frequently need technical support for internal processes, but often can't budget for those kinds of expenses. The applications were created to provide an equitable opportunity for all diaper banks, regardless of size or budget, to have access to a quality software system for program management.

For more information about Ruby for Good, please visit: RubyForGood.org

Can I Test the Software Prior to Committing?

Absolutely! Just email info@diaper.app and a *Ruby for Good* volunteer will get you set up. They will provide you with a complete demonstration and answer any questions you might have along the way.

We Are a New Diaper Bank. Will These Applications Work for Us?

Any diaper bank can utilize the software regardless of program size; there are no limitations in regards to volume of incoming/outgoing inventory. The Partner Base side of the application, however, is designed for diaper banks that provide services to partner agencies. Diaper Base can be utilized as an inventory management tool without it, but using the two software programs together is optimal.

We Distribute Menstrual Supplies… Can We Use This Software?

Yes. The application will work for diaper banks and menstrual supply programs.

How Do We Access the Applications?

Diaper Base login URL (utilized by diaper banks): **diaper.app**
Partner Base login URL (utilized by partner agencies): **partner.diaper.app**

How Do We Sign Up?

Simply email info@diaper.app for more information or to sign up. A *Ruby for Good* volunteer will contact you as soon as possible to assist with login, provide additional information, and answer any additional questions you might have.

Is Technical Support Available, If Needed?

Absolutely. When logged into Diaper Base, you can easily send a message to *Ruby for Good* via the "bug" icon at the top right corner of the homepage/dashboard. Or, if preferred, send an email to info@diaper.app. A volunteer developer will respond promptly to your inquiry.

A Few Things to Consider

Before Implementing the New Software System

1. **How is our inventory currently tracked? What functionalities/features does our diaper bank desire from an inventory management system? ***

   ** A detailed description of the functionalities/functions of Diaper Base and Partner Base can be found on page 1.*

2. **Does our diaper bank provide services directly to partner organizations, or plan for this operating model in the future? ***

   ** Diaper Base can be utilized independently as an inventory management system; however, the application is best suited to work TOGETHER with Partner Base to manage your diaper bank program.*

3. **Does our diaper bank collect/retain confidential personal identifiers about families, such as social security numbers? ***

   * *In order to maintain general data protection regulations and for the security of others, Diaper Base and Partner Base do* not facilitate *the collection or maintenance of personal identifiable information about families or partner agencies.* All methods of data collection in regards to children/families served assures anonymity.

4. **Does our diaper bank have the capacity/time to implement a new software system? ***

   * *In order to adopt any new software system, it takes time and a dedicated staff member or volunteer to manage the transition. Please see personnel recommendations on page 4: Checklist to Implement the New Software System.*

Checklist to Implement the New Software System

EQUIPMENT

- ☐ A good working laptop or tablet – equipped with *Google Chrome*
- ☐ Quality, wireless internet connection – to access the software application online
- ☐ Bluetooth barcode reader (optional) – to scan UPCs. If using a tablet, you can just scan barcodes utilizing your mobile camera.
- ☐ Postal scale w/ connection cable (optional) – to count repackaged diapers by weight

PERSONNEL RECOMMENDATIONS

- ☐ Project Lead – a dedicated volunteer or staff member who will set up and familiarize themselves with the new application and its functionality.
- ☐ Staff Trainer – can be the same person as the Project Lead. Provides education about Diaper Base/Partner Base to key staff members or volunteers who handle inventory and other statistical tracking at the organization.
- ☐ Community Liaison – A key staff person who facilitates the onboarding/training of partner agencies regarding the use of Partner Base, including how to make diaper requests via the application.
- ☐ Adequate overall staff time to learn a new system, plan for the transition, and implement functions into internal processes.

INFORMATION NEEDED FOR DIAPER BASE SETUP (WITH OPTIONAL .CSV UPLOAD*)

- ☐ **Baseline/Starting Inventory -** item names, quantities, and storage location(s)
- ☐ **Donation Locations in the Community -** Business names and addresses
- ☐ **Partner Agencies -** Organization names and email addresses of main contact person(s)

	A	B	C	D
1	name	email		
2	Partner 1	partner1@example.com		
3	Partner 2	partner2@example.com		
4	Partner 3	partner3@example.com		
5				
6				
7				
8				
9				

* All baseline data can be uploaded in "bulk" via a .CSV file (templates downloaded directly from Diaper Base), or entered into the system manually if preferred. Once information is inputted onto the appropriate spreadsheet, it can then be uploaded. Diaper Base has a setup "wizard" that guides new users through the initial set-up process.