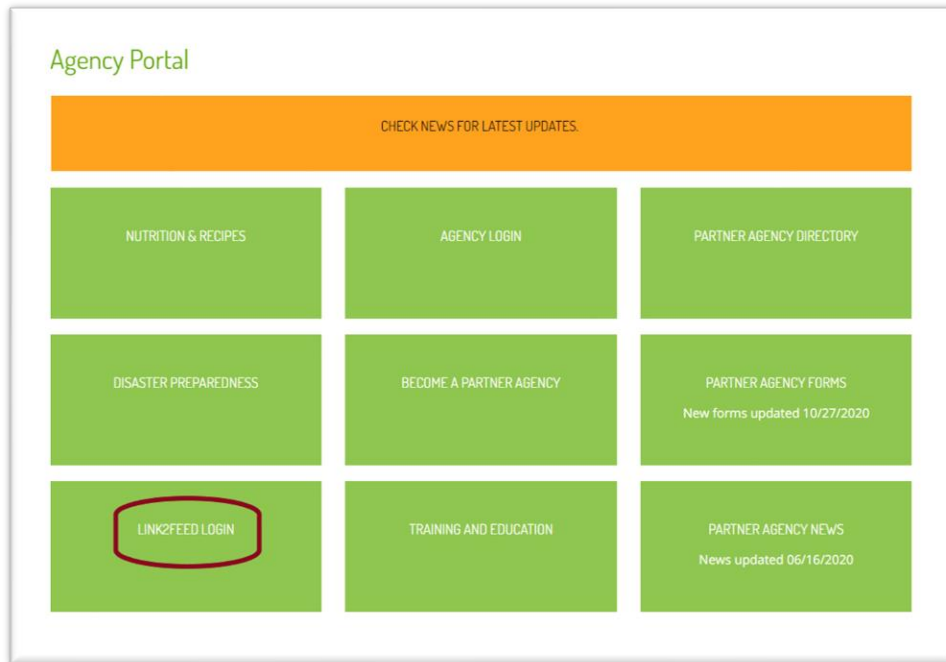


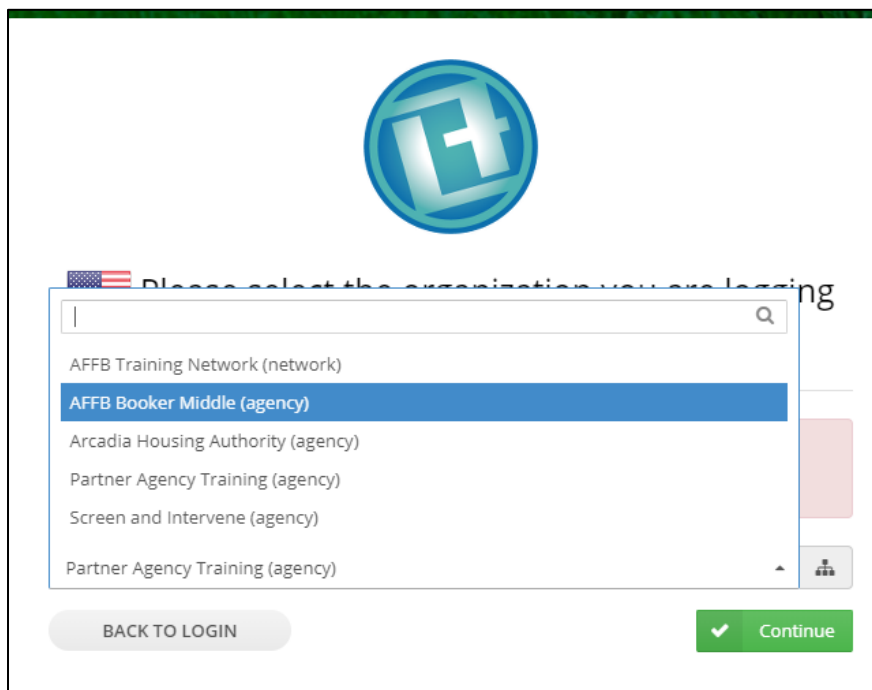


RECORDING MEAL COUNTS

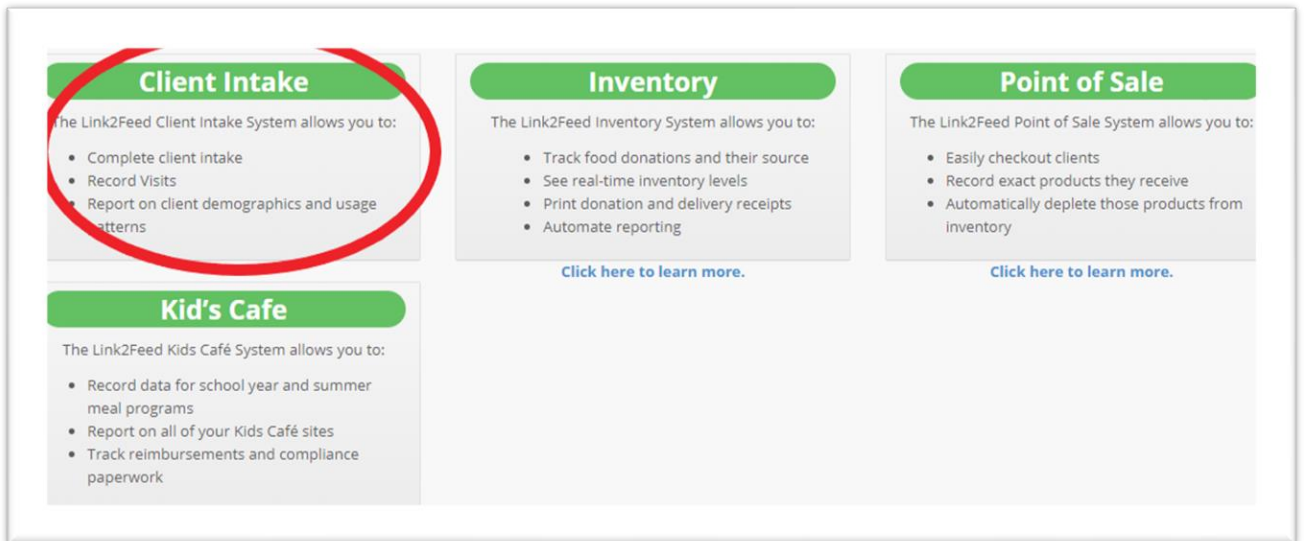
- 1) Log into Link2Feed at <http://portal.link2feed.com> using your assigned username and password. This may also be accessed via the Agency Portal page of All Faith Food Bank's website:



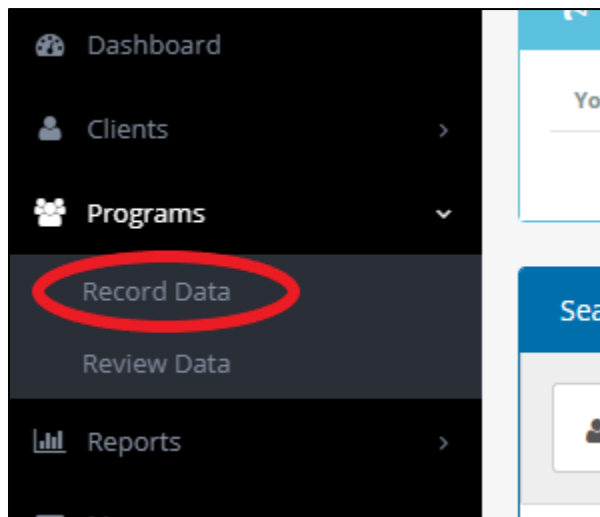
- 2) If you report for more than one distribution site, choose the first site you wish to enter for, and press "Continue."



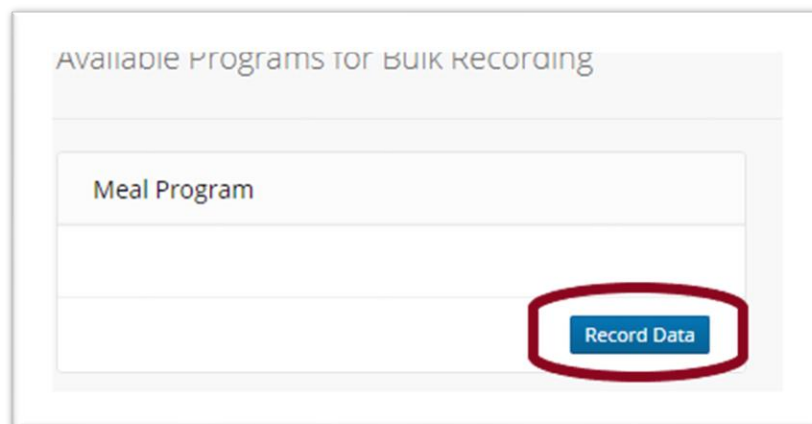
3) Choose "Client intake" if the Select an Application page comes up (it may or may not).



4) On the black dashboard on the left hand side of the next page, hit Programs and then choose "Record Data."



5) Hit "Record Data" underneath the Meal Program box at the top of the page:



- 6) Change the date to reflect the date of your meal distribution. If you have more than one meal distribution in a month, change the date to the last day of the month or week that you are reporting, and add the total meal numbers together.
- 7) Put "0" in the spaces for "Children" and "Seniors." Put total client count in the "Adults" Section, and hit "Save."

* Date	Children	Adults	Seniors
10-31-2019	0	2583	0

- 8) Recording is complete!
- 9) If you need to record numbers for another location, click on the "family tree" icon in the top right-hand corner of the page, click on the name of the next site, and start again from Step 4.

Search

Filter Organizations

- AFB Booker Middle**
This is an Agency. Click to access clients and services at this location.
- AFB Training Network**
This is a Network organization. Click to manage and report on your Agencies.
- Partner Agency Training**
You are currently accessing this organizations services.
- Screen and Intervene**
This is an Agency. Click to access clients and services at this location.

De-select All OFF

Phone