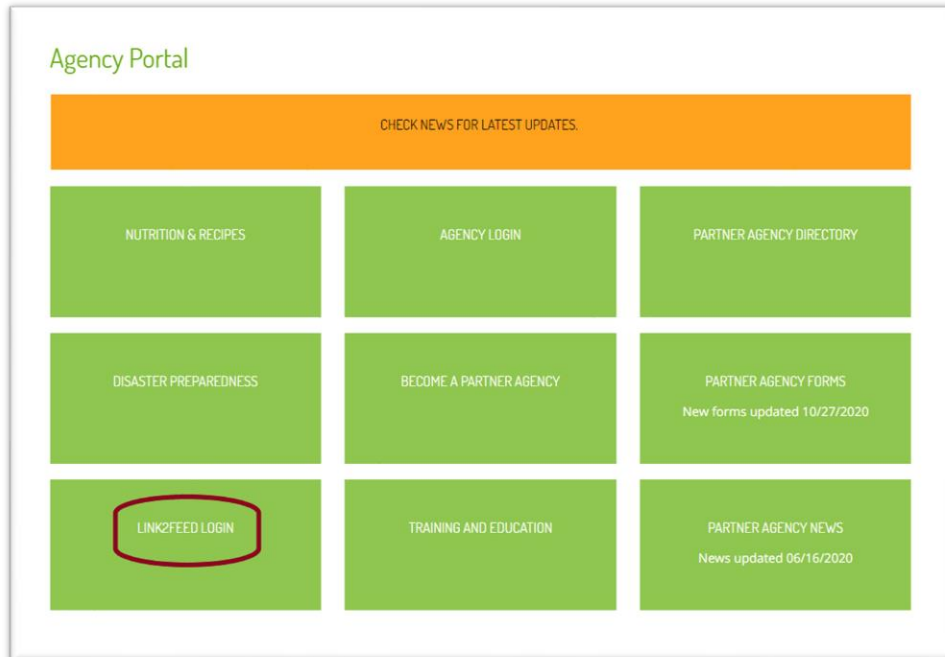


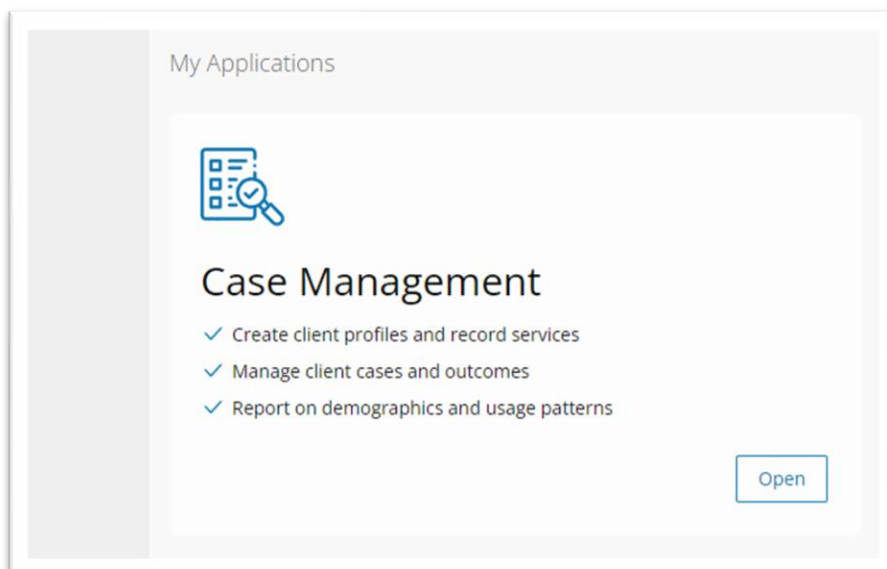


## CHECK-IN QUICK GUIDE – MEAL PROVIDER – BULK ENTRIES

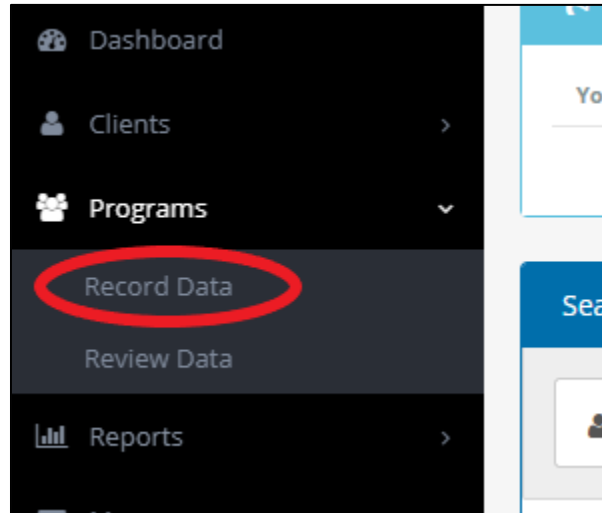
- 1) Log into Link2Feed at <http://portal.link2feed.com> using your assigned username and password. This may also be accessed via Link2Feed Logon on the Agency Portal page of All Faith Food Bank's website:



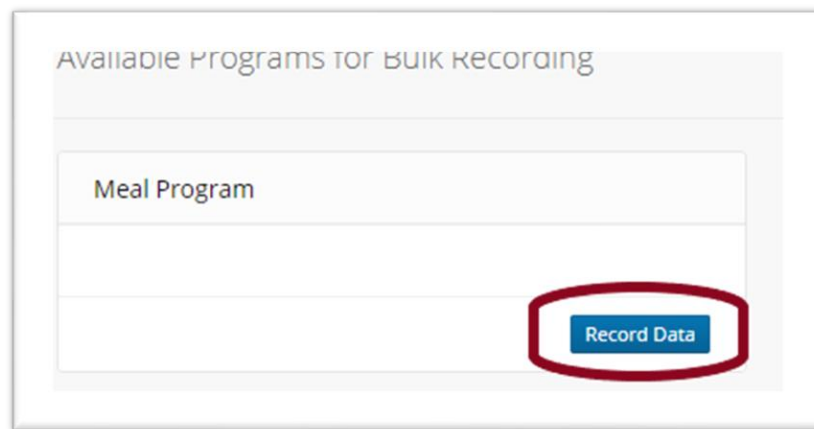
- 2) Choose Open "Case Management" if the Select an Application page comes up (it may or may not).



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



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



- 5) 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.
- 6) Enter how many clients have been served and click "Save." If you don't track age groups, put totals under the one category that most represents most of your client base.

A screenshot of a web application form titled 'Number of Bulk Entries Recorded'. The form has a blue header bar with the title and a close button. Below the header, there are four input fields: 'Date' (with a calendar icon and the value '10-22-2021'), 'Children', 'Adults', and 'Seniors'. At the bottom right of the form, there are two buttons: 'Cancel' (with a close icon) and 'Save' (with a checkmark icon).

- 7) Recording is complete!