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:
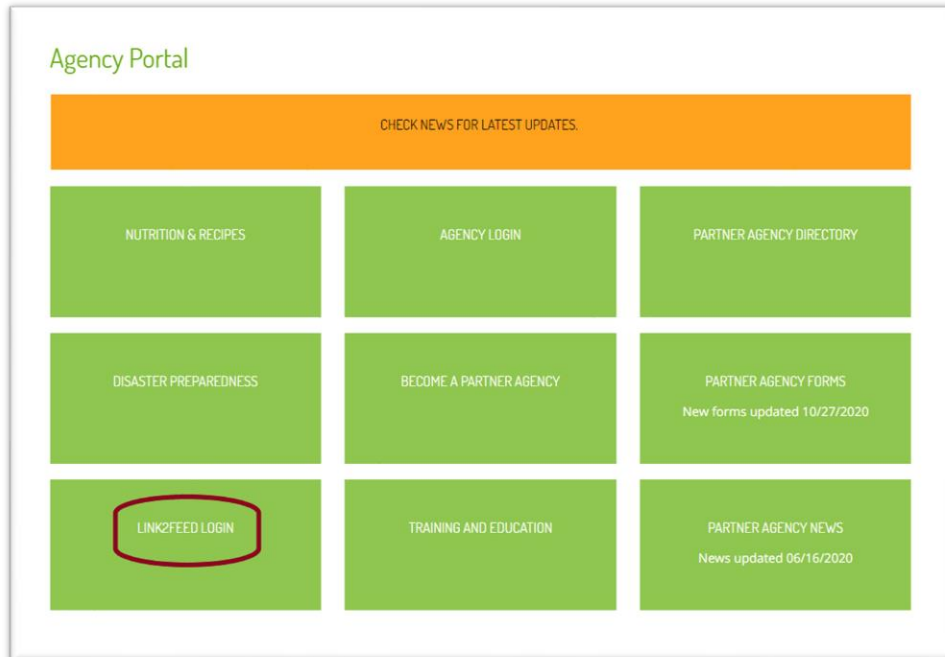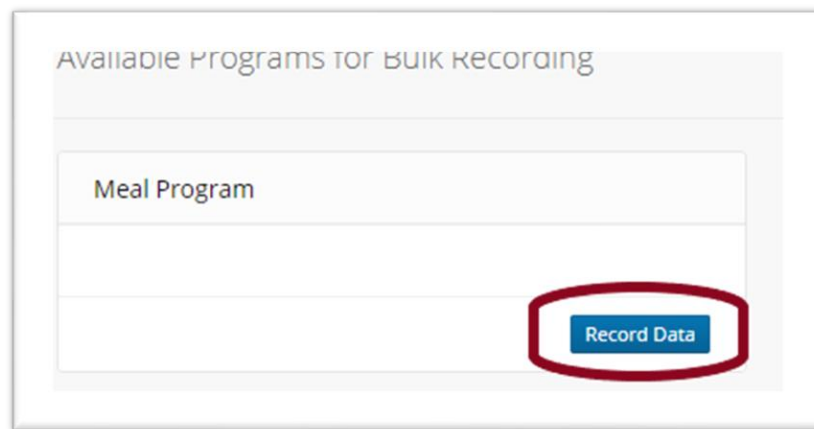

2) Choose Open "Case Management" if the Select an Application page comes up (it may or may not).
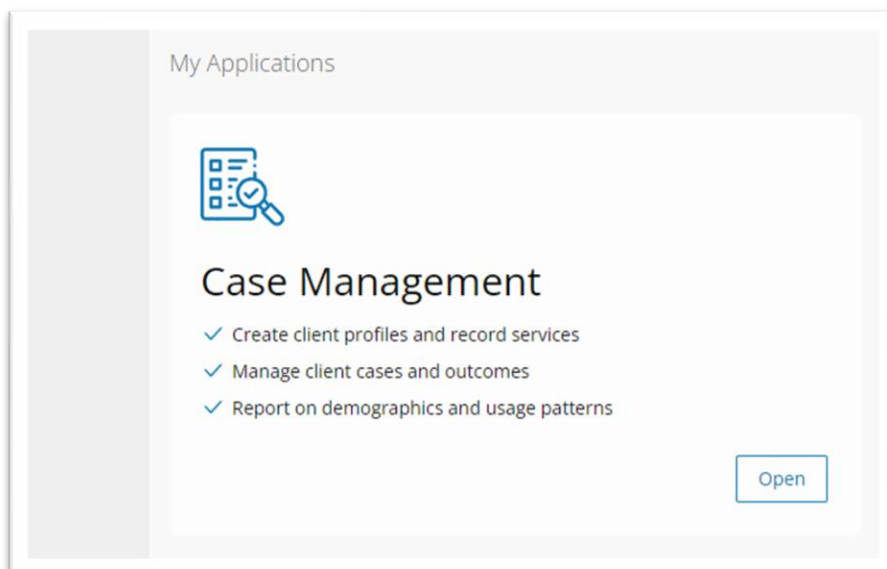
3) On the black dashboard on the left hand side of the next page, hit Programs and then choose "Record Data."
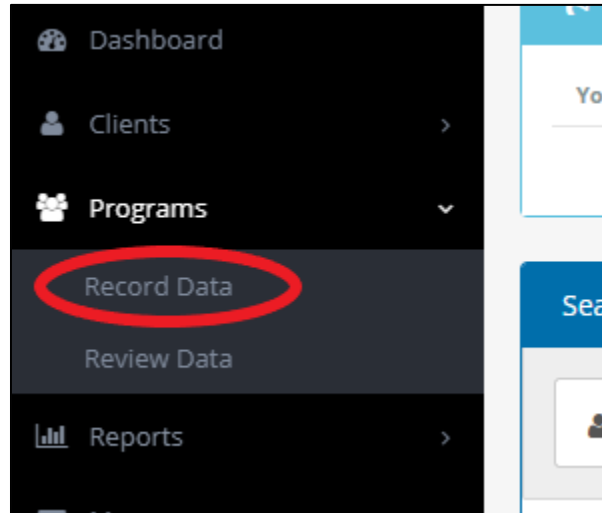
4) Hit "Record Data" underneath the Meal Program box at the top of the page:

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.

7) Recording is complete!