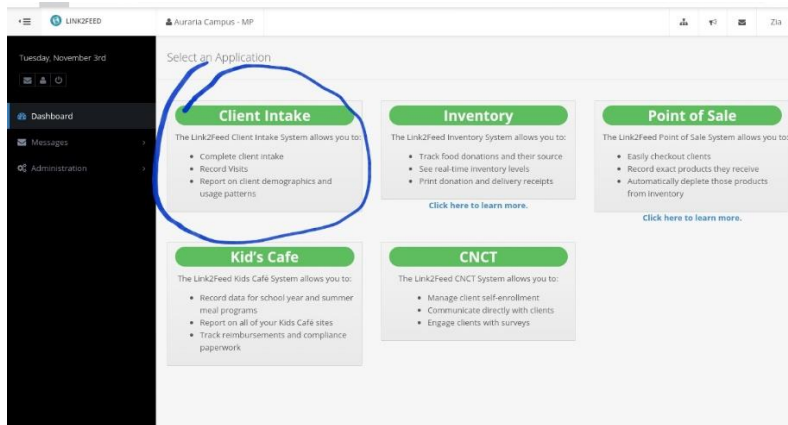


# Link2Feed Tablet Directions

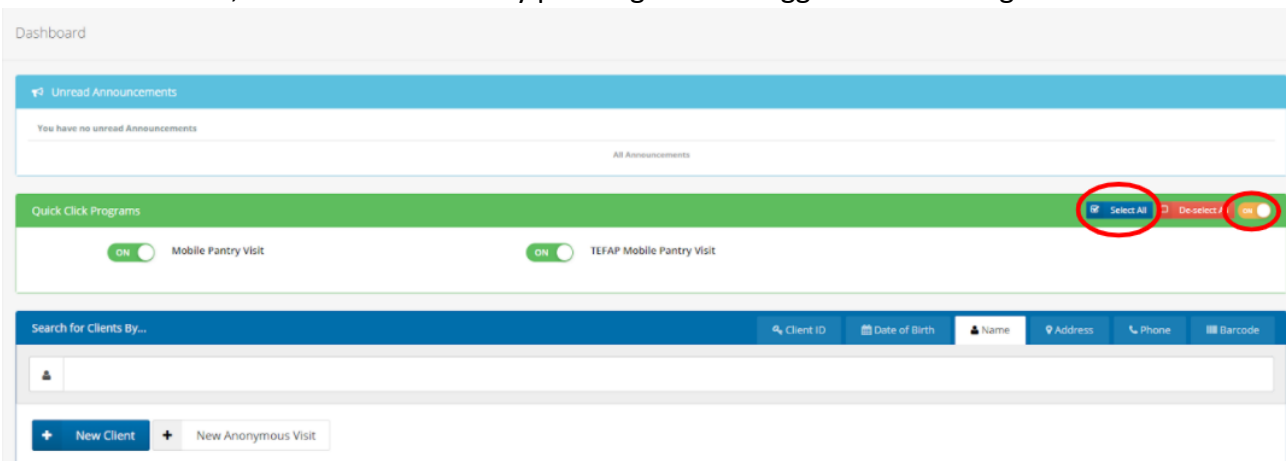
## Need help?

**L2F@foodbankrockies.org**  
**Mackenzie Derrick: 720-715-7722**  
**Zia O'Neill: 720-715-7725**

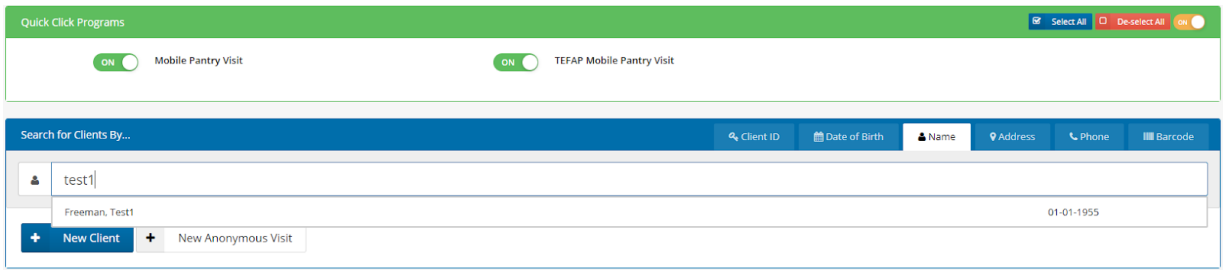
1. Open the Chrome App
2. Go to Link2Feed Sign-In Page
  - a. [Accounts.Link2Feed.com](https://Accounts.Link2Feed.com)
  - b. Link2Feed can also be accessible by Searching Link2Feed Sign In
3. Sign in with your username and password
  - a. You only have three attempts before getting locked out, so be careful!
  - b. If you get locked out, check your email for a password reset. If you do not get one, call Mackenzie or Zia immediately.
4. Select correct organization (if applicable)
5. Select Client Intake



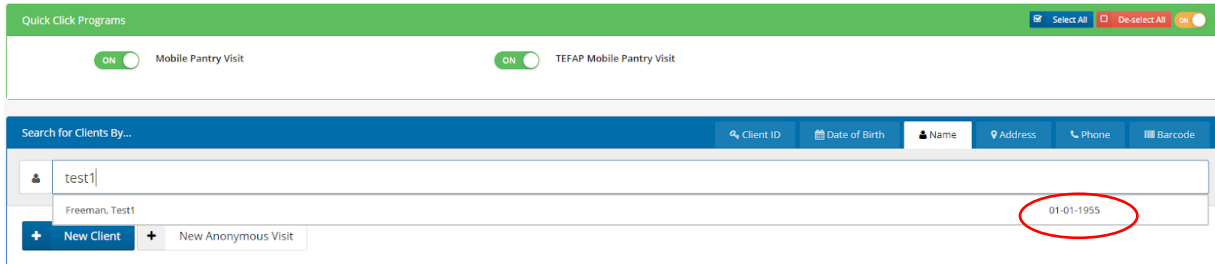
6. Under Dashboard, turn Quick Click on by pressing the On Toggle and Selecting All.



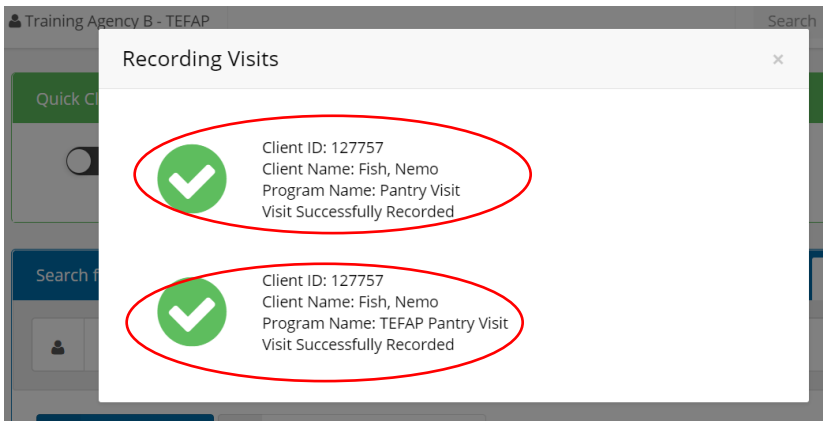
7. Search for Client by ID # or Name (Client ID # is preferable for new CNCT clients)



8. If client is in the system, select the Clients name from the drop-down menu. Confirm Date of Birth.



9. Once you click on the client's name, a confirmation screen will appear. It will separately list both recorded services.



10. Click outside the Record Visit confirmation screen and write number of households on windshield of car. You are ready to move onto the next client!

If client is due for a Profile Review, Quick Click will redirect you to their profile and it must be fully reviewed before service can be recorded. Click Save & Next at the bottom of each page after verifying all the information.

Training Agency C - Pantry

Search

Zia

Alert 1 x

Last Updated: 06-12-2018 @ 11:09 AM  
Client also know as Spiderman

Failed  
Client is in a forced review

1 PERSONAL 2 PROFILE 3 MONTHLY INCOME 4 DIETARY CONSIDER... SERVICES NOTES ACTIVITY

Personal Information Parker, Peter 27877

See Client in View Mode

Profile Review Required — This client has not visited in over 180 days. You must review the profile.  
You must click "Save" or "Next" on each page in order to continue.

First Food Bank Visit Jun 12 2018 Status Inactive

Next Profile Review  
Sep 9th — Review today

Once a Profile Review is complete, record both a Mobile Pantry visit and a TEFAP Mobile Pantry Visit for the client.

New TEFAP Mobile Pantry Visit Eligible  
Record a TEFAP mobile pantry visit

New Mobile Pantry Visit

### Client Search (No Visit)

1. Ensure that Quick Click Programs Toggle is turned to OFF.

Quick Click Programs

Select All De select All OFF

Search for Clients By... Client ID Date of Birth Name Address Phone

+ New Client + New Anonymous Visit

# New Client?

Search for Clients By...

+ New Client + New Anonymous Visit

1. Select New Client
2. Fill out Personal Tab

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

Personal Information  
You are creating a new client profile

Bailey, Forest 131142

New client records will be removed in 72 hours if not completed. Complete this record by completing all numbered tabs.

\* First Food Bank Visit: Today **Okay to default to Today** Status: Pending

\* Last Name: Bailey \* First Name: Forest

\* Date of Birth: 01-01-1980 Age: 41 \* Gender: Male

Is Date of Birth Estimated? **DOB is important to distinguish between two people with the same name**

\* Marital Status:  Single  Divorced  Widowed  Common-Law  Married  Separated  Undisclosed

The Client ID number is visible on the upper right-hand corner

If DOB is not working on a tablet, click at the beginning of the field to enter the month. Click into the middle to enter in the day. Click at the end to enter in the Year. Once you click out of the field, it will auto calculate the age.

Address will autofill when you start typing. Select autofill option in order to fill City, County, State, and Zip Code automatically.

\* Street

\* City: Denver

\* County: Denver \* State: Colorado \* Zip Code

No Fixed Address / Undisclosed

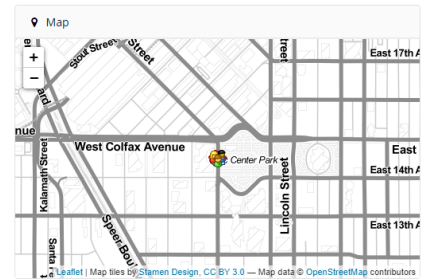
\* Housing Type

Emergency Shelter / Mission / Transitional  Private Rental  With Family / Friends

Evacuee  Public (Social) Housing  Youth Home / Shelter

Other  Undisclosed

Own Home  Unhoused



The following four questions are not required (no asterisk)  
Phone numbers are encouraged in case of food recall

Email Addresses

Phone Numbers

ID Type \* Confirmation

Languages

\* Referred By How did you hear about the pantry today?  
Common answers: Client/Friend/Family, Social Media, News/Outreach, and Faith Organization

\* Ethnicity  
 White / Anglo  
 Black / African American  
 Hispanic / Latino  
 American Indian / Native American  
 Asian  
 Alaska Native / Aleut / Eskimo  
 Middle-Eastern / North-African  
 Pacific Islander  
 Other  
 None  
 Undisclosed

\* Self-Identifies As  
 Disability  
 Veteran  
 Other  
 None  
 Undisclosed

Household Members

Name	Relationship	Gender	Age	Date of Birth
------	--------------	--------	-----	---------------

Household member information is important to understand the number of people we serve at each Mobile Pantry.

Household Member Info

\* Last Name  \* First Name

\* Date of Birth  Age  \* Gender  \* Relationship

Is Date of Birth Estimated?

\* Ethnicity  
 White / Anglo  
 Black / African American  
 Hispanic / Latino  
 American Indian / Native American  
 Other  
 None  
 Undisclosed  
 Asian  
 Alaska Native / Aleut / Eskimo  
 Middle-Eastern / North-African  
 Pacific Islander

\* Self-Identifies As  
 Disability  
 Veteran  
 Other  
 None  
 Undisclosed

ID Type \* Confirmation

### 3. Profile

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

Success: The client has been updated successfully.

Profile Information  
 See Client in View Mode Alexander, Anne 120674

\* Highest Education Level Completed

Grades 0-8  
 Grades 9-11  
 High School Diploma  
 GED  
 Post Secondary (some)  
 Tradeschool / Professional Accreditation  
 2 Year Degree  
 4 Year Degree  
 Master's Degree  
 PHD  
 Undisclosed

\* Employment Type

Post Secondary Student  
 Retired  
 Full-Time  
 Part-Time  
 None  
 Undisclosed  
 Other

Save & Previous Save Changes Save & Next

### 4. Monthly Income

1. Monthly Income

\* Anne Alexander (90 years old)  
 Primary Income Type Monthly Amount

+ Add

Income is a required field. There is an option for No Income or Undisclosed.

2. Monthly Income

\* Anne Alexander (90 years old)  
 Primary Income Type Monthly Amount

Select Type \$ 0.00

+ Add

3. Monthly Income

\* Anne Alexander (90 years old)  
 Primary Income Type Monthly Amount

Full Time Employment \$ 1000

+ Add

Anne Alexander is receiving the following: Government programs is not a required field, but highly encouraged.

Aid to Families with Dependent Children (AFDC)  
 Aid to Needy Disabled (AND)  
 Aid to the Blind or Disabled  
 Childrens Health Insurance Program (CHIP)  
 Section 8 Rental Assistance Program  
 Supplemental Assistance for Women, Infants and Children (WIC)  
 Supplemental Nutrition Assistance Program (SNAP)  
 Supplemental Security Income (SSI)  
 Grocery Boxes for Older Adults (historically known as CSFP)  
 Headstart  
 Low-Income Energy Assistance Program (LHEAP)  
 Medicaid  
 Temporary Assistance to Needy Families (TANF)  
 Vets Aid  
 Medicaid Eligible Foster Children  
 Medicare  
 Old Age Pension (OAP)  
 School Meals

Monthly Household Expenses Household Expenses is not a required field.

Expense Type Monthly Amount

+ Add

Monthly Gross Income	\$ 1000.00
Total Monthly Expenses	\$ 0.00
Monthly Net Income	\$ 1000.00

Save & Previous Save Changes Save & Next

## 5. Dietary Considerations-This is an optional question

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

Success  
The client has been updated successfully.

### Dietary Considerations

See Client in View Mode

Alexander, Anne 120674

Dietary Considerations

<input type="checkbox"/> *Other	<input type="checkbox"/> Halal	<input type="checkbox"/> Peanut	<input type="checkbox"/> Tree Nuts
<input type="checkbox"/> Dairy	<input type="checkbox"/> Kosher	<input type="checkbox"/> Pork	<input type="checkbox"/> Vegan
<input type="checkbox"/> Diabetic	<input type="checkbox"/> Milk	<input type="checkbox"/> Seafood	<input type="checkbox"/> Vegetarian
<input type="checkbox"/> Egg	<input type="checkbox"/> MSG	<input type="checkbox"/> Sesame	<input type="checkbox"/> Wheat
<input type="checkbox"/> Fruit	<input type="checkbox"/> No or Limited Cooking Equipment	<input type="checkbox"/> Soy	
<input type="checkbox"/> Gluten	<input type="checkbox"/> No Refrigeration	<input type="checkbox"/> Sulphite	

Save & Previous Save Changes Save & Next

## 6. Move on to Services tab. Two types of visits need to be recorded for each client

1. New TEFAP Mobile Pantry Visit
2. New Mobile Pantry Visit

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

### Services

See Client in View Mode

Freeman, Testi 136736

#### Household Summary

Total Monthly Gross Income	\$ 0.00
Total Monthly Expenses	\$ 0.00
Total Monthly Net Income	\$ 0.00

**New TEFAP Mobile Pantry Visit** Eligible Record a TEFAP mobile pantry visit

**New Mobile Pantry Visit**

**Next Profile Review**  
Apr 1st — in 79 days  
[Complete Review Now](#)

## 7. First, record a New TEFAP Mobile Pantry Visit

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

### Services

See Client in View Mode

Freeman, Testi 136736

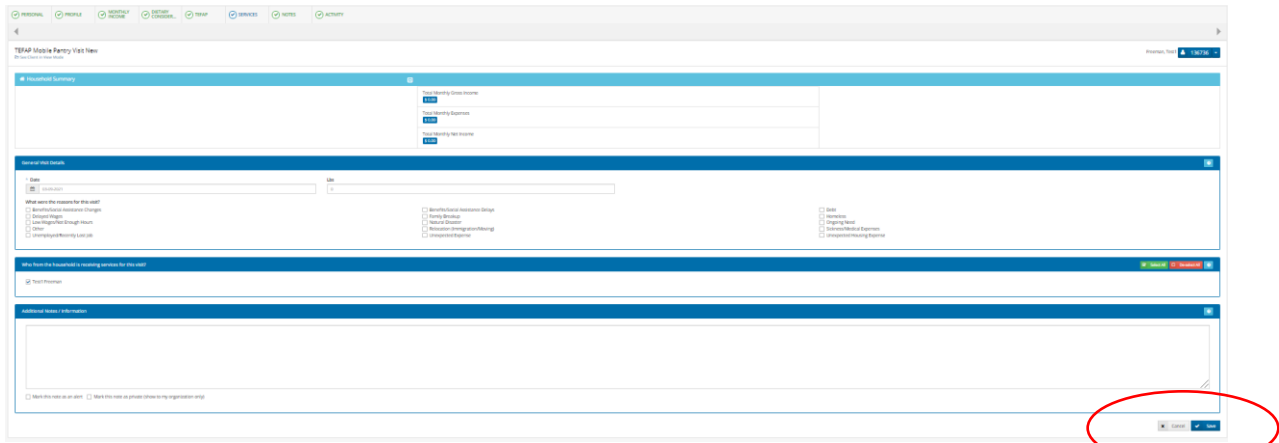
#### Household Summary

Total Monthly Gross Income	\$ 0.00
Total Monthly Expenses	\$ 0.00
Total Monthly Net Income	\$ 0.00

**New TEFAP Mobile Pantry Visit** Eligible Record a TEFAP mobile pantry visit

**New Mobile Pantry Visit**

**Next Profile Review**  
Apr 1st — in 79 days  
[Complete Review Now](#)



## 8. Then, record New Mobile Pantry Visit

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

Services Freeman, Test1 136736

See Client in View Mode

Household Summary

Total Monthly Gross Income	\$ 0.00
Total Monthly Expenses	\$ 0.00
Total Monthly Net Income	\$ 0.00

**New TEFAP Mobile Pantry Visit** Eligible

**New Mobile Pantry Visit**

**Next Profile Review**  
Apr 1st — *in 79 days*  
[Complete Review Now](#)



PERSONAL  
  PROFILE  
  MONTHLY INCOME  
  DIETARY CONSIDER...  
  TEFAP  
  SERVICES  
  NOTES  
  ACTIVITY

Mobile Pantry Visit New Freeman, Test1 136736

See Client in View Mode

**Household Summary**

Total Monthly Gross Income	\$ 0.00
Total Monthly Expenses	\$ 0.00
Total Monthly Net Income	\$ 0.00

**General Visit Details**

\* Date: 01-12-2021      Lbs: 0

What were the reasons for this visit?

<input type="checkbox"/> Benefits/Social Assistance Changes	<input type="checkbox"/> Benefits/Social Assistance Delays	<input type="checkbox"/> Debt
<input type="checkbox"/> Delayed Wages	<input type="checkbox"/> Family Breakup	<input type="checkbox"/> Homeless
<input type="checkbox"/> Low Wages/Not Enough Hours	<input type="checkbox"/> Natural Disaster	<input type="checkbox"/> Ongoing Need
<input type="checkbox"/> Other	<input type="checkbox"/> Relocation (Immigration/Moving)	<input type="checkbox"/> Sickness/Medical Expenses
<input type="checkbox"/> Unemployed/Recently Lost Job	<input type="checkbox"/> Unexpected Expense	<input type="checkbox"/> Unexpected Housing Expense

Who from the household is receiving services for this visit? Select All De-select All

Test1 Freeman

**Additional Notes / Information**

Mark this note as an alert  
  Mark this note as private (show to my organization only)

9. Double check that both a Mobile Pantry Visit and TEFAP Mobile Pantry Visit have been recorded for each client. This can be viewed lower on the Services Tab

Per page: 25

Visit / Service Date	Location / Program	Summary / Items Provided
11-04-2020	<b>Location</b> Training Agency B - TEFAP <b>Program</b> TEFAP Pantry Visit	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
11-03-2020	<b>Location</b> Training Agency C - Pantry <b>Program</b> Pantry Visit	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

10. You can view, edit, or delete each listing

11. Give New Client, Client ID Card and write number of households on Windshield (or sticky note)

12. Click on Dashboard to return to the home screen and record the next client!