Quick Click

Quick Click is a free feature of Link2Feed that allows Intake Users to more easily check clients into programs.

It can be activated for your organization by emailing L2F@foodbankrockies.org.

More information can also be found at: https://www.youtube.com/watch?v=KyX9uWqOEz0

or https://link2feed.atlassian.net/wiki/spaces/UserManual/pages/719028573/Quick+Click

1. In order to activate, please first email L2F@foodbankrockies.org
2. Once the Quick Click feature is activated, a green bar will appear on your User dashboard
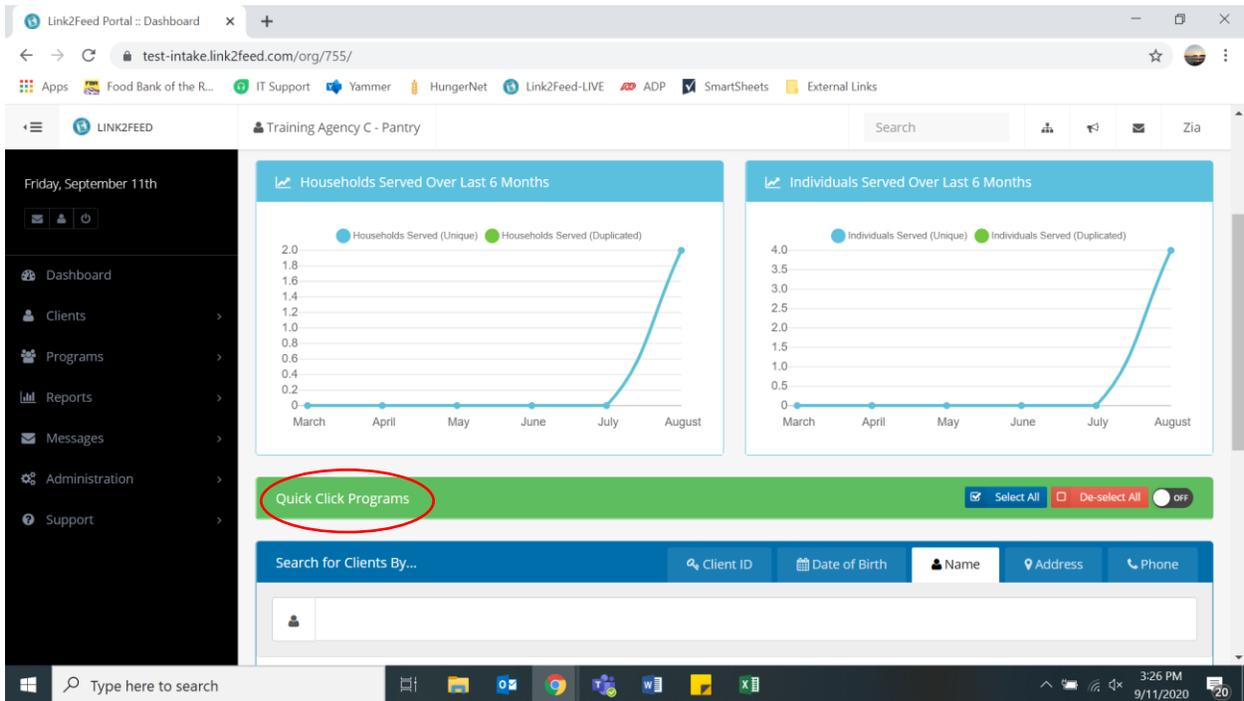
3. To turn on this feature, toggle the OFF button to ON (top left).

    If you do not want to record a client search as a visit, make sure this is toggled off.

4. Turn on the services that you would like to check the client in for. Double check accuracy between each client.
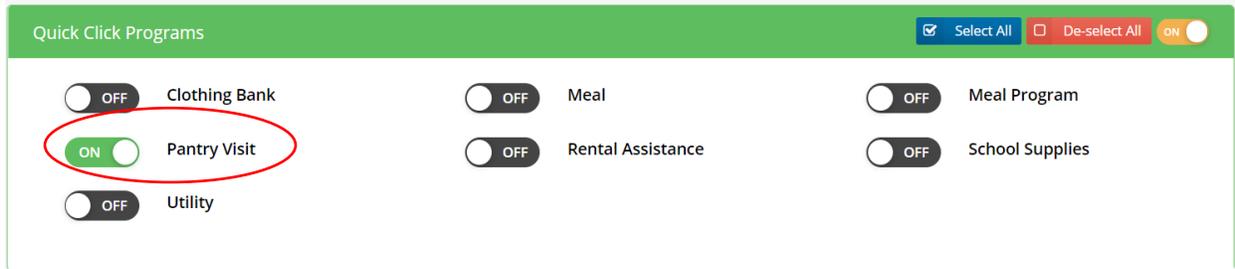
5. Type the client's name into the search bar. Once correct client is identified, click the enter key. If client is not in system, continue New Client intake as normal.
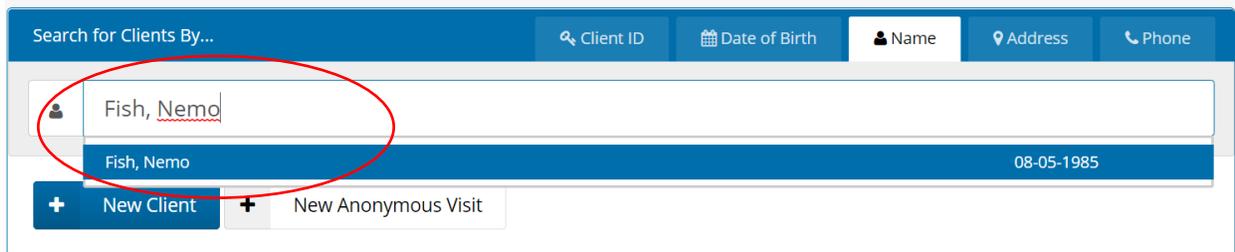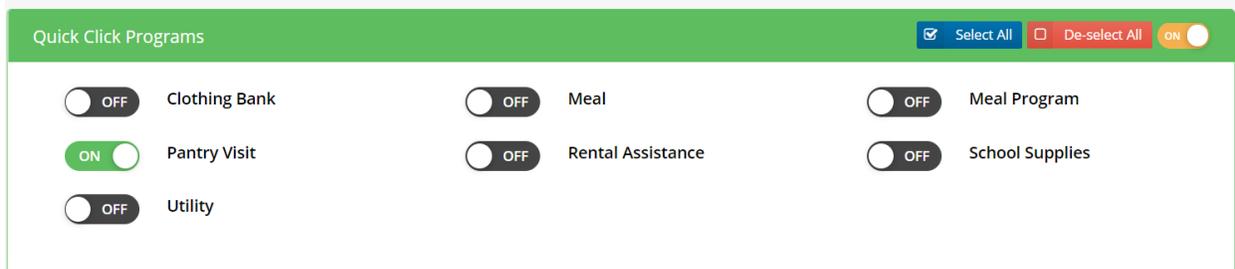
6. Service is now recorded and check in is complete.
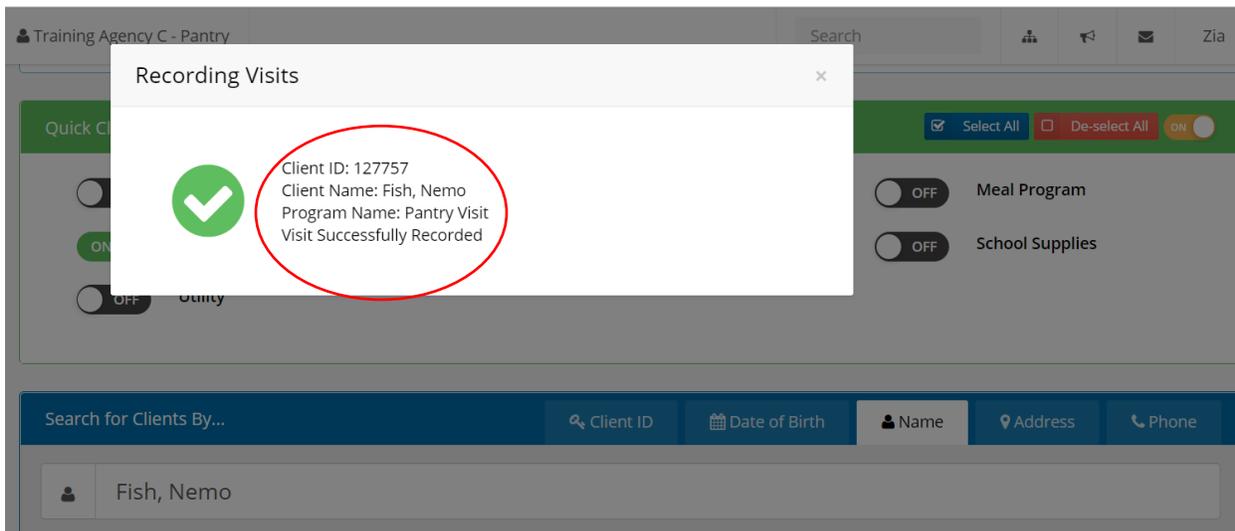
7. If client is due for a Profile Review, Quick Click will redirect you to their profile and it must be <u>fully reviewed</u> before service can be recorded.

8. Once Profile Review is complete, either click to record a standard visit (below) or return to the Dashboard and proceed with Steps 5 and 6.

If Client is accessing two or more services:

1. Simply toggle all applicable services on. (Can use Select All or De-select All Feature) Again, double check between each client to ensure accuracy.

2. Type the client's name into the search bar. Once correct client is identified, click the enter key.

If client is not in system, continue with New Client intake as normal.

3. If client is receiving TEFAP service, a signature screen will be prompted.

4. Once signature is recorded (if applicable), a confirmation screen will appear. It will separately list all recorded services.
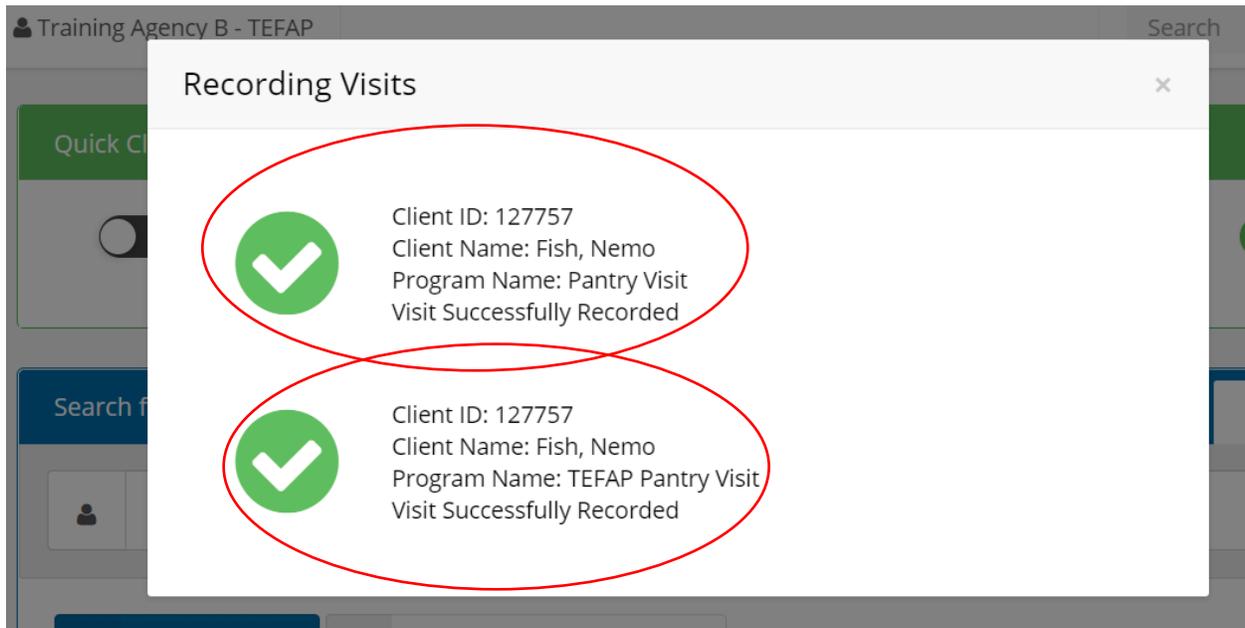
Client Search (No Visit)

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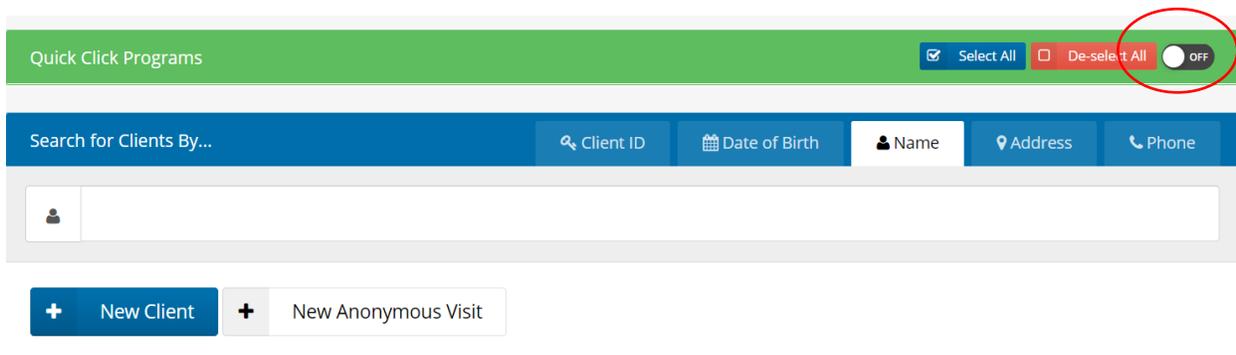
Further Questions?

Email: L2F@foodbankrockies.org

Watch: https://www.youtube.com/watch?v=KyX9uWqOEz0

Visit: https://link2feed.atlassian.net/wiki/spaces/UserManual/pages/719028573/Quick+Click