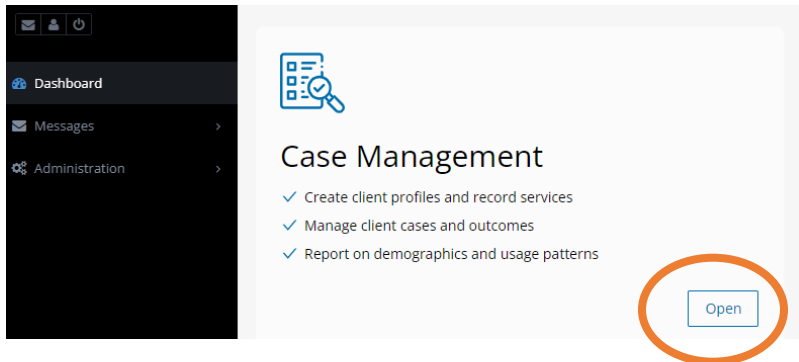
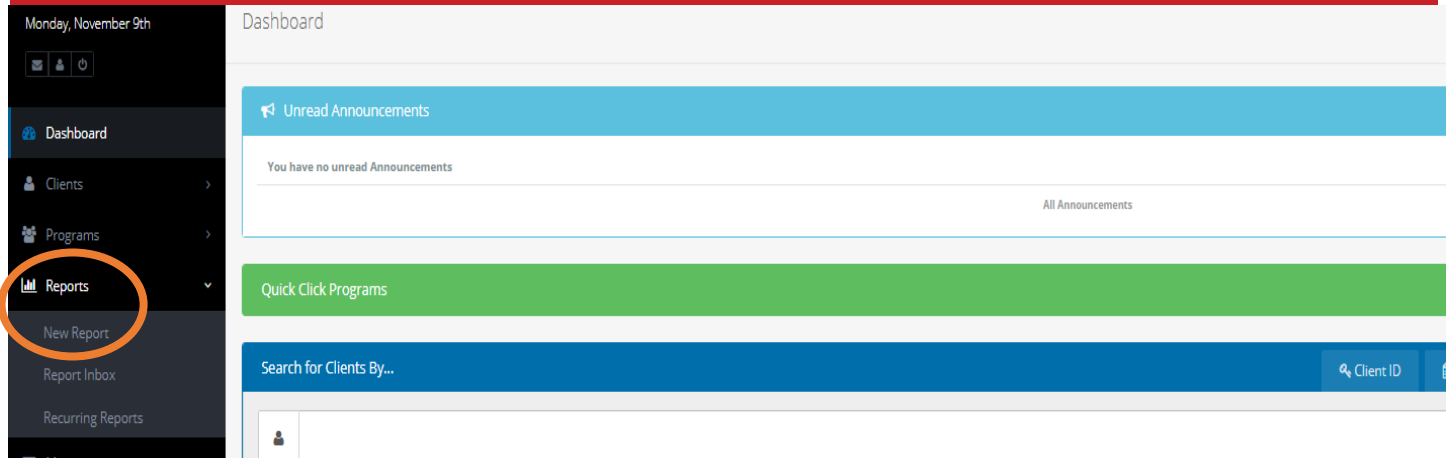


## STEP 1: Log into your account in Link2Feed and click "Case Management"



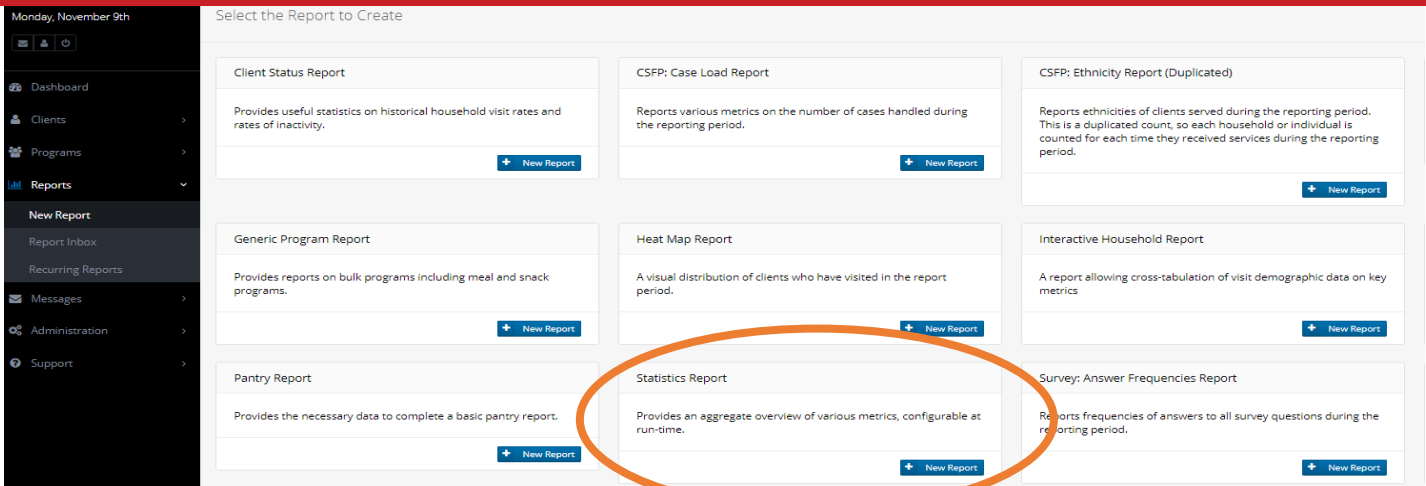
The screenshot shows the Link2Feed interface. On the left is a dark sidebar with navigation options: Dashboard, Messages, and Administration. The main content area is titled "Case Management" and features a magnifying glass icon. Below the title are three bullet points: "Create client profiles and record services", "Manage client cases and outcomes", and "Report on demographics and usage patterns". At the bottom right of the main content area, there is a blue "Open" button, which is circled in orange.

## STEP 2: On left hand screen – select the triangle beside "Reports" & click on "New Report"



The screenshot shows the Link2Feed dashboard. The left sidebar is expanded to show the "Reports" menu, which is circled in orange. The "New Report" option is highlighted. The main content area shows the "Dashboard" with sections for "Unread Announcements" (stating "You have no unread Announcements"), "Quick Click Programs", and a "Search for Clients By..." field.

## STEP 3: Find "Statistics Report" and click "New Report"



The screenshot shows the "Select the Report to Create" screen. It displays a grid of report options, each with a description and a "New Report" button. The "Statistics Report" option is circled in orange. The "Statistics Report" description reads: "Provides an aggregate overview of various metrics, configurable at run-time."

Report Name	Description	Action
Client Status Report	Provides useful statistics on historical household visit rates and rates of inactivity.	+ New Report
CSFP: Case Load Report	Reports various metrics on the number of cases handled during the reporting period.	+ New Report
CSFP: Ethnicity Report (Duplicated)	Reports ethnicities of clients served during the reporting period. This is a duplicated count, so each household or individual is counted for each time they received services during the reporting period.	+ New Report
Generic Program Report	Provides reports on bulk programs including meal and snack programs.	+ New Report
Heat Map Report	A visual distribution of clients who have visited in the report period.	+ New Report
Interactive Household Report	A report allowing cross-tabulation of visit demographic data on key metrics	+ New Report
Pantry Report	Provides the necessary data to complete a basic pantry report.	+ New Report
Statistics Report	Provides an aggregate overview of various metrics, configurable at run-time.	+ New Report
Survey: Answer Frequencies Report	Reports frequencies of answers to all survey questions during the reporting period.	+ New Report

**STEP 4: Give a title to your report – Example below of how it should be named**

Create a new Statistics Report

Titled

St. Mary's Food Bank -MIR – CSFP - 2020

**STEP 5: Drop down to “What I choose” and put dates from beginning of month to end of desired month OR day**

For the Following Cycle

Once Only  Recurring

Relative Dates

What I Choose

Custom Date Range

12-01-2022

and

12-31-2022

**STEP 6: Click the “Organizations” box and type your agency name – once highlighted, click it – SKIP COUNTY & CITY**

For the following

Select All De-select All

Add report data across the selected agencies

Organizations

Agua Fria Food & Clothing Bank 50308-50659

All Faith - Goodyear 51209

All Faith at Lighthouse Fellowship 52436

All Faith Com. Svc 50802-50401

**STEP 7: Select the program type you are running – Run ONLY “CSFP” for MIR Forms**

Program Types

- Multi-Service Program
- Backpack Program
- Non TEFAP Market
- USDA Pantry
- TEFAP
- Service
- Non TEFAP Mobile
- Meal Program
- Pantry
- SNAP
- CSFP
- Financial Assistance
- TEFAP Mobile

**STEP 7: Drop down the arrows next to “Served” and “Visits” Select the following: Served you ONLY need “Unique” for reporting and Visits “Food Provided”**

- Self-Identifies As
- Served
  - Served: Households/Individuals (Duplicated)
  - Served: Households/Individuals (Unique)
- Visits
  - Visits: Deliveries
  - Visits: Food Provided
  - Visits: Households Served by Number of Visits
  - Visits: Households Served by Program Name (Unique)
  - Visits: Individuals Served by Number of Visits
  - Visits: Items/Services Provided
  - Visits: Number of Visits (Duplicated)
  - Visits: Program Name/Program Type (Duplicated)
  - Visits: Provisions (Unique Households)
  - Visits: Quantity of Food
  - Visits: Referred To
  - Visits: Visit Reason
  - Visits: Vouchers Issued
  - Visits: Vouchers Spent
- ZIP/Postcode





STEP 8: Click "Create Report" on the right bottom of screen

ZIP/Postcode: Individuals (Unique)

STEP 9: Refresh website page so green check mark shows next to your report. If blue clock shows, report's not ready

<b>St. Mary's Food Bank -MIR – CSFP - 2020</b> Statistics Report	11-09-2020 @ 11:06 AM	NOT READY		
<b>Oct. 2020</b> Statistics Report With dates between 10-05-2020 and 10-30-2020	11-06-2020 @ 01:00 PM	READY		  

STEP 10: Click on the name of the report when the words turn blue and is clickable

<b>St. Mary's Food Bank · MIR - CSFP 2020</b> Statistics Report With dates between 10-01-2020 and 10-31-2020	11-09-2020 @ 11:06 AM		  
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STEP 11: You will need the 2 circled numbers to fill out the MIR form

	Households Served	Individuals Served
Our Lady of Fatima 50370-	118	108

Showing 1 to 1 of 1 entries

Previous 1 Next

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Visits: Food Provided Enable Scrolling Tools

The total of each "Food Provided" selected during visits.

	Cheese	Total
Our Lady of Fatima 50370-	108	108

**\*\*PRO TIP:** Always look at "individuals" not household (HH) number. The CSFP program serves to the individual not the HH; as you can see the numbers are different, since there were 2 seniors that received a box in one household. When recording MIR, you ONLY need "Individuals Served"

**STEP 12: (3) Forms Needed: This month's invoice, Blank MIR form, last month's completed MIR form**



**ST. MARY'S FOOD BANK  
COMMODITY SENIOR FOOD PROGRAM (CSFP)  
DISTRIBUTION SITE MONTHLY INVENTORY REPORT (MIR)**



Site Name: Your Agency's Name – No Acronyms Reporting Month: \_\_\_\_\_  
 Agency #: Your CSFP program # Reporting Year: \_\_\_\_\_

Current Month's Distribution		Boxes from last month	Boxes from this month	QUANTITY	
	On your invoice you will find which box # you received	Box # 126	Box # 127	Box #	Box #
1.) Total Boxes Received	Record # of boxes you had in inventory at the <i>start of the month</i> here (find remaining inventory thru last month's MIR) In this same row, record how many boxes you received for this <i>current month</i> .	7	119		
2.) Total Boxes Distributed	Record # of boxes distributed this current month here. Give out all last month's inventory first. Total # should match Link2Feed	7	101		
3.) Total Cheeses Received	Record # of cheeses you had in inventory from last month + amount received on this month's invoice for total	126			
4.) Total Cheeses Distributed	Record # of total cheeses you distributed for this current month here	108		Total Cheese # and Total Box # should only match if everyone that received a box, received a cheese	
Remaining Inventory at Month's End		Boxes from last month	Boxes from this month		
		Box # 126	Box # 127	Box #	Box #
5.) Number of Boxes Remaining	Record how many boxes you have left over from this month's distribution here.	0	18	= "Received" MINUS "Distributed"	
6.) Number of Cheeses Remaining	Record how many cheeses you have left over from this month's distribution here.		18		
Lost Product, If Any		Box #	Box #	Box #	Box #
7.) Report Any Box Loss*	Any CSFP boxes that were damaged, stolen or lost, please record here.				
8.) Report Any Cheese Loss*	Any cheeses that were damaged, stolen or lost, please record here.				

126 Total Received

108 Total Distributed

7 + 119 = 126 Cheeses

7 + 101 = 108 Cheeses

**STEP 14: Write your name, Agency's Name, & program # under "Print Name" – Sign & date MIR was completed**

Note: Inventory is defined as Number of Boxes or Number of Cheese

\*You must do a **physical** count of your remaining inventory of CSFP items at the end of each month.

Your name - Your Agency Name – Your agency number

**PRINT NAME**

**Date**

**\*\*PRO TIP:** Looking at the Link2Feed report on Step 11, the # of "individuals served" in Link2Feed should match the # of boxes given out at the distribution. In this example you had 126 Boxes and Cheeses on hand at the start of the event, you recorded 108 clients receiving each item so you should 108 clients logged in Link2Feed. You should have 18 boxes and 18 cheeses left in inventory. This # will only be different if you reported any losses at the event. Important to state reasons why you had a loss.

**Send MIR to your specific St. Mary's Representative  
You are DONE!**