St. Mary's Food Bank®
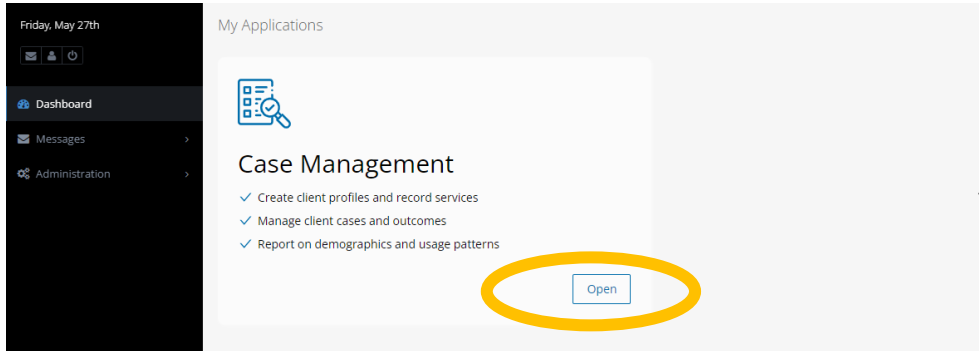
STEP 1: Login into your account in Link2Feed and click "Case Management"

Friday, May 27th

- Dashboard
- Messages
- Administration

My Applications

Case Management
- ✓ Create client profiles and record services
- ✓ Manage client cases and outcomes
- ✓ Report on demographics and usage patterns

Open

STEP 2: Click "Programs" on left-hand column & drop down to click "Record Data"

Programs ⌄

Record Data

Reports

All Announcements

Search for Clients By...   🔍 Client ID   📅 Date of Birth   👤 Nan
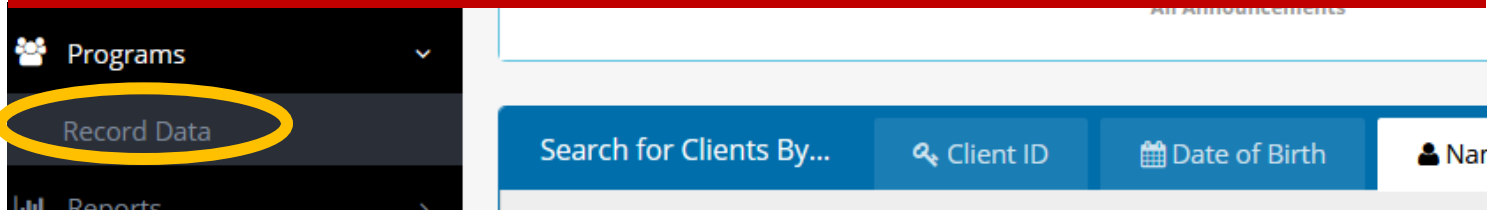
STEP 3: Click "Record Data" under "Congregate Feeding"

Congregate Feeding

Record Data
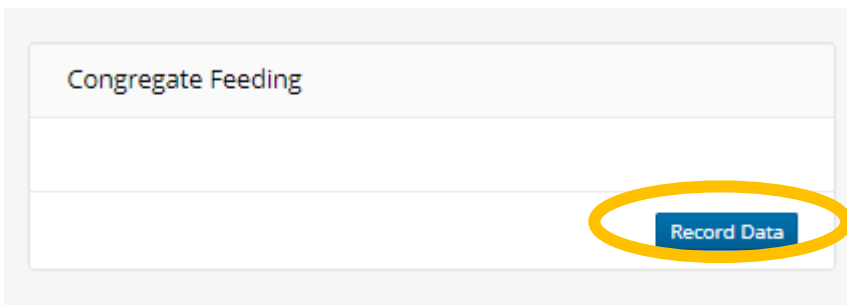
STEP 4: Select the date your distribution occurred, or if you distributed on multiple dates then select the LAST date you distributed food that month

Number of Bulk Entries Recorded

* Date

📅 03-31-2021
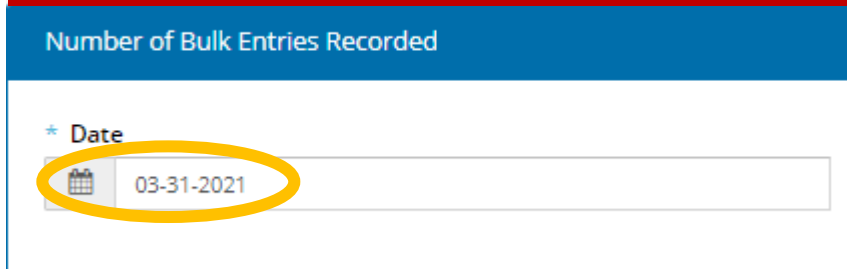
STEP 5: St. Mary's does not require to record adults, children, and seniors separately. You may skip all (3) lines if you please.

Children

Adults

Seniors

STEP 6: Enter in the total # of the meals you served in a month, click save

Number of Meals

✖ Cancel   ✔ Save