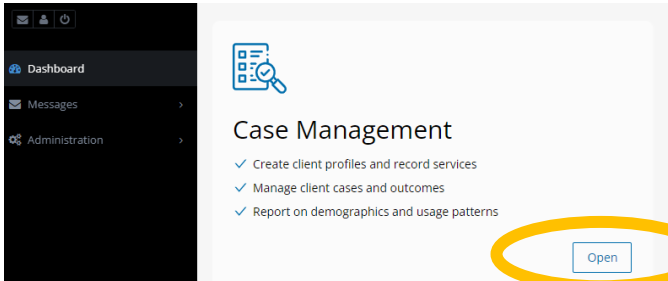
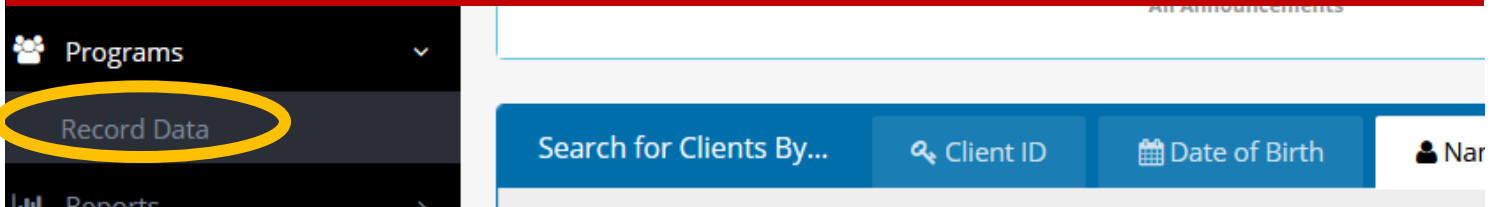


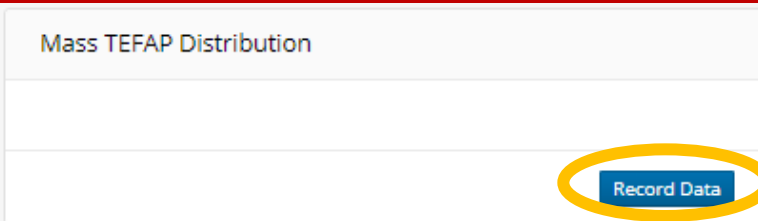
STEP 1: Login into your account in Link2Feed and click "Case Management"



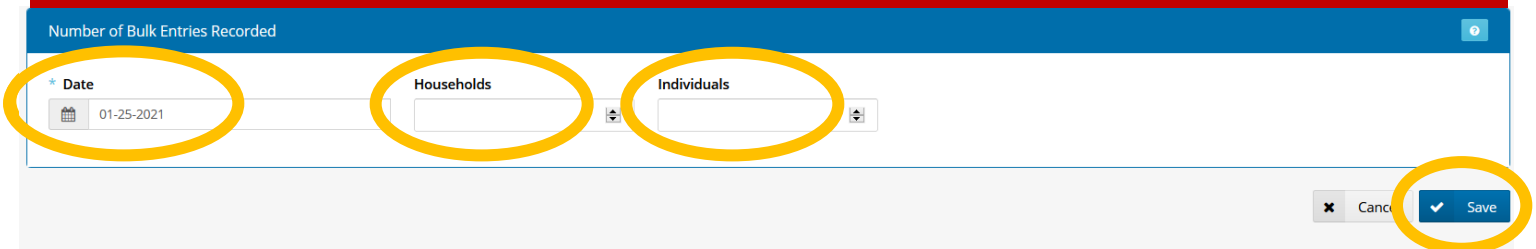
STEP 2: Click "Programs" on left-hand column & drop down to click "Record Data"



STEP 3: Under "Bulk Pantry Recording" click "Record Data"



STEP 4: Input Date of Distribution, total # of HH's and total # of individuals in HH's



****PRO TIP:** If you host multiple distributions throughout the month, put the DATE as the last date you distributed food that month. Calculate total # of HH & ppl served and enter as one mass click total.

STEP 5: Click save, page refreshes, entry shows total # of HH & individuals combined

Created	Worker	Program	Visit Date	Total
01-12-2021 @ 07:44 PM	Jessica Bass	Bulk Pantry Recording	01-11-2021	365