

## Link2Feed Newsletter: May 2021

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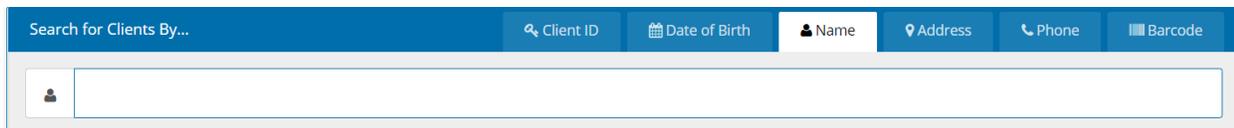
### Quick Tips for Quicker Intake

Link2Feed hosted a webinar earlier this year about quick ways to customize and speed up Link2Feed. You are welcome to watch the full webinar [here](#) – we also summarize some of the main takeaways for you below.

1. Preferred Search Field
2. Preferred Client Tab
3. Top Search Bar
4. Quick Click
5. Barcodes

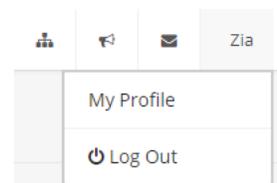
### Preferred Search Field

The standard search field is set to Name. Within this tab, you can search First Name/Last Name, Last Name/ First Name, or by Client ID Number. However, if you most often search by Date of Birth, Address, Phone Number, or Barcode, you can set your Link2Feed preferences to automatically select your preferred search field.



To change your preferred search field, find your name in the upper right-hand corner. Select My profile.

Within My Profile, scroll down until Preferred Quick Search. Select your preferred method from the drop-down box. Click Save.



\* Preferred quick search



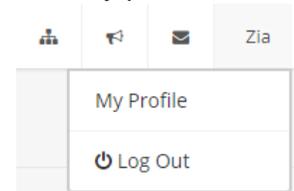
## Preferred Client Tab

When you pull up a client's existing profile, Link2Feed is automatically set to pull up the Personal Tab. However, if you'd prefer to set a different tab, you can!



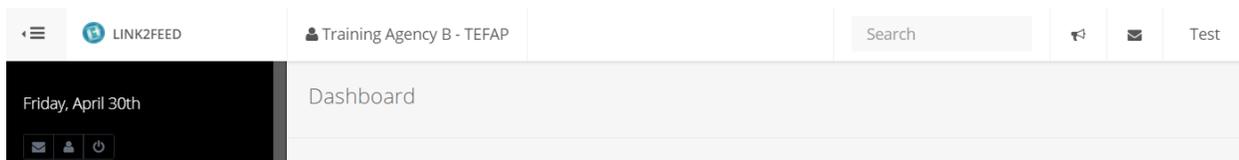
To change your preferred tab, find your name in the upper right-hand corner. Select My profile.

Within My Profile, scroll down until Preferred Client Tab. Select your preferred method from the drop-down box. Click Save.



\* Preferred client tab

## Understanding the Top Search Bar



From left to right:



This button hides or shows the Menu bar on the left-hand side of your screen. Condensing the menu is especially helpful if you are using Link2Feed on a tablet or phone to provide more screen space.



By clicking this button, you will be redirected to the Dashboard Page easily



Tells you the name of the organization that you are logged in under.



If you are a part of multiple organizations within Link2Feed, the family tree allows you to switch to another organization easily.



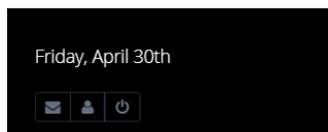
Announcements from Link2Feed about upcoming changes



Access messages from Food Bank of the Rockies



Click your name to edit your profile or log out



The envelope symbol directs you to messages.

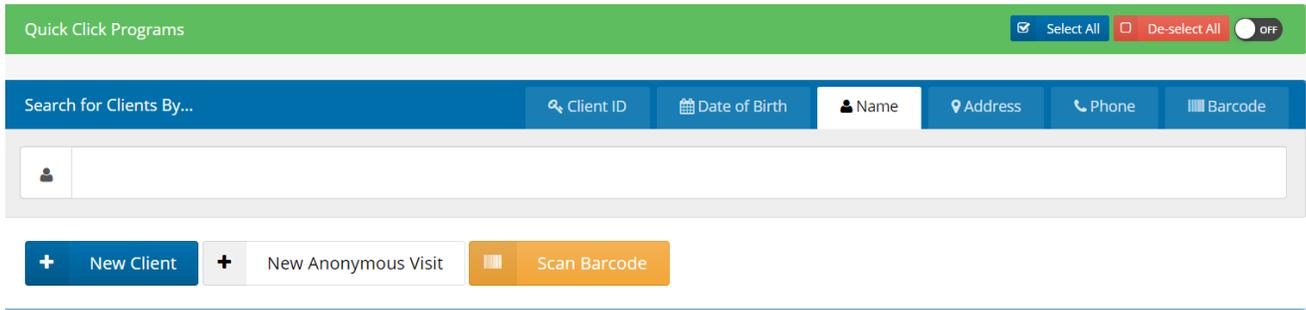
The person directs you to the My Profile page to easily alter your settings.

The power button enables you to quickly log out at the end of your session.

## Quick Click

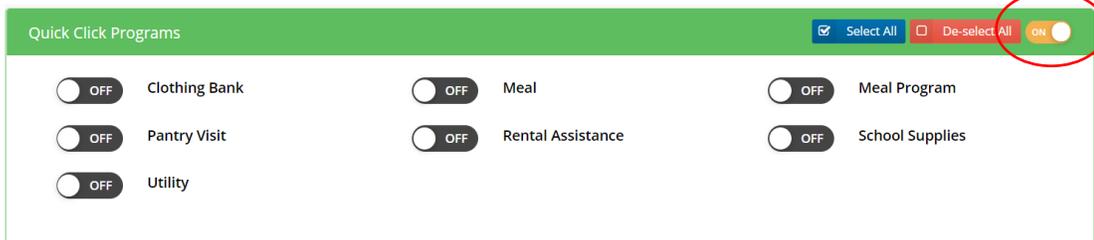
Quick Click is one of the best updates that Link2Feed has offered. Quick Click enables users to record visits with a simple click of a button.

If Quick Click is enabled on your account, you will see a green bar on your dashboard above the Client Search box. If it is not activated on your account or for your organization, please email [L2F@foodbankrockies.org](mailto:L2F@foodbankrockies.org) and we will activate it for you.

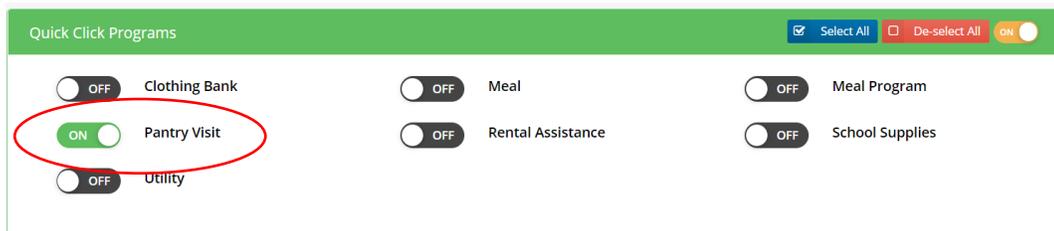


1. To turn on this feature, toggle the OFF button to ON (top left).

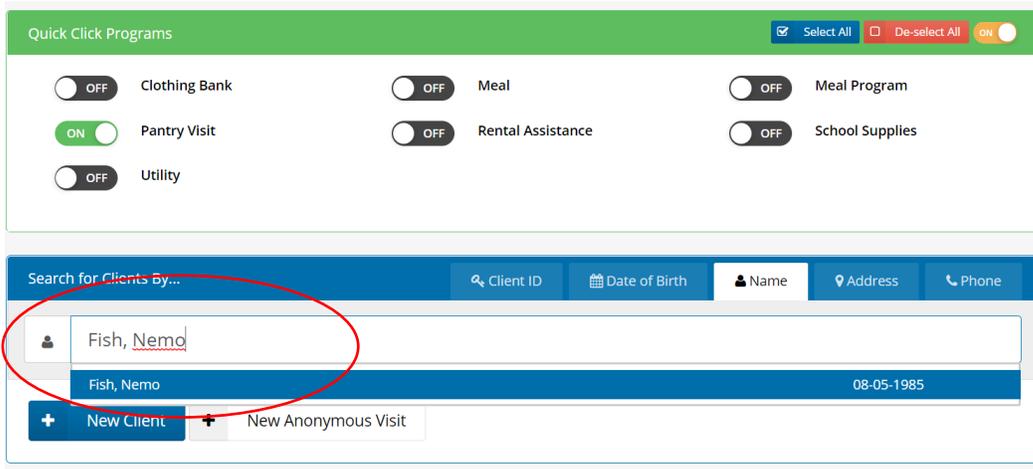
If you do not want to record a client search as a visit, make sure this is toggled off.



2. Turn on the services that you would like to check the client in for. Double check accuracy between each client.

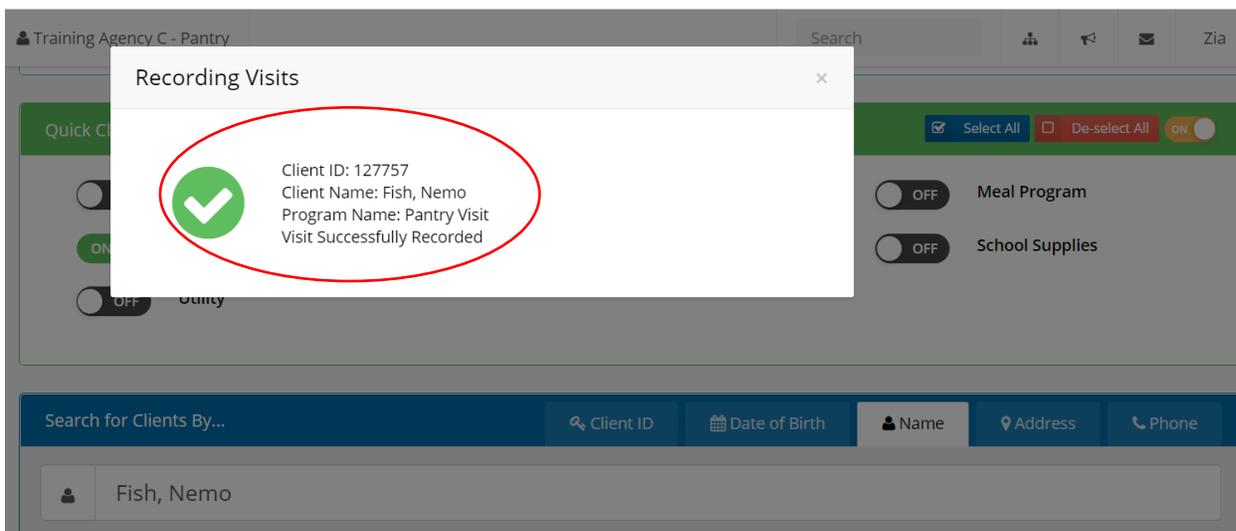


3. Type the client's name into the search bar. Once correct client is identified, click on the client's name.



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

4. Service is now recorded and check in is complete.



5. 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.

### Barcodes

The barcode feature is relatively new for Link2Feed. Instead of typing in a client's ID number, you can scan a barcode card using either a barcode reader or the camera on a smartphone/tablet. We are currently implementing the barcode feature at select trial partners. If your organization is interested in implementing the barcode feature for the future, please email [L2F@foodbankrockies.org](mailto:L2F@foodbankrockies.org) and we will reach out to you when we are ready to expand the feature!

If you'd like to learn more about the barcode feature, watch this video:  
<https://www.youtube.com/watch?v=PjSUPDgMbj4>

## Upcoming Webinar: Tuesday, June 8th at 12:30pm

### Topic: Round Table Discussion

Join us for our monthly Webinar Series for Active Link2Feed Users! On the second Tuesday of the month, we will host a half-hour, lunch-time Zoom call to review various features of Link2Feed. This month we are focusing on giving you a chance to ask your questions! If you know what questions you'd like to ask in advance, email them to [L2F@foodbankrockies.org](mailto:L2F@foodbankrockies.org). Otherwise, once the webinar has started, type them into the Zoom chat! No RSVP is required.

**Date:** Tuesday, June 8th at 12:30pm

**How:** Join Zoom Meeting

<https://zoom.us/j/97720221912?pwd=VmIETU9uNmhMTzhFV0lnTFZyM0tnZz09>

Meeting ID: 977 2022 1912

Passcode: 406418

## FAQ of the Month: Dietary Considerations

### Q: Is it worth asking client's dietary considerations?

**A:** Yes! The Dietary Considerations question may be last in the list of new client intake questions, but that does not mean it is not important! Your organization and Food Bank of the Rockies alike can use the information gathered from this question to better inform ordering decisions. For example, if a pantry services a large population that indicates that they avoid pork, you can help reduce food waste by ordering less of the product. Additionally, you may find that your organization services a lot of people with diabetes. You (or Food Bank of the Rockies) can now cater the food order to include less products containing sugar.

Dietary Considerations Freeman, Test1  136736

[See Client in View Mode](#)

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Dietary Considerations

<input type="checkbox"/> *None - N/A	<input type="checkbox"/> Egg	<input type="checkbox"/> No Refrigeration	<input type="checkbox"/> Vegetarian
<input type="checkbox"/> *Other	<input type="checkbox"/> Halal	<input checked="" type="checkbox"/> Peanut	<input type="checkbox"/> Wheat
<input type="checkbox"/> Avoids Gluten	<input type="checkbox"/> Kosher	<input type="checkbox"/> Pescatarian	
<input checked="" type="checkbox"/> Avoids Pork	<input type="checkbox"/> Low Sodium	<input type="checkbox"/> Shellfish	
<input type="checkbox"/> Avoids Soy	<input type="checkbox"/> Milk	<input type="checkbox"/> Tree Nuts	
<input type="checkbox"/> Diabetic	<input type="checkbox"/> No or Limited Cooking Equipment	<input type="checkbox"/> Vegan	

↶ Save & Previous ✓ Save Changes Save & Next

How can you see the existing Dietary Considerations of your existing client population? Run a Statistics Report and select Dietary Considerations: Households (Unique). The more clients you ask about Dietary Considerations, the better data you will receive!

## **Future Trainings**

If you know of other Partners looking to get started with Link2Feed, please refer them to the following link to sign up for beginner trainings: <http://bit.ly/L2FRSVP>

Know of any potential Link2Feed volunteers for our Mobile Pantry locations?

Have them sign up for a one-hour volunteer training on Volunteer Hub! Our next training is June 8<sup>th</sup> from 6:15-7:15pm!

<https://foodbankrockies.volunteerhub.com/event/56ad1719-ab8f-4c11-ac72-7eec28c575fe>

**Thank you for being dedicated Link2Feed users, we appreciate your participation!**

### *Further Questions?*

Email: [L2F@foodbankrockies.org](mailto:L2F@foodbankrockies.org)

Watch: <https://www.youtube.com/user/link2feed/videos>

Visit: <https://www.foodbankrockies.org/partner-portal/link2feed/>

**Wherever hunger rises, so can we.**

*To opt-out of future Link2Feed Newsletters, please reply with OPT-OUT*