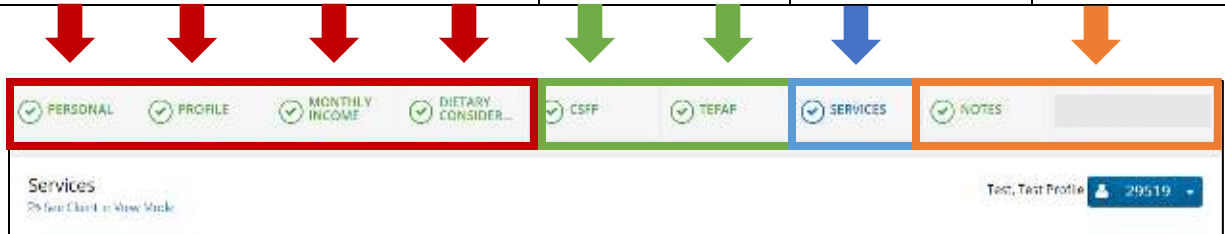
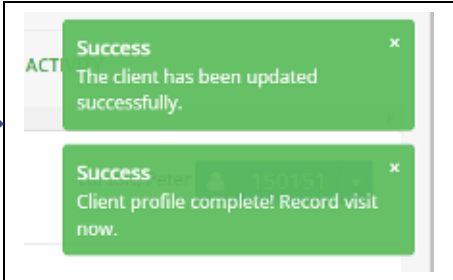


Link2Feed Data Entry Cheat Sheet

<p>The first four tabs are comprised of the Client's data and personal information – you will enter the data of these four tabs for any NEW client that is not already in the system.</p> <p>You will also want to update "Address", "Household Members" and "Income" when the client's profile is under review. These questions will be located within these first four tabs.</p>	<p>The following two tabs are for TEFAP and CSFP partners only. Clients must meet eligibility requirements to receive TEFAP or CSFP food.</p>	<p>The next tab is the Services tab – Record visits for clients in the Services Tab. Quick Clicks can alternatively record visits on the Dashboard page.</p>	<p>The last tab is the notes tab. It is not necessary to add a note about your client, but you can add a note as you see appropriate.</p>
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IMPORTANT!! If tabs 1-4 are not completed, the profile is considered incomplete and will automatically be deleted within 72 hours. Once the profile is completed, you will see a green alert, like this:



On the **Services tab**, it will indicate the client's last service visit.

- If it is not today, you have not done a service visit for this client yet.
- **IMPORTANT!!** If someone from the client household *already* came today, it will **ALREADY** have today's date. Link2Feed will not allow you to record a 2nd visit today for this client/household.



Whether you do a service visit for the client, or someone in their household already came, you should end up with the day's date and it says 'today', like this:



You can also scroll down on the SERVICES tab and see the list of all their service visits as another way to check if you recorded a visit for today.



Visit / Service Date	Location / Program	Summary / Items Provided
05-16-2022	Location Training Agency B - TEFAP Program TEFAP Pantry Visit	
04-12-2022	Location Training Agency B - TEFAP Program TEFAP Pantry Visit	