

Link2Feed Anonymous Visits Cheat Sheet

1) In the client dashboard, just below the search bar and next to the "New Client" visit, hit the button, "New Anonymous Visit."

New Client New Anonymous Visit	Search for Clients By	🍳 Client ID	🛗 Date of Birth	🛓 Name	♀ Address	📞 Phone
+ New Client + New Anonymous Visit	٤					
	+ New Client + New Anonymous Visit					

2) Hit the blue button that says either "New Partner Agency Pantry" or "New TEFAP Partner Agency Pantry."

Tu	esday, March 31st	-	Select Program for Anonymous Visit		
2 2	Dashboard		New Partner Agency Pantry		
•	Clients >				
1	Programs >				
h	Reports >				
Y	Messages >				
o,	Administration >				

3) Enter the number of children and adults (separately) in the households. Remember to backdate if you are entering numbers after the date of the distribution. Then hit "Save." You will be returned to the dashboard and your numbers will have been submitted.



New Anonymous Visit

Sit Details			
31-2020			
the household is receivin	ng services for this visit?		
of Adults	* Number of Children		