LINK2FEED INSTRUCTION AID
TOPIC: New Client Entry-D-TEFAP

Adding a New Client during Disaster Food Programming.

1. Select **New Client** from the dashboard
2. Fill out the information on the Personal Tab.
   a. Get as much information as possible to be able to build the client profile.
   b. Collect information for each family member to the best of your abilities and add them to the household.
3. Select **Save and Next**
4. The **Income** tab is the next page you get to you will select the small **+ADD** button
   a. Select ***D-TEFAP (this is the first option to populate in the list)**
5. Select **Save and Next**
6. Move directly to the **Services** tab at the top of the screen
7. Select **New Disaster TEFAP**
8. Adjust the date if needed
9. Select **Save**

If you are unable to get in contact with the new client to be able to build their profile your selected intake worker will be able to log an anonymous visit.

Recording an Anonymous Visit:

1. From the dashboard select **New Anonymous Visit**
2. Select **New Pantry Distribution**
3. Adjust the date if needed
4. **Enter the number of adults and children**
5. Select **Save**