# PURPOSE

This instruction aid covers the recording of Bulk Program (example: Soup Kitchen) services for an Agency.

# AUDIENCE

Agency employees and volunteers who record Bulk Program services to Agency clients

# PREREQUISITES

(A) Log In & PW Reset

# INSTRUCTION STEPS

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| 1. Select Bulk Program service |
| 1. Bulk Program: Record service |
| 1. Bulk Program: Save the record |

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| 1. **Select Bulk Program** | |
| 1. Select Programs from the side menu |  |
| **HINT: The side menu will remain visible as you navigate through Link2Feed** |  |
| 1. Select Record Data from Programs sub-menu |  |
| **HINT: If “No Programs Found” appears in Available Programs for Bulk Recording screen, contact BRAFB to request it be added to your user role.** |  |

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| 1. Click on the desired program |  |
| **HINT: There are a number of different programs, including “Soup Kitchen”, “Backpack” and “Shelter”** |  |

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| 1. **Record Bulk Program service** | |
| 1. Click “Record Data” |  |
| 1. “Record Data to [Program Name]” will appear at the top of the screen. |  |
| 1. Enter Number of People Served by age group. Date may be changed if entering data for a previous day |  |
| **HINT: If you do not separate meals served by age category, record visits under "Adults 18-65" and put "0" in the other sections.** |  |

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| 1. **Save the record** | |
| 1. Click “Save” |  |
| 1. The Bulk Program will appear in the Logs list |  |
| **Bulk Program Recording Complete** | |