# 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
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| 1. Bulk Program: Record service
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| 1. Bulk Program: Save the record
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| 1. **Select Bulk Program**
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| 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
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| **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
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| **HINT: There are a number of different programs, including “Soup Kitchen”, “Backpack” and “Shelter”** |  |

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| 1. **Record Bulk Program service**
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| 1. Click “Record Data”
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| 1. “Record Data to [Program Name]” will appear at the top of the screen.
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| 1. Enter Number of People Served by age group. Date may be changed if entering data for a previous day
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| **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**
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| 1. Click “Save”
 |  |
| 1. The Bulk Program will appear in the Logs list
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| **Bulk Program Recording Complete** |