Getting Information for your Meal Report

All agencies are required to complete a Monthly Meal Report on Lowcountry Food Bank's

website. This document provides instructions on how to get the information you need from Link2Feed.

- 1. On the left sidebar, click "Reports" and then "New Report"
- 2. Click "Create New Report" under Agency Report



- 3. Under "New Agency Report" type a title for your report. It may be useful to make the title something like, "April 2022 USDA" or "April 2022 Total."
- 4. Sharing: Click "Just Me"
- 5. For the Following Cycle:
 - a. Only Once- Select this option to run a report
 - b. For Relative Dates, select the first option "What I Choose"
 - c. Enter the start and end dates for the time period for you wish to run a report

For the Following Cycle					
Once Only Recurring					
Relative Dates	Ci	ustom Date Range]
What I Choose	-	Start Date	and	End Date	

- 6. Organization
 - a. Select the option "By Name"
 - b. Click in the empty box to select your agency name

Organizations	Select All Deselect All
By Name By County By City	Show Inactive OFF
AD00700 Dogwood Hill Baptist Church 🗶	

- 7. Program Types: TEFAP=USDA, Pantry=Non-USDA
 - a. Choose TEFAP to run a report to get your USDA numbers.
 - b. Choose TEFAP and Pantry to run a report to get your TOTAL numbers (USDA and non-USDA clients)
 - c. Once you complete your TEFAP report, repeat steps 1-6 and run a second report to get your TEFAP and Pantry numbers

Program Types			Select All Deselect All
ТЕГАР	Pantry	CSFP	Meal Program

8. After choosing the program type, click "Create Report" at the bottom of the page.

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April Report

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dates between 04-01-2020 and 04-30

9. You'll be taken to "Your Reports" page. The blue clock symbol under "Status" shows that your report is queued but not complete. Wait a moment and then **refresh the webpage**. The blue clock will change to a green check mark. Click on the title of the report to open it.

	III YOU' REPORTS / Your recurring reports					
	Your queued and completed reports.				Per page:	25
	Títle	¢	Requested	s	itatus	
	April Report Pantry Report		02-25-2020 @ 11:13 AM		0	
Γ	III YOUR REDORTS / Your recurring reports	_				
	Your queued and completed reports.				Per page:	25
	Title	-	Requested	St	atus	

10. For easy viewing, once your report opens, click on the blue "Print View" button in the top righthand corner. A new tab will open. On the left click "Prevent graphs from printing". This will remove the graphs making it easier to read the report. To print, click "Print Popup".

02-25-2020 @ 11:13 AM

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🖨 Print View	With dates between November 1st 2021 and November 30th 2021 For information on how reports are calculated see the Report Basics Document and Report Definitions Document Image: Prevent graphs from printing Print Popup
	Age Group: Individuals (Duplicated)
Enable Scrolling Tools	

11. The numbers needed for your Monthly Report are:

- a. Age Group: Individuals- **Duplicated** (1st Row)
- b. Served: Household/Individuals- **Duplicated** (3rd Row)

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ſ	Age Group: Individuals (Duplicated)						
I		0-17 years	18-59 ye	ars	60+ years	Total	Estimated Date of
l	AS19500 Socastee Pantry of Faith Outreach Ministries	41	188		130	359	30
		0-17 vears	18-59 ve	ars	60+ vears	Total	Estimated Date of
	AS19500 Socastee Pantry of Faith Outreach Ministries	30	136		88	254	21
ſ	Served: Household/Individuals (Duplicated)						
l				Households Served			Individuals Served
l	AS19500 Socastee Pantry of Faith Outreach Ministries			148			359
	Served: Household/Individuals (Unique)						
				Households Served			Individuals Served
	AS19500 Socastee Pantry of Faith Outreach Ministries			103			254

12. These numbers represent the people you served during the month. Use them to complete your online Monthly Meal Report on the Lowcountry Food Bank website. <u>https://lowcountryfoodbank.org/about-us/partner-agencies/meal-report/</u>

DISASTER RESPONSE FAQS NEWS CONTACT PARTNER AGENCIES DONATE O LOWCOUNTRY FIND FOOD ~ GET INVOLVED ~ WAYS TO GIVE ~ ABOUT US ~								
Meal Report								
Click on the button below to submit your Monthly Meal Report. Please note this is due by the 5th of each month. Submit Monthly Meal Report								

REMEMBER: You must run 2 reports to get the correct numbers needed for your monthly Meal Report.

- 1- TEFAP Report= USDA Clients Served
- 2- TEFAP and Pantry Report= Total Clients Served