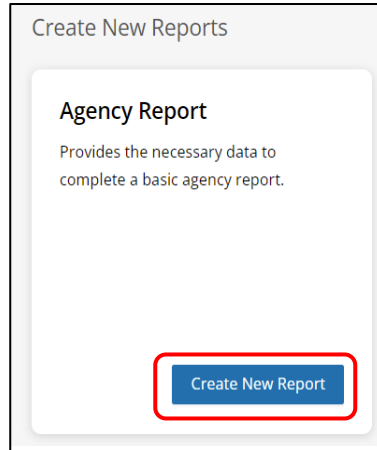
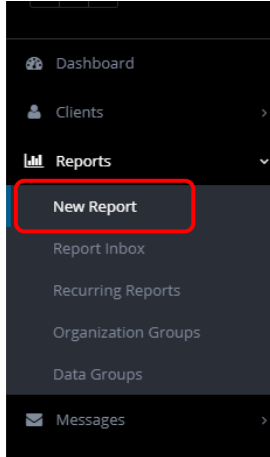


Link2Feed Agency Report

This document provides instructions on how to run a report in Link2Feed to determine the number of households and individuals served in a given time.

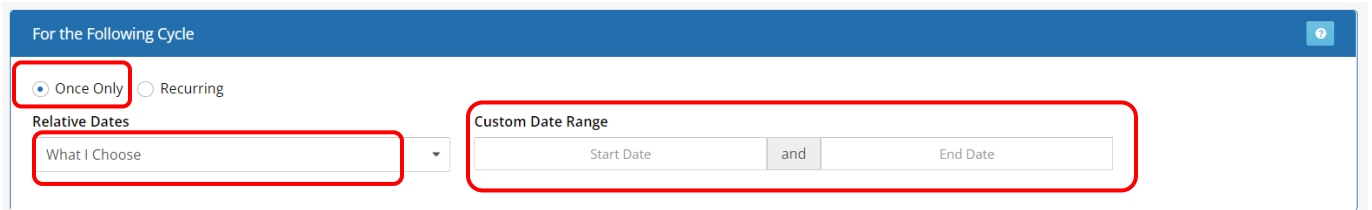
1. On the left sidebar, click "Reports" and then "New Report"
2. Click "Create New Report" under Agency Report



3. Under "New Agency Report" type a **title** for your report. It may be useful to make the title something like, "April 2022".
4. **Sharing:** Click "Just Me"

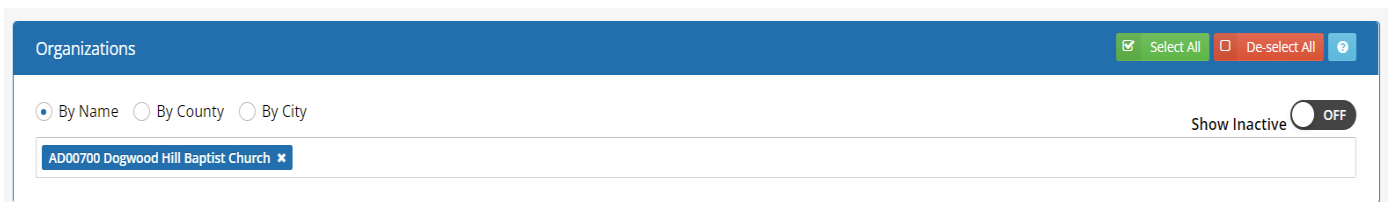
5. For the Following Cycle:

- a. Only Once- Select this option to run a one-time report
- b. For Relative Dates, select the first option "What I Choose", or pick from the list of available date ranges
- c. Enter the start and end dates for the time period you wish to run the report
- d. You also have the option to set recurring reports



6. Organization

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



7. **Program Types:** TEFAP=USDA, Pantry=Non-USDA

- a. Choose TEFAP and Pantry to run a report to get your TOTAL number served

Program Types

☒ Select All ☐ De-select All ?

☒ TEFAP ☒ Pantry ☐ CSFP ☐ Meal Program

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

✕ Cancel ✓ Save Template ✓ Create Report

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.

Your Reports / Your recurring reports

Your queued and completed reports. Per page: 25

Title	Requested	Status
April Report Pantry Report	02-25-2020 @ 11:13 AM	

Your Reports / Your recurring reports

Your queued and completed reports. Per page: 25

Title	Requested	Status
April Report Pantry Report With dates between 04-01-2020 and 04-30-2020	02-25-2020 @ 11:13 AM	

10. For easy viewing, once your report opens, click on the blue "Print View" button in the top right-hand 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".

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

Prevent graphs from printing

Print Popup

Age Group: Individuals (Duplicated)

Enable Scrolling Tools

11. The report will show two categories of data, Duplicated and Unique:

- a. **Duplicated** (1st and 3rd Rows)- These numbers represent each visit that you recorded, including multiple visits from the same household/individual. These are the same numbers that the food bank looks for each month.

Age Group: Individuals (Duplicated)

	0-17 years	18-59 years	60+ years	Total	Estimated Date of
AS19500 Socastee Pantry of Faith Outreach Ministries	41	188	130	359	30

Age Group: Individuals (Unique)

	0-17 years	18-59 years	60+ years	Total	Estimated Date of
AS19500 Socastee Pantry of Faith Outreach Ministries	30	136	88	254	21

Served: Household/Individuals (Duplicated)

	Households Served	Individuals Served
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