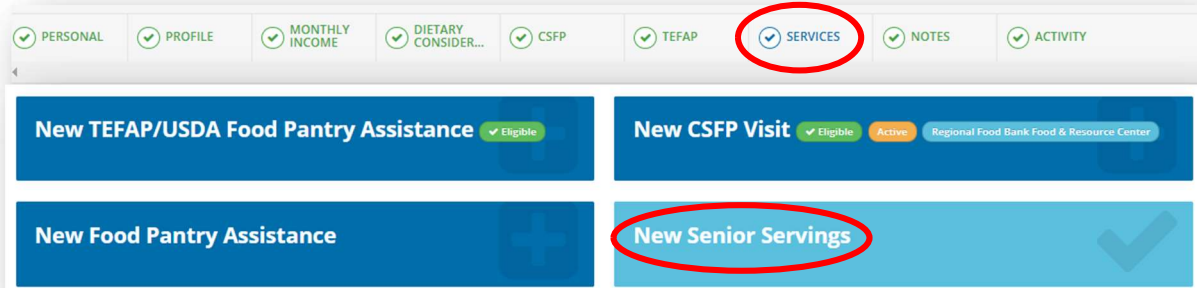


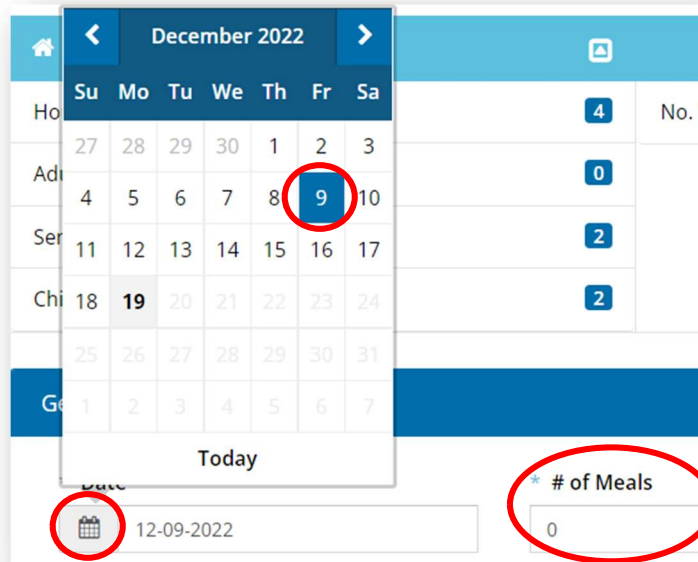
Entering Historical Distributions in Link2Feed

- From the "Services" tab in L2F click the "New Senior Servings" button.



The screenshot shows the top navigation bar with tabs: PERSONAL, PROFILE, MONTHLY INCOME, DIETARY CONSIDER..., CSFP, TEFAP, **SERVICES** (circled in red), NOTES, and ACTIVITY. Below the tabs are four buttons: "New TEFAP/USDA Food Pantry Assistance" (with an "Eligible" tag), "New CSFP Visit" (with "Eligible" and "Active" tags and a "Regional Food Bank Food & Resource Center" link), "New Food Pantry Assistance", and "New Senior Servings" (circled in red with a blue checkmark icon).

- Click the calendar icon and select the historical distribution date. Enter the number of meals distributed to the client(s).



The screenshot shows a calendar for December 2022. The date '9' is circled in red. Below the calendar is a 'Date' field containing '12-09-2022' (circled in red) and a '# of Meals' input field containing '0' (circled in red).

- Under the "Who from the household is receiving services for this visit?" section **check only the senior(s) receiving meals** for this visit. Click "Save" to close record.



The screenshot shows a section titled "Who from the household is receiving services for this visit?". Below the title are four checkboxes: "troy webb", Kara Stewart (circled in red), "Eli Webb", and "Lane Austin".

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