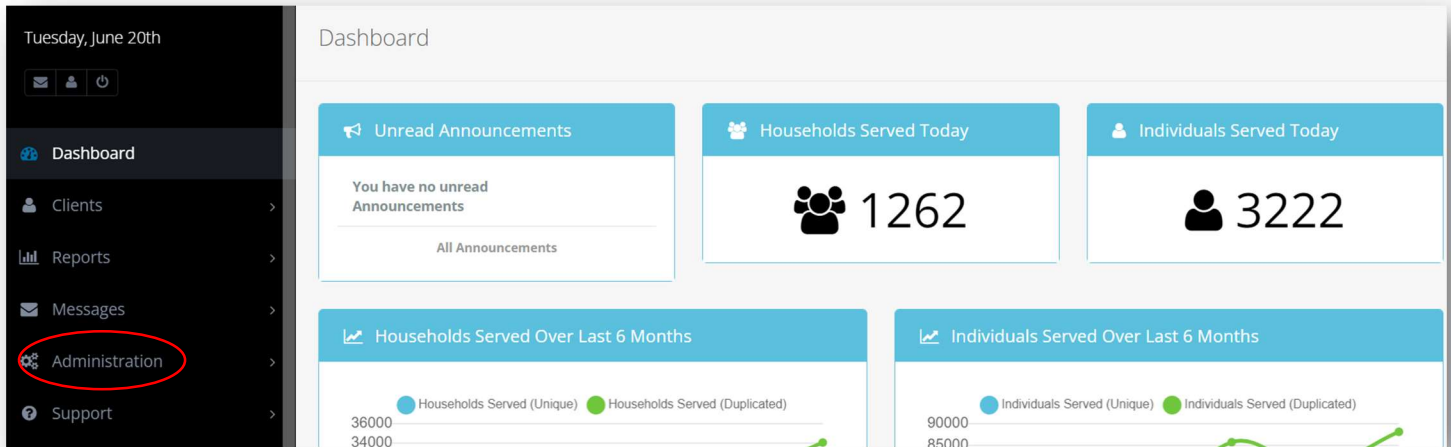
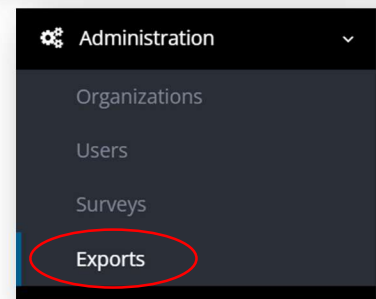


## Creating Meal Distributions Export in Link2Feed

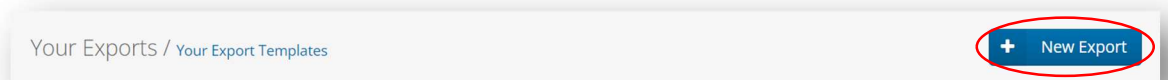
1. Click the *Administration link* from the Dashboard within Link2Feed.



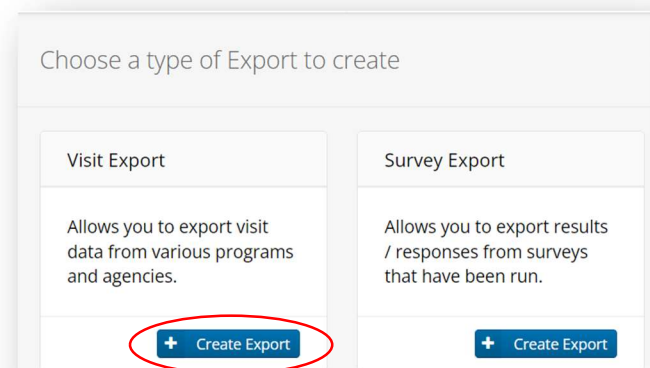
2. Click the *Exports link* from the Administration link drop down.



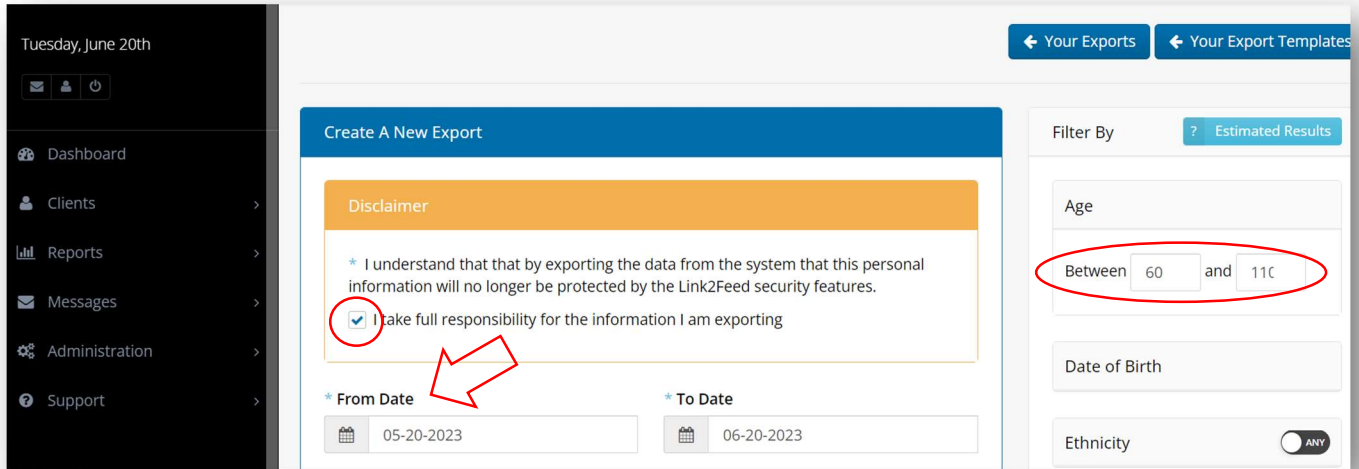
3. Click the *New Export* button.



4. Click the *Create Export* button under the Visit Export field.

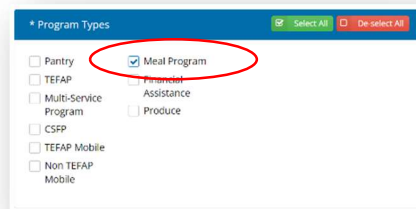


5. Select the check-mark box under the *Disclaimer* to begin creating the export template.

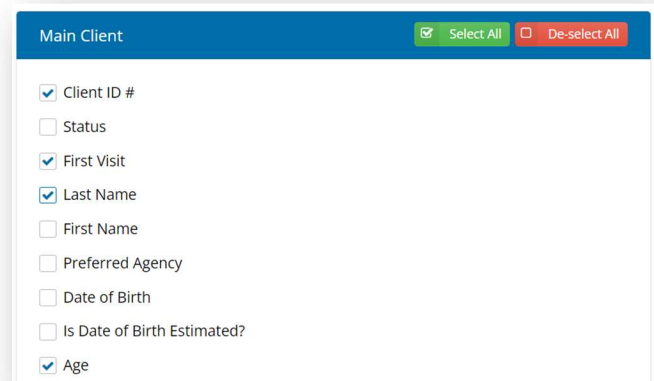
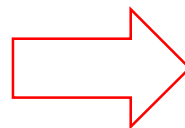


6. Enter *report date range, minimum and maximum age* for the report filters.

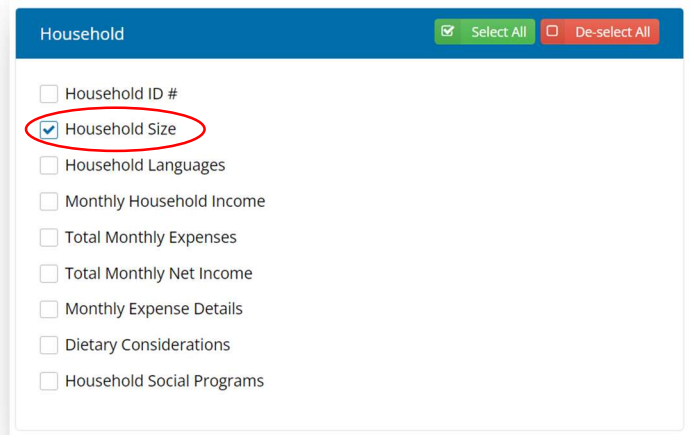
7. Select *Meal Program* from the Program Types field.



8. Select options you'd like to see within the report, such as *Client ID #, First Name, Age, etc.* from the Main Client field.



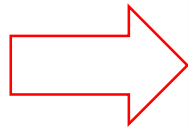
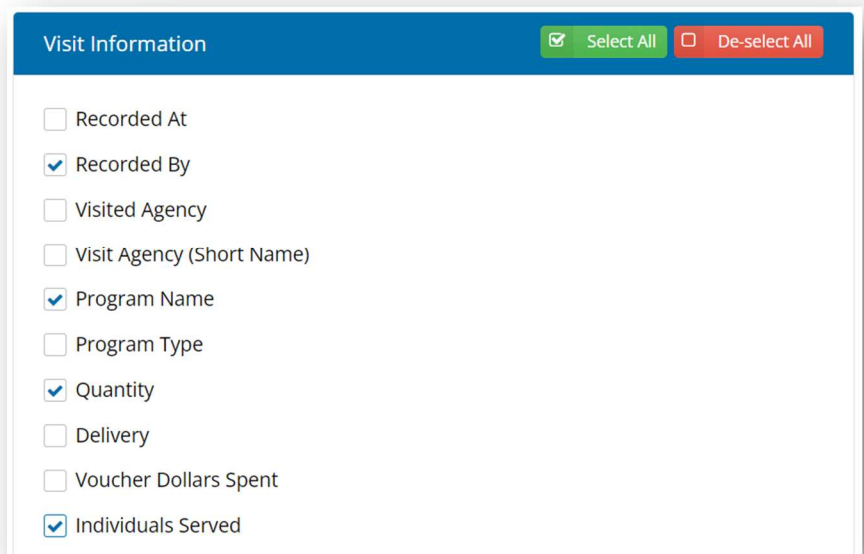
9. Select *Household Size* from the Household field.



Household ✔ Select All ❏ De-select All

- Household ID #
- Household Size
- Household Languages
- Monthly Household Income
- Total Monthly Expenses
- Total Monthly Net Income
- Monthly Expense Details
- Dietary Considerations
- Household Social Programs

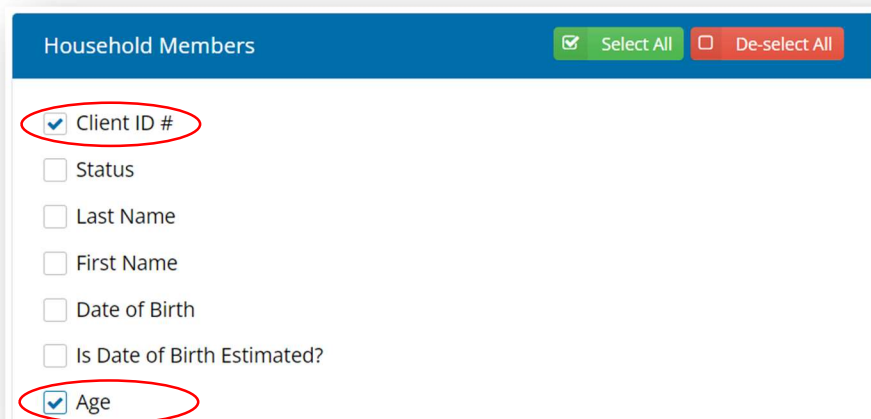
10. Select *Quantity* and *Individuals Served* from the Visit Information field. You can also select *Recorded By* to see which user entered the information.

Visit Information ✔ Select All ❏ De-select All

- Recorded At
- Recorded By
- Visited Agency
- Visit Agency (Short Name)
- Program Name
- Program Type
- Quantity
- Delivery
- Voucher Dollars Spent
- Individuals Served

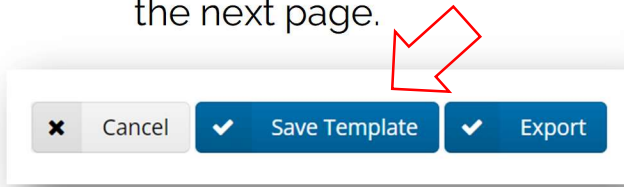
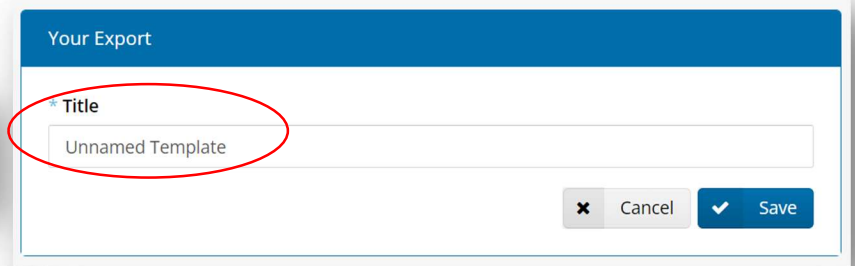
11. Select *Client ID #* and *Age* from the Household Members fields.



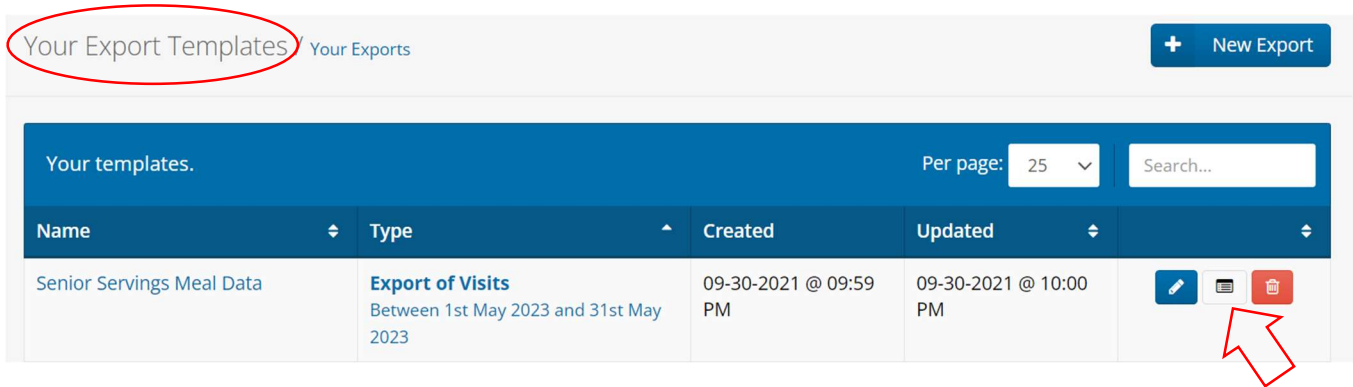
Household Members ✔ Select All ❏ De-select All

- Client ID #
- Status
- Last Name
- First Name
- Date of Birth
- Is Date of Birth Estimated?
- Age

12. Click the *Save Template* button at the bottom of the page. Name the export on the next page.

13. This and all other export templates you create can be found within Link2Feed under the **Your Export Templates** page.



14. To run the export, please click the **Export icon**, accept Disclaimer, update report date range (if needed), then click the *Export button* located at the bottom of the page to begin.

15. **Download** the completed export to view Senior Servings meal data including possible *missing meal quantity* and *incorrect number of individuals served*.

Visit Date	Client ID	Client First Name	Client Last Name	Client Age	Household Size	Recorded By	Visited Agency	Program Name	Quantity	Individuals Served
2023-05-09	1234567	Becky	Jolly	66	1	Sarah Edgin	Regional Food Bank Food & Resource Center	Senior Servings	12	1
2023-05-09	5466789	Robert	Case	72	3	Sarah Edgin	Regional Food Bank Food & Resource Center	Senior Servings	6	3
2023-05-09	97542145	Sam	Lafleur	71	5	Sarah Edgin	Regional Food Bank Food & Resource Center	Senior Servings	6	5
2023-05-09	7765435	Amanda	Anderson	95	1	Sarah Edgin	Regional Food Bank Food & Resource Center	Senior Servings		1



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**Senior Servings questions/assistance:** Sarah Edgin, office: 405-600-3198, [sedgin@rfbo.org](mailto:sedgin@rfbo.org)