

The Quick Click Feature in Link2Feed



Quick Click allows users the convenience of recording **one** service instantly in Link2Feed! Once selecting a client's name from the search menu, you'll receive an instant pop-up window to record the food assistance, all from the Dashboard page.

This setting is strictly to record a QUICK visit by date for the entire household. If a user wants to also record quantity of boxes/bags provided or select any additional items such as types of Foods Provided, Items/Services Provided, or referrals, this feature is **not** applicable.

Benefits:	Limitations:
- Will expedite the recording of a single assistance visit	- Can't select household members receiving assistance
- Will match well when using barcodes	- Can't be used for back-dating visits
	- Can't be used with appointments

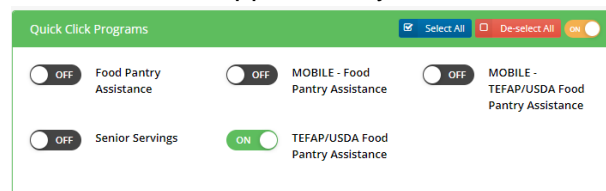
For a quick overview of the Quick Click feature, please watch this video (start at the 2:00 minute mark): <https://www.youtube.com/watch?v=KyX9uWqOEz0>

How it Works:

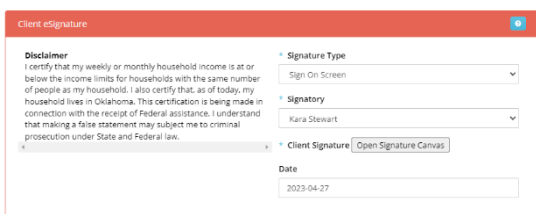
- To use, turn the feature on by toggle the button on the right side to ON.



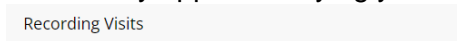
- Once the feature is toggled ON, a menu of available program services will appear and you can select the services you would like to record for the client.
 - Best Practice is to **only select one service at a time** for Quick Click.
 - If you select more than one service, *all* services will be recorded for client in the Quick Click.



- Search for the client as usual or scan the barcode. (Note: if the client is not in Link2Feed, continue with a new client intake as normal.)
- With any service that needs a signature (such as TEFAP or CSFP), the signature pop-up will appear.



- After the signature (if needed), a pop-up will automatically appear notifying you that the service(s) has now been recorded and check-in is complete.



Client ID: 3322807
 Client Name: Stewart, Kara
 Program Name: TEFAP/USDA Food Pantry Assistance
 Visit Successfully Recorded

- If a client is due for a Profile Review, QuickClick will redirect you to their profile and it must be fully reviewed before service can be recorded.
- On the Dashboard page, at the bottom of the Search menu bar, there will be a history of Quick Click Visits that have been entered. In case there's been an error or mistake, you can always edit or delete the visit.

To Turn this Feature On: If your agency would like this feature, please contact Janee Rudolph (jrudolph@rfbo.org) and/or Melissa Rogers (mrogers@rfbo.org) with the name of your organization and the email addresses of those needing access.