

How To Run a Monthly Service Report in Link2Feed

Purpose: This report counts how many visits occurred at a site in the timespan queried with duplicated (non-unique) visits if any. For unique households, see [How to Run an Interactive Household Report](#)

Note: This report shows an anonymized number and does not list clients. If you need a list of specific client names (such as to help Food Pantry with families with children get Christmas gifts), you will not have access to the privileges you need for that tool. Request it from Lauren Boyle at lboyle@pittsburghfoodbank.org

-Where to Begin-

- Go to https://accounts.link2feed.com/users/sign_in
- Log into the Portal with your username and password for Link2Feed.
(Contact Lauren Boyle if you need a login)
- This takes you to the Dashboard screen.

-Getting to the Correct Report-

- On the Dashboard screen, at the top you will see a small banner with **PBRO1044-1: Brookline Christian Food Pantry**. This is our organization's name. Under the banner, you will see **My Applications**.
- In the **Case Management box**, click **Open**
- On the panel on the left, select the dropdown for **Reports**, then **New Report**.
- You will see several options for a variety of reports. Choose **Agency Report**.

Filling out the fields for the report-

Title: If this is a one-off report, then the title will be for this one-off report. If you chose the report to be recurring, this title will be the same each time the report is ran.

Sharing: With whom would you like the report shared? Our organization (PBRO1044-1) is anyone from Tree of Life whose Link2Feed login is associated with the organization in Link2Feed AND with Food Pantry volunteers with associated logins. "Me and the Following Users" offers a dropdown of choices.

For the Following Cycle: Choose the timespan you would like the report to review. "Once only" runs the report one time. "Recurring" will run the report at the frequency choose.

Organizations: Choose "By Name" and click the field box. PBRO1044-1 should show as the only dropdown choice. Click on the PBRO1044-1 choice to put it in the box.

Program Types: Select the Pantry and TEFAP options.

Click **Create Report**.

You have to wait about 10 minutes for the report to process. You will receive an email the report is ready with a link to view the report.