

Link2Feed Newsletter: July 2021

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Barcodes

Barcode cards are finally here! After a trial period with select partners, we are excited to offer this feature to all interested partners. We will provide barcode cards and a scanner at no cost to our partners utilizing Link2Feed.

Barcodes are added to a client's profile under the ID type field under the Personal tab. When paired with Quick Clicks, the barcode cards are yet another way to speed up the Link2Feed process.

If you are interested in learning more about all the features offered within Link2Feed, please watch the following [video](#) or email L2F@foodbankrockies.org.



Front of the barcode card



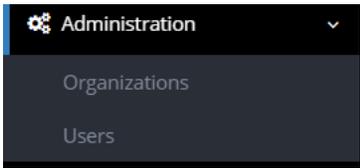
Back of the barcode card

Maintaining MOUs and User Lists

The Memorandum of Understanding (MOU) is an important component of data privacy within Link2Feed. We require that all organizations turn in at least one copy of a signed MOU to Food Bank of the Rockies. Additionally, all users must have a signed copy of an MOU on file at their organization. Link2Feed partners are required to show copies of MOUs during partner reviews and paperless TEFAP audits (when applicable).

Access Control: User will not permit sharing credentials, and passwords to any other users within or outside of organization.

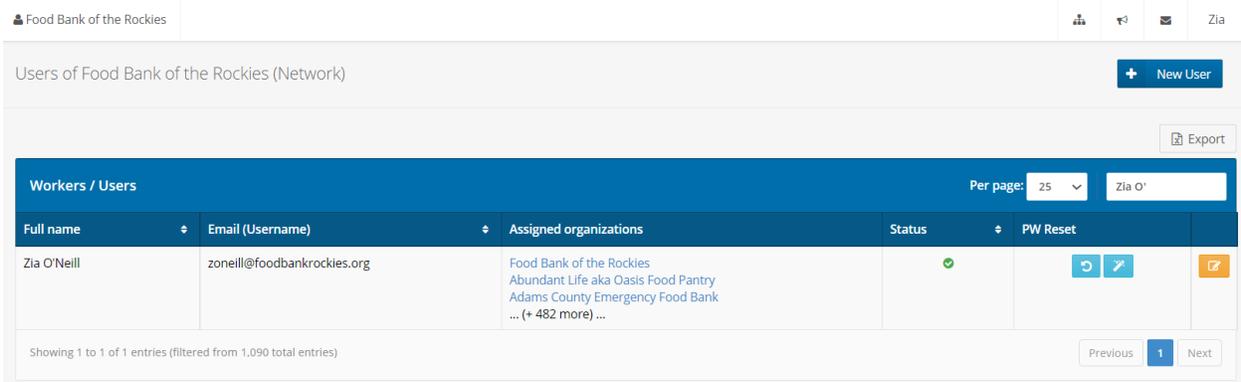
- All assigned users must read, understand and sign MOU prior to receiving L2F password and accessing the data base.
- Partner Agency will retain signed MOUs on file for auditing purposes.
- Partner Agency will maintain users on a regular basis to include but not limited to: reassigning user roles, deleting inactive users, changing Two Factor Authentication password.
- Partner Agency along with User will adhere to any policies and procedures that are put in place by FBR and L2F.
- User will be trained and capable to enter information into L2F correctly following confidentiality protocols.
- User will not access data base outside of Partner Agency's facility and operational hours.



Additionally, it is the responsibility of Agency Managers to review users on a regular basis. If a user is departing your organization, please deactivate their Link2Feed profile. It is also beneficial to review existing user roles to ensure that all users have appropriate permissions.

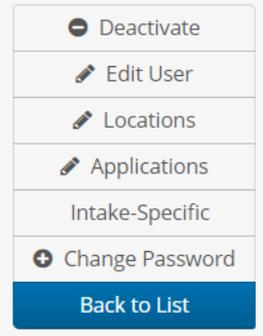
To review users, first click Administration and then Users.

Within Users, you will see an option to , view/edit existing users , reset passwords , or change passwords .



To learn more about how to add a new user, visit the [Link2Feed User Manual](#).

If you need to edit or deactivate an existing user, select the orange  button. Once you have selected a user, the menu of options is located on the right-hand side. To deactivate a user, simply select deactivate. If you need to reactive a user, make sure to review their profile as some settings may have changed.



To edit a user or review settings, click Edit User to start at the beginning of a user's profile. If you just need to review a setting regarding applications (ie reporting, preferences) click Edit Applications and Link2Feed will skip to the final pages of editing a user's profile.

For more information on editing or removing a user, please refer to the [Link2Feed User Manual](#).

Link2Feed Webinar Survey

Over the past year, we have offered a lunch-time webinar series on a variety of topics involving Link2Feed. In order to ensure that we are offering relevant, informative sessions, we have created a survey to gather the topics that you would like us to cover. If you had not yet had a chance to fill out the survey, you can do so here:

<https://www.surveymonkey.com/r/L2F-Webinars>

If you are curious to revisit any past webinars, you can find them all on [YouTube](#).

FAQ of the Month

Q: It is helpful for me to learn Link2Feed through watching video demonstrations. Where can I find demonstrations all in one place?

A: The [Link2Feed YouTube](#) page! Link2Feed has over 180 videos posted on YouTube. The topics range from how to conduct a new client intake, to adding new users, to step-by-step instructions for running each type of report. The videos are concise, easy to follow, and contain great information.

Here are some videos that we recommend you watch:

[How do I link/move an existing household member?](#)

[How do I use the client notes review?](#)

[How do I add a user?](#)

[How do I add a new client?](#)

[How do I run a statistics report?](#)

[How do I run an interactive household report?](#)

[How do I schedule a reoccurring report?](#)

Future Trainings

If you know of other Partners looking to get started with Link2Feed, please refer them to the following link to sign up for beginner trainings: <http://bit.ly/L2FRSVP>

Thank you for being dedicated Link2Feed users, we appreciate your participation!

Further Questions?

Email: L2F@foodbankrockies.org

Watch: <https://www.youtube.com/user/link2feed/videos>

Visit: <https://www.foodbankrockies.org/partner-portal/link2feed/>

Wherever hunger rises, so can we.