

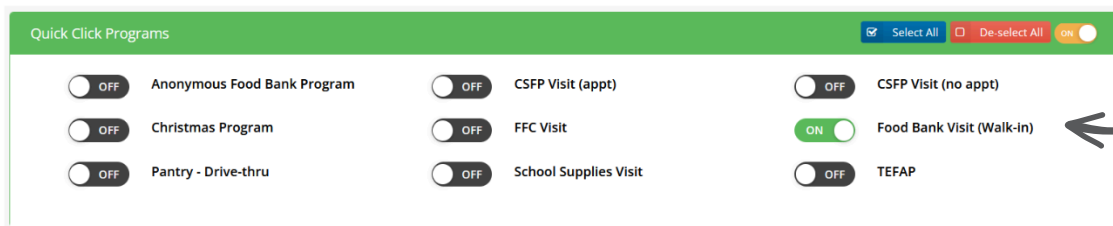
How to Record a Quick Click Visit

Quick Click allows you to record visits with just a click on a client's name after selecting them from the search!

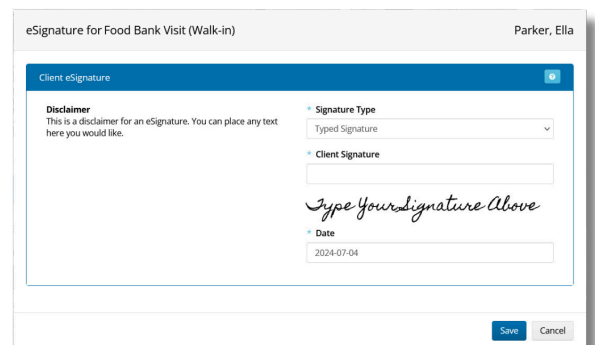
1 Navigate to the Dashboard within Link2Feed. Once there you will see a toggle just above the client search area to turn on Quick Click.



2 Toggle On Quick Click then select any programs you would like to record visits for.



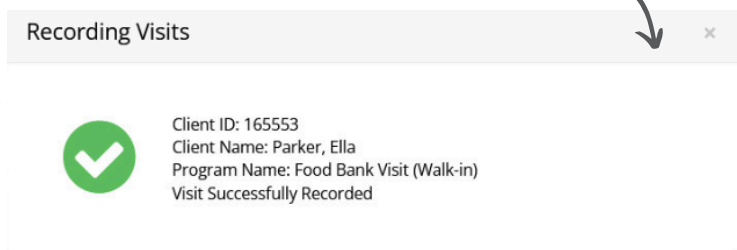
3 In the Dashboard, use the search bar to search for a client. Then click on their name from the drop-down. If a signature is required a screen will pop up to capture this for the visit.



If you are looking to record specific details on the visit such as provisions or items/services provided this **cannot** be done with Quick Click



4 You will receive a confirmation that a visit has been recorded as well there is a "Quick Click Visit" section below the search to review recorded visits.



Quick Click Visits		
Client ID #	Client Name	Household Summary
165553	Parker, Ella	Household Size: 1 Number of Seniors: 1 Number of Adults: 0 Number of Children: 0 Children's Ages:

Below the search to review recorded 'Quick Click' visits.



Have additional inquiries?

Ask the chat bot, just click the Link2Feed logo on the bottom right corner of the screen.

For other questions, please reach out to your manager for further assistance!