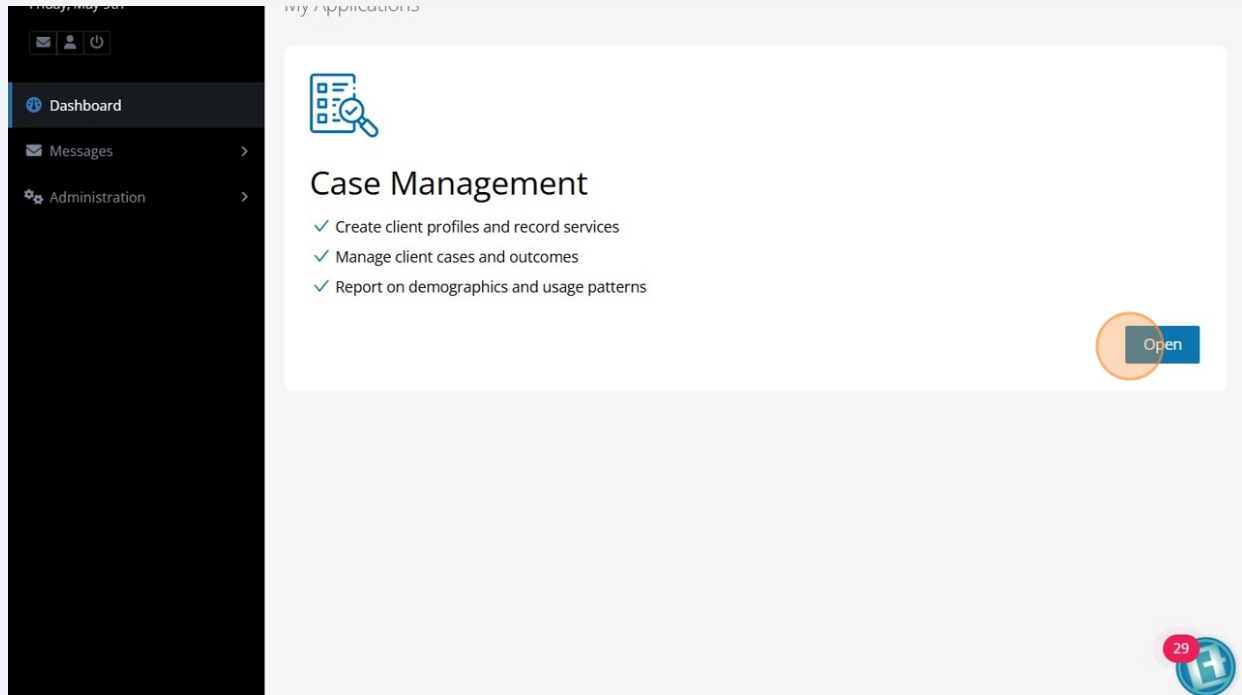
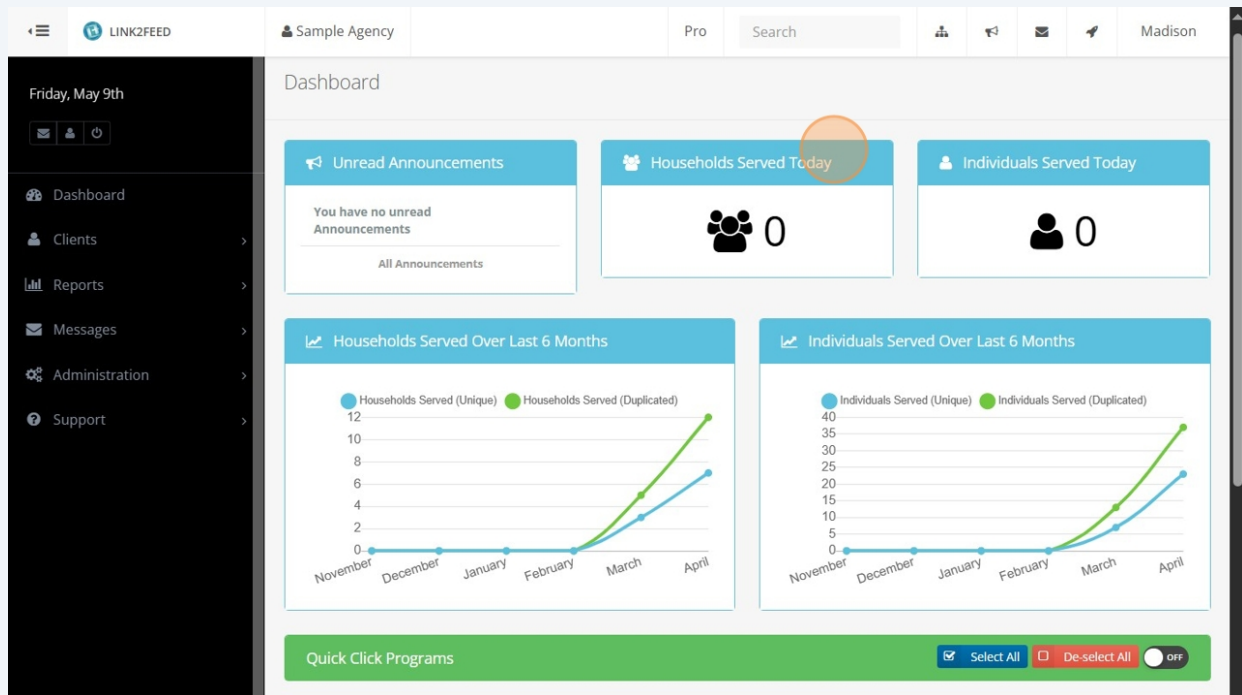


How to use Quick Click for Check-In

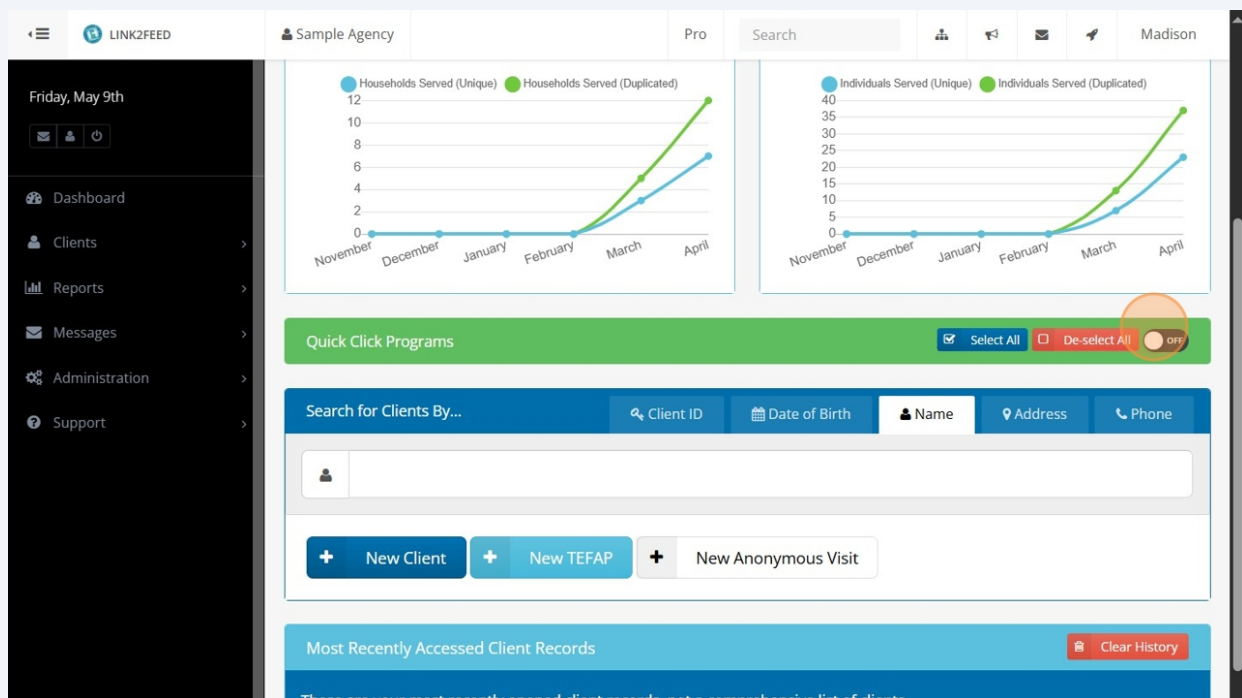
- 1 Login to your L2F account and click Open on Case Management



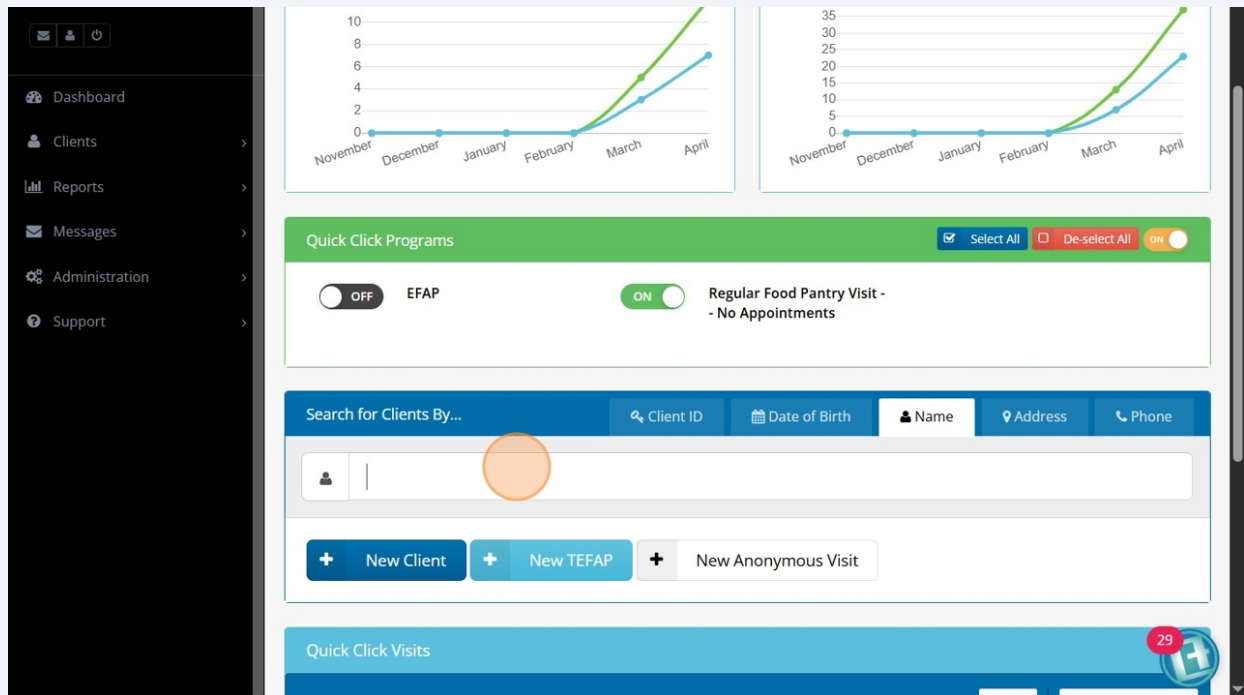
2 This will bring you to your dashboard where you will see statistics of your service.



3 Scroll down to the Quick Click Program and click the Off button to turn it on



4 Now you will be able to search for Clients to quickly check them in for their service



The quickest way to search for someone is by their last or first name, but you can also search by their phone number or Client ID

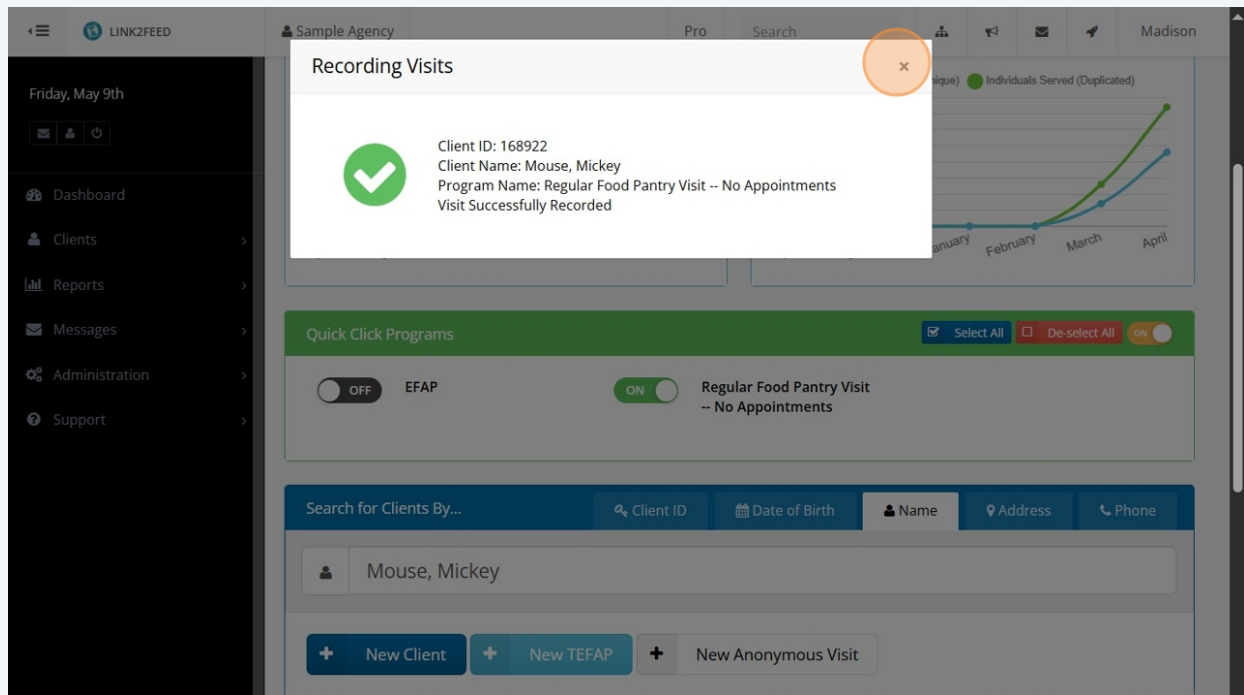
5

Type the client's name and confirm on the drop down that this is the correct person - then click on their name!

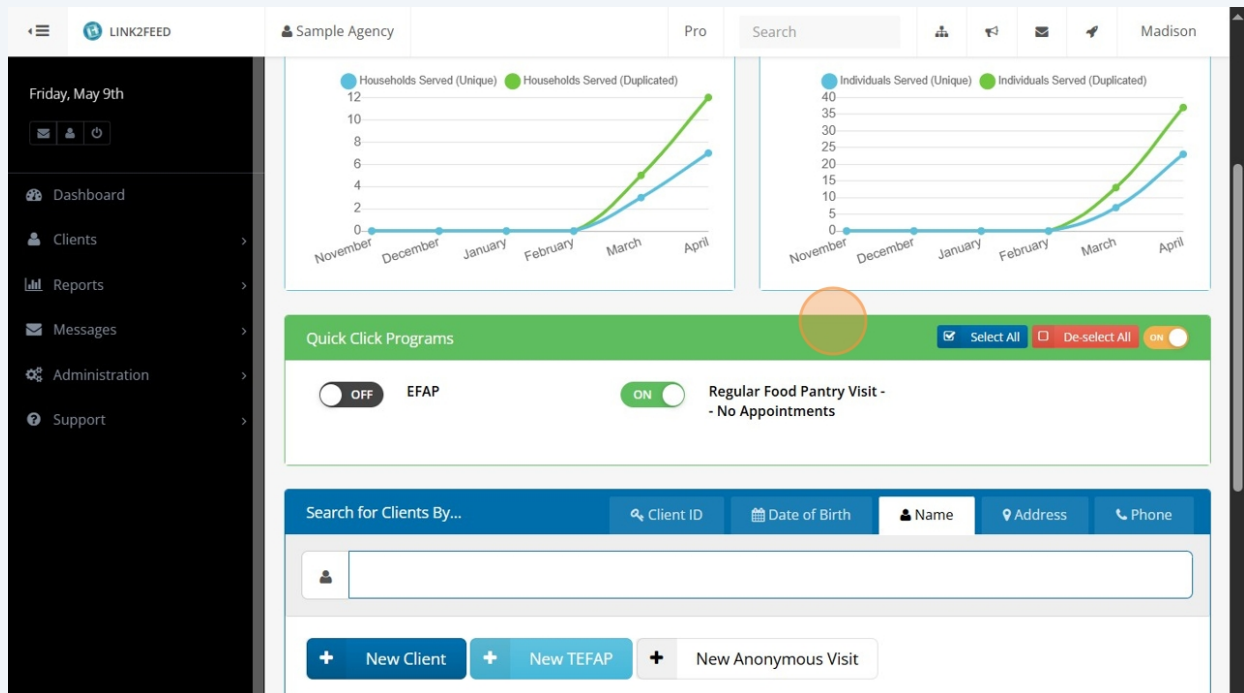
6

You will see a pop up that says their visit has been recorded - they are officially checked in!

7 Click "x"



8 Now you can scroll back down to the search bar and check in your next client!











9

You will also see below the clients you have just checked in with Quick Click - if you'd like to double check that the check-in was successful.

Quick Click Visits

Per page: 10

Client ID	Client Name	Household Summary	Visit Date	Program Name	Actions
168922	Mouse, Mickey	Household Size: 1 Number of Seniors: 1 Number of Adults: 0 Number of Children: 0 Children's Ages:	05-09-2025	Regular Food Pantry Visit -- No Appointments	 
168390	Test, Amy	Household Size: 1 Number of Seniors: 0 Number of Adults: 1 Number of Children: 0 Children's Ages:	05-09-2025	Regular Food Pantry Visit -- No Appointments	 
168390	Test, Amy	Household Size: 1 Number of Seniors: 0 Number of Adults: 1 Number of Children: 0 Children's Ages:	05-07-2025	Regular Food Pantry Visit -- No Appointments	 
168390	Test, Amy	Household Size: 1	04-29-2025	Regular Food Pantry Visit -- No Appointments	 

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