Document Library

Sponsor User Manual – Version 2

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1.0 Document Library Overview

1.1 Purpose

Welcome to the sponsor user manual for LINQ's Document Library feature. The purpose of Document Library is to provide the state with a secure and effective place to store, manage, and publish documentation for authorized sponsor users to access at any time.

1.2 User Manual

This user manual is intended for sponsor users and will provide:

- A general explanation of each function available to sponsors in the Document Library feature.
- Step-by-step instructions for utilizing each function with screen examples.
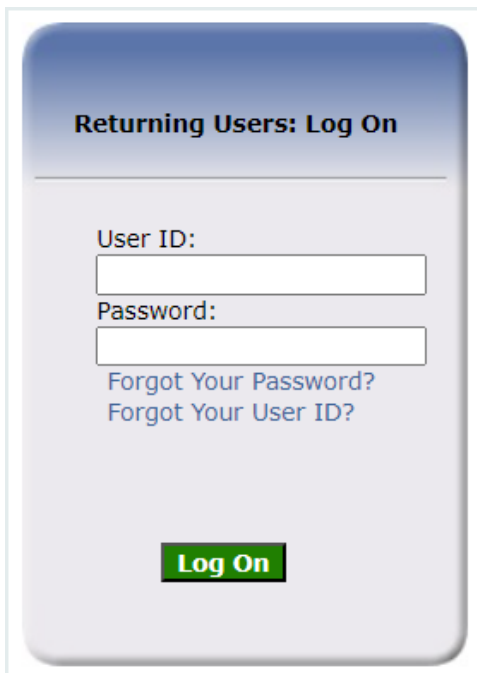- Tips and notes to enhance understanding of the system.

Note: Available programs within the Document Library feature will vary among states.

2.0 Getting Started

Before accessing the Document Library feature, a user ID and password must be assigned. These will be used to log in to your state's child nutrition program (CNP) management system.

2.1 Log In

1) Access your state's CNP management system by typing the URL into the address line of your web browser.
2) Enter your assigned user ID.
3) Enter your password.
4) Select **Log On**.

2.2 Select a Program

Once you have successfully logged in, the Programs page is displayed. An individual's access to specific modules is based on their assigned security rights. The Document Library feature can be accessed from the School Nutrition Programs, Summer Food Service Program, Child and Adult Care Food Program, and the Food Distribution Program tiles.

Note: Available child nutrition program tiles will vary among states. While navigation to the Document Library feature will vary slightly among programs, the functionality of the feature remains the same.

2.3 Access the Document Library Feature

The steps to access the Document Library feature from the CNP management system will vary slightly depending on the program selected.

- If you are accessing the feature from SNP, SFSP, or CACFP, refer to section "2.3.1 Access the Document Library Feature from SNP, SFSP, or CACFP" on page 6 for further instructions.
- If you are accessing the feature from FDP, refer to section "2.3.2 Access the Document Library Feature from FDP" on page 7 for further instructions.
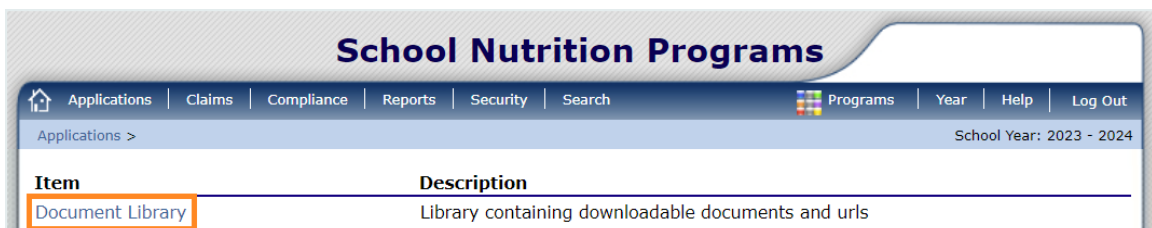
2.3.1 Access the Document Library Feature from SNP, SFSP, or CACFP

Once you have logged in to the system and selected the desired child nutrition program (SNP, SFSP, or CACFP), the associated home page will display. To access the Document Library feature:

1) Select **Applications** from the main menu (located in the header).

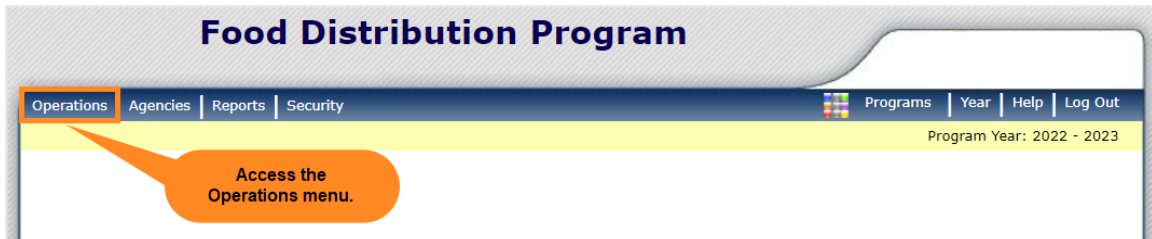2) The Applications menu will display. Select **Document Library**.

3) The Document Library feature landing page will display. Page layout and available functions of the Document Library feature will be discussed in detail in the following sections.

2.3.2 Access the Document Library Feature from FDP

Once you have logged in to the system and selected the Food Distribution Program tile, the FDP home page will display. To access the Document Library feature:

1) Select **Operations** from the main menu (located in the header).

2) The Operations menu will display. Select **Document Library**.

3) The Document Library feature landing page will display. Page layout and available functions of the Document Library feature will be discussed in detail in the following sections.
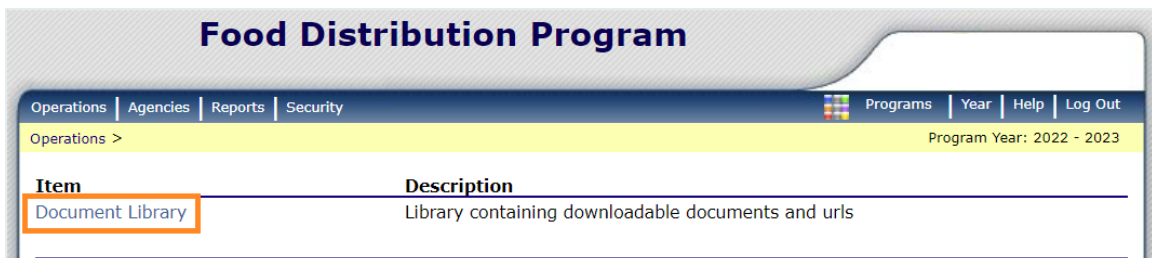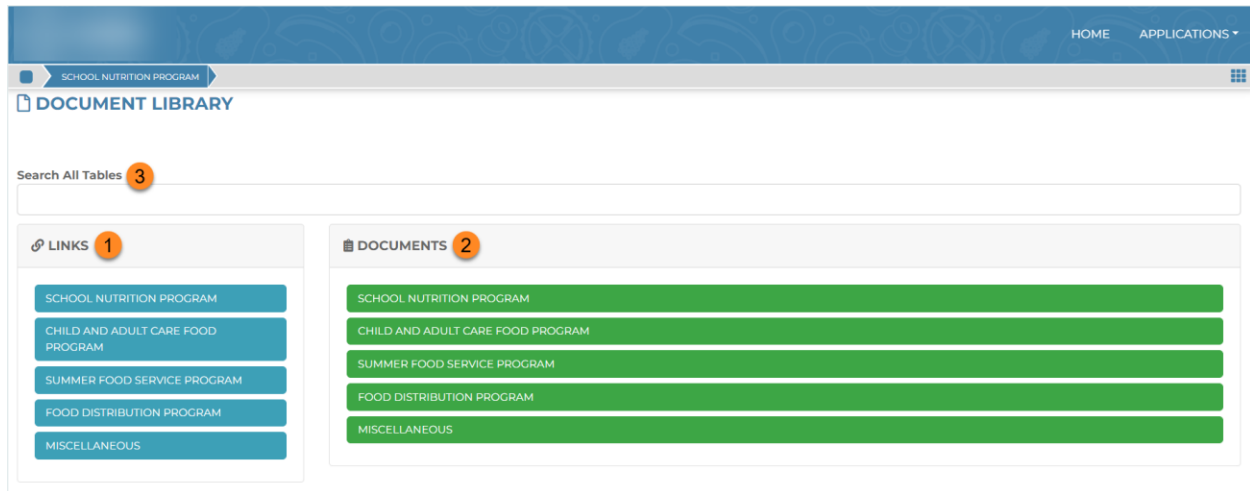
3.0 Landing Page

The Document Library landing page consists of three sections that assist sponsors in locating documentation. Documents are accessible via downloadable files or links.

1) **Links**: This section displays available document links, organized by program. Refer to section "4.1 Locate a Link" on page 9 for assistance searching for the link of a specific document.

2) **Documents**: This section displays available downloadable files, organized by program. Refer to section "4.2 Locate a Library Document" on page 9 for assistance searching for the downloadable file of a specific document.

3) **Search All Tables**: Use this textbox to search through all downloadable files and links by a key word/phrase. Refer to section "4.3 Search All Tables" on page 11 for assistance utilizing this function.
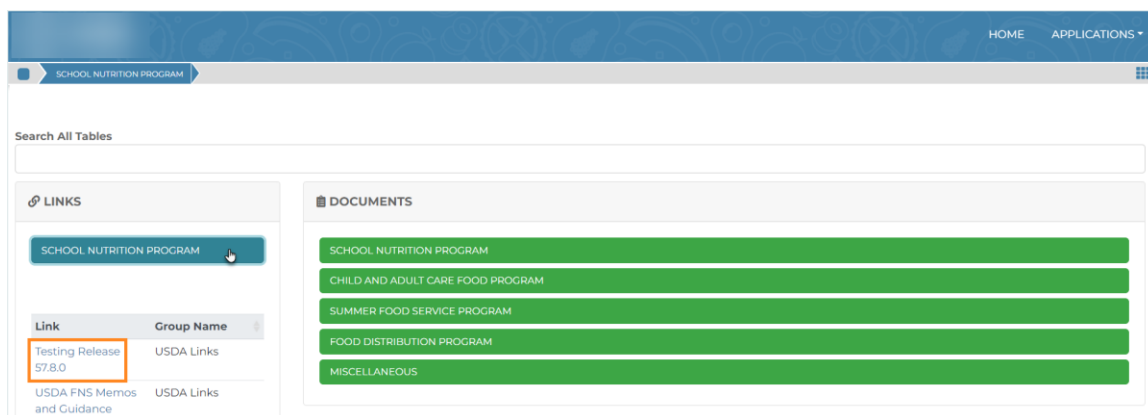
4.0 Locate Documentation

Once the state has published documentation to the Document Library feature, authorized sponsor users can search for and access the associated downloadable file or link from the Document Library landing page.
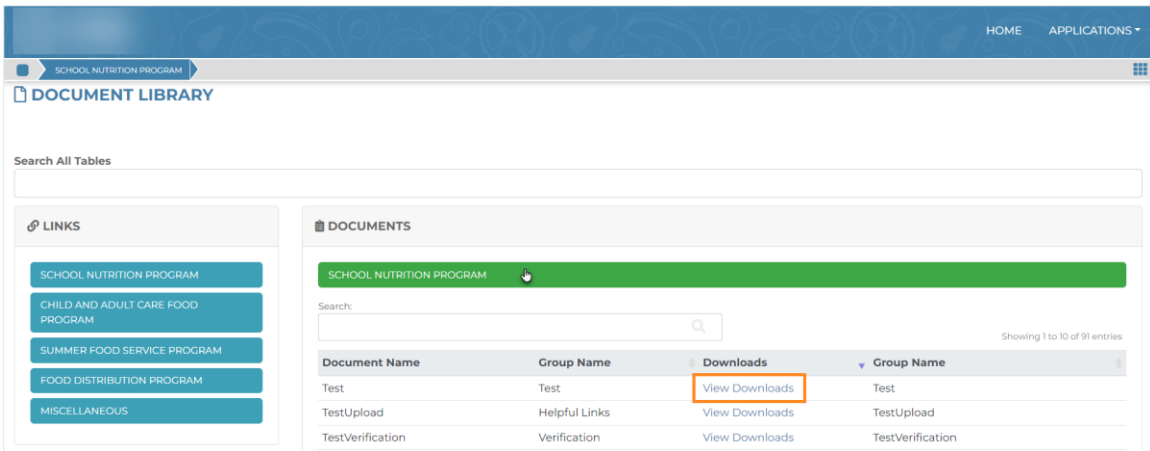
4.1 Locate a Link

1) Access the Document Library feature (page 6).
2) On the landing page, locate the Links section. This is where the state will publish links to access online documents. Select the **Program** associated with the desired link.
3) The program tile will expand, displaying all associated links. Select a **link name** in the Link column to access the document.
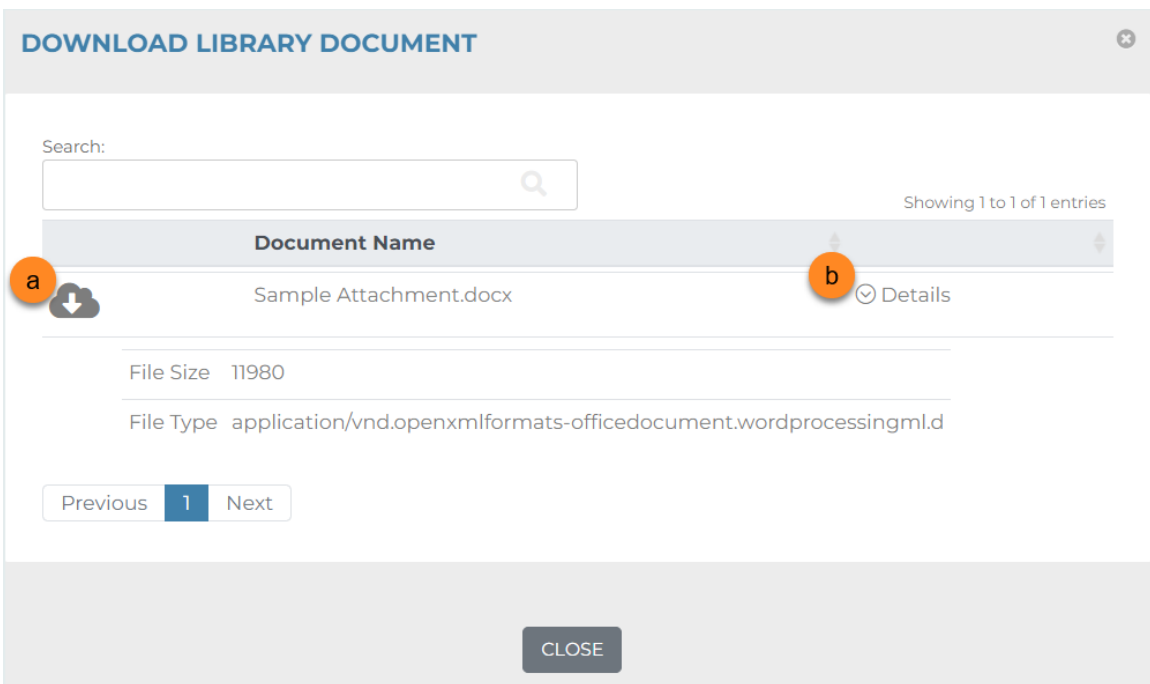

> **Note**: If you are unable to find the desired link in the Links section, try the Search All Tables section. Refer to section "4.3 Search All Tables" on page 11 for more information.

4.2 Locate a Library Document

1) Access the Document Library feature (page 6).
2) On the landing page, locate the Documents section. This is where the state will publish downloadable files. Select the **Program** associated with the desired document.
3) The program tile will expand, displaying all associated document files. Select the **View Downloads** link in the Downloads column to access the associated document file.

4) A Download Library Document pop-up will display.

   a. Select the **Download** icon to download the associated file to your computer.

   b. Select the **Expand** icon next to "Details" to view the file size and file type.

5) When finished, select **Close** to exit the pop-up and return to the Document Library landing page.

4.2.1 Search for a Library Document

The Search textbox offered within each program tile of the Documents section enables users to quickly locate a downloadable file by typing a key word/phrase into the textbox. As you type, the results list will dynamically update to display downloadable files that match the entered text.

Note: To organize results by a specific data type, click the associated column header (e.g., to sort files by name, click the Document Name column header). An Up Arrow to the right of the header indicates that files are displayed in ascending order by the chosen data type, and a Down Arrow indicates that files are displayed in descending order by the chosen data type.

4.3 Search All Tables

The Search All Tables section of the Document Library landing page enables the user to search all available links and downloadable files to locate the desired documentation. Type a key word/phrase into the Search All Tables textbox. As you type, all program tiles within both the Links and Documents section will expand, with results matching your entered text displaying at the top of the list within each program.

5.0 Leave the Document Library Feature

To leave the Document Library feature, select the **Grid** icon in the top-right corner of the screen.

You will be taken to the Programs page of your state's CNP management system. From this screen, you can select a program tile to access the associated module, or you can choose the Log Out link from the main menu to securely exit the system.