To match pending MFIs to a participant you will need:
- the completed register that lists the FI Date Printed
- the FI Serial Number(s)
- the Participant ID.

From the Home Screen:

Navigate to Operations → Manual Food Instruments → Match Pending Manual FI to Participant Issuance

OR

Select Match Pending Manual FI from the Food Maintenance container on the Home page.

On the Match Pending Manual FI to Participant Issuance screen, under Search Criteria:
Enter either a specific Serial Number or a Printed Date – which is found on the Manual Food Instrument Register.
Select Search.

In the screen shot below, Printed Date was used for the Search criteria.

Find the correct Serial number on the Manual Food Instrument Register.

Enter the Participant ID in the box.

Click the magnifying glass.

- The Participant Name will populate if it is a correct participant ID. Status Message will display: "Participant ID xxx, Successful Lookup."
- If incorrect, Status Message of "Unsuccessful Lookup" will display.
- If the Participant ID is correct but the participant does not have a food prescription, the Status Message will display: "Participant [name] does not have any food prescribed. Prescribe food to the participant and proceed."

NOTE: the Issued Date and First Spend Date are auto-populated with today's date. Last Spend Date is populated one month from the First Spend Date. Change these dates to match what has been entered on the MFI register. Click the Matched box on the far right of the screen.

Continue matching issued Manual FIs to Participant Issuance until all that have been issued have been matched.

Click Save. Status Message displays: Matched Food Instruments were saved successfully.

MFIs that have been matched will not appear on the Match Pending Manual FI to Participant Issuance list the next time accessed.