

QUICK REFERENCE GUIDE AGENCIES



GET READY TO CHANGE FOOD RECOVERY FOR GOOD

MealConnect™ makes recovering food in your community easier than ever. Giving you:

- Fast and simple receipting
- Access to more donations
- Activity reporting

Plus, you'll feel great knowing you're reducing food waste while leading the way to hunger relief—through the largest food recovery network in the country.

RESPONDING TO DONATION REQUESTS ON MEALCONNECT

Locating, reviewing and responding to an active donation on MealConnect is easy:

CLICK Real-Time on the left Dashboard menu display.

CLICK New/Active.

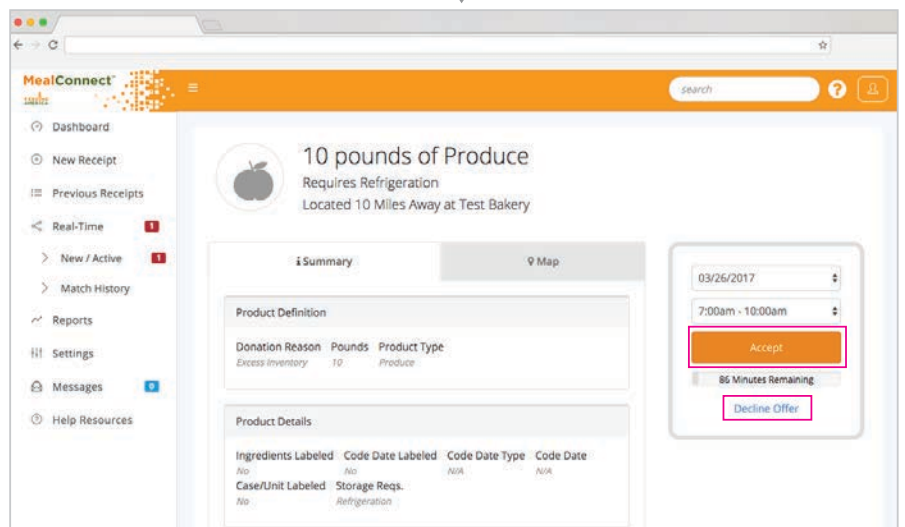
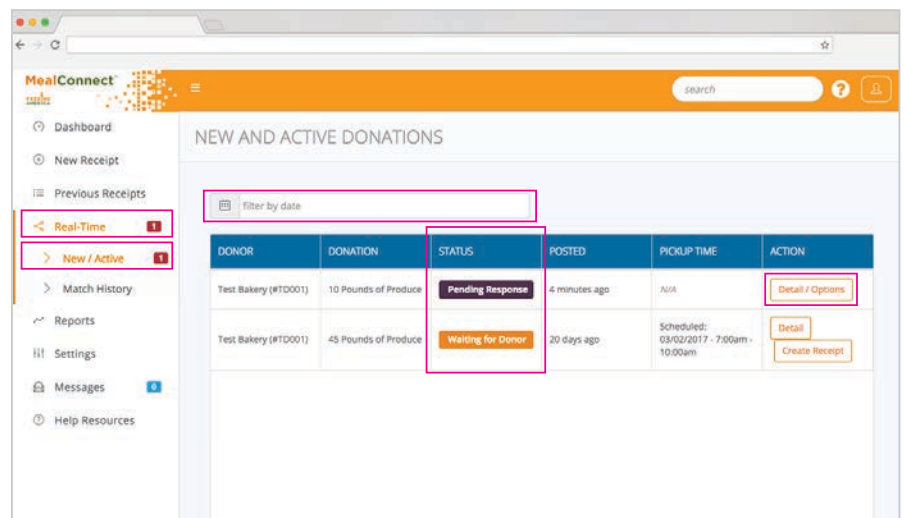
CLICK on the drop-down menu above the New and Active Donations grid to customize your viewing options.

VIEW the Status section of the grid to find pending donations.

CLICK Detail/Options in the Action section to view product and pickup details.

VIEW donation details.

CLICK Accept or Decline.



ACCEPT OR DECLINE REAL-TIME DONATION



ENTERING RECEIPTS ON MEALCONNECT

Entering a new receipt on MealConnect is also easy:

CLICK on the New Receipt link on the left Dashboard menu display.

CLICK on the date range under the Add New Receipt heading.

SELECT a date from the drop-down calendar.

SELECT a donor from the drop-down Donor field.

For a successful pickup:

ENTER product category details, storage requirements, product description and weight info on the display fields.

CHOOSE Add to add a new line item if multiple food categories were picked up on the pickup date.

CLICK Add Receipt.

SUCCESSFUL PICKUP

For an unsuccessful pickup:

CHECK Scheduled Pickup Not Attempted or No Pounds.

SELECT or **DESCRIBE** reason for non-pickup on the display field.

CLICK Add Receipt.

UNSUCCESSFUL PICKUP

Questions? Contact your local Feeding America food bank.

