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.
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.