

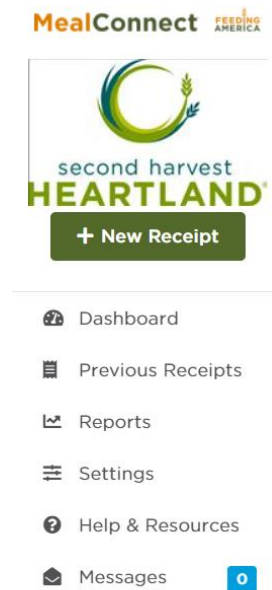
Agency Quick Start Guide

Log in to MealConnect

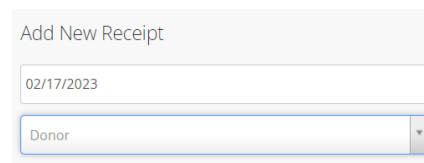
1. You will receive a username and password from Feed My People Food Bank.
2. Navigate to <https://mealconnect.org> and use the credentials given to you by FMP to log in.
3. Your username, although in an email format, is only a username and will never be used for communication.

Verify the Donors

1. Click New receipt in the menu at the left of the page:



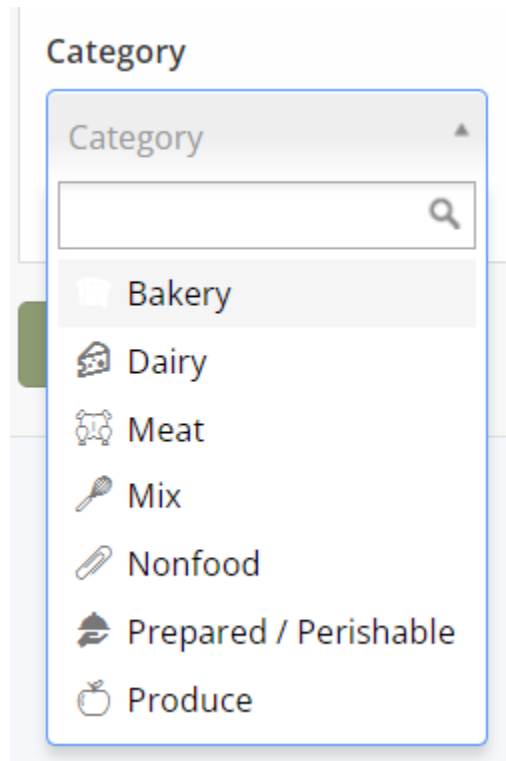
2. Select the date of pick up or the last day of the month you are reporting for.
3. Click on the Donor drop-down list:



The image shows a screenshot of the 'Add New Receipt' form. The title 'Add New Receipt' is at the top. Below it is a date input field containing the text '02/17/2023'. Below the date field is a dropdown menu with the text 'Donor' and a downward-pointing arrow on the right side.

Record the Food Rescue Retail Donations

4. In MealConnect a submission of store donations is called a Receipt
5. To enter the pounds collected at a store, open the New Receipt page (see above)
6. Choose the date of pickup
 - a. If you choose to record your donations at the end of the month, be sure to choose a date in the month for which you are reporting.
7. Choose the appropriate Donor from the drop-down list
8. Select the Category:



The image shows a screenshot of a web application interface. At the top, the word "Category" is displayed in a bold, dark font. Below it is a dropdown menu that is currently open, showing a list of categories. The menu has a search bar at the top with a magnifying glass icon. The categories listed are: Bakery (with a fork and knife icon), Dairy (with a milk carton icon), Meat (with a meat cleaver icon), Mix (with a spoon icon), Nonfood (with a pencil icon), Prepared / Perishable (with a house icon), and Produce (with an apple icon). The "Bakery" category is highlighted with a light blue background.

- a. Report Dry Grocery under Mix
 - b. Kwik Trip Only
 - i. Meat – Meat & Freezer items
 - ii. Prepared & Perishable – take home meals, eggs, produce, sandwiches, etc.
 - iii. Bakery – Baked goods & Dry product
9. The Storage field will fill in automatically
10. The Description is not required and is for you to use, if desired.

Storage	Description
<input type="text" value="Storage"/>	<input type="text" value="Description"/>

11. Enter the Pounds in the box provided and click Add:

Pounds

Add
Cancel

12. Review the line you created.

13. Choose:

- a. Delete to erase the line
- b. Edit to change the line
- c. Add Another Line Item, if applicable, and repeat steps 8-13 for each category.

Pounds

20

Delete
Edit

Add Another Line Item

14. When all categories for each store is complete, Click Add Receipt and Review

Category	Storage Requirement	Product Description	Pounds	
🍞 Bakery	Dry	None	20	Delete Edit
				Add Another Line Item
Add Receipt and Review				

15. Review the Receipts Ready for Submission

RECEIPTS READY FOR SUBMISSION

Pickup Date	Agency	Donor	Number of Items	Total Pounds	Status
Add New Receipt					
Submit Receipts					

16. The last step is to Submit the Receipts. The receipt(s) are not submitted until the button is clicked.


- a. You may choose to submit the receipts after each store and repeat from Step 5 to enter the donations for another store

Correcting a Mistake

- Go to Previous Receipts
- If the receipt is still within the edit period of 5 days, the status will show as “submitted” and an Edit button will show in the action column for that receipt

TOTAL P...	STATUS	ACTION
55	Submitted	Edit

- If the receipt is not within the edit period, the status will show as “locked”, and no Edit button will be available. In this case, please reach out to FMP for assistance.

TOTAL P...	STATUS	ACTION
145	 Locked	View