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** Transactions.

**CLICK** on the drop-down menu on the far-right of the 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

CLICK Real-Time on the left Dashboard menu display.

CLICK Transactions.

CLICK on the drop-down menu on the far-right of the Donations grid to customize your viewing options.

VIEW the Status section of the grid to find pending pickups/receipts.

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

CLICK Create Receipt

**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.

**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.