

# 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:

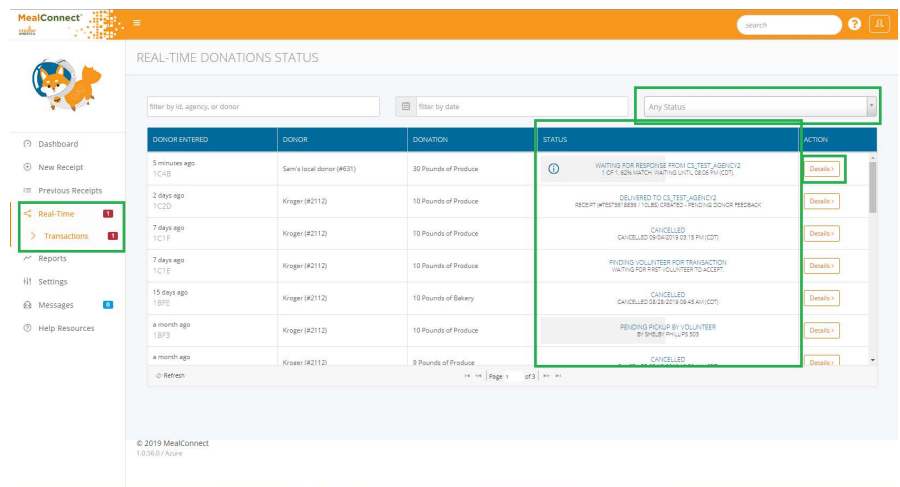
**CLICK** Real-Time on the left Dashboard menu display.

**CLICK** Transactions.

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

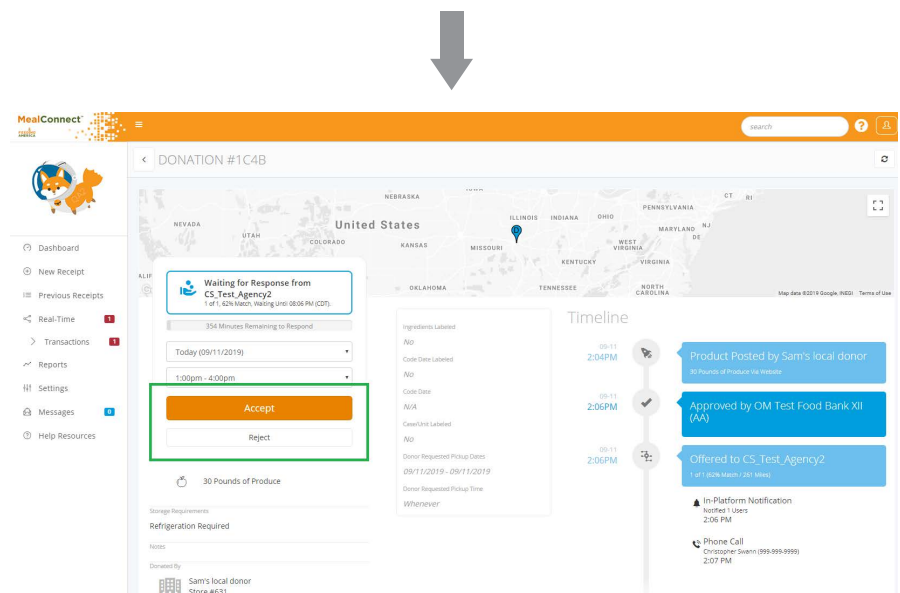
**VIEW** the Status section of the grid to find pending donations.

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



**VIEW** donation details.

**CLICK** Accept or Decline.



## ACCEPT OR DECLINE REAL-TIME DONATION



# AFTER PICKUP AND DELIVERY HAS BEEN MADE, SUBMIT RECEIPTS

## ENTERING RECEIPTS ON MEALCONNECT

**CLICK** Real-Time on the left Dashboard menu display.

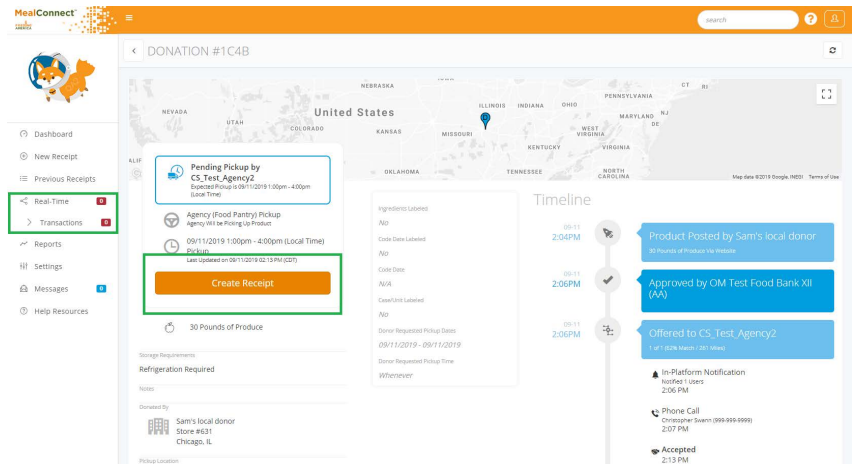
**CLICK** Transactions.

**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

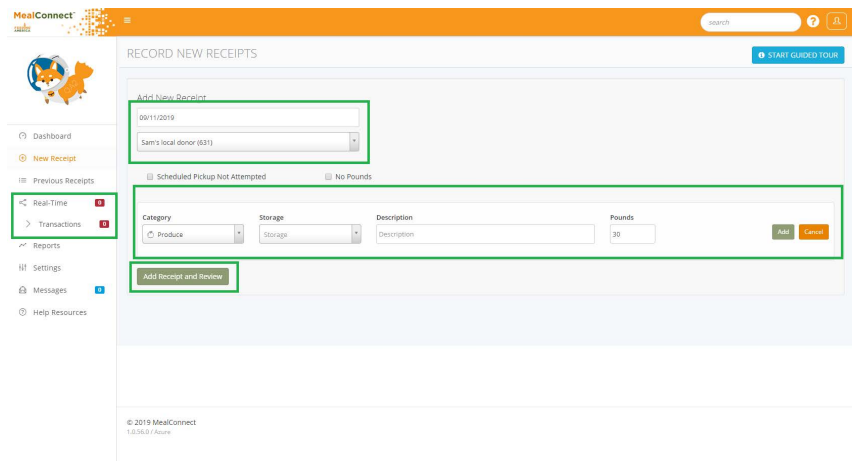


### For a successful pickup:

**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.

**SUCCESSFUL PICKUP**