



The screenshot shows the MealConnect dashboard for the Regional Food Bank. It includes a left sidebar menu, a top navigation bar, a central dashboard area with action buttons and current action items, and a bottom section with a chart and a receipt advisor.

1

Use the menu on the left to perform various actions to add a new receipt, go to the dashboard, previous receipts reports, change your settings or go to Help and Resources. You can also view messages,.

2

The actions on the right allow you to view receipts and send a new message in addition to the actions on the left.

3

Take a guided tour for a quick reference on how to navigate this page.

4

The **Current Action Items** to the left shows you contains Food Safety Facts and give s you the option of adding contacts from the dashboard.

5

The column chart on the right shows the pounds picked up daily for all donors. You can search or filter it by date. It also shows the number of total pounds picked up, associated stores and total receipts. The box ion the right is the **receipt advisor** tool. This will alert you of any receipts that are overdue and have not yet been submitted.