







## MealConnect User Guide for Agencies Receipts



# Mea Connect<sup>™</sup> Feed NG®

Adding a Receipt

### Choose either + New Receipt or Create New Receipt.

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Regional Food Bank	DASHBOARD		Guided Tour
+ New Receipt		0	
🚯 Dashboard		$\times$	
Previous Receipts	Create New Receipt  View Receipts  Pending Receipts  Send New Message	View Messages <b>O</b>	
🗠 Reports	III Current Action Itoms		
Help & Resources	Secondary Contact         Food Safety Fact         ×         Food Safety Fact         ×         Food Safety Fact	Food Safety Fact	×
Messages 0			
	You currently do not have a secondary contact for your Keeping foods out of the temperature danger zone, the When transporting foods, it is important not to cross-	When transporting perishable foods fro	m your donors, and
	organization.       temperature range between 41F = 135F, will prevent       contaminate foods with other products so try to not store       will         Add a secondary contact to increase your profile completion       temperature abuse.       any foods over other foods. If that is not possible due to       imited room, always place frozen items over refrigerated	when distributing to your Clients, the fo at 41F or below.	od needs to be kept
	items to prevent any drips and spills.		
	Add Contact     Dismiss		Dismiss
	Pounds Picked Up Daily (All Donors)		
	Image: The second se	ue receipts at this time.	
	1.0		
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Regional Food Bank of Northeastern New York	RECORD NEW RECE Pickup Date Use the calendar to choose the pick-up d you can type it in manually.	late, or	Guided Tour
	Add New Receipt		
Dashboard			
Previous Receipts			
🗠 Reports	Su Mo Tu We Th Fr Sa		
≢ Settings	1 2 3 4 5 6 7 pted		
Help & Resources	8 9 10 11 12 13 14 15 16 17 18 <b>19</b> 20 21		
Messages o	22 23 24 25 26 27 28 Storage	Description Pounds	
	29 30 31 <b>•</b> Storage •	Description	Add Cancel
	Add Receipt and Review		

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Regional Food Bank	RECORD NEW RECEIPTS		Guided Tour
<ul> <li>+ New Receipt</li> <li>Dashboard</li> <li>Previous Receipts</li> <li>☑ Reports</li> <li>☑ Settings</li> </ul>	Add New Receipt   01/11/2023   Donor   Cheduled Pickup Not Attempted   No Pounds		
<ul> <li>Help &amp; Resources</li> <li>Messages</li> </ul>	Category     Storage     Description       Add Receipt and Review     Storage: this selection defaults automatically- if the item is deli, it will default to refrigerator, etc.		Add Cancel

The drop down box will only show the donors you pick up at.

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Regional Food Bank or NORTHEASTERN NEW YORK	Add New Receipt	Select a Donor Select the donor that donated this product from the dropdown list.		Guided Tour
Dashboard				
Previous Receipts	01/19/2023			
🗠 Reports	Hannaford Supermarkets (8391)	*		
<b>⋣</b> Settings	Hannaford Supermarkets (8391)			
Help & Resources	95 Weibel Ave Saratoga Springs, NY 12866-5328			
Messages	Category Storage Category Storage Add Receipt and Review	e Description	Pounds Pounds	Add Cancel
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#### MealConnect Interior

Ø	Regional Food Bar
+ N	ew Receipt

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k	RECORD	NEW	RECEIPTS	

OF NORTHEASTERN NEW YORK	RECORD NEW RECEIP 15	(i) Guided Tour
+ New Receipt Dashboard Previous Receipts Reports Settings	Add New Receipt          01/19/2023         Hannaford Supermarkets (8391)         Scheduled Pickup Not Attempted	<b>Line Action Items</b> Here, you can click the action buttons for each line item to <b>Add</b> an item to the receipt or to <b>Cancel</b> an item and remove it from the receipt. After adding an item to the receipt, you will have the option to <b>Edit</b> or <b>Delete</b> it.
Help & Resources Messages 0	Category     Storage     Description	Pounds 150 Add Cancel

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Regional Food Bank	RECORD NEW RECE	EIPTS			Guided Tour
+ New Receipt Dashboard	Add New Receipt			1	
<ul><li>Previous Receipts</li><li>Reports</li></ul>	02/01/2023 Hannaford Supermarkets (83	91)	•		After you add the receipt, you have the option to
<ul> <li>Settings</li> <li>Help &amp; Resources</li> </ul>	Category	Attempted I	No Pounds Product	Pounds	Edit or Delete it.
Messages	🛱 Dairy	<b>Requirement</b> Refrigeration	Description None	25	Delete Edit
					Add Another Line Item
	When all cate are entered, c Receipt and	egories lick Add Review.		2	To add another category, click <b>Add Another Line</b> <b>Item</b> . This allows you to add another category of food.

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#### **MealConnect**



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Regional Food Bank	RECORD NEW RECE	IPTS			<b>G</b> Guided Tour
+ New Receipt	Add New Receipt				
<ul><li>Dashboard</li><li>Previous Receipts</li></ul>	01/19/2023				
🗠 Reports	Hannaford Supermarkets (839	1)	Ψ.		
≢ Settings	Scheduled Pickup Not A	ttempted 🗌 N	o Pounds		
Help & Resources		-	Portici		
Messages 0	Category	Storage Requirement	Description	Pounds	
	Ő Produce	Refrigeration	Apples, bananas, oranges	150	Delete Edit
					Add Another Line Item
	Add Receipt and Review				
	Sa When you ha Reco	ave the Receipt ave added all line items, click A eipt and Review to save.	\dd		

After you add your receipts, they can be found on the **Pending Receipts** page until they've been submitted.

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Regional Food Bank	ې Please ensure you sub	mit your receipt(s) after review.					
+ New Receipt	RECEIPTS READ	PY FOR SUBMISSION					
Dashboard	Pickup Date	Donor	Number of Items	Total Pounds	Status		
Pending 1 Receipts	01/19/2023	Hannaford Supermarkets (8391)	1	150	New		Delete Edit
Previous Receipts							
🗠 Reports							Add New Receipt
	Submit Receipts						
Mossagos							
Milessages U							
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	≡					search	<b>2</b> 9 <b>2</b>
Regional Food Bank	⊉ Please ensure you su	bmit your receipt(s) after review.					
+ New Receipt	RECEIPTS REAL	DY FOR SUBMISSION					
🙆 Dashboard	Pickup Date	Donor	Number of Items	Total Pounds	Status		
Pending 1 Receipts	01/19/2023	Hannaford Supermarkets (8391)	1	150	New		Delete Edit
Previous Receipts							
🗠 Reports							Add New Receipt
<b>⋣</b> Settings		7					
Help & Resources	Submit Receipts						
Messages 0							
	You can sub or, if creat they're all once. By cl receipt is t and Feed two day gr make edits contact on	bmit each receipt individually ting multiple receipts, when in pending and submit all at licking <b>Submit Receipts</b> your transmitted to the Food Bank ing America. You will have a race period in which you can s. After that, you will have to be of the MealConnect Team.					

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When you have submitted the receipts, the top of the screen should say "Receipts Submitted Successfully". You will have a two day grace period to change information on the receipt, i.e. a weight or the date. After that you'll have to contact the MealConnect Team to make any changes.

		search	) 🎗 🕄 🛛	ম
Regional Food Bank	RECEIPTS SUBMITTED SUCCESSFULLY			
+ New Receipt	Your receipts have been received. Your food bank has set the edit day period to 0, you will not be able to make any changes to this receipt.			
Dashboard	Submit More Receipts			
Pending Receipts				
Previous Receipts				
🗠 Reports				
<b>⋣</b> Settings				
Help & Resources				
Messages 0				
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If there weren't any pounds to report because no scheduled pick-up was made or there were no donations use the options below to report.

	=					search	L 🕽 🛓
Regional Back of NORTHEASTERN NEW YORK + New Receipt Dashboard	RECORD NEW	Alternate Opt If you cannot make a pick-up, use Sch Attempted. If there were no donation us No Pounds	tions reduled Pickup Was Not ns available at the donor,				Guided Tour
Previous Receipts	01/11/2023			<del>_</del>			
🗠 Reports	Donor		· (A)	I hese options contain required fields and you			
≅ Settings	Scheduled Pi	ckup Not Attempted 🛛 No F	Pounds	- cannot submit the receipt			
Help & Resources				without choosing one.			
🗟 Messages 🛛 0	Category	Storage Storage	Description     Description		Pounds Pounds		Add Cancel
	Add Receipt and	Review					

If you click the **No Pounds** option, it will ask you to type in a reason. When you're done, click **Save Receipt**.

	=		search 🔺 💡 🚇
Regional Food Bank	RECORD NEW RECEIPTS		<b>1</b> Guided Tour
+ New Receipt	Edit Receipt		8
Dashboard	01/31/2023		
Pending 1 Receipts	Hannaford Supermarkets (8391)		
Previous Receipts			
🗠 Reports	No Pounds	Reason	
≢ Settings	Save Receipt Cancel	Saved data X	
Help & Resources		Store had no donations to give	
Messages 1			
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When you choose **Scheduled Pickup Not Attempted**, options will appear in the dropdown menu. If the stock options don't apply, chose **Other** and you will type in the reason why. When you've chosen an explanation, click **Save Receipt**.

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Regional Food Bank	RECORD NEW RECEIPTS			<b>G</b> Guided Tour			
New Receipt     Dashboard	Edit Receipt			8			
Pending 1 Receipts	01/31/2023 Hannaford Supermarkets (8391)	01/31/2023 Hannaford Supermarkets (8391)					
Reports	Scheduled Pickup Not Attempted	Reason Cancelled (Sick)					
<ul> <li>⇒ Settings</li> <li>Ø Help &amp; Resources</li> </ul>	Save Receipt Cancel	Cancelled (Vehicle Problem) Cancelled (Donor) Other					
Messages 1							



## View Previous Receipts

Click to see all previous receipts.

	=			search 😫 🕄 🚨			
Regional Food Bank of NORTHEASTERN NEW YORK	DASHBOARD			<b>9</b> Guided Tour			
<ul> <li>Dashboard</li> </ul>	C						
<ul> <li>Previous Receipts</li> <li>Reports</li> </ul>	Create New Receipt	View Receipts Pending Receipts	Send New Message	View Messages			
<b>幸</b> Settings	III Current Action Items						
Help & Resources	Secondary Contact	Food Safety Fact ×	Food Safety Fact ×	Food Safety Fact ×			
Messages 1	You currently do not have a secondary contact for your organization. Add a secondary contact to increase your profile completion percentage.	Keeping foods out of the temperature danger zone, the temperature range between 41F – 135F, will prevent temperature abuse.	When transporting foods, it is important not to cross- contaminate foods with other products so try to not store any foods over other foods. If that is not possible due to limited room, always place frozen items over refrigerated items to prevent any drips and spills.	When transporting perishable foods from your donors, and when distributing to your Clients, the food needs to be kept at 41F or below.			
	Add Contact	Dismiss	Dismiss	Dismiss			
	Pounds Picked Up Daily (All Donors)		I Receipt Advisor				
	iii filter by date		These locations may trigger an exception to your food bank if r	new receipts are not entered soon.			
	450 400 350		Hannaford Supermarkets (#8391) Last receipt created 11 days ago.	Enter Receipt Ignore			

You can view all of your stores or filter by individual donor. You can also put in a date parameter.

	=							search	P 2 3 A
Regional Food Bank	PREVIOUS RECEIP	PTS							
+ New Receipt	filter by donor or agency				Pickup Date - 12/01/2	022 - 01/30/2023			
Dashboard									Emort
Previous Receipts									Export
🗠 Reports	PICKUP DATE	SUBMISSION DATE	TRANSACTION ID	AGENCY	DONOR	ITEM COUNT	TOTAL POUNDS	STATUS	ACTION
<b>∄</b> Settings	January 19, 2023	January 19, 2023	00426981801	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	150	🕀 Locked	View
Help & Resources	January 19, 2023	January 19, 2023	00426981800	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	264	🗄 Locked	View
Messages 1									
	4								Þ
	C Refresh								2 of 2 items 🢉 \leftrightarrow
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## To view details click the **view** button on the right or **export** the file to Excel or CSV.

	=							search	<b>2</b> ? <b>2</b>
Regional Food Bank	PREVIOUS RECEI	PTS							
+ New Receipt									
	filter by donor or agency				Pickup Date   12/01/2	022 - 01/30/2023			
Dashboard									Export
Previous Receipts				1			I		
🗠 Reports	PICKUP DATE	SUBMISSION DATE	TRANSACTION ID	AGENCY	DONOR	ITEM COUNT	TOTAL POUNDS	STATUS	ACTION
<b>⋣</b> Settings	January 19, 2023	January 19, 2023	00426981801	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	150	🗄 Locked	View
Help & Resources	January 19, 2023	January 19, 2023	00426981800	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	264	🗄 Locked	View
Messages 1									
	4								•
	C Refresh								2 of 2 items 🢉 😁
	@ MealConnect								2.60

## This view shows all the details of your receipt.

	≡				search 😫 😧 🚇
Regional PROCEDENT F NORTHEASTERN NEW YORK	< VIEW RECEIPT				
<ul><li>Dashboard</li><li>Previous Receipts</li></ul>	00426981801				Ð
☑ Reports	Date Jan 19, 2023			Agency RPA Wilton Food Pantry (RPA1703) 155 Ballard Road	
<ul><li>Help &amp; Resources</li></ul>	Created 1/19/2023 11:54 AM				
Messages 1	Modified 1/19/2023 11:54 AM by Status Tentatively Successful			Regional Food Bank Northeastern New York (42) Donor Hannaford Supermarkets (11953) 95 Weibel Ave Saratoga Springs, NY 12866-5328	
	<b>ID</b> FRESH16098013	<b>Category</b> Produce	Storage Requirement Refrigeration	Product Description Apples, bananas, oranges	Pounds 150

## For a quick refresher take a Guided Tour.

		search	) 🖡 💡 🗕
Regional Food Bank	RECORD NEW RECEIPTS		Guided Tour
<ul> <li>Previous Receipts</li> <li>Reports</li> <li>Settings</li> </ul>	Add New Receipt       01/11/2023       Donor       Scheduled Pickup Not Attempted		
Help & Resources			
Messages	Category       Storage       Description       Pounds         dd Receipt and Review		Add Cancel
	© MealConnect		2.6