



**Regional  
Food Bank**  
OF NORTHEASTERN NEW YORK

**Food Bank *of the*  
Hudson Valley**



# **MealConnect User Guide for Agencies**

## **Settings**

**MealConnect**<sup>TM</sup> **FEEDING**<sup>®</sup>  
**AMERICA**

To change your settings, choose the **Settings** tab.

MealConnect

Regional Food Bank  
OF NORTHEASTERN NEW YORK

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DASHBOARD

0

Create New Receipt

0

View Receipts

0

Pending Receipts

0

Send New Message

0

View Messages

Current Action Items

Food Safety Fact

Keeping foods out of the temperature danger zone, the temperature range between 41F - 135F, will prevent temperature abuse.

Dismiss

Food Safety Fact

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.

Dismiss

Food Safety Fact

When transporting perishable foods from your donors, and when distributing to your Clients, the food needs to be kept at 41F or below.

Dismiss

Food Safety Fact

As some people are allergic to certain food ingredients, called allergens, all foods containing more than one ingredient either have to be properly labeled on the package or come with a list of ingredients clearly listing the allergens contained within the product.

Dismiss

Pounds Picked Up Daily (All Donors)

filter by date

450									
400									
350									

Receipt Advisor

These locations may trigger an exception to your food bank if new receipts are not entered soon.

Hannaford Supermarkets (#8391)

Last receipt created 8 days ago.


Enter Receipt


Ignore

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You can change your agency name, address and contact information.

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SETTINGS



AGENCY NAME

RPA Wilton Food Pantry


Update Agency Name



ADDRESS

155 Ballard Road


Update Address



CONTACT INFORMATION

1 Contact (Peter Maynard)


Update / Add Contacts



CAPACITY

None Set

Update Capacity



AVAILABILITY

Mon Tue Wed Thu Fri Sat Sun


Update Availability

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To update address, type in the information and click save.

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SETTINGS

Update Address

Update the contact address for your agency. This is kept on file with your parent food bank and the national office.

155 Ballard Road

Address Line 2

Wilton

New York

12831

Save

Cancel

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To update your contact information or add a second contact, type in the info and click save. You can a secondary contact by enabling the option.

+ New Receipt

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SETTINGS

Update Contacts

Update contacts for your agency. These are used by your parent food bank and national office.

Primary Contact

E-Mail Notifications ☒

SMS Notifications ☒

Secondary Contact (Optional)

Enabled ☐

Save

Cancel

If you need to change your agency name, please speak with member services and do **NOT** change it here. We will change it once you notify member services and us.

## SETTINGS



### AGENCY NAME

RPA Wilton Food Pantry

Update Agency Name



### CAPACITY

None Set

Update Capacity



### ADDRESS

155 Ballard Road

Update Address



### AVAILABILITY

Mon Tue Wed Thu Fri Sat Sun

Update Availability



### CONTACT INFORMATION

1 Contact (Peter Maynard)

Update / Add Contacts

**Capacity** isn't necessary at this time, but if you can use it if you like. Please do **NOT** update your **availability**. This is set up to align with the days you pick up at your donors. It also triggers the receipt advisor on the dashboard.

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Regional Food Bank

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