MealConnect User Guide for Agencies
Settings

MealConnect™ FEEDING AMERICA

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

MealConnect

Regional Food Bank
OF NORTHEASTERN NEW YORK

+ New Receipt

search

DASHBOARD

ℹ Guided Tour

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- ✉ Messages **0**

Create New Receipt ❯	View Receipts ❯	Pending Receipts ❯	Send New Message ❯	View Messages ❯

⚏ Current Action Items

Food Safety Fact ✕	Food Safety Fact ✕	Food Safety Fact ✕	Food Safety Fact ✕
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.	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	Dismiss	Dismiss	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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2.69

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

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

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.

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

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.