



AGENCY PARTNER DONATION REPORTING INSTRUCTIONS

Web Site: mealconnect.org

User Name: **Email Address**

Password: **Provided by FBR**



❖ Log-In – Upper Right Hand Corner

Does your business have excess food?

Connect to the largest food recovery network in the country.

Start Now



100% Free

Free to use and may save you tax dollars.



Safe & Easy

Built-in industry leading food standards.



Fast

Get responses to food donations in real-time.

Are you a food pantry looking to source more food?

Learn More



Food Recovery. Simplified.

In order to source more meals, Feeding America has developed MealConnect, a technology platform that maximizes network capacity.

MealConnect

Through the recovery of excess food we will help close the meal gap.

Over 77.5 Million Pounds Rescued [Learn More](#)

MealConnect

2.0.28.0 | Azure

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Partner Login



Feeding America Network
domain login for food banks & agencies



Windows Live
external login for agencies



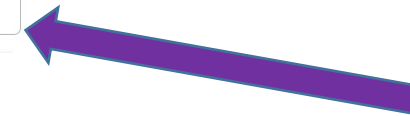
Facebook
external login for agencies



Yahoo
external login for agencies



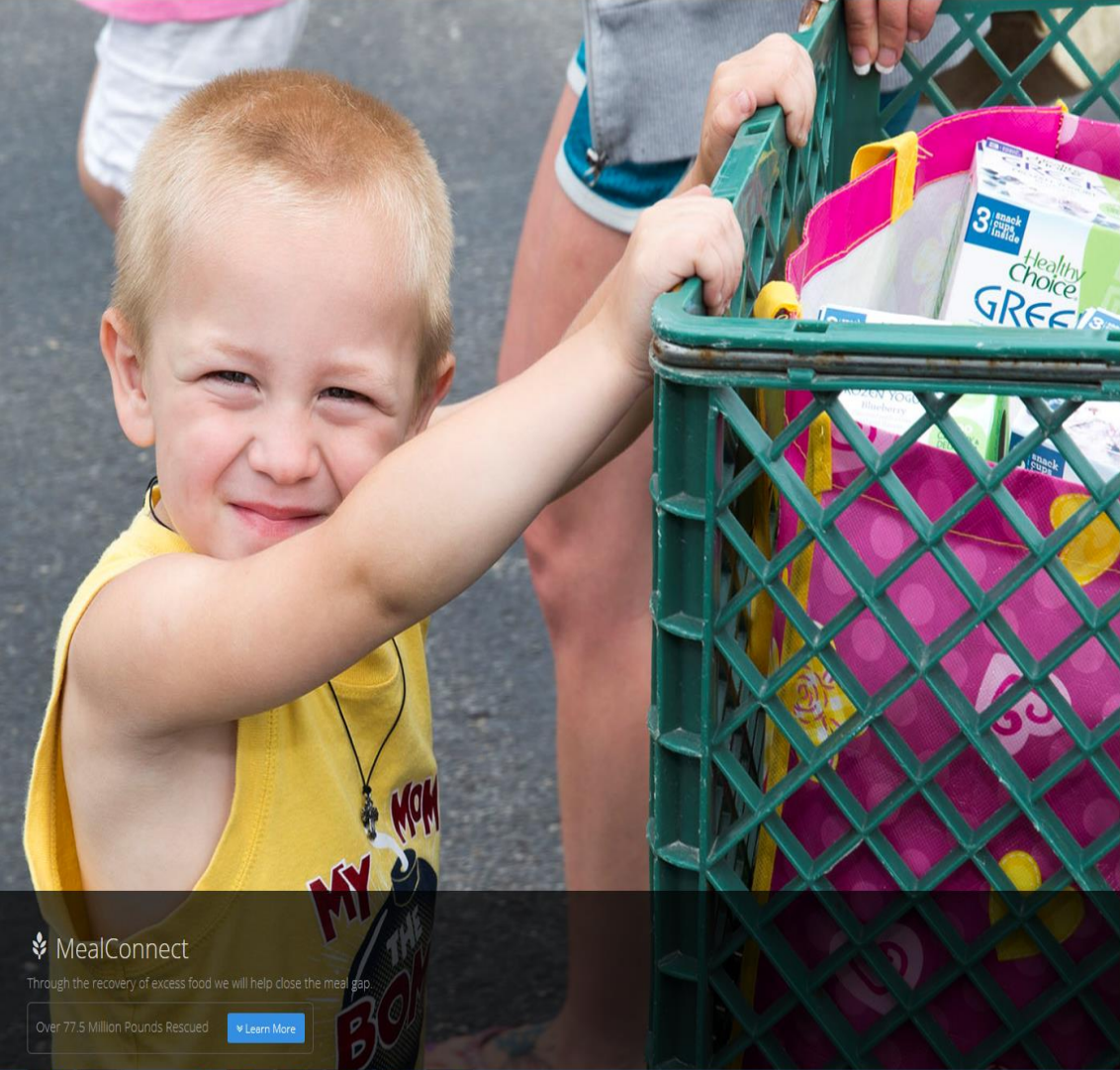
E-Mail Address
e-mail address and password



Select E-mail Address

MC https://mealconnect.org/login?r=%2Ffoodbank#/app/current MC Sign In

Supermarket News Home ADP Payroll Dashboard - Online Mark... Google Maps Home Page HungerNet (2) HungerNet MC MealConnect - MealConn... Suggested Sites walmart.com Save money... Web Slice Gallery Google



MealConnect
Through the recovery of excess food we will help close the meal gap.
Over 77.5 Million Pounds Rescued [Learn More](#)

Partner Login

E-Mail Address

Password

< Back Login

[Forgot Password?](#)

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1:29 PM
12/16/2016

Type in your
email address
&
password
provided by FBR



Record New Receipt

The screenshot shows the MealConnect web application interface for recording a new receipt. The browser address bar shows the URL `https://mealconnect.org/Agency#/app/receipts/new`. The page header includes the MealConnect logo and a search bar. The left sidebar contains navigation links: Dashboard, New Receipt (highlighted), Previous Receipts, Reports, Settings, Messages, and Help Resources. The main content area is titled 'RECORD NEW RECEIPTS' and features a 'START GUIDED TOUR' button. The 'Add New Receipt' section includes a date field (12/16/2016), a donor dropdown menu, and checkboxes for 'Scheduled Pickup Not Attempted' and 'No Pounds'. Below these are fields for 'Category', 'Storage', 'Description', and 'Pounds', each with a dropdown or input field. 'Add' and 'Cancel' buttons are next to the 'Pounds' field. An 'Add Receipt' button is at the bottom left of the form. Three purple arrows point to specific fields: one to the 'New Receipt' sidebar link, one to the date field, and one to the donor dropdown menu. The footer shows '© 2016 MealConnect 2.0.28.0 / Azure'.

MealConnect

FOOD BANK OF THE ROCKIES

RECORD NEW RECEIPTS

START GUIDED TOUR

Add New Receipt

12/16/2016

Donor

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category Storage Description Pounds

Category Storage Description Pounds

Add Cancel

Add Receipt

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❖ Verify that your Pick-up Date is correct

❖ Verify that the Retail Location is correct

The screenshot shows the MealConnect web application interface for recording new receipts. The browser address bar shows the URL <https://mealconnect.org/Agency#/app/receipts/new>. The page title is "RECORD NEW RECEIPTS". The form includes the following fields and controls:

- Date:** A text input field containing "12/16/2016".
- Donor:** A dropdown menu with a warning icon.
- Scheduled Pickup Not Attempted:** A checkbox.
- No Pounds:** A checkbox.
- Category:** A dropdown menu with a search icon. The dropdown is open, showing a list of categories: Bakery, Dairy, Meat, Mix, Nonfood, Prepared / Perishable, Produce, and Frozen. "Bakery" is highlighted.
- Storage:** A dropdown menu with "Storage" selected.
- Description:** A text input field with the placeholder "Description".
- Pounds:** A text input field with the placeholder "Pounds".
- Add:** A green button.
- Cancel:** An orange button.

Annotations with purple arrows point to the following elements:

- From Drop-down Menu Select Category of donation (points to the Category dropdown).
- Under Description - Type in description of the Category "Bakery", "Meat" etc. (points to the Description input field).
- Pounds - Enter amount of poundage received for that category (points to the Pounds input field).
- Click on "Add" (points to the Add button).
- Storage will automatically populate (points to the Storage dropdown menu).

At the bottom left, there is a copyright notice: © 2016 MealConnect 2.0.28.0 / Azure. The Windows taskbar at the bottom shows the time as 2:50 PM on 12/16/2016.

❖ From Drop-down Menu Select Category of donation

❖ Storage will automatically populate

❖ Under Description - Type in description of the Category "Bakery", "Meat" etc.

❖ Pounds - Enter amount of poundage received for that category

❖ Click on "Add"

MealConnect - MealConne... X

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MealConnect
FOOD BANK OF THE ROCKIES
FIGHTING HUNGER. FEEDING HOPE.

Dashboard
New Receipt
Previous Receipts
Reports
Settings
Messages
Help Resources

RECORD NEW RECEIPTS

START GUIDED TOUR

Add New Receipt

12/16/2016

Donor

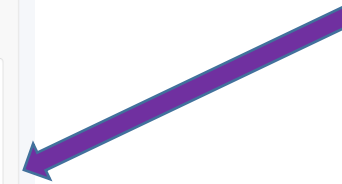
☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category	Storage Requirement	Product Description	Pounds	
Meat	Frozen	Meat	250	Delete Edit
				Add Another Line Item

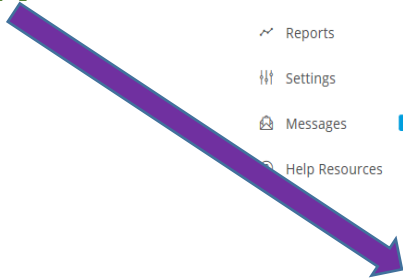
Add Receipt

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To add
additional categories.
Select
"Add Another Line"



To Finalize your Report,
Click on
“ADD RECEIPT” and then
“SUBMIT”



MealConnect - MealConnect

SEARCH

FOOD BANK OF THE ROCKIES

Dashboard

New Receipt

Previous Receipts

Reports

Settings

Messages 0

Help Resources

RECORD NEW RECEIPTS

START GUIDED TOUR

Add New Receipt

12/16/2016

Panera Bread - Highlands Ranch (203064)

King Soopers (W18117)
15109 EAST COLFAX AVENUE Aurora, CO 80011

Panera Bread - Highlands Ranch (203064)
9579 S. University Blvd. Highlands Ranch, CO 80126

Category	Storage Requirement	Product Description	Pounds	
Meat	Frozen	Meat	250	Delete Edit
Mix	Dry	dry	15	Delete Edit

Add Another Line Item

Add Receipt

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2:53 PM
12/16/2016

MEAL CONNECT CATEGORIES

BREAD/BAKERY	Bread, biscuits, rolls, tortillas, pie crusts, etc.
DAIRY	Yogurt, Cheese, Milk, Butter, Sour Cream, etc.
MEAT	Chicken, Pork, Beef, etc.
MIX	All Shelf Stable Food, Non-Perishable, {Cereal, canned goods, crackers, etc.}
PRODUCE	All Perishable Fresh Fruits and Vegetables
NON-FOOD	All non edible products {Dog Food, Toilet Paper, Shampoo, etc.}
PREPARED /PERISHABLE	Ready to Eat Foods {Deli} Salads, Sandwiches,
FROZEN	All Frozen Items