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## Agency Quick Start Guide

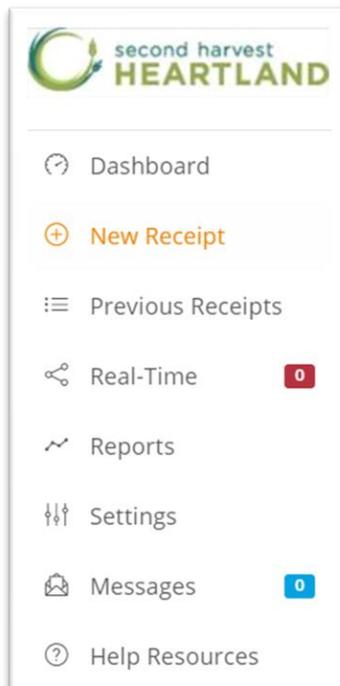
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### Log In to MealConnect™

- Once you've been registered by Second Harvest Heartland, navigate to: <https://mealconnect.org> and use the log-in credentials you were sent via email.
- Your username, although in an email format, is only a username and will never be used for communication.

### Verify the Donors

1. Click on **New Receipt** in the menu at the left of the page:



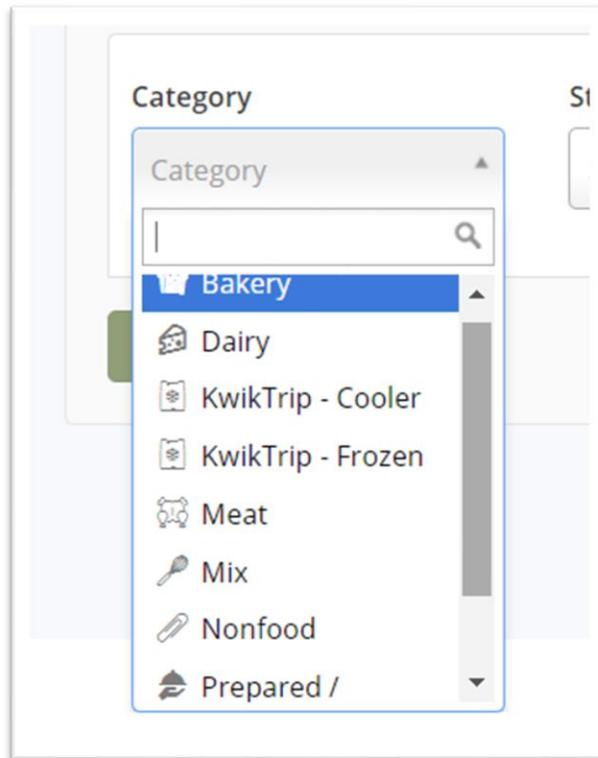
2. Click on the **Donor** drop-down list:

A screenshot of the 'Add New Receipt' form. It has a title 'Add New Receipt' at the top. Below the title is a date input field containing '08/17/2020'. Below the date field is a dropdown menu with 'Donor' selected. A red arrow points to the 'Donor' text in the dropdown. To the right of the dropdown is a circular warning icon with a triangle inside.

3. Verify all your retail donors are on the list.
  - Contact your Food Rescue Specialist if any are missing

## Record the Food Rescue Retail Donations

1. In MealConnect™ a submission of store donations is called a **Receipt**.
2. To enter the pounds collected at a store, open the **New Receipt** page (see above).
3. Choose the date of **pickup**
  - **If you choose to record your donations once at the end of the month, be sure to choose a date in the month for which you are reporting.**
4. Choose the appropriate **Donor** from the drop-down list.
5. Select the Category:



- Bakery, Dairy, Prepared/Perishable (Deli), Meat, Mix (Dry Grocery), Produce, Non-Food
  - Kwik Trip only – Kwik Trip – Cooler, Kwik Trip – Freezer, Mix (Dry Grocery)
6. The **Storage** field will fill in automatically.
  7. The **Description** field is not required and is for your use, if desired:

<b>Storage</b> <input type="text" value="Dry"/>	<b>Description</b> <input type="text" value="Description"/>
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8. Enter the **Pounds** in the box provided and click **Add**:

<b>Pounds</b> <input type="text" value="Pounds"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>
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9. Review the line you created.

10. Choose:

- **Delete** to erase the line.
- **Edit** to change the line.
- **Add Another Line Item**, if applicable, and repeat steps 5-10 for each category:

A screenshot of a form for adding a line item. At the top, the word "Pounds" is displayed. Below it, the number "15" is entered. To the right of "15" are two buttons: a red "Delete" button and a tan "Edit" button. At the bottom of the form is a dark purple button labeled "Add Another Line Item".

11. When all categories for each store is complete, click **Add Receipt and Review**:

A screenshot of a list view showing a table with the following columns: Category, Storage, Description, Pounds, and buttons for Delete, Edit, and Add Another Line Item. The table contains one row with the following data: Category: Bakery (with a trash icon), Storage: Dry, Description: None, Pounds: 15. A red arrow points to the "Add Receipt and Review" button at the bottom left of the list.

Category	Storage	Description	Pounds	Buttons
Bakery	Dry	None	15	Delete Edit

A screenshot of a list view showing a table with the following columns: Category, Storage, Description, Pounds, and buttons for Delete, Edit, and Add Another Line Item. The table contains one row with the following data: Category: Bakery (with a trash icon), Storage: Dry, Description: None, Pounds: 15. A red arrow points to the "Add Receipt and Review" button at the bottom left of the list.

Category	Storage	Description	Pounds	Buttons
Bakery	Dry	None	15	Delete Edit

12. Review the **Receipts Ready For Submission**.

### RECEIPTS READY FOR SUBMISSION

Pickup Date	Donor	Number of Items	Total Pounds	Status	
08/17/2020	Coborn's - Glencoe (D3106)	1	15	New	<div><button>Delete</button> <button>Edit</button></div>

Add New Receipt

Submit Receipts

13. Review the **Receipts Ready For Submission**.

14. The last step is to **Submit Receipts**. The receipt(s) are not submitted until this button is clicked.

- You may choose to submit the receipts after each store and repeat from Step 1 to enter the donations for another store.

### Correcting a Mistake

- Go to **Previous Receipts**
- If the receipt is still within the edit period of **5 days**, the status will show as "Submitted" and an Edit button will show in the action column for that receipt.
- If the receipt is not within the edit period, the status will show as "Locked" and no Edit button will be available. In this case, please reach out to your Food Rescue Specialist.

TOTAL POUN...	STATUS	ACTION
80	🔒 Locked	