

FREESTORE FOODBANK



Mealconnect Training

Logging in:



MC <https://mealconnect.org/login>

n ln



- Select the E-Mail Address tab.

MealConnect
Through the recovery of excess food we will help close the meal gap.
Over 600 Million Pounds Rescued [Learn More](#)

Partner Login

- Feeding America Network
domain login for food banks & agencies
- E-Mail Address
e-mail address and password
- Windows Live
external login for agencies
- Facebook
external login for agencies
- Yahoo
external login for agencies

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Website:	www.MealConnect.org/login
User Name:	Email Address
Password:	*Your Password

Entering Receipts

- Enter the date of the donation pickup

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MealConnect

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RECORD NEW RECEIPTS

START GUIDED TOUR

Upload Receipts

Add New Receipt

01/18/2019

Donor

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category Storage Description Pounds

Category Storage Description Pounds

Add Cancel

Add Receipt and Review

- Select the retail donor from the drop-down list
 - Only the stores from which you pick up will be on the list

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START GUIDED TOUR

Upload Receipts

RECORD NEW RECEIPTS

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Freestore Foodbank

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01/18/2019

Donor

Meijer (W42682)
1082 SR 28 Milford, OH 45150

Meijer (W42683)
4825B Marburg Ave Cincinnati, OH 45209

Meijer (W42684)
4990 Houston RD Florence, KY 41042

Meijer (W42685)
888 Eastgate N RD Cincinnati, OH 45245

Meijer (W42687)

Add Receipt and Review


Description

Pounds

Add Cancel

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- If you are unable to pick up on your scheduled donation day, check “Scheduled Pickup Not Attempted”
- If there was no product received, select the ‘No Pounds’ Button
 - If this happens more than once, please send in an email to one of the contacts at the back of this handout.



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[New Receipt](#)
[Previous Receipts](#)
[Reports](#)
[Settings](#)
[Messages](#) 0
[Help Resources](#)

RECORD NEW RECEIPTS

START GUIDED TOUR

Upload Receipts

Add New Receipt

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category	Storage	Description	Pounds
<input type="text" value="Category"/>	<input type="text" value="Storage"/>	<input type="text" value="Description"/>	<input type="text" value="Pounds"/>

Add Receipt and Review

Add

Cancel

- Select the 'Category' of Product

*Note: Some categories have changed

Category Name	Description
Meat	Frozen Meat Product (Temp Must be logged)
Bakery	Bread / Bakery Products
Produce	Produce
Non-Perishable	Misc. Grocery Products
Dairy	Dairy Products (Temp Must be Logged)
Non-Food	Any Non-Food Items
Prepared Meals	Any Prepared or Perishable Meals (Temp Must be Logged)

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RECORD NEW RECEIPTS

START GUIDED TOUR

Upload Receipts

Add New Receipt

01/18/2019

Meijer (W42683)

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category

Category

Bakery

Dairy

Meat

Nonfood

Prepared / Perishable

Storage

Storage

Description

Description

Pounds

Pounds

Add Cancel

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1. *On some categories, you may need to select the Storage Requirement
2. Fill in the Description (optional)
3. Enter in the lbs of the donation (not optional)
4. Once that line is complete, select the “Add” button, or “Cancel” to delete and re-enter.

Tri-State Retailers - Google M x | M Inbox (32) - jamesraythe2nd x | Contact Us | Dare To Care x | Login - Dropbox x | La Soupe Cincinnati x | MC MealConnect - MealConnect x

https://mealconnect.org/Agency#/app/receipts/new

Apps | Yahoo - login | Gmail | Amazon Smile | corellia.net | Internet Arcade Archi | 10 Great Pretend Gar | Depression Era Recip | DIY Off Grid Tech: Ho | Types of Houseplants | Other bookmarks

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Upload Receipts

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Add New Receipt

01/22/2019

Meijer (W42683)

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category: Bakery

Storage: Dry

Description: Description

Pounds: 1

Add Receipt and Review

Add Cancel

canned peaches.jpg

Show all

- ?

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Upload Receipts

Add New Receipt

☐ Scheduled Pickup Not Attempted
 ☐ No Pounds

Category	Storage Requirement	Product Description	Pounds	
Bakery	Dry	None	1	<div>Delete</div> <div>Edit</div>

Add Another Line Item

Add Receipt and Review

- Notice that the Meat and Dairy categories have temperature logging requirements. Temperatures must be checked at time of pickup AND at time of drop-off/delivery, then recorded here.



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RECORD NEW RECEIPTS

[START GUIDED TOUR](#)[Upload Receipts](#)

Add New Receipt

☐ Scheduled Pickup Not Attempted☐ No Pounds**Category****Storage****Description****Pounds****Temps (°F)**

- Once completed, select the 'Add receipt and Review' button

Tri-State Retailers - Google M x | M Inbox (32) - jamesraythe2nd x | Contact Us | Dare To Care x | Login - Dropbox x | La Soupe Cincinnati x | MC MealConnect - MealConnect x

https://mealconnect.org/Agency#/app/receipts/new

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Add New Receipt

01/22/2019



Meijer (W42683)

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category	Storage Requirement	Product Description	Pounds	Temp	
Bakery	Dry	None	1	Unknown	Delete Edit
Meat	Frozen	None	1	5 °F / 27 °F	Delete Edit
Add Another Line Item					

Add Receipt and Review

- If everything is accurate, select 'Submit Receipts' and the process is completed



Dashboard

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Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

Pickup Date	Donor	Number of Items	Total Pounds	Status	
01/22/2019	Meijer (W42683)	2	2	New	<div>Delete</div> <div>Edit</div>

Add New Receipt

Submit Receipts

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- If submitting receipts for more than one store/location, select “Submit More Receipts”

The screenshot displays the MealConnect web application interface. At the top, an orange header bar contains the MealConnect logo on the left, a search bar with the placeholder text "search" in the center, and a user profile icon on the right. Below the header, the main content area is light blue. On the left side, there is a sidebar with the Freestore Foodbank logo and a list of navigation links: Dashboard, New Receipt, Previous Receipts, Reports, Settings, Messages (with a blue badge showing "0"), and Help Resources. The main content area features a confirmation message: "RECEIPTS SUBMITTED SUCCESSFULLY" followed by the text "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." Below this text is a green button labeled "Submit More Receipts". A large blue arrow points upwards towards this button. At the bottom of the page, a footer contains the copyright information: "© 2019 MealConnect 2.0.111.0 / Azure".

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Dashboard

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RECEIPTS SUBMITTED SUCCESSFULLY

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.

Submit More Receipts

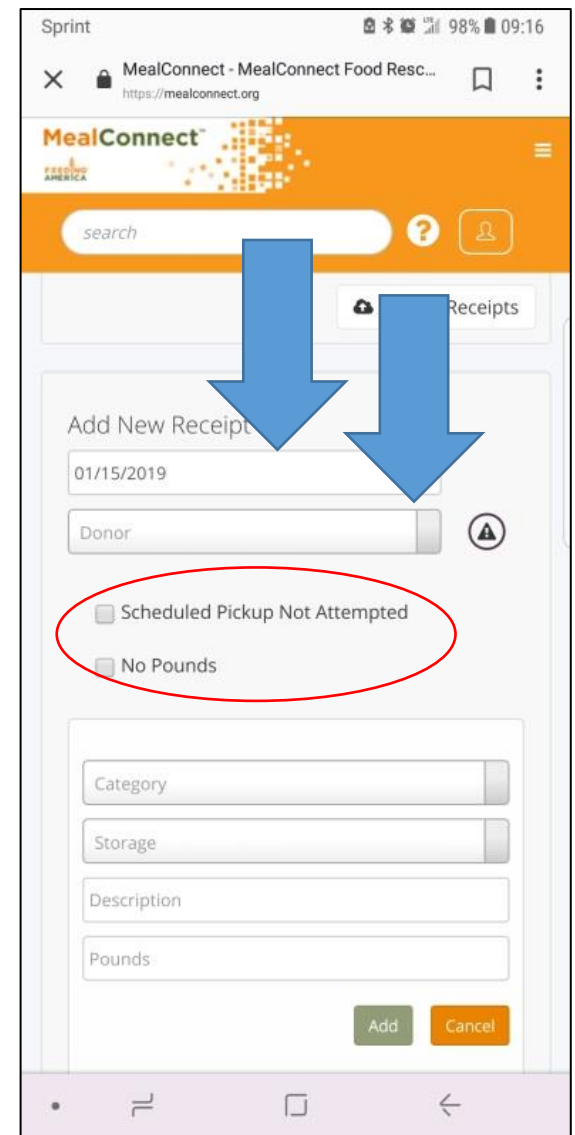
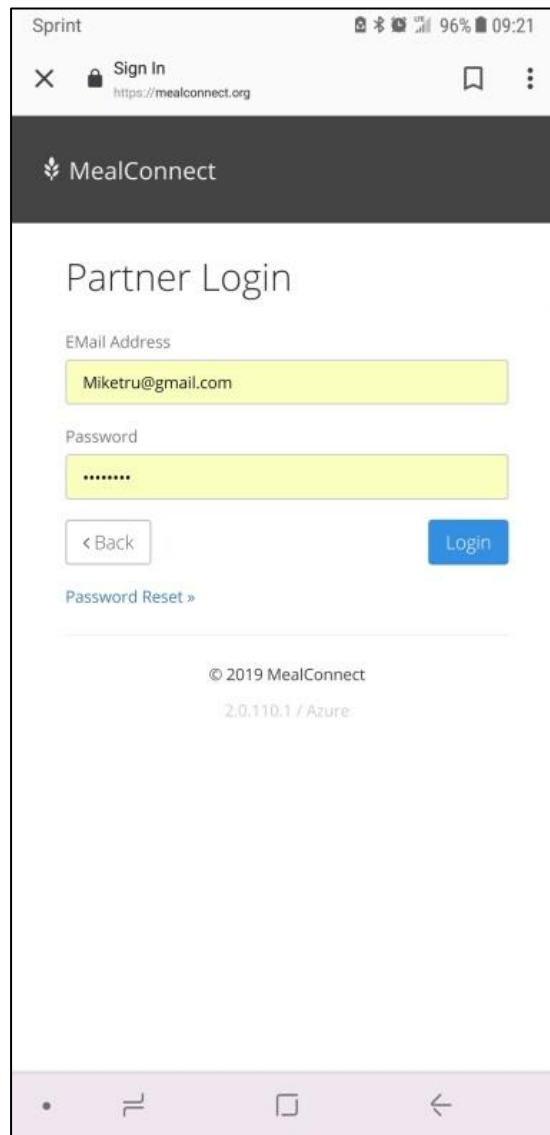
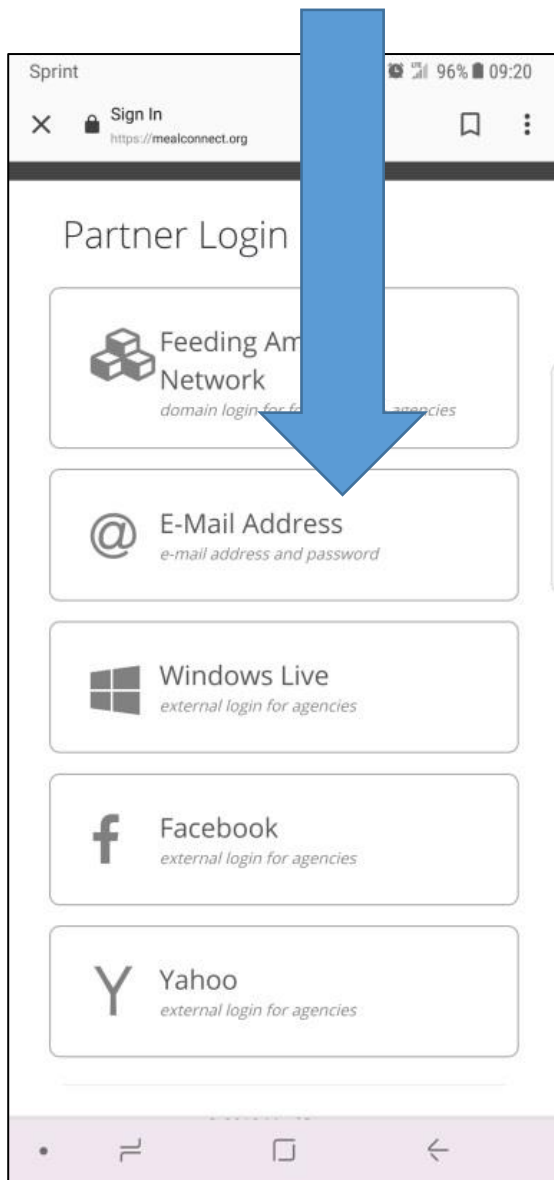
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Mealconnect Training

Reporting on a mobile device:



Select and enter:

- Category
 - Storage type
 - Weight
 - Temp (For Meat and Dairy)
 - Notice that if your number is out of the temperature safe zone, it will be underlined red
- Then follow the steps as before.

This screenshot shows the 'Add New Receipt' form in the MealConnect app. Blue arrows point to the 'Category' field (set to 'Prepared / Perishable'), the 'Temp' field (set to '21'), and the 'Weight' field (set to '187'). The 'Weight' field has a red underline, indicating it is outside the safe zone. The 'Add' button is visible at the bottom right.

This screenshot shows the 'Add New Receipt' form with the 'Add Receipt and Review' button highlighted at the bottom. The form displays the following information: Pickup Date: 01/15/2019, Donor: Schwan's Global Supply Chain, Inc (W4...), Category: Prepared / Perishable, Storage: Frozen, Description: None, Pounds: 187, Temp: 21 °F / 30 °F.

This screenshot shows the 'RECEIPTS READY FOR SUBMISSION' screen. A message states: 'Please ensure you submit your receipt(s) after review.' Below this, a table shows the receipt details: Pickup Date: 01/15/2019, Donor: Schwan's Global Supply Chain, Inc (V...). A 'Submit Receipts' button is at the bottom.

This screenshot shows the 'RECEIPTS SUBMITTED SUCCESSFULLY' screen. A message states: '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.' A 'Submit More Receipts' button is at the bottom.

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Mealconnect Training

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