



**MealConnect™**

# AGENCY APP MANUAL

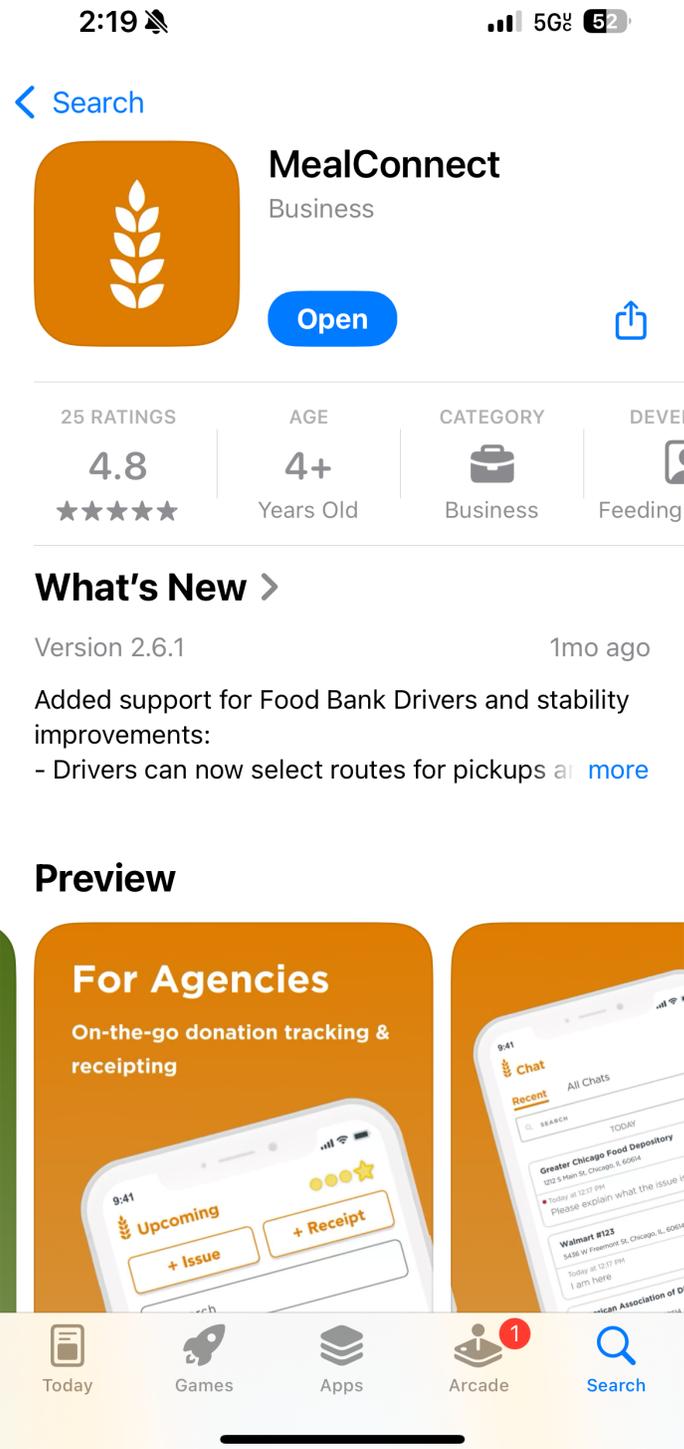


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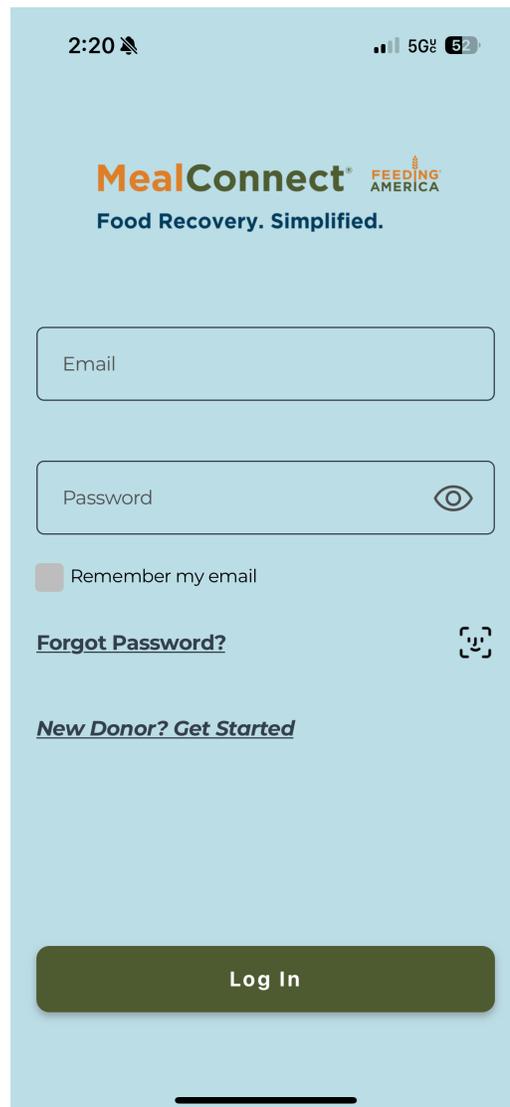
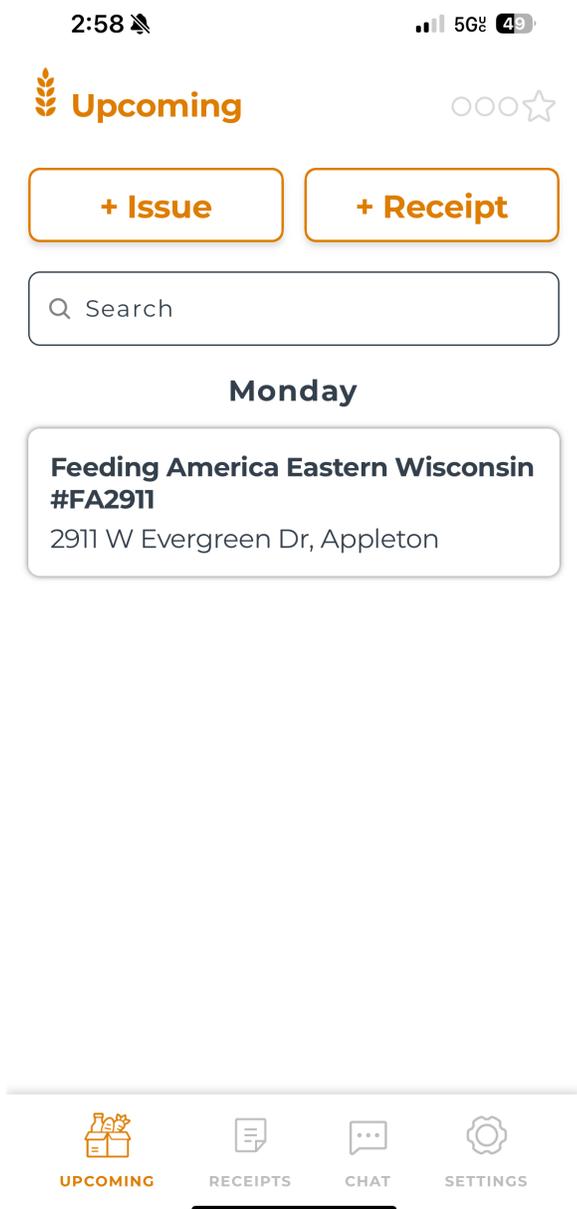
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# Setting Up The App

1. Download the MealConnect app on your mobile device



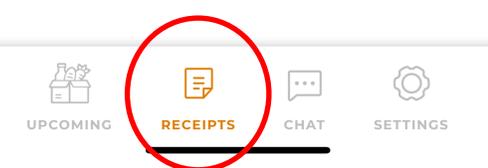
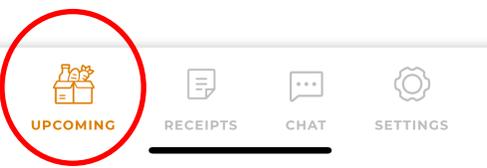
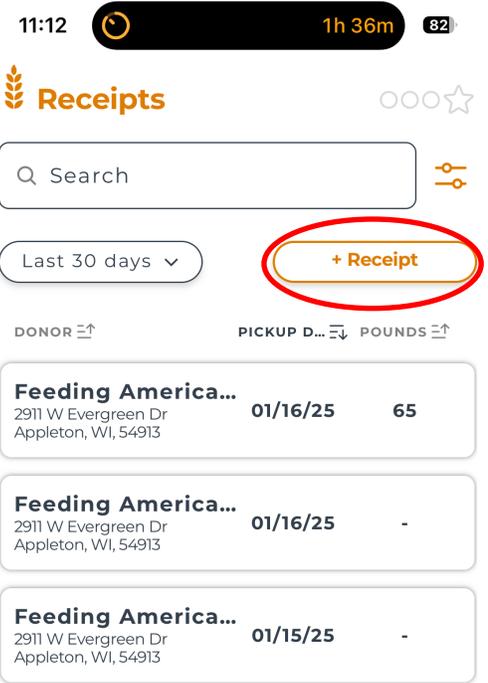
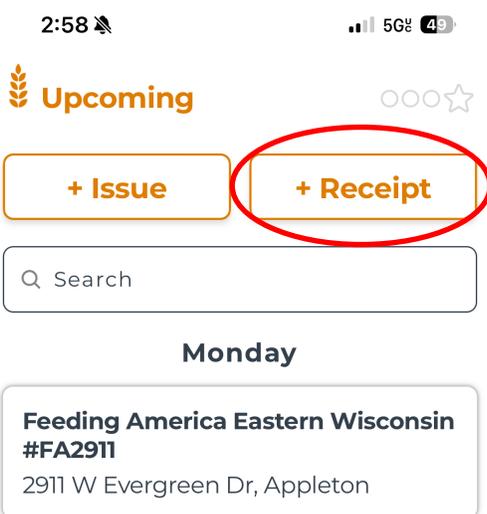
2. Open the app and Log in using the same username and password that you use on MealConnect.org



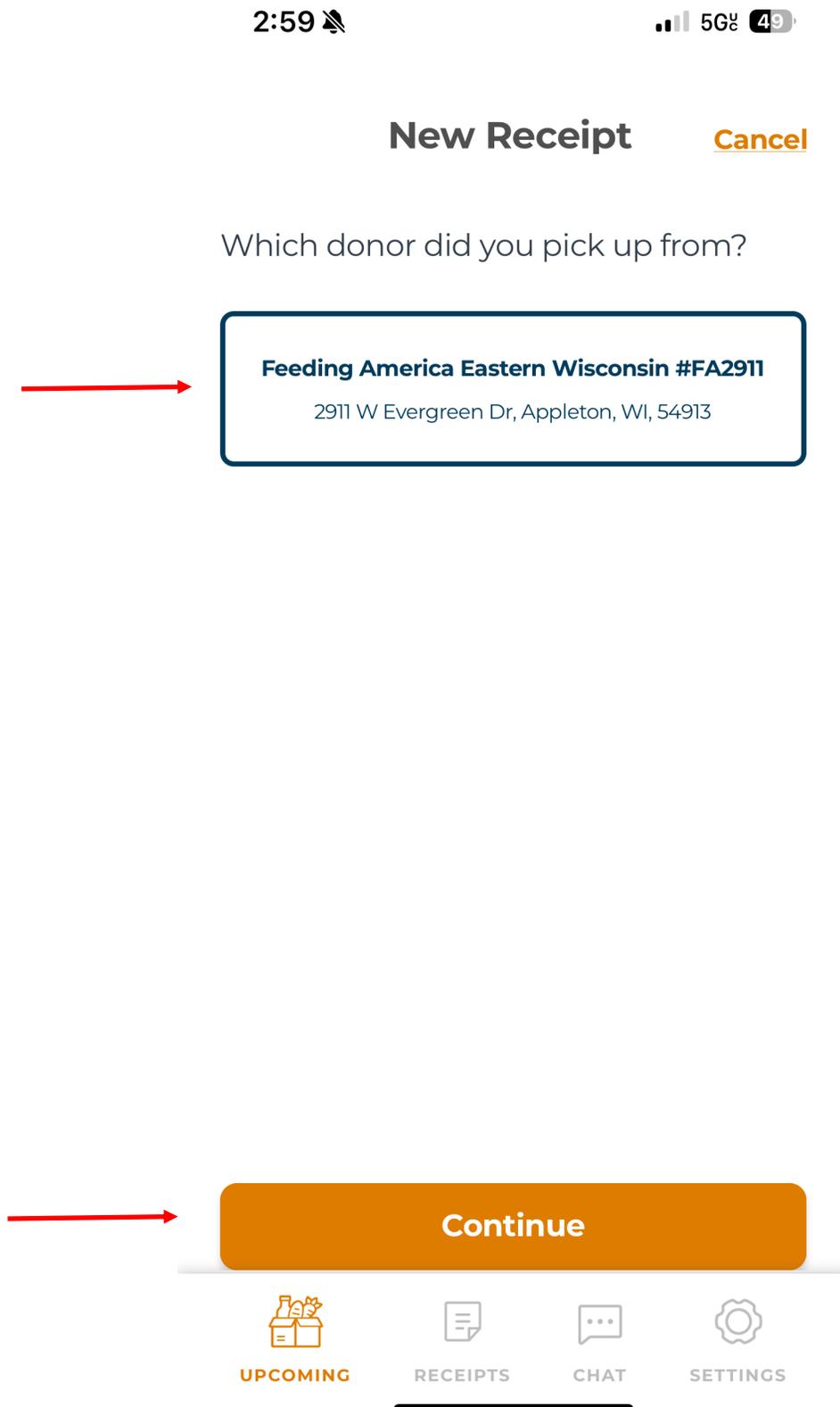
3. When you first log in, you will see your upcoming pickups.

# Submitting a Receipt

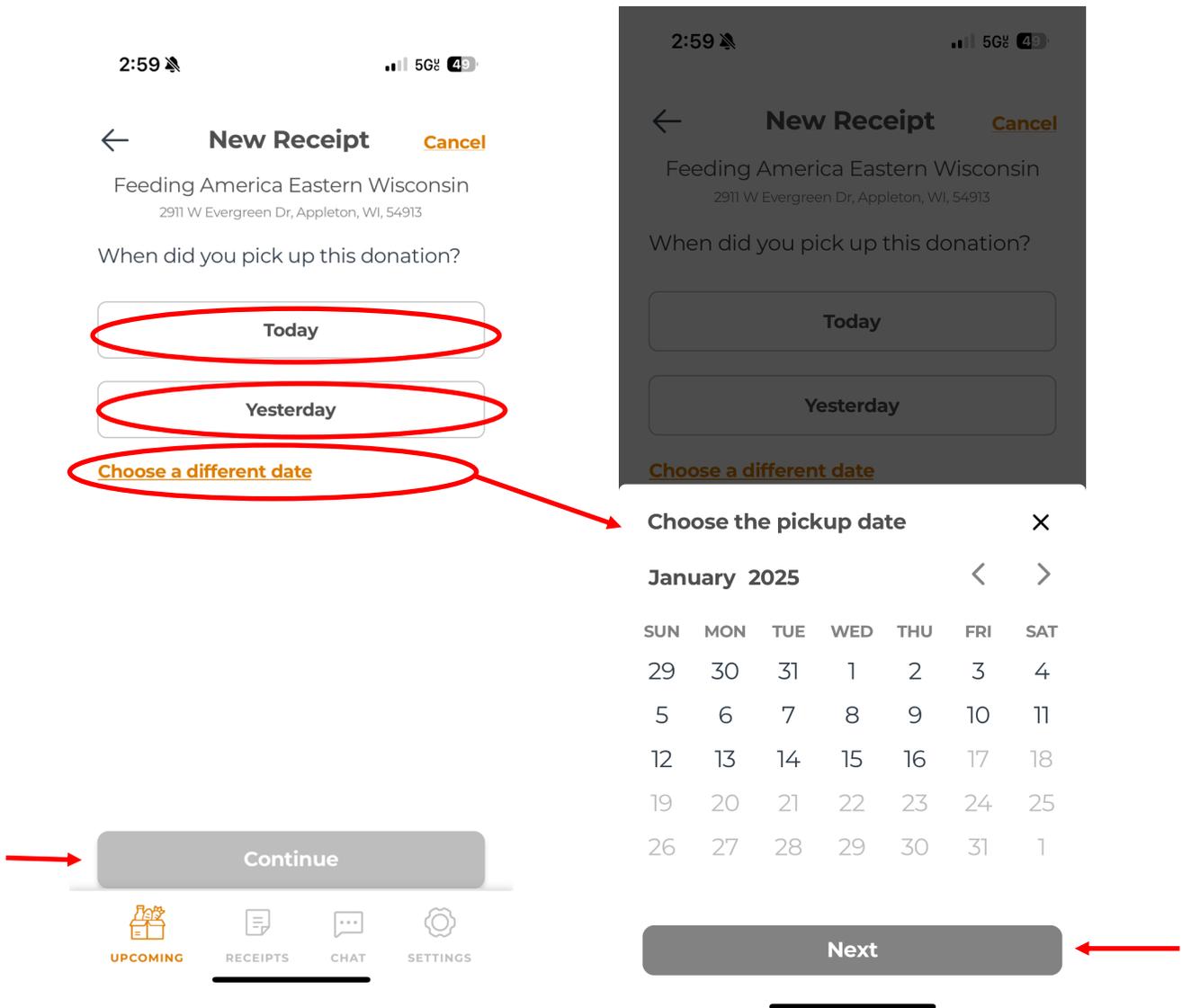
1. To create a receipt, you select “+Receipt” from either the “Upcoming” Tab or the “Receipts” tab.



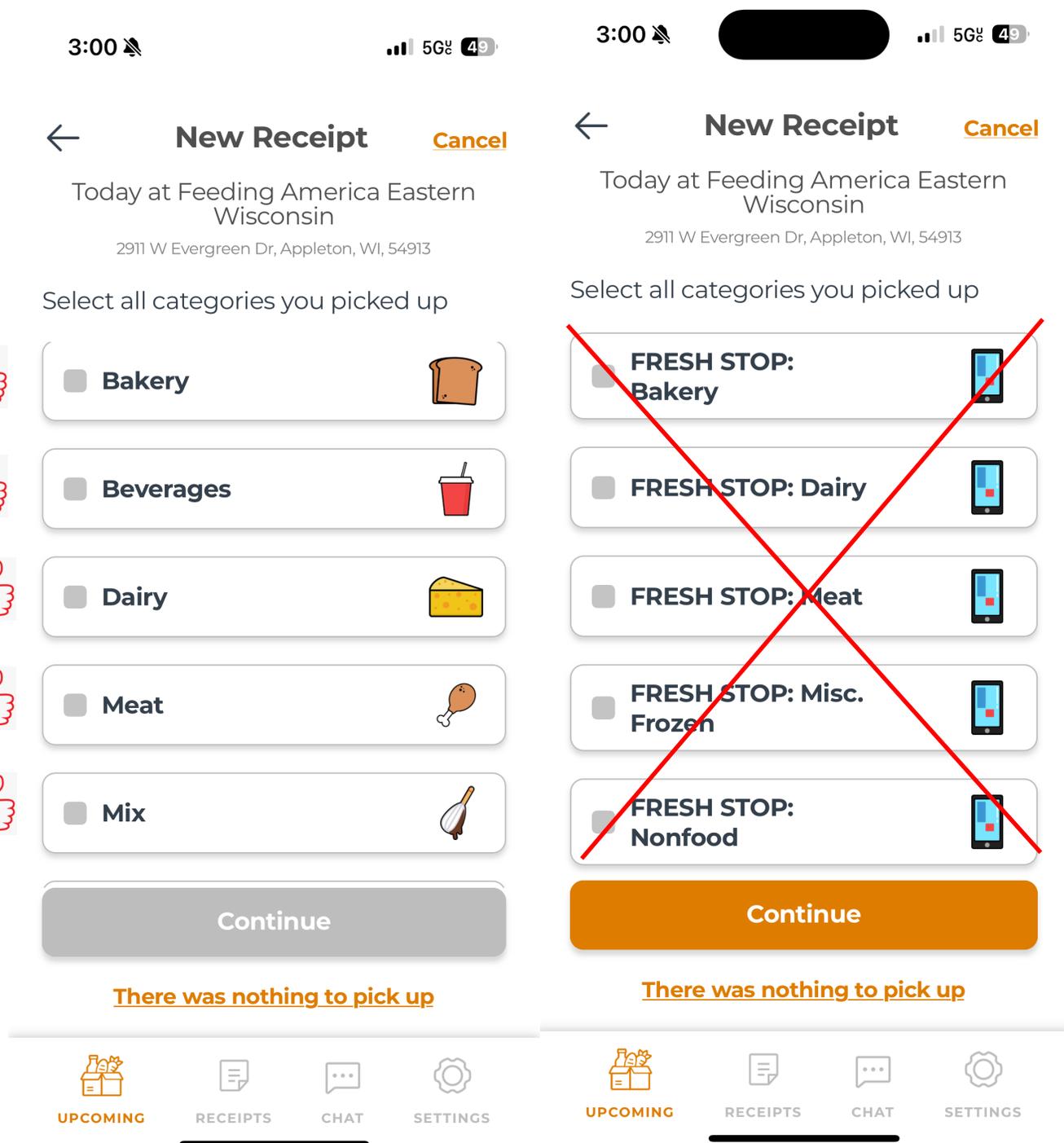
2. Select the donor you are picking up from. Even if you only pickup from one donor, you must select them in order to click the “Continue” button.



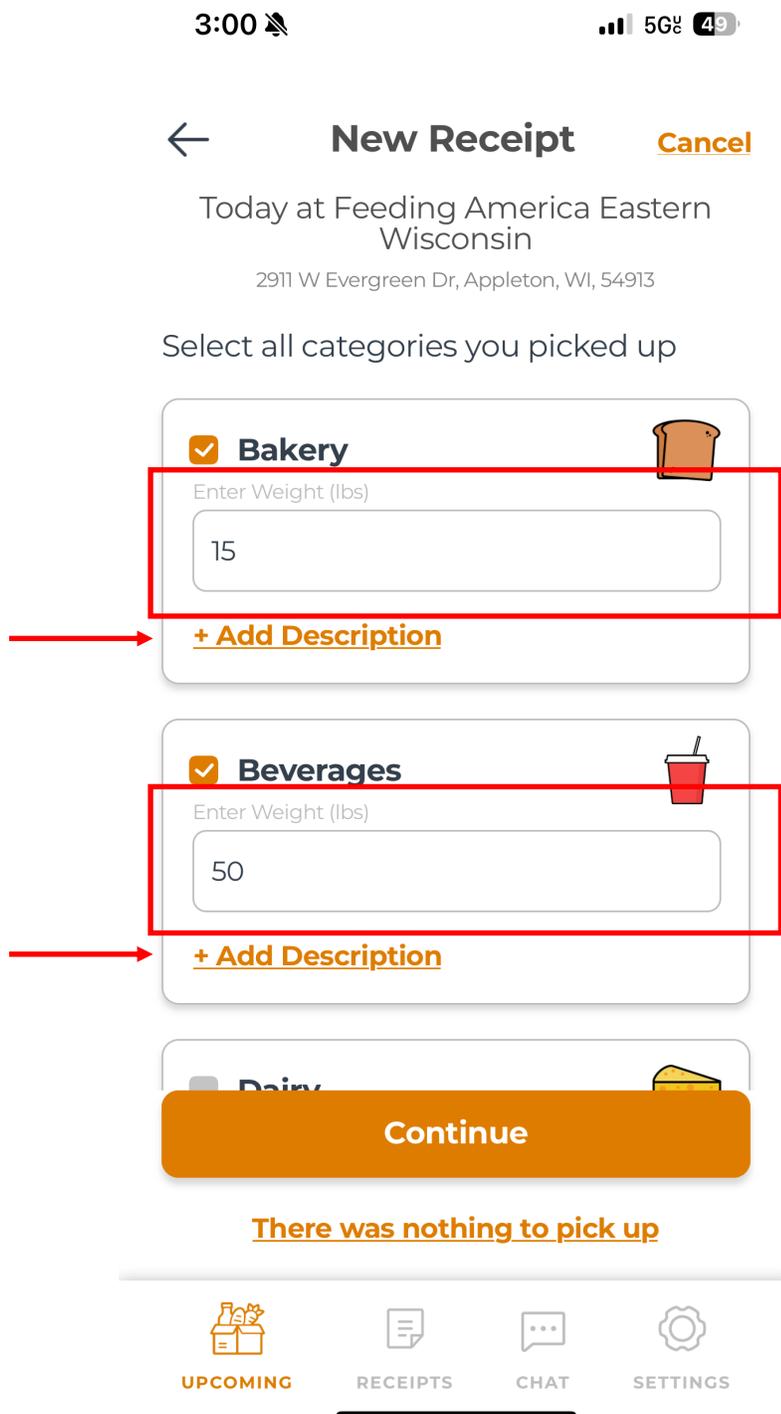
3. Select the date the donation was picked up. It can be the same day you are entering the receipt or a different day. If the pickup dated is not “Today” or “Yesterday”, click “Choose a different date” to pull up a calendar to select the correct pickup date. Once the date is selected, hit “Next” or “Continue”.



4. Select the Category of the each item picked up. Do NOT use the categories with “Fresh Stop”.



5. Once you select a category, you will be prompted to enter the pounds. You can also add a description of the items in each category if interested. Once all categories have been selected and all pounds entered, hit “Continue”.



6. You have successfully submitted your receipt and can select “Done”. If you need to submit more receipts, use the icons on the bottom to start the process over.

3:12

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## New Receipt

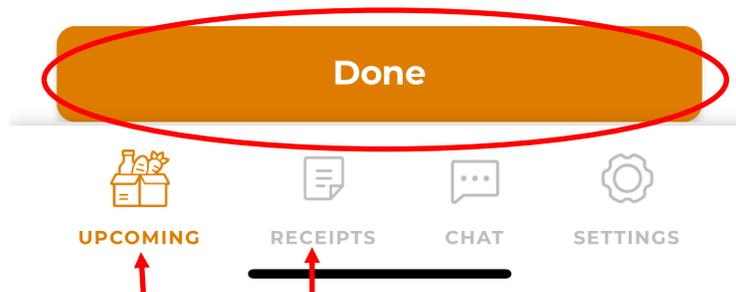
Today at Feeding America Eastern Wisconsin

2911 W Evergreen Dr, Appleton, WI, 54913



### Receipts submitted!

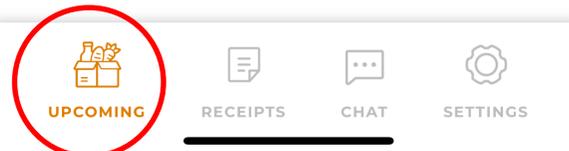
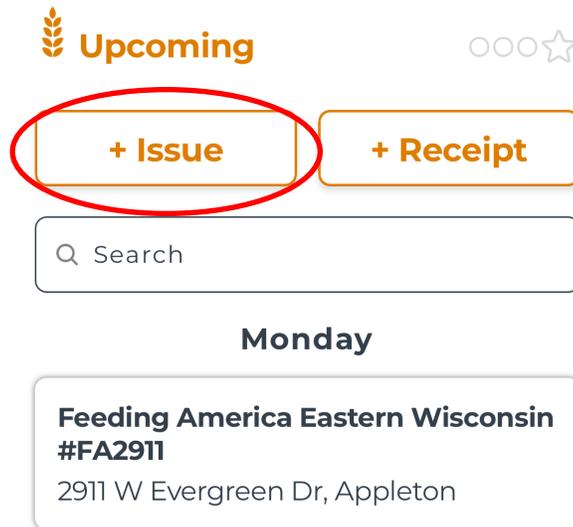
Your pick ups and drop offs have been successfully recorded.



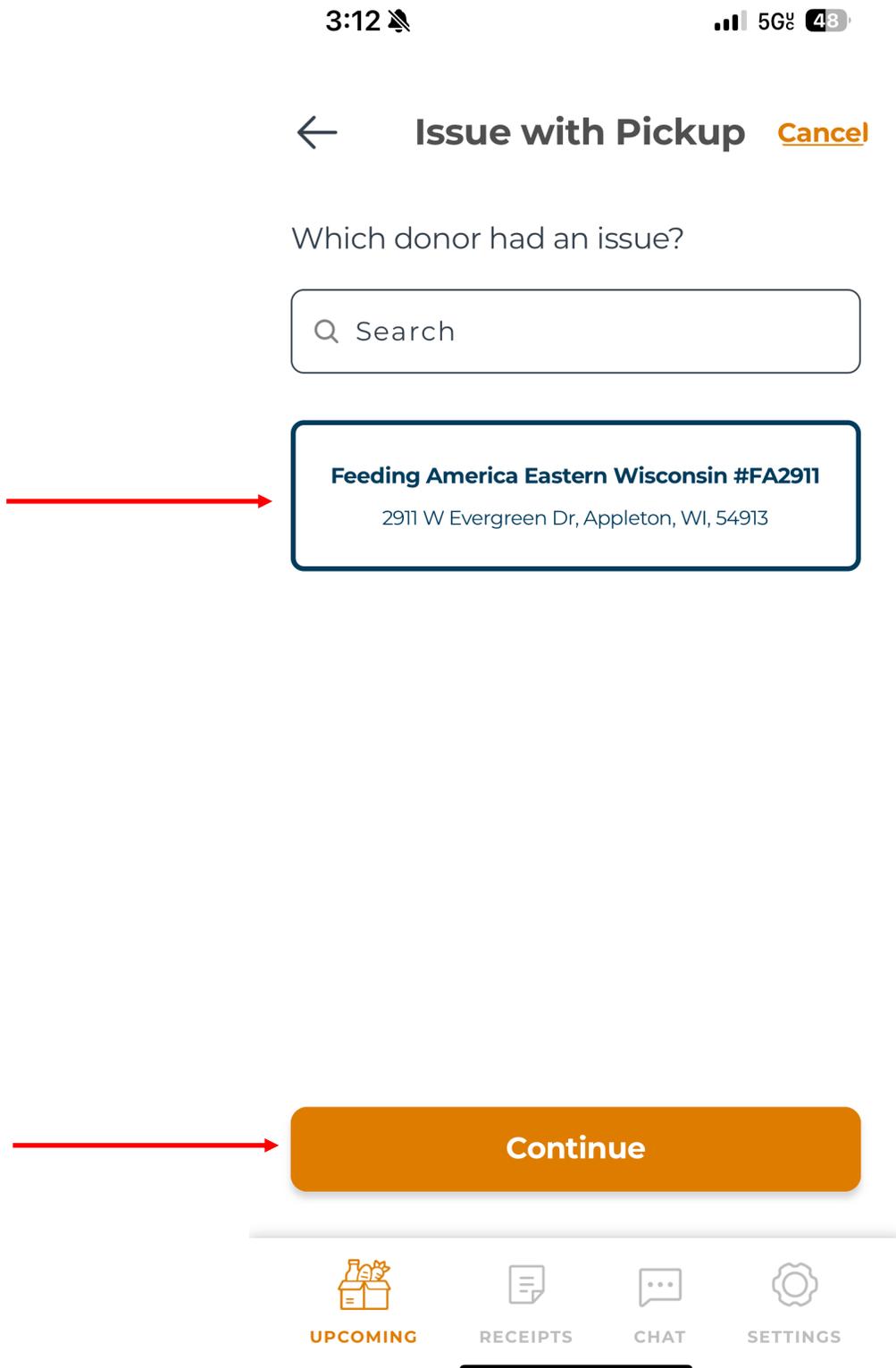
# Submitting a No Pounds Receipt

No pounds receipts are to be used when a scheduled pickup is not attempted or when you arrive at the donor, no donations were available for pickup. This helps us to track any repeat issues or to account for any “missing” pounds/ receipts for scheduled pickup dates.

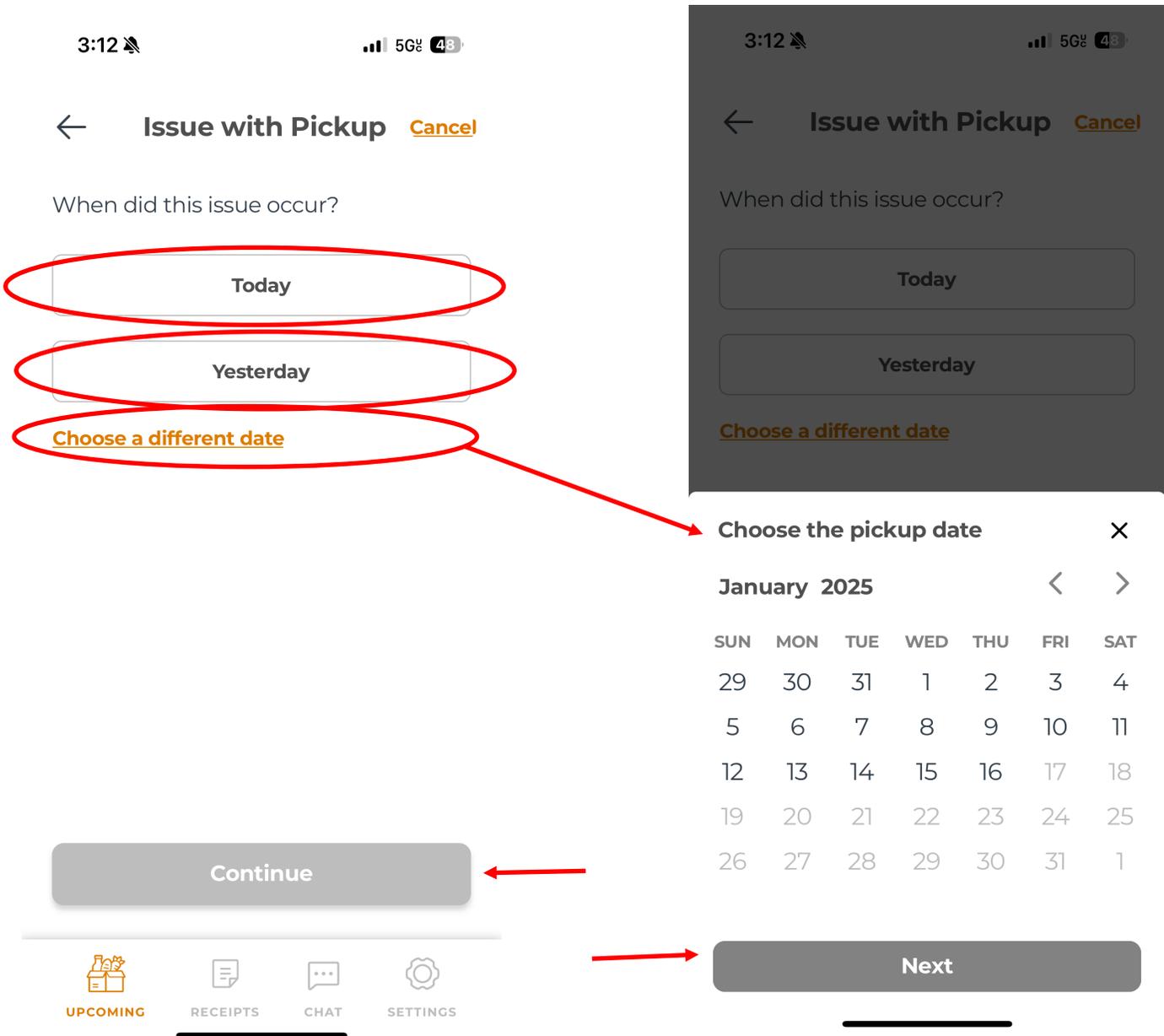
1. To begin a no pounds receipt, use the bottom icons to select the “Upcoming” tab.
2. Once there, select the “+Issue” button.



3. Select the donor you had no pounds to pickup for. Even if you only pickup from one donor, you must select them in order to click the “Continue” button.



4. Select the date the donation was scheduled to be picked up. It can be the same day you are entering the receipt or a different day. If the pickup dated is not “Today” or “Yesterday”, click “Choose a different date” to pull up a calendar to select the correct pickup date. Once the date is selected, hit “Next” or “Continue”.



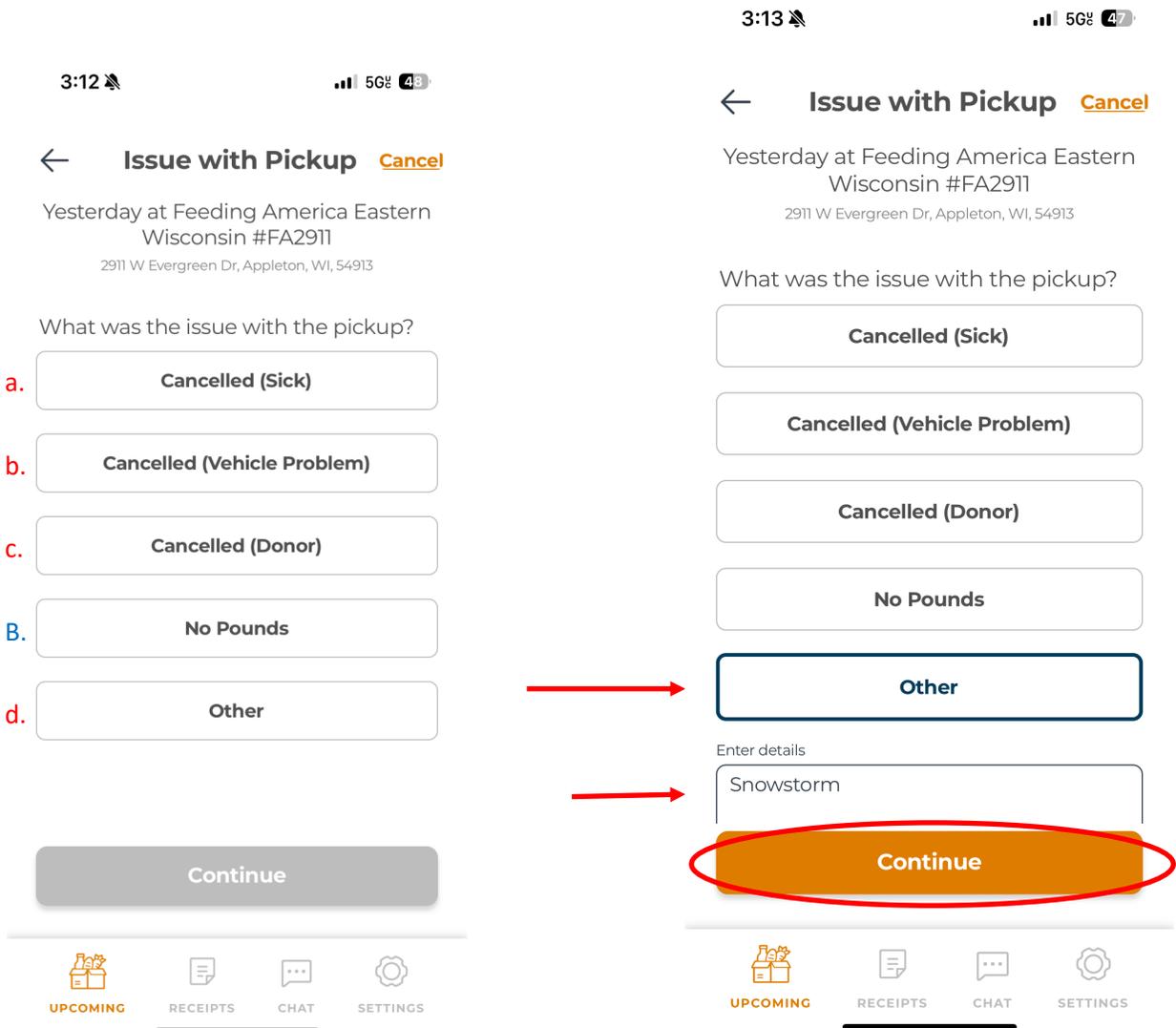
5. Select the reason for there being no pounds.

A. If no pickup was attempted:

- a. Was the person who normally picks up sick?
- b. Was there an issue with the vehicle used to pick up?
- c. Did the donor tell you not to pickup?
- d. Was there a different reason such as weather or a holiday?

B. If there were no pounds available, simply select “No Pounds”

6. Once you select the reason for no pounds, click “Continue”



7. You have successfully submitted your “No Pounds” receipt and can select “Done”. If you need to submit more receipts, use the icons on the bottom to start the process over.

