



Real-Time Donation Agency Manual



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Accepting Donation

You will have 90 minutes from receiving the email/phone call/text offering the donation

 a. Call comes from 1-813-364-2911 and email comes MealConnect

A donation is looking for you! [EAF/	A]					
MealConnect			😳 🍕 Reply 🖣 Reply a	II 🥔 Forward 🛞 🛄 🚥 Mos 11/4/2024 1.21 PM	100	
	MealConnect [*]	ARRIER	FOOD RECOVERY. SIMPLIFIED.		+18	alian pound dry donation from Feeding
	1110				Ammile	enca Eastern Wisconsin located 2 es from your agency. Interested? oly Y to get more details, N to pass a
	WE LOVE IT	WHEN THIS HAP	PPENS.			0
	Feeding Americ donatio	ca Eastern Wiscor on ready for pickup	nsin has a o.		<0	+1 (813) 364-0524
	This donation is:					Text Message Today 1:21 PM
	Calogory	Pounds			450	l des des sties from
	Mix	150			T50 pound	dry donation from
	To accept this donation and an	mange your pickup, click he	(Q		Wisconsin your agen	located 2 miles from cy. Interested? Reply Y
	Please let us know what you how the MealConnect program	u think. We love getting fee m is working for you.	dback and hearing		to get mor share with	re details, N to pass and other agencies.
	Thanks again for using Meal to more food donations in your	<pre>ifConnect[™]. We look forwa in community very soon!</pre>	rd to connecting you			
	Sincerely					

2. Log into MealConnect at Mealconnect.org

3. Select "Real-Time" on the left side menu

	=		
FEEDING	DASHBOARD		
Eastern Wisconsin			
+ New Receipt	C		
Dashboard	Create New Receipt •	View Receipts O Pending Rec	ceipts Send New Message
Previous Receipts	III Current Action Items		
Real-Time	Tool Color Sector	Food Coffee Foot	Tool & American
OrderAhead	Food Safety Fact ×	Food Safety Fact ×	Pood Sarety Fact ×
🗠 Reports			
≢ Settings	Keeping foods out of the temperature danger zone, the temperature range between 41F - 135F, will prevent	When transporting foods, it is important not to cross- contaminate foods with other products so try to not store any food owner therefored is before a contaminate	When transporting perishable foods from your donors, and when distributing to your Clients, the food needs to be kept at
lelp & Resources	temperature abuse.	room, always place frozen items over refrigerated items to prevent any drips and spills.	4 IF or below.
Messages 0			
	Dismiss	Dismiss	Dismiss

3. Newest Donation will be at the top or filter to find donation

	≡				search
FEEDING	REAL-TIME DONATIONS	S STATUS			
AMERICA Eastern Wisconsin + New Receipt	filter by id, agency, or donor	10/01/2024	4 - 01/13/2025	Any Status	Pleas
Dashboard	DONOR ENTERED	DONOR	DONATION	STATUS	ACTION
Previous Receipts	2 months ago EC14	FAEW- Food Drive (#FD1700)	150 Pounds of Mix	DELIVERED TO PROGRAM- MINDFUL MEALS-MILWAUKEE RECEIPT (#005114599276 / 167LBS) CREATED - PENDING DONOR FEEDBACK	Details >
Real-Time O	2 months ago EB01	Feeding America Eastern Wisconsin (#F	150 Pounds of Mix	CANCELLED CANCELLED 11/11/2024 01:17 PM (CST)	Details >
OrderAhead	2 months ago EB00	Feeding America Eastern Wisconsin (#F	142 Pounds of Mix	CANCELLED CANCELLED 11/04/2024 01:57 PM (CST)	Details >
₩ Reports	2 months ago EAFA	Feeding America Eastern Wisconsin (#F	150 Pounds of Mix	CANCELLED CANCELLED 11/04/2024 01:43 PM (CST)	Details >
≓ Settings					

Help & Resources

4. Select "Details" under the action column to see donation details and accept or reject donation

	≡				search
FEEDING	REAL-TIME DONATION	IS STATUS			
AMERICA Eastern Wisconsin	filter by id, agency, or donor	10/01/2024	4 - 01/13/2025	Any Status	Pleas
+ New Receipt			1	1	than
Dashboard	DONOR ENTERED	DONOR	DONATION	STATUS	ACTION
Previous Receipts	2 months ago EC14	FAEW- Food Drive (#FD1700)	150 Pounds of Mix	DELIVERED TO PROGRAM- MINDFUL MEALS-MILWAUKEE RECEIPT (#005114599276 / 167LBS) CREATED - PENDING DONOR FEEDBACK	Details >
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OrderAhead	2 months ago EB00	Feeding America Eastern Wisconsin (#F	142 Pounds of Mix	CANCELLED CANCELLED 11/04/2024 01:57 PM (CST)	Details >
₩ Reports	2 months ago EAFA	Feeding America Eastern Wisconsin (#F	150 Pounds of Mix	CANCELLED CANCELLED 11/04/2024 01:43 PM (CST)	Details >
Settings Help & Resources					

5. Details page shows product details including estimated pounds, storage requirements, notes from the donor, and donation pick-up address (this may be different from the donor address)



6. Donor requested pickup dates and pickup times will also be displayed. If multiple pickup dates are available, use the dropdown menu to select preferred day.

7. If you are able to pickup the donation, select "Accept", but if you are unable to pickup the donation for any reason, select "Reject"

Donor Requested Pickup Dates

10/09/2024 - 10/11/2024

Donor Requested Pickup Time

10:00am - 1:00pm

	Waiting for Response fr MEAL CONNECT DEMO AGENCY 1 of 1, 87% Match. Waiting Uncl 11. (CST).	rom 51 AM
	75 Minutes Remaining to Respon	nd
>	01/17/2022	~
	10:00am - 1:00pm	~
	Accept	
	Reject	

8. On the pickup date select, go to the <u>Pickup Location</u> during the donor pickup window. Bring boxes or bags to transport the items.

9. Upon your return from collecting the donations, enter a Real-Time donation receipt.

Receipting Donation

- 1. Log into your MealConnect account at Mealconnect.org
- 2. Select, "Real-Time" on the left side menu

	=								
	DASHBOARI)							
Eastern Wisconsin						0			
+ New Receipt		C		E					
2 Dashboard		Create New Receipt	Ø	View Receipts	Ø	Pending Receipts	Θ	Send New Message	0
Previous Receipts	III Current Acti	on Items							
Real-Time									
OrderAhead	Food Safety F	act	×	Food Safety Fact		×	Food Safety Fac	ct	×
₩ Reports									
≢ Settings	Keeping foods temperature	out of the temperature danger : range between 41F – 135F, will p	one, the prevent	When transporting for contaminate foods with ot	ds, it is importan her products so t	t not to cross- ry to not store any	When transporting when distributing to	g perishable foods from your dong o your Clients, the food needs to b	e kept at
Help & Resources		temperature abuse.		roods over other foods. It room, always place froze prevent a	n items over refri ny drips and spill	gerated items to s.		41F or below.	
Messages 0									
			Dismiss			Dismiss			Dismiss

3. Locate the donation needing to be receipted by either selecting the most recent donation, or use the drop down filter.

	=				search
FEED NG	REAL-TIME DONATION	IS STATUS			
AMERICA Eastern Wisconsin	filter by id, agency, or donor	10/01/2024	4 - 01/13/2025	Any Status	Pleas
+ New Receipt					than
Dashboard	DONOR ENTERED	DONOR	DONATION	STATUS	ACTION
Previous Receipts	2 months ago EC14	FAEW- Food Drive (#FD1700)	150 Pounds of Mix	DELIVERED TO PROGRAM- MINDFUL MEALS-MILWAUKEE RECEIPT (#005114599276 / 167LBS) CREATED - PENDING DONOR FEEDBACK	Details >
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☑ Reports	2 months ago EAFA	Feeding America Eastern Wisconsin (#F	150 Pounds of Mix	CANCELLED GANCELLED 11/04/2024 01:43 PM (CST)	Details >

4. Select, "Create Receipt" under the Action Column



- 5. The Donation information will auto-populate into the receipt from the donation post
- 6. Update ethe date to match the date the donation was actually picked up by the agency

Add New Receipt
 01/11/2022

7. Update the pounds to reflect the actual donated amount.

Category	Storage	Description	Pounds
Bakery *	Dry *	Description	50

8. Add the item to the receipt by clicking the "Add" button

0	Add	Cancel

9. Once all the information has been verified, click "Add Receipt and Review"

Category	Storage Requirement	Product Description	Pounds	
🖀 Bakery	Dry	None	50	Delete Edit
O Produce	Refrigeration	None	100	Delete Edit
53 Meat	Frozen	Non	200	Delete Edit
				Add Another Line Item
Add Receipt and Review				_

10. Review the information on the receipt and if everything is correct, click "Submit Receipts"

RECEIPTS R	EADY FOR SUBMISSION				
Pickup Date	Donor	Number of Items	Total Pounds	Status	
01/11/2022	Feeding America Eastern Wisconsin (FA2911)	3	350	New Real-Time	Delete Edit
					Add New Receipt
 Submit Receip	ts				

11. If you need to make any edits, select the "Edit" button. Be sure to save any changes and follow steps 9 & 10 to complete the receipting process.

RECEIPTS READY FOR SUBMISSION								
Pickup Date	Donor	Number of Items	Total Pounds	Status				
01/11/2022	Feeding America Eastern Wisconsin (FA2911)	3	350	New Real-Time	Delete Edit			
Submit Receip	ots				Add New Receipt			