



MealConnect™

Real-Time Donation Agency Manual



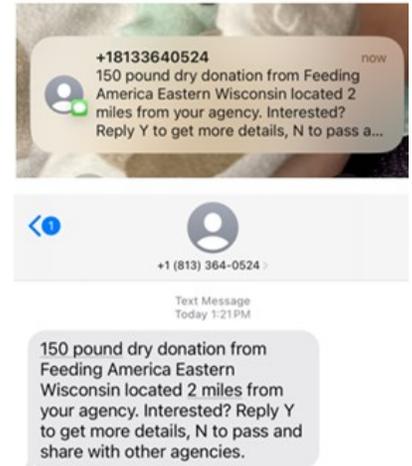
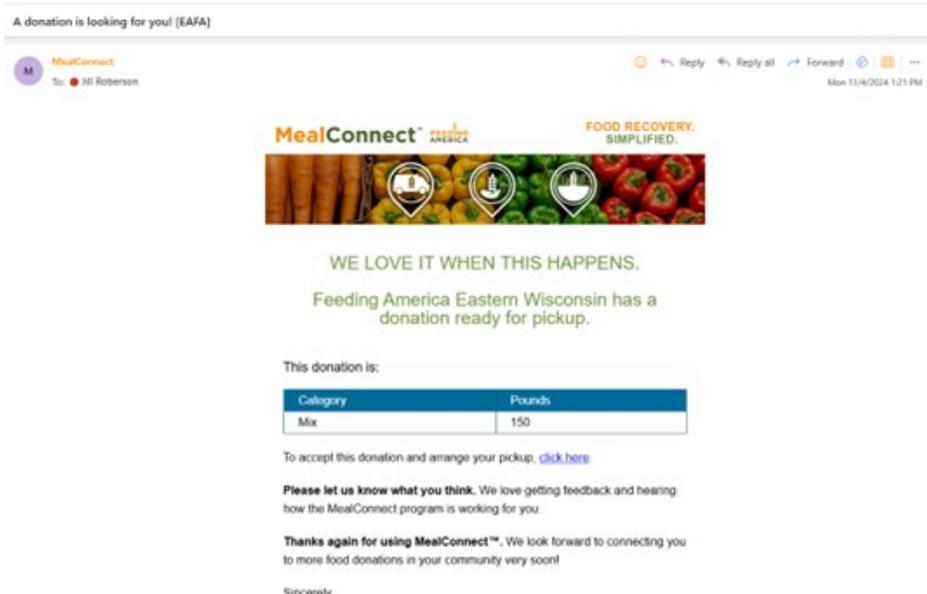
Table of Contents

Accepting Donation.....3-6
Receipting Donation.....7-9

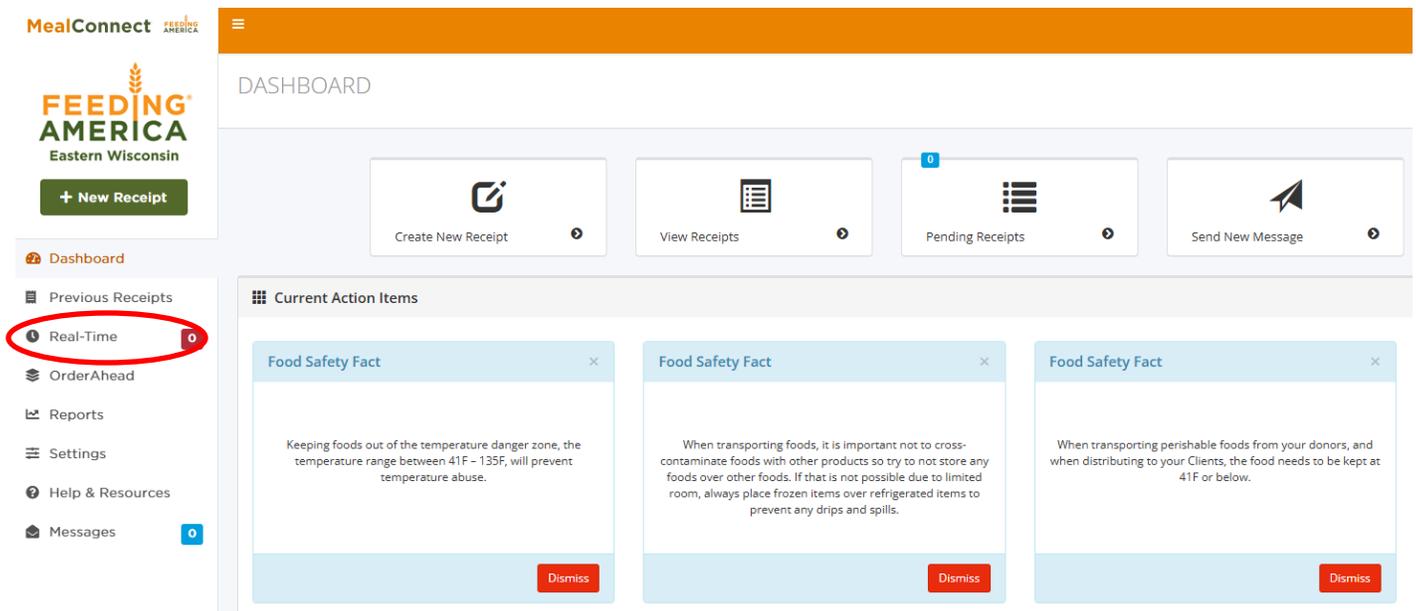


Accepting Donation

1. 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



2. Log into MealConnect at Mealconnect.org
3. Select "Real-Time" on the left side menu



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

MealConnect FEEDING AMERICA

FEEDING AMERICA Eastern Wisconsin

+ New Receipt

Dashboard

Previous Receipts

Real-Time 0

OrderAhead

Reports

Settings

Help & Resources

REAL-TIME DONATIONS STATUS

filter by id, agency, or donor

10/01/2024 - 01/13/2025

Any Status

Pleas than

DONOR ENTERED	DONOR	DONATION	STATUS	ACTION
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 >
2 months ago EB01	Feeding America Eastern Wisconsin (#F...	150 Pounds of Mix	CANCELLED CANCELLED 11/11/2024 01:17 PM (CST)	Details >
2 months ago EB00	Feeding America Eastern Wisconsin (#F...	142 Pounds of Mix	CANCELLED CANCELLED 11/04/2024 01:57 PM (CST)	Details >
2 months ago EAFA	Feeding America Eastern Wisconsin (#F...	150 Pounds of Mix	CANCELLED CANCELLED 11/04/2024 01:43 PM (CST)	Details >

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

MealConnect FEEDING AMERICA

FEEDING AMERICA Eastern Wisconsin

+ New Receipt

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REAL-TIME DONATIONS STATUS

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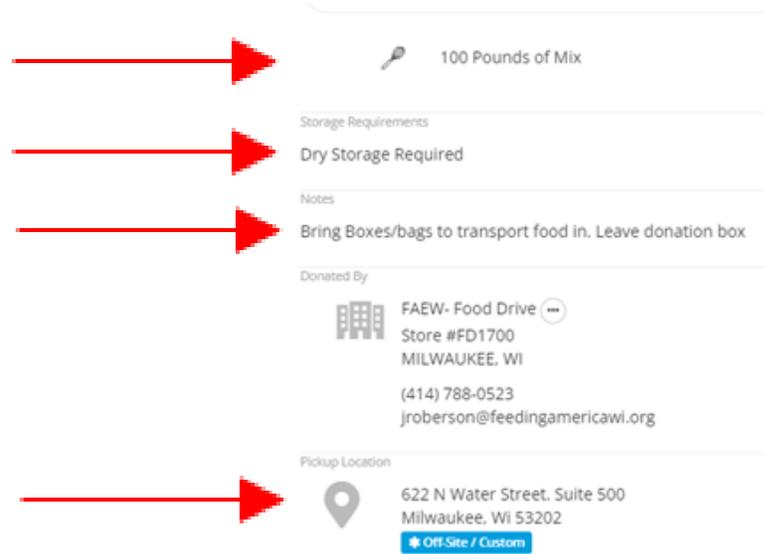
10/01/2024 - 01/13/2025

Any Status

Pleas than

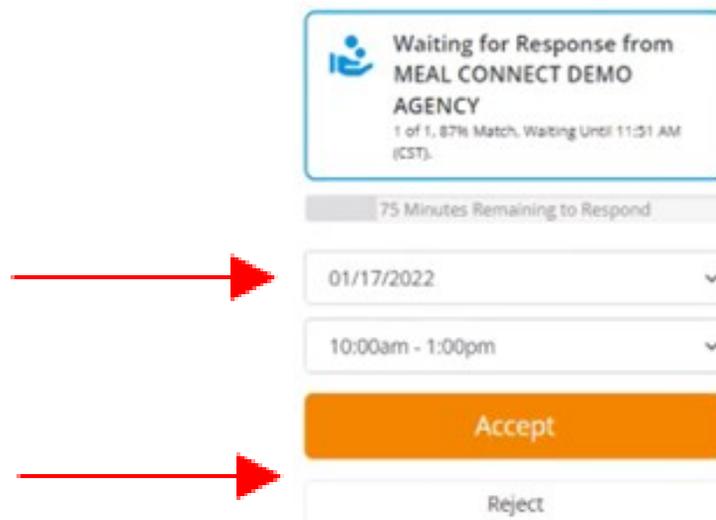
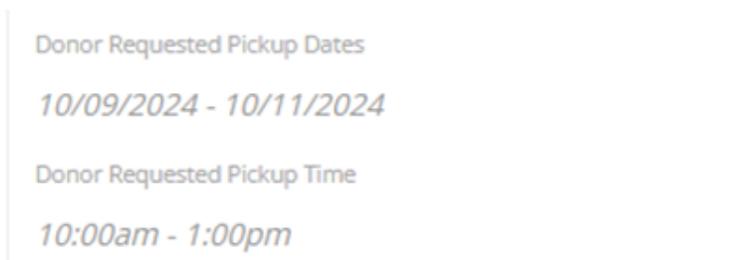
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5. Details page shows product details including estimated pounds, storage requirements, notes from the donor, and donation pick-up address (this may be different from the donor address)



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.

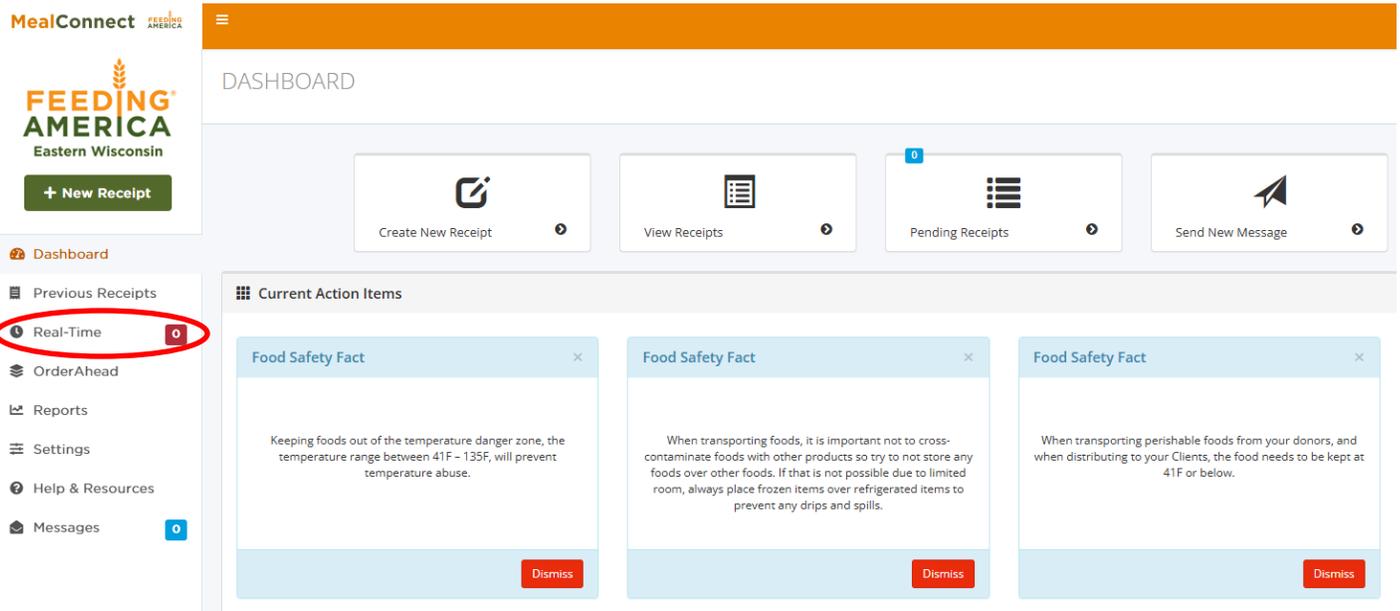
7. If you are able to pickup the donation, select “Accept”, but if you are unable to pickup the donation for any reason, select “Reject”



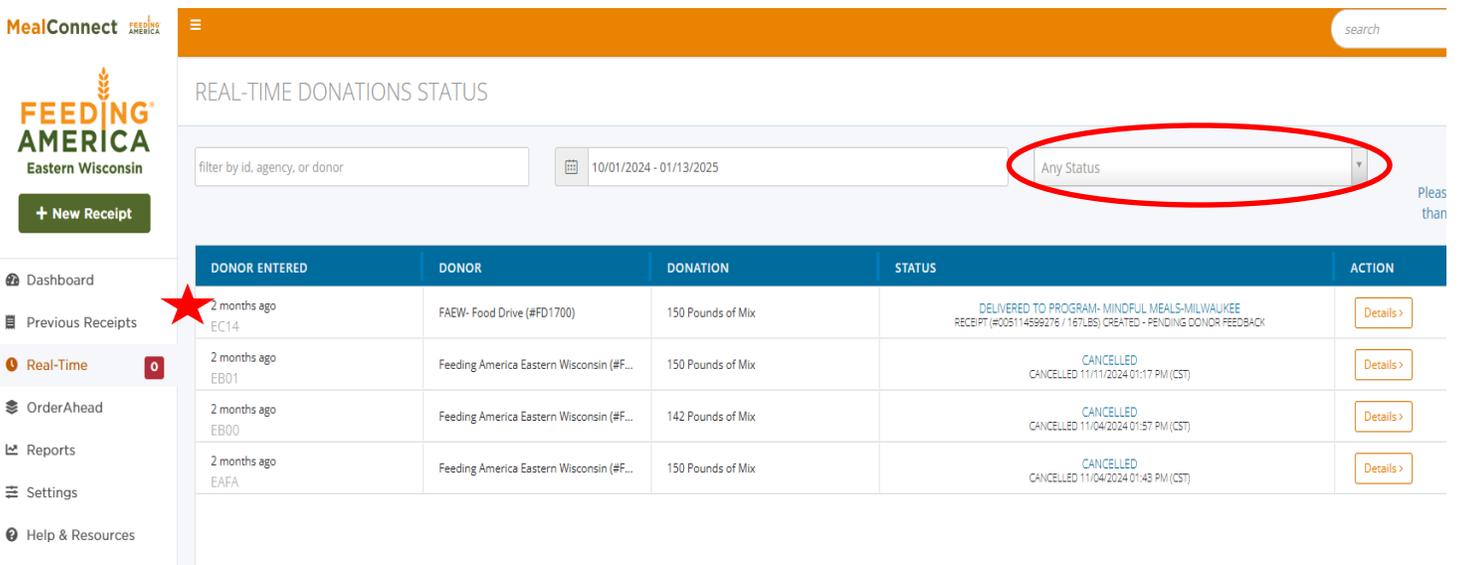
8. On the pickup date select, go to the Pickup Location during the donor pickup window. Bring boxes or bags to transport the items.
9. Upon your return from collecting the donations, enter a Real-Time donation receipt.

Receipting Donation

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



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

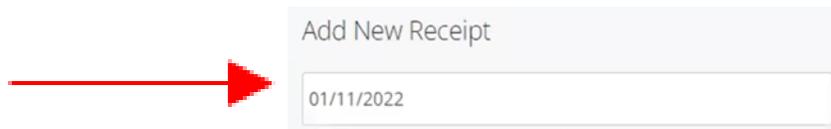


4. Select, "Create Receipt" under the Action Column



5. The Donation information will auto-populate into the receipt from the donation post

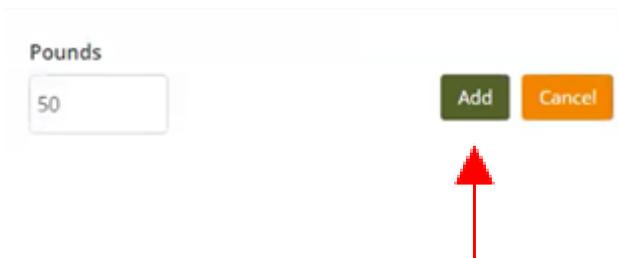
6. Update the date to match the date the donation was actually picked up by the agency



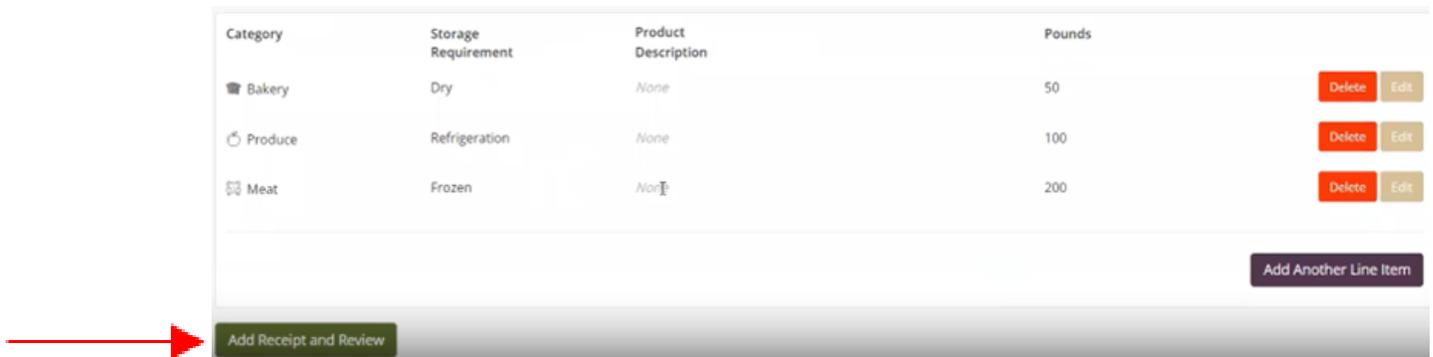
7. Update the pounds to reflect the actual donated amount.



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



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



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

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

[Add New Receipt](#)

[Submit Receipts](#)

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

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[Add New Receipt](#)

[Submit Receipts](#)