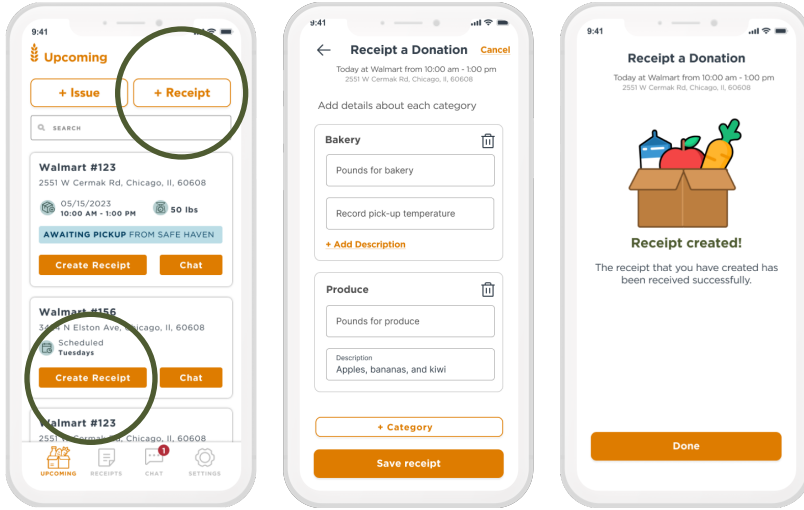## Create a Receipt



**1** **Create Receipt**

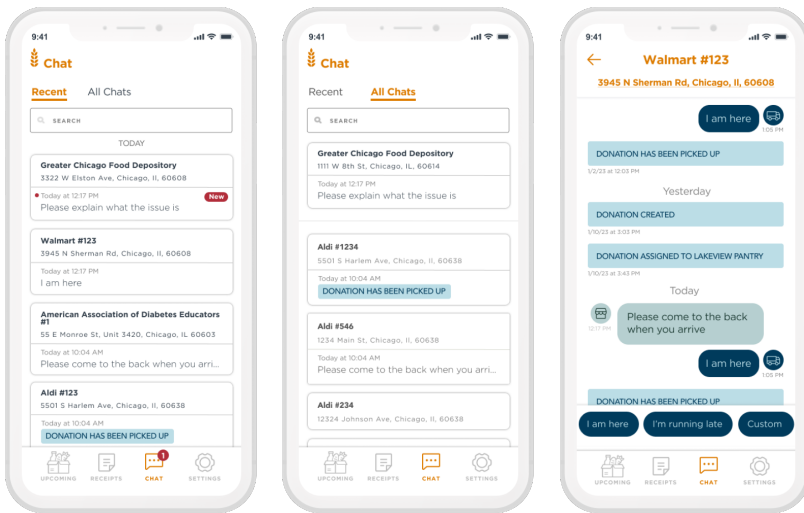On the donation card, tap "Create Receipt" or tap "+ Receipt" in the top right corner.

**2** **Add & Review Details**

If prompted, add details such as categories, pounds for each category, and any notes.

**3** **Receipt Created!**

Review the details and tap "Save Receipt". That's it! Your receipt will be submitted.

## Chat with a Donor or Food Bank



### View Chat History

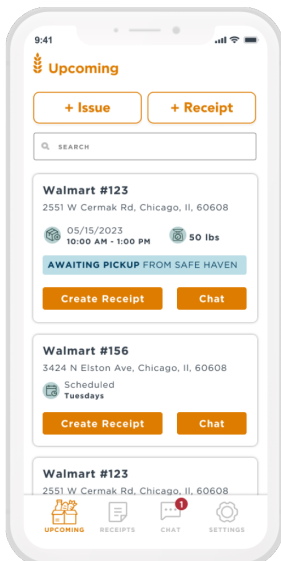See all new and recent chats, get notified when a new chat has been received.

### All Chats

Easily find your food bank or a donor by searching in "All Chats".

### 1:1 Messaging

Quickly send a message using quick chat messages. You can also send custom messages, photos, and receive system status updates.
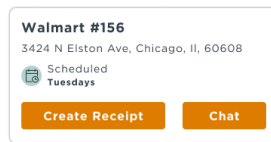
## See Upcoming Donations



### View Upcoming

There are three kinds of donation cards on the upcoming feed:

- Scheduled donations
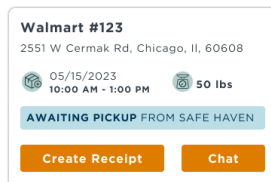- Real-time donation requests
- Real-time donations



### Scheduled Donations

If a donation occurs on a regular basis, the card will say "Scheduled". Additional details such as categories or exact pounds will not be available.
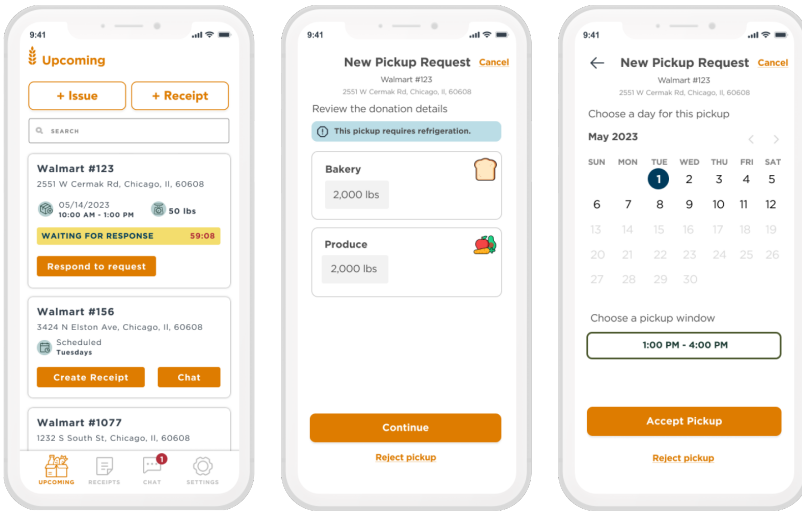
### Real-Time Donation Requests

If a donor requests a real-time pickup someone must accept the request. The card will say "Waiting for Response".

### Real-Time Donations

If your agency accepts a real-time donation, the card will show the date for the pickup. It will provide a time window and pounds.

# Accept a Real-Time Donation

**① Respond to Request**

Tap the card with the "Waiting for response" status to respond to a request. A countdown will let you know how long you have to reply before the request expires.
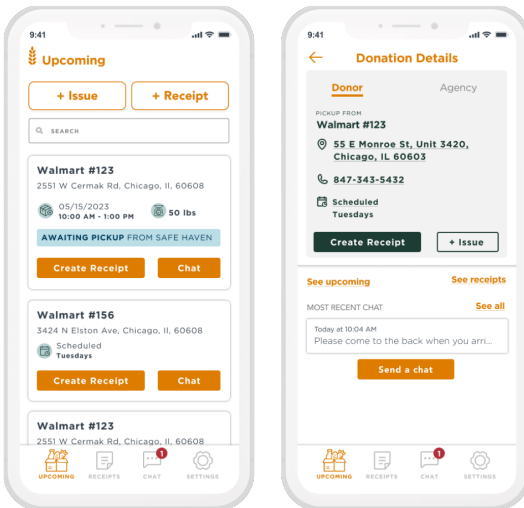
**② Review Details**

See categories, pounds, and additional information such as if refrigeration or freezing will be necessary.

**③ Choose a Date and Time**

Choose a day and time window from the available options. Tap "Accept Pickup" to accept the request. If your agency cannot take this request, tap "Reject pickup".

# View Donation Details

**See Donor Details**

On the "Upcoming" tab, tap on a donation card to view more details. See donor information such as address and phone number. Tap on the address to see it on your map app, or tap on the phone number to call the donor.

**Other Donation Details**

Create a receipt or report an issue for this donation. You can also quickly access chat with this donor, see upcoming donations from this donor, or see all receipts from this donor.

# Report an Issue
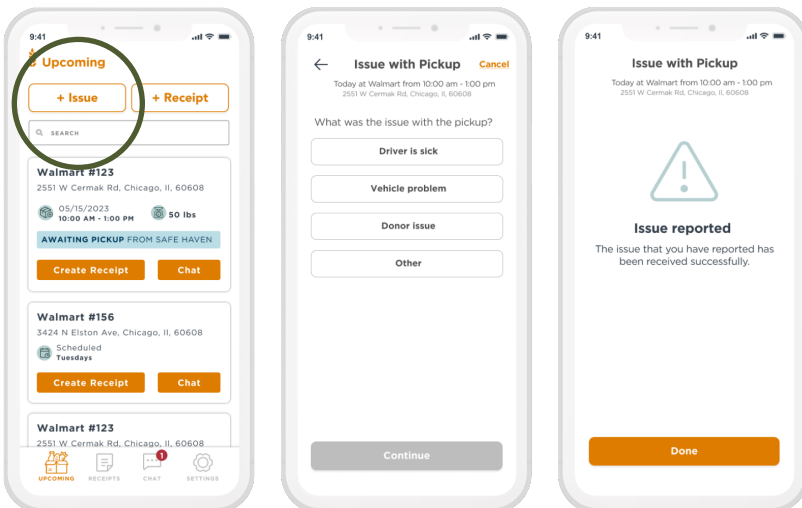
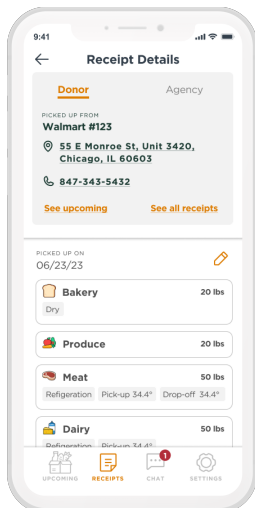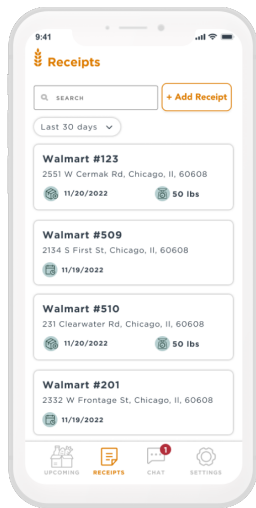**① Report Issue**

Tap "+ Issue" to report an issue.

**② Add Details**

Indicate what the issue was. Add details if prompted in the app to do so.

**③ Issue Reported**

That's it! Issues created in the MealConnect app will be reported.

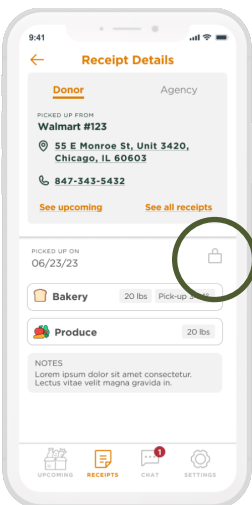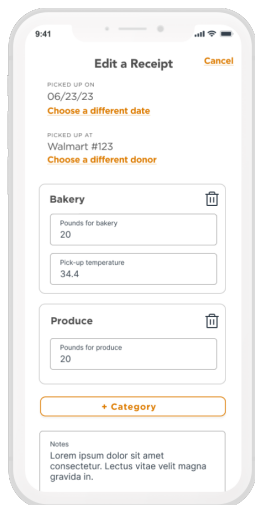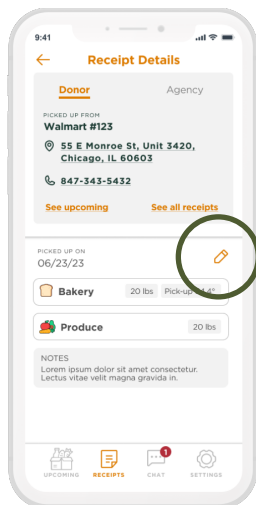# View Receipts & Receipt Details



### View Receipts
Tap the "Receipts" tab to view all past receipts.

### Receipt Details
Tap a receipt card to view more details. You can see details for the agency, donor, and the donation. View categories and pounds, as well as notes and photos.

# Edit a Receipt



### Editing Available
If a receipt is editable, a pencil icon will appear on the right side of the screen.
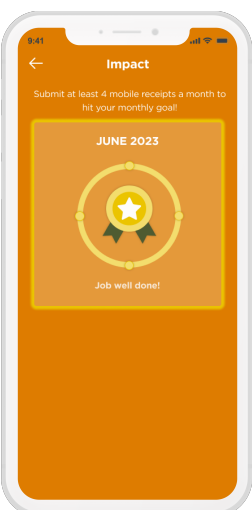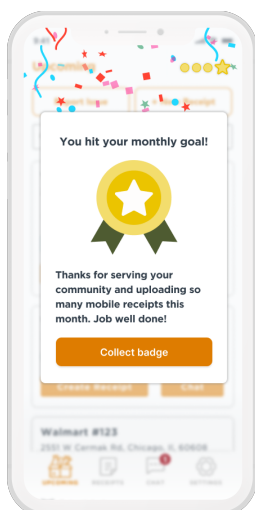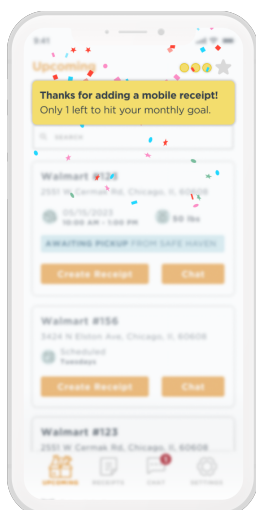
### Editing a Receipt
Tap the pencil icon to edit the details about the receipt.

### Edit Unavailable
If a receipt is no longer editable, a gray lock icon will display instead of a pencil.

# Metrics



### Monthly Goal
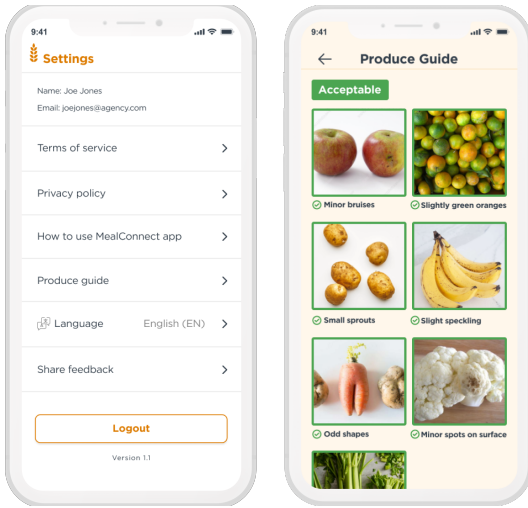Agencies are encouraged to submit at least 4 mobile receipts per month.

### Celebrating Impact
After each mobile receipt is submitted, the MealConnect app celebrates the agency's progress.

### Collecting a Badge
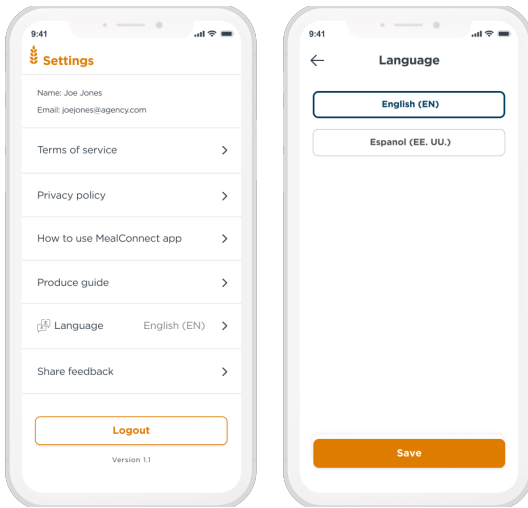If the agency meets the monthly goal, they will be awarded a badge.

# View Produce Guide





### View the Guide
On the Settings tab, tap "Produce Guide."

### See What's Acceptable
See what kinds of produce are acceptable vs unacceptable.
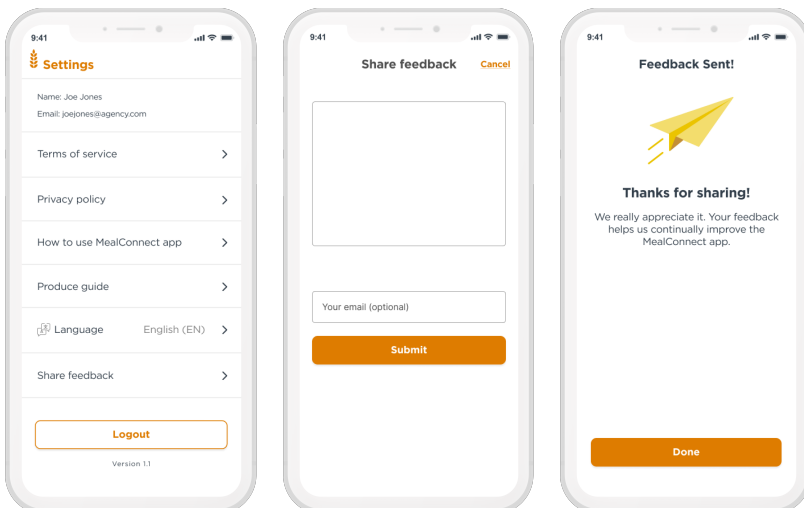
# Spanish Translation





### Change Langauge
On the Settings tab, tap "Language"

### Translate to Spanish
Changing the language setting to Spanish will translate key parts of the app.

# Share App Feedback







### Share Feedback
On the Settings tab, choose "Share Feedback"

Add your feedback. You can add your email if you'd like. The MealConnect team will review your feedback.