- Select the E-Mail Address tab.
• Enter the date of the donation pickup
• Select the retail donor from the drop-down list
  • Only the stores from which you pick up will be on the list
• 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.
**Select the ‘Category’ of Product**

<table>
<thead>
<tr>
<th>Category Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat</td>
<td>Frozen Meat Product (Temp Must be logged)</td>
</tr>
<tr>
<td>Bakery</td>
<td>Bread / Bakery Products</td>
</tr>
<tr>
<td>Produce</td>
<td>Produce</td>
</tr>
<tr>
<td>Non-Perishable</td>
<td>Misc. Grocery Products</td>
</tr>
<tr>
<td>Dairy</td>
<td>Dairy Products (Temp Must be Logged)</td>
</tr>
<tr>
<td>Non-Food</td>
<td>Any Non-Food Items</td>
</tr>
<tr>
<td>Prepared Meals</td>
<td>Any Prepared or Perishable Meals (Temp Must be Logged)</td>
</tr>
</tbody>
</table>

*Note: Some categories have changed*
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.
- After that item has been added, if another item was received, select the ‘Add another Line Item’
- Repeat as needed
• 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.
• Once completed, select the ‘Add receipt and Review’ button
If everything is accurate, select ‘Submit Receipts’ and the process is completed.
• If submitting receipts for more than one store/location, select “Submit More Receipts”
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.
Mealconnect Training

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