



Meal Connect

Overview of Your Account and New Features





GAP Online Reporting Training Video Link

Please access our online training video, which explains how to report GAP online using the Meal Connect system, as a mutual resource with this handout.

This can be found on The Idaho Foodbank website's Agency Zone on the right hand panel under the topic 'Agency Meal Connect'.

Here is the link:

<http://ifbagency.wpengine.com/meal-connect/>

Meal Connect Training Materials

Agency Account Walkthrough

Meeting start time: Monday, May 23, 2016 11:21:04 AM

Organizer: Sam Harris



Technical Background Information

Note: We highly recommend using Google Chrome as a browser but if necessary Meal Connect is compatible with the browsers listed below.

Please upgrade to the most recent version of Google Chrome:

1. Open Google Chrome on your computer.
2. In the top right, click the Chrome menu
3. Click '**About Google Chrome**'

The current version number is the series of numbers beneath the 'Google Chrome' heading. Chrome will check for updates when you're on this page.

Google Chrome (recommended, <https://www.google.com/intl/en/chrome/browser/>

Firefox, <http://www.Mozilla.org/en-US/firefox/new/>

Internet Explorer 11, <http://windows.Microsoft.com/en-us/internet-explorer/products/ie/home>



1

Navigate to The Idaho Foodbank Website: idahofoodbank.org

Step by Step Directions to Navigate through The Idaho Foodbank Website to **Meal Connect**

2

Select 'Partners'

3

Click on 'Agency Zone'

← → http://ifbagency.wpengine.com/partner-agency-login/ The Idaho Foodbank Partner Agency Login | Id...

Idaho Foodbank Partner

Welcome to Agency Zone Partner Agency Login Contact Us

4 Protected: Partner Agency Login

This content is password protected. To view it please enter your password below:

Password:

Step by Step Directions to Navigate through
The Idaho Foodbank Website to **Meal Connect**

Type in 'partner'

← → http://ifbagency.wpengine.com/partner-agency-login/ The Idaho Foodbank Partner Agency Login | Idah... ×

Idaho Foodbank Partner Agencies

Contact Us: 1-208-336-9643

Welcome to Agency Zone Partner Agency Login Contact Us

5 Protected: Partner Agency Login

Continue to Partner Agency Page

Click on 'Continue to
Partner Agency Page'

Idaho Foodbank Partner

Step by Step Directions to Navigate through
The Idaho Foodbank Website to **Meal Connect**

Welcome to Agency Zone



Agency Zone has been created to assist you in the fight against hunger in Idaho. Agency Zone is a tool developed for you as a one-stop resource center.

We rely on you, our Partner Agencies, a network of more than 200 food pantries, senior centers, emergency shelters, community kitchens, and other feeding programs. Without the support of our Partner Agencies across the state, The Idaho Foodbank would not be able to Feed, Educate, and Advocate for individuals and families in need.

~ Remind Your Recipients! ~

The Day You Get Your
SNAP (Food Stamps)
May be Changing

Most SNAP recipients will **no longer** receive their benefits on the 1st of the month

Search the site...

Q

Agency University

- Agency University
- AmpleHarvest- Partnership for Fresh Produce
- Food Stamp Education
- Fred Meyer Fundraising Opportunity
- Healthy Recipes & Nutritional Tips

Programs

- Backpack Program
- School Pantry Program
- CSFP-Senior Food Box Program
- TEFAP Partners

Partner Agency Reporting & Ordering Tools

- Agency Express™ Online Ordering
- Agency Meal Connect
- Contact Agency Relations

6

Click on 'Agency Meal Connect'

If you need additional help
use this contact information

Click on 'Meal
Connect' to
proceed to the
LOGIN page

The 'Meal Connect'
training video is
located here

Click on 'Meal
Connect, Step by Step
PowerPoint' to find a
copy of this
presentation

Step by Step Directions to Navigate through The Idaho Foodbank Website to **Meal Connect**

Agency Meal Connect

Meal Connect, previously known as Online Marketplace, is a web-based reporting tool for Idaho Foodbank (IFB) partners of the Grocery Alliance Program (GAP). This tool allows partners to easily record and track their GAP pounds, while it helps the donor stores receive reports of their donations faster. *Meal Connect is a product sponsored by Feeding America.*

For additional support please contact:

Operations Department: (208) 577-2696 or (208) 577-2687

Agency Relations Department: (208) 336-9643

Meal Connect

7

Meal Connect Training Materials

Agency Account Walkthrough

Meeting start time: Monday, May 23, 2016 11:21:04 AM

Organized: Sam Harris

Meal Connect, Step by Step PowerPoint

Agency University

Agency University
AmpleHarvest- Partnership for Fresh Produce
Food Stamp Education
Fred Meyer Fundraising Opportunity
Healthy Recipes & Nutritional Tips

Programs

Backpack Program
School Pantry Program
CSFP-Senior Food Box Program
TEFAP Partners

Partner Agency Reporting & Ordering Tools



Agency Express™ Online Ordering



Agency Meal Connect



Contact Agency Relations

Partner Agency Information

Food Recalls
Food Safety Certificate Options
Idaho Food Bank Fund
Partner Advisory Council- Meet your PAC Representatives

Online Marketplace
MEMBER OF
FEEDING
AMERICA

Agency FAQ's

Platform Usage

Q: How do I log in?

A: (After the initial registration process) Go to <https://idfbmealconnect.org>, select "Feeding

Step by Step Directions to Navigate through The Idaho Foodbank Website to **Meal Connect**



HOME › ABOUT › TESTIMONIALS › FAQ › PARTNERS

LOGIN

8

Click on 'LOGIN'

Food Recovery. Simplified.

To ensure every American at risk of hunger has access to the nutrition he or she needs, we must increase the amount and diversity of food we source. Feeding America has identified a meal gap of 8.7 billion meals—that is the number of meals missing from families' tables each year. This need is driving our 2025 goal to source and distribute enough nutritious food for everyone struggling with hunger.

In order to source more meals, Feeding America has developed MealConnect, a technology platform that maximizes network capacity, prevents meals from ending up in landfills and empowers food donors to notify their local food bank when they have food available.



114M



88M



276K

Meal Connect Login Page

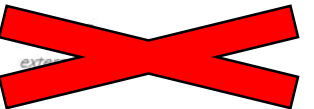
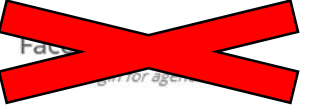
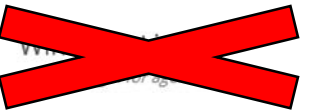
If The Idaho Foodbank provided you with a username and password, select the **'Feeding America Network'** option and then enter your login information.

If you have not received a username and password, please contact Agency Relations or the Operations Dept. at The Idaho Foodbank.

Partner Login




Feeding America Network
domain login for food banks



© 2016 Feeding America Online Marketplace

1.3.4.1 / Azure

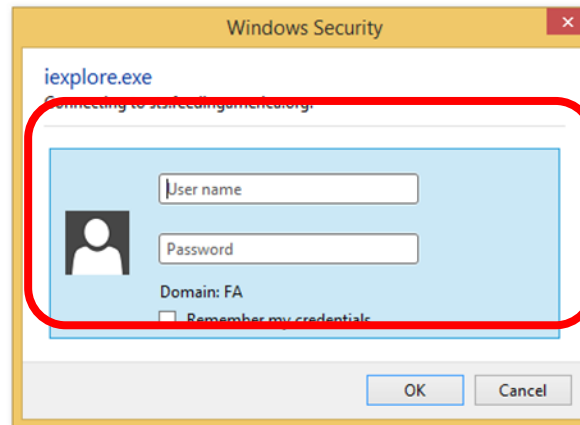
 Feeding America Online Marketplace

Through the recovery of excess food we will help close the meal gap.

Over 77.5 Million Pounds Rescued

[Learn More](#)

Meal Connect Login Page



Use the Username and Password provided to you by The Idaho Foodbank


Meal Connect Login Page

Your Account is Already Linked to an Existing Organization

The system only currently supports an account being linked to one organization type at a time. You are not currently eligible to register another organization with this account. If you believe you reached this message in error please sign out and try with a different account.

[Go To Dashboard](#)[Sign out](#)

© 2016 Food Bank of America Online Marketplace
1.3.4.1 / Arizona



Click on 'Go to Dashboard' to
continue onto your profile page

Welcome to Meal Connect

In this presentation we will go over these tabs:

- **Dashboard**
 - Page that shows quick summaries, reminders, and messages
- **New Receipt**
 - Page where you submit your Grocery Alliance Product (GAP) receipt (the products that were picked up from your assigned store and their weight in pounds)
- **Previous Receipt**
 - Page that allows you to review what receipts you have submitted and allows you to edit them if a mistake occurred
- **Reports**
 - Page that allows you to generate reports based on what you submitted
- **Settings**
 - Page where you place your agency's contact information
- **Messages**
 - Page that alerts you when a receipt was not submitted on time

MealConnect - MealConn X

Currently presenting Give Control

Stop Presenting

https://mealconnect.org/Agency#/app/receipts/new

MealConnect

RECORD NEW RECEIPTS

1 Add New Receipt

05/23/2016

2 Donor

Scheduled Pickup Not Attempted No Pounds

Category

Category Storage

Sam's (121)
147 Resource Lane Louisa, VA 23093

Test Donor 10 Incorporated (1T1)
1234 Test Street Suite 301 Tampa, FL 33602

Test Donor 10 Incorporated (1T2)
1234 Test Street Suite 301 Tampa, FL 33602

Add Cancel

Add New Line Item

MAY 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Meal Connect: Start Reporting your GAP Receipts

***You must report your GAP receipts the same day that you pick up GAP product**

1. First, report the date that the GAP product was picked up on

- Type in or select the date by using the drop-down calendar

2. Second, select the 'donor' / GAP Store that you picked up from that date

- Either start typing in the donor's name or select from the drop-down list

*If you don't see the donor's name, please contact Agency Relations or the Operations Dept.

- If you picked up from multiple donors, you will have to create new receipts for each donor

Meal Connect: 3 Ways to Report GAP Receipts

1

☐ Scheduled Pickup Not Attempted

2

☐ No Pounds

3

Category

Category

Storage Requirement

Storage

Product Description

Description

Pounds

Pounds

Add

Cancel

Add New Line Item

Add Receipt

There are 3 ways you can report your GAP receipt, read below:

1. If you could not pick up product from your GAP store on your assigned day, select #1
2. If you went to your GAP store to pick up product, but there was no product available for pick up, select #2
3. If you successfully picked up product from your assigned GAP store, fill in #3

MC MealConnect - MealConn X
Currently presenting Give Control
Stop Presenting

https://mealconnect.org/Agency#/app/receipts/new

MealConnect
FOOD BANK AMERICA

RECORD NEW RECEIPTS

Add New Receipt

05/23/2016

Sam's (121)

☒ Scheduled Pickup Not Attempted

Reason

- Cancelled (Sick)
- Cancelled (Vehicle Problem)
- Cancelled (Donor)
- Other

Here is where you would type in your reason.

Other Reason

Dashboard

New Receipt

Previous Receipts

Reports

Settings

Messages

Add Receipt

If you select, **'#1, Scheduled Pickup Not Attempted'**, then you must report the reason why you were not able to pick up the GAP Product.

There are a few default reasons:

- You were sick, therefore you canceled the pick up
- You had vehicle problems, therefore you canceled the pick up
- The donor canceled your pick up day
- Other: you must type in the reason why you did not pick up the GAP product

Once the reason is selected, click 'Add Receipt'!

Meal Connect: #2, No Pounds

RECORD NEW RECEIPTS

Add New Receipt

05/16/2016

Test Donor 10 Incorporated (1T1)

☒ No Pounds

Reason

Add Receipt

Here is where you would type in your reason.

If you select, '**#2, No Pounds**', then fill out the reason why there was no GAP Product to pick up from the GAP store.

For example:

- The store was closed
- The store didn't have any GAP Product for you to pick up
- Someone else picked up the GAP Product before your agency arrived at the store

Once the reason is filled in, click 'Add Receipt'!

RECORD NEW RECEIPTS

Add New Receipt

05/16/2016

Test Donor 10 Incorporated (1T2)

☐ Scheduled Pickup Not Attempted

☐ No Pounds

Category

Category

Storage Requirement

Storage

Product Description

Description

Pounds

Pounds

Add

Cancel

Add New Line Item

Add Receipt

Bakery

Beverages

Dairy

Meat

Mix

Nonfood

Prepared / Perishable

Produce

Refrigeration

apples and oranges

100

Meal Connect: #3, Successful Pick Up Recording First GAP Product on Receipt

Steps to Filling Out a Successful GAP Pick Up Receipt

1. Select the category of GAP product you received

- Bakery, Beverages, Dairy, Meat, Prepared, Produce, or Mix (select this category if it does not fall into the others)

2. Select the correct storage requirement

- Frozen, Refrigerated, or Dry (this category is for pantry products only)

3. Type in a detailed description of the product

- You can also just write in beverages, bakery, etc. However, it is beneficial for you to write it out in detail, to reflect specific products on your reports

4. Type in how much the product weighs

- If you type in an exceedingly, large amount (500+ lbs) a warning sign will pop up to ensure that the pounds you typed in are correct

Meal Connect: #3, Successful Pick Up
Recording First GAP Product on Receipt

Click 'Add' when you are done with your first GAP Product

RECORD NEW RECEIPTS

Add New Receipt

05/16/2016

Test Donor 10 Incorporated (1T2)

☐ Scheduled Pickup Not Attempted

☐ No Pounds

Category

Produce

Storage Requirement

Refrigeration

Product Description

apples and oranges

Pounds

100

Add

Cancel

Add New Line Item

Add Receipt

Double Check Line Items

Once you have filled in all line items, click 'Add'!

Meal Connect: #3, Successful Pick Up
3 Paths You can take after Recording First GAP Product on Receipt

RECORD NEW RECEIPTS

Add New Receipt

05/16/2016

Test Donor 10 Incorporated (1T2)

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category	Storage Requirement	Product Description	Pounds
Produce	Refrigeration	apples and oranges	100

1 Delete Edit

2 Add New Line Item

3 Add Receipt

There are 3 things you can do once the first GAP product is added:

1. You can alter the newly saved, first GAP product item line, by either deleting it or editing its content
2. You can add a second GAP product that was picked up from the same store, on the same day by clicking 'Add New Line Item'
3. You can click 'Add Receipt' to submit your receipt if this was the only product that you picked up from your GAP store

MC MealConnect • MealConn

Currently presenting Give Control

Stop Presenting

← → ↻

https://mealconnect.org/Agency#/app/receipts/new

☆ G

MealConnect

FEEDING AMERICA

Dashboard

New Receipt

Previous Receipts

Reports

Settings

Messages

RECORD NEW RECEIPTS

Add New Receipt

05/16/2016

Test Donor 10 Incorporated (1T2)

Scheduled Pickup Not Attempted

No Pounds

Category	Storage Requirement	Product Description	Pounds	
Produce	Refrigeration	apples and oranges	100	<div>DeleteEdit</div>
Category	Storage	Description	Pounds	<div>AddCancel</div>

Add New Line Item

Add Receipt

Meal Connect: #3, Successful Pick Up

3 Paths You can take after Recording First GAP Product on Receipt

#2, When you click 'Add New Line Item', it will create a similar item line row as the one you have already filled out

- Repeat the steps that you took to fill out the first GAP product item line

- Remember to 'Add' the line once you are finished filling it out

Repeat this process until you have listed all GAP products that you picked up from the GAP Store that you selected as the 'donor' and for the date that you selected above

Once you are done listing all items, click on 'Add Receipt'

MealConnect - MealConn X
Currently presenting Give Control

https://mealconnect.org/Agency#/app/receipts/submitted

MealConnect™
FEEDING AMERICA

RECEIPTS READY FOR SUBMISSION

Pickup Date	Donor	Number of Items	Total Pounds	Status	
05/23/2016	Sam's (121)	Other	None	New	1 Delete Edit
05/16/2016	Test Donor 10 Incorporated (1T1)	No Pounds	None	New	Delete Edit
05/16/2016	Test Donor 10 Incorporated (1T2)	3	250	New	Delete Edit

3
Submit Receipts

2
Add New Receipt

Dashboard
New Receipt
Previous Receipts
Reports
Settings
Messages

Meal Connect: #3, Successful Pick Up Adding Your Receipts

- Once you have added your receipt, it will take you to the 'Receipts Ready for Submission' page
- This page allows you to see what receipts you have saved, but have not submitted yet
- On this page:
 1. You can 'edit' or 'delete' saved receipts
 2. You can add a new receipt for a different GAP Store that you picked up from that day, by clicking 'Add New Receipt'
 - This option will take you back to the 'New Receipt' page, where you have to enter the date, donor, and line items again
 3. Or you can submit all your saved receipts to The Idaho Foodbank, by clicking 'Submit Receipts'

Meal Connect: Submitting Your Receipts

RECEIPTS SUBMITTED SUCCESSFULLY

Your receipts have been received. You have five days from the original submission date to make corrections.

[Submit More Receipts](#)

- When you submit your receipts, it will take you to a confirmation page titled “Receipts Submitted Successfully”
- To double check if your receipts have successfully been submitted or if you need to edit a submitted receipt, go to the tab ‘Previous Reports’

Meal Connect: Reviewing Your Submitted Receipts- Previous Receipts Tab

PREVIOUS RECEIPTS

filter by donor name

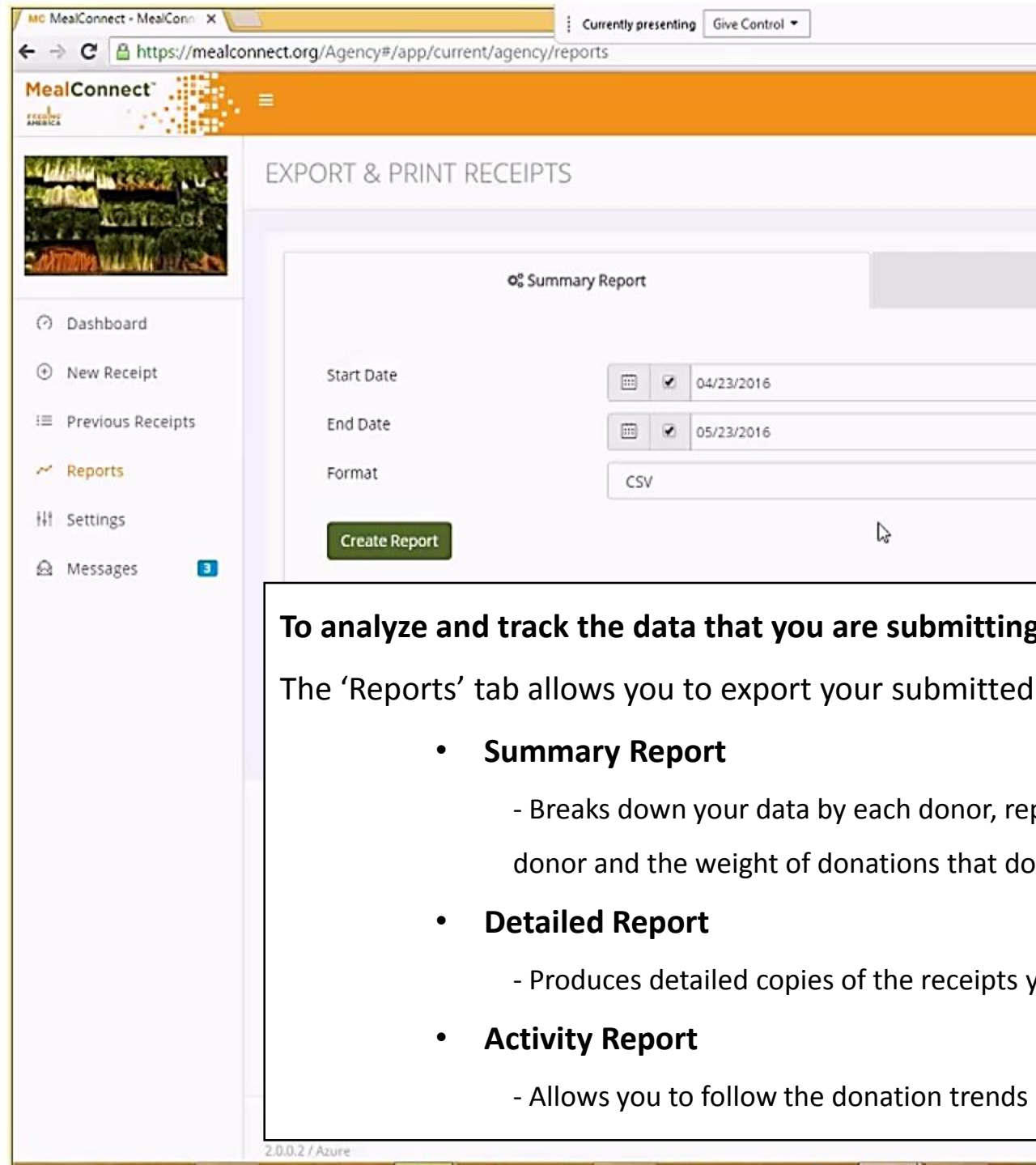
Pickup Date ▾ filter by date

PICKUP DATE	SUBMISSION DATE	TRANSACTION ID	AGENCY	DONOR	ITEM COUNT	TOTAL POUNDS	STATUS	ACTION
May 16, 2016	May 23, 2016	Test719890	Sam's Test Agency (TEST1234)	Test Donor 10 Incorporated (1T2)	3	250	Submitted	Edit
May 16, 2016	May 23, 2016	Test719889	Sam's Test Agency (TEST1234)	Test Donor 10 Incorporated (1T1)	0	0	Submitted	Edit
May 23, 2016	May 23, 2016	Test719888	Sam's Test Agency (TEST1234)	Sam's (121)	0	0	Submitted	Edit
May 18, 2016	May 18, 2016	Test715598	Sam's Test Agency (TEST1234)	Test Donor 10 Incorporated (1T2)	1	501	Locked	
May 17, 2016	May 18, 2016	Test715597	Sam's Test Agency (TEST1234)	Test Donor 10 Incorporated (1T1)	0	0	Locked	
May 10, 2016	May 18, 2016	Test715596	Sam's Test Agency (TEST1234)	Sam's (121)	0	0	Locked	
May 17, 2016	May 17, 2016	Test714682	Sam's Test Agency (TEST1234)	Test Donor 10 Incorporated (1T1)	0	0	Locked	
May 17, 2016	May 17, 2016	Test714681	Sam's Test Agency (TEST1234)	Test Donor 10 Incorporated (1T1)	0	0	Locked	
May 16, 2016	May 17, 2016	Test714680	Sam's Test Agency (TEST1234)	Sam's (121)	3	290	Locked	

In 'Previous Receipts' you can see a list of all receipts that you have submitted

- You can filter this list by either 'donor name' or by 'date range'
- You can edit your receipts up to a day after you have submitted them to The Idaho Foodbank
 - Click on the 'edit' button under the 'Action' Column to edit the available receipts
- However, when the receipt has a status of 'locked' you cannot edit that receipt

Meal Connect: Creating Reports Based Off of Submitted Receipts- Reports Tab



The screenshot displays the MealConnect web application interface. The top navigation bar includes the MealConnect logo and a hamburger menu. The left sidebar contains links to Dashboard, New Receipt, Previous Receipts, Reports (highlighted), Settings, and Messages. The main content area is titled 'EXPORT & PRINT RECEIPTS' and features three tabs: Summary Report, Detailed Reports, and Activity Reports. The Summary Report tab is selected, showing a form with the following fields:

- Start Date: 04/23/2016
- End Date: 05/23/2016
- Format: CSV

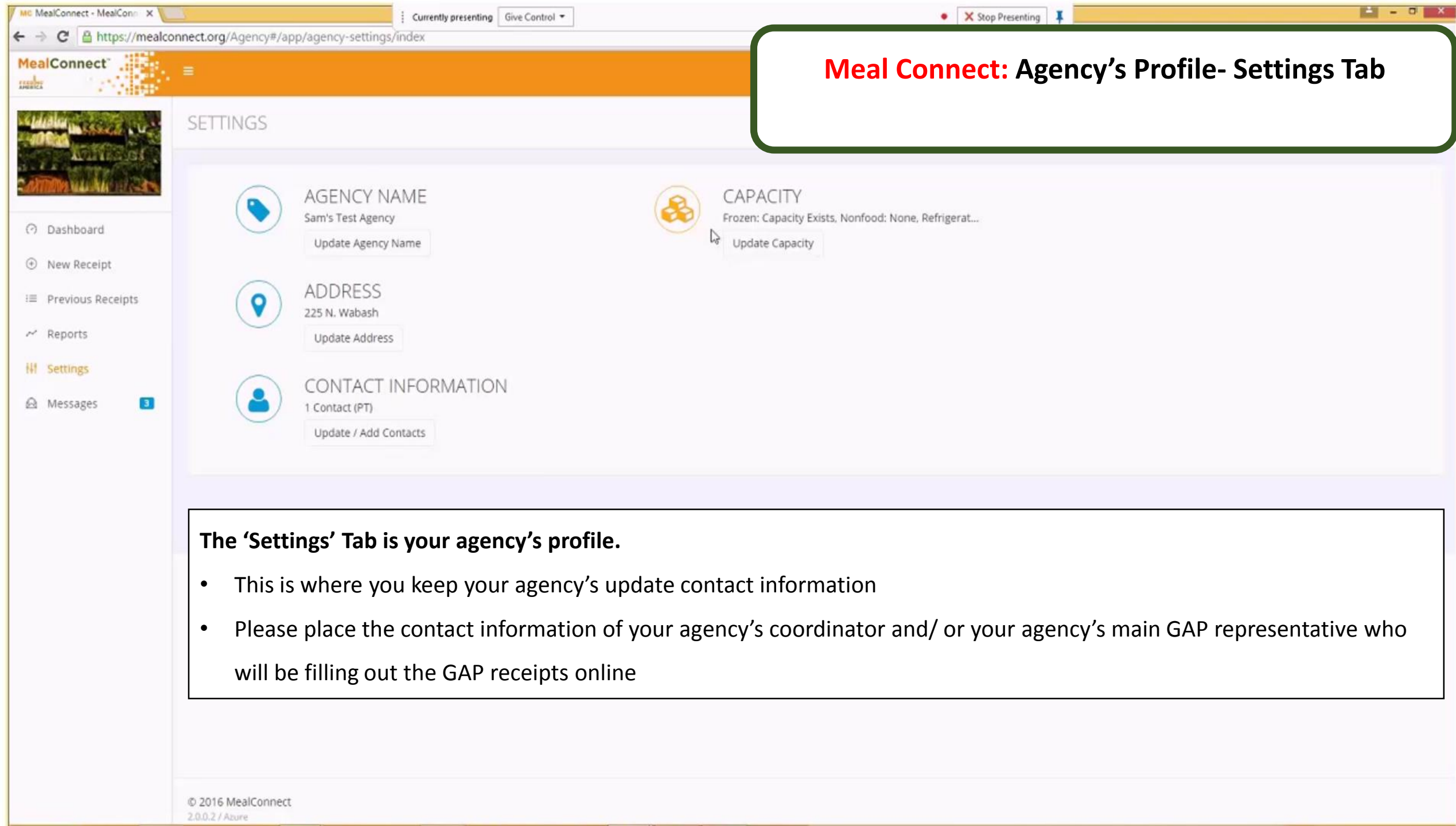
A green 'Create Report' button is located below the form fields.

To analyze and track the data that you are submitting to The Idaho Foodbank, use the 'Reports' tab

The 'Reports' tab allows you to export your submitted data into Excel or a PDF form through 3 report formats:

- **Summary Report**
 - Breaks down your data by each donor, reporting how many successful vs non-successful pick ups you have had with that donor and the weight of donations that donor gives you by product category (bakery, beverages, mix, etc.)
- **Detailed Report**
 - Produces detailed copies of the receipts you submitted. You can filter those receipts by date range or by donor.
- **Activity Report**
 - Allows you to follow the donation trends of a new GAP store assigned to you

Meal Connect: Agency's Profile- Settings Tab



The screenshot shows the MealConnect web application interface. The top navigation bar is orange with the MealConnect logo and a hamburger menu icon. Below the navigation bar is a sidebar with links to Dashboard, New Receipt, Previous Receipts, Reports, Settings (highlighted in orange), and Messages. The main content area is titled 'SETTINGS' and contains four sections: AGENCY NAME (Sam's Test Agency), ADDRESS (225 N. Wabash), CONTACT INFORMATION (1 Contact (PT)), and CAPACITY (Frozen: Capacity Exists, Nonfood: None, Refrigerat...). Each section has an 'Update' button. A green box highlights the title 'Meal Connect: Agency's Profile- Settings Tab' in the top right corner. A black box at the bottom contains text explaining the 'Settings' tab and a list of instructions.

SETTINGS

AGENCY NAME
Sam's Test Agency
Update Agency Name

ADDRESS
225 N. Wabash
Update Address

CONTACT INFORMATION
1 Contact (PT)
Update / Add Contacts

CAPACITY
Frozen: Capacity Exists, Nonfood: None, Refrigerat...
Update Capacity

The 'Settings' Tab is your agency's profile.

- This is where you keep your agency's update contact information
- Please place the contact information of your agency's coordinator and/ or your agency's main GAP representative who will be filling out the GAP receipts online

© 2016 MealConnect
2.0.0.2 / Azure

Meal Connect: Receive Updates & Warnings through the Messages Tab

The screenshot displays the Meal Connect web application. On the left is a sidebar with navigation links: Dashboard, New Receipt, Previous Receipts, Reports, Settings, and Messages (highlighted with a blue box containing the number 3). The main content area is titled 'Inbox' and features a search bar at the top right with the text 'search' and a '+ Compose New Message' button. Below the search bar are two filter boxes: 'filter by subject, body, sender' and 'filter by date received'. The central part of the screen shows a table of messages.

RECEIVED	PRIORITY	FROM	SUBJECT	READ	
05/16/2016 1:45pm	Default Priority	National Office (Automated System)	Delinquent reporting for Test Donor 3 Incorporated	Yes	View Delete
05/12/2016 12:43pm	Default Priority	National Office (Automated System)	Delinquent reporting for Test Donor RM 2	No	View Delete
05/12/2016 12:42pm	Default Priority	National Office (Automated System)	Delinquent reporting for Test donor 5 Incorporated	No	View Delete

The 'Messages' Tab is a communication devise contained only for this system (it is not email, it is like Facebook's Messenger)

- Located near the 'Messages' Tab, a blue box with a number will appear. This number is how many messages that you have.
- This page will mostly communicate warnings when a receipt is not reported on the same day as an assigned GAP pick up. If you are one day late on reporting your receipts, a warning message will be sent to this page.
 - Example of a warning message subject: "Delinquent Reporting for Donor Walmart"
- You can compose an email back to The Idaho Foodbank, by clicking on the 'Compose New Message' button in the upper right hand corner. But we strongly advise calling The Idaho Foodbank directly instead.

Meal Connect: Quick Summary of Trends and Shortcuts to General Areas- Dashboard Tab

The screenshot shows the Meal Connect Dashboard. At the top, there's a navigation bar with a 'Help Icon' (a question mark) and a 'Log out Icon' (a person silhouette), both highlighted with red arrows and labels. Below the navigation bar, there are three main action buttons: 'Create New Receipt', 'View Receipts', and 'Send New Message'. The 'Messages' button in the left sidebar has a blue badge with the number '3'. The main content area is titled 'Current Action Items' and contains four 'Food Safety Fact' cards, each with a 'Dismiss' button. The bottom section is titled 'Pounds Picked Up Daily (All Donors)' and features a bar chart with a 'filter by date' input field. The chart shows data for several days, with the most recent day showing a peak of approximately 700 pounds.

Help Icon

Log out Icon

Dashboard

Create New Receipt

View Receipts

Send New Message

Current Action Items

Food Safety Fact

Keeping foods out of the temperature danger zone, the temperature range between 41F - 135F, will prevent temperature abuse.

Dismiss

When transporting foods, it is important not to cross-contaminate foods with other products so try to not store any foods over other foods. If that is not possible due to limited room, always place frozen items over refrigerated items to prevent any drips and spills.

Dismiss

When transporting perishable foods from your donors, and when distributing to your Clients, the food needs to be kept at 41F or below.

Dismiss

As some people are allergic to certain food ingredients, called allergens, all foods containing more than one ingredient either have to be properly labeled on the package or come with a list of ingredients clearly listing the allergens contained within the product.

Dismiss

Pounds Picked Up Daily (All Donors)

filter by date

800

700

600

500

400

The 'Dashboard' tab is like a home page. It shows quick trends, such as the activity graph, and shortcuts to useful areas.

If you are in need of additional help, click on the 'Help Button' in the top right hand corner of the page, near the log out icon.

THANK YOU

For additional support please contact:

Operations Department: (208) 577-2696 or (208) 577-2687

Agency Relations Department: (208) 336-9643

