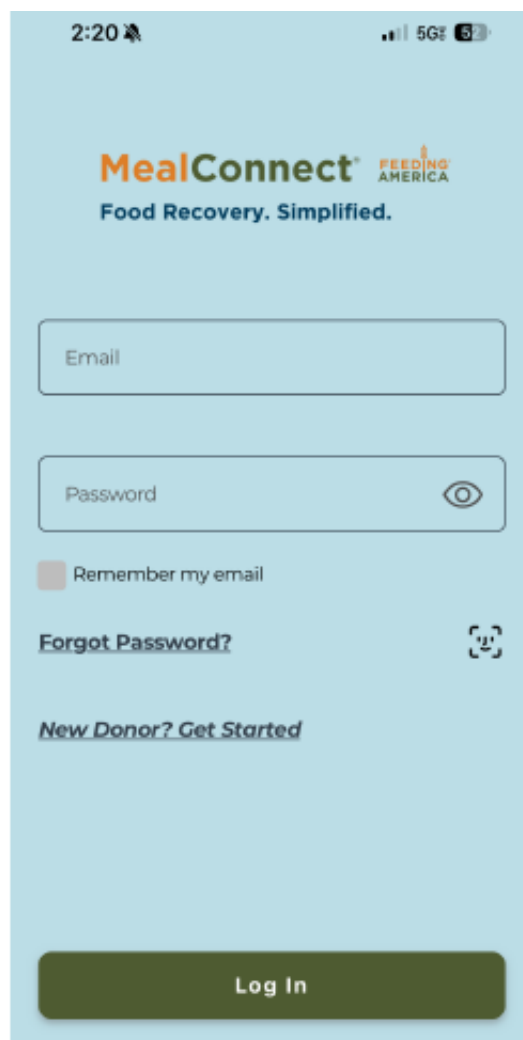
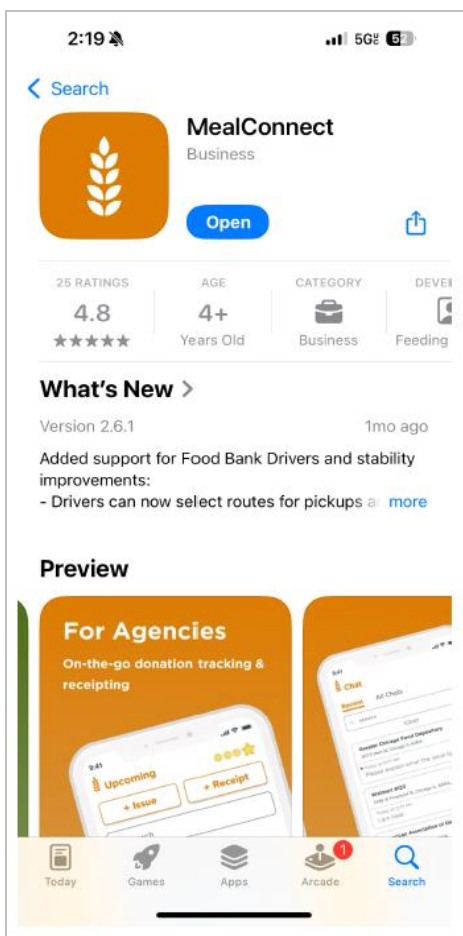


## Setting up the MealConnect Mobile App

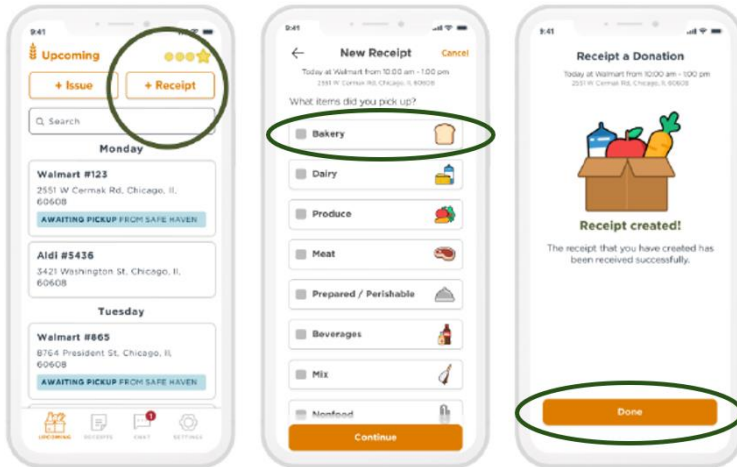
1. Download the MealConnect app on your mobile device
2. Open the app and log in using the same username and password that you use on MealConnect.org



This is what the app looks like in your App Store or Google Play store...



## Create a Receipt



### 1 Create Receipt

On the donation card, tap “+ Receipt” in the top right corner.

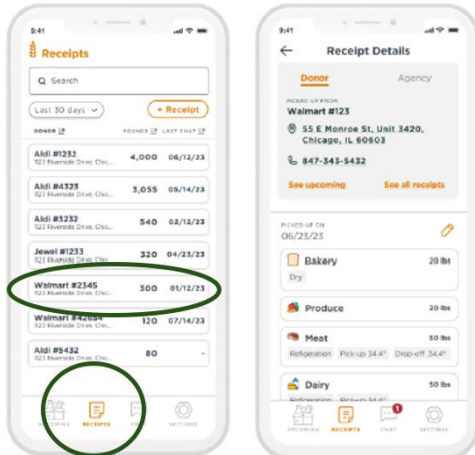
### 2 Add & Review Details

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.

## View Receipts & Receipt Details



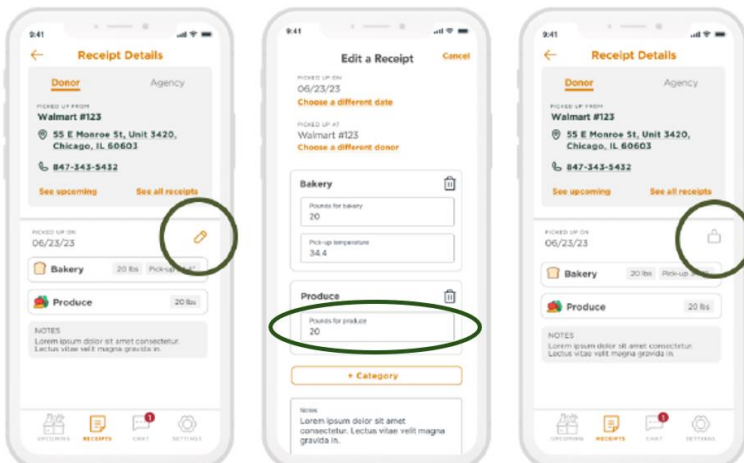
### View Receipts

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.

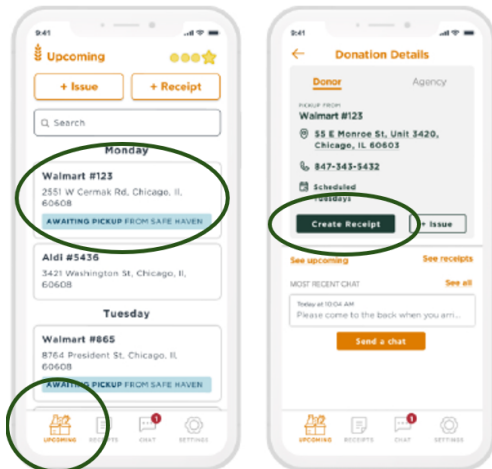
### Editing a Receipt

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.

## View Donation Details



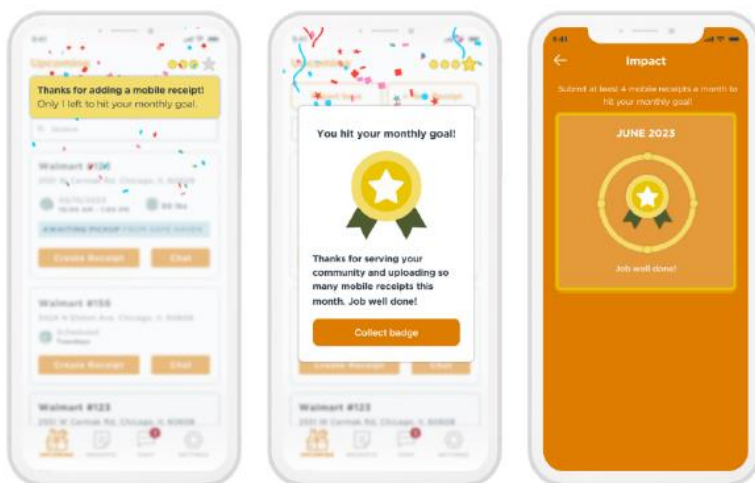
### See Donor Details

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.

## Metrics



### Monthly Goal

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

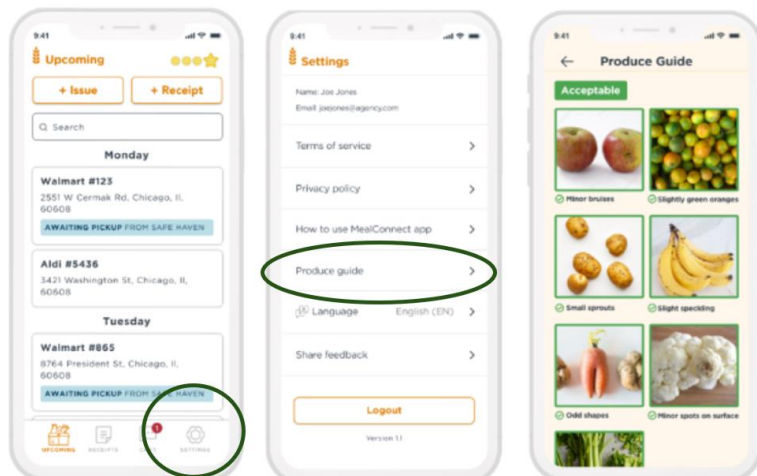
### Celebrating Impact

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



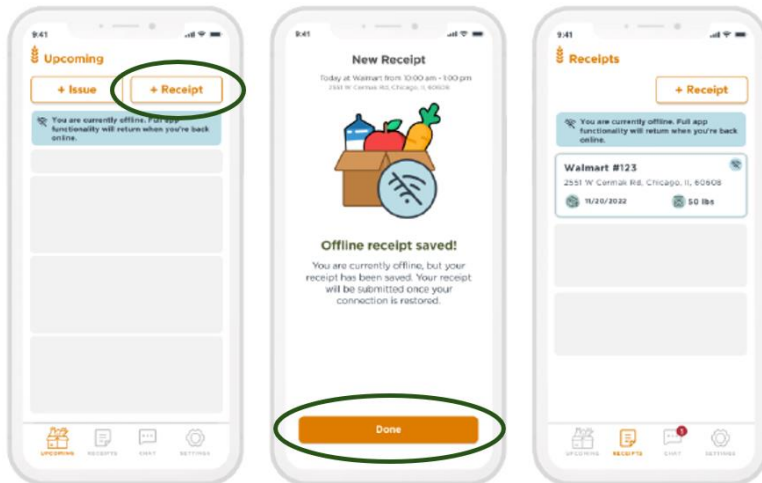
### View the Guide

On the Settings tab, tap “Produce Guide.”

### See What’s Acceptable

See what kinds of produce are acceptable vs unacceptable.

## Offline Mode

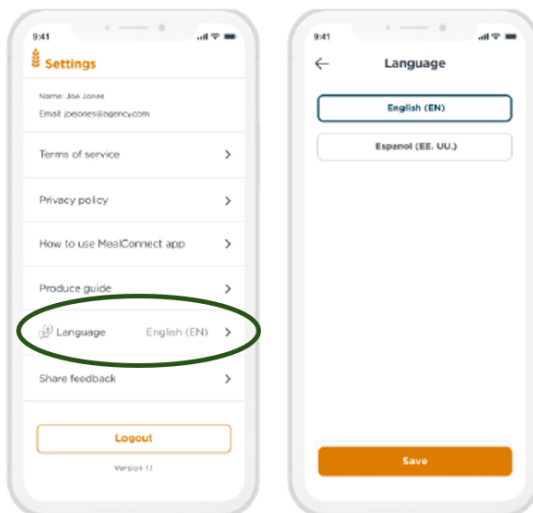


### Offline Mode

If you are offline, you can still record receipts and issues.

Tap the “+Receipt” or “+Issue” button to add a receipt or issue. Any receipts or issues added while in offline mode will be saved to your device. They will be submitted once connection is restored.

## Spanish Translation



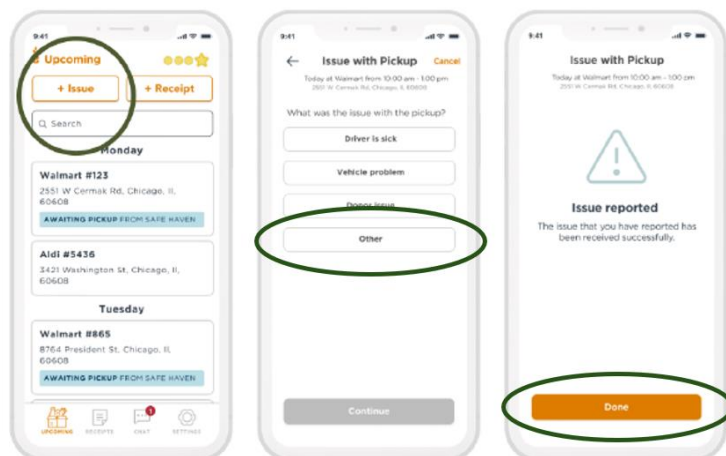
### Change Language

On the Settings tab, tap “Language”

### Translate to Spanish

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

## 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.