
Agency User Guide for MealConnect

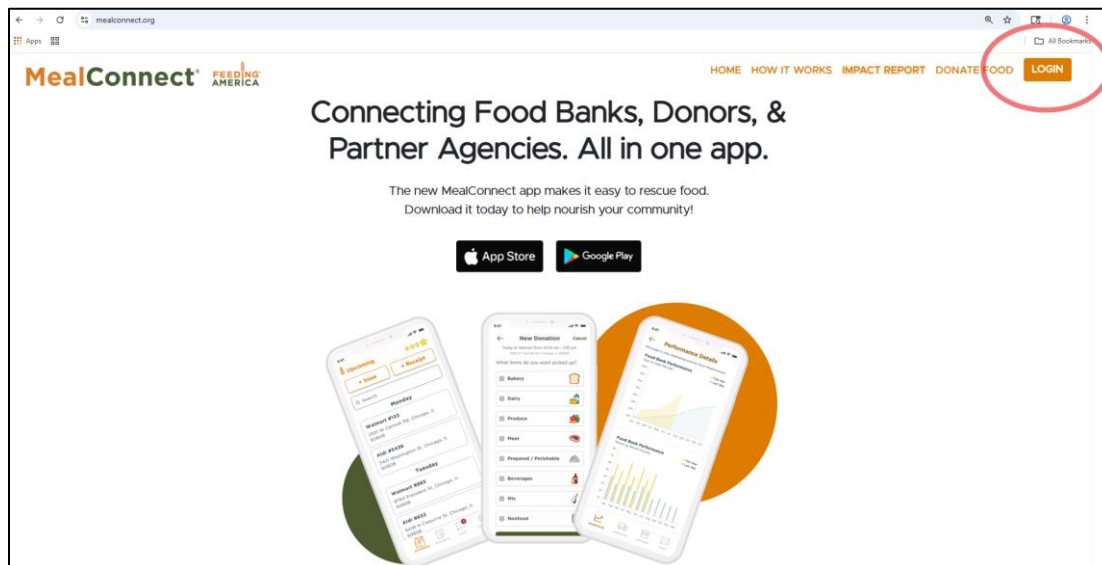
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Logging In

<https://mealconnect.org/>

1. From the front page of the MealConnect website, click **LOGIN**.



2. Sign in with your email address and password.

You will be provided with your password during initial Agency Training, and once you've logged in, you have the option to change your password. If you lose your password, call the food bank and we can reset it for you.



Sign in

Sign in with your email address

[Forgot your password?](#)

Sign in

Sign in with your social account



Feeding America Network



Disney Network

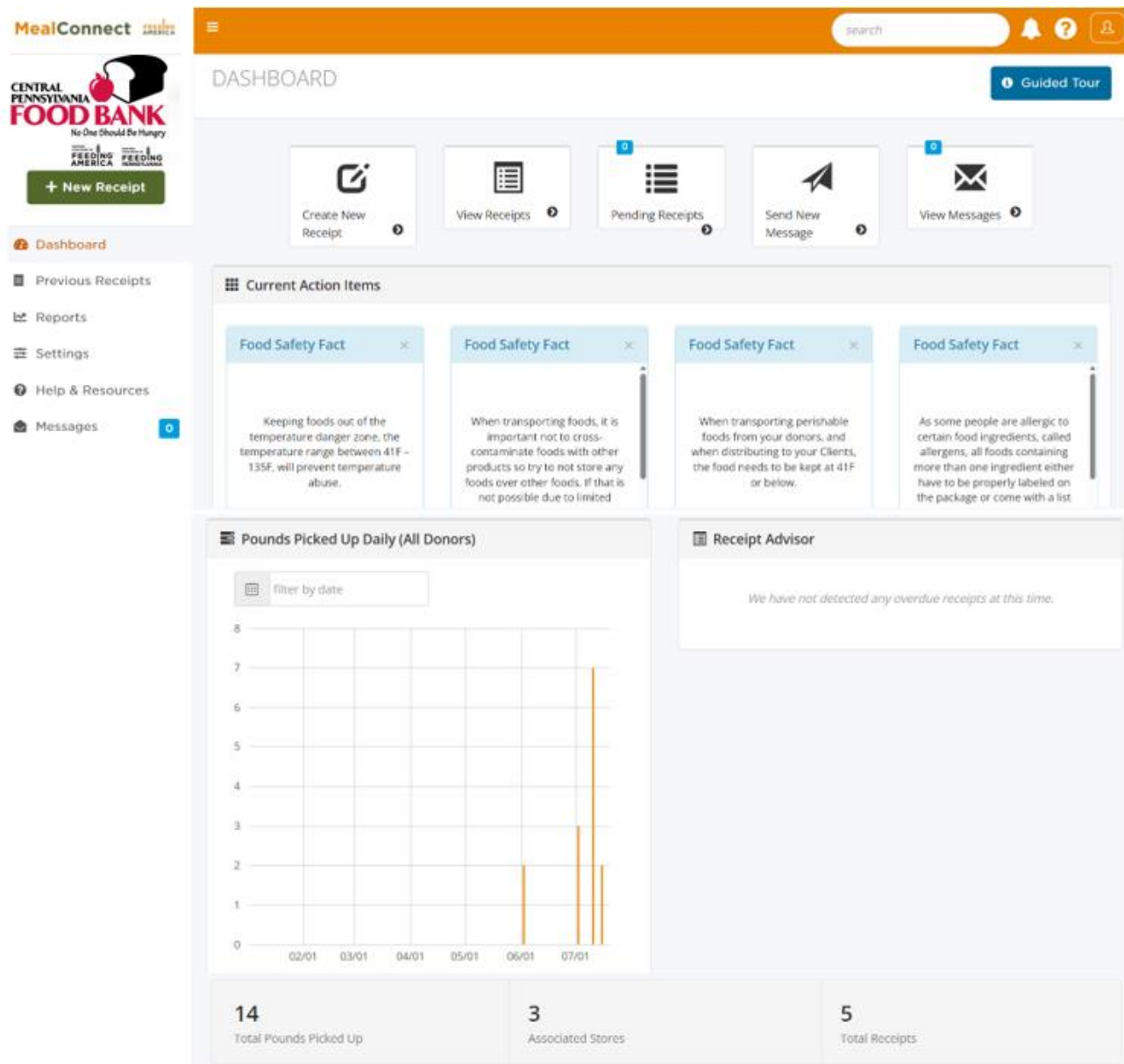


Windows Live



Facebook

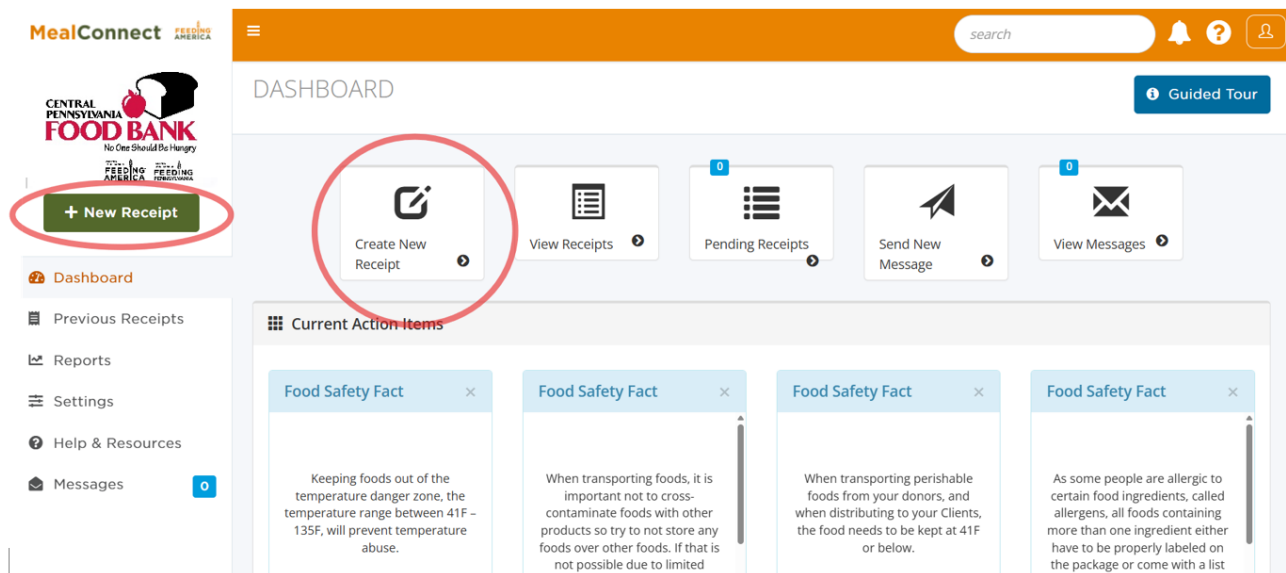
3. When you've logged in successfully, you're taken to the **Dashboard**.



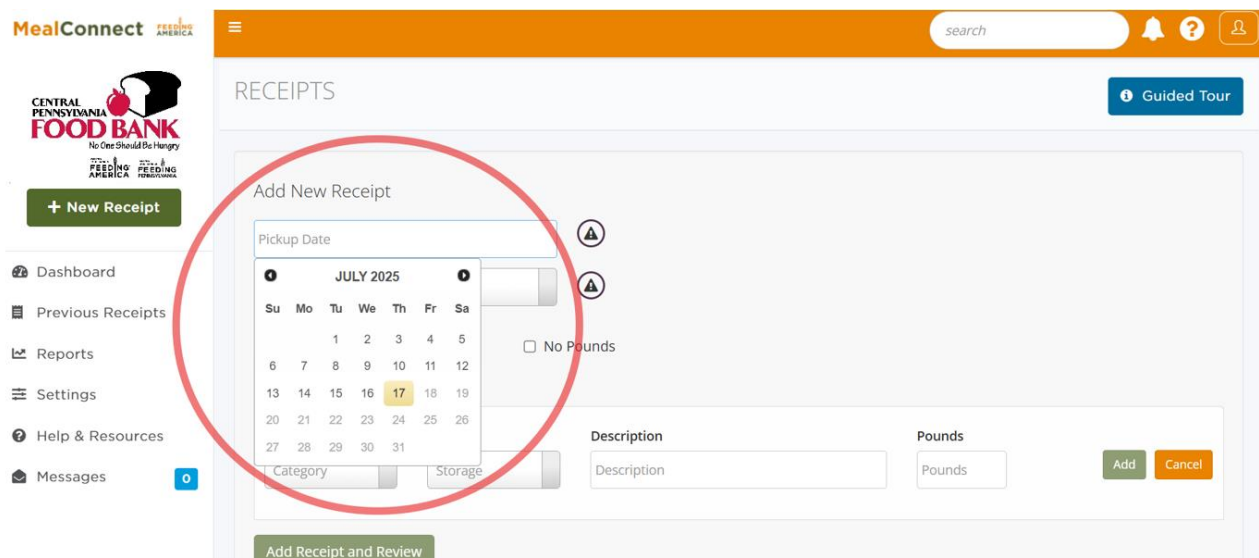
Receipts

Adding a Receipt

1. From the front Dashboard, click either **Create New Receipt** or the **+ New Receipt** button.



2. Add the Pickup Date **using today's date.**



3. Enter the Donor by selecting from the dropdown list or typing the name.

MealConnect central pennsylvania **FOOD BANK** no one should be hungry

RECEIPTS

+ New Receipt

Dashboard
Previous Receipts
Reports
Settings
Help & Resources
Messages

07/17/2025

Donor

gia

The GIANT Company (6563)
100 Townsedge Dr Quarryville, PA 17566

The GIANT Company (6567)
35 Friendly Dr Quarryville, PA 17566

Category Storage Description Pounds

Category Storage Description Pounds

Add Cancel

Add Receipt and Review

4. Select the donation Category from the dropdown list. Donation categories are the same as what you're used to seeing in P2.

MealConnect central pennsylvania **FOOD BANK** no one should be hungry

RECEIPTS

+ New Receipt

Dashboard
Previous Receipts
Reports
Settings
Help & Resources
Messages

07/17/2025

The GIANT Company (6563)

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category Storage Description Pounds

Category Storage Description Pounds

Add Cancel

Donation Categories

- BEV BEVERAGES (INSTORE PICKUP)
- BRE BAKERY (INSTORE PICKUP)
- DAI DAIRY (INSTORE PICKUP)
- DAI MILK FRESH (INSTORE PICKUP)
- DRY GROCERY (INSTORE PICKUP)
- FARM AG AGENCY ENABLED ASSORTED PRODUCE
- FARM AG AGENCY ENABLED FRESH EGGS
- FARM AG AGENCY ENABLED FRESH MILK
- FARM AG AGENCY ENABLED MEAT PRODUCTS
- FROZEN FOOD MISC (INSTORE PICKUP)
- MEA MEAT ASSORTED (INSTORE PICKUP)
- NFI NON FOOD ITEMS (INSTORE PICKUP)
- PNM EGGS FRESH (INSTORE PICKUP)
- PRE PREPARED FOODS (INSTORE PICKUP)
- PRO PRODUCE (INSTORE PICKUP)

5. The Storage field will auto-fill for you. Add a Description for your records (optional).

The screenshot shows the 'Add New Receipt' form in the MealConnect system. The form includes fields for Date (07/17/2025), Company (The GIANT Company (6563)), and checkboxes for 'Scheduled Pickup Not Attempted' and 'No Pounds'. Below these are three input fields: 'Category' (DAI DAIRY ...), 'Storage' (Refrigeration), and 'Description' (empty). The 'Pounds' field is also present. The 'Storage' field is highlighted with a red circle. At the bottom, there are 'Add' and 'Cancel' buttons, and an 'Add Receipt and Review' button.

6. Enter the weight (total number of pounds) of donation.

The screenshot shows the 'Add New Receipt' form with the 'Pounds' field highlighted by a red circle. The 'Pounds' field now contains the value '72'. The 'Storage' field remains 'Refrigeration' and the 'Description' field is empty. The 'Add' and 'Cancel' buttons are visible at the bottom right of the form.

7. Add additional donation categories by clicking + Add Another Line Item.

The screenshot shows the 'Add New Receipt' form with a table of donation items. The table has columns for 'Category', 'Storage Requirement', 'Product Description', and 'Pounds'. One item is listed: 'DAI DAIRY (INSTORE PICK UP)' with 'Refrigeration' storage, 'None' description, and '16' pounds. Below the table, the '+ Add Another Line Item' button is highlighted with a red circle. The 'Add Receipt and Review' button is at the bottom.

Category	Storage Requirement	Product Description	Pounds
DAI DAIRY (INSTORE PICK UP)	Refrigeration	None	16

8. When you're finished adding donation items, click **Add Receipt and Review** to save it.

MealConnect FEEDING AMERICA

07/17/2025

The GIANT Company (6563)

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category	Storage Requirement	Product Description	Pounds	
DAI MILK FRESH (INSTORE PICK UP)	Refrigeration	None	72	Delete Edit
BRE BAKERY (INSTORE PICK UP)	Dry	None	12	Delete Edit

+ Add Another Line Item

Add Receipt and Review

9. Once a receipt is saved, it appears in the Pending Receipts tab.

MealConnect FEEDING AMERICA

Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

Pickup Date	Donor	Number of Items	Total Pounds	Status	
07/17/2025	The GIANT Company (6563)	2	50	New	Delete Edit

+ Add New Receipt

Submit Receipts

Pending Receipts 1

10. When all receipts have been added, review them for accuracy. Use the **Delete** or **Edit** buttons to change the information on a receipt. When satisfied, click the **Submit Receipts** button.

MealConnect FEEDING AMERICA

search

Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

Pickup Date	Donor	Number of Items	Total Pounds	Status	
07/17/2025	The GIANT Company (6563)	2	50	New	Delete Edit

[Add New Receipt](#)

[Submit Receipts](#)

[+ New Receipt](#)

- Dashboard
- Pending Receipts 1**
- Previous Receipts
- Reports
- Settings
- Help & Resources
- Messages 0

11. When you have submitted the receipts, the top of the screen should say “Receipts Submitted Successfully.” You will have a 4-day grace period to Edit or Delete receipts. Once the grace period has expired, you will need to contact the food bank Agency Enabled Team for any corrections needed.

MealConnect FEEDING AMERICA

search

RECEIPTS SUBMITTED SUCCESSFULLY

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

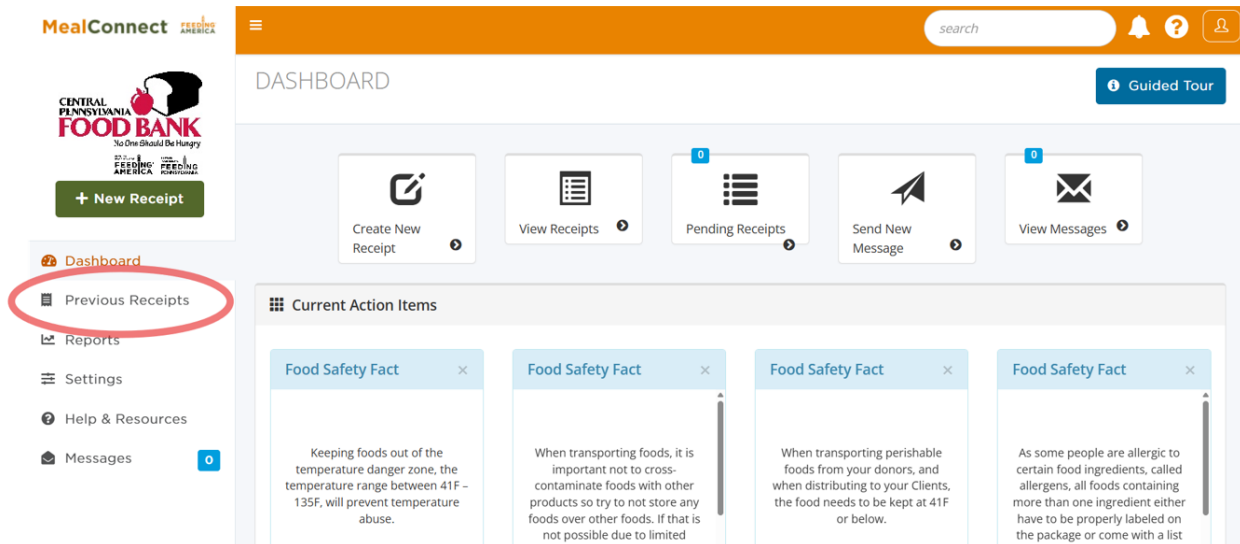
[Submit More Receipts](#)

[+ New Receipt](#)

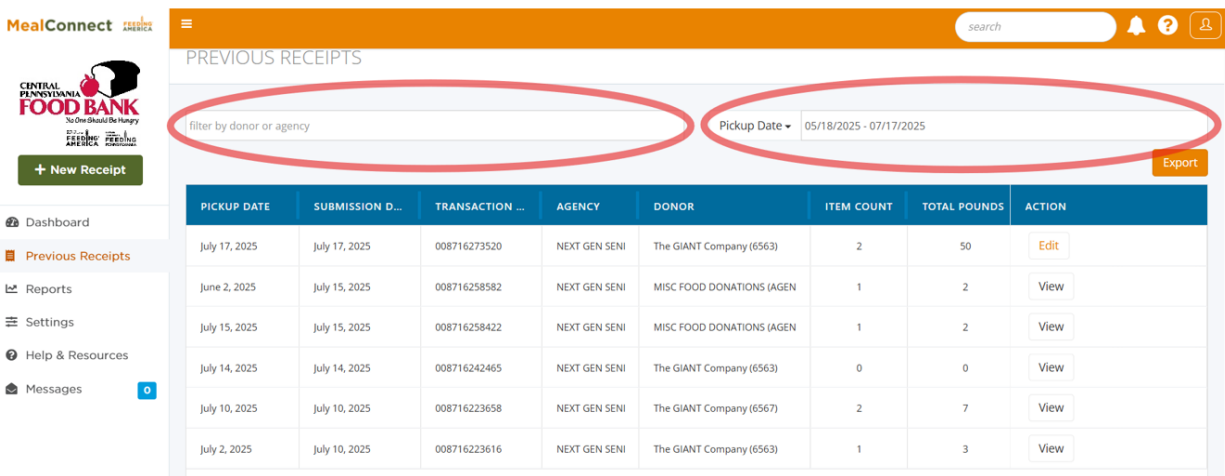
- Dashboard
- Previous Receipts
- Reports
- Settings
- Help & Resources
- Messages 0

Viewing Previous Receipts

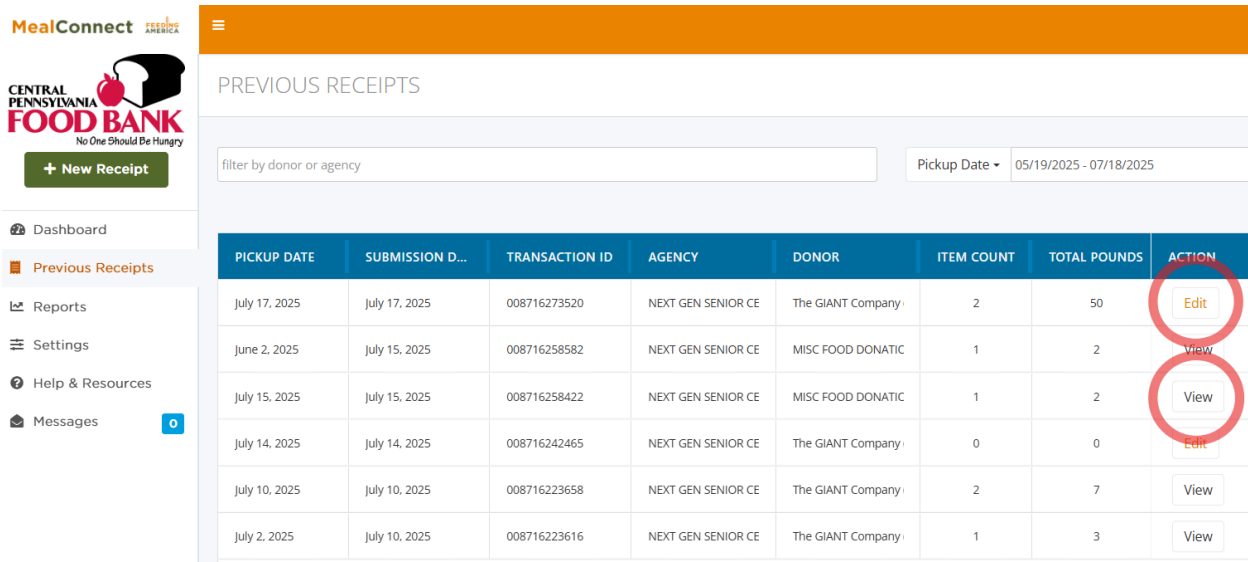
1. From the Dashboard, click the **Previous Receipts** tab.



2. In the Previous Receipts pane, you can filter by Donor or add Date parameters.



3. You can make changes to receipts that are still within the grace period by clicking the **Edit** button. If a receipt is outside of the grace period, you can only view the details.



MealConnect central pennsylvania

CENTRAL PENNSYLVANIA FOOD BANK
No One Should Be Hungry

+ New Receipt

Dashboard

Previous Receipts

Reports

Settings

Help & Resources

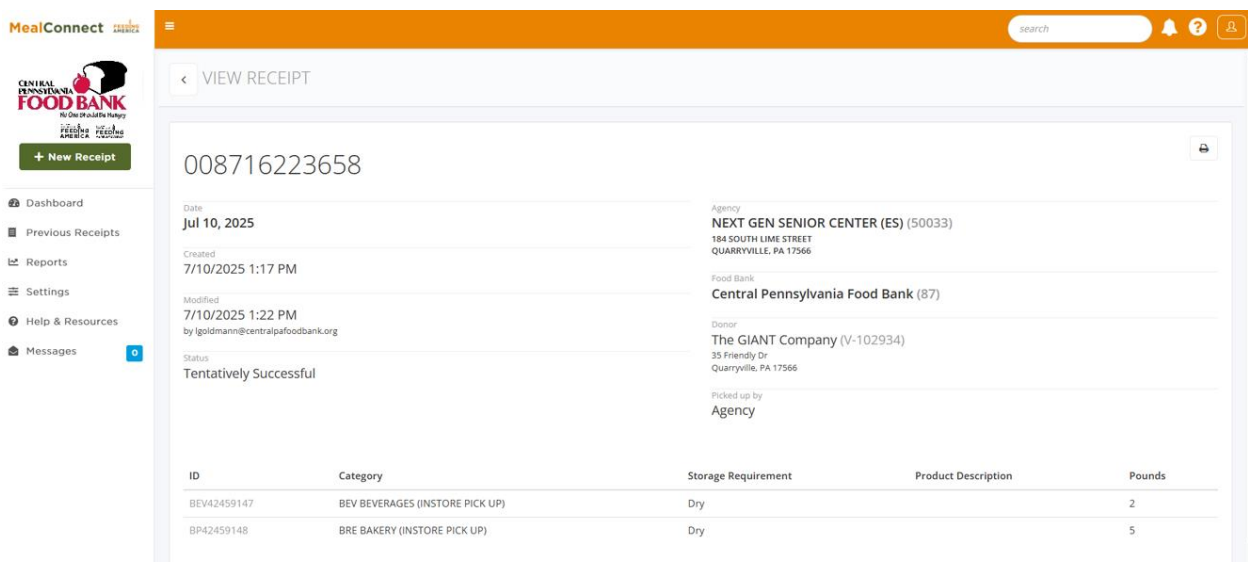
Messages

filter by donor or agency

Pickup Date 05/19/2025 - 07/18/2025

PICKUP DATE	SUBMISSION D...	TRANSACTION ID	AGENCY	DONOR	ITEM COUNT	TOTAL POUNDS	ACTION
July 17, 2025	July 17, 2025	008716273520	NEXT GEN SENIOR CE	The GIANT Company	2	50	Edit
June 2, 2025	July 15, 2025	008716258582	NEXT GEN SENIOR CE	MISC FOOD DONATIC	1	2	View
July 15, 2025	July 15, 2025	008716258422	NEXT GEN SENIOR CE	MISC FOOD DONATIC	1	2	View
July 14, 2025	July 14, 2025	008716242465	NEXT GEN SENIOR CE	The GIANT Company	0	0	Edit
July 10, 2025	July 10, 2025	008716223658	NEXT GEN SENIOR CE	The GIANT Company	2	7	View
July 2, 2025	July 10, 2025	008716223616	NEXT GEN SENIOR CE	The GIANT Company	1	3	View

4. Use the **View** button to see the receipt detail.



MealConnect central pennsylvania

CENTRAL PENNSYLVANIA FOOD BANK
No One Should Be Hungry

+ New Receipt

Dashboard

Previous Receipts

Reports

Settings

Help & Resources

Messages

VIEW RECEIPT

008716223658

Date
Jul 10, 2025

Created
7/10/2025 1:17 PM

Modified
7/10/2025 1:22 PM
by lgoldmann@centralpafoodbank.org

Status
Tentatively Successful

Agency
NEXT GEN SENIOR CENTER (ES) (50033)
184 SOUTH LIME STREET
QUARRYVILLE, PA 17566

Food Bank
Central Pennsylvania Food Bank (87)

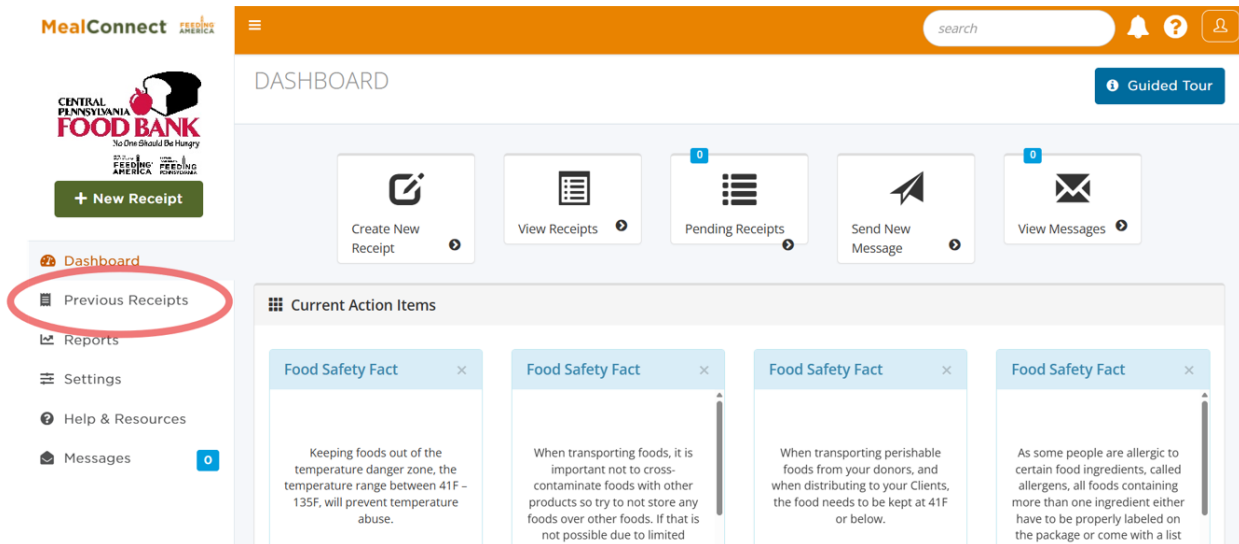
Donor
The GIANT Company (V-102934)
35 Friendly Dr
Quarryville, PA 17566

Picked up by
Agency

ID	Category	Storage Requirement	Product Description	Pounds
BEV42459147	BEV BEVERAGES (INSTORE PICK UP)	Dry		2
BP42459148	BRE BAKERY (INSTORE PICK UP)	Dry		5

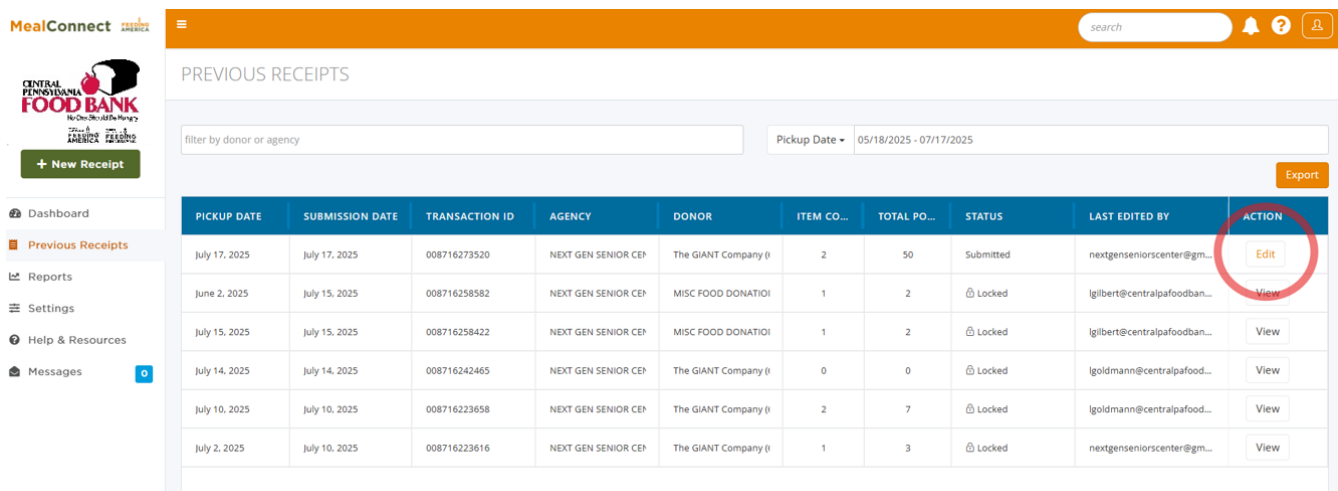
Editing Previous Receipts

1. From the Dashboard, click the **Previous Receipts** tab.



2. From the Previous Receipts pane, select the receipt by clicking the **Edit** button.

Note: If there is no edit button, the grace period has expired and you must contact the food bank's Agency Enabled Team to make any corrections.



3. When the receipt opens, use the **Delete** or **Edit** buttons to make line item changes, or use the **+ Add Another Line Item** button to add new donations.

Note: Be sure to click **Save Receipt** when you are done.

MealConnect central pennsylvania

RECEIPTS

Guided Tour

Edit Receipt

07/17/2025

The GIANT Company (6563)

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category	Storage Requirement	Product Description	Pounds
DAI DAIRY (INSTORE PICK UP)	Refrigeration	None	16
DRY GROCERY (INSTORE PICK UP)	Dry	None	34

Delete Edit

Delete Edit

+ Add Another Line Item

Save Receipt

For a quick refresher, take the **Guided Tour** from the Add Receipts page.

MealConnect central pennsylvania

RECEIPTS

Guided Tour

Add New Receipt

Pickup Date

Donor

☐ Scheduled Pickup Not Attempted ☐ No Pounds

Category Storage Description Pounds

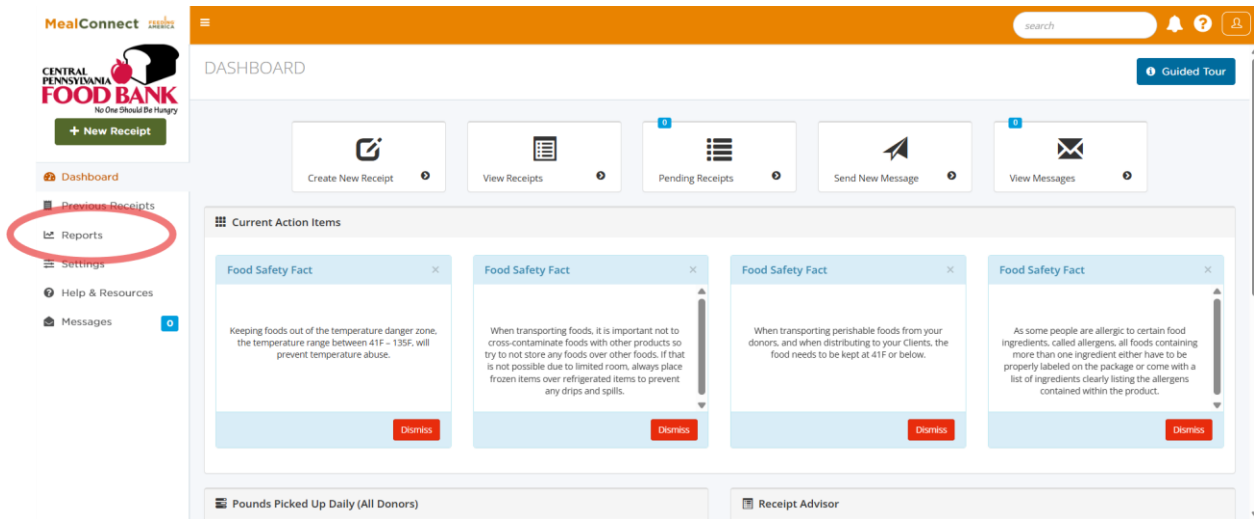
Category Storage Description Pounds

Add Cancel

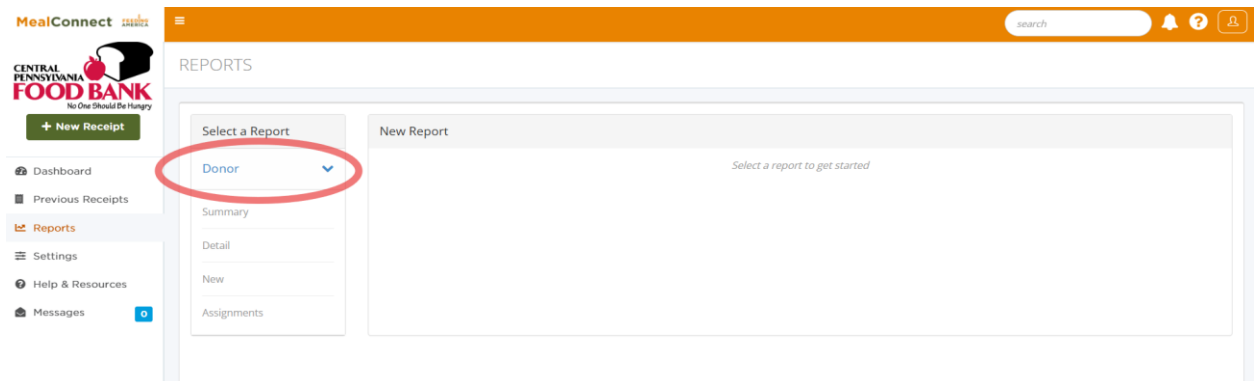
Add Receipt and Review

Reports

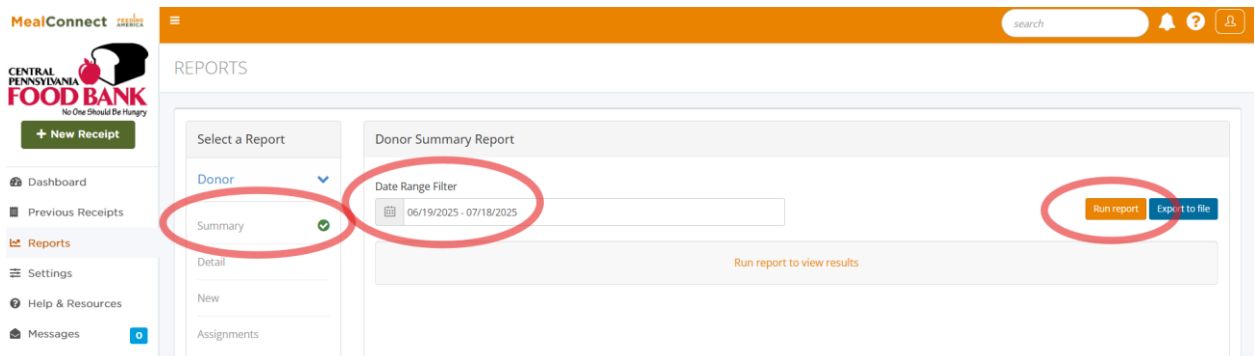
1. From the Dashboard, click the **Reports** tab.



2. Click **Donor** to view the donor report options.



The **Donor Summary** report will show general information about reports that have been submitted within a specific time frame. Enter a **Date Range** then click **Run Report**.



It gives a high-level view of your donors, locations, pounds by category and pickup information.

The screenshot shows the MealConnect interface for the Central Pennsylvania Food Bank. The left sidebar contains navigation links: Dashboard, Previous Receipts, Reports (highlighted), Settings, Help & Resources, and Messages. The main content area is titled 'REPORTS' and shows the 'Donor Summary Report' selected. A 'Date Range Filter' is set to '06/19/2025 - 07/18/2025'. Below the filter is a table with columns: DONOR NAME, DONOR ADDRESS, POUNDS BY CATEGORY, and TOTAL SUCCESSFUL PICKUPS. The table lists three donors: The GIANT Company (100 Townsedge Dr, Quarryville, PA 17566), The GIANT Company (35 Friendly Dr, Quarryville, PA 17566), and MISC FOOD DONATIONS (AGENCIES). The table shows various food categories and their respective weights in pounds, along with the total successful pickups for each donor.

DONOR NAME	DONOR ADDRESS	POUNDS BY CATEGORY	TOTAL SUCCESSFUL PICKUPS
The GIANT Company	100 Townsedge Dr Quarryville, PA 17566	16 pounds of DAI DAIRY (INSTORE PICK UP) 34 pounds of DRY GROCERY (INSTORE PICK UP) 3 pounds of PRO PRODUCE (INSTORE PICK UP)	2
The GIANT Company	35 Friendly Dr Quarryville, PA 17566	2 pounds of BEV BEVERAGES (INSTORE PICK UP) 5 pounds of BRE BAKERY (INSTORE PICK UP)	1
MISC FOOD DONATIONS (AGENCIES)		2 pounds of DAI DAIRY (INSTORE PICK UP)	1

The **Donor Detail** report shows all the information from submitted receipts. This report is more specific than the Summary Report and allows you to search for specific donor locations, date ranges and pickup/submission dates. Enter your filter choices and click **Run Report**.

The screenshot shows the MealConnect interface for the Central Pennsylvania Food Bank. The left sidebar is the same as the previous screenshot. The main content area is titled 'REPORTS' and shows the 'Donor Detail Report' selected. A 'Donor Location Selection' dropdown is set to 'Filter by Location'. A 'Date Range Filter' is set to '06/19/2025 - 07/18/2025'. A 'Date Filter Type' dropdown is set to 'Select a date filter type'. The 'Run report' and 'Export to file' buttons are highlighted with red circles. Below the filters is a message: 'Run report to view results'.

This report shows specific transaction information: line item, date of transaction/pickup, donor info, pounds etc.

The screenshot shows the MealConnect interface for the Central Pennsylvania Food Bank. The left sidebar is the same as the previous screenshots. The main content area is titled 'REPORTS' and shows the 'Donor Detail Report' selected. The 'Donor Location Selection' dropdown is set to 'Filter by Location'. The 'Date Range Filter' is set to '06/19/2025 - 07/18/2025'. The 'Date Filter Type' dropdown is set to 'Select a date filter type'. The 'Run report' and 'Export to file' buttons are visible. Below the filters is a table with columns: LINE ITEM..., DATE, TRAN..., DONOR..., DONOR NAME, STORE..., DONOR ..., POUNDS, and DATE OF SUBMISSI... The table lists several transactions with their respective line items, dates, transaction IDs, donor IDs, donor names, store IDs, donor addresses, weights in pounds, and submission dates.

LINE ITEM...	DATE	TRAN...	DONOR...	DONOR NAME	STORE...	DONOR ...	POUNDS	DATE OF SUBMISSI...
FRESH42458777	July 2, 2025	0087162...	V-102934	The GIANT Company	6563	100 Townsedge Quarryville, PA	3	July 10, 2025
BEV42459147	July 10, 2...	0087162...	V-102934	The GIANT Company	6567	35 Friendly Dr Quarryville, PA	2	July 10, 2025
BP42459148	July 10, 2...	0087162...	V-102934	The GIANT Company	6567	35 Friendly Dr Quarryville, PA	5	July 10, 2025
	July 14, 2...	0087162...	V-102934	The GIANT Company	6563	100 Townsedge Quarryville, PA	0	July 14, 2025
DAIRY42565087	July 15, 2...	0087162...	006697	MISC FOOD DONAT...	00001		2	July 15, 2025

The **New Donor** report keeps track of new donors, location, and how they're performing within your specified date range. You can see total receipts from each transaction at each store location, as well as the total pounds by category the store donated.

MealConnect central pennsylvania food bank

REPORTS

Select a Report

- Donor
- Summary
- Detail
- New**
- Assignments

New Donor Report

Date Range Filter

06/19/2025 - 07/18/2025

Run report Export to file

REGISTRATI...	DONOR BA...	DONOR NA...	DONOR AD...	DAYS OF PL...	TOTAL RECE...	POUNDS BY...	REAL-TIME ...
July 3, 2025	V-102934	The GIANT Comp...	100 Townsedge Dr Quarryville, PA 175		3	16 pounds of DAI DA 14 pounds of DRY G 3 pounds of FNO FR	N/A
July 3, 2025	V-102934	The GIANT Comp...	35 Friendly Dr Quarryville, PA 175		1	2 pounds of BEV BE 5 pounds of BEB BE	N/A
July 3, 2025	006697	MISC FOOD DON...			2	2 pounds of BEV BE 2 pounds of DAI DA	N/A

The **Donor Assignments** report displays your **scheduled** pickup days at each donor. CPFB is not using the scheduling function of MealConnect yet, so no information will be displayed in the Scheduled Days column.

MealConnect central pennsylvania food bank

REPORTS

Select a Report

- Donor
- Summary
- Detail
- New
- Assignments**

Donor Assignments Report

Date Range Filter

06/19/2025 - 07/18/2025

Run report Export to file

AGENCY CODE	AGENCY NAME	AGEN...	DONOR NAME	DONOR ADDRESS	SCHEDULED DAYS	LAST PICKUP DATE
50033	NEXT GEN SENIOR ...	184 SOUTH QUARRYVIL	The GIANT Company	100 Townsedge Dr Quarryville, PA 17566		July 17, 2025
50033	NEXT GEN SENIOR ...	184 SOUTH QUARRYVIL	MISC FOOD DONATIONS (AGENCI...			July 15, 2025
50033	NEXT GEN SENIOR ...	184 SOUTH QUARRYVIL	The GIANT Company	35 Friendly Dr Quarryville, PA 17566		July 10, 2025

NOTE: Reports may also be exported/emailed as a CSV, Excel or PDF file.

MealConnect central pennsylvania food bank

REPORTS

Select a Report

- Donor
- Summary
- Detail
- New
- Assignments

Donor Summary Report

Date Range Filter

06/19/2025 - 07/18/2025

Run report Export to file

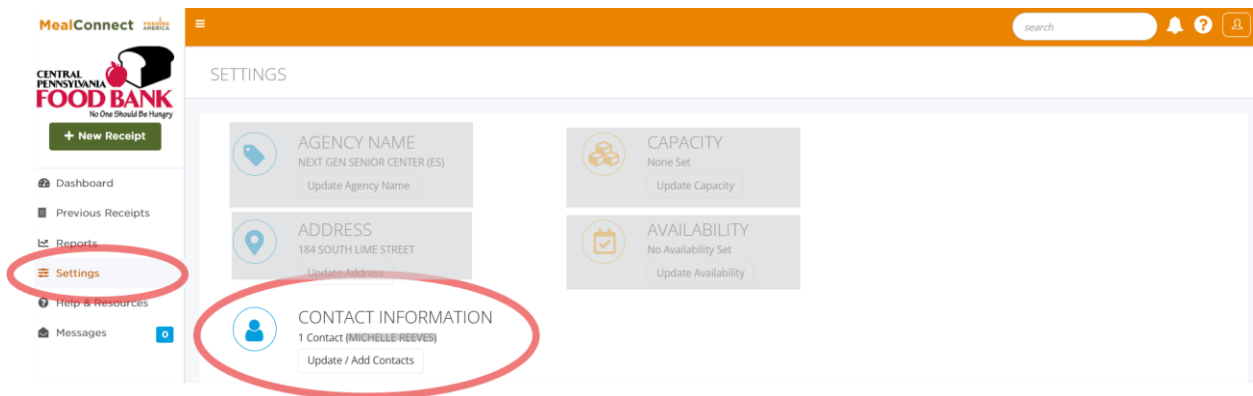
Run report to view results

File Type

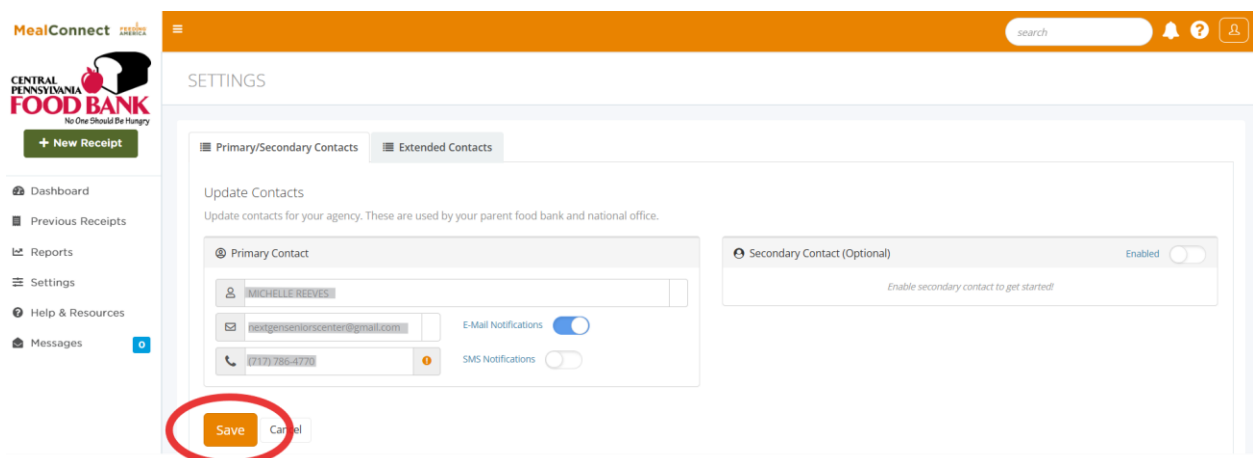
- Select a file type
- Select a file type
- CSV
- Excel
- PDF

Settings

1. From the menu bar on the left panel, click the **Settings** tab. From here you can update your **Contact Information** only. **DO NOT update your agency name or address or as this will cause the receipt submission to fail.** We are not using the Capacity or Availability functions at this time so please do not update those fields either.

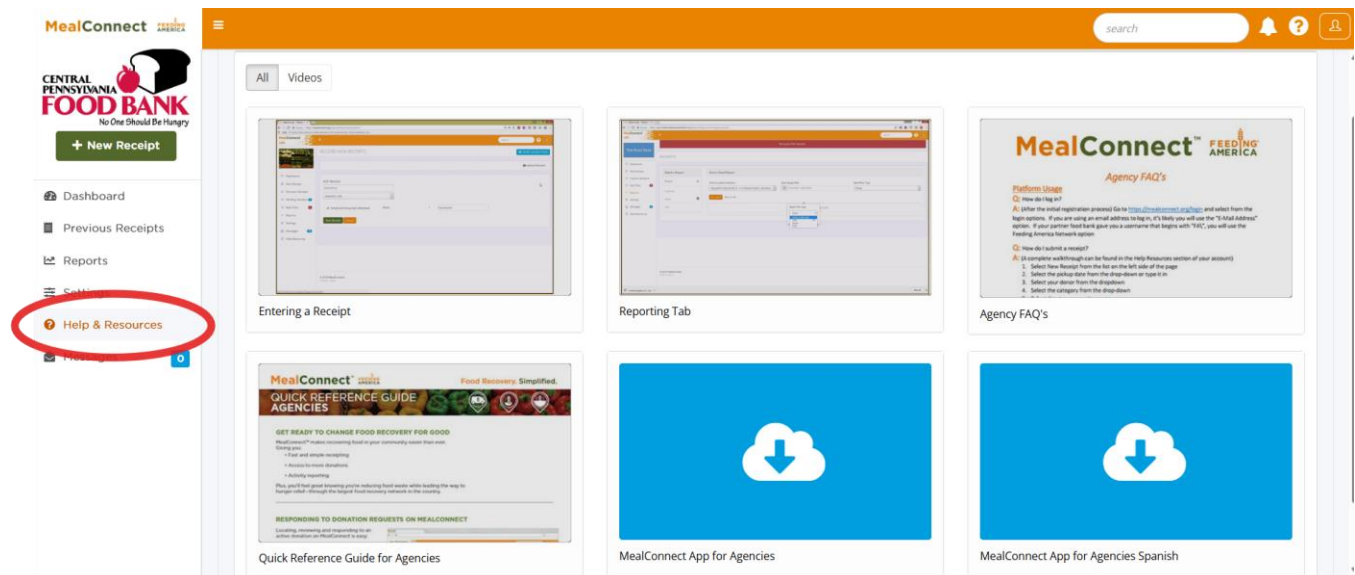


2. To update a **Contact**, edit the appropriate fields. Contacts are for the 1 or 2 people on your team that are primarily responsible for your MealConnect account. NOTE: Contacts are for communication only. A User account (login) is required to access the MealConnect platform. **NOTE: Call or email the Agency Enabled Team at the food bank to add Users.**



Help & Resources

From the Dashboard, click the **Help & Resources** tab. Here you can view video tutorials, FAQ's and user guides for the mobile app.

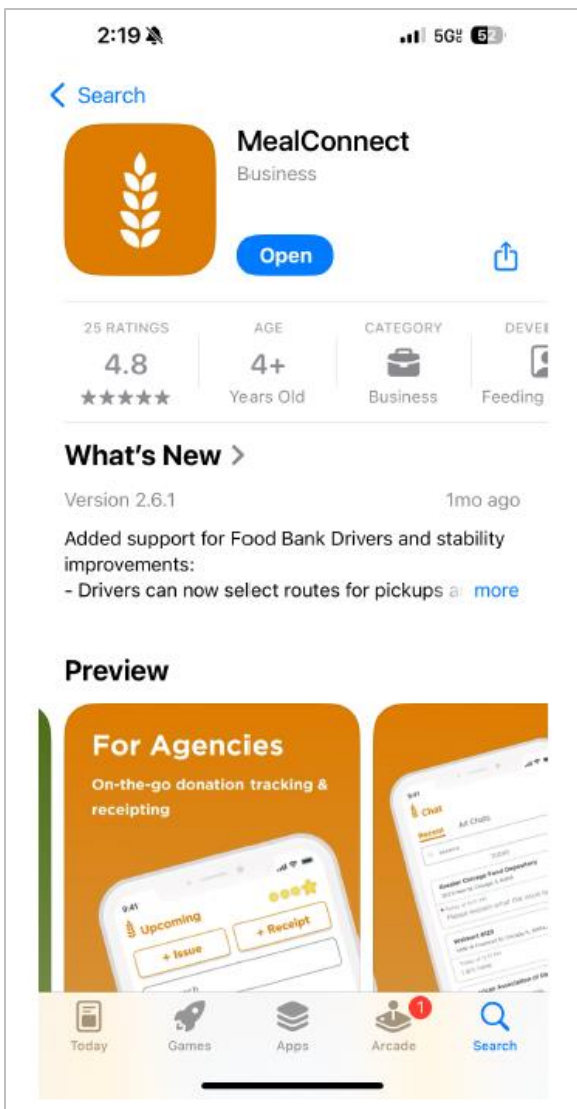


Setting up the Mobile App

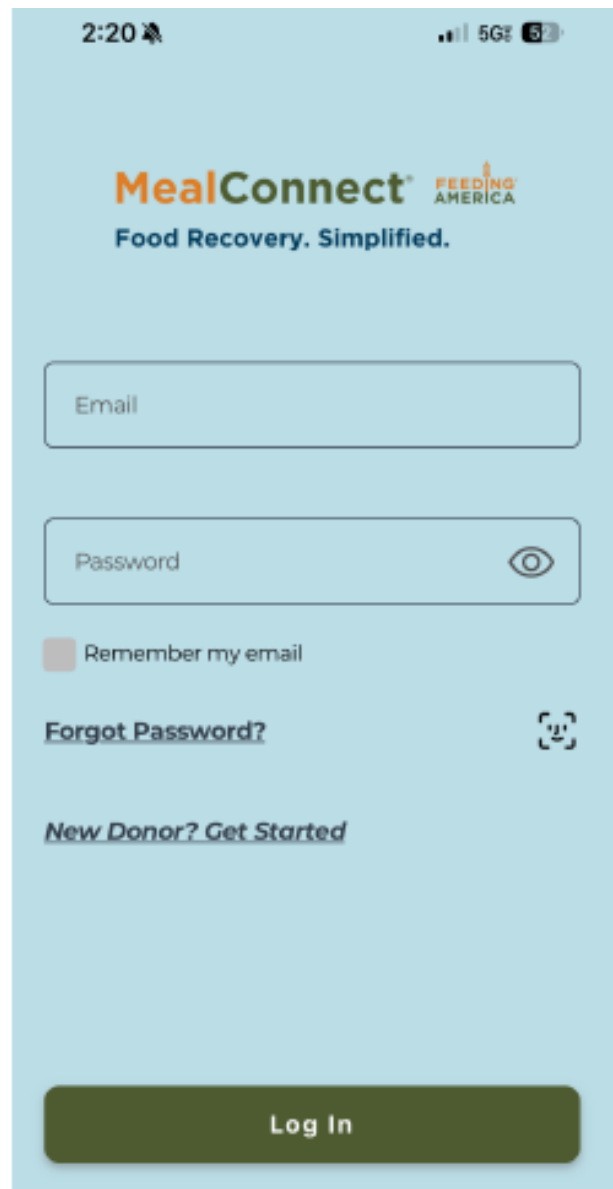
1. Download the MealConnect app on your mobile device



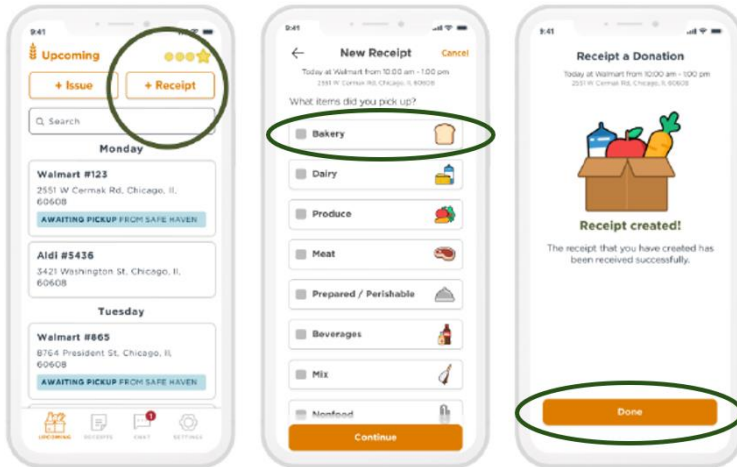
This is what the app looks like in your App Store or Google Play store...



2. Open the app and log in using the same username and password that you use on MealConnect.org



Create a Receipt



1 Create Receipt

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

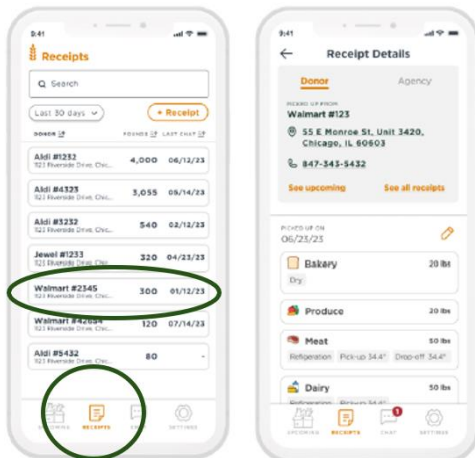
2 Add & Review Details

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



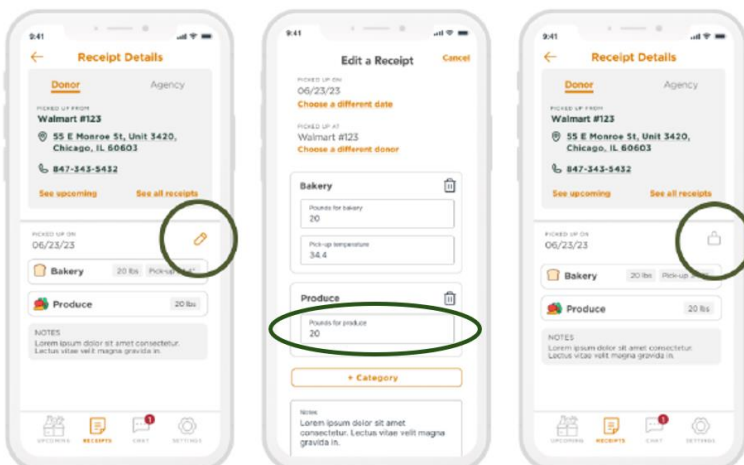
View Receipts

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.

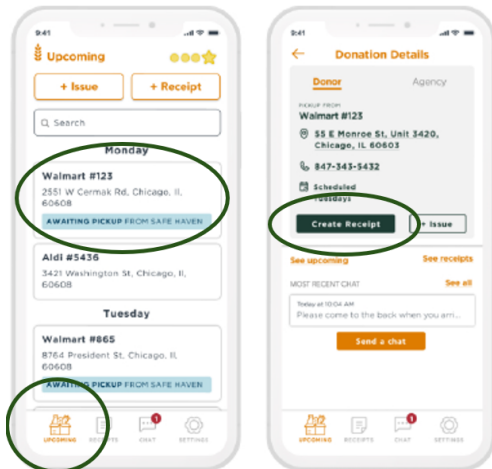
Editing a Receipt

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



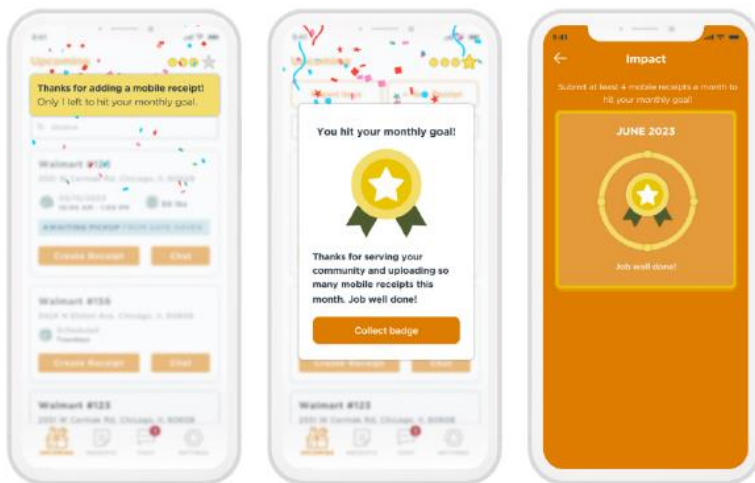
See Donor Details

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.

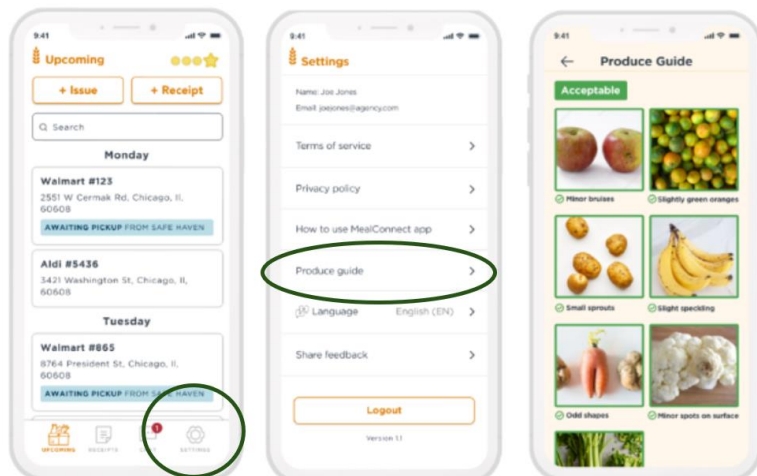
Celebrating Impact

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



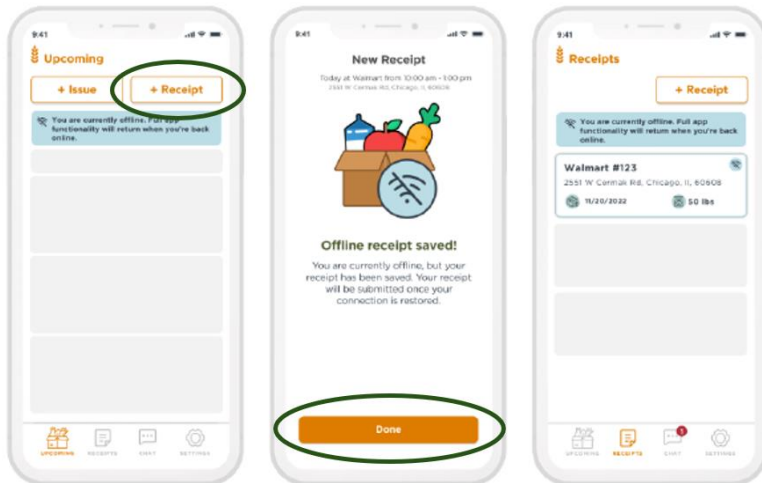
View the Guide

On the Settings tab, tap "Produce Guide."

See What's Acceptable

See what kinds of produce are acceptable vs unacceptable.

Offline Mode

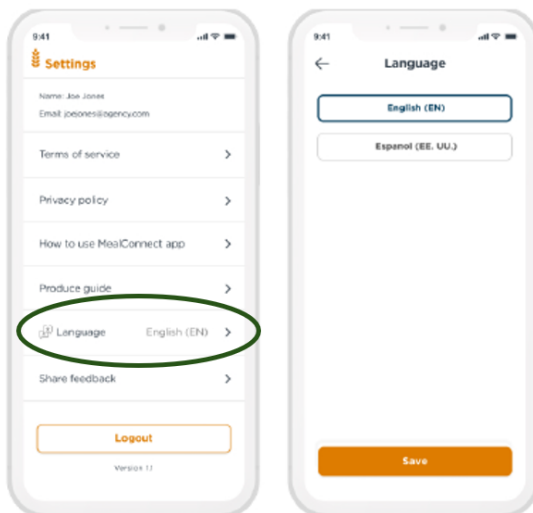


Offline Mode

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



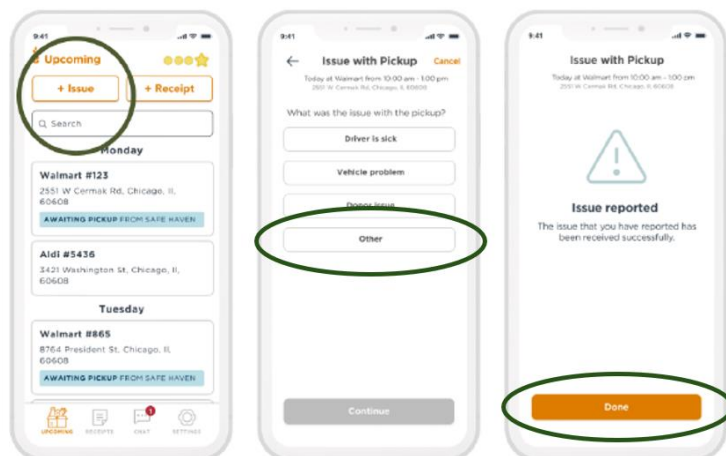
Change Language

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.