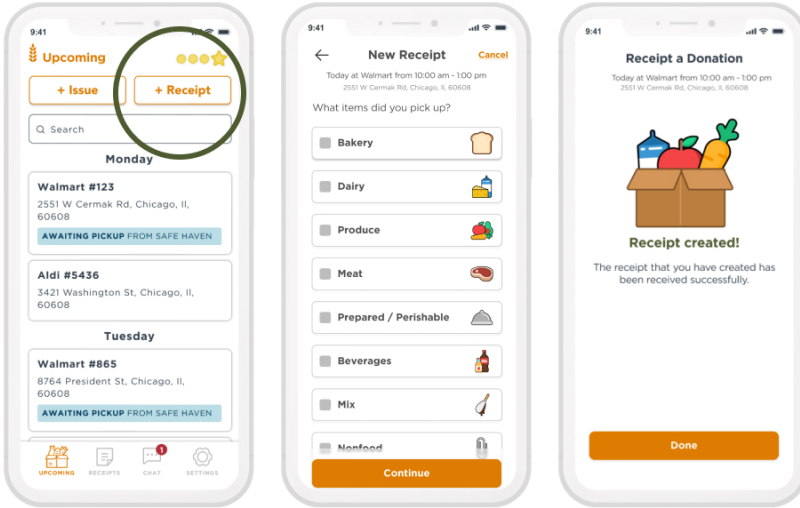


Create a Receipt



1 Create Receipt

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

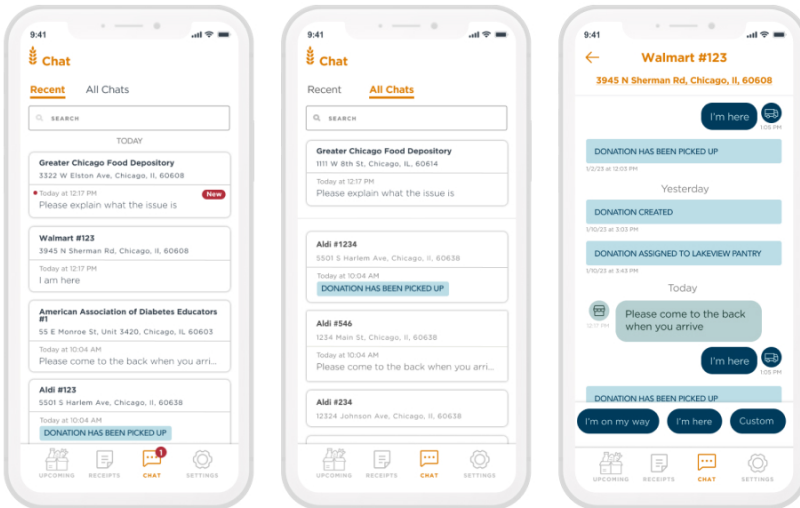
2 Add & Review Details

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.

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.

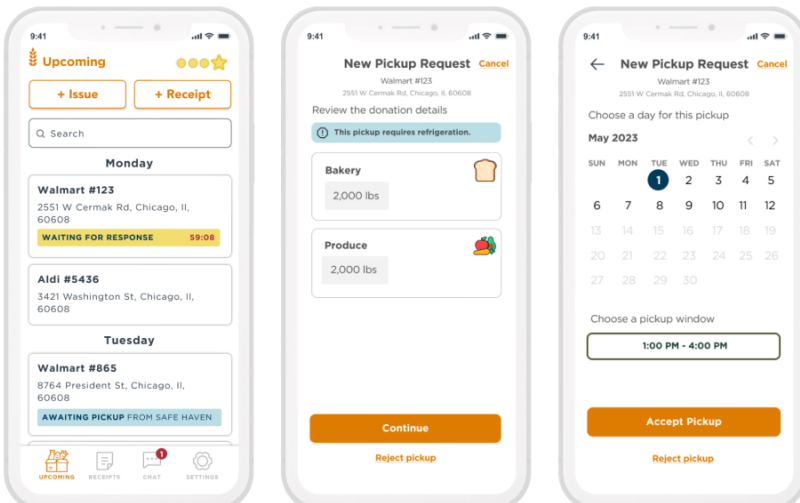
All Chats

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.

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.

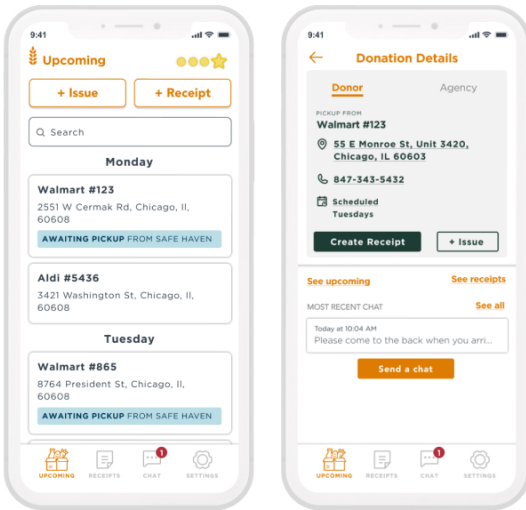
2 Review Details

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



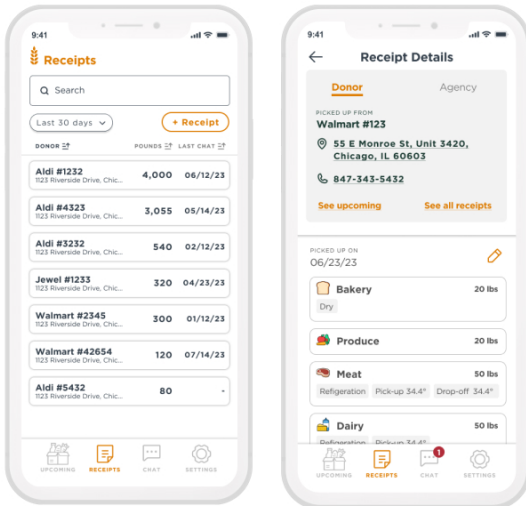
See Donor Details

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.

View Receipts & Receipt Details



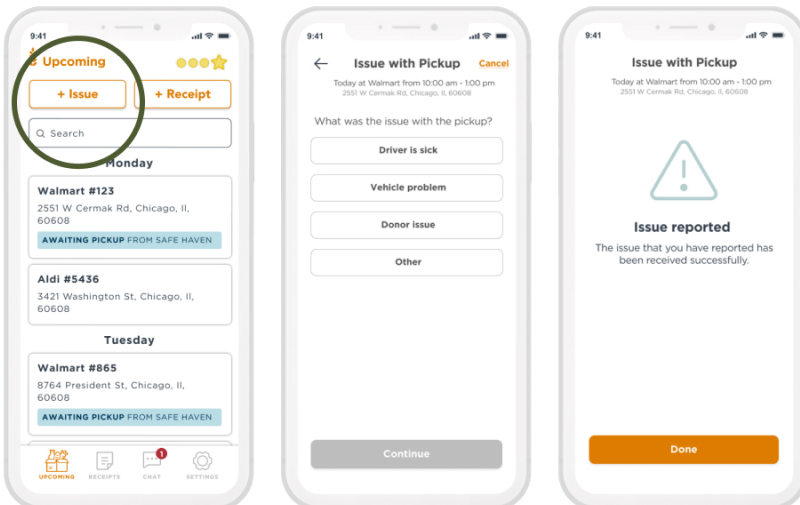
View Receipts

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.

Report an Issue



1 Report Issue

Tap “+ Issue” to report an issue.

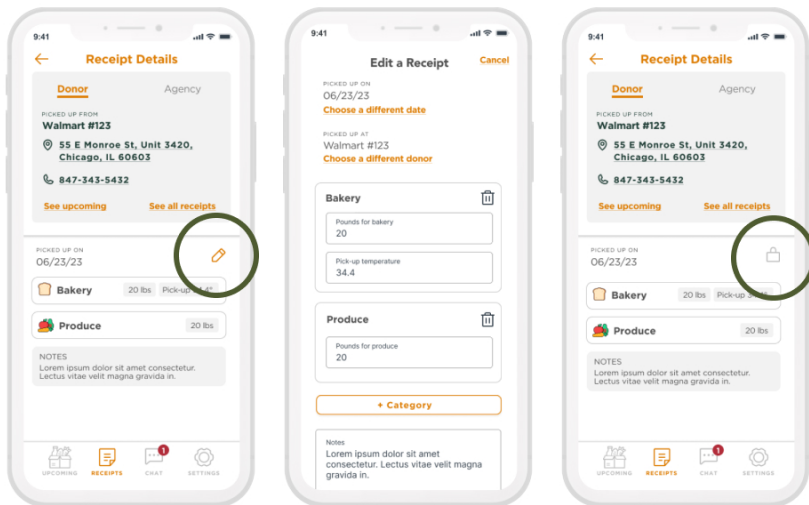
2 Add Details

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.

Edit a Receipt



Editing Available

If a receipt is editable, a pencil icon will appear on the right side of the screen.

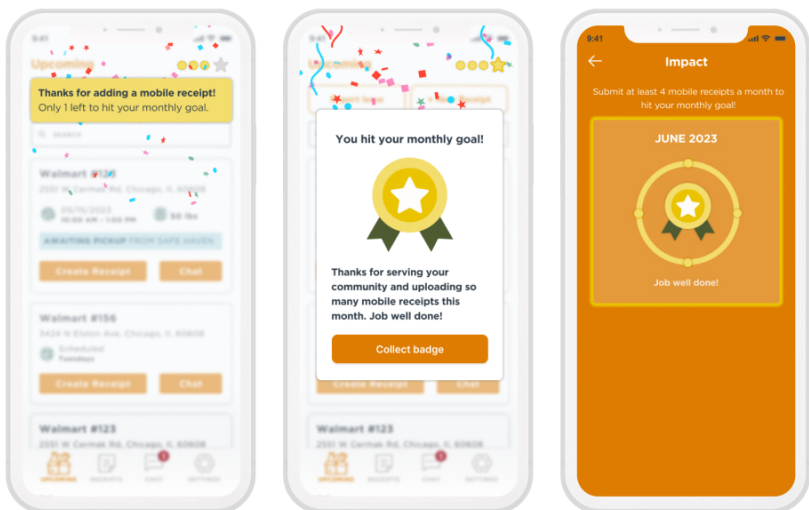
Editing a Receipt

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.

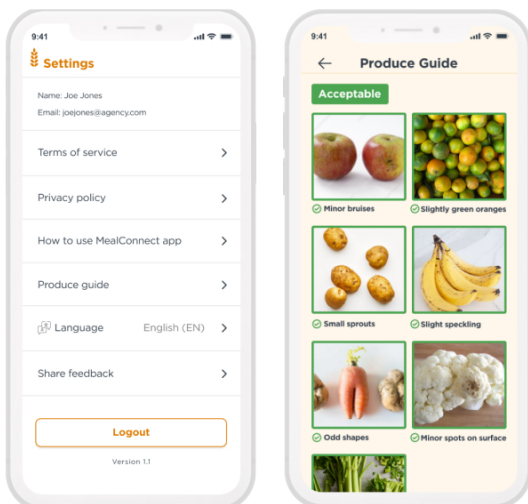
Celebrating Impact

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



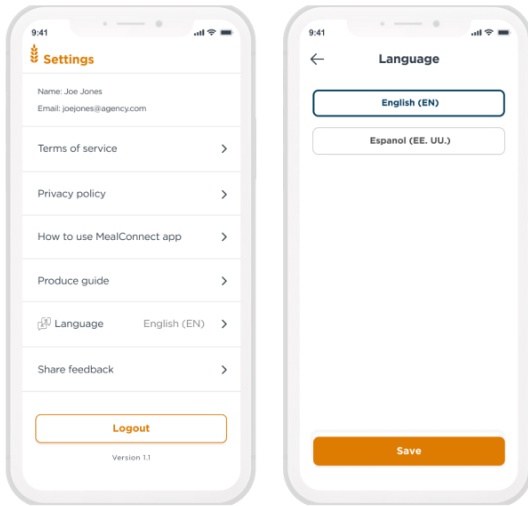
View the Guide

On the Settings tab, tap "Produce Guide."

See What's Acceptable

See what kinds of produce are acceptable vs unacceptable.

Spanish Translation



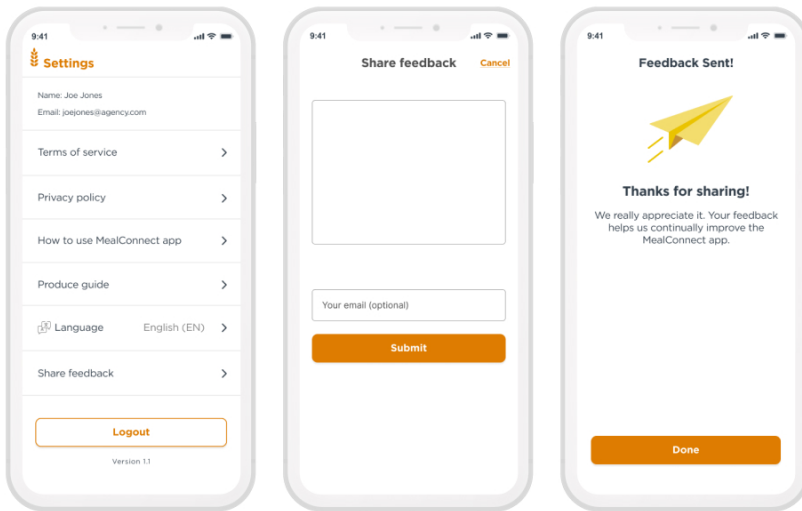
Change Language

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

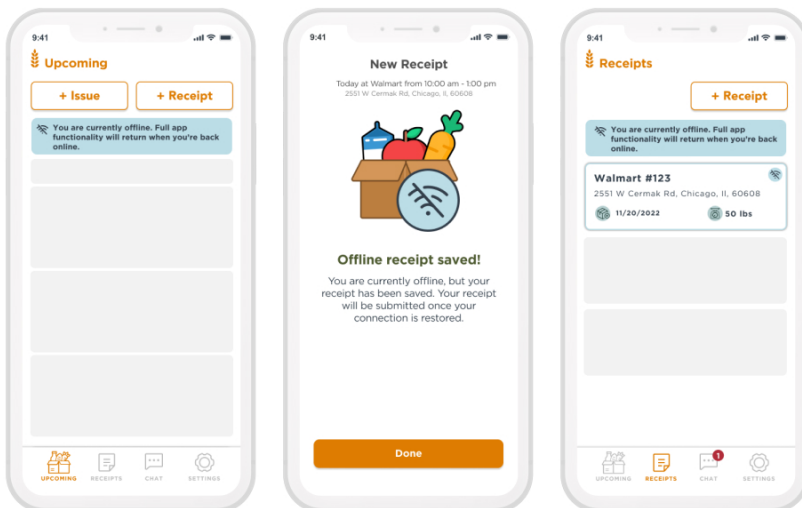


Share Feedback

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.

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.