

MANNA FoodBank

Online Ordering Guide for Partner Agencies

Submitting Retail Pickup Reports

Version 1.3

Navigating to the Login Page

The online ordering page can be accessed in two ways:

- Follow this direct link: <https://orders.mannafoodbank.org/login.aspx>
 - Bookmark this link in your browser to get to it quickly in the future
- Through the MANNA FoodBank website: www.mannafoodbank.org
 - Once you're on the MANNA FoodBank website click the green button at the top of the screen labeled "Partner Agency Home"



- Scroll down and click the large green button labeled "Click Here to begin Online Ordering"



Logging into your Account

- Once you have typed in the web address or followed the link on the Partner Agency section of the MANNA FoodBank website you will arrive at the log in screen for the online ordering system.



Log In *Required Fields

Email Address/Username*

Password*

[Forgot Password?](#)

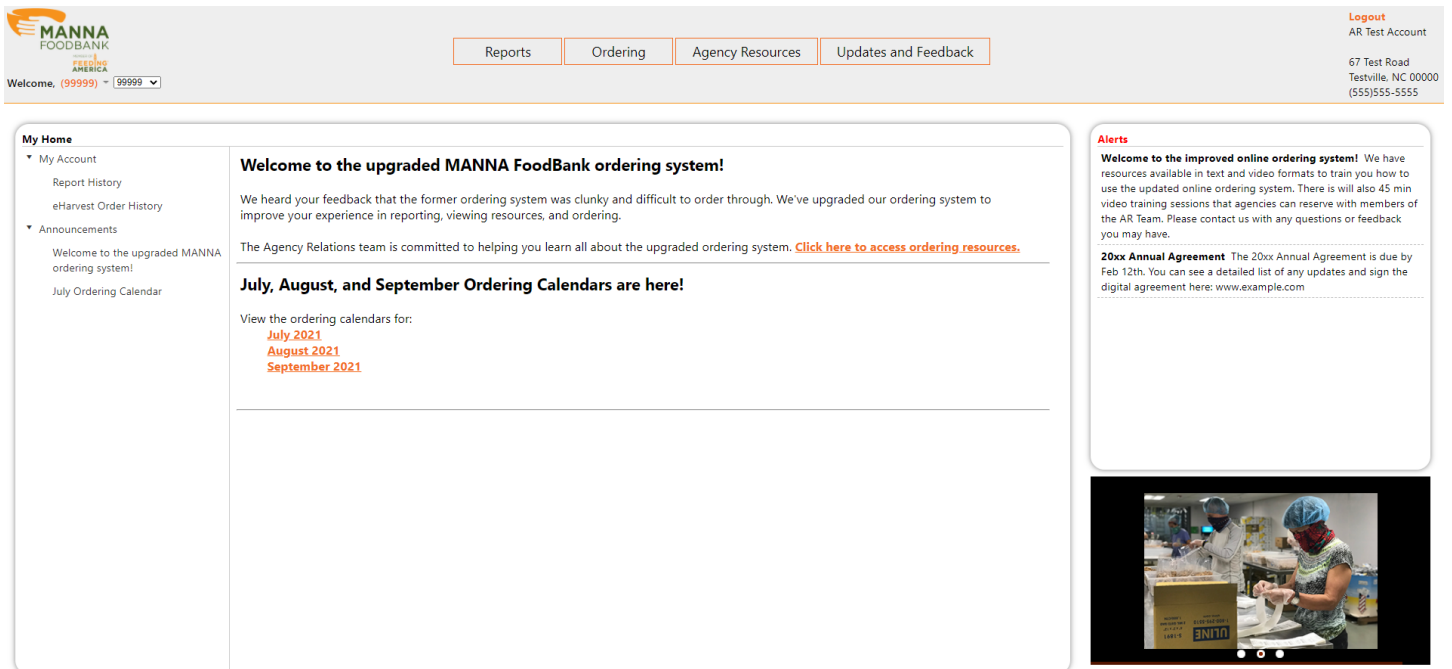
Passwords are case sensitive

- The username will be the email address of the primary contact on the agency account
- MANNA FoodBank will email the password to the email address of the primary contact on the agency account
 - Passwords are case sensitive
 - We suggest that you update your password on your first login
 - If you have forgotten your password click the “Forgot Password?” link to receive an email to update your password. This email will go to the Email Address used as the username.

Submitting Retail Pickup Reports

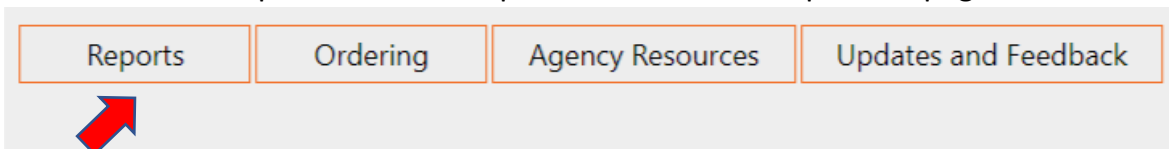
To help keep our data as accurate as possible, all poundage reports are now due at the end of the month and not the 7th of the following month.

After logging in you will be taken to the Home Page of the online ordering system.

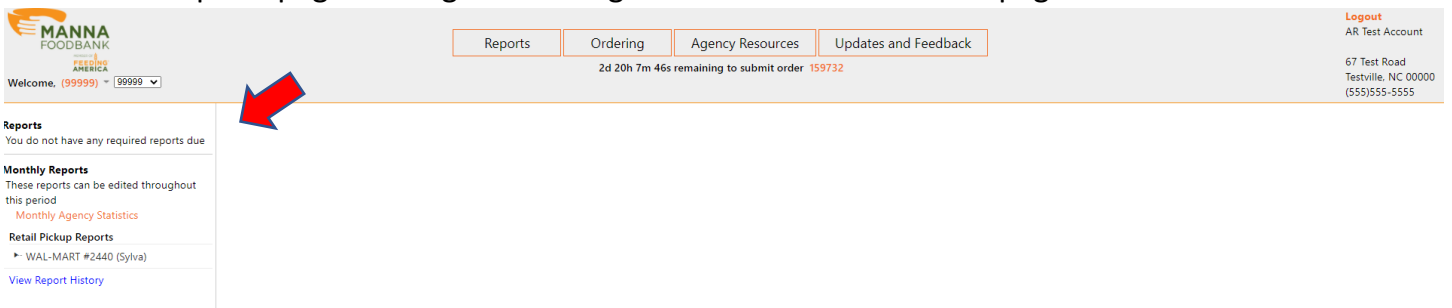


The screenshot shows the Manna FoodBank online ordering system home page. At the top, there is a navigation bar with buttons for Reports, Ordering, Agency Resources, and Updates and Feedback. A user is logged in as 'Welcome, (99999) - 99999'. On the left, there is a 'My Home' sidebar with links to My Account, Report History, eHarvest Order History, Announcements, and Welcome to the upgraded Manna ordering system! The main content area features a welcome message: 'Welcome to the upgraded MANNA FoodBank ordering system!' followed by a message about system improvements and a link to access ordering resources. Below this, it states 'July, August, and September Ordering Calendars are here!' and provides links for July 2021, August 2021, and September 2021. On the right, there is an 'Alerts' section with a message about the improved online ordering system and a 20xx Annual Agreement. At the bottom right, there is a video thumbnail showing people working in a kitchen.

- To view or submit reports click the Reports button at the top of the page.



- The Reports page is navigated through the left-hand side of the page.



The screenshot shows the Manna FoodBank Reports page. At the top, there is a navigation bar with buttons for Reports, Ordering, Agency Resources, and Updates and Feedback. A user is logged in as 'Welcome, (99999) - 99999'. The main content area features a 'Reports' section with the message 'You do not have any required reports due'. Below this, there is a 'Monthly Reports' section with the message 'These reports can be edited throughout this period' and a link to 'Monthly Agency Statistics'. There is also a 'Retail Pickup Reports' section with a link to 'View Report History'. A red arrow points to the Reports button in the navigation bar.

- Click on the Name of the retail store that you wish to report for under the Retail Pickup Reports Heading.
- If you have multiple retail pickup locations be sure that you've selected the correct store before starting the report.

Reports

These reports are required before placing a new order

May 2021

- [Report for Testing](#)


June 2021

- [Report for Testing](#)

Monthly Reports

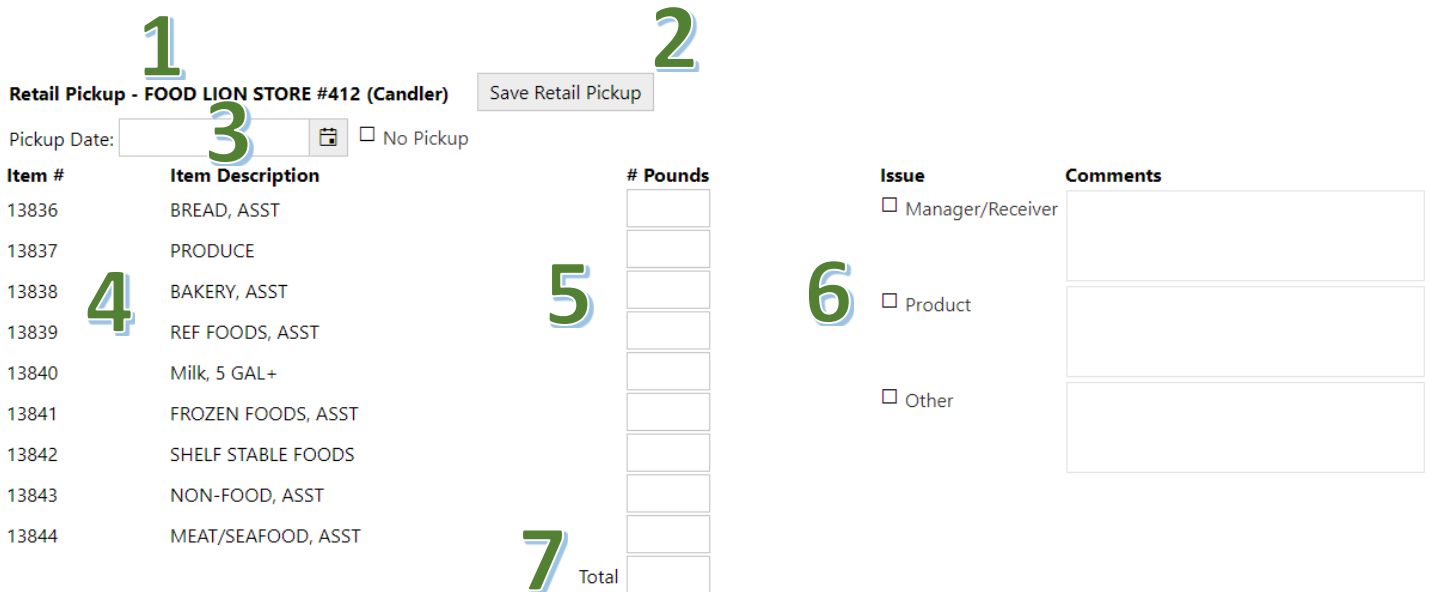
These reports can be edited throughout this period

- [Monthly Agency Statistics Report for Testing](#)

Retail Pickup Reports 

- ▶ [FOOD LION STORE #412 \(Candler\)](#)

[View Report History](#)



1 Retail Pickup - **FOOD LION STORE #412 (Candler)** **2** Save Retail Pickup

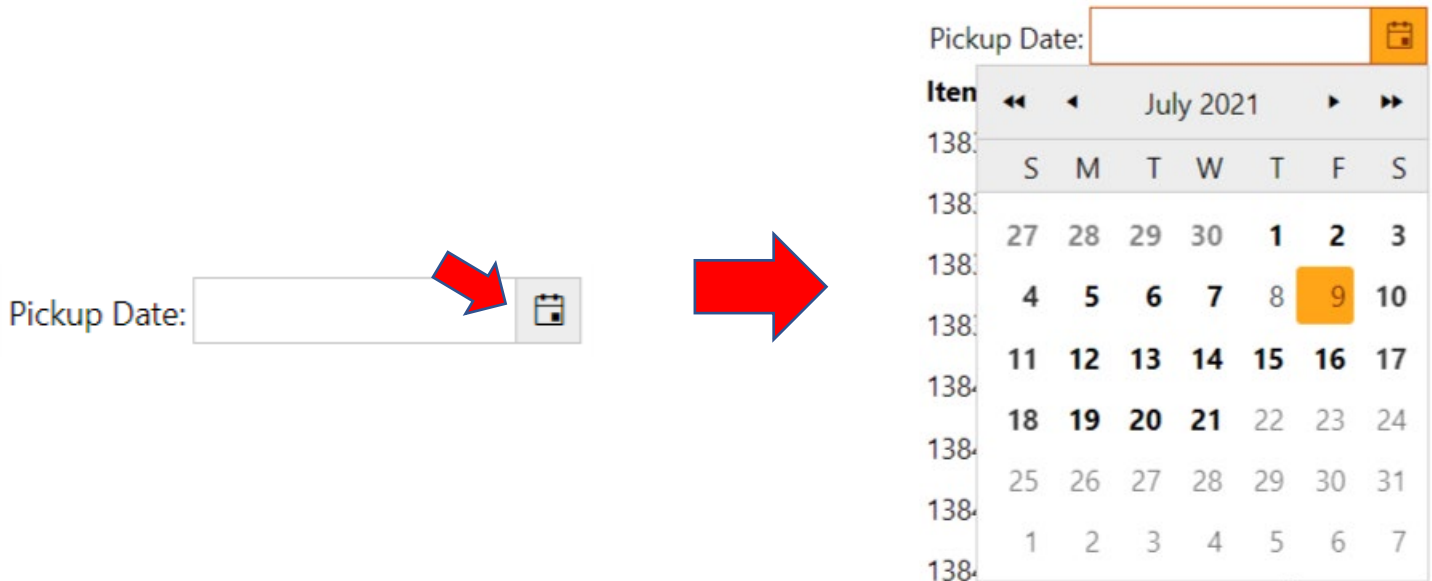
Pickup Date: **3** No Pickup

Item #	Item Description	# Pounds	Issue	Comments
13836	BREAD, ASST	<input type="text"/>	<input type="checkbox"/> Manager/Receiver	<input type="text"/>
13837	PRODUCE	<input type="text"/>	<input type="checkbox"/> Product	<input type="text"/>
4 13838	BAKERY, ASST	5 <input type="text"/>	<input type="checkbox"/> Other	<input type="text"/>
13839	REF FOODS, ASST	<input type="text"/>		
13840	Milk, 5 GAL+	<input type="text"/>		
13841	FROZEN FOODS, ASST	<input type="text"/>		
13842	SHELF STABLE FOODS	<input type="text"/>		
13843	NON-FOOD, ASST	<input type="text"/>		
13844	MEAT/SEAFOOD, ASST	<input type="text"/>		
	7 Total	<input type="text"/>		

Sections of the Retail Pickup Report:


1. Name of retail pickup location
2. Save Retail Pickup button, submits your reports
3. Pickup Date
 - A calendar to select the day of your retail pickup
4. The 9 retail pickup categories reported on
5. Fields to enter total lbs for each category pickup up
6. Comments Section
7. Total lbs picked up for that date
 - The system will automatically add your total.

- After selecting the store you wish to report a pickup for click the small calendar icon on the Pickup Date field. This opens a calendar to select your day of pickup.



- Click the date of the retail pick that you would like to report for
- Enter the number of lbs of each product category that you picked up during your retail pickup under the column labeled # Pounds. Your Total will be calculated as you enter your lbs for each category
 - Product category codes have remained the same during the system updates

Retail Pickup - FOOD LION STORE #412 (Candler) Save Retail Pickup

Pickup Date:  No Pickup

Item #	Item Description	# Pounds	Issue	Comments
13836	BREAD, ASST	<input type="text" value="20"/>	<input type="checkbox"/> Manager/Receiver	<input type="text"/>
13837	PRODUCE	<input type="text" value="145"/>	<input type="checkbox"/> Product	<input type="text"/>
13838	BAKERY, ASST	<input type="text" value="22"/>	<input type="checkbox"/> Other	<input type="text"/>
13839	REF FOODS, ASST	<input type="text" value="76"/>		
13840	Milk, 5 GAL+	<input type="text" value="0"/>		
13841	FROZEN FOODS, ASST	<input type="text" value="72"/>		
13842	SHELF STABLE FOODS	<input type="text" value="50"/>		
13843	NON-FOOD, ASST	<input type="text" value="174"/>		
13844	MEAT/SEAFOOD, ASST	<input type="text" value="16"/>		
Total		<input type="text" value="575"/>		

- After you have entered the lbs for each category picked up you can enter any comments you would like to share with the MANNA staff regarding the Manager/Receiver, the product, or any other feedback or experiences you may have.
 - Click the checkbox next to the topic you would like to comment on and enter your comment in the text box beside that topic.
 - You can leave a comment for one topic or all of them

Retail Pickup - FOOD LION STORE #412 (Candler) Save Retail Pickup

Pickup Date: No Pickup

Item #	Item Description	# Pounds	Issue	Comments
13836	BREAD, ASST	20	<input checked="" type="checkbox"/> Manager/Receiver	Waited for 45 mins
13837	PRODUCE	145	<input type="checkbox"/> Product	Half of product was spoiled
13838	BAKERY, ASST	22	<input type="checkbox"/> Other	Less meat over the past few weeks
13839	REF FOODS, ASST	76		
13840	Milk, 5 GAL+	0		
13841	FROZEN FOODS, ASST	72		
13842	SHELF STABLE FOODS	50		
13843	NON-FOOD, ASST	174		
13844	MEAT/SEAFOOD, ASST	16		
		Total	575	

- Once you have completed the report click the Save Retail Pickup to save/submit the report
 - Your information will not be saved unless you click the Save Retail Pickup button

- If you have multiple stores or dates you wish to report for, click the name of the store to open a blank Retail Pickup Report for that location.

Reports
These reports are required before placing a new order

May 2021

- [Report for Testing](#)

June 2021

- [Report for Testing](#)

Monthly Reports
These reports can be edited throughout this period

- [Monthly Agency Statistics](#)
- [Report for Testing](#)

Retail Pickup Reports

- ▶ [FOOD LION STORE #412 \(Candler\)](#)

[View Report History](#)

- You can view all pickups that you have entered for a retail pickup site by clicking the small arrow beside the store name. Clicking this arrow will show a list of all dates you have reported.

Reports

These reports are required before placing a new order

May 2021

- [Report for Testing](#)

June 2021

- [Report for Testing](#)

Monthly Reports

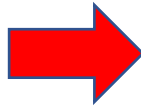
These reports can be edited throughout this period

- [Monthly Agency Statistics Report for Testing](#)

Retail Pickup Reports

- ▶ FOOD LION STORE #412 (Candler)

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Reports

These reports are required before placing a new order

June 2021

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Monthly Reports

These reports can be edited throughout this period

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Retail Pickup Reports

- ▼ FOOD LION STORE #412 (Candler)

7/15/2021

7/9/2021

7/8/2021


6/30/2021

[View Report History](#)



- Click on any of these dates to view the report you submitted for that retail pickup, all information fields will be greyed out and you cannot edit a report once it has been submitted.

Retail Pickup - FOOD LION STORE #412 (Candler)

Pickup Date: 

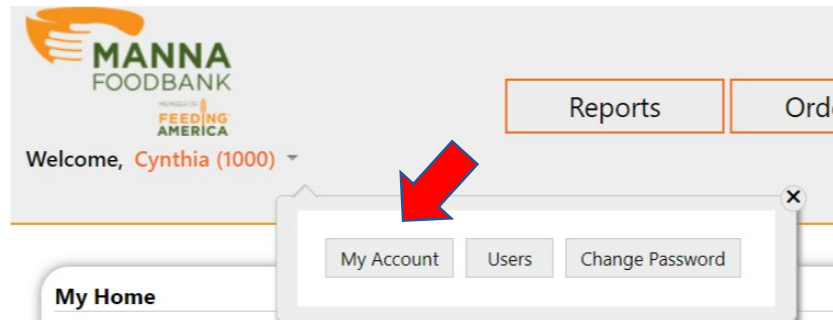
Item #	Item Description	# Pounds
13836	BREAD, ASST	15
13837	PRODUCE	145
13838	BAKERY, ASST	20
13839	REF FOODS, ASST	35
13842	SHELF STABLE FOODS	95
13844	MEAT/SEAFOOD, ASST	16
Total		326

Issue	Comments
<input checked="" type="checkbox"/> Manager/Receiver	Waited for 45 mins
<input checked="" type="checkbox"/> Product	Half of product spoiled
<input checked="" type="checkbox"/> Other	Less meat than usual over last few weeks

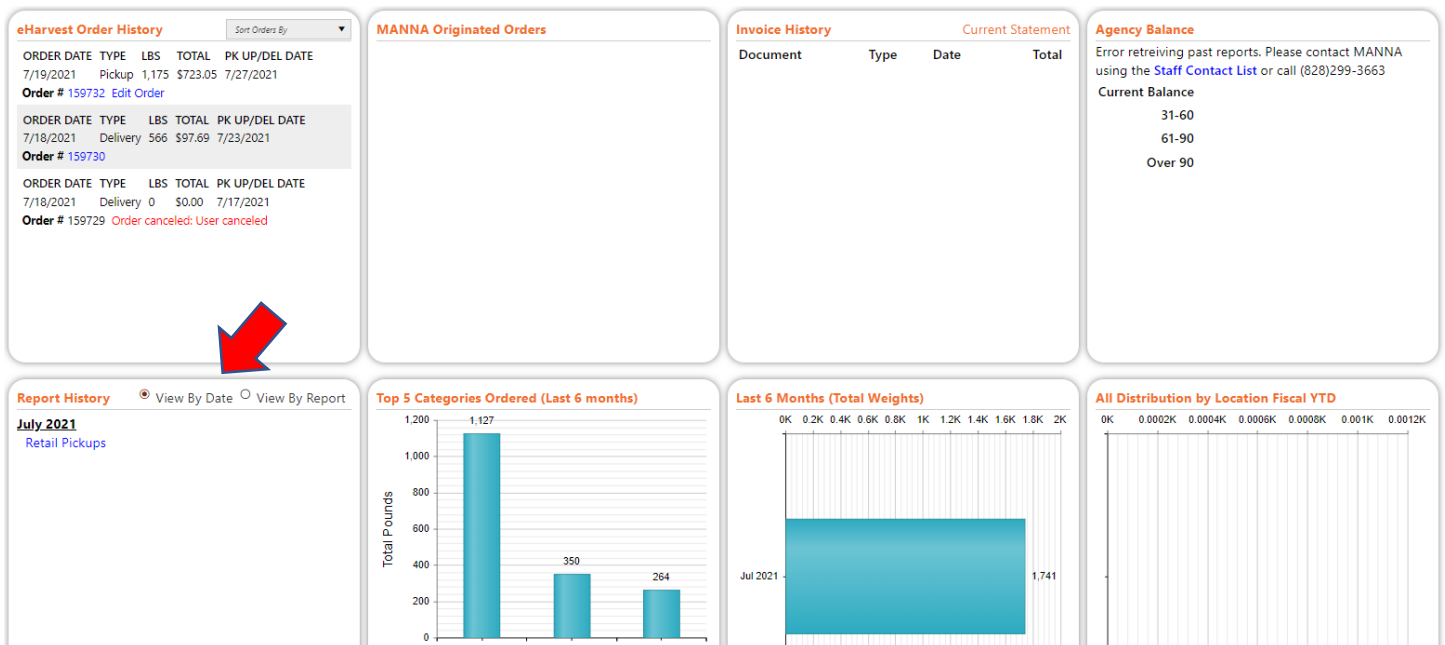
Report History

You will find your agency's Report History on the Account Home Page. The Account Home page will be the central hub of information and documents for your agency's account.

- To Navigate to the Account Home Page, click the down arrow beside your name under the MANNA logo and click Account Home



- Your agency's complete Report History is in the fifth information box on the Account Home Page.



- The Report history lists each report that your agency has submitted
- You can click the report name to open the report in a new tab of your browser
- The Report History information box can be sorted by the date or by the report type

Report History View By Date View By Report

Monthly Agency Statistics
[June 2021](#)
[May 2021](#)
[April 2021](#)

Monthly Service Report
[June 2021](#)
[May 2021](#)
[April 2021](#)

Retail Pickups
[July 2021](#)

Report History View By Date View By Report

July 2021
[Retail Pickups](#)

June 2021
[Monthly Service Report](#)
[Monthly Agency Statistics](#)

May 2021
[Monthly Service Report](#)
[Monthly Agency Statistics](#)

April 2021
[Monthly Service Report](#)
[Monthly Agency Statistics](#)