



Logging In

To log in, visit <http://www.neighborintake.org>. Enter the email address or username and password provided by the food bank. Click **Sign In**.

A screenshot of a login interface on a dark blue background. At the top, the word "Welcome" is written in white. Below it are two white input fields: "Email or Username" and "Password", each with a small eye icon on the right. At the bottom right, there is an orange button with the text "Sign In" in white.

End User License Agreement

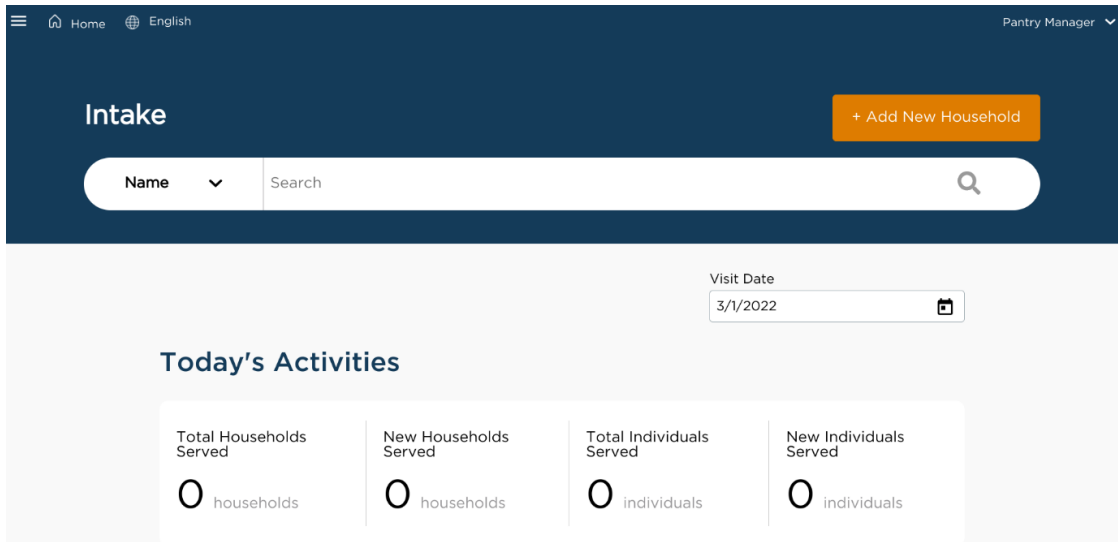
Upon signing in for the first time, pantry managers will see and need to agree to the End User License Agreement. By signing this agreement, the user promises to use the platform for intake and not use the information properly. Volunteers are encouraged to read the full agreement before signing.

Anyone who uses the volunteer log-in will need to type in their name each time they use the platform. These volunteer accounts are shared, meaning that anyone can use the log-in, so the platform cannot recognize if the person has previously agreed to the license agreement.

A screenshot of the "Service Insights on MealConnect End User License Agreement" form. The title is in white on a dark blue background. Below the title, the effective date is "4/5/2023". The main body of the form is white with a scroll bar on the right. It contains several paragraphs of text explaining the agreement and legal terms. At the bottom, there are three input fields: "*First Name", "*Last Name", and "Email Address", each with a small asterisk indicating it is required. Below these fields are two orange buttons: "Decline" and "Accept".

Home Screen

Once you sign in, you will see the home screen, with a snapshot of recent activity. The information provided is real-time and will update as you serve families and individuals. This is also the main page from which you will conduct intake.



The screenshot shows the 'Intake' home screen. At the top, there is a dark blue header with navigation links for 'Home' and 'English', and a 'Pantry Manager' dropdown. The main title 'Intake' is on the left, and a '+ Add New Household' button is on the right. Below the header is a search bar with a 'Name' dropdown and a search icon. A 'Visit Date' selector is set to '3/1/2022'. The 'Today's Activities' section features four cards: 'Total Households Served' (0 households), 'New Households Served' (0 households), 'Total Individuals Served' (0 individuals), and 'New Individuals Served' (0 individuals).

Category	Count	Unit
Total Households Served	0	households
New Households Served	0	households
Total Individuals Served	0	individuals
New Individuals Served	0	individuals