This document outlines steps to configure Look 2 Consulting's Inventory Software so IN Sources can be reported to the Feeding America MealConnect website. It's just a high-level overview. Additional details are in the complete User Manual.

1. Get Configuration Information from MealConnect

a. Log into **MealConnect**

b. Click **Upload Receipts**
NOTE: if button isn't shown in your New Receipt section, ask your Food Bank to request F.A. to enable "Bulk Upload" feature for your account.

c. Click **Download Template** and then open the Excel file

d. **Review** the list of donors. If any are missing, contact your Food Bank to request they get assigned to your account.
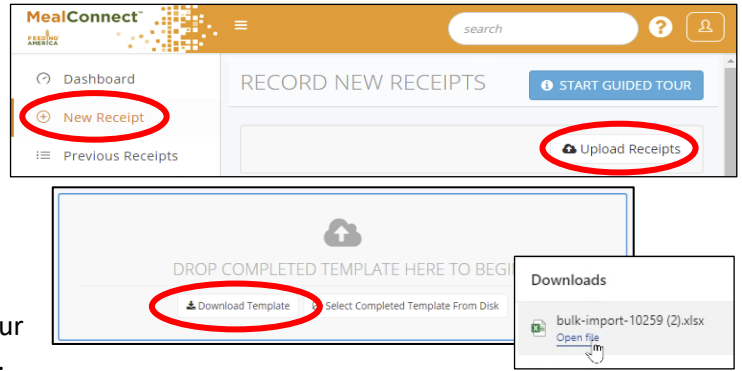
The information in this dowloaded file is used to configure the IN Sources within the Inventory Software, per below.

2. Configure Look2 Inventory Commodities

a. Open the Look2 Inventory **Commodity Editor**

b. Ensure **commodities** listed in the downloaded template column headers are in the system, and that their **codes** (in the square brackets) are properly entered.

Meat (Frozen) **[3-4]**   Mix (Dry) **[13-2]**   Nonfood (Dry) **[12-2]**
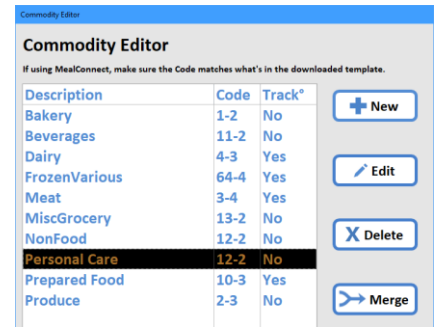
Note: You can map more than one Look2 Inventory Commodity to a single code used by MealConnect. For example, in the screenshot shown, both "NonFood" and "Personal Care" are mapped to code 12-2. When uploading records to MealConnect, both get properly imported.

Additional details on using the Commodity Editor are in the complete Look2 Inventory User Manual.

3. Configure Look2 Inventory IN Sources

a. Ensure there's a Look2 Inventory **IN Source for each Donor** in the dowloaded template

b. Edit each one so that:
- **Feeding America box** is checked
- **Logging Code** is the template's **Banner,Store Numbers**

For example, the specific KwikTrip store shown in the template would be entered into the Logging Code field as: ***V-102773,456***

c. If the IN Source icon represents a group of locations, click the source's Edit Group Members button to ensure all locations are listed with proper Codes.