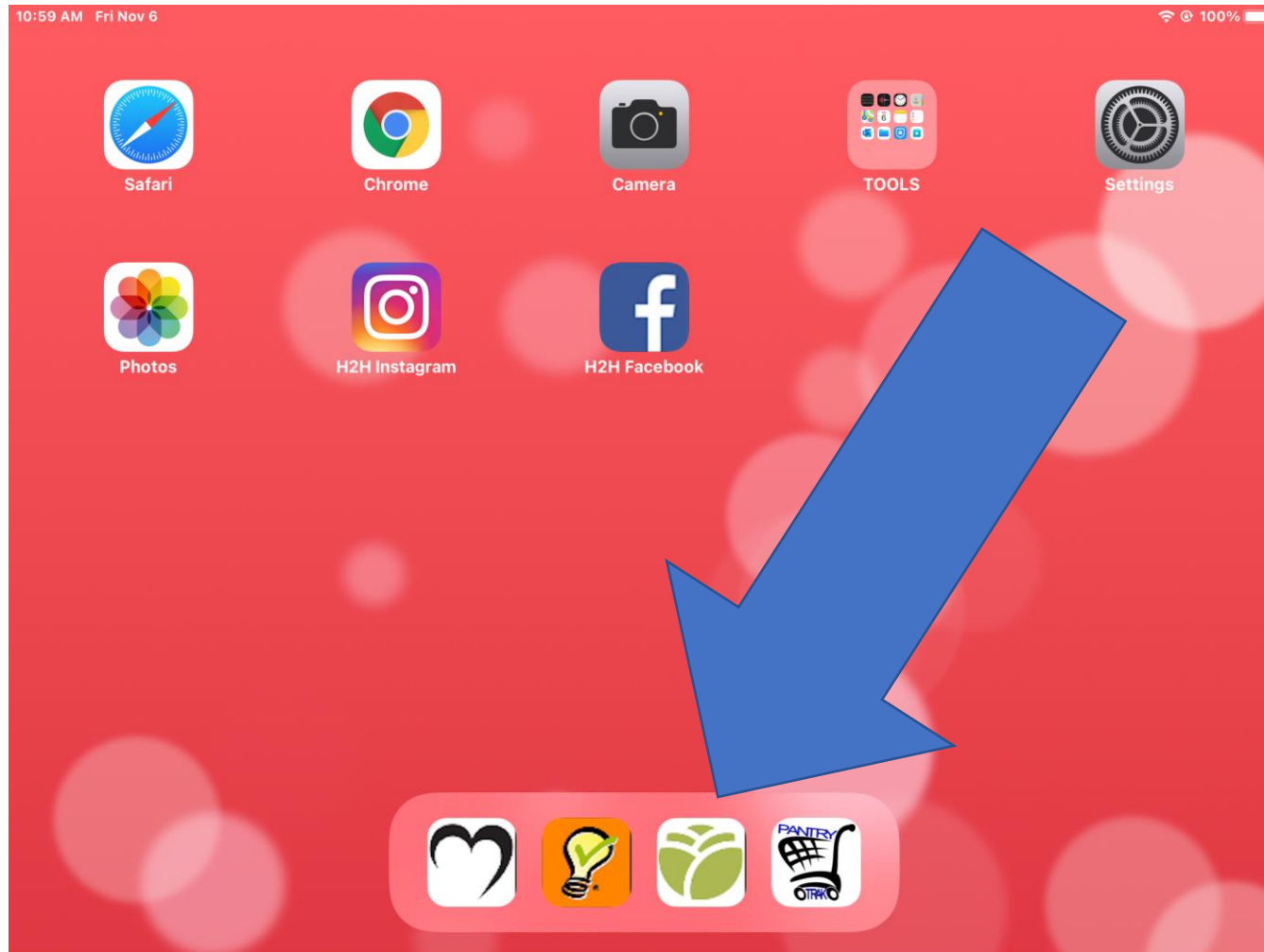


DIRECT RETAIL PICKUP eHARVEST Instructions

IMPORTANT NOTES

- **Your device must be connected to the internet to log weights for Direct Retail Pickups.**
- **You are logging into the Heart to Heart account on the Mid-Ohio Foodbank website. Information contained on this page is confidential and you agree not to share it by signing in.**
- **You cannot make any changes to reports once they are saved, so triple check your entries for accuracy before saving.**
- **The form accepts whole numbers only, so you will need to round up or down the weight entered accordingly.**
- **If a mistake is submitted, please notify Amy Caskie immediately. She will contact Mid-Ohio Foodbank to make a manual correction.**



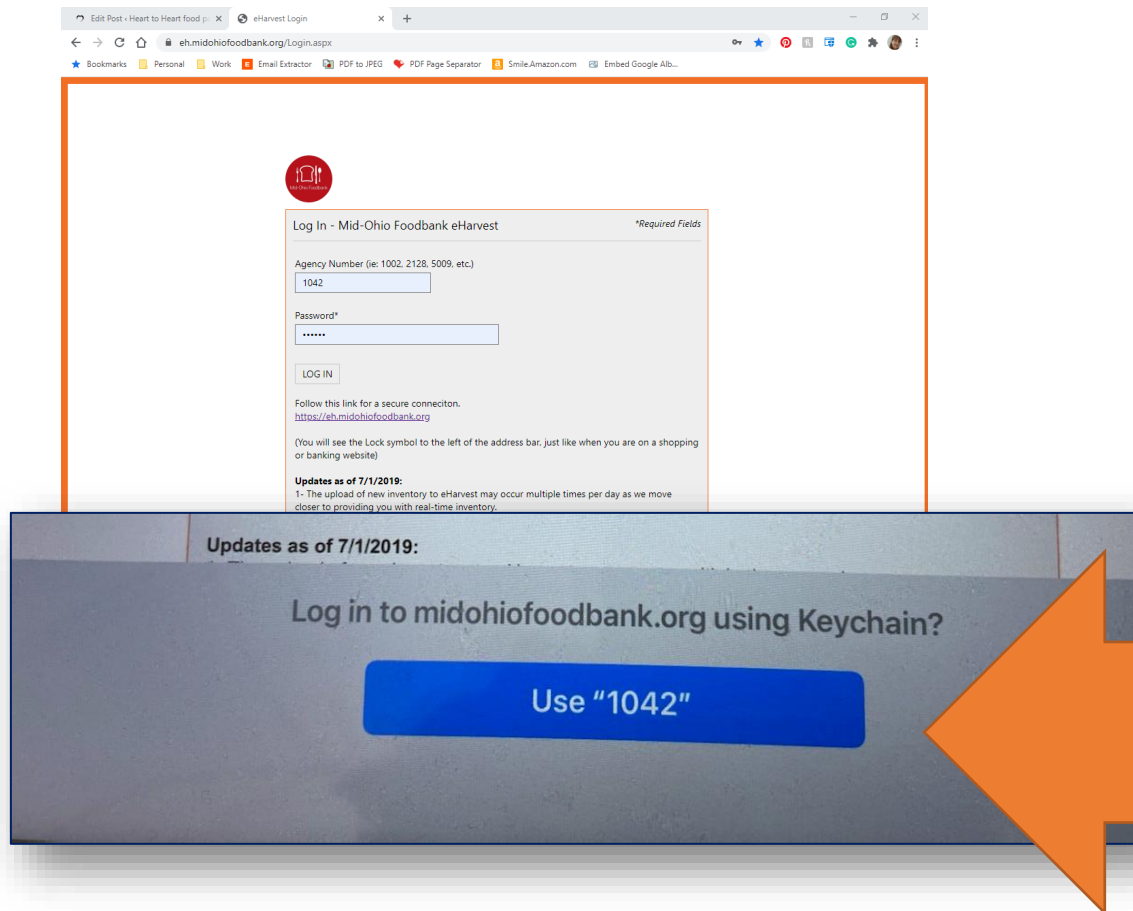
ON THE iPad:



Find this icon in the dock on the bottom of the homescreen.

Click the icon to open eHarvest.

For computer login instructions, go to **Page 11**



The Keychain App should prompt you to use the saved password.

Click the blue button to login with this option.

Browser tabs: Edit Post - Heart to Heart food pa... x eHarvest Home x +

Address bar: eh.midohiofoodbank.org/Default.aspx

Bookmarks: Personal Work Email Extractor PDF to JPEG PDF Page Separator SmileAmazon.com Embed Google Alb...

Heart To Heart Pantry [Logout](#)

1320 Cambridge Blvd.
Columbus, OH 43212
6144880681
Amy Caskie

Welcome, 000000001042 ▾

Required Reports Ordering Inventory

My Home

- My Account
- Announcements**

FOOD SAFETY: Transporting Food
Cover frozen and/or refrigerated items with...
to the appropriate temperature when trans...
minutes.

AGENCY LINKS

[Agency Zone](#) [Agency 38](#) [Agency Co](#)
[Agency Payment](#) [Partner Cl](#) [Part Inform](#)

[The FoodKeeper, a Consumer Guide](#) [Directions to Mid](#)

PEANUT BUTTER
\$1.10 per jar

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Click
“Required
Reports”
button from
the top menu

Browser tabs: Edit Post - Heart to Heart food pa... Reports

Address bar: eh.midohiofoodbank.org/Reports.aspx

Bookmarks: Personal, Work, Email Extractor, PDF to JPEG, PDF Page Separator, Smile.Amazon.com, Embed Google Alb...

Heart To Heart Pantry
1320 Cambridge Blvd.
Columbus, OH 43212
6144880681
Amy Caskie

Welcome, 000000001042

Required Reports Ordering Inventory

Required Reports
You do not have any required reports due

Current Monthly Reports
These reports can be edited throughout this period
[Food Pantry Stats](#)

Direct Retail Pickups

- MEIJER STORE #104/HILLIARD
- MARC'S GROCERY STORE- UPPER ARLINGT
- GFS MARKETPLACE - ROME HILLIARD**
- KROGER #867 / HILLIA Click here to enter a Direct Retail Pickup
- THE FRESH MARKET / ARLINGTON
- PENZEY'S SPICE
- GIANT EAGLE #6515 / KINGSDALE
- TARGET #T2358 / HILLIARD ROME
- HEALTH WARRIOR/PEPSICO/FARO
- STARBUCKS #2465 - LANE AVE.
- STARBUCKS #2455 - W. FIFTH AVE
- STARBUCKS #10644 - OLENTANGY ROAD
- STARBUCKS # 29599 - DUBLIN ROAD
- STARBUCKS-FISHINGER BLVD
- STARBUCKS/TREMONT ROAD
- STARBUCKS #48989

[View Report History](#)

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Determine the Direct Retail Pickup location.

Click on the correct store name and location to enter the data.

Edit Post « Heart to Heart food pa x Reports x +

eh.midohiofoodbank.org/Reports.aspx

Bookmarks Personal Work Email Extractor PDF to JPEG PDF Page Separator Smile.Amazon.com Embed Google Alb...

Heart To Heart Pantry 1320 Cambridge Blvd. Columbus, OH 43212 6144880681 Amy Caskie Logout

Welcome, 000000001042 ~

Required Reports Ordering Inventory

Required Reports
You do not have any required reports due

Current Monthly Reports
These reports can be edited throughout this period
[Food Pantry Stats](#)

Direct Retail Pickups

- MEIJER STORE #104/HILLIARD
- MARC'S GROCERY STORE - UPPER ARLINGT
- GFS MARKETPLACE - ROME HILLIARD
- KROGER #867 / HILLIARD - SOUTH
- THE FRESH MARKET / ARLINGTON
- PENZEY'S SPICE
- GIANT EAGLE #6515 / KINGSDALE
- TARGET #T2358 / HILLIARD ROME**
- HEALTH WARRIOR/PEPSICO/FARO
- STARBUCKS #2465 - LANE AVE.
- STARBUCKS #2455 - W. FIFTH AVE
- STARBUCKS #10644 - OLENTANGY ROAD
- STARBUCKS # 29599 - DUBLIN ROAD
- STARBUCKS-FISHINGER BLVD
- STARBUCKS/TREMONT ROAD
- STARBUCKS #48989

[View Report History](#)

Direct Retail Pickup - TARGET #T2358 / HILLIARD ROME [Save Pickup Report](#)

Pickup Date: 11/4/2020 ☐ No Pickup

| ITEMS | | PICKUP | | DROPOFF | |
|----------|---------------------------|------------------|------|---------|------------------|
| Item # | Item Desc | Condition | Temp | Time | Condition |
| APUB1900 | NON-FOOD | Select Condition | | | Select Condition |
| APUB2900 | FOOD ITE | Select Condition | | | Select Condition |
| APUB4190 | RF,FOOD | Select Condition | | | Select Condition |
| APUB4999 | RF,DAIRY | Select Condition | | | Select Condition |
| APUB7900 | FZ,MEATS | Select Condition | | | Select Condition |
| APUB7999 | FZ,FOODS-PRODUCE/D | Select Condition | | | Select Condition |
| APUB9190 | BAKERY ITEMS-VARIOUS/D | Select Condition | | | Select Condition |
| APUB9900 | PRODUCE-VARIOUS/DIRECT PU | Select Condition | | | Select Condition |
| APUB2999 | FOOD DRIVE/DIRECT PICKUP | Select Condition | | | Select Condition |
| Total | | | | | |

ISSUES

Issue

☐ Manager/Receiver

☐ Product

☐ Other

Comments

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Enter the date.

1. Enter poundage for appropriate category.
2. Click to identify the condition of the food at pickup as "Acceptable".
3. Enter the temperature at pickup (if known) from pickup volunteer. If unknown, leave blank.
4. Click to identify the condition of the food at dropoff as "Acceptable". If we are throwing it away, choose "Unacceptable".
5. Enter the current temperature of the food for each category.

eh.midohiofoodbank.org/Reports.aspx

Required Reports Ordering Inventory

Heart To Heart Pantry
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Columbus, OH 43212
6144880681
Amy Caskie Logout

Retail Pickup - TARGET #T2358 / HILLIARD ROME Save Pickup Report

Date: 11/4/2020 ☐ No Pickup

| Item Description | # Pounds | PICKUP | | | DROPOFF | | |
|-----------------------------------|----------|------------------|------|------|------------------|------|--|
| | | Condition | Temp | Time | Condition | Temp | |
| 00 NON-FOOD ITEMS/DIRECT PU | 13 | ✓ Acceptable | 68 | | ✓ Acceptable | 68 | |
| 00 FOOD ITEMS-VARIOUS/DIRECT PU | 35 | ✓ Acceptable | 68 | | ✓ Acceptable | 68 | |
| 90 RF,FOOD & DELI FOODS/DIRECTPU | | Select Condition | | | Select Condition | | |
| 99 RF,DAIRY ITEMS/DIRECT PU | 20 | ✓ Acceptable | | | ✓ Acceptable | 32 | |
| 00 FZ,MEATS-VARIOUS/DIRECT PU | | Select Condition | | | Select Condition | | |
| 99 FZ,FOODS-VARIOUS/DIRECT PU | | Select Condition | | | Select Condition | | |
| 90 BAKERY ITEMS-VARIOUS/DIRECT PU | 15 | ✓ Acceptable | | | ✓ Acceptable | 68 | |
| 00 PRODUCE-VARIOUS/DIRECT PU | 65 | ✓ Acceptable | 68 | | ✓ Acceptable | 68 | |
| 99 FOOD DRIVE/DIRECT PICKUP | | Select Condition | | | Select Condition | | |
| Total | 148 | | | | | | |

Comments

Manager/Receiver

Product

Other

STARBUCKS #48989

View Report History

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Complete the information requested for each category following the prompts.

Heart To Heart Pantry
1320 Cambridge Blvd.
Columbus, OH 43212
6144880681
Amy Caskie

Required Reports Ordering Inventory

Welcome, 00000001042

Required Reports
You do not have any required reports due

Current Monthly Reports
These reports can be edited throughout this period
[Food Pantry Stats](#)

Direct Retail Pickups

- MEIJER STORE #104/HILLIARD
- MARC'S GROCERY STORE- UPPER ARLIN
- GFS MARKETPLACE - ROME HILLIARD
- KROGER #867 / HILLIARD - SOUTH
- THE FRESH MARKET / ARLINGTON
- PENZEY'S SPICE
- GIANT EAGLE #6515 / KINGS DALE
- TARGET #T2358 / HILLIARD ROME

11/4/2020
11/2/2020
10/28/2020
10/26/2020
10/25/2020
10/23/2020
10/22/2020
10/21/2020
10/20/2020

Direct Retail Pickup - TARGET #T2358 / HILLIARD ROME [Save Pickup Report](#)

Pickup Date: 11/5/2020 ☐ No Pickup

| ITEMS | | PICKUP | | DROPOFF | | | |
|----------|--------------------------------|----------|------------------|---------|------|------------------|------|
| Item # | Item Description | # Pounds | Condition | Temp | Time | Condition | Temp |
| APUB1900 | NON-FOOD ITEMS/DIRECT PU | | Select Condition | | | Select Condition | |
| APUB2900 | FOOD ITEMS-VARIOUS/DIRECT PU | 45 | Select Condition | | | Select Condition | |
| APUB4190 | RF,FOOD & DELI FOODS/DIRECTPU | 15 | Select Condition | | | Select Condition | |
| APUB4999 | RF,DAIRY ITEMS/DIRECT PU | | Select Condition | | | Select Condition | |
| APUB7900 | FZ,MEATS-VARIOUS/DIRECT PU | 10 | Select Condition | | | Select Condition | |
| APUB7999 | FZ,FOODS-VARIOUS/DIRECT PU | 10 | Select Condition | | | Select Condition | |
| APUB9190 | BAKERY ITEMS-VARIOUS/DIRECT PU | 30 | Select Condition | | | Select Condition | |
| APUB9900 | PRODUCE-VARIOUS/DIRECT PU | 77 | Select Condition | | | Select Condition | |
| APUB2999 | FOOD DRIVE/DIRECT PICKUP | | Select Condition | | | Select Condition | |
| Total | | 187 | | | | | |

ISSUES

Issue

☐ Manager/Receiver

☐ Product

☒ Other

Comments

Bryan Smith

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Enter your name in the “Other” field.

This information will not be used by anyone at Mid-Ohio Foodbank. We may contact you if we have a question.

Edit Post « Heart to Heart food p... x Reports x +

eh.midohiofoodbank.org/Reports.aspx

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Heart To Heart Pantry 1320 Cambridge Blvd. Columbus, OH 43212 6144880681 Amy Caskie Logout

Welcome, 000000001042

Required Reports Ordering Inventory

Required Reports
You do not have any required reports due

Current Monthly Reports
These reports can be edited throughout this period
[Food Pantry Stats](#)

Direct Retail Pickups

- MEIJER STORE #104/HILLIARD
- MARC'S GROCERY STORE- UPPER ARLIN
- GFS MARKETPLACE - ROME HILLIARD
- KROGER #867 / HILLIARD - SOUTH
- THE FRESH MARKET / ARLINGTON
- PENZEY'S SPICE
- GIANT EAGLE #6515 / KINGSDALE
- TARGET #T2358 / HILLIARD ROME

11/4/2020
11/2/2020
10/28/2020
10/26/2020
10/25/2020
10/23/2020
10/22/2020
10/21/2020
10/20/2020

Direct Retail Pickup - TARGET #T2358 / HILLIARD ROME [Save Pickup Report](#)

Pickup Date: ☐ No Pickup

| ITEMS | Item # | Item Description | # Pounds | PICKUP Condition | Temp | Time | DROPOFF Condition | Temp |
|-------|----------|--------------------------------|----------|------------------|------|------|-------------------|------|
| | APUB1900 | NON-FOOD ITEMS/DIRECT PU | | | | | Select Condition | |
| | APUB2900 | FOOD ITEMS-VARIOUS/DIRECT PU | | | | | Select Condition | |
| | APUB4190 | RF.FOOD & DELI FOODS/DIRECTPU | | | | | Select Condition | |
| | APUB4999 | RF.DAIRY ITEMS/DIRECT PU | | | | | Select Condition | |
| | APUB7900 | FZ.MEATS-VARIOUS/DIRECT PU | | | | | Select Condition | |
| | APUB7999 | FZ.FOODS-VARIOUS/DIRECT PU | | | | | Select Condition | |
| | APUB9190 | BAKERY ITEMS-VARIOUS/DIRECT PU | | | | | Select Condition | |
| | APUB9900 | PRODUCE-VARIOUS/DIRECT PU | | | | | Select Condition | |
| | APUB2999 | FOOD DRIVE/DIRECT PICKUP | | | | | Select Condition | |
| | | Total | | | | | | |

ISSUES

| Issue | Comments |
|---|----------|
| <input type="checkbox"/> Manager/Receiver | |
| <input type="checkbox"/> Product | |
| <input type="checkbox"/> Other | |

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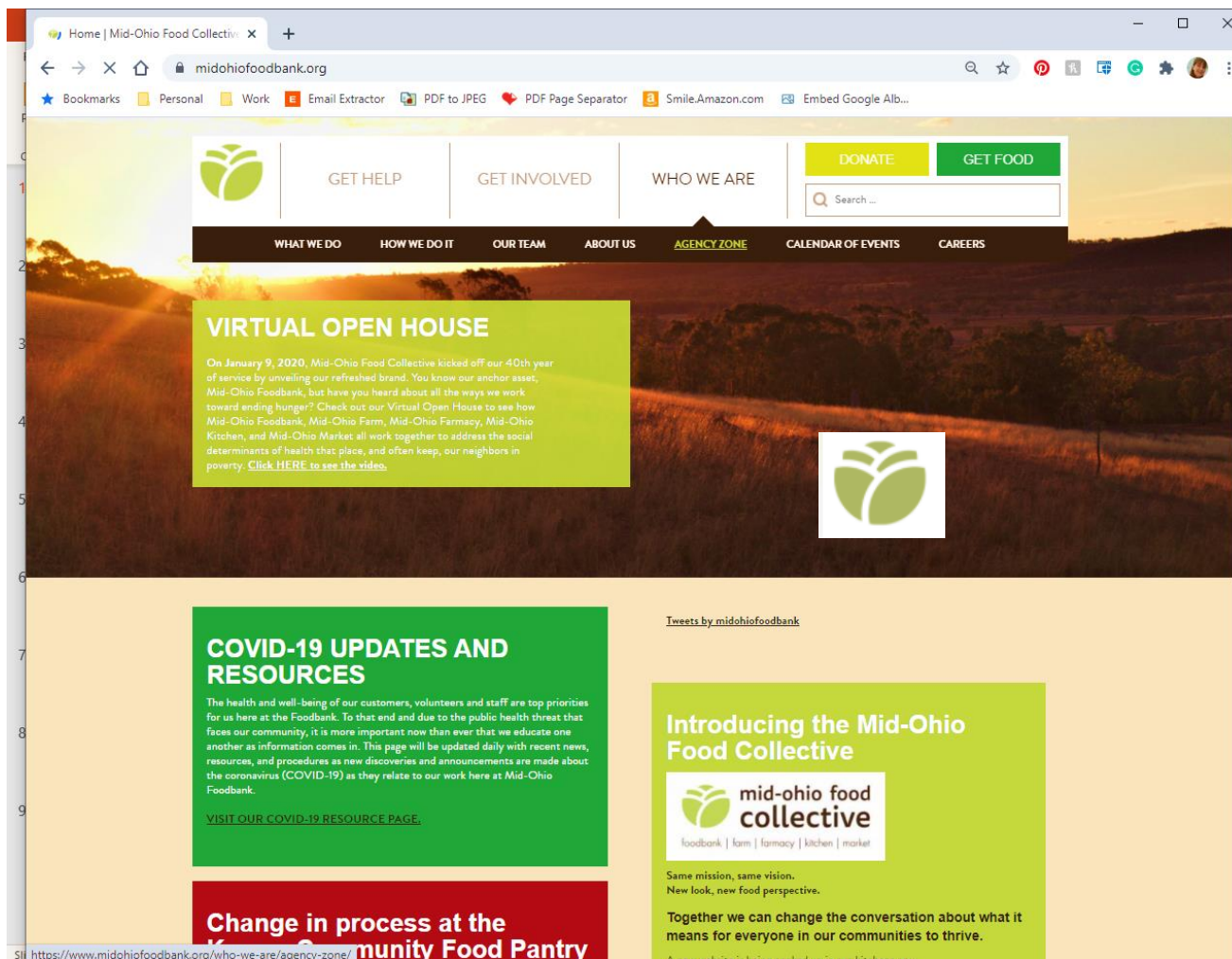
Click “Save Pickup Report” next to the store name.

The screen will refresh to a blank pickup report.

Once you save, you cannot make any changes to the form.

ALTERNATE LOGIN INSTRUCTIONS

for computer instead of iPad



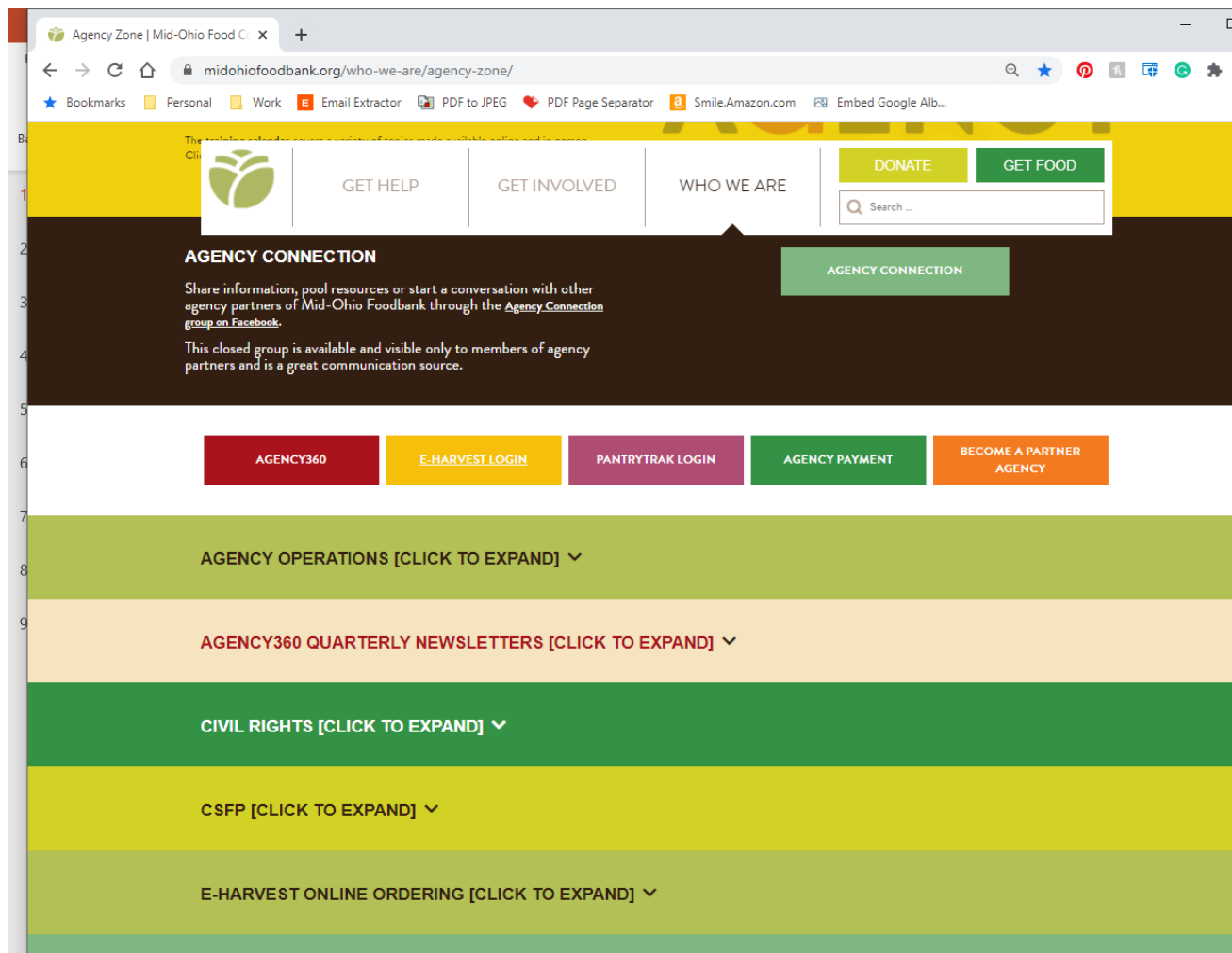
ON A COMPUTER

Open your web
browser.

Go to
midohiofoodbank.org

Click
“Agency Zone”

Under
“Who We Are”




Scroll down the page until you see this.

Click the yellow “eHarvest Login” button

Browser tabs: Edit Post « Heart to Heart food p... X eHarvest Login X +

Address bar: eh.midohiofoodbank.org/Login.aspx

Bookmarks: Personal Work Email Extractor PDF to JPEG PDF Page Separator Smile.Amazon.com Embed Google Alb...



Log In - Mid-Ohio Foodbank eHarvest *Required Fields

Agency Number (ie: 1002, 2128, 5009, etc.)

Password*

Follow this link for a secure connection.
<https://eh.midohiofoodbank.org>

(You will see the Lock symbol to the left of the address bar, just like when you are on a shopping or banking website)

Updates as of 7/1/2019:
1- The upload of new inventory to eHarvest may occur multiple times per day as we move closer to providing you with real-time inventory.
2- Attempting to have multiple shoppers connected at the same time is being logged.

New Features Coming Soon:
1- Agency partners that participate in Direct Retail Pickup will be able to submit their Pickup Reports through eHarvest, including from a mobile device.

Login to eHarvest

Agency Number: 1042

Password: 681042

Return to Page 5
and follow
instructions