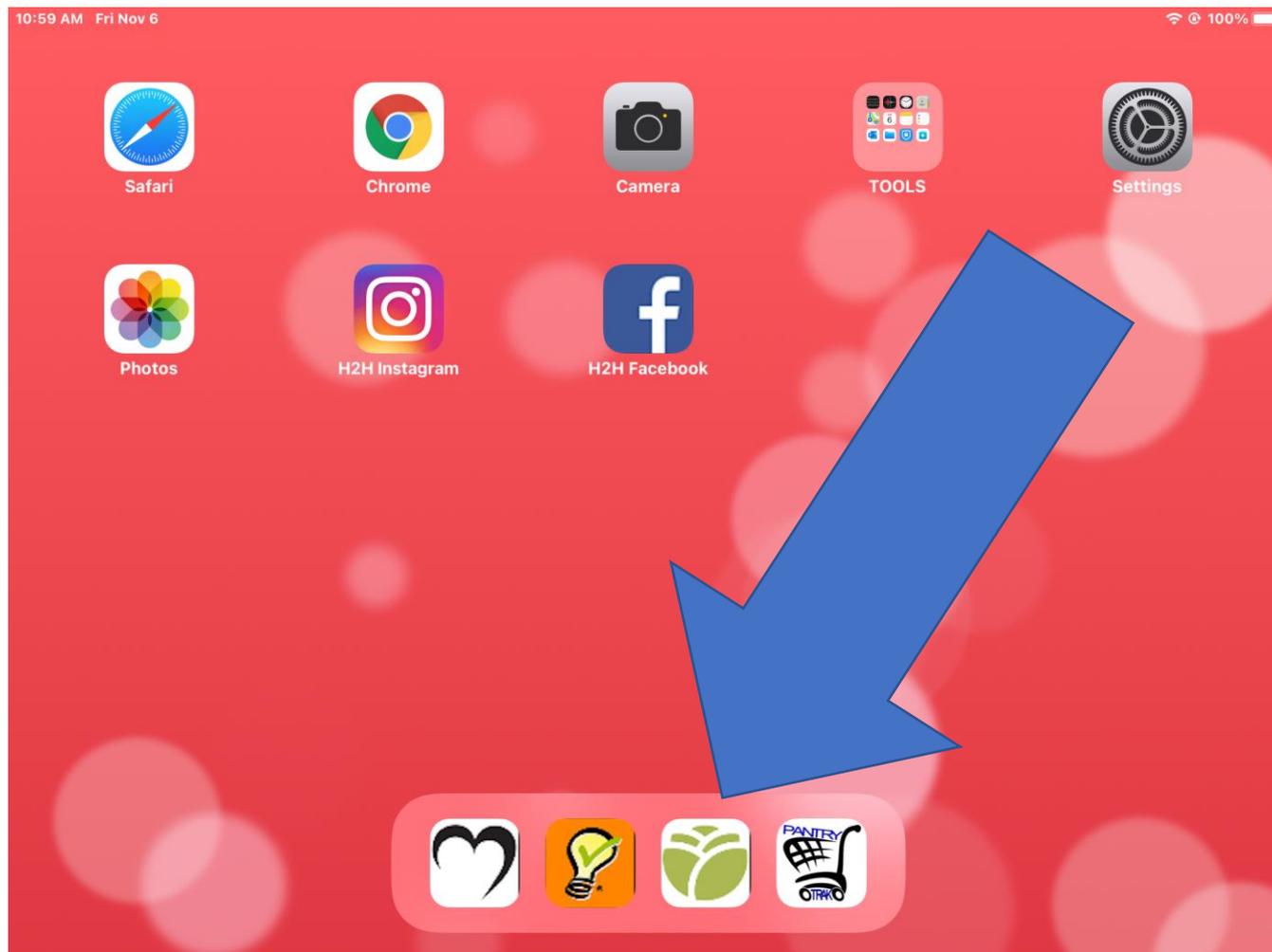


# DIRECT RETAIL PICKUP eHARVEST Instructions

# 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.**



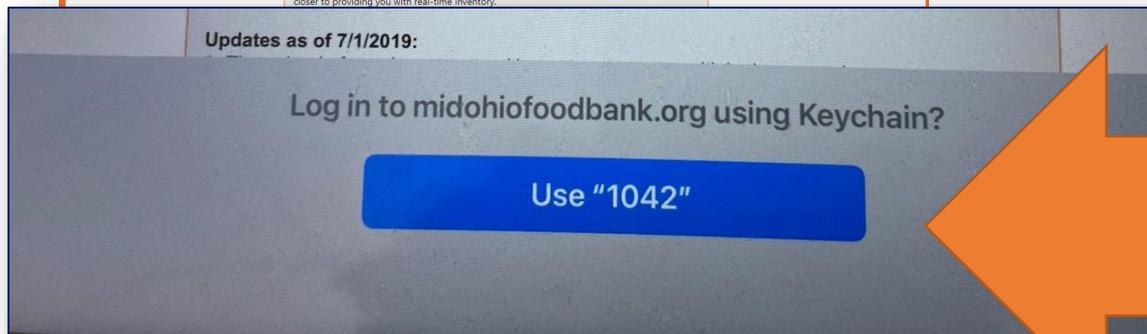
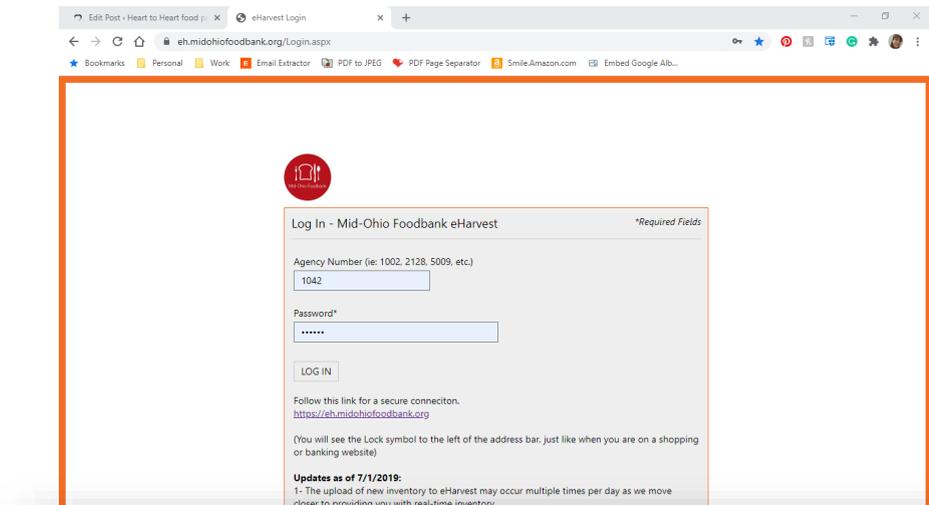
## ON THE iPAD:



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.**

Edit Post « Heart to Heart food pa x eHarvest Home x +

eh.midohiofoodbank.org/Default.aspx

Bookmarks Personal Work Email Extractor PDF to JPEG PDF Page Separator Smile.Amazon.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 tran...  
minutes.

**AGENCY LINKS**

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

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

PEANUT BUTTER  
\$1.10 per Jar

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Click  
“Required  
Reports”  
button from  
the top menu

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

Required Reports   Ordering   Inventory

Welcome, 000000001042

**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.**

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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 ARLINGTON
- 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:    No Pickup

ITEMS		PICKUP			DROPOFF		
Item #	Item Description	Condition	Temp	Time	Condition	Temp	Time
APUB1900	NON-FOOD	Select Condition			Select Condition		
APUB2900	FOOD ITEMS	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/DAIRY	Select Condition			Select Condition		
APUB9190	BAKERY ITEMS-VARIOUS/D	Select Condition			Select Condition		
APUB9900	PRODUCE-VARIOUS/DIRECT P	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.

Required Reports    Ordering    Inventory

Heart To Heart Pantry    Logout  
1320 Cambridge Blvd.  
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6144880681  
Amy Caskie

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

Date: 11/4/2020     No Pickup

Item Description	# Pounds	PICKUP Condition	Temp	Time	DROPOFF 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

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Complete the information requested for each category following the prompts.

eh.midohiofoodbank.org/Reports.aspx

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6144880681  
Amy Caskie

Welcome, 00000001042

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

Pickup Date: 11/5/2020  No Pickup

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

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**   **Comments**

Manager/Receiver

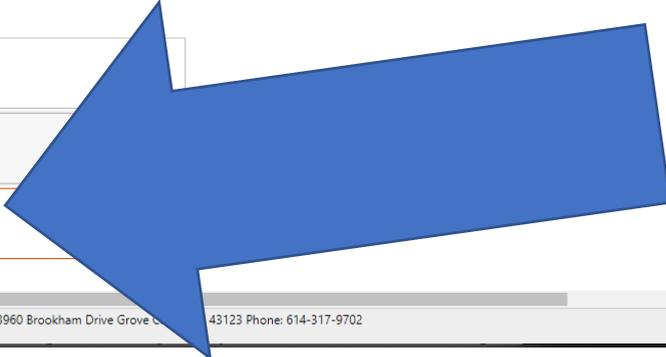
Product

Other   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.



Heart To Heart Pantry  
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Columbus, OH 43212  
6144880681  
Amy Caskie

Welcome, 00000001042

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	

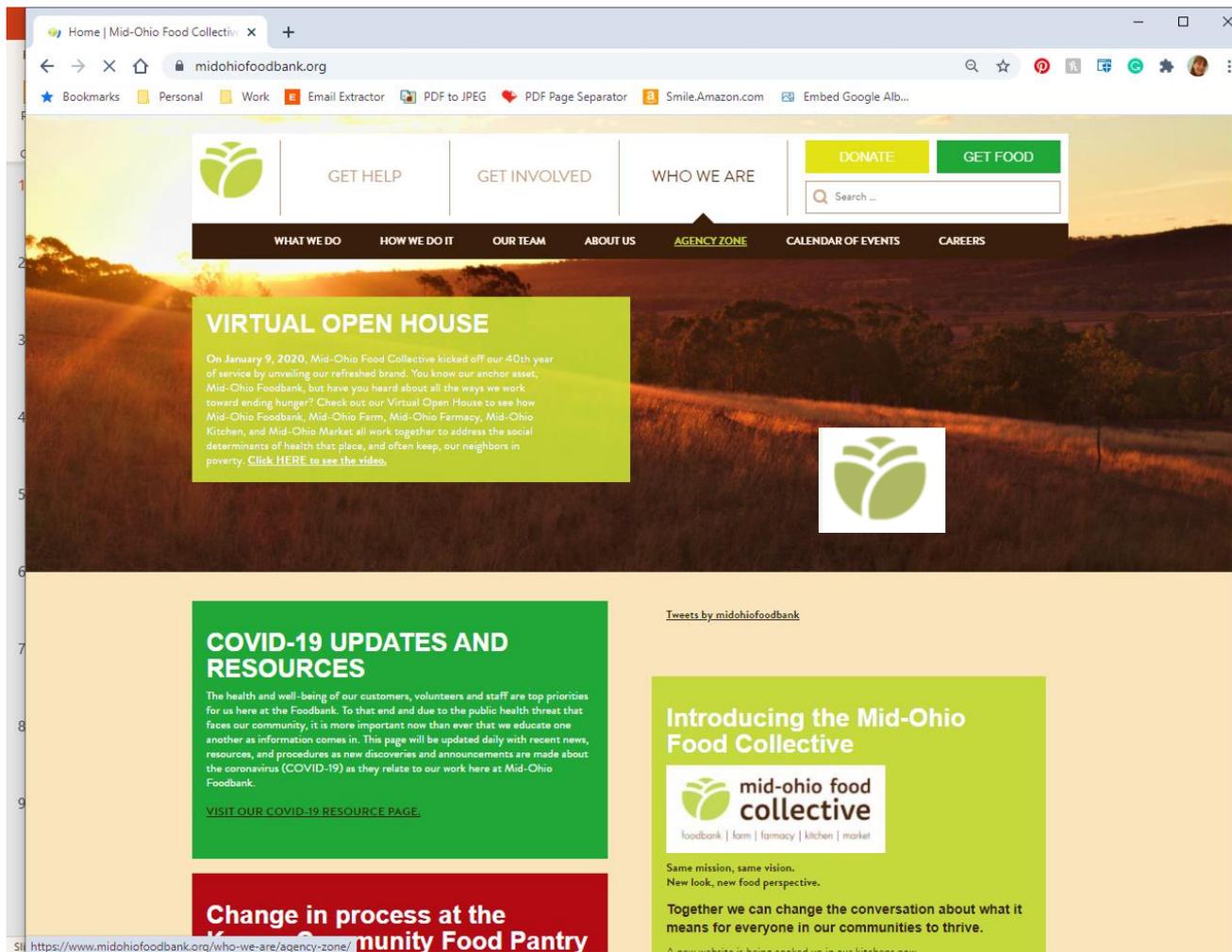
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Click “Save Pickup Report” next to the store name.

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



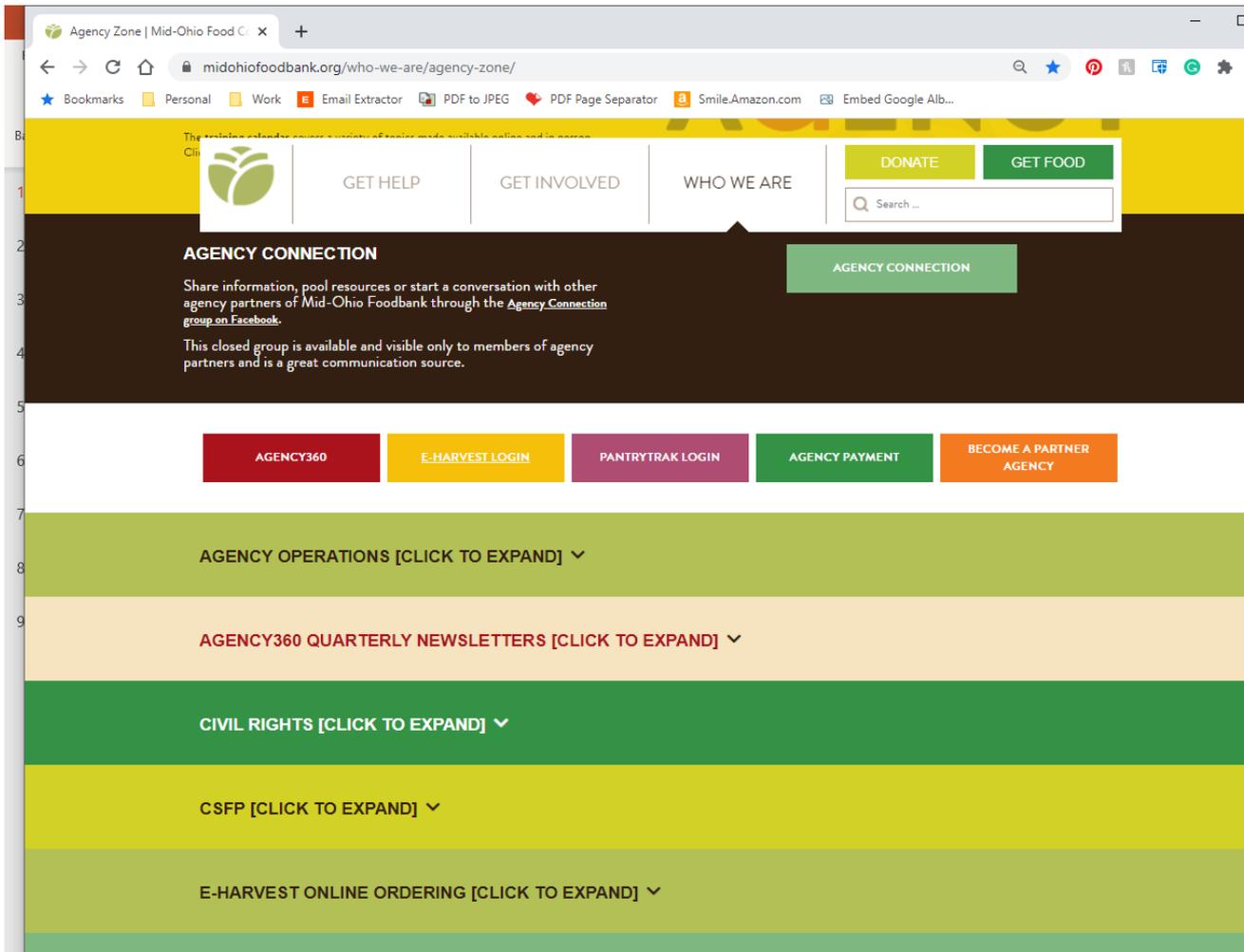
# ON A COMPUTER

Open your web  
browser.

Go to  
[midohiofoodbank.org](https://www.midohiofoodbank.org)

Click  
“Agency Zone”

Under  
“Who We Are”



Scroll down the page until you see this.

Click the yellow “eHarvest Login” button

Log In - Mid-Ohio Foodbank eHarvest \*Required Fields

Agency Number (ie: 1002, 2128, 5009, etc.)  
1042

Password\*  
.....

LOG IN

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**