

MANNA FoodBank

Online Ordering Guide for Partner Agencies

Version 1.1

Creating Additional Users

Each agency's account has an Admin user assigned to their account. This is the primary contact that MANNA has on file for each agency. MANNA creates this account in the online orderings system when you become a Partner Agency. Each agency Admin user can then create additional users for different staff and volunteers in their organization.

MANNA is advising that each partner agency create a user account for each person that will be accessing the online ordering system.

Submit Report

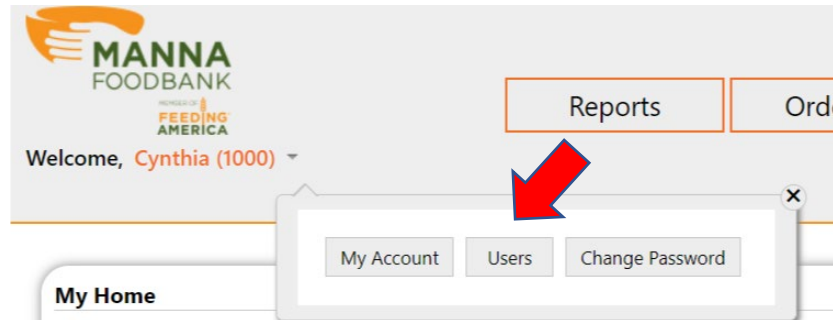
Created by

on 7/15/2021 2:05:17 PM

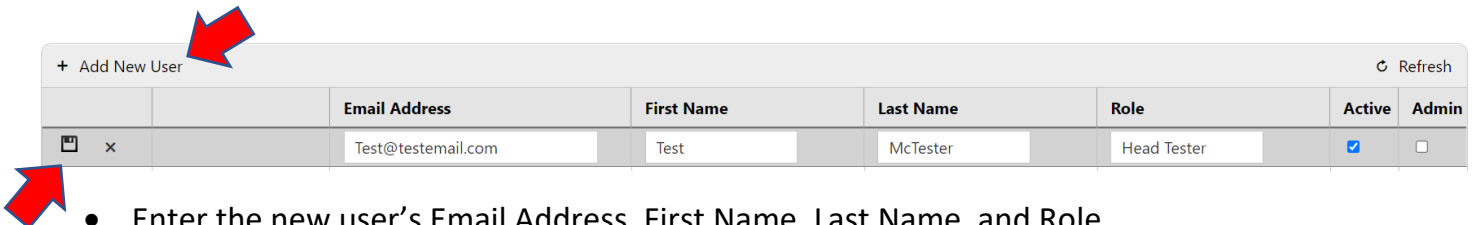
There are some significant advantages to having individual logins like less opportunity for internal miscommunication after updating password, the ability to see who submitted each report, and the ability to see who started each order and who last updated the active order on the Ordering page and the Checkout page.


Order Created By
Cynthia Mackiernan
Order Last Updated By
Cynthia Mackiernan
Order Last Updated On
7/19/2021 12:49:24 PM

- On the Home page click the small arrow beside your name then click Users



- On the New User page click +Add New User in the upper right-hand side of the page



- Enter the new user’s Email Address, First Name, Last Name, and Role
 - The new user’s Email Address/Username will be what you have entered as their email address on this screen
- Click the  button to the left of the new user’s information to save the new user
- You will see the following confirmation message after saving

User added. An email will be sent to the user to set their password and should arrive in the next 15 minutes from ar@mannafoodbank.org. Please check SPAM or Junk Email.

- The new user will receive in email within 15 minutes to create their password
- When the new user clicks the link provided in the email they will be directed to a page to enter their password

CHANGE PASSWORD

Enter Current Password

New Passwords must

- Be at least 8 characters
- Contain at least 1 upper case character
- Contain at least 1 lower case character
- Contain at least one special character
- Contain at least one number
- Match new password

Enter New Password

Re-enter New Password

Update Cancel

Passwords must:

- Be at least 8 characters
- Contain at least 1 upper case character
- Contain at least 1 lower case character
- Contain at least one special character
- Contain at least one number
- Match new password