

How to use the software

a. As a Restaurant

1. Sign up - create a new account by filling in your email address, password, location, and selecting the option “restaurant.”

The screenshot shows the 'Sign up' page of the FoodLink application. The header is dark blue with 'FOOD LINK' on the left and 'SIGN UP' and 'LOG IN' on the right. The main content area has a dark blue sidebar on the left with a rocket icon, 'Welcome', 'FoodLink, link to a better world', and a 'Log in' link. The right side is a light blue rounded rectangle containing the 'Sign up' form. The form includes fields for email (lgarciasainz1@student.gsu.edu), first name (Leticia Garcia), password (8 characters minimum), address (123 gsu, Atlanta, Georgia, 30307, 1234567891), and a selection for 'Are you?' (Restaurant selected, Charity unselected). A 'Sign up' button is at the bottom right.

2. Confirm account - confirm your newly created account by clicking the link provided in the email sent to you.

The screenshot shows the 'Log in' page of the FoodLink application. The header is dark blue with 'FOOD LINK' on the left and 'SIGN UP' and 'LOG IN' on the right. The main content area has a dark blue sidebar on the left with a rocket icon, 'Welcome', 'FoodLink, link to a better world', and a 'Sign up' link. The right side is a light blue rounded rectangle containing the 'Log in' form. The form includes fields for 'Email:' and 'Password:', a 'Remember me' checkbox, and a 'Log in' button. A message box at the top left states: 'A message with a confirmation link has been sent to your email address. Please follow the link to activate your account.' Links for 'Forgot your password?' and 'Didn't receive confirmation instructions?' are at the bottom right.

3. Log in - using your email address and password. Note that you must confirm your email address before being allowed to log in.

FOOD LINK SIGN UP LOG IN

Welcome
FoodLink, link to a better world
Don't have an account?
[Sign up](#)

Log in

Your email address has been successfully confirmed.

Email:

Password:

☐ Remember me

Log in

[Forgot your password?](#)
[Didn't receive confirmation instructions?](#)

4. In the dropdown underneath your name (in the navigation bar), select “Profile” in order to edit your profile.

FOOD LINK HI, LETICIA GARCIA FOOD DONATIONS LOG OUT

ACCOUNT
PROFILE

Editing Profile

Update Profile

LOCATION
25 Park Place
Atlanta, GA, 30303

AROUND THE WEB
[f](#) [G+](#) [t](#)

ABOUT US
Aleck Palad
Leticia Garcia Sainz

5. In the dropdown underneath your name (in the navigation bar), select “Account” in order to change your email address or password.

FOOD LINK

HI, LETICIA GARCIA

FOOD DONATIONS

LOG OUT

ACCOUNT

PROFILE

Change password

Email

lgarciasainz1@student.gsu.edu

Password (leave blank if you don't want to change it)

8 characters minimum

Password confirmation

Current password (we need your current password to confirm your changes)

Update

Cancel my account

Unhappy?

Cancel my account

6. Select “food donations” (in the navigation bar) to see your pending food donations or to create a new food donation.

FOOD LINK

HI, LETICIA GARCIA

FOOD DONATIONS

LOG OUT

Food Donations (Restaurant)

ID	Quantity	Status	Available	Note	Action
<ul style="list-style-type: none"> New Food Donation Export Donation History 					

- a. Select “new food donation” and submit to create a new donation.

FOOD LINK

HI, LETICIA GARCIA

FOOD DONATIONS

LOG OUT

Create A New Food Donation

How many people it can serve?

10, 15...

When it would be available?

Leave a note for the charity

food allergies, veggie-friendly...

Submit

Back

- b. Select “export donation history” to download a csv file containing all of your recorded donations.

7. Select “log out” in the top right hand corner of the navigation bar to end your session.

FOOD LINKHI, LETICIA GARCIA ▾FOOD DONATIONSLOG OUT

Food Donations (Restaurant)

Food donation was successfully created.

ID	Quantity	Status	Available	Note	Action
12	100	available	2019-04-21 18:38:00 UTC	vegan friendly	<ul style="list-style-type: none">EditCancel

- New Food Donation
- Export Donation History

b. As a Charity

1. If you chose to register as a charity instead of a restaurant in step 1, then the only difference in navigating the website will be found in the Food Donations page.

FOOD LINKHI, KAINAN ▾FOOD DONATIONSLOG OUT

Food Donations (Charity)




Signed in successfully.

ID	Quantity	Detail	Available	Note	Action
22	10	Restaurant Info	2019-04-23 18:15:00 UTC	chicken	<ul style="list-style-type: none">Request

LOCATION

25 Park Place

AROUND THE WEB



ABOUT US

Aleck Palad

2. You can click ‘request’ to request the food_donation. After you made a request, you can only view the requested donation, which means you can only request one donation each time. Both restaurant and charity will receive a confirmation email for the request. You can either choose ‘cancel’ or ‘complete’ for the requested donation.

Food Donations (Charity)					
You have requested this food donation successfully.					
ID	Quantity	Detail	Available	Note	Action
22	10	Restaurant Info	2019-04-23 18:15:00 UTC	chicken	<ul style="list-style-type: none">CompleteCancel