



WE DON'T WASTE
SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE



Careit App Instruction Manual

We Don't Waste has recently partnered with Careit, a food recovery app that connects food donors with recipient agencies (like We Don't Waste) while harnessing the power of volunteers. We are hoping to use this app to expand our food recovery capacity in the Denver area and we need your help to do it!

We will be using this app to pick up small food donations in the Denver area and bring them back to our Distribution Center. Eventually, we hope to use the app to bring food donations directly to our partner agencies that receive the food. We are asking volunteers to support us by transporting these food donations. Volunteers will be asked to use their own vehicles to pick up the food and bring it to its destination.

Below you will find instructions for the following tasks:

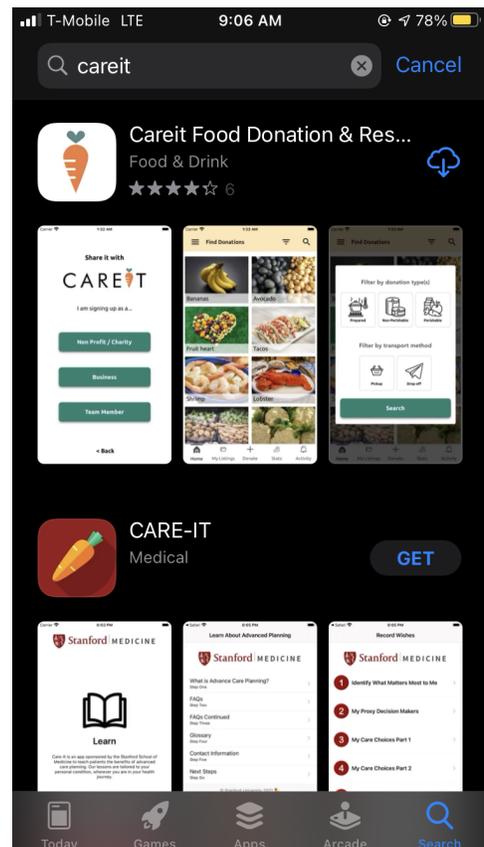
- [Downloading the Careit App](#)
- [Creating an account on the Careit app](#)
- [Claiming a food run](#)
- [Completing a food run](#)

Part I: Downloading the Careit App

Step 1: Open the app store on your phone

Step 2: Find the Careit app.

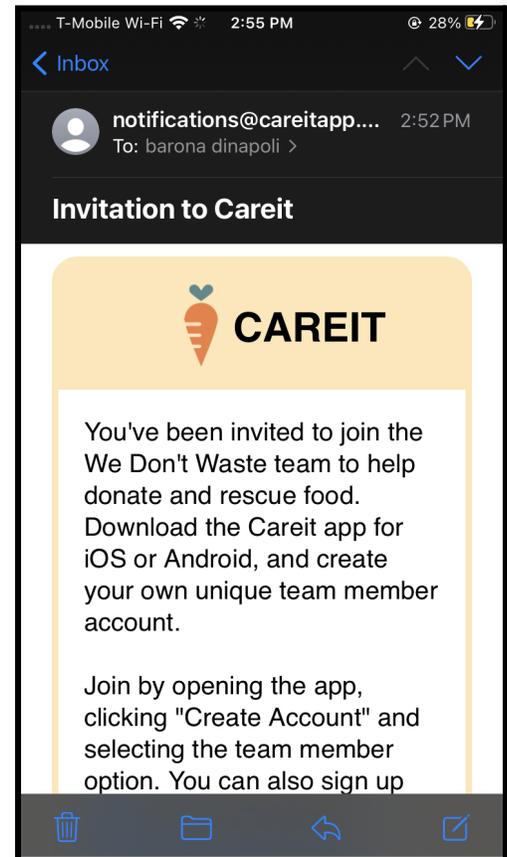
- Search “careit” and click the download button.
- You should now see the Careit app available on your home screen.



Part II: Creating An Account On The Careit App

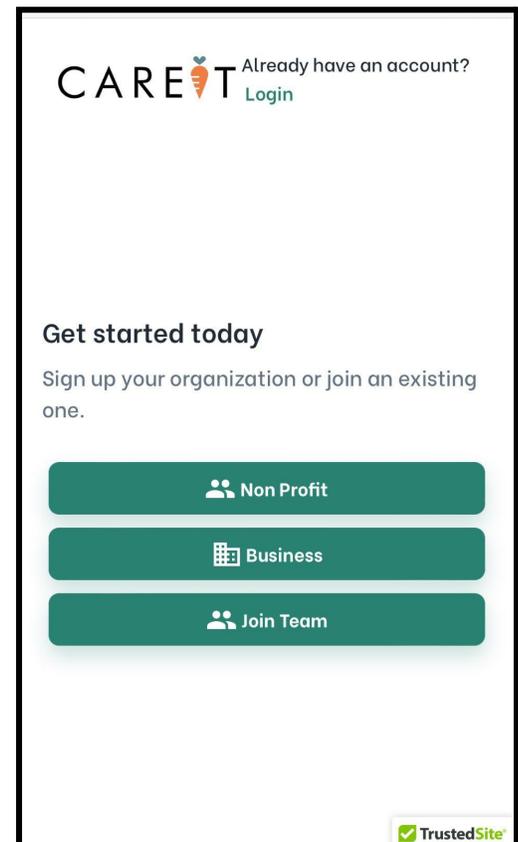
Step 1: Check your email

- You should have received an email (like the one in the image to the right) from Careit with an invitation to join the We Don't Waste team. You don't need to respond to this email or invitation. However, you will only be able to create an account with Careit after you have received this email invitation.



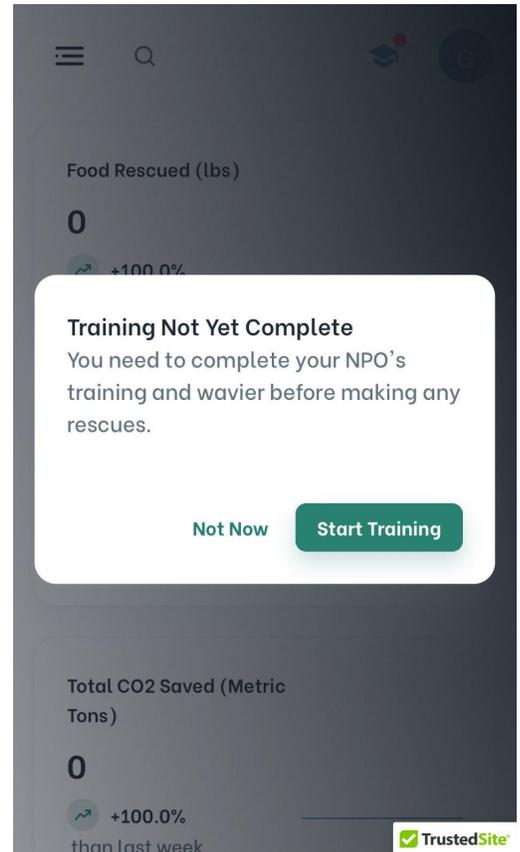
Step 2: Create a team member account

- Open the Careit app and select "Create Account".
- Select the option to "Join Team"
- You will then be asked to enter your email address to create the account. Make sure you enter the same email address at which you received the Careit invitation.
- Your pending invitations should then appear on the screen, one of which will be "We Don't Waste". Select this option.
- Follow the steps to create an account.



Step 3: Complete the training

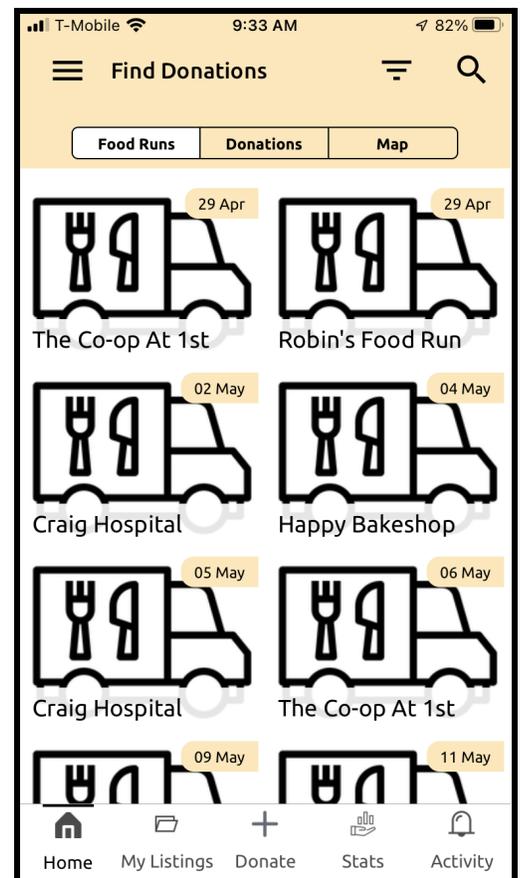
- Before you complete any donation pickups (called food runs) you will need to complete the online training.
- Read through the materials and take the exam at the end. You will need to score an 80% to pass.



Part III: Claiming A Food Run

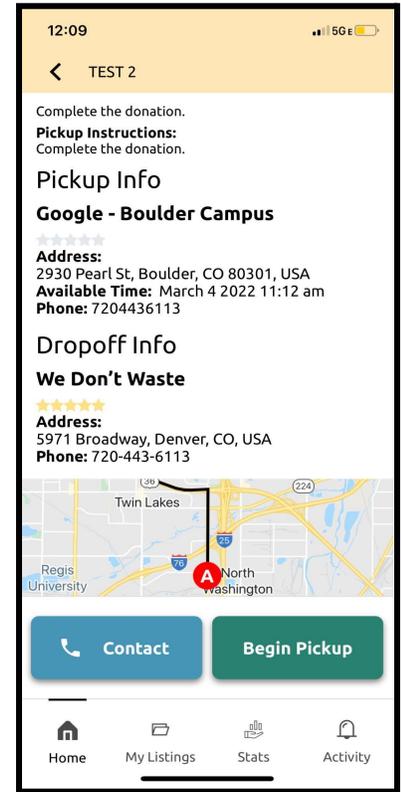
Step 1: Open the Careit App

- On the "Home" page, you will find all available food runs.
- Click on the food run that you would like to sign up for or "claim".



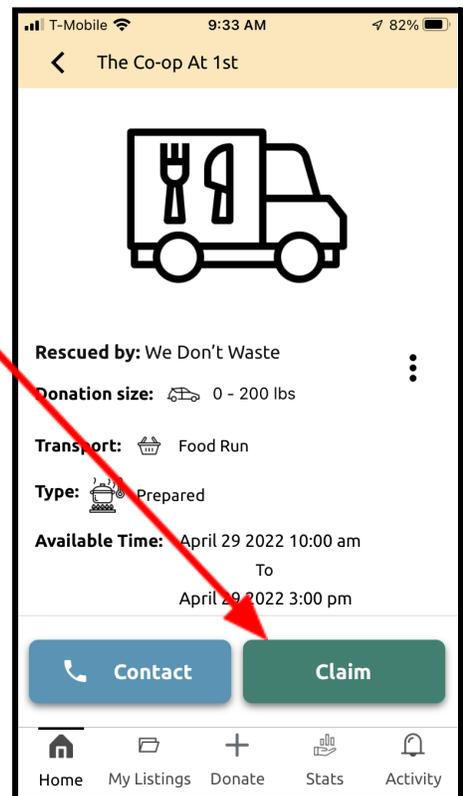
Step 2: Review the food donation

- Before claiming the food run, review the donation information. Look at the donation size, type, available time, as well as pickup and drop off location.
- Scroll down to see the address of the pickup location as well as a map view.
- Ask yourself:
 - Can I reach the donation location within the available time frame?
 - Do I have enough space in my vehicle to transport the donation?
 - Will I be able to safely transport the donation according to the We Don't Waste food safety manual?



Step 3: Claim the food run

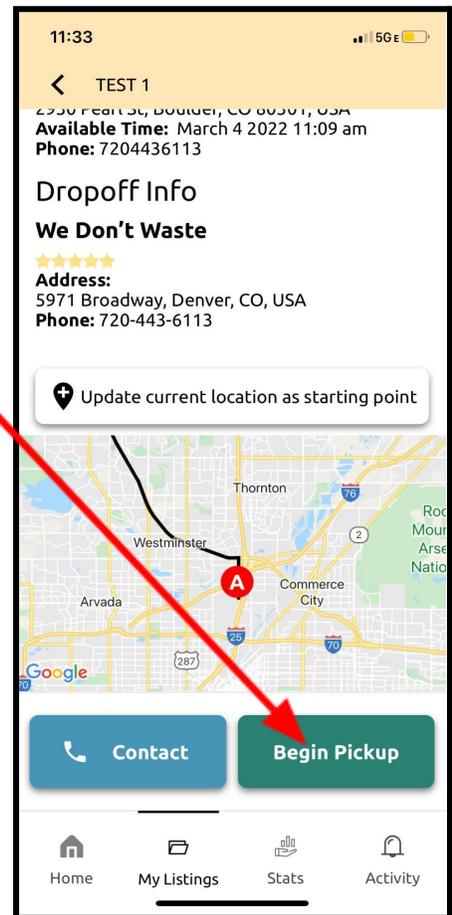
- If you would like to sign up for this food run, click "claim". This will assign you to the food run and prevent other volunteers from signing up for this pickup.



Part IV: Completing a food run

Step 1: Begin the food run

- As you are about to depart for the donation location, please push “Begin Pickup”.



Step 2: Navigate to the donation location

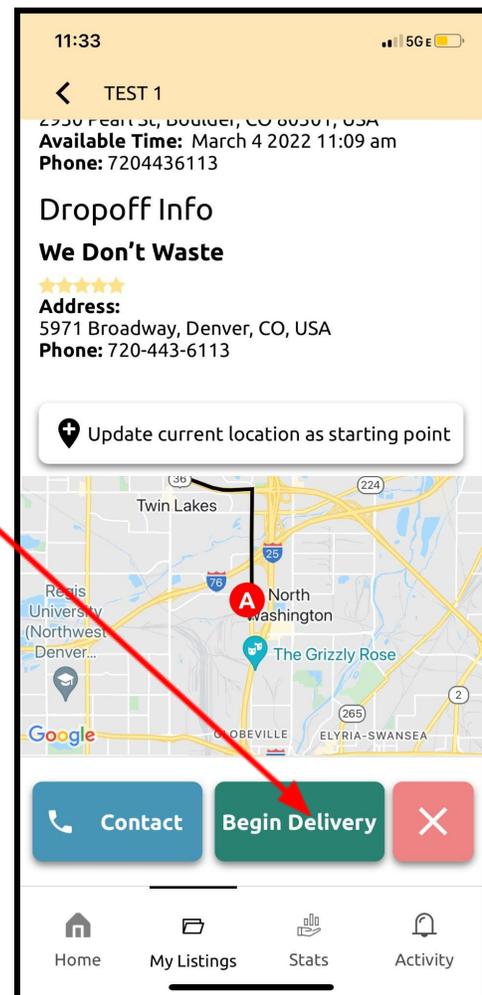
- Within the app, click on the map that displays the location. This will open the location in Google Maps, allowing you to navigate to the location.
- Make sure to review additional location information provided by We Don't Waste.
- If applicable, contact the appropriate person to let them know you have arrived.

Step 3: Review the donation

- Make sure the donation fits into We Don't Waste's food recovery standards (see Careit Food Safety Training).

Step 4: Begin the delivery

- After you have arrived at the donation site and have picked up the donation, immediately head to the drop off location.
- Before you depart for the drop off location, select "Begin Delivery".



Step 5: Complete the donation

- Once you have arrived at the drop off location, let a staff member know that you are dropping off a donation for We Don't Waste.
- If you are dropping off at We Don't Waste's Distribution Center, enter through the front door and let a staff member know that you are dropping off a Careit donation.
- Daniel (or another We Don't Waste staff member) will meet you at the top of the west ramp.
- In the app, fill out the appropriate fields for the food donation that you picked up
- If possible, take the temperature of the donation again and record it in the app.
- If you have feedback or suggestions regarding this food run, please write them in the "Donor Notes" section. We highly encourage feedback!
- Scroll to the bottom of the screen and select "Complete"

The screenshot shows the 'Complete Food Run' screen in an app. At the top, the time is 11:34 and the battery is at 56%. The screen has a yellow header with a back arrow and the title 'Complete Food Run'. Below the header, there is a 'Donor Rating' section with five stars. Underneath are 'Donor Notes' and 'Receiver Notes' sections. The main content area is divided into three sections for 'Dairy', 'Produce', and 'Meat'. Each section has a corresponding icon and two input fields: 'Temp (°F)' and 'Lbs'. At the bottom, there is a navigation bar with four icons: Home, My Listings, Stats, and Activity.