# National Donations Management Network (NDMN) In-Kind Product

## Quick Recipient User Guide

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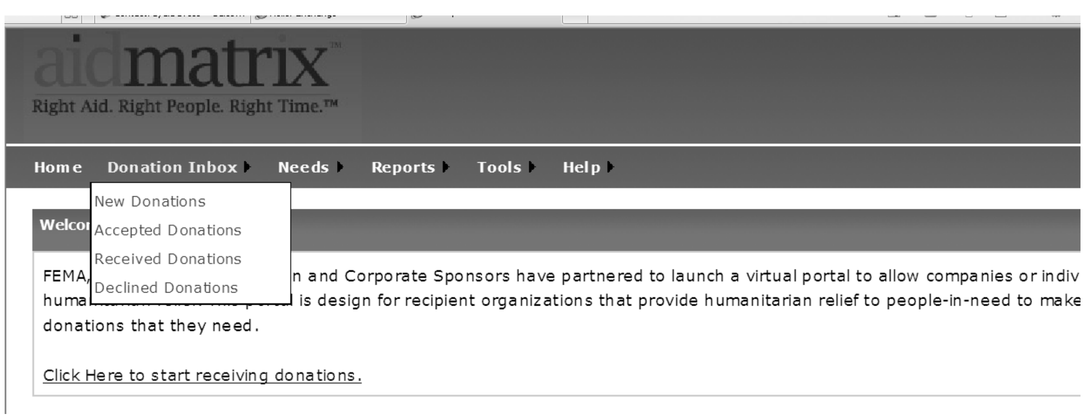
1. **Accessing the Site**
    a. To access this tool open a web browser and enter the web address [http://www.aidmatrixnetwork.org/fema](http://www.aidmatrixnetwork.org/fema) click on your state on the map or select it from the drop down on the left.
    b. On the bottom left quadrant in the Login section, click on the “non-profit login”. This will take you to the login screen where you may enter your user name and password. Log out at any time by clicking the log out button at the top right of the screen.

2. **Using the Site**
    a. **View Donations**
        i. View new, accepted, received, and declined donations by clicking on “Donations inbox” on the toolbar and clicking on each.
        ii. To view an excel report of donations, by category, go to “Tools.” You will see the options to export:
            1. New donations
            2. Accepted Offers
            3. Receipted Offers
            4. Declined Offers

        Clicking on any of these choices will pull that specific report of donations on the portal to and Excel spreadsheet.




    b. **New Donations**
        i. When viewing new donations, click on the “details” link on the far right for each line item. You will then see the donation details below the donation list.
        ii. To accept a donation, click the open box next to the reference # column for each donation you want, and fill in the quantity on the right. Then hit

the blue "accept" button at the bottom left. These donations have now moved to the "accepted donations" category under "Donations Inbox".

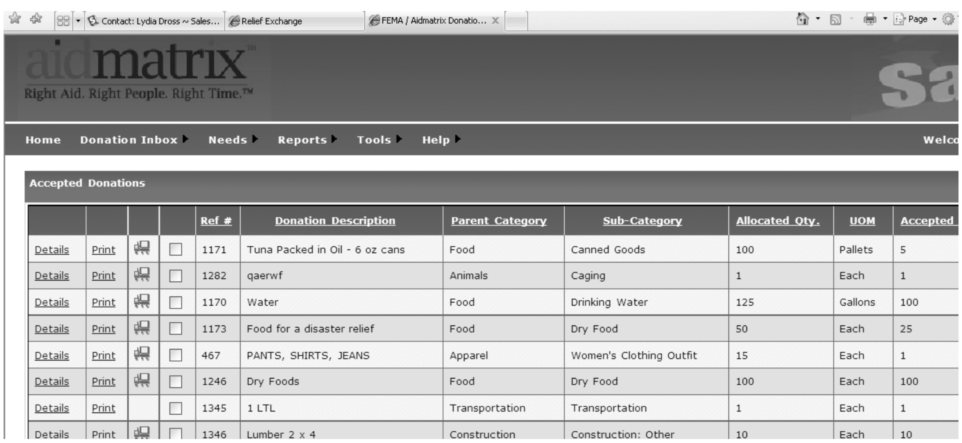
iii. To decline a donation, click the open box next to the reference # column for the line item, choose a decline reason and hit the "decline" button. The donations have now moved to the "declined donations" category under "Donations Inbox."

**c. Accepted and Received Donations**

i. Follow the same process above to receive the donations once you have them in your physical possession.

ii. To receive donations, go to the "Accepted Donation" under "donation inbox". Click the push button next to the reference # column, fill in the quantity, and hit "Receive" below. These items are now moved to the "Received donations" category under "Donations Inbox".

iii. If at any point you want to enter a transportation need for a donation, click the truck icon next to the "print" button on a line item. You can also print the details of any donation at any time by clicking the "print" button.




| | | | | Ref # | Donation Description | Parent Category | Sub-Category | Allocated Qty. | UOM | Accepted |
|---|---|---|---|---|---|---|---|---|---|---|
| Details | Print | | | 1171 | Tuna Packed in Oil - 6 oz cans | Food | Canned Goods | 100 | Pallets | 5 |
| Details | Print | | | 1282 | qaerwf | Animals | Caging | 1 | Each | 1 |
| Details | Print | | | 1170 | Water | Food | Drinking Water | 125 | Gallons | 100 |
| Details | Print | | | 1173 | Food for a disaster relief | Food | Dry Food | 50 | Each | 25 |
| Details | Print | | | 467 | PANTS, SHIRTS, JEANS | Apparel | Women's Clothing Outfit | 15 | Each | 1 |
| Details | Print | | | 1246 | Dry Foods | Food | Dry Food | 100 | Each | 100 |
| Details | Print | | | 1345 | 1 LTL | Transportation | Transportation | 1 | Each | 1 |
| Details | Print | | | 1346 | Lumber 2 x 4 | Construction | Construction: Other | 10 | Each | 10 |

**d. Posting and Fulfilling a Need**

i. FIRST TIME ONLY – Set up your profile

1. Create Profile

a. Go to "Tools" and click "Manage Contact"

i. Enter in all individuals that might be a back up for you or transact with the donor or transport provider

b. Go to "Tools" and click "Need Preferences"

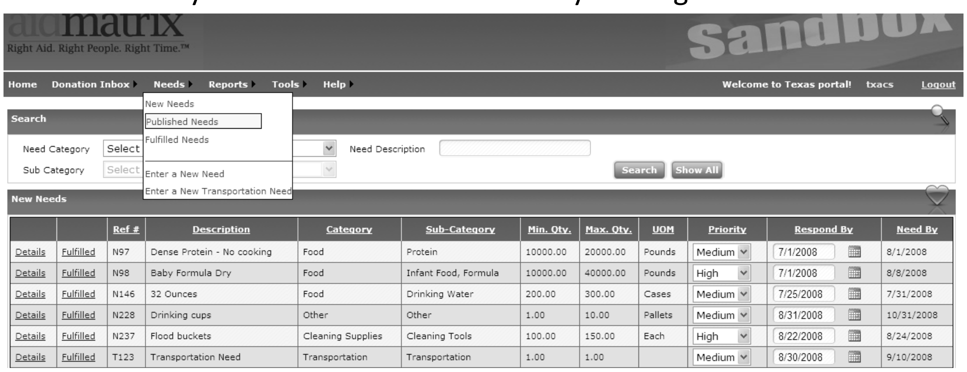
i. Enter in your Warehouse information and as much information as you can to make entering in new needs easier.

ii. Go to “Needs” on the toolbar and click “Enter A New Need”. Enter the contact information and the specific requirements of their need. Fill in all the fields with as much detail as possible, and click “submit”.

1. Need by Date – This date describes when the need will be taken off the published needs page. After the “Need by Date” you enter has past, the need will no longer be listed, but will still be in the system (under “Needs- Expired Needs” where you can update the date to make it active again).

iii. To view needs, scroll over the “Needs” tab and view either new, published, fulfilled, or expired needs.

iv. To fulfill a need, view the needs published. Click on “Donate” next to the details button on the need. Fill in the information for your donation. You may also view the need details by clicking on the tab labeled “Details”.




## e. Change Password

To change your password, go to “Help” on the top toolbar, and scroll over the “change password” tab. Click on it and you will see a new page where you may enter your old password and a new password.