Beginning of the Day

**Login**

Locate the Fresh Incentives application on the tablet.
Your email address is ____________________
Your temporary password is ____________________

*Note: you will be asked to change your password every 90 days.*

**Set Your Location**

If you are a member of multiple locations. You will need to select the location you are at for the day.

**Main Menu**

**Farmers:**

Click [SPEND] to Spend the customers Hoophouses for Health Market Card.

Click [HISTORY] to see a Report on transactions for the day with a total.

[BALANCE] – to check the Balance on the Market Card, click this button. Swipe/Enter Card Number/Take Photo see the remaining balance of the Market Card.
**New Sale**

Click [ ][ SPEND] on the Main Menu.

*Enter the amount of the Sale.*

Press the [ ][ Arrow] in the top right to advance to next screen.

Scan/Swipe/Key Enter the Market Card Number

After the card has been entered successfully:
The system will automatically calculate the balance "On Card" and deduct the proper amount. The "On Card" column lists the cards remaining balance.

**Important!** Press the [][Check Mark] in the top right of the screen to complete sale.

*Note: If the sale amount is greater than the amount on the Market card you will be prompted to “Confirm External Payment” (credit, debit, other food assistance or cash)*

**IF THE CARD WILL NOT SWIPE:**
Make sure the card reader is recognized. A [][green icon] shows that a card reader is connected.

If the card reader is not connected. Unplug the card Reader. Turn up the volume on the tablet. And reinsert the card reader. The card reader indicator should be Green.

After a completed sale a receipt will be displayed.

Enter email and press [ Send] to email the customer a receipt.

In the event of an error you can [ Void Transaction] by clicking the button in the bottom left of the screen.

Press [ OK] to return to the Main Menu.
**Reports and History**

On the Main Menu select [ ▶️ HISTORY]

A list of transactions is displayed from newest to oldest.

You can click on a transaction to get more information.

**Note**: *Spend Total includes Sale Amounts Cash, & Market Card Transactions.*

To find daily totals pull the [ DETAILS] tab leftward from the right side of the screen.

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**Balance**

Click [ ▶️ BALANCE] – on the Main Menu.

**Enter the Card Number.**

**Note**: *You can Swipe/Manually Enter/ Take Photo of Card Number*

The Card Balance should pop up automatically.
You can log into [https://freshincentives.com](https://freshincentives.com) on a PC or Phone with the same email and password that is used in the app.

Click REPORTS From the left menu to see a list of reports.

Click SELECT A REPORT under Reports and scroll down until you see CURRENCY DATA

Click CURRENCY DATA

**Note:** Currency Data shows reports for each type of currency. Use this report to figure out how many Hoophouses for Healthy-Market Card transactions you have processed.

Once you have licked CURRENCY DATA three tabs should appear under it being: CURRENCY, TARGET DATA, & OUTLETS.

On the CURRENCY tab click on Hoophouses for Health

On the TARGET DATA tab make sure it’s on EARN AND SPEND.

On the OUTLETS tab click the market you sold at that you want to view the reports for.

**Note:** If you sell in one or more markets you can click them as well in this tab.
Once you have added the market you are selling at you can move forward to the calendars.

The calendar to the left is where you can click on the Start Date you would like to see.

The calendar to the right is where you can click on the End Date of what you would like to see.

Once you have selected your Start and End Date you can click on RUN REPORT.

The report will generate. By scroll down you will be able to view your report.

FAQ

I made a mistake, how do I Void a Transaction?

Vendors can void the last transaction only. This feature is located on the receipt screen. This feature is also located under [HISTORY] by clicking on the last transaction to view the receipt screen. Press [Void Last Transaction]

If the transaction is older. Please provide the MIFMA the-Market Card number. A MIFMA staff member can correct a transaction by using the https://freshincentives.com website to search for the card number and fix the transaction.

How can I see more reports?

Vendors can log into https://freshincentives.com on a PC or Phone with the same email and password that is used in the application. Click REPORTS From the left menu to see a list of reports. Select the report from the drop down.

Currency Data: Shows reports for each type of currency. Use this report to figure out how many Hoophouses for Healthy-Market Card transactions you have processed.

Sale Data: Shows a report on the number of sales and amount. Note sales include Market Card Transactions and Cash