

## Directions for Un-registered Users

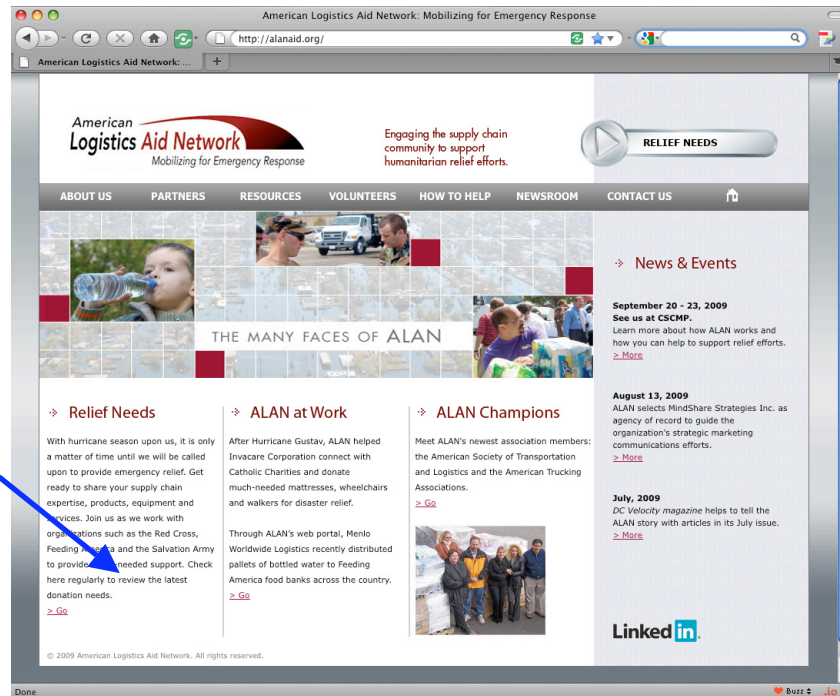


### ALAN PORTAL USER'S GUIDE

Welcome to American Logistics Aid Network (ALAN). ALAN offers you an easy way to make a donation to relief organizations that are assisting the victims during a time of crisis such as a hurricane, flood, fire, or tornado.

#### Connect to the Alan Web Portal

- You do not need to register to make a donation. Simply follow the link [www.alanaid.org](http://www.alanaid.org) and click on Relief Needs.



## Directions for Un-registered Users

### Donating Based on Needs

- You will be looking at a screen that shows all needs that have been published on the ALAN portal.
- You can use the page numbers to browse through all un-met needs that have been listed.

The screenshot shows the aidmatrix website interface. At the top, there is a navigation bar with links for Home, Give, Volunteer, About Aidmatrix, and Help. Below this is a search section with dropdown menus for Need Category, Sub Category, and Recipient, along with Search and Show All buttons. The main content area is titled "New Needs" and contains a table with 12 columns: REF #, PRIORITY, DESCRIPTION, CATEGORY, SUB-CATEGORY, RECIPIENT, MIN. QTY., UOM, and RESPOND BY DATE. A blue arrow points to the first row of the table, which is highlighted in blue.

REF #	PRIORITY	DESCRIPTION	CATEGORY	SUB-CATEGORY	RECIPIENT	MIN. QTY.	UOM	RESPOND BY DATE
N497	High	bus passes	Transportation	Transportation	Catholic Charities Diocese of Baton Rouge	50.00	Each	9/5/2008
N508	High	Sheets, pillowcases and blankets for sheltering evacuated nursing home residents	Household	Bedding Supply	La Capital Area VOAD	50.00	Each	9/2/2008
N509	High	Need cots.	Shelter	Bedding	Lutheran-Episcopal Disaster Response	1000.00	Each	9/3/2008
N510	High	Dry food staples for distribution	Food	Dry Food-Staples	Northeast La VOAD	1.00	Truckloads	9/10/2008
N511	High	Canned goods to be used at shelters in churches, parks, and other non Red Cross shelters.	Food	Canned Goods	Northeast La VOAD	1.00	Truckloads	9/10/2008
N512	High	Drinking water for shelters in churches, parks, and other non-Red Cross shelters	Food	Drinking Water	Northeast La VOAD	1.00	Truckloads	9/10/2008
N517	High	Louisiana residents need generators of all sizes to assist in basic needs. Restoration of electrical power is estimated at a minimum of one month. Baton Rouge may be without power for two weeks. Rural areas even longer.	Electrical	Other	Governor's Office of Emergency Preparedness	10.00	Each	9/5/2008
N518	Medium	Garbage Bags needed for debris removal	Cleaning Supplies	Cleaning Products	Greater New Orleans Disaster Recovery Partnership	1.00	Pallets	9/10/2008
N519	Medium	Need Diapers and baby Wipes	Apparel	Baby Diapers	Greater New Orleans Disaster Recovery Partnership	1.00	Pallets	9/10/2008
N524	Medium	roofing supplies	Construction	Roofing Supplies, Shingles	Greater New Orleans Disaster Recovery	1.00	Pallets	9/10/2008

### Sorting and Searching for Un-Met Needs

- If multiple pages of needs have been requested, then it might be helpful to use the sort or search functionality to expedite your donation.

#### Sort

- You may sort your selection by any of the fields displayed on the initial needs page (Reference Number, Priority, Description, Category, Sub-Category, Recipient, Minimum Quantity, Unit of Measure, and Respond by Date).
- The blue arrow below points to the row of column titles. Click on the column title for the field by which you wish to sort the data.

This is a close-up view of the table header from the previous screenshot. A blue arrow points to the 'REF #' column title, indicating that clicking on it would sort the data by reference number.

REF #	PRIORITY	DESCRIPTION	CATEGORY	SUB-CATEGORY	RECIPIENT	MIN. QTY.	UOM	RESPOND BY DATE
N519	Medium	Need Diapers and baby Wipes	Apparel	Baby Diapers	Greater New Orleans Disaster Recovery Partnership	1.00	Pallets	9/10/2008
N520	Medium	Baby Diapers and Wipes Needed	Apparel	Baby Diapers	Greater New Orleans Disaster Recovery Partnership	1.00	Pallets	9/10/2008
N509	High	Need cots.	Shelter	Bedding	Lutheran-Episcopal Disaster Response	1000.00	Each	9/3/2008
N545	High	cots for Hurricane Gustav evacuees	Shelter	Bedding	Lutheran-Episcopal Disaster Response	300.00	Each	9/5/2008

## Directions for Un-registered Users

### Search

1. You may search based on categories, descriptions, or recipient organizations. You may fill out all or only one of the search criteria.
2. Select or enter your search parameters and click on the button labeled "Search".

The screenshot shows a search interface with the following elements:

- Search Bar:** Contains fields for "Need Category" (set to "Food"), "Need Description", "Sub Category" (set to "Canned Goods"), and "Recipient". There are "Search" and "Show All" buttons.
- New Needs Table:** A table with columns: REF #, PRIORITY, DESCRIPTION, CATEGORY, SUB-CATEGORY, RECIPIENT, MIN. QTY., UOM, RESPOND BY DATE. Two rows are visible:
 

REF #	PRIORITY	DESCRIPTION	CATEGORY	SUB-CATEGORY	RECIPIENT	MIN. QTY.	UOM	RESPOND BY DATE
N519	Medium	Need Diapers and baby Wipes	Apparel	Baby Diapers	Greater New Orleans Disaster Recovery Partnership	1.00	Pallets	9/10/2008
N520	Medium	Baby Diapers and Wipes Needed	Apparel	Baby Diapers	Greater New Orleans Disaster Recovery Partnership	1.00	Pallets	9/10/2008

### Reviewing and Donating to a Need

- Once you have located a need you can review the details of the request and submit your donation.

### Review Needs

1. Locate the row for the selected need and click the "Details" button on the left part of the screen.
2. The details associated with that need will be listed below the needs records.

The screenshot shows the "Need Details" page for a specific need. A blue arrow points to the "Details" button in the table above. The details are as follows:

REF #	PRIORITY	DESCRIPTION	CATEGORY	SUB-CATEGORY	RECIPIENT	QTY.	UOM	DATE
N511	High	Canned goods to be used at shelters in churches, parks, and other non Red Cross shelters.	Food	Canned Goods	Northeast La VOAD	1.00	Truckloads	9/10/2008
N578	High	Due to power outages, throughout South Louisiana, citizens will need Dry Food Staples and Canned food until power is restored. Power restoration is expected to be 30 - 45 days for most areas.	Food	Canned Goods	Governor's Office of Emergency Preparedness	100.00	Truckloads	9/7/2008

**Need Details**

Ref # :	N511
Portal Name :	Louisiana
Recipient Organization :	Northeast La VOAD
Created Date :	9/1/2008
Category :	Food
Sub-Category :	Canned Goods
Need Description :	Canned goods to be used at shelters in churches, parks, and other non Red Cross shelters.
Minimum Quantity :	1.00
Maximum Quantity :	2.00
Unit Of Measure :	Truckloads
Condition Of Donation :	New
Packaging :	Palletized
Packaging Comments :	
Usage Intent :	Feed evacuees at shelters in churches, parks, and other non-Red Cross shelters
Respond By Date :	9/10/2008
Need by Date :	9/22/2008
Priority :	High
Donation or Loan ? :	Donation
Loan Period :	
Recipient Comments :	
Created By :	Larry Head
Created By (Email) :	hfoed@bellsouth.net
Created By (Phone) :	318-323-8003
Modified By :	Nicholas Auck
Last Modified Date :	9/1/2008
Modified By (Email) :	nauck@ohsep.louisiana.gov
Modified By (Phone) :	225-456-0356
Referrer :	
Status :	Published

**Primary Contact**

Name :	Larry Head
Organization :	Northeast La VOAD
Title :	
Phone :	318-323-8003
Cell Phone :	318-355-0058
Email :	hfoed@bellsouth.net
Fax :	318-323-8003
Website :	http://home.bellsouth.net/p/pwp-nelavoad
Address 1 :	1220 North 18th Stret, Suite 303
Address 2 :	&nbsp;
City :	Monroe
State/Country :	Louisiana
Zip Code :	71201

**Alternate Contact**

Name :	
Title :	
Phone :	
Email :	

**Destination Warehouse**

Warehouse Name :	The Food Bank of Northeast Louisiana
Address 1 :	4600 Central Avenue
Address 2 :	
City :	Monroe
State/Country :	Louisiana
Zip Code :	71203
Contact Name :	Staci Kijak
Contact Title :	Deputy Director
Contact Phone :	318-322-3567
Email :	skijak@nela.org

## Directions for Un-registered Users

### Selecting a Need for Donation

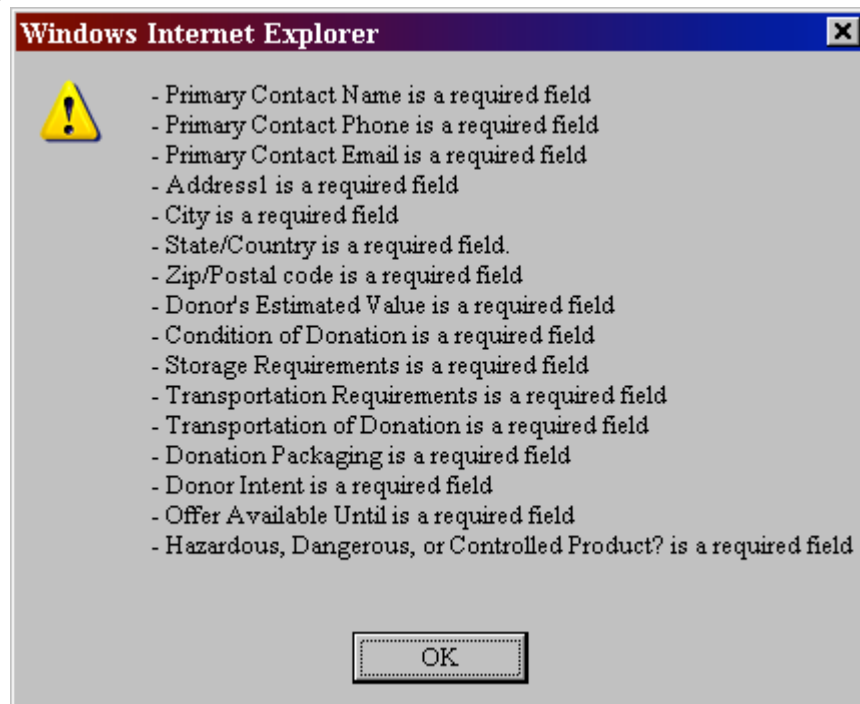
1. Locate the row for the selected need and click the "Donate" button on the left part of the screen. You will be directed to a screen where you can enter the details of your offer.

New Needs										
		REF. #	PRIORITY	DESCRIPTION	CATEGORY	SUB-CATEGORY	RECIPIENT	MIN. QTY.	UOM	RESPOND BY DATE
<a href="#">Details</a>	<a href="#">Donate</a>	N511	High	Canned goods to be used at shelters in churches, parks, and other non Red Cross shelters.	Food	Canned Goods	Northeast La VOAD	1.00	Truckloads	9/10/2008
<a href="#">Details</a>	<a href="#">Donate</a>	N578	High	Due to power outages, throughout South Louisiana, citizens will need Dry Food Staples and Canned food until power is restored. Power restoration is expected to be 30 - 45 days for most areas.	Food	Canned Goods	Governor's Office of Emergency Preparedness	100.00	Truckloads	9/7/2008

### Entering Donation Details

After selecting "Donate" for a need you will be directed to a screen where you can enter the details of your offer. Fields for which information is already provided are grayed out.

1. Enter the details of your donation; be as specific as possible. Requesting agencies make determinations on whether or not to accept your donation based on the information you provide. The fields in the following box are required:



## Directions for Un-registered Users

- Pay special attention to the fields in the blue boxes in the screen shots below. Make sure you have field these fields out correctly as they include storage and transportation requirements, including how the products will be moved to where they are needed. These fields include Storage Requirements, Transportation Requirements, Transportation of Donation, Drop Trailer Offered, donation packaging, etc.

- Also note that the drop trailer offered field defaults to YES and that the tax receipt required defaults to NO. Make sure you change these fields if needed.

## Directions for Un-registered Users

4. Click the "Submit Donation" button. You will receive a confirmation page.

The screenshot shows a web form for submitting a donation. The form is divided into several sections, each with a blue border. The sections include:

- Quantity:** A text input field with the value "1.00".
- Donor's Estimated Value:** A text input field with a dollar sign and a dropdown menu.
- Tax Receipt Required:** A dropdown menu with the value "No".
- Unit of Measure:** A dropdown menu with the value "Truckloads".
- Estimated Value Basis:** A dropdown menu with the value "Please Select a Value...".
- Condition of Donation:** A dropdown menu with the value "Please Select a Value...".
- Product:** A dropdown menu with the value "Please Select a Value...".
- Maximum Weight in Pounds:** A text input field.
- Maximum Cubic Feet:** A text input field.
- Storage Requirements:** A dropdown menu with the value "Please Select a Value...".
- Transportation Requirements:** A dropdown menu with the value "Please Select a Value...".
- Transportation of Donation:** A dropdown menu with the value "Please Select a Value...".
- Drop Trailer Offered:** A dropdown menu with the value "Yes".
- Donation Packaging:** A dropdown menu with the value "Please Select a Value...".
- Packaging Comments:** A text input field.
- Donor Intent:** A dropdown menu with the value "Please Select a Value...".
- Offer Available Until:** A text input field.
- Donation or Loan:** A dropdown menu with the value "Donation".
- Financial Assistance for Shipping:** A dropdown menu with the value "No".
- If loan, enter period of time:** A text input field.
- Donor Comments:** A text input field.

A blue arrow points to the "Submit Donation" button at the bottom left of the form. At the bottom of the page, there is a copyright notice: "© The Aidmatrix Foundation Inc. Copyright 2007 Terms and Condition Privacy Policy".

Hints:

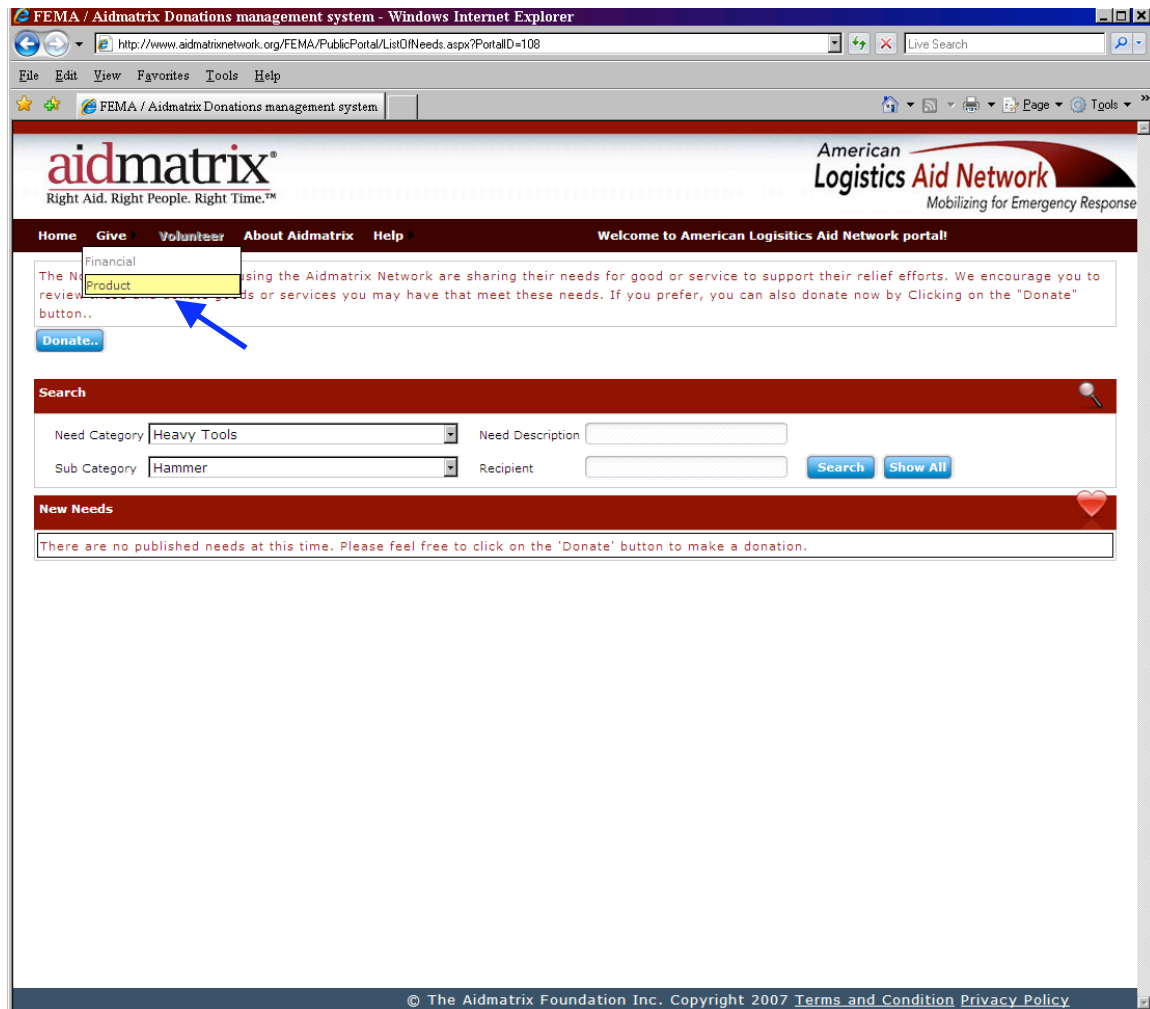
You can click on the "Need Details Tab" to see all of the information associated with the request.

To see which fields are required, scroll to the bottom of the screen and click on the "Submit Donation" button. This will place red asterisks beside required fields.

## Directions for Un-registered Users

### Donating to Additional Needs

- To review the needs page at any time, select "Give" then "Product" from the toolbar. Follow the steps above for Reviewing Needs, Selecting Needs, and Entering Donation Details.



## Directions for Un-registered Users

### Making a General Donation without a Need

- You can offer a donation even if there is no existing need showing on the portal.
- If you are not on the original needs screen you reached after going to product donations, select "Give" then "Product" from the toolbar, just as described in the previous section.
- Click the "Donate" button on the top left part of the screen.

- Enter the details of your donation; be as specific as possible. Requesting agencies make determinations on whether or not to accept your donation based on the information you provide.

- Click the "Submit Donation" button. You will receive a confirmation page

## **Directions for Un-registered Users**

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### **Becoming a Registered User**

- Member companies can have registered users created on the ALAN portal.
- Registered Users gain the ability to run reports to show what they have donated, and to whom. They also gain the ability to set up email notifications to find out when needs are requested that meet specified categories. Another benefit of being a registered user is that your contact information will be pre-populated when you make a donation while logged in.
- To become a registered user you must contact your member association's ALAN contact person.
- They will have you complete a User Registration Form that they will pass to their ALAN Point of Contact.
- The APC will submit the form to have the user registered. This can take up to 48 hours.