

Pickup Pod Staff Quick Start Guide

How to deliver and pickup food

Anyone can deliver food to a Pickup Pod—any food delivery service, restaurant, or catering company. No mobile app is required.



Scan or use touchscreen



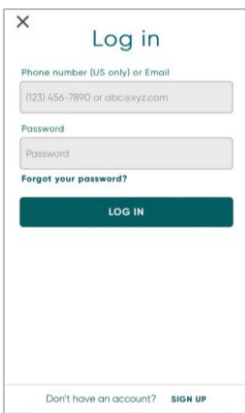
Select



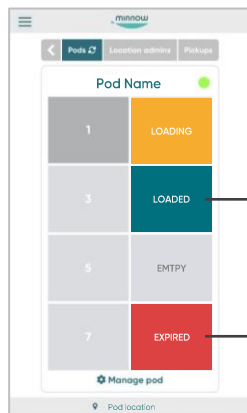
Load order

Admin Dashboard

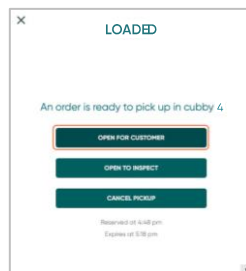
The Admin Dashboard is a secure web page that lets staff open each cubby, open all cubbies, clear expired orders and see if the pod is online. To use the Admin Dashboard, go to <https://app.minnowpod.com/admin/login>.



1. Log in. Then tap the location listed for your pod.



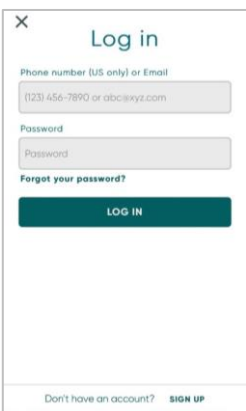
2. Clicking on a cubby produces a menu of options.



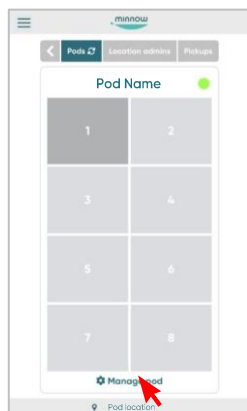
Click to open and dispose of the expired order.

Cleaning

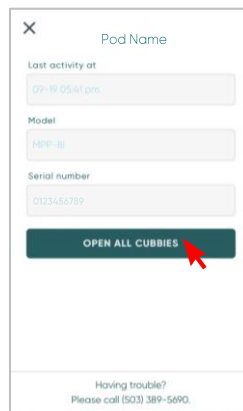
We recommend cleaning your Pickup Pod at least once a week, and more frequently if your pod has more than 20 deliveries a day. To clean your pod go to <https://app.minnowpod.com/admin/login>



1. Log in. Then tap the location listed for your pod.



2. Tap "Manage pod".



3. Tap "OPEN ALL CUBBIES".

4. Using a general-purpose cleaner, wipe down each cubby and the inside of each door.

5. Close all cubby doors.

6. Wipe down the outside of each cubby door.