

TRACKER

Volunteer User Manual

July 2012 Edition

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INTRODUCTION

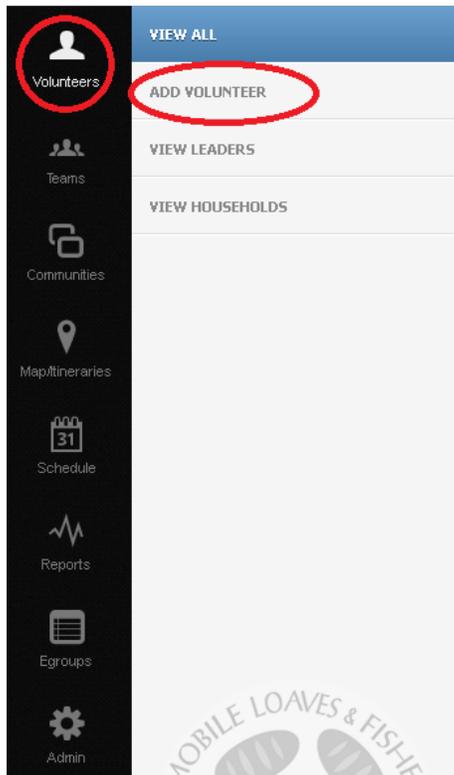
Tracker is the Mobile Loaves & Fishes volunteer tool. It allows our volunteers and volunteer coordinators to organize their Make Ready and Truck Delivery teams, communicate with one another, and update the public about times and locations for delivery.

This manual is a simple “How To” guide for some of Tracker’s most basic functions.

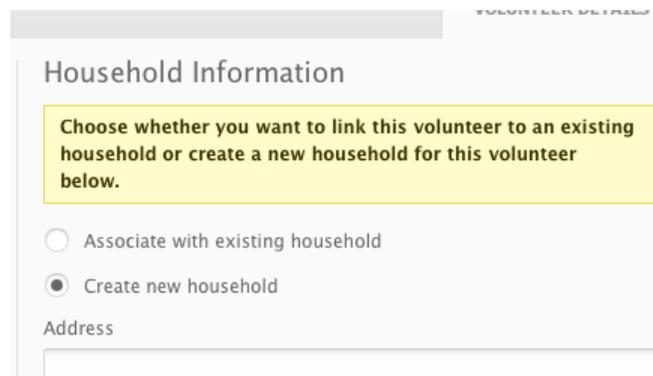
If you have suggestions for additions or changes to this manual, please send them to Amanda Quraishi, Web & Database Admin at Mobile Loaves & Fishes HQ:
Amanda@mlf.org.

Adding a Volunteer to Tracker

1. After logging in select the volunteer icon at the top of the page.
2. Click on the ADD VOLUNTEER Link:



3. Fill out all the required information. **Be sure to click on the “Create new household” button on the right to add the street address and other required information.*

A screenshot of a form titled 'Household Information'. A yellow highlighted box contains the text: 'Choose whether you want to link this volunteer to an existing household or create a new household for this volunteer below.' Below this are two radio button options: 'Associate with existing household' (unselected) and 'Create new household' (selected). Below the radio buttons is a text input field labeled 'Address'.

4. Click on the SAVE button at the bottom of the page.

Editing a Volunteer Profile

1. After logging in, select the Volunteer Icon at the top of the page
2. Click on the VIEW ALL Link.
3. In the search field, type in the volunteer's name and click the search button:



4. When volunteer's search result comes up click on their name.
5. Now you may proceed to edit any of their information.
6. NOTE: You MUST click "SAVE" to save the new information before closing the window.

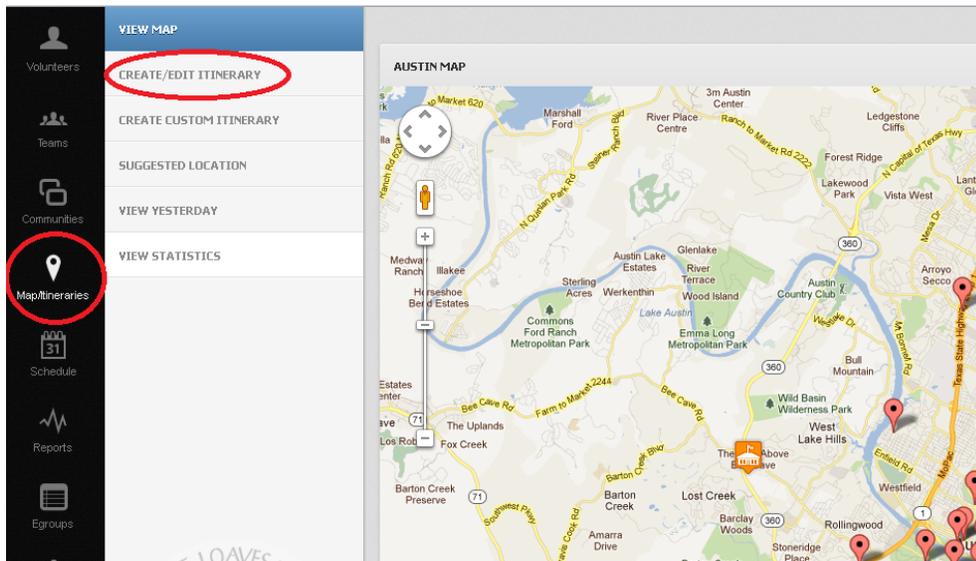
Making an Itinerary

NOTE: To make an itinerary you must be added to a Community and assigned to a Team. You may NOT make an itinerary for a Team that you are not assigned to.

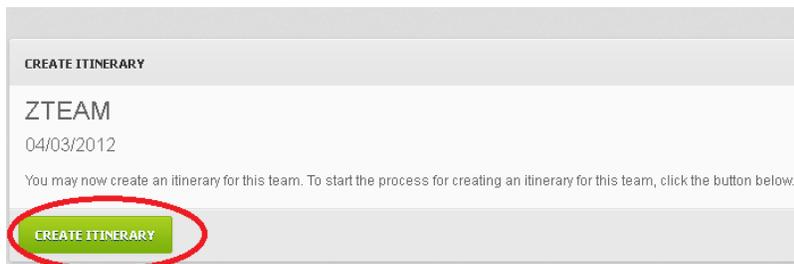
1. Log in to Tracker and select the Map/Itinerary icon:



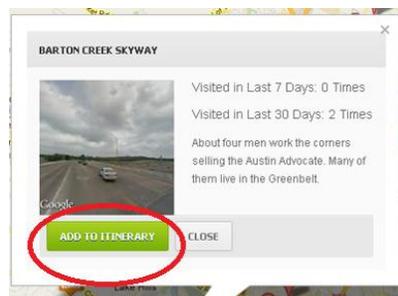
2. Click on the Create/Edit Itinerary Link:



3. Click on the green START button:

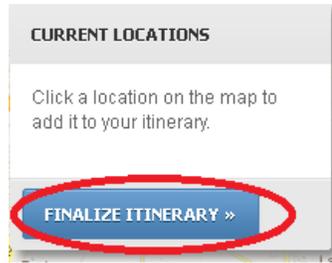


4. Locate the first stop you want to add to your itinerary and select it on the map to the left by clicking on the spot where it is located. A box will pop up and you'll have the option to click ADD TO ITINERARY.



5. Continue clicking on locations and adding them to your itinerary until you are finished.

6. When you are done adding locations to your itinerary, click the FINALIZE ITINERARY button.

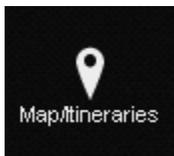


7. You may now choose to PRINT or EMAIL your itinerary—or both!

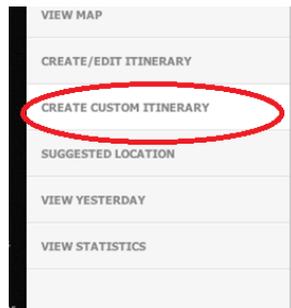
**** When you make your itinerary, it will show upon the FRONT PAGE of the MLF.org website so people will know when and where to expect you.**

Canceling or Editing an Itinerary

1. Log in to Tracker and select the Map/Itinerary icon.



2. Click the link that says Create/Edit Itinerary



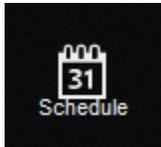
3. Select your itinerary and click either the “edit” or “delete” button depending on which function you want to perform.

Name	Area/City	Community	Actions
 Team 19	Austin	Saint John Neumann Catholic Church	VIEW TEAM EMAIL TEAM VIEW EDIT DELETE
Team 37	Austin	Saint John Neumann Catholic Church	VIEW TEAM EMAIL TEAM CREATE ITINERARY

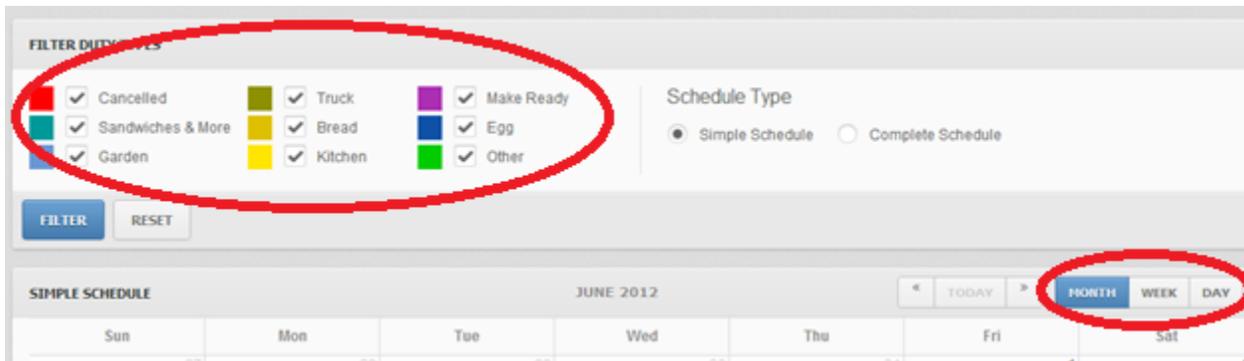
Be sure if you edit the itinerary that you save it again before closing the browser.

Viewing the SCHEDULE

1. Click on the Schedule icon:



2. You will see an entire list of all duties as they are scheduled. You may filter the schedule based on the duty types, and/or view the schedule as a monthly, weekly or daily calendar.



3. When you click on the "Schedule Type" option for "Complete Schedule" you are also able to see all members of each team listed out with their contact information:



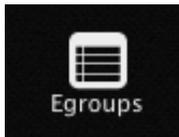
The screenshot shows a detailed view of the schedule for June 2012. The interface is organized into columns for each day of the week: Mon, Tue, Wed, Thu, and Fri. Each day's column contains a list of duties with their respective team names, times, and contact information. For example, on Monday (28th), there is a duty for 'Team 47' from 24:00:00 to 06:00:00, with contact information for Nona Niland, Jeffrey Baran, and Maddie Pellman. On Tuesday (29th), there are duties for 'Fig 5' and 'Commissary Keepers AM 5'. On Wednesday (30th), there are duties for 'LHC Truck Team 45' and '5thWedLHC DTAM'. On Thursday (31st), there are duties for '5thThurs.LHC DTAM' and 'RBC MR 409'. The interface also includes a navigation bar at the top with 'JUNE 2012' and a 'TODAY' button.

Mon	Tue	Wed	Thu	Fri
Team 47 24:00:00 • C: Nona Niland: 512-327-2221 • Jeffrey Baran: • Maddie Pellman: 512-330-9534	Fig 5 07:00:00 • C: Matt Figlan: 512-656-8358 Commissary Keepers AM 5 09:30:00	LHC Truck Team 45 11:00:00 • Janet Bailey: 512-261-4725 5thWedLHC DTAM 11:00:00 • Darrell Hayslip: 713-	5thThurs.LHC DTAM 11:00:00 RBC MR 409 16:00:00 • C: Andrew Carpenter: 512-848-8909 • C: Duncan Bryant: 512-	Good 06:00:00 • C: C 512 STM 1 Team 06:00:00

Using EGROUPS

EGROUPS will allow you to send emails to your entire community or to create smaller groups based on teams.

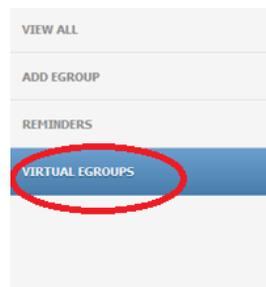
1. Select the Egroups icon:



2. Click on the “View All” link at the top left and you will see a list of all the existing egroups:

CURRENT EGROUPS				Search: <input type="text"/>
Name	Short Name	Community	Action	
All	all	Mobile Loaves and Fishes	EDIT EMAIL DELETE	
Austin Volunteer Coordinators	AustinVCs	Texas-Austin Area	EDIT EMAIL DELETE	
Board	board	Saint John Neumann Catholic Church	EDIT EMAIL DELETE	

3. To send a message click on the “Email” button, OR, use the ‘short name’ along with [@mlfgroups.org](mailto:AustinVCs@mlfgroups.org) and send it from any email client. (Ex: AustinVCs@mlfgroups.org)
4. There are also some Virtual Egroups which you have the option of using to send messages to your community:



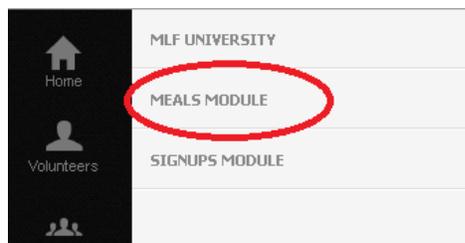
Missed Runs - Meals Module

*Tracker automatically calculates the meals you distribute on each run and adds them to our running total on the main MLF.org home page. The number of meals is based on the itineraries each team submits. Therefore, if you are unable to make an itinerary and you still go on a truck run, it is **VERY IMPORTANT** that we count the meals that you distributed on your run.*

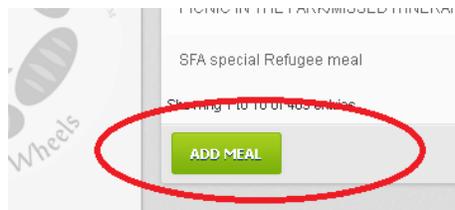
1. To do this, log in to Tracker and select the ADMIN icon from the main navigation:



2. Then click on the link that says MEALS MODULE.



3. Click Add Meal.

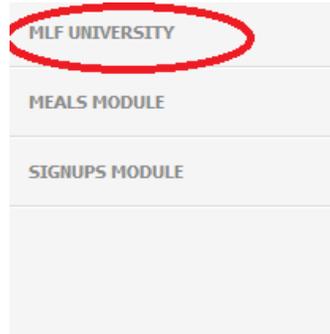


4. Add a name for the truck run under “Description”, as well as the date and time of the run. Then add the number of meals you delivered. If you do not know exactly how many meals you delivered, use 75 (the average).



MLF University

1. MLF University is a repository of tools and information for Volunteers and Volunteer Coordinators. You can access it by logging in to Tracker and select the ADMIN icon from the main navigation.



2. Then click on the MLF University link at the top left and a new page will open with links to check lists, art work, printable forms and more.