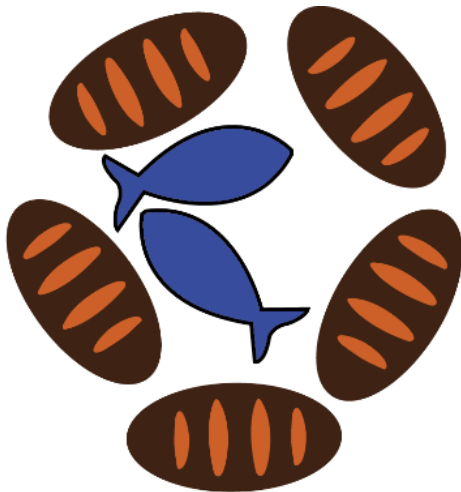


Tracker User Manual

Mobile Loaves & Fishes



Mobile Loaves & Fishes
Serving Goodness.®

January 2025

Ver 1.0

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i. Introduction

Hello everyone, and thank you for spreading goodness in our community through the Mobile Loaves & Fishes truck ministry. Delivering more than a sandwich, Mobile Loaves & Fishes' food truck volunteers hit the streets 7 nights a week, 365 days a year, to provide food, clothing, hygiene products, and other life-sustaining items to our homeless neighbors. With the support of tens of thousands of volunteers and over 6.5 million meals served, Mobile Loaves & Fishes is the largest prepared feeding program to the homeless and working poor in Central Texas.

If you have suggestions for additions or changes to this user manual, please send them to **IT@MLF.ORG**.

i.i The Purpose of the Tracker User Manual

This user manual is to ensure that all users, regardless of their role or technical expertise, can effectively navigate and utilize the tracker system. This helps in maintaining consistency and accuracy in data entry, which is crucial for generating reliable reports and making informed decisions. By providing clear instructions and guidelines, the manual helps users understand their responsibilities and how to perform their tasks efficiently, ultimately contributing to the overall success of the organization.

i.ii The Scope of the Tracker User Manual

This user manual is designed to provide comprehensive guidance on using the tracker system effectively. It is intended for all users, including volunteers, volunteer coordinators, community admins, and HQ staff. The manual covers the following key areas:

- **Audience:** This manual is for anyone who will be using Tracker, including volunteers, volunteer coordinators, community admins, and HQ staff. It aims to ensure that all users, regardless of their role or technical expertise, can navigate and utilize the tracker system efficiently

- **User Roles:** It describes the different user roles within the tracker system, outlining their respective permissions and responsibilities. This helps users understand their specific duties and how they fit into the overall system
- **Features Covered:** The manual provides detailed instructions on various features and functionalities of the tracker, such as account creation, navigation, scheduling, reporting, and data management. It ensures that users can perform their tasks accurately and efficiently
- **Step-by-Step instructions:** The manual includes step-by-step instructions on how to perform various tasks within the tracker. These instructions are often accompanied by screenshots or diagrams to enhance clarity and understanding
- **Troubleshooting/FAQs:** A section is dedicated to common issues users might encounter and provides solutions to resolve them. This helps users troubleshoot problems independently and reduces the need for external support
- **Best Practices:** The manual offers guidelines and best practices for using the tracker effectively. It emphasizes the importance of data integrity and provides tips on maintaining accurate and complete records

ii. Getting Started

Before you can start using Tracker, you will need your commissary administrator to create a Tracker user account for you. You will need to provide the following:

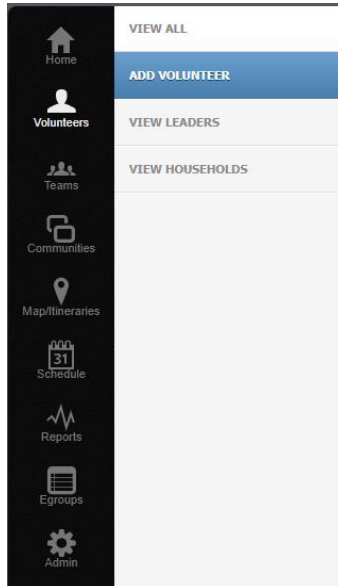
- First Name
- Last Name
- Determine the type of User you will be
- Email address
- Date of Birth
- Cell phone number
- Choice of username and password
- Household information (existing or new)

Once this process is complete, your commissary administrator will assign you to your respective Team(s) and Community (**You need to be assigned a community before proceeding, if not this can potentially cause glitches to the user's account**).

Your Community Admin is your main point of contact for anything related to Tracker such as adding a new user, editing a user, creating/editing an itinerary, deleting an itinerary, adding a new stop, creating a Team, etc..

ii.i How to Add a Volunteer

1. After logging in select the “volunteers” icon at the top of the page.
2. Click on “Add Volunteer”.



3. Fill out the required information. If the user is brand new, click “Create new household” and add the street address and other required information. If the user is new but has another member from the same household, click “Associate with existing household” Once everything is finalized, click “Save”.

ii.ii How to Edit a Volunteer Profile

You can edit your own user account when you need to update any outdated information. However, you will need to be a community admin or above to edit other user accounts if they require assistance in modifying any information on their account. To edit a volunteer account, do the following:

1. After logging in, select the “Volunteers” icon at the top of the page and the default tab will be on “View all”.
2. Click on your own user account if you are a volunteer or volunteer coordinator trying to edit your own account. If you are a community admin or HQ admin, you can type in the user's name in the “search” bar, and it will populate the user's account.

Logged in as Jonah Mata | Community First! Village | Need help? Contact your local Volunteer Coordinator

Volunteers - View All

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

VOLUNTEERS Type: Select an Option Hide Inactive Volunteers Search: test account

Show 10 entries

Last Name	First Name	Email	Community	Address	Phone	Action
Account	Test	test@gmail.com	St. Thomas More Catholic Church	Test Austin, TX 78750	(M): (H): 512--	EMAIL LOGIN AS

3. Click on the user account you want to edit, and you will be able to edit any piece of information on the Volunteers profile.
4. Click "Save".

ii.iii How to Create a Team

The "Add Team" feature allows users to create a new Team for a Community they are part of. **Before creating a new team, please check with your commissary admin for approval.** When creating a new Team, the first step is to establish the type of duty the Team will have.

Types of Duties:

- Truck
- Make Ready
- Sandwiches & More
- Bread
- Egg
- Garden
- Kitchen

Once the type of duty for the Team is established, proceed to fill out the following details: Name of the Team, Community, Status, and whether the volunteers using the Team are trained. Training indicates whether the Team has been Trained to handle large crowds, ensuring that only volunteers who are equipped to manage large population areas are included.

Next, input a description of the Team and provide notes explaining the purpose of creating that specific Team. Lastly, navigate to the Schedule section to configure the Team's Day of duty. You can set the Week of the month, Day of the Week, Time,

and the repetition schedule. **Each Team is to be configured “On the Day Of” this is how the software is designed to work.**

Week of the month:

- First
- Second
- Third
- Fourth
- Fifth

Day of the Week:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Time:

- Ranging from 12:30AM in increments of 30 minutes per interval

Repeat:

- Every Month
- Once in January
- Once in February
- Once in March
- Once in April
- Once in May
- Once in June
- Once in July
- Once in August
- Once in September
- Once in October
- Once in November
- Once in December

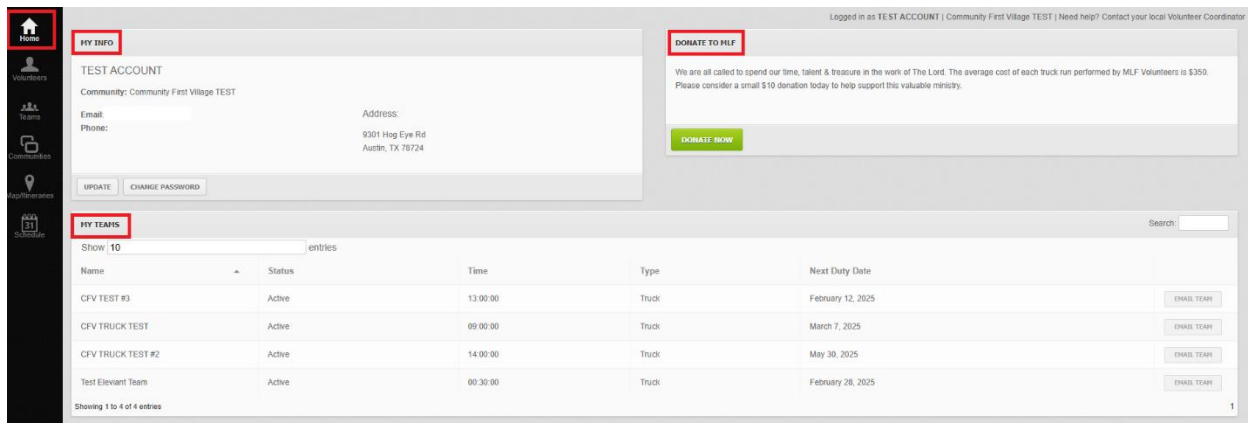
iii. Using Tracker as..

This section provides a detailed explanation of each permissions level in Tracker, outlining the capabilities associated with each level. If you require a higher permissions level than the one assigned to you, please contact your commissary administrator for assistance.

iii.i Volunteer Level

Home:

The volunteer permissions level allows you access to the homepage, Volunteers page, Teams, Communities, Map/itineraries, and schedule. On the Home page, you will find your account information, which you can update, including changing your current password. This page also features a "My Teams" section, displaying any Teams you are part of, along with the time and next duty date for the truck's departure. Next to each Team, there is an "Email team" button that allows you to email that specific Team, ensuring all members receive the message. Additionally, the page includes a "Donate to MLF" section. Clicking this link will redirect you to a secure webpage where you can complete your donation.



The screenshot shows the Tracker application interface for a volunteer. The top navigation bar includes a sidebar with icons for Home, Volunteers, Teams, Communities, and Map/Itineraries. The main content area is divided into three sections:

- MY INFO:** A section for account management titled "TEST ACCOUNT" for the "Community First Village TEST" community. It displays fields for Email, Phone, and Address (9301 Hog Eye Rd, Austin, TX 78724). There are buttons for "UPDATE" and "CHANGE PASSWORD".
- DONATE TO MLF:** A section with a green "DONATE NOW" button. Text below the button reads: "We are all called to spend our time, talent & treasure in the work of The Lord. The average cost of each truck run performed by MLF Volunteers is \$350. Please consider a small \$10 donation today to help support this valuable ministry."
- MY TEAMS:** A table listing the user's teams. The table has columns for Name, Status, Time, Type, and Next Duty Date. There are "EMAIL TEAM" buttons next to each row.

Name	Status	Time	Type	Next Duty Date	EMAIL TEAM
CFV TEST #3	Active	13:00:00	Truck	February 12, 2025	EMAIL TEAM
CFV TRUCK TEST	Active	09:00:00	Truck	March 7, 2025	EMAIL TEAM
CFV TRUCK TEST #2	Active	14:00:00	Truck	May 30, 2025	EMAIL TEAM
Test Eloquent Team	Active	00:30:00	Truck	February 28, 2025	EMAIL TEAM

Showing 1 to 4 of 4 entries

Volunteers:

Located just below the "Home" page, the "Volunteers" tab provides a comprehensive list of all members within the Teams you are part of. Under the "View all" section, you can see all members, while the "View leaders" section displays only Team captains, who are responsible for leading the Team. You can easily search for volunteers by name and filter results by navigating to Type ->

Select an Option. Please note that if you belong to multiple Teams with the same members, duplicate entries will be created (as illustrated below). On the Volunteers page, you can view each volunteer's individual profile, including their contact details, user type, and household address. Additionally, there is an "Email" button under the action column that allows you to directly email a volunteer if needed.

Volunteers - View All

The following people are members of teams that you are on.

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Volunteers

Type: Select an Option Hide Inactive Volunteers Search

Last Name	First Name	Email	Community	Address	Phone	Action
ACCOUNT	TEST		Community First Village TEST	9301 Hog Eye Rd Austin, TX 78724	(M): (H):	EMAIL
ACCOUNT	TEST		Community First Village TEST	9301 Hog Eye Rd Austin, TX 78724	(M): (H):	EMAIL
ACCOUNT	TEST		Community First Village TEST	9301 Hog Eye Rd Austin, TX 78724	(M): (H):	EMAIL
ACCOUNT	TEST		Community First Village TEST	9301 Hog Eye Rd Austin, TX 78724	(M): (H):	EMAIL
Mata	Jonah	Jonah.Mata@MLF.ORG	Community First Village	9301 HOG EYE RD Austin, TX 78724	(M): 512-925-7803 (H):	EMAIL
Mata	Jonah	Jonah.Mata@MLF.ORG	Community First Village	9301 HOG EYE RD Austin, TX 78724	(M): 512-925-7803 (H):	EMAIL
Mata	Jonah	Jonah.Mata@MLF.ORG	Community First Village	9301 HOG EYE RD Austin, TX 78724	(M): 512-925-7803 (H):	EMAIL
Mata	Jonah	Jonah.Mata@MLF.ORG	Community First Village	9301 HOG EYE RD Austin, TX 78724	(M): 512-925-7803 (H):	EMAIL

Showing 1 to 8 of 8 entries

Teams:

Within Tracker there is a "Teams" section, upon clicking that section will direct you to the default "View All" page that displays all the Teams you are a part of. You can filter these Teams by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, and Other. To find a specific Team, use the "SEARCH" feature by entering the Team's name. If you are part of many Teams, you can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Additionally, there is an "Email Team" button under the action column that allows you to directly email a Team if needed.

Teams - View All

ALL Truck Make Ready Sandwiches & More Bread Egg Garden Kitchen Other

Teams

Hide Inactive Teams Search

Show 10 entries

Name	Status	Week	Day	Time	Duty	Community	Action
CFV TEST #3	Active	2	Wednesday	13:00:00	Truck	Community First Village TEST	EMAIL TEAM
CFV TRUCK TEST	Active	1	Friday	09:00:00	Truck	Community First Village TEST	EMAIL TEAM
CFV TRUCK TEST #2	Active	5	Friday	14:00:00	Truck	Community First Village TEST	EMAIL TEAM

Showing 1 to 3 of 3 entries

Communities:

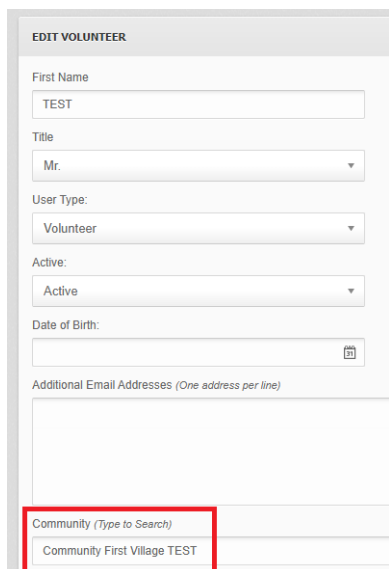
Within the Teams section, the "Communities" tab displays all the communities that volunteer, including those from Georgia, Louisiana, Massachusetts, Minnesota, Rhode Island, Tennessee, and Texas. This tab is used for designating Volunteers and Teams upon creation. All these communities fall under the umbrella of Mobile Loaves and Fishes, which serves as the parent organization for these states. In turn, the states act as parents to the commissaries within them.

For example, when viewing a specific state, you will see the commissaries under that state, making the state the parent to the commissary. Under each commissary, you can create another community that represents the origin of a Team. Refer to illustration below (image 1), which shows our Team "Community First Village TEST" originating from Mobile Loaves and Fishes located in the "Texas-Austin Area," coming from the Community First! Village community. Image 2 below shows the community to which a volunteer is designated.

Image 1.

Community First Village TEST
Mobile Loaves and Fishes > Texas-Austin Area (austin) > Community First! Village

Image 2.

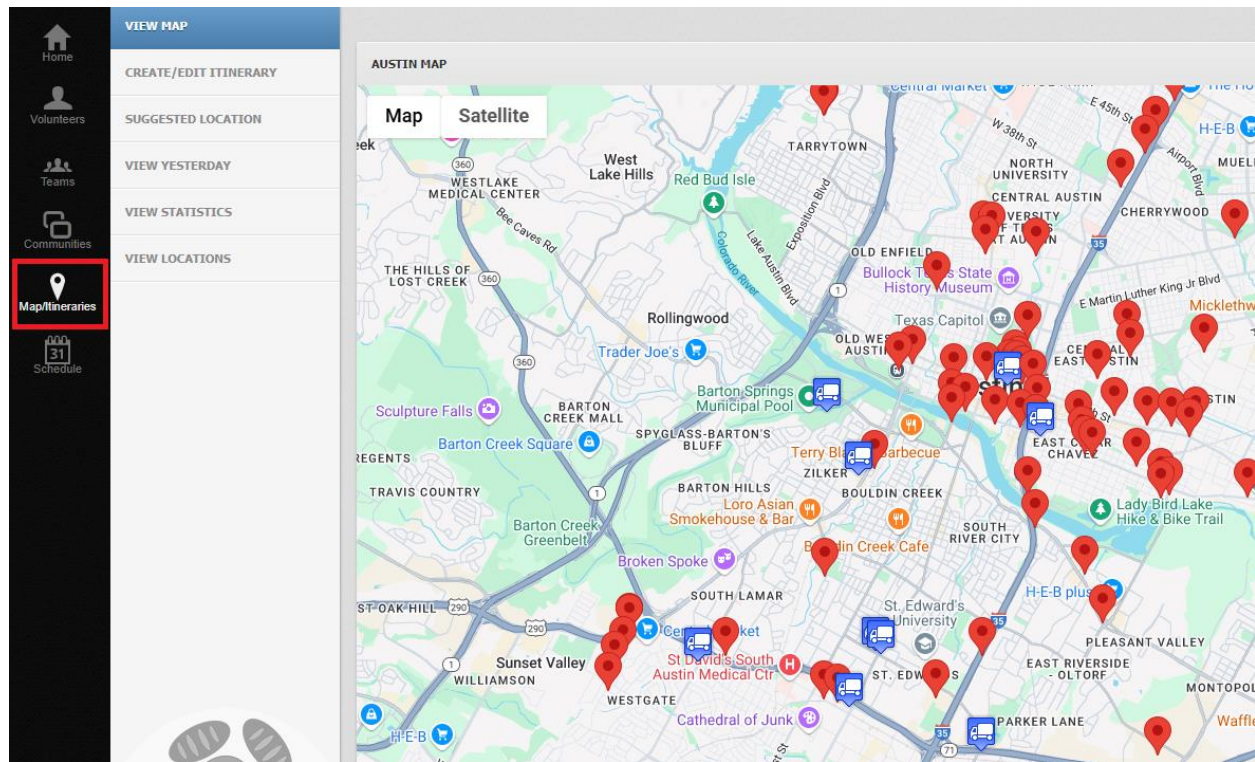


The screenshot shows a form titled "EDIT VOLUNTEER" with the following fields:

- First Name: TEST
- Title: Mr.
- User Type: Volunteer
- Active: Active
- Date of Birth: (calendar icon)
- Additional Email Addresses (One address per line): (empty text area)
- Community (Type to Search): Community First Village TEST (highlighted with a red box)

Maps/Itineraries:

In Tracker, the Maps/Itineraries section is designed for Team captains to create itineraries for their respective Teams. Upon clicking Maps/Itineraries, the default page will direct you to the "View map" section, which displays a map of all stops entered by volunteers, as well as the routes currently being followed by Teams for the day.



Legend:



- location is taken by a Team

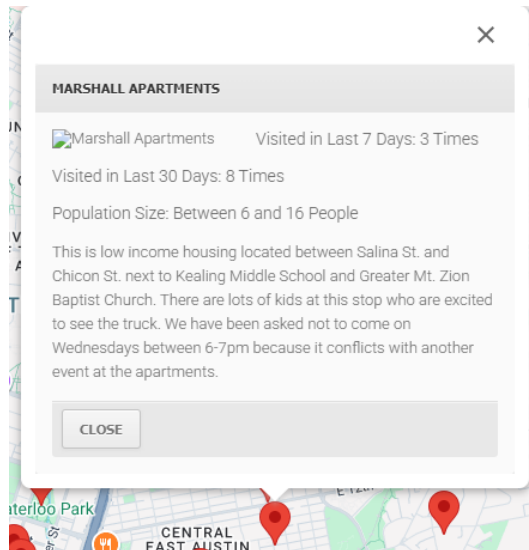


- available stop/location

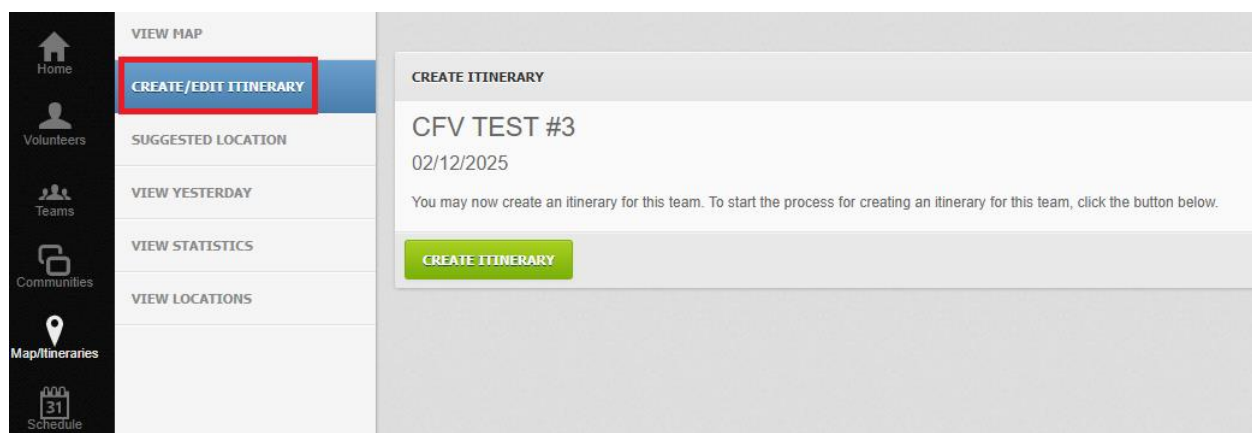
Each location is identified by a name that corresponds to its specific area, such as "Riverside & IH 35." Along with the name, a brief description is provided to help navigate to the stop or understand its significance. For example, "This is low-income housing located between Salina St. and Chicon St., next to Kealing Middle School and Greater Mt. Zion Baptist Church. There are many children at this stop who are

excited to see the truck. Please note that visits are not allowed on Wednesdays between 6-7pm due to a conflicting event at the apartments."

When viewing a stop, you will also see the number of visits it has received in the last 7 and 30 days, as well as the population of the camp.

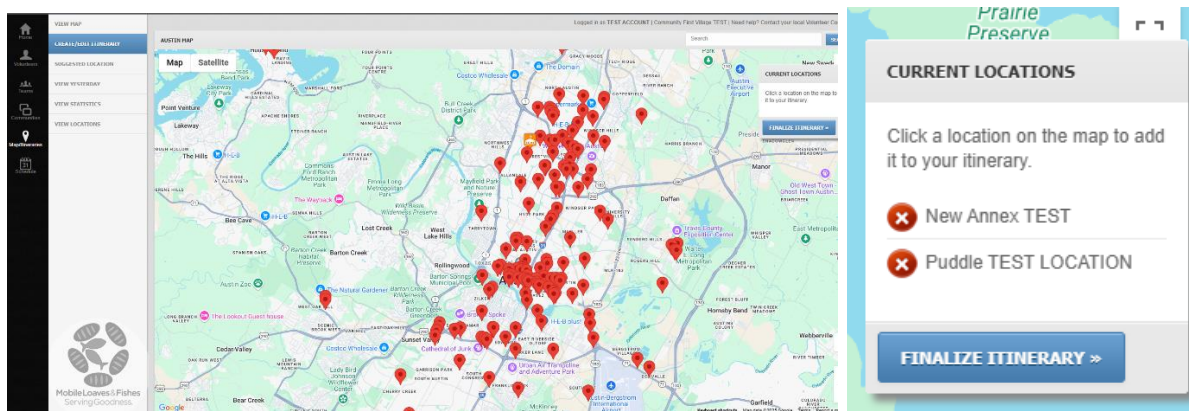


Located below the "View map" tab, the "Create/Edit Itinerary" section allows you to create an itinerary for a scheduled Team. You can begin creating an itinerary at 12:00 PM CST the day before the scheduled duty. For example, if CFV TEST #3 is scheduled to go out on 02/12/2025, you can start creating the itinerary at 12:00 PM CST on 02/11/2025. This feature provides convenience for volunteers to plan their routes in advance.

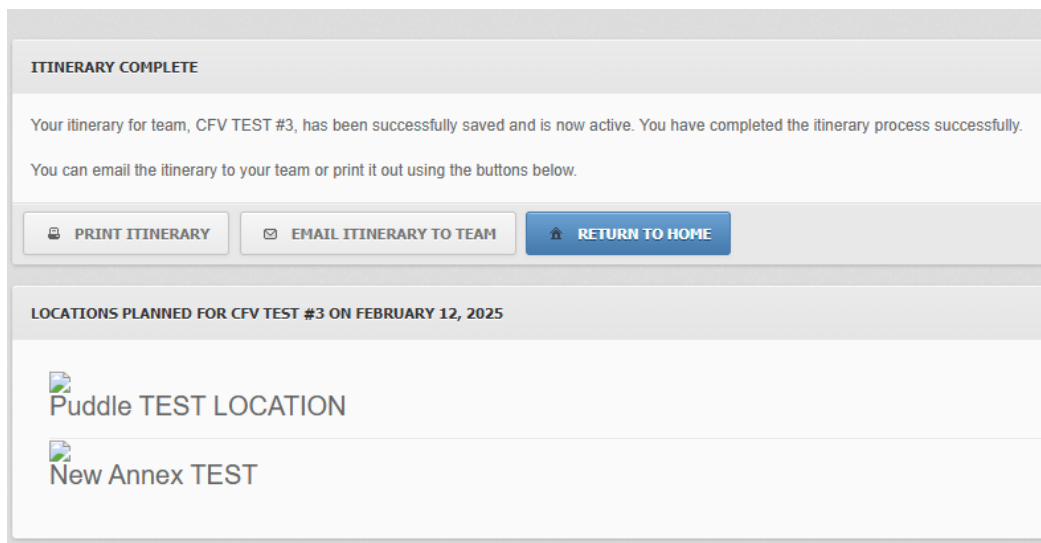


To create an itinerary, select the "CREATE ITINERARY" button, which will redirect you to the map displaying a variety of stops. Choose the desired stops by clicking on them and then selecting "ADD TO ITINERARY." The selected stops will appear in a

window labeled "Current locations." You can remove any stop from the list by clicking the "X" next to it. Once you have finalized your list of stops, click the "FINALIZE ITINERARY" button. This action will redirect you to a confirmation tab indicating that the itinerary has been successfully saved and is now active.



You can print the itinerary by clicking "PRINT ITINERARY" or email it to your Team by selecting "EMAIL ITINERARY TO TEAM." The planned locations and dates will be displayed below. If everything is correct, you can click "RETURN TO HOME." If you need to edit the itinerary, go back to the "Create/Edit Itinerary" section, select "EDIT ITINERARY," and follow the same process as outlined above.

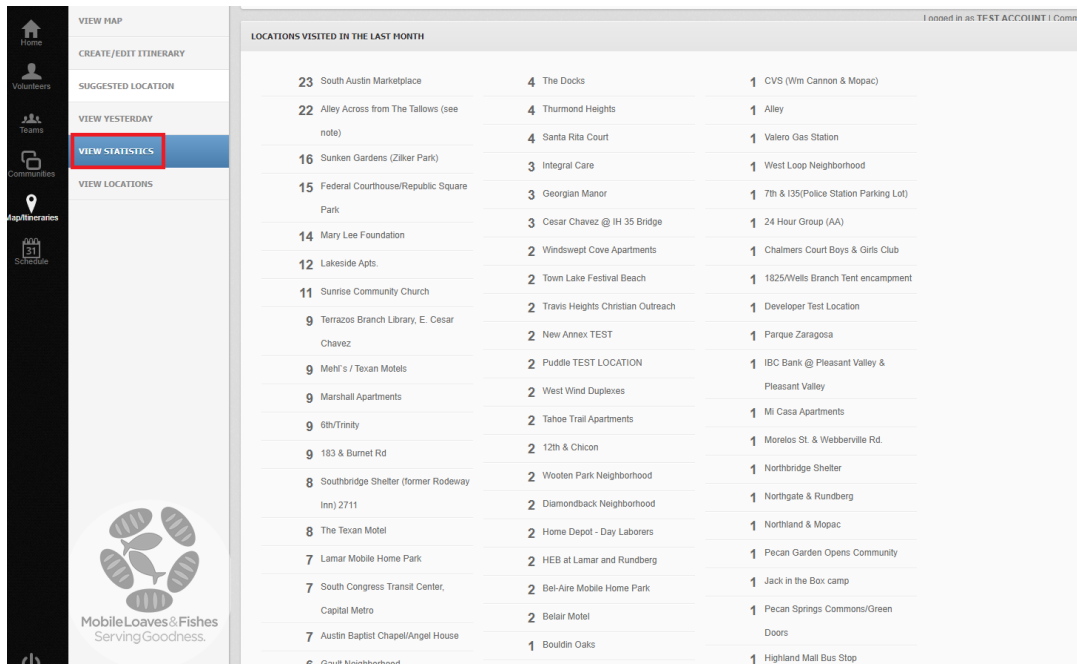


In the Map/Itineraries section there's a tab that is labeled "SUGGESTED LOCATION", this tab shows locations by date of last visit going from most days to recently visited.

Never Visited	UH TEST LOCATION	108 Days Ago	Walmart parking lot and surrounding area	10 Days Ago	Jack in the Box camp
Never Visited	Cameron Road	108 Days Ago	Slaughter & Manchaca, (see note)	10 Days Ago	Alley Across from The Tallows
Never Visited	Formerly Homeless - Waterloo Terrace	108 Days Ago	Home Depot and Shell station	10 Days Ago	Lamar and Masterson Pass
Never Visited	Tarrytown	84 Days Ago	HUB TEST LOCATION	9 Days Ago	Northland & Mopac
Never Visited	P4 TEST LOCATION	80 Days Ago	24th & Guadalupe St	9 Days Ago	Windswept Cove Apartments
1306 Days Ago	Trails Of Oak Hill	80 Days Ago	Amtrak Bus Station	9 Days Ago	Camps near Townhollow
1030 Days Ago	Hardy Boarding House	80 Days Ago	7000 Cameron Rd - Austin Reconciliation Church	9 Days Ago	West Wind Duplexes
845 Days Ago	Reserve Apartments	80 Days Ago	University Presbyterian Church Austin	9 Days Ago	Town Lake Festival Beach
839 Days Ago	Catholic Worker House	79 Days Ago	First Baptist Church	9 Days Ago	Bus stop on Chalmers
832 Days Ago	Round Mountain Baptist Church	73 Days Ago	Golden Meadow Neighborhood	9 Days Ago	Tahoe Trail Apartments
766 Days Ago	St. Andrews Presbyterian Church	72 Days Ago	5th & Lamar	9 Days Ago	IBC Bank @ Pleasant Valley & Pleasant Valley
716 Days Ago	Victory Outreach Women's Home	72 Days Ago	Pleasant Valley Bridge over Town Lake	6 Days Ago	Santa Rita Court
715 Days Ago	Gazebo @ Auditorium Shores	72 Days Ago	Pleasant Valley Bridge & Prado St. (NE Corner)	6 Days Ago	Pecan Garden Opens Community
712 Days Ago	Trails Of Oak Hill	72 Days Ago	163 & O5	5 Days Ago	Camp Esperanza
582 Days Ago	First Worker's	72 Days Ago	Waterloo Park	4 Days Ago	Downtown Bus Stop
507 Days Ago	Waterloo Terrace Apartments	67 Days Ago	Mom and Pop's House	4 Days Ago	ARCH
502 Days Ago	Llano Street Apartments	65 Days Ago	Pease Park	3 Days Ago	Heron Hollow Neighborhood Park
467 Days Ago	Country Aire Mobile Home Park	63 Days Ago	Home of Debbie Rodriguez	3 Days Ago	Thurmond Heights
449 Days Ago	Greyhound Station	60 Days Ago	Austin Cameron Road & Raegan Hill Drive	3 Days Ago	Booker T. Washington Terrace
429 Days Ago	Buford Tower	59 Days Ago	Colony Creek Neighborhood	3 Days Ago	Blue Bonnet Courts
426 Days Ago	Travis Heights Christian			3 Days Ago	West Loop Neighborhood
					Wooten Park Neighborhood

Under the suggested location tab is the “VIEW YESTERDAY” section which showcases the previous day locations that were taken, the locations that were taken are shown as blue trucks in the map.

In the next section below “view yesterday” is a “VIEW STATISTICS” feature that allows you to see all the locations visited last month along with the number of times those locations were hit. This is a helpful feature to have so our volunteers can see which locations are more frequented than others.



Under the "View Statistics" section, the "VIEW LOCATIONS" tab lists all the locations displayed on the "View map" tab, sorted from lowest to highest number and in alphabetical order (A to Z). As shown in image 1, this list includes the locations, addresses, and cities where they are situated. You can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Alternatively, you can search for a specific location using the SEARCH bar located at the top right of the locations pane. Lastly, you can find the exact location of a site by utilizing the "VIEW MAP" button located under the "Action" column. This will pop up an overlay showing you the location, as demonstrated in image 2.

Image 1.

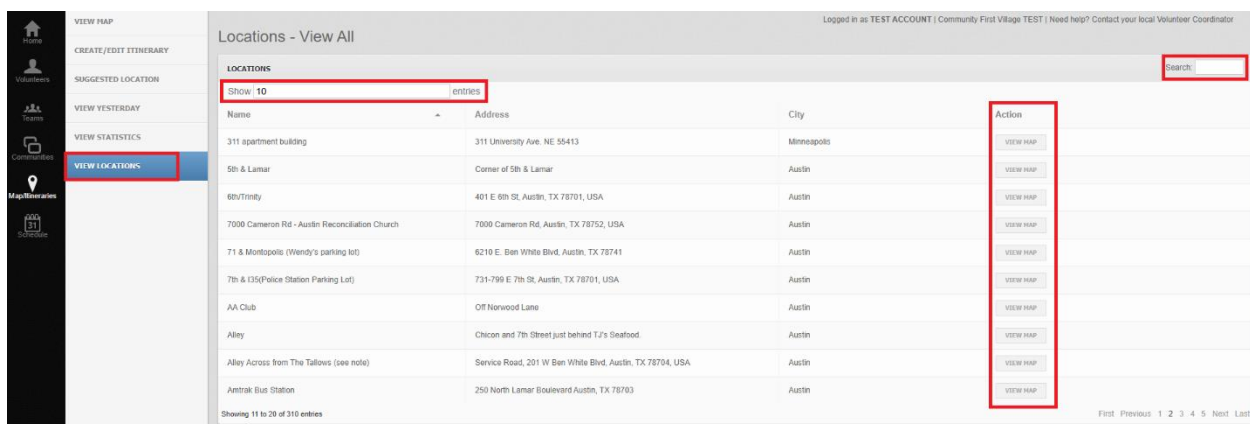
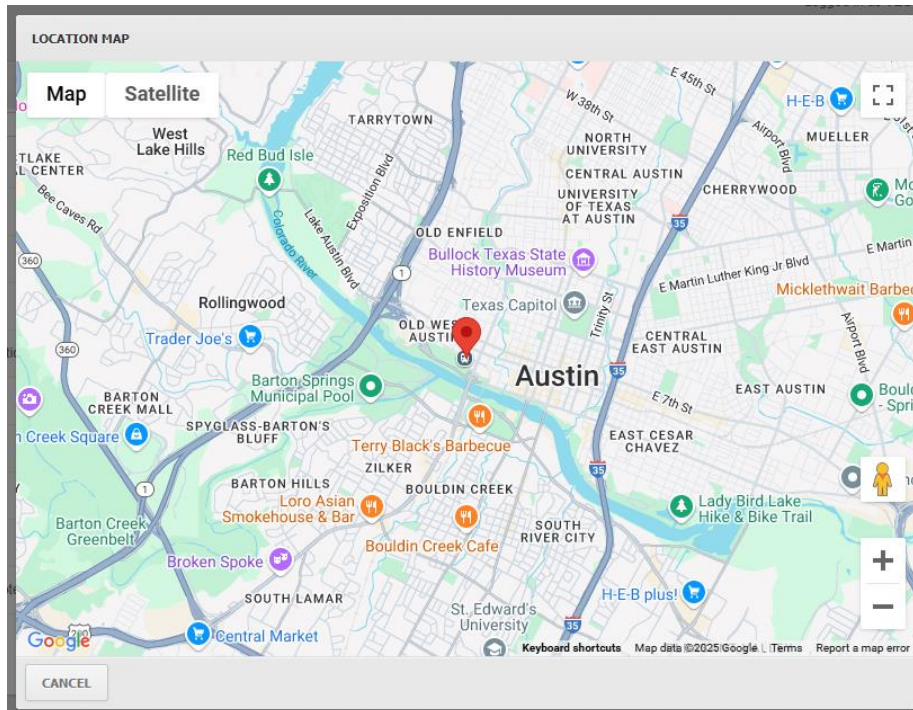


Image 2.



Schedule:

The built-in schedule feature in Tracker allows you to view your schedule, events, and calendar. When you click on "Schedule" in the left-hand pane, you will be directed to the default page, which consists of two main sections.

The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active, Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT SCHEDULE" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.

The screenshot shows the 'SCHEDULE' interface. At the top, there are filter options for 'FILTER DUTY TYPES' (Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, Other) and 'Status' (Active, Inactive, Cancelled). There are also options for 'Schedule Type' (Simple Schedule, Complete Schedule) and a 'Community' dropdown. Below the filters is a 'PRINT SCHEDULE' button and a 'RESET FILTERS' button. The main area displays a calendar for 'FEBRUARY 2025' with columns for Week 1 through Week 5. The calendar shows dates from Sunday to Saturday. Two events are highlighted: 'CFV TRUCK TEST' on Friday, February 7th (09:00 AM) and 'CFV TEST #3' on Wednesday, February 12th (01:00 PM). The 'MobileLoaves & Fishes Serving Goodness' logo is visible in the bottom left corner.

The second section within "schedule" displays all your filtered results in a calendar format, showing the weeks of the month from Week 1 to Week 5. Each week lists the corresponding dates for the days of the week, from Sunday to Saturday. For example, Sundays are listed at the top with dates such as 02, 09, 16, and 23, representing each Sunday throughout February.

In this section, you will also see each Team you are part of and the dates scheduled for itinerary runs, such as CFV TRUCK TEST and CFV TEST #3, as shown below. Additionally, there are two sections at the top right where you can view past months' schedules by selecting the desired month under "Month:" and the desired year under "Year:" (ranging from 2021 to 2025).

SCHEDULE - FEBRUARY 2025					Month: February	Year: 2025
Week 1	Week 2	Week 3	Week 4	Week 5		
Sunday						
02	09	16	23			
Monday						
03	10	17	24			
Tuesday						
04	11	18	25			
Wednesday						
05	12 CFV TEST #3 01:00 PM	19	26			
Thursday						
06	13	20	27			
Friday						
07 CFV TRUCK TEST 09:00 AM	14	21	28			
Saturday						
01	08	15	22			

Within the Schedule tab, the "Events" section displays the events organized by your community. Each event entry includes the date, time, description, and contact information of the user who set up the event. Please note that these events are not sent to the community's emails, so users must proactively check the Events tab. This section also features a search bar to locate specific events, as well as edit and delete event buttons.

To create an event, click on the green "Add Event" button, as shown in image 1. This action will open a new window where you need to fill out the required information about the event (as shown in image 2). The information includes the event name, community, contact person, phone number, date, time, and description. Once you have completed the necessary fields, click the blue "Save" button to finalize the event creation.

Image 1.

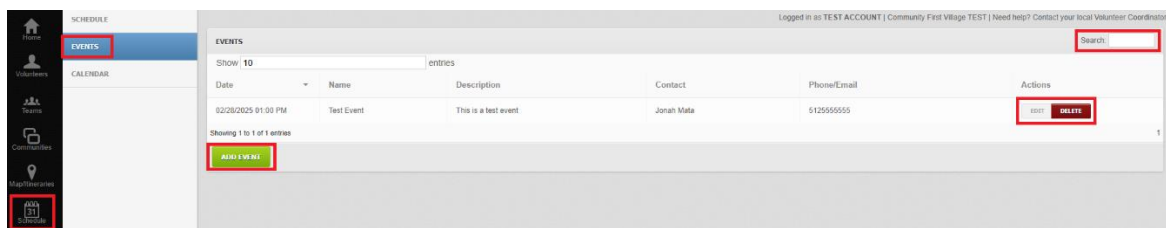
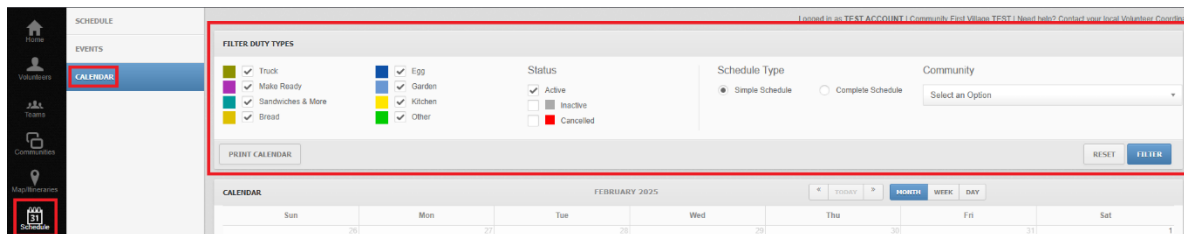


Image 2.

Lastly, below the events section is the "Calendar" tab. This tab is very similar to the schedule section (pg.14-15), The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active,

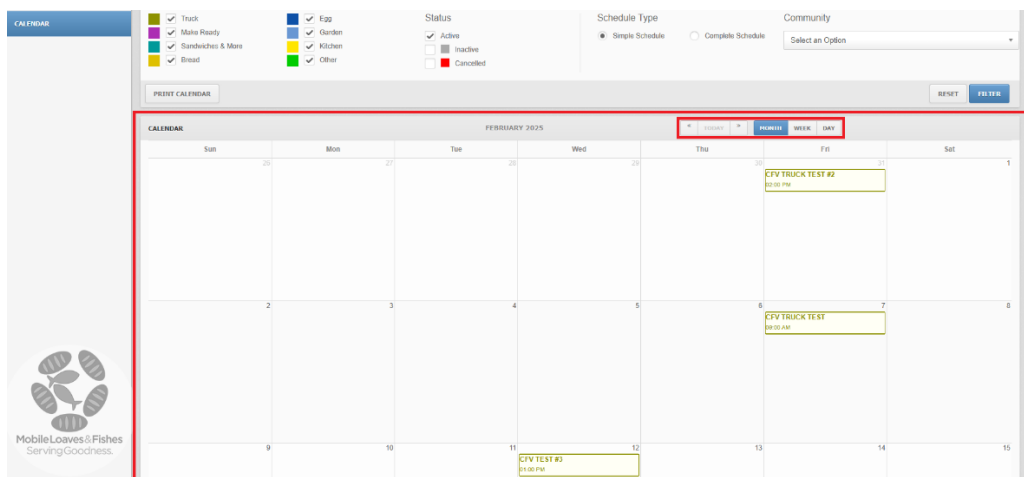
Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT CALENDAR" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.



The second section within the "Calendar" displays all your filtered results in a calendar format, based on the current month. You can switch between months, weeks, or days by clicking the left or right arrows next to the word "today."

In this section, you will also see each Team you are part of that is scheduled for an itinerary run on the corresponding date. However, please note that a marked day does not necessarily indicate a scheduled itinerary run. It is advisable to check with your commissary administrator or wait for a confirmation email once an itinerary run is finalized. For example, the dates scheduled for itinerary runs for CFV TRUCK TEST and CFV TEST #2 & 3 are shown below, but they have not been finalized. They appear only because the truck's configuration falls on those specific dates.



iii.ii Volunteer Coordinator Level

Home:

The volunteer coordinator permissions level allows you access to the homepage, Volunteers page, Teams, Communities, Map/itineraries, Schedule, Reports, EGroups, and the admin page. On the Home page, you will find your account information, which you can update, including changing your current password. This page also features a "My Teams" section, displaying any Teams you are part of, along with the time and next duty date for the truck's departure. Next to each Team, there is an "Email team" button that allows you to email that specific Team, ensuring all members receive the message. Next, the page includes a "Donate to MLF" section. Clicking this link will redirect you to a secure webpage where you can complete your donation. Lastly, there is a Contact Teams section that allows you to contact all teams in your community, click on any of the links below to create a new email to all volunteers that are members of that type of team.

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

MY INFO

TEST ACCOUNT
Community: Community First Village TEST

Email: _____ Address: 9301 Hog Eye Rd
Phone: _____ Austin, TX 78724

[UPDATE](#) [CHANGE PASSWORD](#)

DONATE TO HELP

You are all called to spend our time, talent & treasure in the work of The Lord. The average cost of each truck run performed by MLF Volunteers is \$350. Please consider a small \$10 donation today to help support this valuable ministry.

[DONATE NOW](#)

CONTACT TEAMS

If you would like to contact all teams in your community, click on any of the links below to create a new email to all volunteers that are members of that type of team.

Team Type	Number of Members
EMAIL TRUCK TEAMS	1
EMAIL PIAKE READY TEAMS	0
EMAIL SANDWICHES & MORE TEAMS	0
EMAIL BREAD TEAMS	0
EMAIL EGG TEAMS	0
EMAIL GARDEN TEAMS	0
EMAIL KITCHEN TEAMS	0
EMAIL OTHER TEAMS	0

MY TEAMS

Show 10 entries

Name	Status	Time	Type	Next Duty Date	
CFV TEST #3	Active	13:00:00	Truck	March 12, 2025	EMAIL TEAM
CFVTRUCK TEST	Active	09:00:00	Truck	March 7, 2025	EMAIL TEAM
CFVTRUCK TEST #2	Active	14:00:00	Truck	May 30, 2025	EMAIL TEAM
Test Elefant Team	Active	00:30:00	Truck	March 28, 2025	EMAIL TEAM

Showing 1 to 4 of 4 entries

Volunteers:

Located just below the "Home" page, the "Volunteers" tab provides access to various sections. Upon clicking this tab, the default page displayed is the "View All" section (refer to Image 1). From this page, users can view and edit the properties associated with their own user account. Directly below this section is the "Add a Volunteer" section (refer to Image 2), which allows users to add a volunteer who is currently in the onboarding process. For detailed instructions on adding a volunteer, please refer to the **"How to Add a Volunteer"** section on page 4.

Image 1.

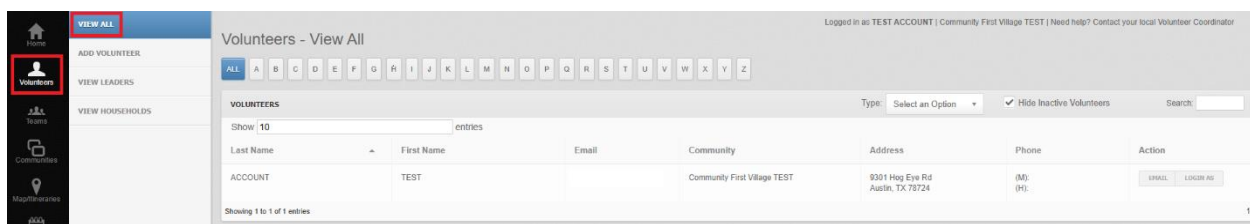


Image 2.

Next, the "View Leaders" section (refer to Image 3) allows users to filter by Community and Team to locate any Team captain from a team they are part of. If no filters are selected, a default alphabetical list of Team captains will be displayed under the "Team Leaders" section. Lastly, the "View Households" section (refer to Image 4) enables users to view all the Households that were inputted during the onboarding process of a new user. Users can search for a specific

household using the search bar in the upper right corner and can filter the entries to display 10, 25, or 100 entries.

Image 3.

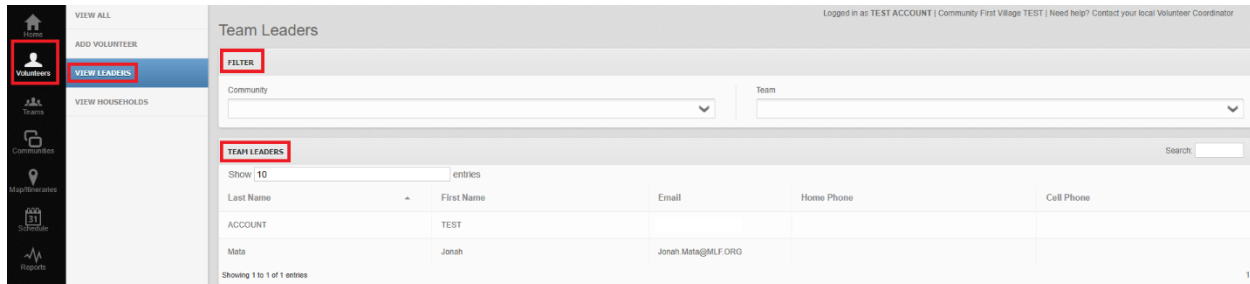
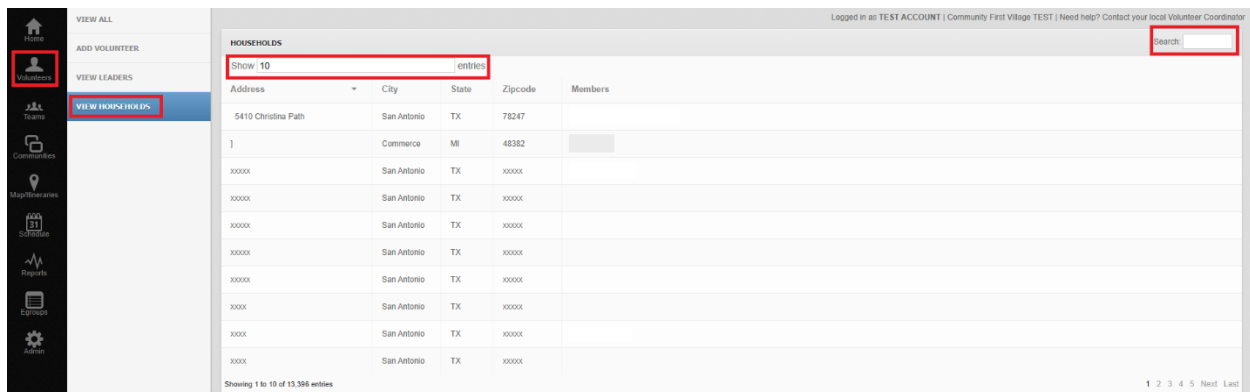


Image 4.



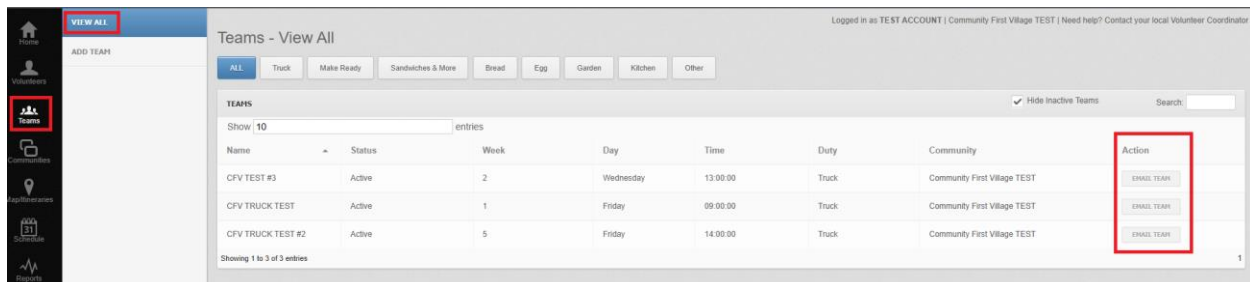
Key Features for Volunteer Coordinator:

- Login as another user
- Email users
- Remove Volunteers
- View/edit details
- Volunteer Password Change
- View Volunteer Teams
- Assign/remove to Team as Member or Captain

Teams:

Within Tracker there is a "Teams" section, upon clicking that section will direct you to the default "View All" page that displays all the Teams you are a part of. You can filter these Teams by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, and Other. To find a specific Team, use the "SEARCH"

feature by entering the Team's name. If you are part of many Teams, you can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Additionally, there is an "Email Team" button under the action column that allows you to directly email a Team if needed.



Next, below "View all" is the "Add Team" feature that can be used to create a new Team for a Community that you are a part of *Before the creation of a new Team, check with your commissary admin for approval* refer to section **ii.iii How to Create a Team** on page 5 for more information.

Key Features for Volunteer Coordinator:

- Email Team
- View Team details and edit details
- Add/Delete Team
- Members list (Captain and Members) , Add / remove members
- View and edit member details
- Member password change

Communities:

Within the Teams section, the "Communities" tab displays all the communities that volunteer, including those from Georgia, Louisiana, Massachusetts, Minnesota, Rhode Island, Tennessee, and Texas. This tab is used for designating Volunteers and Teams upon creation. All these communities fall under the umbrella of Mobile Loaves and Fishes, which serves as the parent organization for these states. In turn, the states act as parents to the commissaries within them.

For example, when viewing a specific state, you will see the commissaries under that state, making the state the parent to the commissary. Under each commissary, you can create another community that represents the origin of a Team. Refer to illustration below (image 1), which shows our Team "Community First Village TEST"

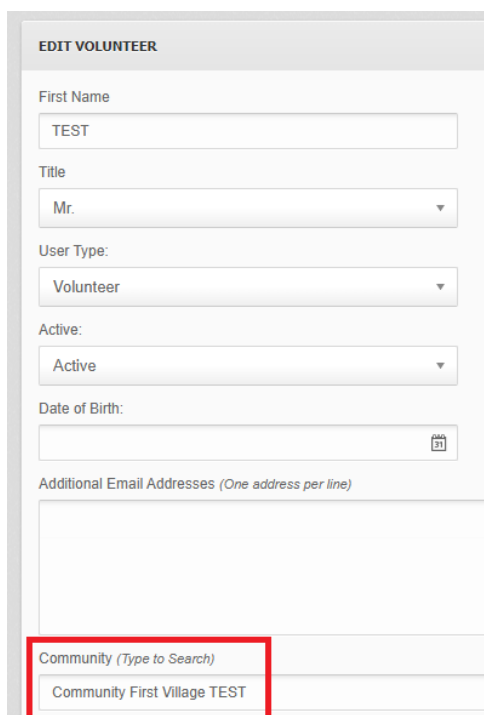
originating from Mobile Loaves and Fishes located in the "Texas-Austin Area," coming from the Community First! Village community. Image 2 below shows the community to which a volunteer is designated.

Image 1.

Community First Village TEST

Mobile Loaves and Fishes > Texas-Austin Area (austin) > Community First! Village

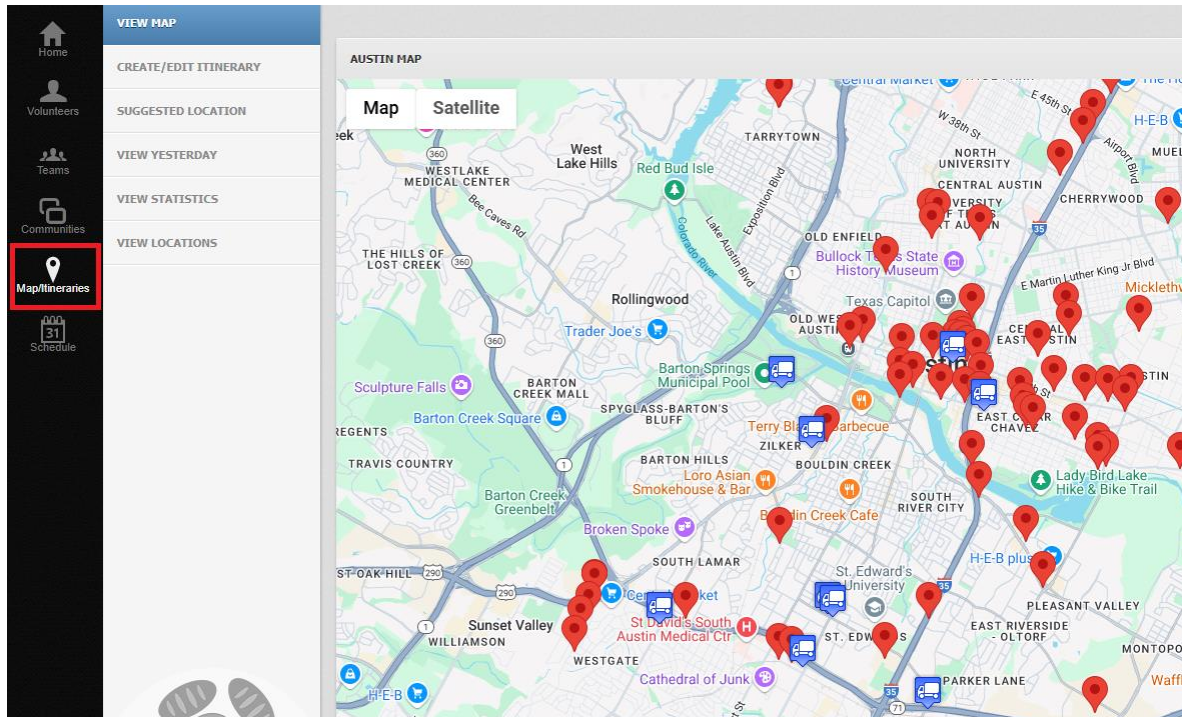
Image 2.



The screenshot shows a web form titled "EDIT VOLUNTEER". The form contains several fields: "First Name" with the value "TEST"; "Title" with a dropdown menu showing "Mr."; "User Type:" with a dropdown menu showing "Volunteer"; "Active:" with a dropdown menu showing "Active"; "Date of Birth:" with an empty date picker; "Additional Email Addresses (One address per line)" with an empty text area; and "Community (Type to Search)" with a dropdown menu showing "Community First Village TEST". A red box highlights the "Community" dropdown menu.

Maps/Itineraries:

In Tracker, the Maps/Itineraries section is designed for Team captains to create itineraries for their respective Teams. Upon clicking Maps/Itineraries, the default page will direct you to the "View map" section, which displays a map of all stops entered by volunteers, as well as the routes currently being followed by Teams for the day.



Legend:



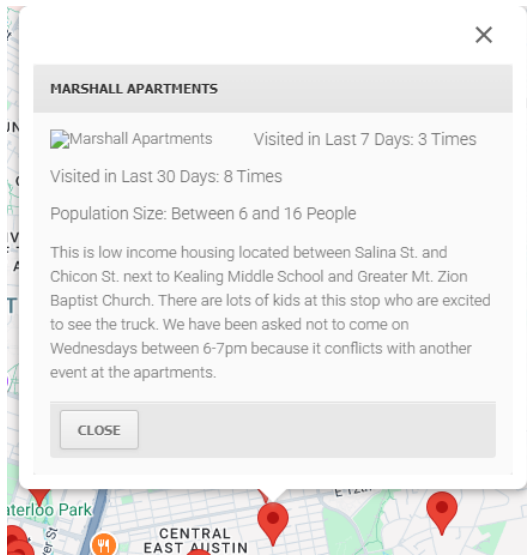
- location is taken by a Team



- available stop/location

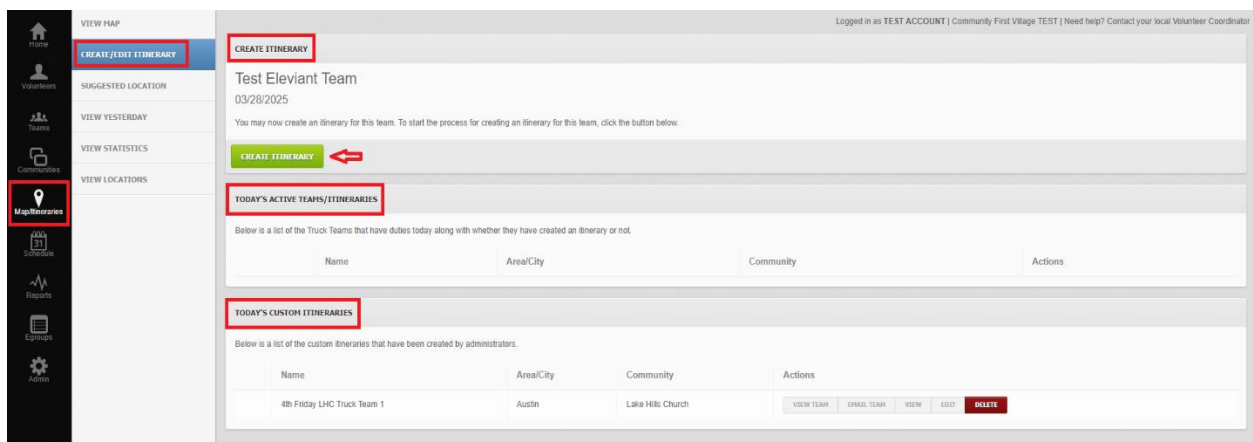
Each location is identified by a name that corresponds to its specific area, such as "Riverside & IH 35." Along with the name, a brief description is provided to help navigate to the stop or understand its significance. For example, "This is low-income housing located between Salina St. and Chicon St., next to Kealing Middle School and Greater Mt. Zion Baptist Church. There are many children at this stop who are excited to see the truck. Please note that visits are not allowed on Wednesdays between 6-7pm due to a conflicting event at the apartments."

When viewing a stop, you will also see the number of visits it has received in the last 7 and 30 days, as well as the population of the camp.



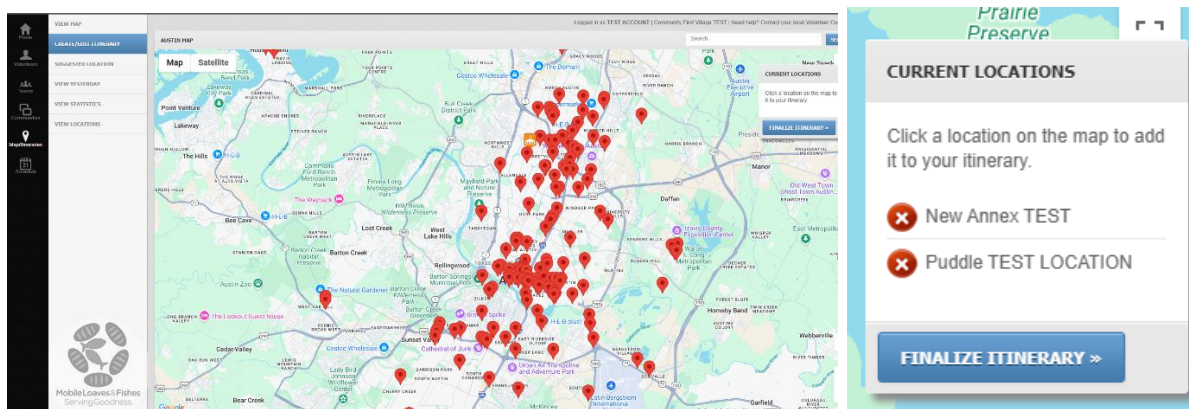
Located below the "View Map" tab, the "Create/Edit Itinerary" section enables you to create an itinerary for a scheduled team. You can begin creating an itinerary at 12:00 PM CST the day before the scheduled duty. For instance, if CFV TEST #3 is scheduled for 02/12/2025, you can start creating the itinerary at 12:00 PM CST on 02/11/2025. This feature allows volunteers to plan their routes in advance efficiently.

Below the "Create/Edit Itinerary" section, you will find a list of itineraries that are active for the day under "Today's Active Teams/Itineraries." The section below that is "Today's Custom Itineraries," which are exclusively set by the HQ admin privilege level. However, you can still view the list of itineraries that have been created.

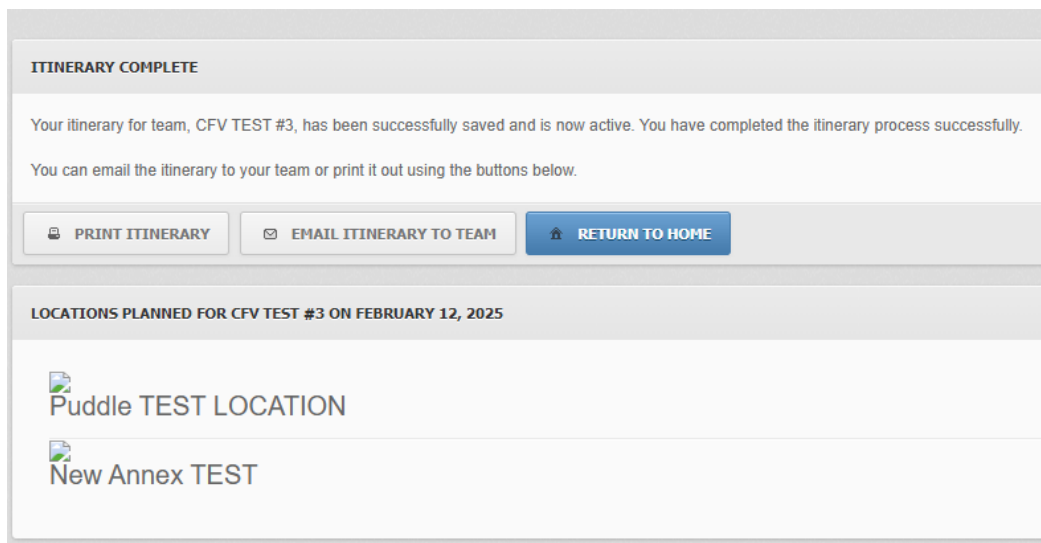


To create an itinerary, select the "CREATE ITINERARY" button, which will redirect you to the map displaying a variety of stops. Choose the desired stops by clicking on them and then selecting "ADD TO ITINERARY." The selected stops will appear in a

window labeled "Current locations." You can remove any stop from the list by clicking the "X" next to it. Once you have finalized your list of stops, click the "FINALIZE ITINERARY" button. This action will redirect you to a confirmation tab indicating that the itinerary has been successfully saved and is now active.



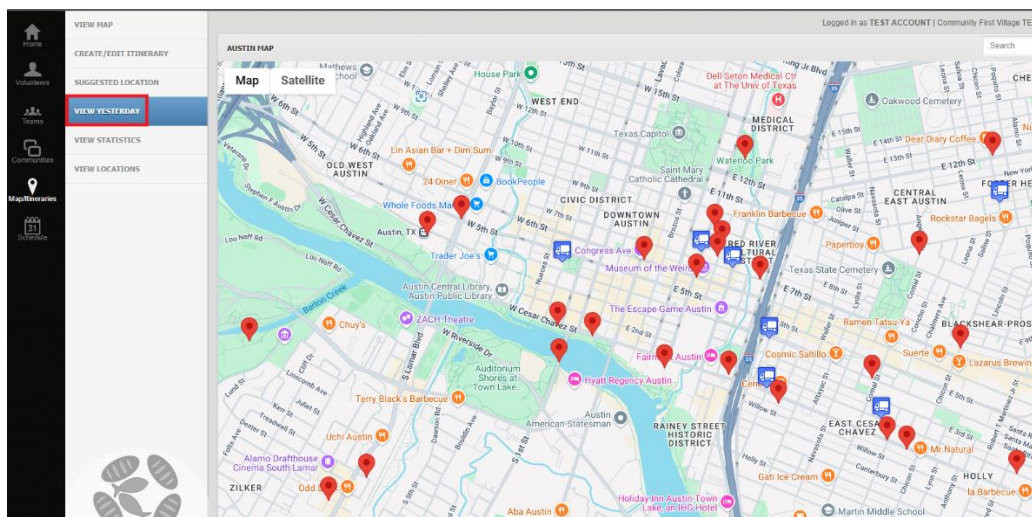
You can print the itinerary by clicking "PRINT ITINERARY" or email it to your Team by selecting "EMAIL ITINERARY TO TEAM." The planned locations and dates will be displayed below. If everything is correct, you can click "RETURN TO HOME." If you need to edit the itinerary, go back to the "Create/Edit Itinerary" section, select "EDIT ITINERARY," and follow the same process as outlined above.



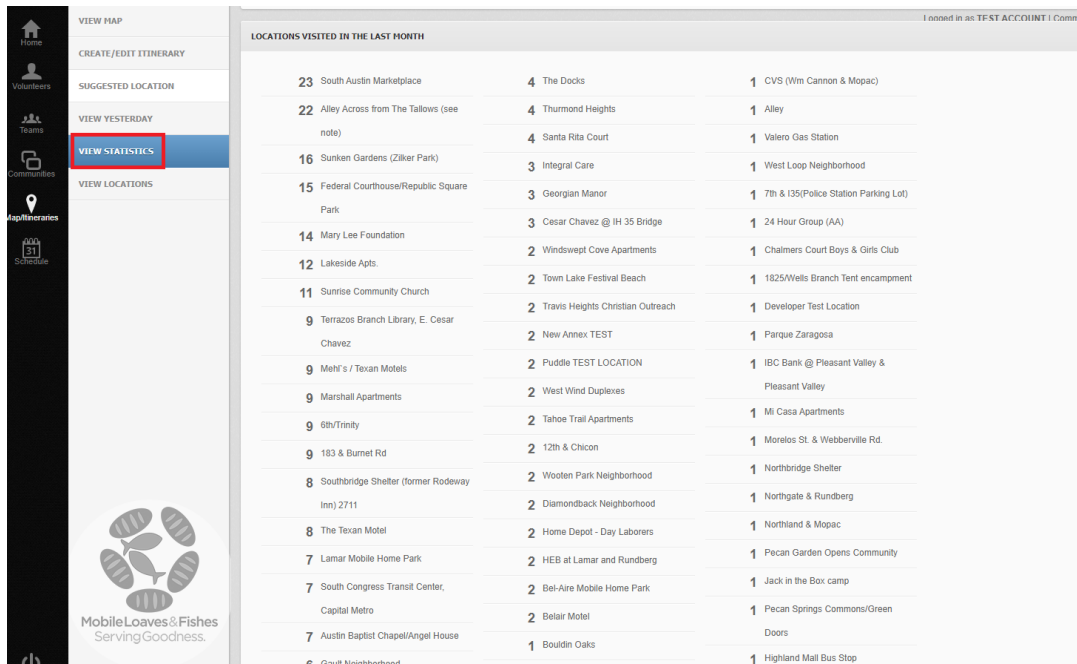
In the Map/Itineraries section there's a tab that is labeled "SUGGESTED LOCATION", this tab shows locations by date of last visit going from most days to recently visited.

VIEW MAP	CREATE/EDIT ITINERARY	SUGGESTED LOCATIONS (DATE OF LAST VISIT)			
Home	Volunteers	Never Visited	UH TEST LOCATION	108 Days Ago	Walmart parking lot and surrounding area
Volunteers	SUGGESTED LOCATION	Never Visited	Cameron Road	108 Days Ago	Walmart parking lot and surrounding area
Teams	VIEW YESTERDAY	Never Visited	Formerly Homeless - Waterloo Terrace	108 Days Ago	Slaughter & Manchaca, Home Depot and Shell station
Communities	VIEW STATISTICS	Never Visited	Tarrytown	84 Days Ago	HUB TEST LOCATION
MapItinerary	VIEW LOCATIONS	Never Visited	P4 TEST LOCATION	80 Days Ago	24th & Guadalupe St
MapItinerary		1306 Days Ago	Trails Of Oak Hill	80 Days Ago	Amtrak Bus Station
MapItinerary		1030 Days Ago	Hardy Boarding House	80 Days Ago	7000 Cameron Rd - Austin Reconciliation Church
MapItinerary		845 Days Ago	Reserve Apartments	80 Days Ago	University Presbyterian Church Austin
MapItinerary		839 Days Ago	Catholic Worker House	80 Days Ago	University Presbyterian Church Austin
MapItinerary		832 Days Ago	Round Mountain Baptist Church	79 Days Ago	First Baptist Church
MapItinerary		766 Days Ago	St. Andrews Presbyterian Church	73 Days Ago	Golden Meadow Neighborhood
MapItinerary		716 Days Ago	Victory Outreach Women's Home	72 Days Ago	5th & Lamar
MapItinerary		715 Days Ago	Gazebo @ Auditorium Shores	72 Days Ago	Pleasant Valley Bridge over Town Lake
MapItinerary		712 Days Ago	Trails Of Oak Hill	72 Days Ago	Pleasant Valley Bridge & Prado St. (NE Corner)
MapItinerary		582 Days Ago	First Worker's	72 Days Ago	163 & O5
MapItinerary		507 Days Ago	Waterloo Terrace Apartments	72 Days Ago	Waterloo Park
MapItinerary		502 Days Ago	Llano Street Apartments	67 Days Ago	Mom and Pop's House
MapItinerary		467 Days Ago	Country Aline Mobile Home Park	63 Days Ago	Pease Park
MapItinerary		449 Days Ago	Greyhound Station	60 Days Ago	Home of Debbie Rodriguez
MapItinerary		429 Days Ago	Buford Tower	59 Days Ago	Austin Cameron Road & Raegan Hill Drive
MapItinerary		426 Days Ago	Travis Heights Christian	59 Days Ago	Colony Creek Neighborhood
MapItinerary				10 Days Ago	Jack in the Box camp
MapItinerary				10 Days Ago	Alley Across from The Tallows (see note)
MapItinerary				10 Days Ago	Lamar and Masterson Pass
MapItinerary				9 Days Ago	Northland & Mopac
MapItinerary				9 Days Ago	Windswept Cove Apartments
MapItinerary				9 Days Ago	Camps near Townhollow
MapItinerary				9 Days Ago	West Wind Duplexes
MapItinerary				9 Days Ago	Town Lake Festival Beach
MapItinerary				9 Days Ago	Bus stop on Chalmers
MapItinerary				9 Days Ago	Tahoe Trail Apartments
MapItinerary				9 Days Ago	IBC Bank @ Pleasant Valley & Pleasant Valley
MapItinerary				6 Days Ago	Santa Rita Court
MapItinerary				6 Days Ago	Pecan Garden Opens Community
MapItinerary				6 Days Ago	Camp Esperanza
MapItinerary				5 Days Ago	Downtown Bus Stop
MapItinerary				4 Days Ago	ARCH
MapItinerary				4 Days Ago	Heron Hollow Neighborhood Park
MapItinerary				3 Days Ago	Thurmond Heights
MapItinerary				3 Days Ago	Booker T. Washington Terrace
MapItinerary				3 Days Ago	Blue Bonnet Courts
MapItinerary				3 Days Ago	West Loop Neighborhood
MapItinerary				3 Days Ago	Wooten Park Neighborhood

Under the suggested location tab is the “VIEW YESTERDAY” section which showcases the previous day locations that were taken, the locations that were taken are shown as blue trucks in the map.



In the next section below “view yesterday” is a “VIEW STATISTICS” feature that allows you to see all the locations visited last month along with the number of times those locations were hit. This is a helpful feature to have so our volunteers can see which locations are more frequented than others.



Under the "View Statistics" section, the "VIEW LOCATIONS" tab lists all the locations displayed on the "View map" tab, sorted from lowest to highest number and in alphabetical order (A to Z). As shown in image 1, this list includes the locations, addresses, and cities where they are situated. You can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Alternatively, you can search for a specific location using the SEARCH bar located at the top right of the locations pane. Lastly, you can find the exact location of a site by utilizing the "VIEW MAP" button located under the "Action" column. This will pop up an overlay showing you the location, as demonstrated in image 2.

Image 1.

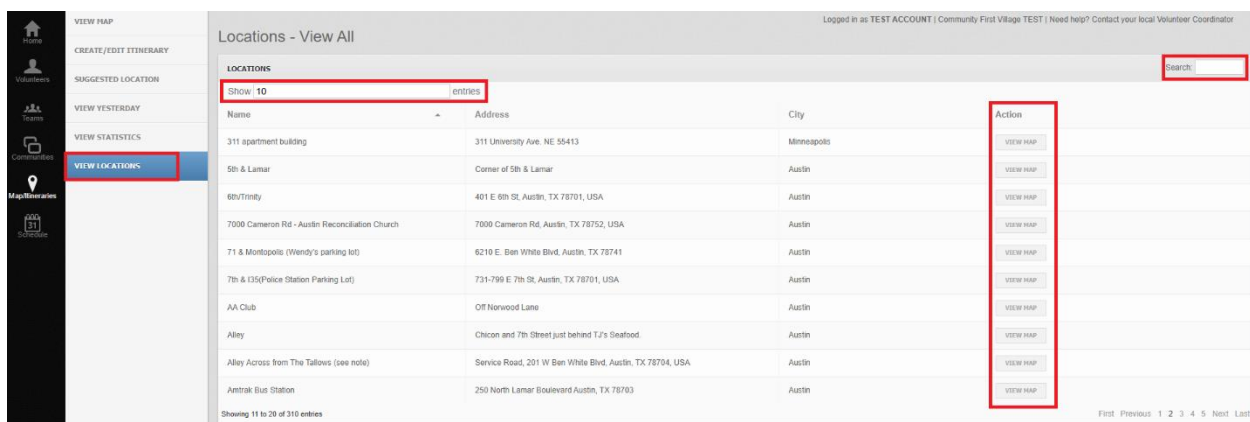
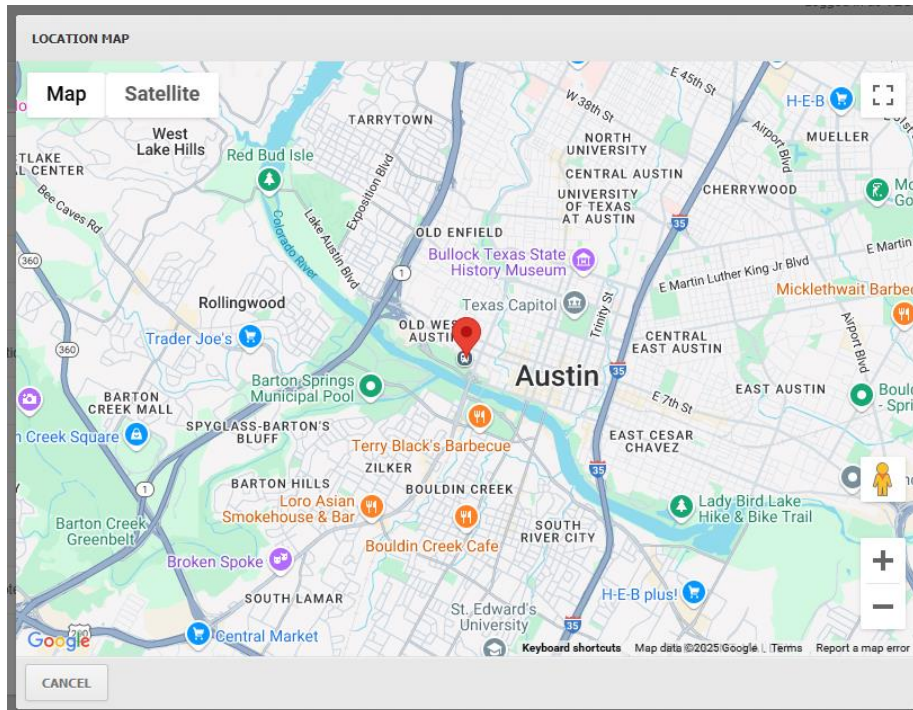


Image 2.



Schedule:

The built-in schedule feature in Tracker allows you to view your schedule, events, and calendar. When you click on "Schedule" in the left-hand pane, you will be directed to the default page, which consists of two main sections.

The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active, Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT SCHEDULE" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.

The screenshot shows the 'SCHEDULE' interface. At the top, there are filter options for 'FILTER DUTY TYPES' (Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, Other) and 'Status' (Active, Inactive, Cancelled). There are also options for 'Schedule Type' (Simple Schedule, Complete Schedule) and a 'Community' dropdown. Below the filters is a 'PRINT SCHEDULE' button and a 'RESET FILTERS' button. The main area is a calendar for 'FEBRUARY 2025' showing weeks 1 through 5. The calendar displays dates from Sunday to Saturday. Two events are highlighted: 'CFV TRUCK TEST' on Friday, February 7th (09:00 AM) and 'CFV TEST #3' on Wednesday, February 12th (01:00 PM). The 'MobileLoaves & Fishes Serving Goodness' logo is visible in the bottom left corner.

The second section within "schedule" displays all your filtered results in a calendar format, showing the weeks of the month from Week 1 to Week 5. Each week lists the corresponding dates for the days of the week, from Sunday to Saturday. For example, Sundays are listed at the top with dates such as 02, 09, 16, and 23, representing each Sunday throughout February.

In this section, you will also see each Team you are part of and the dates scheduled for itinerary runs, such as CFV TRUCK TEST and CFV TEST #3, as shown below. Additionally, there are two sections at the top right where you can view past months' schedules by selecting the desired month under "Month:" and the desired year under "Year:" (ranging from 2021 to 2025).

SCHEDULE - FEBRUARY 2025					Month: February	Year: 2025
Week 1	Week 2	Week 3	Week 4	Week 5		
Sunday						
02	09	16	23			
Monday						
03	10	17	24			
Tuesday						
04	11	18	25			
Wednesday						
05	12 CFV TEST #3 01:00 PM	19	26			
Thursday						
06	13	20	27			
Friday						
07 CFV TRUCK TEST 09:00 AM	14	21	28			
Saturday						
01	08	15	22			

Within the Schedule tab, the "Events" section displays the events organized by your community. Each event entry includes the date, time, description, and contact information of the user who set up the event. Please note that these events are not sent to the community's emails, so users must proactively check the Events tab. This section also features a search bar to locate specific events, as well as edit and delete event buttons.

To create an event, click on the green "Add Event" button, as shown in image 1. This action will open a new window where you need to fill out the required information about the event (as shown in image 2). The information includes the event name, community, contact person, phone number, date, time, and description. Once you have completed the necessary fields, click the blue "Save" button to finalize the event creation.

Image 1.

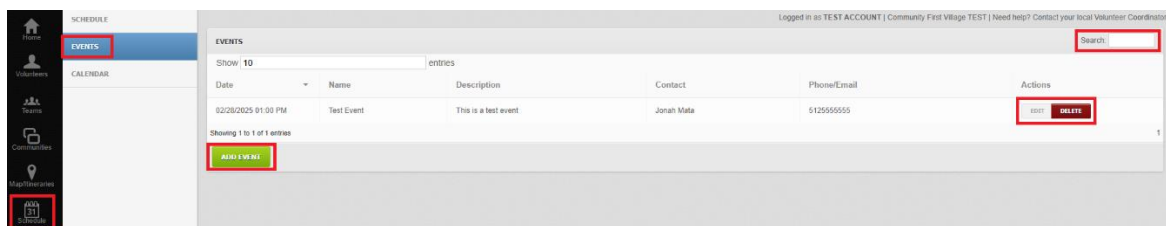
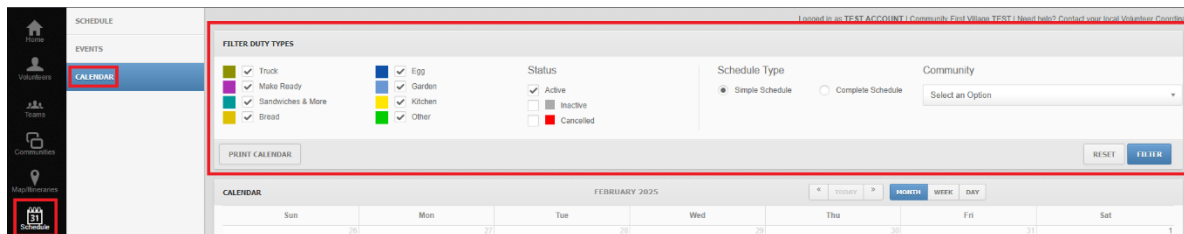


Image 2.

Lastly, below the events section is the "Calendar" tab. This tab is very similar to the schedule section (pg.14-15), The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active,

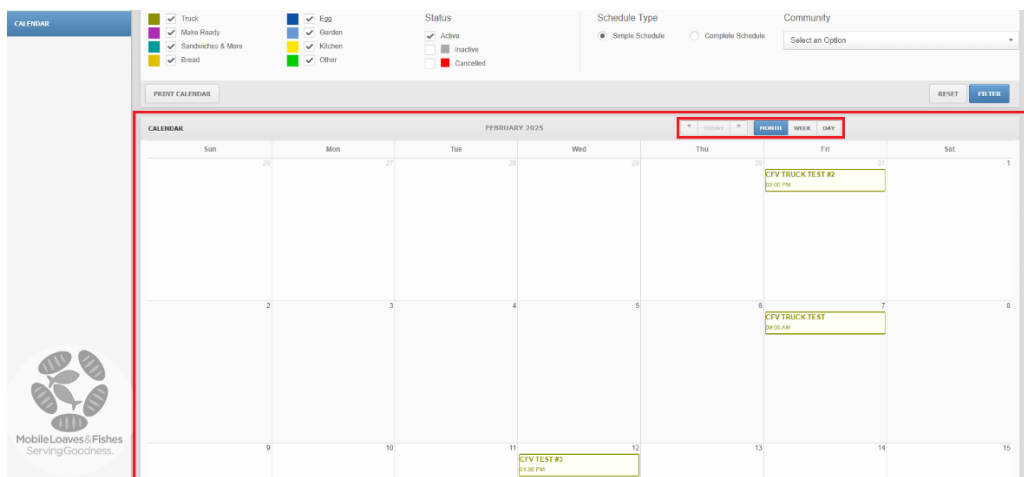
Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT CALENDAR" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.



The second section within the "Calendar" displays all your filtered results in a calendar format, based on the current month. You can switch between months, weeks, or days by clicking the left or right arrows next to the word "today."

In this section, you will also see each Team you are part of that is scheduled for an itinerary run on the corresponding date. However, please note that a marked day does not necessarily indicate a scheduled itinerary run. It is advisable to check with your commissary administrator or wait for a confirmation email once an itinerary run is finalized. For example, the dates scheduled for itinerary runs for CFV TRUCK TEST and CFV TEST #2 & 3 are shown below, but they have not been finalized. They appear only because the truck's configuration falls on those specific dates.



Reports:

The "Reports" tab, which consists of sections to generate various reports. To generate a "Team Captains Report," select your community using the drop-down arrow, then click "RUN REPORT." Once the report is generated, click "open file" in the top right corner of your browser to view it (refer to Image 2).

Within the same tab, you can configure a "Locations Report" by date. Adjust the Start and End dates, and select the community for which you want to run the locations report. Once configured, click "Run Report," then click "open file" in the top right corner of your browser to view the report (refer to Image 3).

Lastly, the "Reports" section at the bottom of the page consists of five different reports:

- **Short Report:** Displays a list of volunteers who are members of teams organized by Community and Duty in short format. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer First Name, Volunteer Last Name.
- **Long Report:** Displays a list of all volunteers in the tracker and the teams they belong to, organized by Community and Team Type. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer ID, Volunteer Username, Volunteer First Name, Volunteer Last Name, Email, Phone, Alternate Phone, Address, City, State, Zip Code.
- **Members Report:** Displays a list of all volunteers in the tracker. The report contains the following fields: Volunteer Last Name, Volunteer First Name, Area Name, Community Name, Email, Phone, Alternate Phone, Address, City, State, Zip Code.
- **Truck/Make Ready Report:** Displays a list of all volunteers who are members of either a truck or make ready team. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer First Name, Volunteer Last Name.
- **Families of MLF Report:** Displays a list of families that are volunteers with MLF, organized by family name. The report contains the following fields: Family Name, Address, State, Zip Code, Primary Volunteer Email Address, Phone, Community, Primary Volunteer First Name, Secondary Volunteer First Name.

Clicking on any of these reports will generate a download in the top right corner. Click "open file" to view the corresponding report.

Image 1.

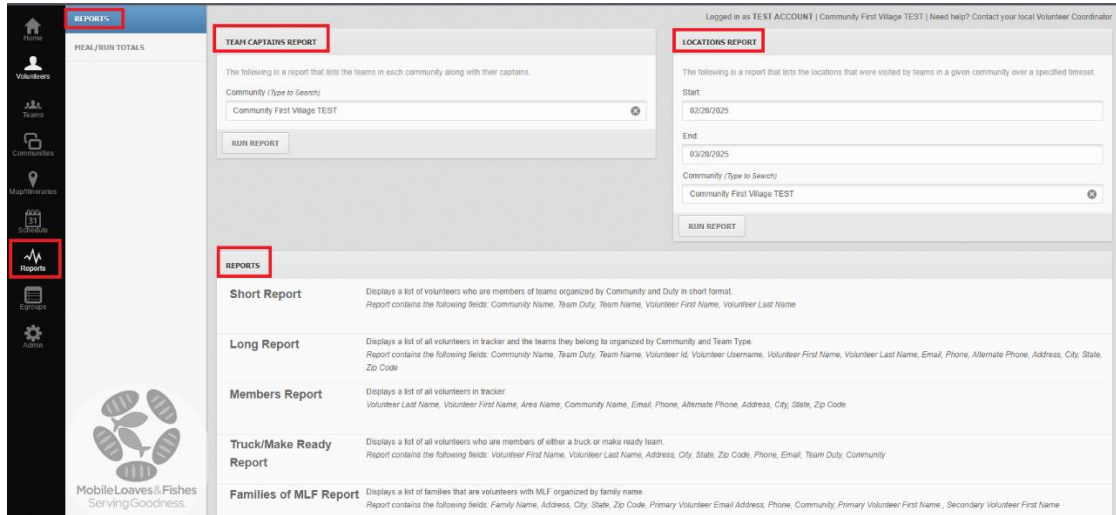


Image 2.

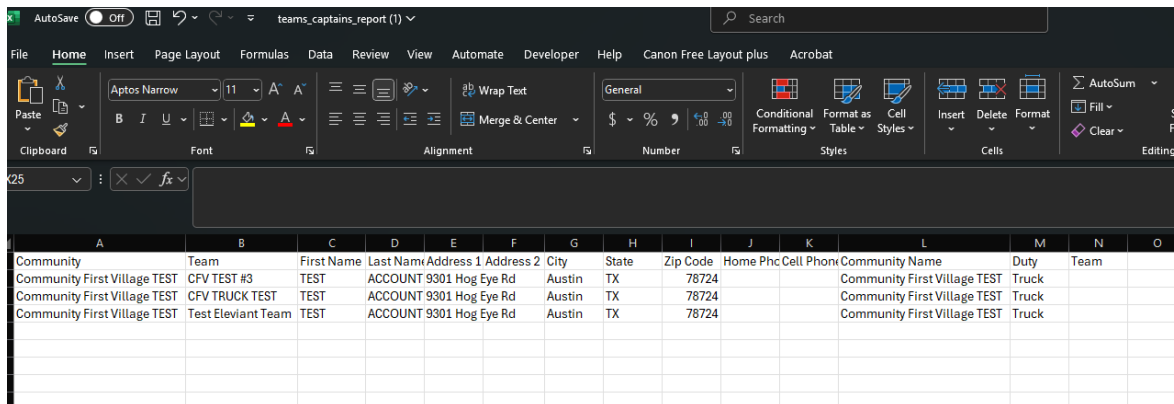
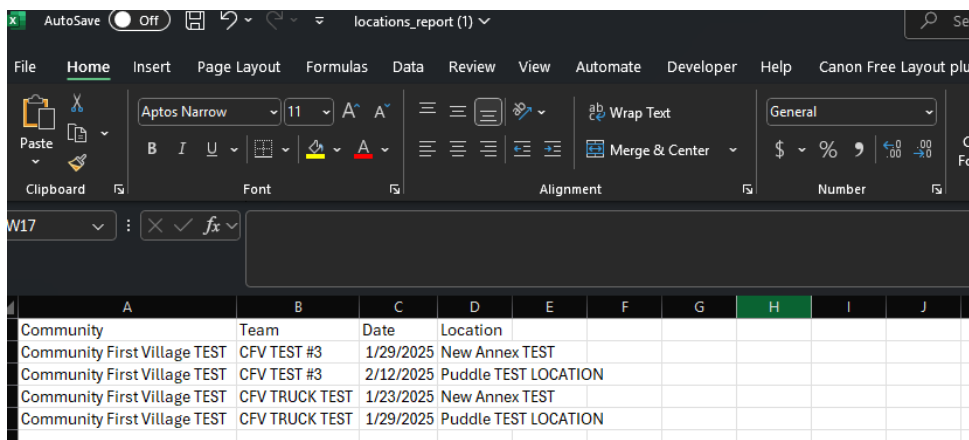
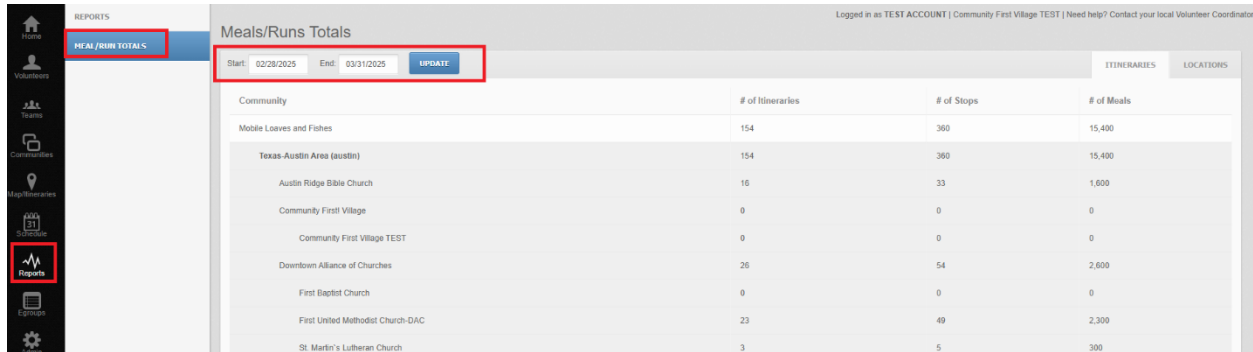


Image 3.

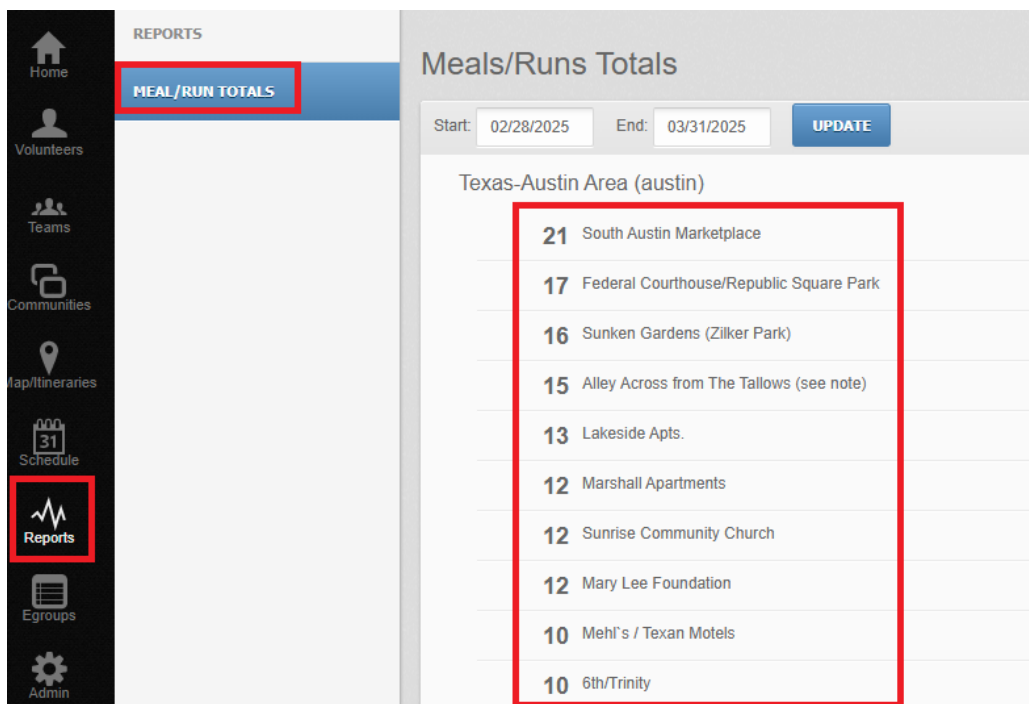


Below the "Reports" tab is the "Meal/Runs Totals" tab. This tab allows users to filter results by selecting a Start and End date, then clicking "Update" to populate the totals for the specified date range. Once the data is populated, the results will be displayed under the columns: Community, Number of Itineraries, Number of Stops, and Number of Meals. The total number of itineraries will always be aligned with the Community "Mobile Loaves & Fishes," as this is the overarching community under which all other communities fall.



Community	# of Itineraries	# of Stops	# of Meals
Mobile Loaves and Fishes	154	360	15,400
Texas-Austin Area (austin)	154	360	15,400
Austin Ridge Bible Church	16	33	1,600
Community First Village	0	0	0
Community First Village TEST	0	0	0
Downtown Alliance of Churches	26	54	2,600
First Baptist Church	0	0	0
First United Methodist Church-DAC	23	49	2,300
St. Martin's Lutheran Church	3	5	300

Next, to the right of the "Itineraries" tab is the "Locations" tab. This tab allows users to view the number of times a location has been visited within its respective area. For example, in the Texas-Austin Area, users can see all the locations that volunteers have visited from 2/28/25 to 3/31/25.



Location	Number of Visits
South Austin Marketplace	21
Federal Courthouse/Republic Square Park	17
Sunken Gardens (Zilker Park)	16
Alley Across from The Tallows (see note)	15
Lakeside Apts.	13
Marshall Apartments	12
Sunrise Community Church	12
Mary Lee Foundation	12
Meh's / Texan Motels	10
6th/Trinity	10

EGroups:

EGroups are virtual groupings of MLF volunteers that allow MLF members the ability to email specialty groups. Each Egroup below has a **short name**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Egroup. For example, if you want to send an email to a group called "mygroup", you'll send an email to *mygroup@mlfgroups.org* and Tracker will deliver that message to all members of the egroup. **You must be a member of the egroup that you are sending to in order for the message to be delivered.**

The screenshot shows the 'EGROUPS' page. The sidebar on the left has the 'EGROUPS' tab highlighted. The main content area displays a list of 'CURRENT EGROUPS' with the following data:

Name	Short Name	Community	Action
ARBC MLF Truck Team	ARBC MLF Truck Team	Austin Ridge Bible Church	EDIT EMAIL DELETE
Austin Volunteer Coordinators	austinvcs	Texas-Austin Area (austin)	EDIT EMAIL DELETE
DAC Team Captains	dac captains	Downtown Alliance of Churches	EDIT EMAIL DELETE
Donations	donations	Mobile Loaves and Fishes	EDIT EMAIL DELETE
Downtown Alliance of Churches Volunteers	dac volunteers	Downtown Alliance of Churches	EDIT EMAIL DELETE
Drivers @ Riverbend	rdrivers	Riverbend Church	EDIT EMAIL DELETE
Management Strategy Committee	strategy	Mobile Loaves and Fishes	EDIT EMAIL DELETE
MLF Leaders	mlfleaders	Mobile Loaves and Fishes	EDIT EMAIL DELETE
MLF Staff	staff	Saint John Neumann Catholic Church	EDIT EMAIL DELETE
Past	noivolunteers	Trinity Episcopal Church	EDIT EMAIL DELETE

Below the default "EGroups" page is the "Add Egroup" tab. To properly configure a group, you need to provide the following details: Name, Short Name, Community, and Description. Once these fields are filled out, click "Save" to complete the configuration.

The screenshot shows the 'CREATE EGROUP' form. The 'ADD EGROUP' tab is highlighted in the sidebar. The form contains the following fields:

- Name**: Text input field.
- Short Name**: Text input field with a help icon.
- Community**: Dropdown menu.
- Description**: Text area.
- SAVE** and **CANCEL** buttons.

Next, below the Add Egroup tab is the "Reminders" tab. Reminders are scheduled emails that are assigned to groups and that function to notify these groups about reoccurring meetings, events, or actions. Each reminder contains a message and is assigned to a group along with a reoccurring date that the reminder should be sent.

EGROUPS

ADD EGROUP

REMINDERS

VIRTUAL EGROUPS

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

REMINDERS

Reminders are scheduled emails that are assigned to groups and that function to notify these groups about recurring meetings, events, or actions. Each reminder contains a message and is assigned to a group along with a recurring date that the reminder should be sent.

CURRENT REMINDERS Search:

Show 10 entries

Group	Week of Month	Day of Week	Message	Action
No matching records found				

Showing 1 to 2 of 2 entries

ADD REMINDER

To create a reminder, click on “add reminder” and fill out the information that you want the reminder to consist of and click save. Key information to fill out:

- Egroup
- Week of the Month
- Day of Week
- First Reminder Occurrence
- Second Reminder
- Message

CREATE NEW REMINDER

Egroup
Test EGroup

Week of the Month
First

Day of Week
Sunday

First Reminder Occurrence ?
Same Day

Second Reminder ?
Same Day

Message

SAVE CANCEL

Finally, the last tab under EGroups is “Virtual Egroups”, Virtual Egroups are special groupings of MLF volunteers that allow MLF Admins the ability to email specialty groups. Each Egroup below has a **short name if it does not have a short name you will not be able to send an email**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Virtual Egroup. For example, if you want to send an email to a group called "all", you'll

send an email to all@mlfgroups.org and Tracker will deliver that message to all members of the virtual egroup.

You must be a member of the egroup that you are sending to in order for the message to be delivered.

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

VIRTUAL EGROUPS

Virtual Egroups are special groupings of MLF volunteers that allow MLF Admins the ability to email specialty groups. Each Egroup below has a **short name**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Virtual Egroup. For example, if you want to send an email to a group called "all", you'll send an email to all@mlfgroups.org and Tracker will deliver that message to all members of the virtual egroup.

You must be a member of the egroup that you are sending to in order for the message to be delivered.

CURRENT VIRTUAL EGROUPS Search:

Show 10 entries

Name	Short Name	Description	Action
All	all	Virtual Egroup for the All community. Only VCs, Community Admins, and HQ Admins may send emails to it at all@mlfgroups.org	EMAIL DEACTIVATE
Austin Truck Captains	austin-truck-captains	Virtual Egroup for the Austin Truck Captains community. Only VCs, Community Admins, and HQ Admins may send emails to it at austin-truck-captains@mlfgroups.org	EMAIL DEACTIVATE

Admin:

When navigating to the admin tab the default page of MLF University will be selected, when you click on MLF University a new window opens in a new tab, this window is a subpart of our website <https://mlf.org>.

Tracker University is an essential part of the Tracker tool designed to support and train volunteers at Mobile Loaves & Fishes. It offers a variety of resources, including instructional guides, interactive modules, and best practices to ensure volunteers are well-equipped to use Tracker efficiently.

Tracker University



Make Ready

If You Cannot Fulfill Your Shift Commitment
Hot Weather Checklist



Volunteers

Please adjust these form for your local
commissary



Egg Ministry

Please adjust these form for your local
commissary

Key Features:

1. **Training Modules:** Interactive modules that cover different aspects of using Tracker, from basic navigation to advanced functionalities.
2. **Instructional Guides:** Step-by-step guides that provide detailed instructions on how to perform various tasks within Tracker.
3. **Best Practices:** Tips and recommendations to help volunteers maximize their effectiveness and ensure smooth operations.

Next, within the admin section, there is a tab named "MLF Tracker Knowledge Base." The MLF Tracker Knowledge Base consists of articles sorted into specific categories, including Email/Egroups and Salesforce. These articles can help users better understand key features of Tracker such as:

- Sending Email from within Tracker
- Global Email Whitelist
- Egroups Locking
- Etc...

Mobile Loaves and Fishes Knowledge Base

Have a question? Ask or enter

Article Categories

Email/Egroups(5)

- [Sending Email from Within Tracker](#)
- [Global Email Whitelist](#)
- [Virtual Egroups](#)
- [Egroups Locking](#)
- [Explanation of Egroups Process](#)

Salesforce(3)

- [Salesforce Volunteer Mappings](#)
- [Salesforce Team Mappings](#)
- [Salesforce Community Mappings](#)

Uncategorized(0)

Below the "MLF Tracker Knowledge Base" tab is the "Meals Module" tab. This module allows MLF admins to track additional instances of food delivery that occur

outside the scope of normal truck runs, ensuring an accurate count of the actual services provided by Mobile Loaves. If you have participated in an event that provided meals to our constituency outside of a truck run, please enter it in the Meals Module.

MLF UNIVERSITY

MLF TRACKER KNOWLEDGE BASE

MEALS MODULE

PROCESSED MESSAGES

SIGNUPS MODULES

Logged in as: TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

MEALS

The meals module allows MLF admins to track extra instances of food delivery that occur outside the scope of normal truck runs. This allows us to keep track of an accurate count of the actual services that Mobile Loaves provides. If you have participated in an event that provided meals to our constituency outside of a truck run, please enter it below.

CURRENT MEALS

Show: 10 entries

Description	Number of Meals	Community	Date/Time	Action
St. Joan of Arc/Knox (*total meals served in April 2015 2,435	1275	St. Joan of Arc Catholic Church	May 21, 2015	EDIT DELETE
Walte House 150 meals	150	St. Joan of Arc Catholic Church	May 21, 2015	EDIT DELETE
Collaborative Village	100	St. Joan of Arc Catholic Church	May 5, 2015	EDIT DELETE
Lyndale Manor & Salvation Army	150	St. Joan of Arc Catholic Church	May 20, 2015	EDIT DELETE
St. Joan of Arc 1st Sunday	130	St. Joan of Arc Catholic Church	May 3, 2015	EDIT DELETE
Collaborative Village & Salvation Army	150	St. Joan of Arc Catholic Church	May 12, 2015	EDIT DELETE
Nicollet Square & Salvation Army	150	St. Joan of Arc Catholic Church	May 25, 2015	EDIT DELETE
St. Joan's 2nd Tuesday of the month	150	St. Joan of Arc Catholic Church	April 14, 2015	EDIT DELETE
3rd Tuesday - SJA	175	St. Joan of Arc Catholic Church	May 19, 2015	EDIT DELETE
3rd Friday to St. Christopher/ Dorothy Day	150	St. Joan of Arc Catholic Church	May 15, 2015	EDIT DELETE

Showing 1 to 10 of 1,060 entries

ADD MEAL

1 2 3 4 5 Next Last

To add a meal, click on "Add Meal" and enter the following details: description of the meal entry, community, meal count, and date/time. After filling out this information, press "Save." All meals are saved under the "Current Meals" section, where you can view the description, number of meals, community, and date/time. You can also edit or delete any entry you have inputted.

CREATE MEAL ENTRY

Description

Community (Type to Search)

Date/Time

Meal Count

0

SAVE CANCEL

Next Volunteer coordinators are able to see a new tab below the Meals Module named "Processed messages". However, they are not authorized access/able to view the page. If you want to gain access to this page you will need to be a "Community admin".

Lastly, the Signups Module is the last section a volunteer coordinator can interact with. The Mobile Loaves and Fishes Signups module is available for Volunteer Coordinators to manage events and provide opportunities for individuals to volunteer to serve in some capacity inside slots in those events. If you would like to

track an event and manage your volunteers for that event, you can visit the URL by clicking on “Go to signups”.



To login as an admin, click on the Admin Login button at the bottom of the page.

MLF Events

Event

Copyright © 2025 Mobile Loaves and Fishes

Admin Login

The username is **mlfadmin** and the password is **Mlf4dm1n13**, click “login”. From here you can view new/old events that have been posted by other volunteers you can also start adding new events by clicking on “Add new event” and fill out the information required regarding the event, after you are finished click “Submit”. The information is as follows:

- Date
- Name
- Admin Contact Email Address
- Description

Add Event

Date

Name

Admin Contact Email Address

Description

MLF Events

Add New Event

Event

MLF/SJN Christmas Shopping List - December 18, 2024

View Slots

We need gifts for Christmas Day. Your generosity is greatly appreciated!

GIFTS WILL NO LONGER BE WRAPPED OR IN BAGS.

Please select from our gift list only.

Please make sure to follow these guidelines:

- 1) All items must be new (price tags removed)
- 2) ITEMS SHOULD NOT BE WRAPPED OR IN BAGS!!
- 3) Deliver gifts to the SJN Commissary (903 S. Capital of Texas Highway, 78746) starting Monday, December 2nd and ending on Thursday, December 19th.

If the commissary is closed when you arrive, use door code 21021 (or if you have a door code, you can use that).

Go to the back of the commissary and leave gift(s) on the tables designated "Christmas Shopping List Drop Off Table."

Please make sure the door is closed when you leave.

Thank you and Merry Christmas to all!

Admin:

iii.iii Community Admin Level

Home:

The Community Admin permissions level allows you access to the Homepage, Volunteers page, Teams, Communities, Map/itineraries, Schedule, Reports, EGroups, and the admin page. On the Home page, you will find your account information, which you can update, including changing your current password. This page also features a "My Teams" section, displaying any Teams you are part of, along with the time and next duty date for the truck's departure. Next to each Team, there is an "Email team" button that allows you to email that specific Team, ensuring all members receive the message. Next, the page includes a "Donate to MLF" section. Clicking this link will redirect you to a secure webpage where you can complete your donation. Lastly, there is a Contact Teams section that allows you to contact all teams in your community, click on any of the links below to create a new email to all volunteers that are members of that type of team.

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

MY INFO

TEST ACCOUNT
Community: Community First Village TEST

Email: _____ Address: 9301 Hog Eye Rd
Phone: _____ Austin, TX 78724

[UPDATE](#) [CHANGE PASSWORD](#)

DONATE TO MLF

You are all called to spend our time, talent & treasure in the work of The Lord. The average cost of each truck run performed by MLF Volunteers is \$350. Please consider a small \$10 donation today to help support this valuable ministry.

[DONATE NOW](#)

CONTACT TEAMS

If you would like to contact all teams in your community, click on any of the links below to create a new email to all volunteers that are members of that type of team.

Team Type	Number of Members
EMAIL TRUCK TEAMS	1
EMAIL PIAKE READY TEAMS	0
EMAIL SANDWICHES & MORE TEAMS	0
EMAIL BREAD TEAMS	0
EMAIL EGG TEAMS	0
EMAIL GARDEN TEAMS	0
EMAIL KITCHEN TEAMS	0
EMAIL OTHER TEAMS	0

MY TEAMS

Show 10 entries

Name	Status	Time	Type	Next Duty Date	
CFV TEST #3	Active	13:00:00	Truck	March 12, 2025	EMAIL TEAM
CFVTRUCK TEST	Active	09:00:00	Truck	March 7, 2025	EMAIL TEAM
CFVTRUCK TEST #2	Active	14:00:00	Truck	May 30, 2025	EMAIL TEAM
Test Elefant Team	Active	00:30:00	Truck	March 28, 2025	EMAIL TEAM

Showing 1 to 4 of 4 entries

Volunteers:

Located just below the "Home" page, the "Volunteers" tab provides access to various sections. Upon clicking this tab, the default page displayed is the "View All" section (refer to Image 1). From this page, users can view and edit the properties associated with their own user account. Directly below this section is the "Add a Volunteer" section (refer to Image 2), which allows users to add a volunteer who is currently in the onboarding process. For detailed instructions on adding a volunteer, please refer to the **"How to Add a Volunteer"** section on page 4.

Image 1.

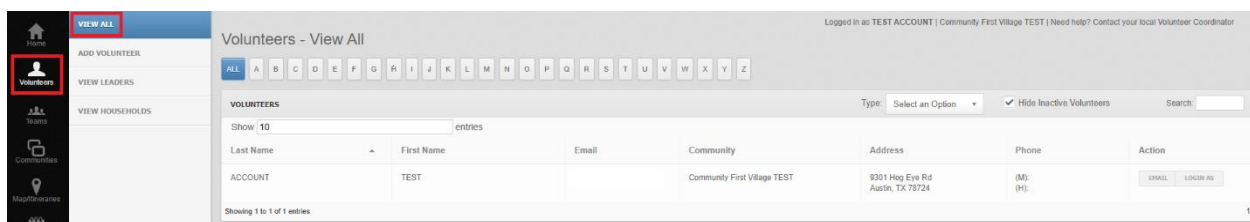
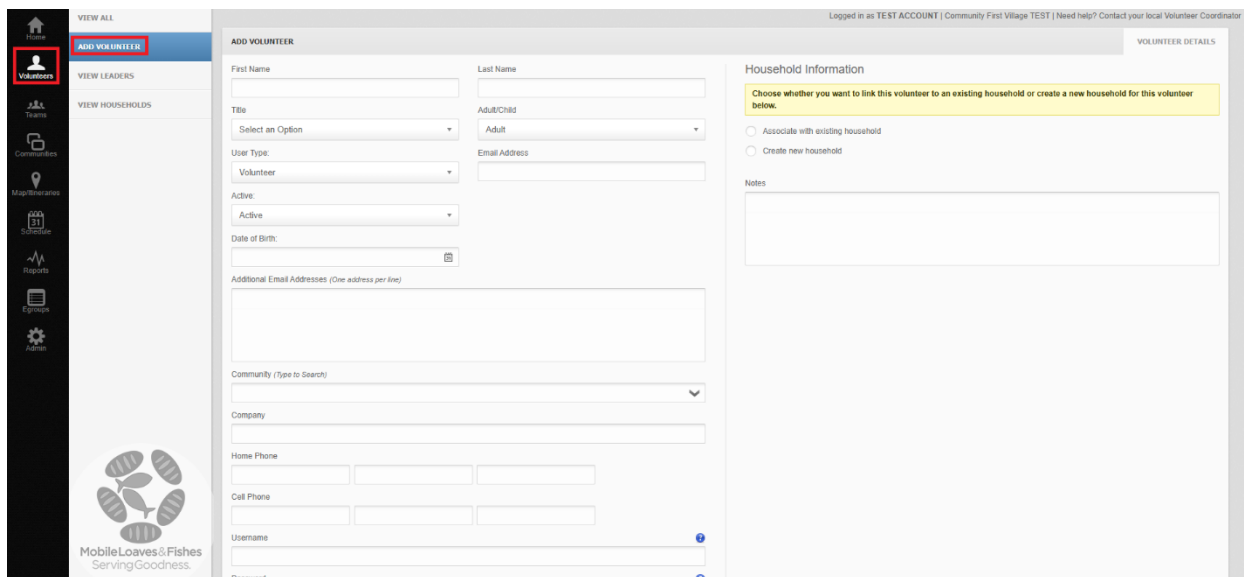


Image 2.



Next, the "View Leaders" section (refer to Image 3) allows users to filter by Community and Team to locate any Team captain from a team they are part of. If no filters are selected, a default alphabetical list of Team captains will be displayed under the "Team Leaders" section. Lastly, the "View Households" section (refer to Image 4) enables users to view all the Households that were inputted during the onboarding process of a new user. Users can search for a specific

household using the search bar in the upper right corner and can filter the entries to display 10, 25, or 100 entries.

Image 3.

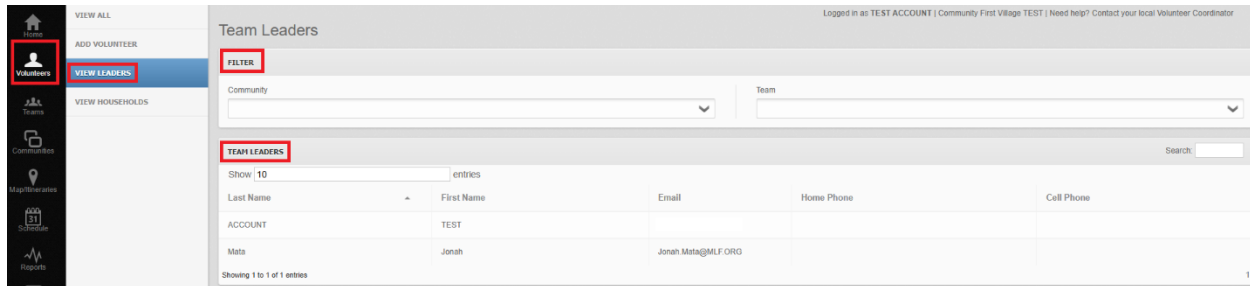
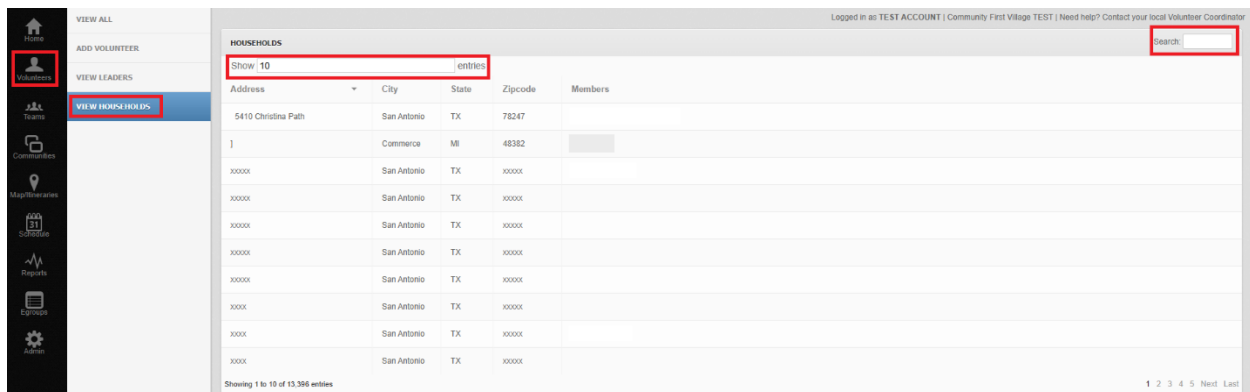


Image 4.



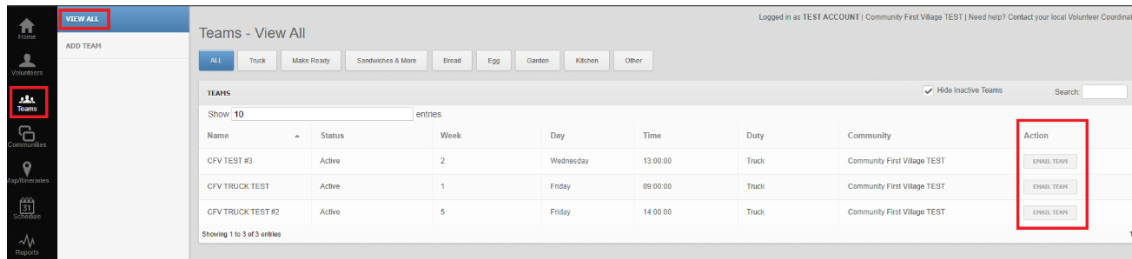
Key Features for Community Admin:

- Login as another user
- Email users
- Remove Volunteers
- View/edit details
- Volunteer Password Change
- View Volunteer Teams
- Assign/remove to Team as Member or Captain

Teams:

Within Tracker there is a "Teams" section, upon clicking that section will direct you to the default "View All" page that displays all the Teams you are a part of. You can filter these Teams by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, and Other. To find a specific Team, use the "SEARCH"

feature by entering the Team's name. If you are part of many Teams, you can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Additionally, there is an "Email Team" button under the action column that allows you to directly email a Team if needed.



Next, below "View all" is the "Add Team" feature that can be used to create a new Team for a Community that you are a part of *Before the creation of a new Team, check with your commissary admin for approval* refer to section **ii.iii How to Create a Team** on page 5 for more information.

Key Features for Community Admin:

- Email Team
- View Team details and edit details
- Add/Delete Team
- Members list (Captain and Members) , Add / remove members
- View and edit member details
- Member password change

Communities:

Within the Teams section, the "Communities" tab displays all the communities that volunteer, including those from Georgia, Louisiana, Massachusetts, Minnesota, Rhode Island, Tennessee, and Texas. This tab is used for designating Volunteers and Teams upon creation. All these communities fall under the umbrella of Mobile Loaves and Fishes, which serves as the parent organization for these states. In turn, the states act as parents to the commissaries within them.

For example, when viewing a specific state, you will see the commissaries under that state, making the state the parent to the commissary. Under each commissary, you can create another community that represents the origin of a Team. Refer to illustration below (image 1), which shows our Team "Community First Village TEST"

originating from Mobile Loaves and Fishes located in the "Texas-Austin Area," coming from the Community First! Village community. Image 2 below shows the community to which a volunteer is designated.

Image 1.

Community First Village TEST
Mobile Loaves and Fishes > Texas-Austin Area (austin) > Community First! Village

Image 2.

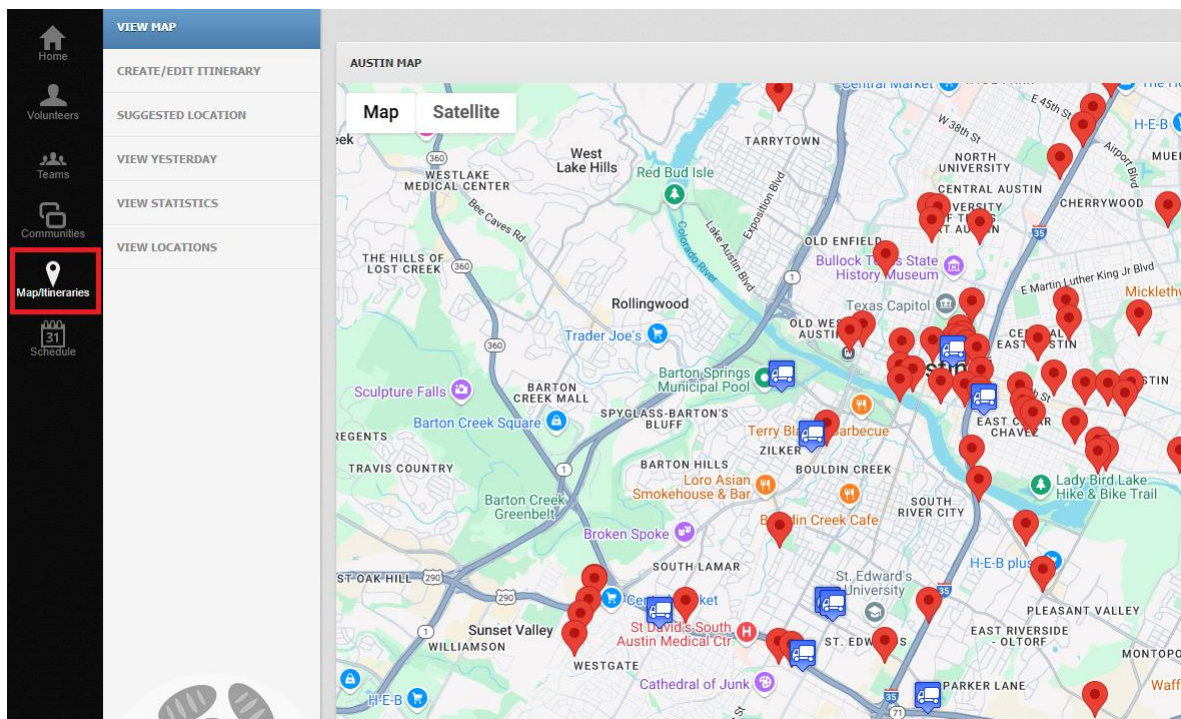
Below View All is “Add community”, A key feature for Community Admin and above giving them the ability to create a new community OR edit one that has been made that is within your Parent Community that you were assigned to your Tracker user account. When creating a new community you will need to fill out the required information:

- Name
- Short Name
- Parent Community

If you so choose, you can check or leave the box unchecked to **Skip this community when sending a missed itinerary notice** -> Click “Save”.

Maps/Itineraries:

In Tracker, the Maps/Itineraries section is designed for Team captains to create itineraries for their respective Teams. Upon clicking Maps/Itineraries, the default page will direct you to the "View map" section, which displays a map of all stops entered by volunteers, as well as the routes currently being followed by Teams for the day.



Legend:



- location is taken by a Team

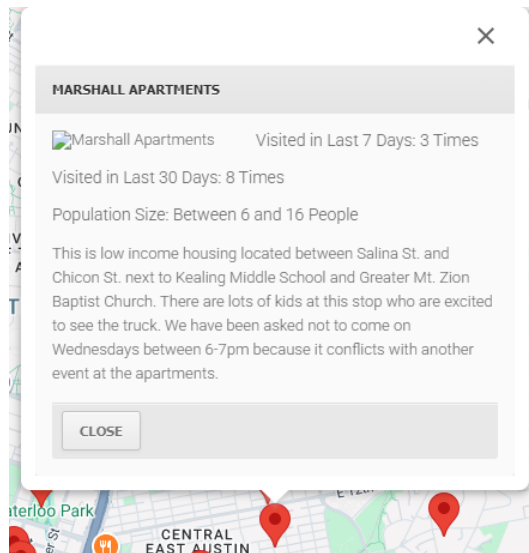


- available stop/location

Each location is identified by a name that corresponds to its specific area, such as "Riverside & IH 35." Along with the name, a brief description is provided to help navigate to the stop or understand its significance. For example, "This is low-income

housing located between Salina St. and Chicon St., next to Kealing Middle School and Greater Mt. Zion Baptist Church. There are many children at this stop who are excited to see the truck. Please note that visits are not allowed on Wednesdays between 6-7pm due to a conflicting event at the apartments."

When viewing a stop, you will also see the number of visits it has received in the last 7 and 30 days, as well as the population of the camp.



Located below the "View Map" tab, the "Create/Edit Itinerary" section enables you to create an itinerary for a scheduled team. You can begin creating an itinerary at 12:00 PM CST the day before the scheduled duty. For instance, if CFV TEST #3 is scheduled for 02/12/2025, you can start creating the itinerary at 12:00 PM CST on 02/11/2025. This feature allows volunteers to plan their routes in advance efficiently.

Below the "Create/Edit Itinerary" section, you will find a list of itineraries that are active for the day under "Today's Active Teams/Itineraries." The section below that is "Today's Custom Itineraries," which are exclusively set by the HQ admin privilege level. However, you can still view the list of itineraries that have been created.

VIEW MAP

HOME

VOLUNTEERS

TEAMS

STATISTICS

LOCATIONS

MAP/ITINERARIES

COMMUNITIES

GROUPS

ADMIN

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

CREATE ITINERARY

Test Elevation Team
03/28/2025

You may now create an itinerary for this team. To start the process for creating an itinerary for this team, click the button below.

CREATE ITINERARY

TODAY'S ACTIVE TEAMS/ITINERARIES

Below is a list of the Truck Teams that have duties today along with whether they have created an itinerary or not.

Name	Area/City	Community	Actions

TODAY'S CUSTOM ITINERARIES

Below is a list of the custom itineraries that have been created by administrators.

Name	Area/City	Community	Actions
4th Friday LHC Truck Team 1	Austin	Lake Hills Church	VIEW TEAM EMAIL TEAM VIEW EDIT DELETE

To create an itinerary, select the "CREATE ITINERARY" button, which will redirect you to the map displaying a variety of stops. Choose the desired stops by clicking on them and then selecting "ADD TO ITINERARY." The selected stops will appear in a window labeled "Current locations." You can remove any stop from the list by clicking the "X" next to it. Once you have finalized your list of stops, click the "FINALIZE ITINERARY" button. This action will redirect you to a confirmation tab indicating that the itinerary has been successfully saved and is now active.

VIEW MAP

LIBRARY/FILES/ALBUMS

SUGGESTED LOCATION

VIEW YESTERDAY

VIEW STATISTICS

VIEW LOCATIONS

Map/Itineraries

COMMUNITIES

GROUPS

ADMIN

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

Map Satellite

Map

Current Locations

Click a location on the map to add it to your itinerary.

FINALIZE ITINERARY

CURRENT LOCATIONS

Click a location on the map to add it to your itinerary.

- X** New Annex TEST
- X** Puddle TEST LOCATION

FINALIZE ITINERARY >

Mobile Loaves & Fishes
Serving Communities

You can print the itinerary by clicking "PRINT ITINERARY" or email it to your Team by selecting "EMAIL ITINERARY TO TEAM." The planned locations and dates will be displayed below. If everything is correct, you can click "RETURN TO HOME." If you need to edit the itinerary, go back to the "Create/Edit Itinerary" section, select "EDIT ITINERARY," and follow the same process as outlined above.

ITINERARY COMPLETE

Your itinerary for team, CFV TEST #3, has been successfully saved and is now active. You have completed the itinerary process successfully.

You can email the itinerary to your team or print it out using the buttons below.

[PRINT ITINERARY](#)
[EMAIL ITINERARY TO TEAM](#)
[RETURN TO HOME](#)

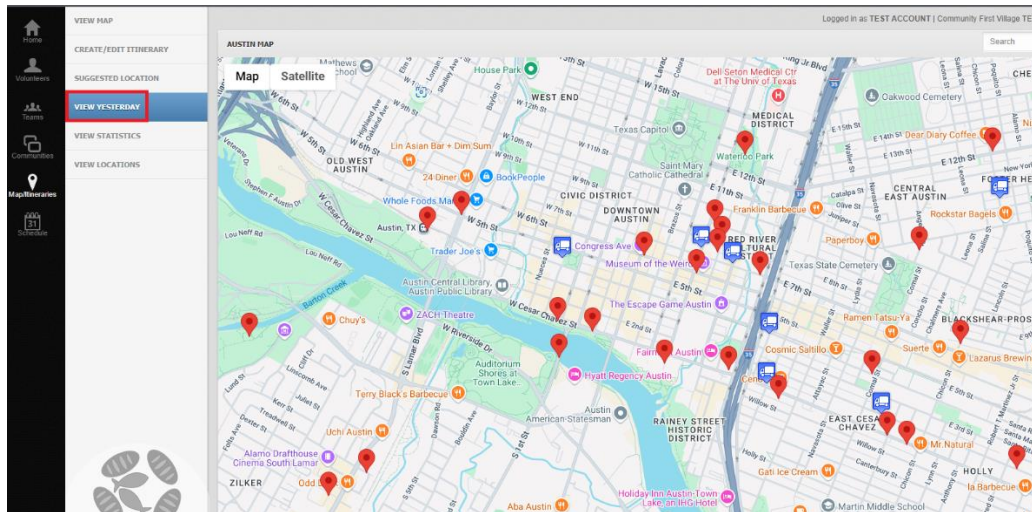
LOCATIONS PLANNED FOR CFV TEST #3 ON FEBRUARY 12, 2025

Puddle TEST LOCATION
 New Annex TEST

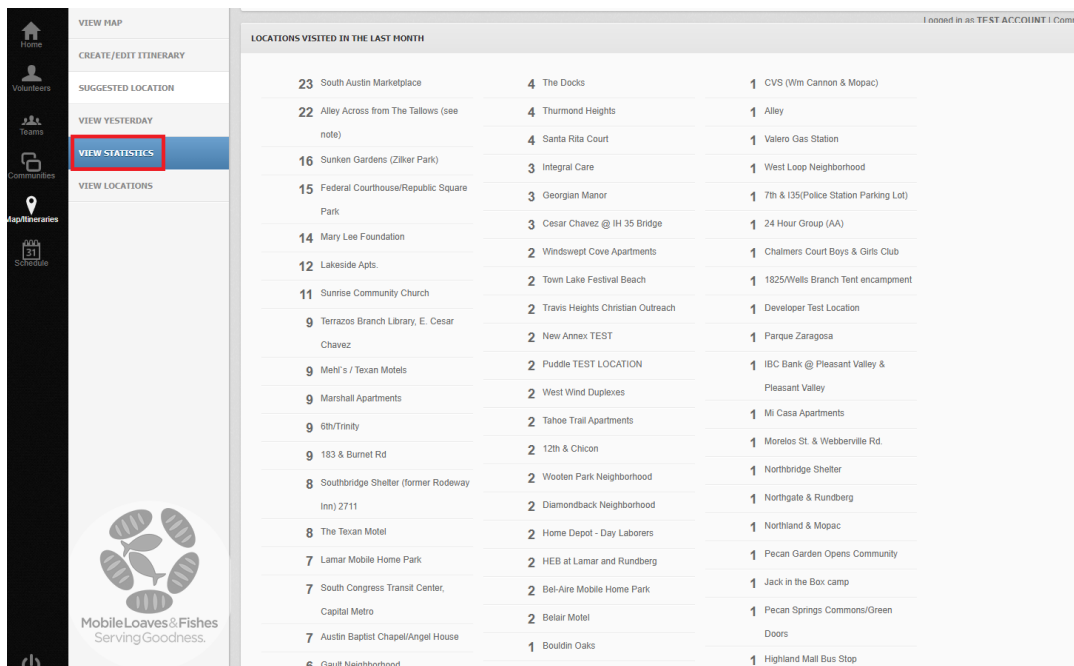
In the Map/Itineraries section there's a tab that is labeled "SUGGESTED LOCATION", this tab shows locations by date of last visit going from most days to recently visited.

Location Name	Date of Last Visit	Location Details
Never Visited	108 Days Ago	UH TEST LOCATION
Never Visited	108 Days Ago	Walmart parking lot and surrounding area
Never Visited	108 Days Ago	Jack in the Box camp
Never Visited	108 Days Ago	Cameron Road
Never Visited	108 Days Ago	Slaughter & Manchaca, Alley Access from The Tallows (see note)
Never Visited	108 Days Ago	Formerly Homeless - Waterloo
Never Visited	108 Days Ago	Home Depot and Shell station
Never Visited	108 Days Ago	Lamar and Masterson Pass
Never Visited	84 Days Ago	Tarrytown
Never Visited	84 Days Ago	HUB TEST LOCATION
Never Visited	84 Days Ago	Northland & Mopac
Never Visited	80 Days Ago	P4 TEST LOCATION
Never Visited	80 Days Ago	24th & Guadalupe St
Never Visited	80 Days Ago	Windswept Cove Apartments
1306 Days Ago	80 Days Ago	Trails Of Oak Hill
1306 Days Ago	80 Days Ago	Amtrak Bus Station
1306 Days Ago	80 Days Ago	Camps near Townhollow Apartments
1038 Days Ago	80 Days Ago	Hardy Boarding House
1038 Days Ago	80 Days Ago	7000 Cameron Rd - Austin Reconciliation Church
1038 Days Ago	80 Days Ago	West Wind Duplexes
845 Days Ago	80 Days Ago	Reserve Apartments
845 Days Ago	80 Days Ago	University Presbyterian Church Austin
845 Days Ago	80 Days Ago	9 Days Ago
839 Days Ago	80 Days Ago	Catholic Worker House
839 Days Ago	80 Days Ago	Town Lake Festival Beach
832 Days Ago	79 Days Ago	Round Mountain Baptist Church
832 Days Ago	79 Days Ago	Bus stop on Chalmers
766 Days Ago	73 Days Ago	St. Andrews Presbyterian Church
766 Days Ago	73 Days Ago	First Baptist Church
766 Days Ago	73 Days Ago	Tahoe Trail Apartments
716 Days Ago	72 Days Ago	Victory Outreach Women's Home
716 Days Ago	72 Days Ago	Golden Meadow Neighborhood
716 Days Ago	72 Days Ago	5th & Lamar
716 Days Ago	72 Days Ago	Pleasant Valley Bridge over Town Lake
716 Days Ago	72 Days Ago	Pleasant Valley Bridge & Prado St. (NE Corner)
716 Days Ago	72 Days Ago	IBC Bank @ Pleasant Valley & Pleasant Valley
715 Days Ago	72 Days Ago	Gazebo @ Auditorium Shores
715 Days Ago	72 Days Ago	6 Days Ago
715 Days Ago	72 Days Ago	Pecan Garden Opens Community
712 Days Ago	72 Days Ago	Trails Of Oak Hill
712 Days Ago	72 Days Ago	183 & D56
712 Days Ago	72 Days Ago	Camp Esperanza
582 Days Ago	72 Days Ago	First Worker's
582 Days Ago	72 Days Ago	Waterloo Park
582 Days Ago	72 Days Ago	5 Days Ago
582 Days Ago	72 Days Ago	Downtown Bus Stop
507 Days Ago	67 Days Ago	Waterloo Terrace Apartments
507 Days Ago	67 Days Ago	Mom and Pop's House
507 Days Ago	67 Days Ago	4 Days Ago
507 Days Ago	67 Days Ago	Heron Hollow Neighborhood Park
467 Days Ago	65 Days Ago	Country Aire Mobile Home Park
467 Days Ago	65 Days Ago	Pease Park
467 Days Ago	65 Days Ago	3 Days Ago
467 Days Ago	65 Days Ago	Thurmond Heights
449 Days Ago	63 Days Ago	Greyhound Station
449 Days Ago	63 Days Ago	Home of Debbie Rodriguez
449 Days Ago	63 Days Ago	3 Days Ago
449 Days Ago	63 Days Ago	Booker T. Washington Terrace
429 Days Ago	60 Days Ago	Buford Tower
429 Days Ago	60 Days Ago	Austin Cameron Road & Reagan Hill Drive
429 Days Ago	60 Days Ago	3 Days Ago
429 Days Ago	60 Days Ago	Blue Bonnet Courts
426 Days Ago	59 Days Ago	Travis Heights Christian
426 Days Ago	59 Days Ago	Colony Creek Neighborhood
426 Days Ago	59 Days Ago	3 Days Ago
426 Days Ago	59 Days Ago	West Loop Neighborhood
426 Days Ago	59 Days Ago	Wooten Park Neighborhood

Under the suggested location tab is the "VIEW YESTERDAY" section which showcases the previous day locations that were taken, the locations that were taken are shown as blue trucks in the map.



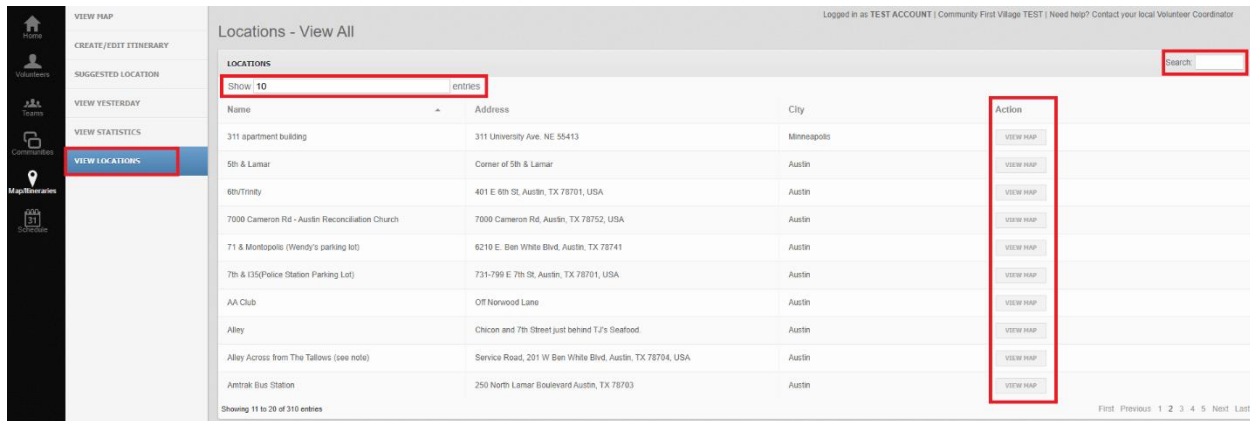
In the next section below “view yesterday” is a “VIEW STATISTICS” feature that allows you to see all the locations visited last month along with the number of times those locations were hit. This is a helpful feature to have so our volunteers can see which locations are more frequented than others.



Under the "View Statistics" section, the "VIEW LOCATIONS" tab lists all the locations displayed on the "View map" tab, sorted from lowest to highest number and in alphabetical order (A to Z). As shown in image 1, this list includes the locations, addresses, and cities where they are situated. You can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Alternatively, you can search for a specific location using the SEARCH bar located at the top right of

the locations pane. Lastly, you can find the exact location of a site by utilizing the "VIEW MAP" button located under the "Action" column. This will pop up an overlay showing you the location, as demonstrated in image 2.

Image 1.



Locations - View All

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

LOCATIONS

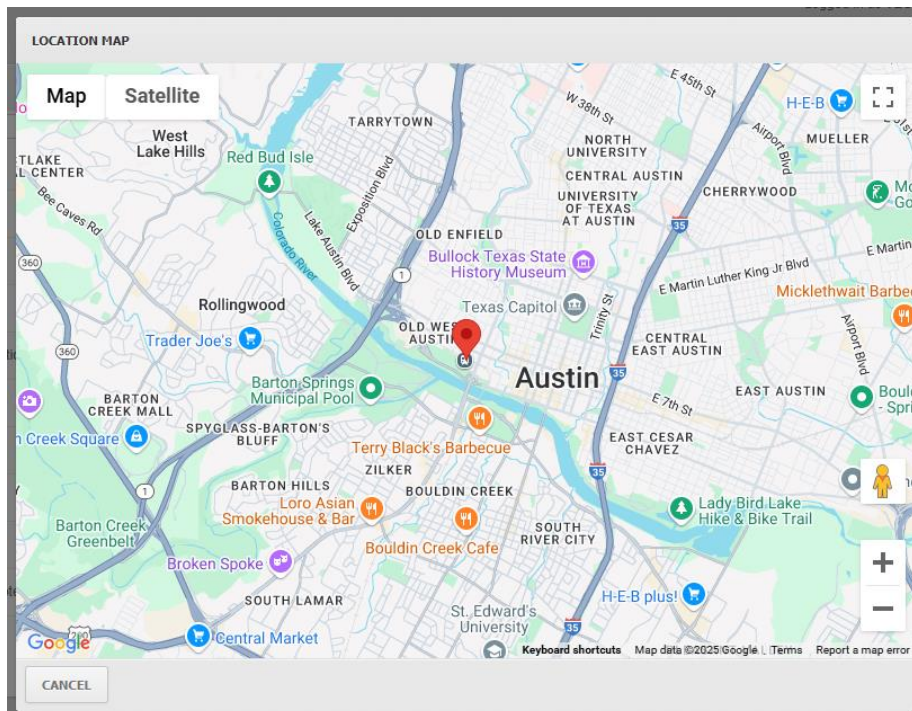
Show 10 entries

Name	Address	City	Action
311 apartment building	311 University Ave. NE 55413	Minneapolis	VIEW MAP
5th & Lamar	Corner of 5th & Lamar	Austin	VIEW MAP
6th/Trinity	401 E 6th St, Austin, TX 78701, USA	Austin	VIEW MAP
7000 Cameron Rd - Austin Reconciliation Church	7000 Cameron Rd, Austin, TX 78752, USA	Austin	VIEW MAP
71 & Montopolis (Wendy's parking lot)	6210 E. Ben White Blvd, Austin, TX 78741	Austin	VIEW MAP
7th & 135(Police Station Parking Lot)	731-799 E. 7th St, Austin, TX 78701, USA	Austin	VIEW MAP
AA Club	Off Norwood Lane	Austin	VIEW MAP
Alley	Chicon and 7th Street just behind TJ's Seafood	Austin	VIEW MAP
Alley Across from The Tallovs (see note)	Service Road, 201 W Ben White Blvd, Austin, TX 78704, USA	Austin	VIEW MAP
Amtrak Bus Station	250 North Lamar Boulevard Austin, TX 78703	Austin	VIEW MAP

Showing 11 to 20 of 310 entries

First Previous 1 2 3 4 5 Next Last

Image 2.



Schedule:

The built-in schedule feature in Tracker allows you to view your schedule, events, and calendar. When you click on "Schedule" in the left-hand pane, you will be directed to the default page, which consists of two main sections.

The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active, Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT SCHEDULE" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.

The screenshot shows the 'Schedule' interface. The top section, 'FILTER DUTY TYPES', includes checkboxes for categories like Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, and Other. It also has status filters for Active, Inactive, and Cancelled, and a 'Schedule Type' selector for Simple Schedule or Complete Schedule. Below this is a 'PRINT SCHEDULE' button and 'RESET'/'FILTER' buttons. The main area is a calendar for February 2025, showing dates from Sunday 02 to Saturday 28. Two events are highlighted: 'EFV TEST #3' on Wednesday, February 13, and 'EFV TRUCK TEST' on Friday, February 15.

The second section within "schedule" displays all your filtered results in a calendar format, showing the weeks of the month from Week 1 to Week 5. Each week lists the corresponding dates for the days of the week, from Sunday to Saturday. For example, Sundays are listed at the top with dates such as 02, 09, 16, and 23, representing each Sunday throughout February.

In this section, you will also see each Team you are part of and the dates scheduled for itinerary runs, such as CFV TRUCK TEST and CFV TEST #3, as shown below. Additionally, there are two sections at the top right where you can view past months' schedules by selecting the desired month under "Month:" and the desired year under "Year:" (ranging from 2021 to 2025).

SCHEDULE - FEBRUARY 2025					Month: February	Year: 2025
Week 1	Week 2	Week 3	Week 4	Week 5		
Sunday						
02	09	16	23			
Monday						
03	10	17	24			
Tuesday						
04	11	18	25			
Wednesday						
05	12 CFV TEST #3 01:00 PM	19	26			
Thursday						
06	13	20	27			
Friday						
07 CFV TRUCK TEST 09:00 AM	14	21	28			
Saturday						
01	08	15	22			

Within the Schedule tab, the "Events" section displays the events organized by your community. Each event entry includes the date, time, description, and contact information of the user who set up the event. Please note that these events are not sent to the community's emails, so users must proactively check the Events tab. This section also features a search bar to locate specific events, as well as edit and delete event buttons.

To create an event, click on the green "Add Event" button, as shown in image 1. This action will open a new window where you need to fill out the required information about the event (as shown in image 2). The information includes the event name, community, contact person, phone number, date, time, and description. Once you have completed the necessary fields, click the blue "Save" button to finalize the event creation.

Image 1.

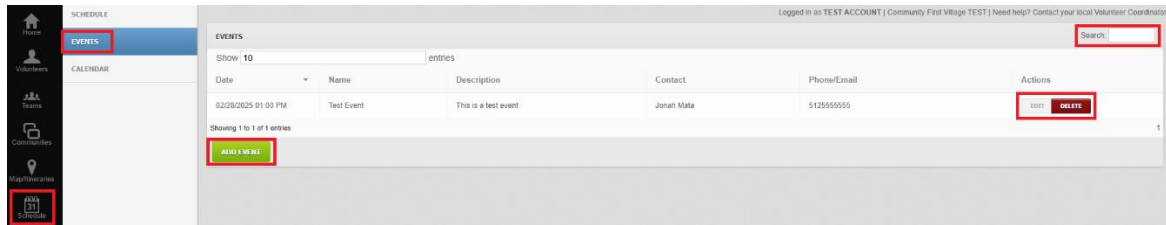
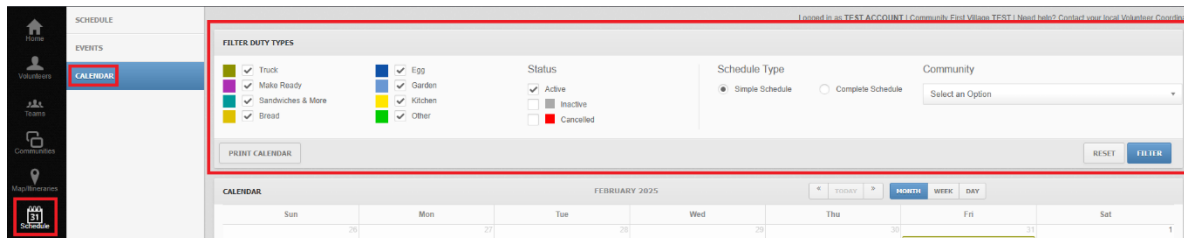


Image 2.

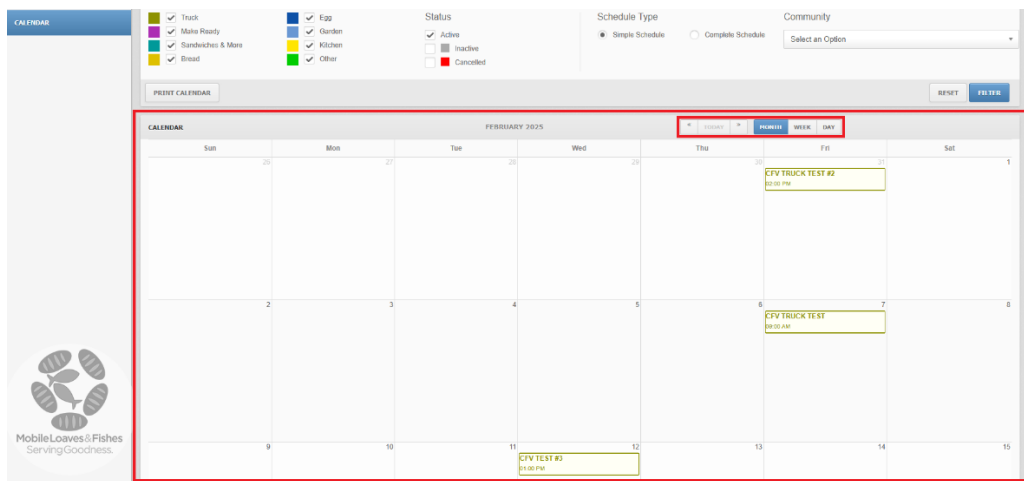
Lastly, below the events section is the “Calendar” tab. This tab is very similar to the schedule section (pg.14-15), The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active, Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT CALENDAR" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.



The second section within the "Calendar" displays all your filtered results in a calendar format, based on the current month. You can switch between months, weeks, or days by clicking the left or right arrows next to the word "today."

In this section, you will also see each Team you are part of that is scheduled for an itinerary run on the corresponding date. However, please note that a marked day does not necessarily indicate a scheduled itinerary run. It is advisable to check with your commissary administrator or wait for a confirmation email once an itinerary run is finalized. For example, the dates scheduled for itinerary runs for CFV TRUCK TEST and CFV TEST #2 & 3 are shown below, but they have not been finalized. They appear only because the truck's configuration falls on those specific dates.



Reports:

The "Reports" tab, which consists of sections to generate various reports. To generate a "Team Captains Report," select your community using the drop-down arrow, then click "RUN REPORT." Once the report is generated, click "open file" in the top right corner of your browser to view it (refer to Image 2).

Within the same tab, you can configure a "Locations Report" by date. Adjust the Start and End dates and select the community for which you want to run the

locations report. Once configured, click "Run Report," then click "open file" in the top right corner of your browser to view the report (refer to Image 3).

Lastly, the "Reports" section at the bottom of the page consists of five different reports:

- **Short Report:** Displays a list of volunteers who are members of teams organized by Community and Duty in short format. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer First Name, Volunteer Last Name.
- **Long Report:** Displays a list of all volunteers in the tracker and the teams they belong to, organized by Community and Team Type. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer ID, Volunteer Username, Volunteer First Name, Volunteer Last Name, Email, Phone, Alternate Phone, Address, City, State, Zip Code.
- **Members Report:** Displays a list of all volunteers in the tracker. The report contains the following fields: Volunteer Last Name, Volunteer First Name, Area Name, Community Name, Email, Phone, Alternate Phone, Address, City, State, Zip Code.
- **Truck/Make Ready Report:** Displays a list of all volunteers who are members of either a truck or make ready team. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer First Name, Volunteer Last Name.
- **Families of MLF Report:** Displays a list of families that are volunteers with MLF, organized by family name. The report contains the following fields: Family Name, Address, State, Zip Code, Primary Volunteer Email Address, Phone, Community, Primary Volunteer First Name, Secondary Volunteer First Name.

Clicking on any of these reports will generate a download in the top right corner. Click "open file" to view the corresponding report.

Image 1.

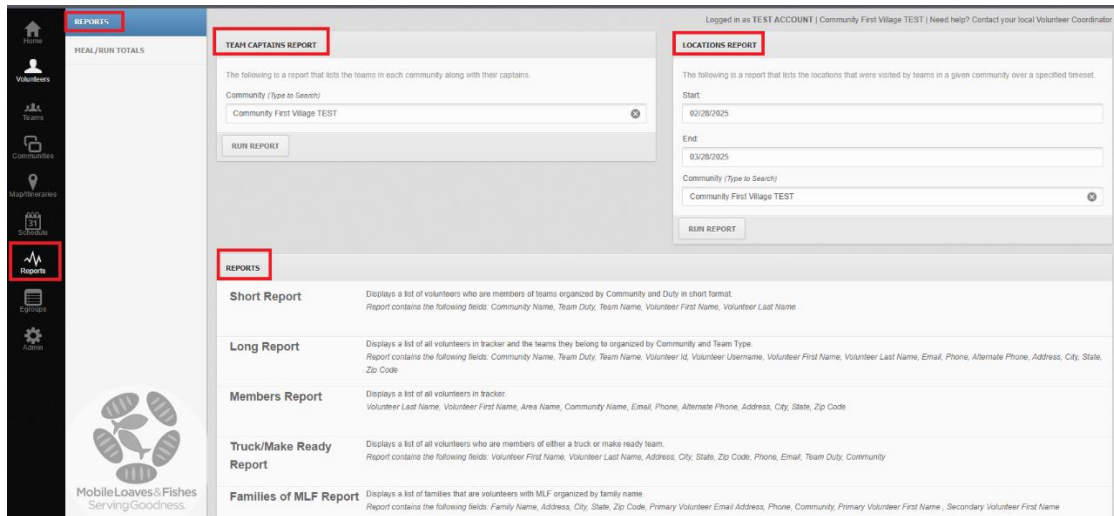


Image 2.

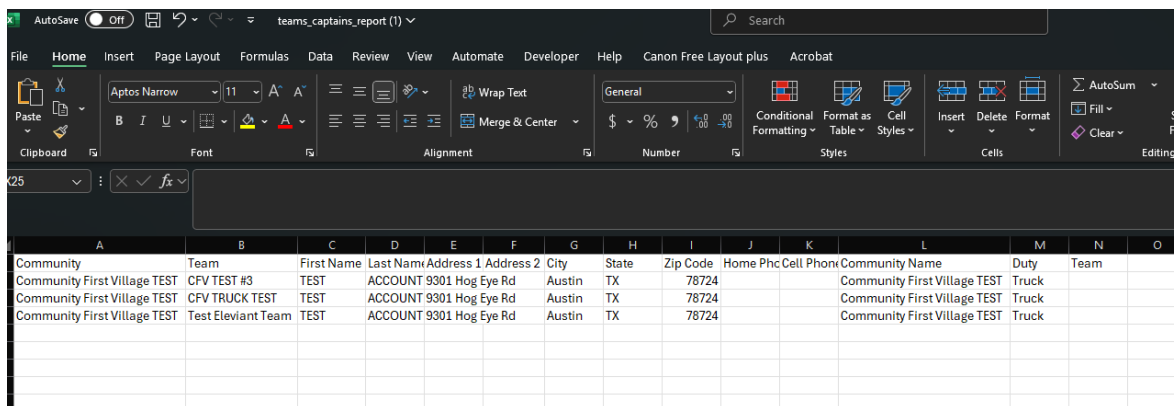
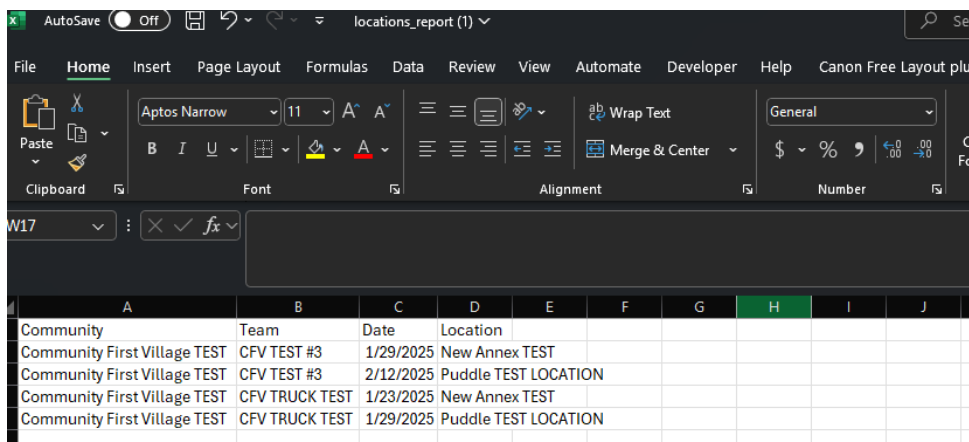


Image 3.



Below the "Reports" tab is the "Meal/Runs Totals" tab. This tab allows users to filter results by selecting a Start and End date, then clicking "Update" to populate the totals for the specified date range. Once the data is populated, the results will be

displayed under the columns: Community, Number of Itineraries, Number of Stops, and Number of Meals. The total number of itineraries will always be aligned with the Community "Mobile Loaves & Fishes," as this is the overarching community under which all other communities fall.

Meals/Runs Totals

Start: 02/28/2025 End: 03/31/2025 UPDATE

Community	# of Itineraries	# of Stops	# of Meals
Mobile Loaves and Fishes	154	360	15,400
Texas-Austin Area (austin)	154	360	15,400
Austin Ridge Bible Church	16	33	1,600
Community First Village	0	0	0
Community First Village TEST	0	0	0
Downtown Alliance of Churches	26	54	2,600
First Baptist Church	0	0	0
First United Methodist Church-DAC	23	49	2,300
St. Martin's Lutheran Church	3	5	300

Next, to the right of the "Itineraries" tab is the "Locations" tab. This tab allows users to view the number of times a location has been visited within its respective area. For example, in the Texas-Austin Area, users can see all the locations that volunteers have visited from 2/28/25 to 3/31/25.

Meals/Runs Totals

Start: 02/28/2025 End: 03/31/2025 UPDATE

Texas-Austin Area (austin)

21	South Austin Marketplace
17	Federal Courthouse/Republic Square Park
16	Sunken Gardens (Zilker Park)
15	Alley Across from The Tallows (see note)
13	Lakeside Apts.
12	Marshall Apartments
12	Sunrise Community Church
12	Mary Lee Foundation
10	Mehl's / Texan Motels
10	6th/Trinity

EGroups:

EGroups are virtual groupings of MLF volunteers that allow MLF members the ability to email specialty groups. Each Egroup below has a **short name**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Egroup. For example, if you want to send an email to a group called "mygroup", you'll send an email to *mygroup@mlfgroups.org* and Tracker will deliver that message to all members of the egroup. **You must be a member of the egroup that you are sending to in order for the message to be delivered.**

The screenshot shows the 'EGROUPS' management page. The left sidebar has the 'EGroups' icon highlighted. The main content area displays a table of 'CURRENT EGROUPS' with columns for Name, Short Name, Community, and Action. The table lists various groups such as 'ARBC MLF Truck Team', 'Austin Volunteer Coordinators', and 'DAC Team Captains'. Each row includes 'EDIT', 'EMAIL', and 'DELETE' buttons. A search bar and pagination controls are also visible.

Name	Short Name	Community	Action
ARBC MLF Truck Team	ARBC MLF Truck Team	Austin Ridge Bible Church	EDIT EMAIL DELETE
Austin Volunteer Coordinators	austinvcs	Texas-Austin Area (austin)	EDIT EMAIL DELETE
DAC Team Captains	dac captains	Downtown Alliance of Churches	EDIT EMAIL DELETE
Donations	donations	Mobile Loaves and Fishes	EDIT EMAIL DELETE
Downtown Alliance of Churches Volunteers	dac volunteers	Downtown Alliance of Churches	EDIT EMAIL DELETE
Drivers @ Riverbend	rdrivers	Riverbend Church	EDIT EMAIL DELETE
Management Strategy Committee	strategy	Mobile Loaves and Fishes	EDIT EMAIL DELETE
MLF Leaders	mlfleaders	Mobile Loaves and Fishes	EDIT EMAIL DELETE
MLF Staff	staff	Saint John Neumann Catholic Church	EDIT EMAIL DELETE
Past	noivolunteers	Trinity Episcopal Church	EDIT EMAIL DELETE

Below the default EGroups page is the "Add Egroup" tab. To properly configure a group, you need to provide the following details: Name, Short Name, Community, and Description. Once these fields are filled out, click "Save" to complete the configuration.

The screenshot shows the 'CREATE EGROUP' form. The 'ADD EGROUP' tab is selected in the sidebar. The form has fields for 'Name', 'Short Name', 'Community', and 'Description'. The 'Name', 'Short Name', and 'Community' fields are text inputs, while 'Description' is a larger text area. There are 'SAVE' and 'CANCEL' buttons at the bottom of the form.

Next, below the "Add Egroup" tab is the "Reminders" tab. Reminders are scheduled emails that are assigned to groups and that function to notify these groups about reoccurring meetings, events, or actions. Each reminder contains a message and is assigned to a group along with a reoccurring date that the reminder should be sent.

EGROUPS

ADD EGROUP

REMINDERS

VIRTUAL EGROUPS

Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

REMINDERS

Reminders are scheduled emails that are assigned to groups and that function to notify these groups about recurring meetings, events, or actions. Each reminder contains a message and is assigned to a group along with a recurring date that the reminder should be sent.

CURRENT REMINDERS Search:

Show 10 entries

Group	Week of Month	Day of Week	Message	Action
No matching records found				

Showing 1 to 2 of 2 entries

ADD REMINDER

To create a reminder, click on “add reminder” and fill out the information that you want the reminder to consist of and click save. Key information to fill out:

- Egroup
- Week of the Month
- Day of Week
- First Reminder Occurrence
- Second Reminder
- Message

CREATE NEW REMINDER

Egroup
Test EGroup

Week of the Month
First

Day of Week
Sunday

First Reminder Occurrence ?
Same Day

Second Reminder ?
Same Day

Message

SAVE CANCEL

Finally, the last tab under EGroups is “Virtual Egroups”, Virtual Egroups are special groupings of MLF volunteers that allow MLF Admins the ability to email specialty groups. Each Egroup below has a **short name if it does not have a short name you will not be able to send an email**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Virtual Egroup. For example, if you want to send an email to a group called "all", you'll

send an email to all@mlfgroups.org and Tracker will deliver that message to all members of the virtual egroup.

You must be a member of the egroup that you are sending to in order for the message to be delivered.

EGROUPS Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinat

ADD EGROUP

REMINDEERS

VIRTUAL EGROUPS

VIRTUAL EGROUPS

Virtual Egroups are special groupings of MLF volunteers that allow MLF Admins the ability to email specialty groups. Each Egroup below has a **short name**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Virtual Egroup. For example, if you want to send an email to a group called "all", you'll send an email to all@mlfgroups.org and Tracker will deliver that message to all members of the virtual egroup.

You must be a member of the egroup that you are sending to in order for the message to be delivered.

CURRENT VIRTUAL EGROUPS Search:

Show 10 entries

Name	Short Name	Description	Action
All	all	Virtual Egroup for the All community. Only VCs, Community Admins, and HQ Admins may send emails to it at all@mlfgroups.org	EMAIL DEACTIVATE
Austin Truck Captains	austin-truck-captains	Virtual Egroup for the Austin Truck Captains community. Only VCs, Community Admins, and HQ Admins may send emails to it at austin-truck-captains@mlfgroups.org	EMAIL DEACTIVATE

Admin:

When navigating to the admin tab the default page of MLF University will be selected, when you click on MLF University a new window opens in a new tab, this window is a subpart of our website <https://mlf.org>.

Tracker University is an essential part of the Tracker tool designed to support and train volunteers at Mobile Loaves & Fishes. It offers a variety of resources, including instructional guides, interactive modules, and best practices to ensure volunteers are well-equipped to use Tracker efficiently.

Tracker University



Make Ready

If You Cannot Fulfill Your Shift Commitment
Hot Weather Checklist



Volunteers

Please adjust these form for your local
commissary



Egg Ministry

Please adjust these form for your local
commissary

Key Features:

4. **Training Modules:** Interactive modules that cover different aspects of using Tracker, from basic navigation to advanced functionalities.
5. **Instructional Guides:** Step-by-step guides that provide detailed instructions on how to perform various tasks within Tracker.
6. **Best Practices:** Tips and recommendations to help volunteers maximize their effectiveness and ensure smooth operations.

Next, within the admin section, there is a tab named "MLF Tracker Knowledge Base." The MLF Tracker Knowledge Base consists of articles sorted into specific categories, including Email/Egroups and Salesforce. These articles can help users better understand key features of Tracker such as:

- Sending Email from within Tracker
- Global Email Whitelist
- Egroups Locking
- Etc...

Mobile Loaves and Fishes Knowledge Base

Have a question? Ask or enter

Article Categories

Email/Egroups(5)

- [Sending Email from Within Tracker](#)
- [Global Email Whitelist](#)
- [Virtual Egroups](#)
- [Egroups Locking](#)
- [Explanation of Egroups Process](#)

Salesforce(3)

- [Salesforce Volunteer Mappings](#)
- [Salesforce Team Mappings](#)
- [Salesforce Community Mappings](#)

Uncategorized(0)

Below the "MLF Tracker Knowledge Base" tab is the "Meals Module" tab. This module allows MLF admins to track additional instances of food delivery that occur

outside the scope of normal truck runs, ensuring an accurate count of the actual services provided by Mobile Loaves. If you have participated in an event that provided meals to our constituency outside of a truck run, please enter it in the Meals Module.

MLF UNIVERSITY

MLF TRACKER KNOWLEDGE BASE

MEALS MODULE

PROCESSED MESSAGES

SIGNUPS MODULES

Logged in as: TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

MEALS

The meals module allows MLF admins to track extra instances of food delivery that occur outside the scope of normal truck runs. This allows us to keep track of an accurate count of the actual services that Mobile Loaves provides. If you have participated in an event that provided meals to our constituency outside of a truck run, please enter it below.

CURRENT MEALS Search:

Show: 10 entries

Description	Number of Meals	Community	Date/Time	Action
St. Joan of Arc/Knox (*total meals served in April 2015 2,435	1275	St. Joan of Arc Catholic Church	May 21, 2015	EDIT DELETE
Walte House 150 meals	150	St. Joan of Arc Catholic Church	May 21, 2015	EDIT DELETE
Collaborative Village	100	St. Joan of Arc Catholic Church	May 5, 2015	EDIT DELETE
Lyndale Manor & Salvation Army	150	St. Joan of Arc Catholic Church	May 20, 2015	EDIT DELETE
St. Joan of Arc 1st Sunday	130	St. Joan of Arc Catholic Church	May 3, 2015	EDIT DELETE
Collaborative Village & Salvation Army	150	St. Joan of Arc Catholic Church	May 12, 2015	EDIT DELETE
Nicollet Square & Salvation Army	150	St. Joan of Arc Catholic Church	May 25, 2015	EDIT DELETE
St. Joan's 2nd Tuesday of the month	150	St. Joan of Arc Catholic Church	April 14, 2015	EDIT DELETE
3rd Tuesday - SJA	175	St. Joan of Arc Catholic Church	May 19, 2015	EDIT DELETE
3rd Friday to St. Christopher/ Dorothy Day	150	St. Joan of Arc Catholic Church	May 15, 2015	EDIT DELETE

Showing 1 to 10 of 1,060 entries

[ADD MEAL](#)

To add a meal, click on "Add Meal" and enter the following details: description of the meal entry, community, meal count, and date/time. After filling out this information, press "Save." All meals are saved under the "Current Meals" section, where you can view the description, number of meals, community, and date/time. You can also edit or delete any entry you have inputted.

CREATE MEAL ENTRY

Description

Community (Type to Search)

Date/Time

Meal Count

[SAVE](#) [CANCEL](#)

Next Volunteer coordinators are able to see a new tab below the Meals Module named "Processed messages". However, they are not authorized access/able to view the page. If you want to gain access to this page you will need to be a "Community admin".

Lastly, the Signups Module is the last section a volunteer coordinator can interact with. The Mobile Loaves and Fishes Signups module is available for Volunteer Coordinators to manage events and provide opportunities for individuals to volunteer to serve in some capacity inside slots in those events. If you would like to

track an event and manage your volunteers for that event, you can visit the URL by clicking on “Go to signups”.



To login as an admin, click on the Admin Login button at the bottom of the page.

MLF Events

Event

Copyright © 2025 Mobile Loaves and Fishes

Admin Login

The username is **mlfadmin** and the password is **Mlf4dm1n13**, click “login”. From here you can view new/old events that have been posted by other volunteers you can also start adding new events by clicking on “Add new event” and fill out the information required regarding the event, after you are finished click “Submit”. The information is as follows:

- Date
- Name
- Admin Contact Email Address
- Description

Add Event

Date

Name

Admin Contact Email Address

Description

MLF Events

Add New Event

Event

MLF/SJN Christmas Shopping List - December 18, 2024

View Slots

We need gifts for Christmas Day. Your generosity is greatly appreciated!

GIFTS WILL NO LONGER BE WRAPPED OR IN BAGS.

Please select from our gift list only.

Please make sure to follow these guidelines:

- 1) All items must be new (price tags removed)
- 2) ITEMS SHOULD NOT BE WRAPPED OR IN BAGS!!
- 3) Deliver gifts to the SJN Commissary (903 S. Capital of Texas Highway, 78746) starting Monday, December 2nd and ending on Thursday, December 19th.

If the commissary is closed when you arrive, use door code 21021 (or if you have a door code, you can use that).

Go to the back of the commissary and leave gift(s) on the tables designated "Christmas Shopping List Drop Off Table."

Please make sure the door is closed when you leave.

Thank you and Merry Christmas to all!

Admin:

iii.iv HQ Admin Level

Home:

The HQ Admin permissions level allows you access to the Homepage, Volunteers page, Teams, Communities, Map/itineraries, Schedule, Reports, EGroups, and the admin page. On the Home page, you will find your account information, which you can update, including changing your current password. This page also features a "My Teams" section, displaying any Teams you are part of, along with the time and next duty date for the truck's departure. Next to each Team, there is an "Email team" button that allows you to email that specific Team, ensuring all members receive the message. Next, the page includes a "Donate to MLF" section. Clicking this link will redirect you to a secure webpage where you can complete your donation. Lastly, there is a Contact Teams section that allows you to contact all teams in your community, click on any of the links below to create a new email to all volunteers that are members of that type of team.

The screenshot displays the HQ Admin Level interface. The top navigation bar includes a Home icon and a user profile icon. The main content area is divided into three sections: MY INFO, DONATE TO MLF, and MY TEAMS.

MY INFO: This section shows the user's account information for "TEST ACCOUNT" in the "Community First Village TEST" community. The address is 9301 Hog Eye Rd, Austin, TX 78724. There are buttons for "UPDATE" and "CHANGE PASSWORD".

DONATE TO MLF: This section includes a "DONATE NOW" button and a "CONTACT TEAMS" button. Below the buttons, there is a list of team types and their member counts:

Team Type	Number of Members
EMAIL TRUCK TEAMS	1
EMAIL PIAKE READY TEAMS	0
EMAIL SANDWICHES & MORE TEAMS	0
EMAIL BREAD TEAMS	0
EMAIL EGG TEAMS	0
EMAIL GARDEN TEAMS	0
EMAIL KITCHEN TEAMS	0
EMAIL OTHER TEAMS	0

MY TEAMS: This section shows a list of teams with columns for Name, Status, Time, Type, and Next Duty Date. There are "EMAIL TEAM" buttons next to each team entry.

Name	Status	Time	Type	Next Duty Date
CFV TEST #3	Active	13:00:00	Truck	March 12, 2025
CFVTRUCK TEST	Active	09:00:00	Truck	March 7, 2025
CFVTRUCK TEST #2	Active	14:00:00	Truck	May 30, 2025
Test Elefant Team	Active	00:30:00	Truck	March 28, 2025

The interface also includes a search bar and a footer indicating "Showing 1 to 4 of 4 entries".

Volunteers:

Located just below the "Home" page, the "Volunteers" tab provides access to various sections. Upon clicking this tab, the default page displayed is the "View All" section (refer to Image 1). From this page, users can view and edit the properties associated with their own user account. Directly below this section is the "Add a Volunteer" section (refer to Image 2), which allows users to add a volunteer who is currently in the onboarding process. For detailed instructions on adding a volunteer, please refer to the **"How to Add a Volunteer"** section on page 4.

Image 1.

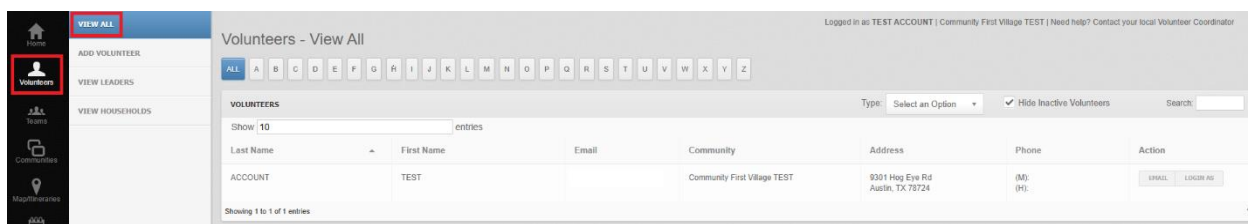
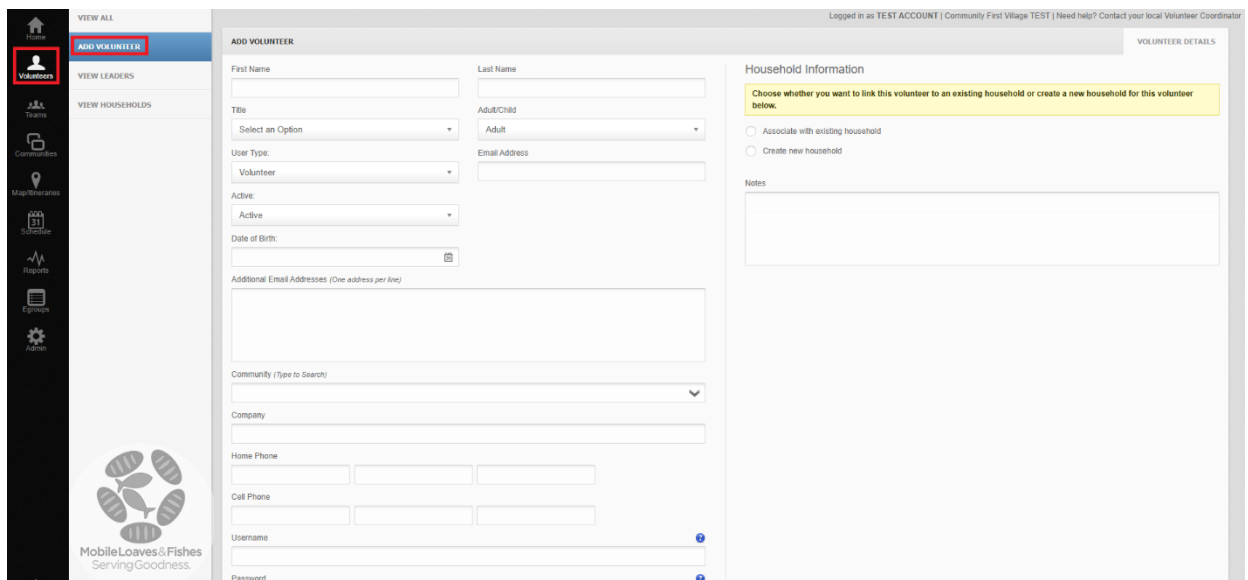


Image 2.



Next, the "View Leaders" section (refer to Image 3) allows users to filter by Community and Team to locate any Team captain from a team they are part of. If no filters are selected, a default alphabetical list of Team captains will be displayed under the "Team Leaders" section. Lastly, the "View Households" section (refer to Image 4) enables users to view all the Households that were inputted during the onboarding process of a new user. Users can search for a specific

household using the search bar in the upper right corner and can filter the entries to display 10, 25, or 100 entries.

Image 3.

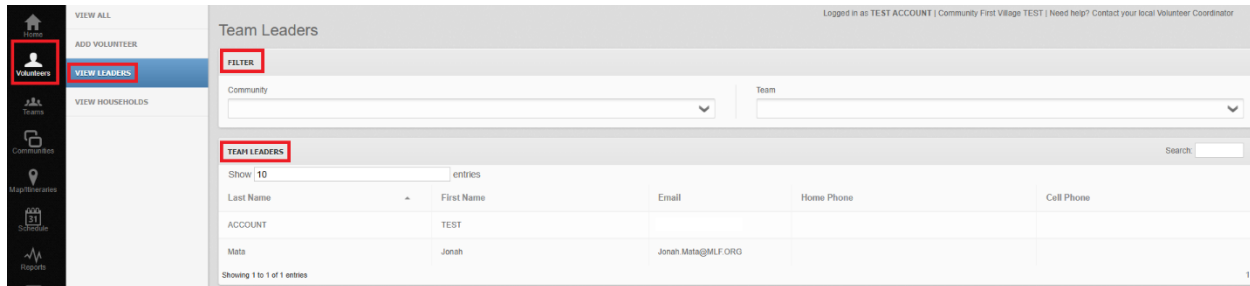
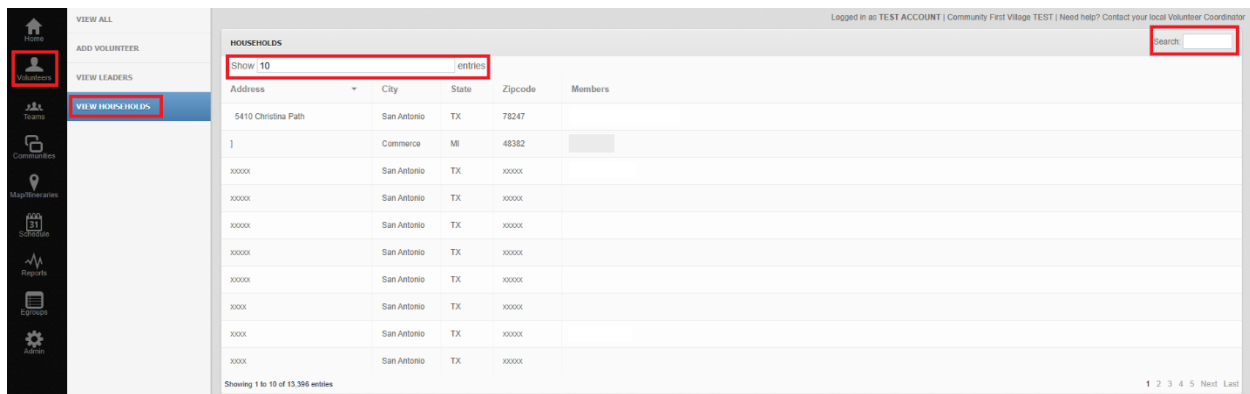


Image 4.

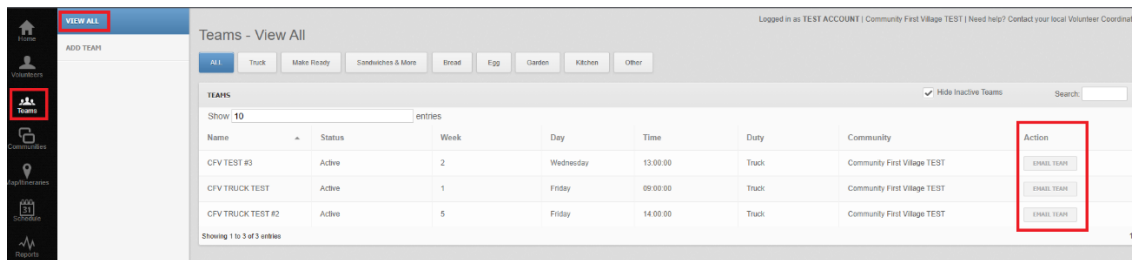


Key Features for HQ Admin:

- Login as another user
- Email users
- Volunteer List
- Export Volunteer List as CSV
- Remove Volunteers
- View/edit details
- Volunteer Password Change
- View Volunteer Teams
- Assign/remove to Team as Member or Captain

Teams:

Within Tracker there is a "Teams" section, upon clicking that section will direct you to the default "View All" page that displays all the Teams you are a part of. You can filter these Teams by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, and Other. To find a specific Team, use the "SEARCH" feature by entering the Team's name. If you are part of many Teams, you can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Additionally, there is an "Email Team" button under the action column that allows you to directly email a Team if needed.



Next, below "View all" is the "Add Team" feature that can be used to create a new Team for a Community that you are a part of *Before the creation of a new Team, check with your commissary admin for approval* refer to section **ii.iii How to Create a Team** on page 5 for more information.

Key Features for Community Admin:

- Email Team
- View Team details and edit details
- Add/Delete Team
- Members list (Captain and Members), Add / remove members
- View and edit member details
- Member password change

Communities:

Within the Teams section, the "Communities" tab displays all the communities that volunteer, including those from Georgia, Louisiana, Massachusetts, Minnesota, Rhode Island, Tennessee, and Texas. This tab is used for designating Volunteers and Teams upon creation. All these communities fall under the umbrella of Mobile Loaves and

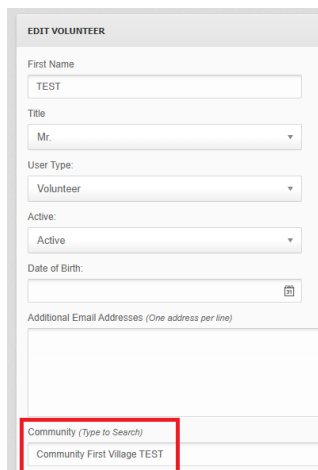
Fishes, which serves as the parent organization for these states. In turn, the states act as parents to the commissaries within them.

For example, when viewing a specific state, you will see the commissaries under that state, making the state the parent to the commissary. Under each commissary, you can create another community that represents the origin of a Team. Refer to illustration below (image 1), which shows our Team "Community First Village TEST" originating from Mobile Loaves and Fishes located in the "Texas-Austin Area," coming from the Community First! Village community. Image 2 below shows the community to which a volunteer is designated.

Image 1.

Community First Village TEST
Mobile Loaves and Fishes > Texas-Austin Area (austin) > Community First! Village

Image 2.



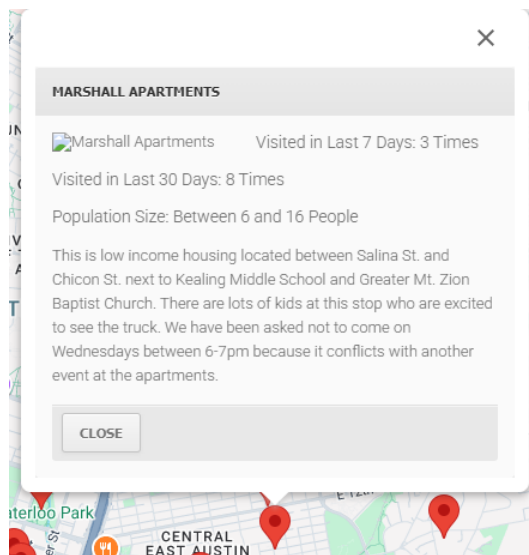
The screenshot shows a form titled "EDIT VOLUNTEER". The form contains several fields: "First Name" (text input with "TEST"), "Title" (dropdown menu with "Mr."), "User Type" (dropdown menu with "Volunteer"), "Active" (dropdown menu with "Active"), "Date of Birth" (text input with a calendar icon), and "Additional Email Addresses (One address per line)" (text area). At the bottom, there is a dropdown menu labeled "Community (Type to Search)" with "Community First Village TEST" selected. This dropdown menu is highlighted with a red box.

Below View All is "Add community", A key feature for HQ Admin giving you the ability to create a new community OR edit one that has been made that is within your Parent Community that you were assigned to your Tracker user account. When creating a new community you will need to fill out the required information:

- Name
- Short Name
- Parent Community

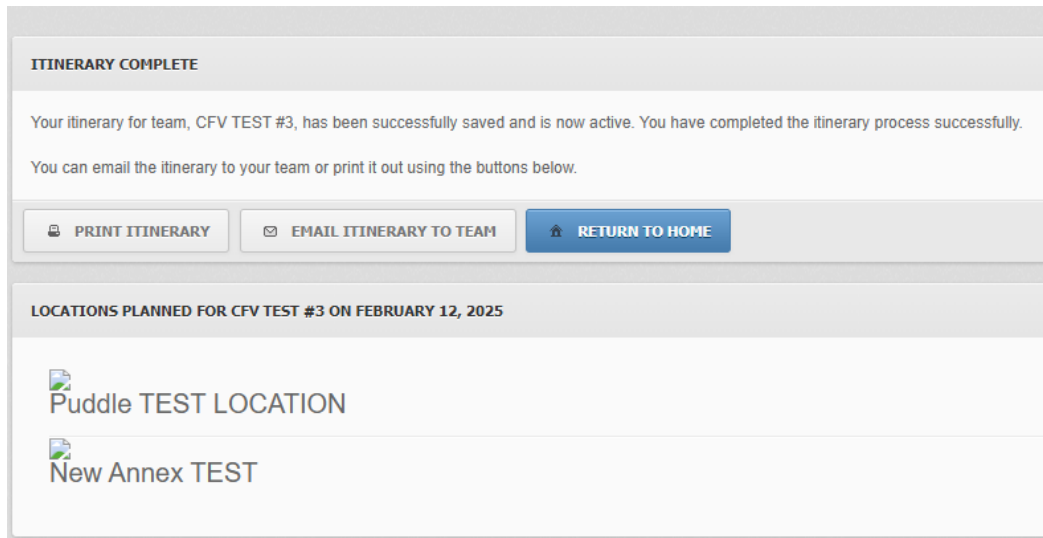
Each location is identified by a name that corresponds to its specific area, such as "Riverside & IH 35." Along with the name, a brief description is provided to help navigate to the stop or understand its significance. For example, "This is low-income housing located between Salina St. and Chicon St., next to Kealing Middle School and Greater Mt. Zion Baptist Church. There are many children at this stop who are excited to see the truck. Please note that visits are not allowed on Wednesdays between 6-7pm due to a conflicting event at the apartments."

When viewing a stop, you will also see the number of visits it has received in the last 7 and 30 days, as well as the population of the camp.



Located below the "View Map" tab, the "Create/Edit Itinerary" section enables you to create an itinerary for a scheduled team. You can begin creating an itinerary at 12:00 PM CST the day before the scheduled duty. For instance, if CFV TEST #3 is scheduled for 02/12/2025, you can start creating the itinerary at 12:00 PM CST on 02/11/2025. This feature allows volunteers to plan their routes in advance efficiently.

Below the "Create/Edit Itinerary" section, you will find a list of itineraries that are active for the day under "Today's Active Teams/Itineraries." The section below that is "Today's Custom Itineraries," which are exclusively set by the HQ admin privilege level. However, you can still view the list of itineraries that have been created.



Below the "Create/Edit Itinerary" tab, there is a tab exclusively available to HQ admins called "Create Custom Itinerary." This feature allows admins to create an itinerary at any time of day for any date and team (refer to Image 1). It is particularly useful for admins who wish to prepare itineraries a few days before a scheduled truck run.

To create a custom itinerary, follow these steps:

1. **Select a Date:** Click on the date tab, and a calendar will appear, allowing you to choose your desired date.
2. **Enter Team Name:** Input the name of the team you want to schedule the itinerary for. Ensure that the name matches the exact name of the team.
3. **Create Itinerary:** Once the date and team are selected, the process of creating the itinerary is identical to creating a regular itinerary. Refer to pages 74-75 for detailed instructions on how to create an itinerary.

After finalizing and saving the itinerary, it will be stored for the selected day. As the day arrives, the itinerary will appear under "Today's Custom Itineraries," where you can view the team, email the team, view, edit, or delete the itinerary (refer to Image 2).

Image 1.

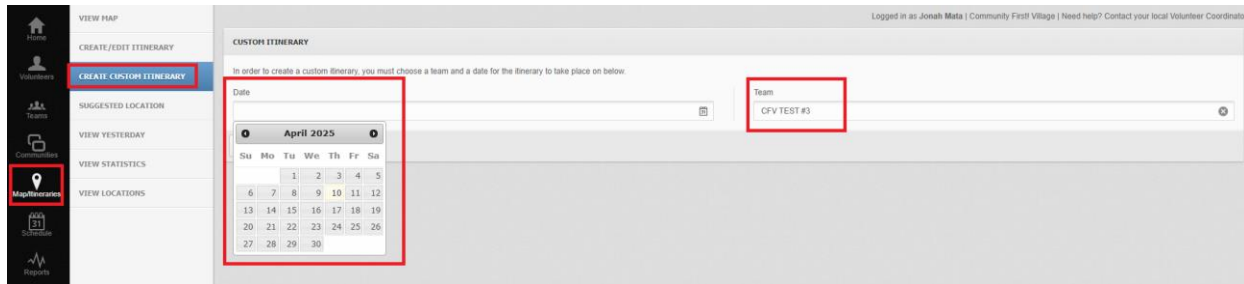
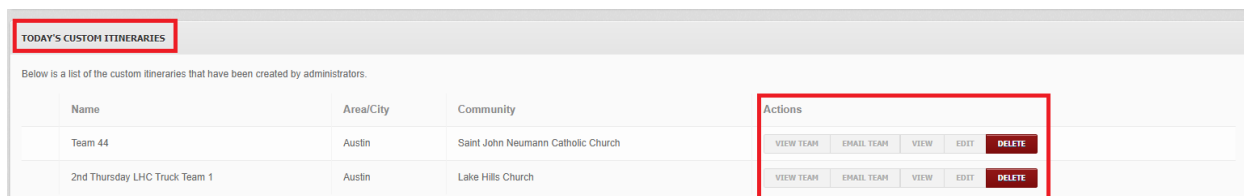
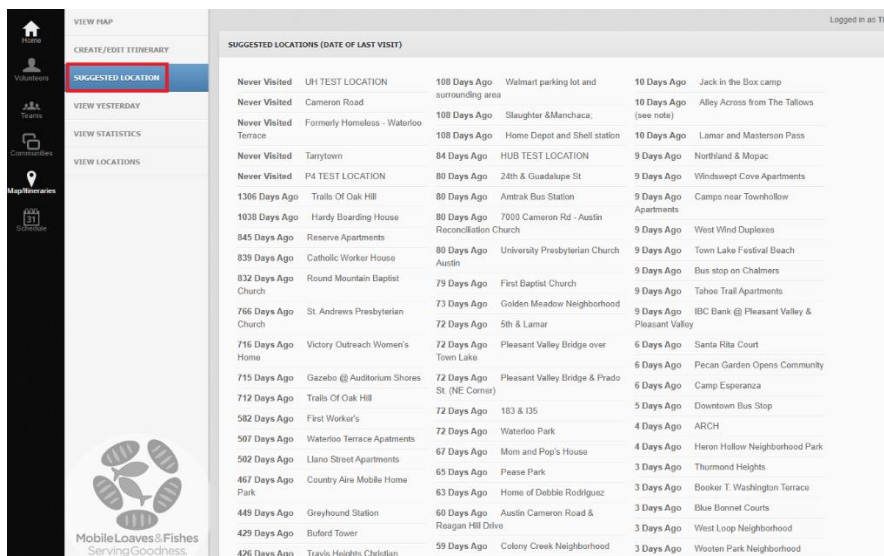


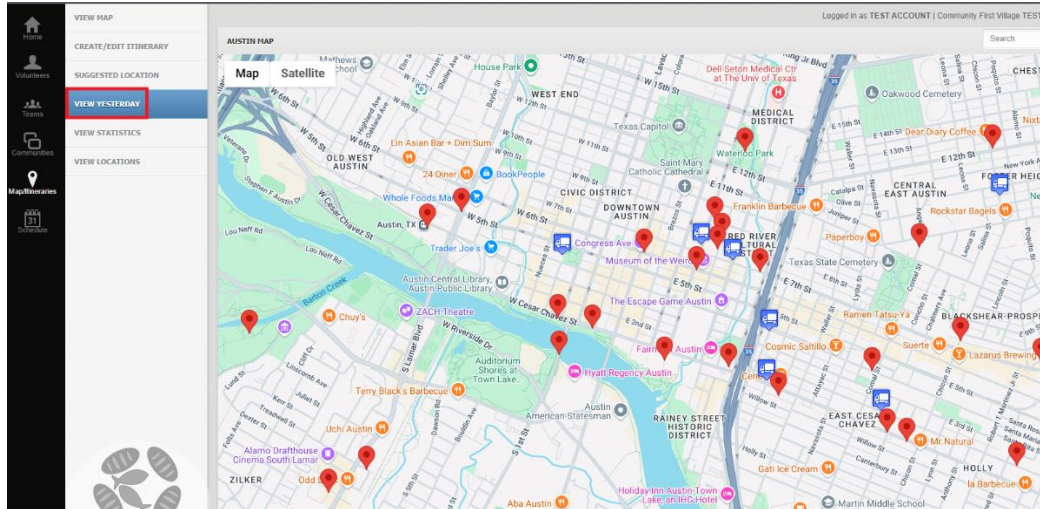
Image 2.



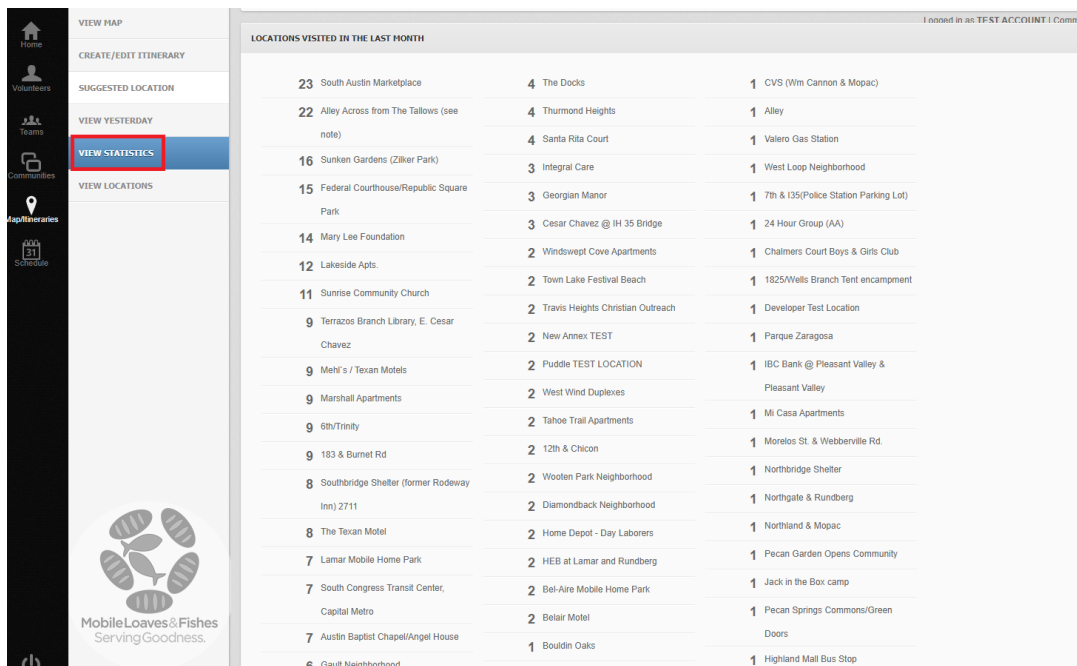
In the Map/Itineraries section there's a tab that is labeled "SUGGESTED LOCATION", this tab shows locations by date of last visit going from most days to recently visited.



Under the suggested location tab is the "VIEW YESTERDAY" section which showcases the previous day locations that were taken, the locations that were taken are shown as blue trucks in the map.



In the next section below “view yesterday” is a “VIEW STATISTICS” feature that allows you to see all the locations visited last month along with the number of times those locations were hit. This is a helpful feature to have so our volunteers can see which locations are more frequented than others.



Under the "View Statistics" section, the "VIEW LOCATIONS" tab lists all the locations displayed on the "View map" tab, sorted from lowest to highest number and in alphabetical order (A to Z). As shown in image 1, this list includes the locations, addresses, and cities where they are situated. You can adjust the view from 10 entries to 25, 50, or 100 using the filter located at the top left. Alternatively, you can search for a specific location using the SEARCH bar located at the top right of

the locations pane. Lastly, you can find the exact location of a site by utilizing the "VIEW MAP" button located under the "Action" column. This will pop up an overlay showing you the location, as demonstrated in image 2.

Image 1.

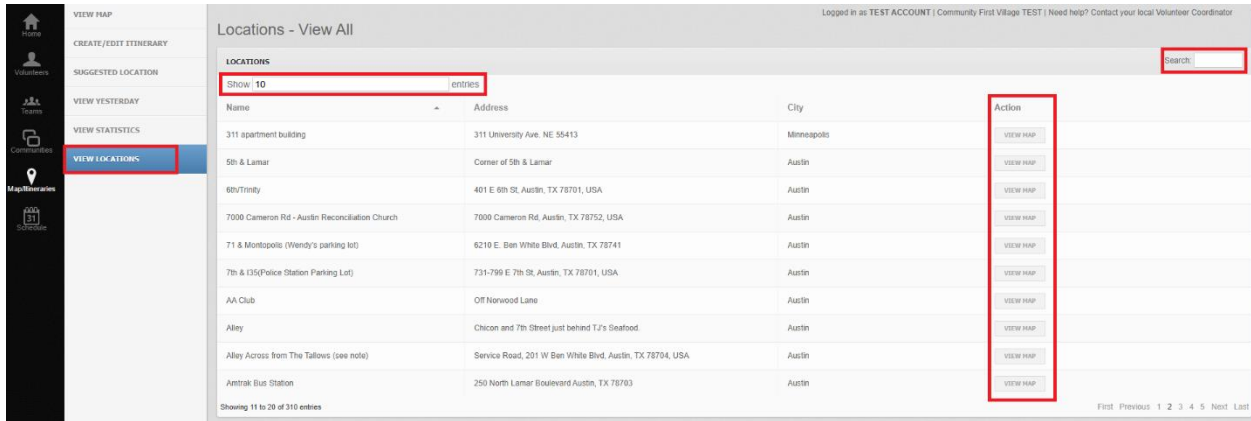
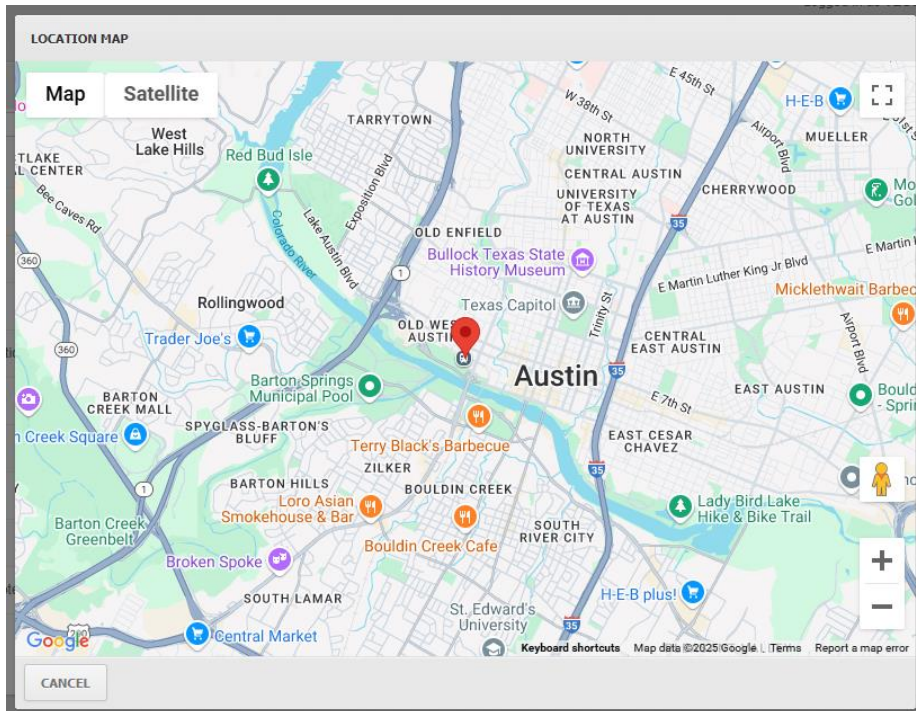


Image 2.



Schedule:

The built-in schedule feature in Tracker allows you to view your schedule, events, and calendar. When you click on "Schedule" in the left-hand pane, you will be directed to the default page, which consists of two main sections.

The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active, Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT SCHEDULE" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.

The screenshot shows the 'Schedule' interface. The top section, 'FILTER DUTY TYPES', includes checkboxes for categories like Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, Kitchen, and Other. It also has status filters for Active, Inactive, and Cancelled, and a 'Schedule Type' selector for Simple Schedule or Complete Schedule. A 'PRINT SCHEDULE' button and a 'FILTER' button are located at the bottom of this section. The main area is a calendar for February 2025, showing dates from Sunday 02 to Saturday 28. Two events are highlighted: 'EFV TEST #3' on Wednesday, February 12, and 'EFV TRUCK TEST' on Friday, February 14.

The second section within "schedule" displays all your filtered results in a calendar format, showing the weeks of the month from Week 1 to Week 5. Each week lists the corresponding dates for the days of the week, from Sunday to Saturday. For example, Sundays are listed at the top with dates such as 02, 09, 16, and 23, representing each Sunday throughout February.

In this section, you will also see every Team within Tracker and the dates scheduled for itinerary runs as shown below. Additionally, there are two sections at the top right where you can view past months' schedules by selecting the desired month under "Month:" and the desired year under "Year:" (ranging from 2021 to 2025).

SCHEDULE - APRIL 2025					Month: April
Week 1	Week 2	Week 3	Week 4	Week	
Sunday					
06 1st Sun Make Ready 04:00 PM	13 2nd Sun. Make Ready 04:00 PM	20 3.N.1 04:00 PM	27 4th Sun. Make Ready 04:00 PM		
1st Sunday LHC Truck Team 1 12:30 AM	2nd Sunday LHC LUNCH Truck Team 1 12:00 PM	3rd Sunday LUNCH - COVID Truck Team 12:00 PM	4th Sunday LHC LUNCH Truck Team 1 12:00 PM		
1st Sunday LUNCH LHC Truck Team 1 12:00 PM	2nd Sunday LHC Truck Team 1 12:30 AM	3rd Sun. Make Ready 04:00 PM	4th Sunday LHC Truck Team 1 12:30 AM		
ARBC E&ST1; 09:00 AM	Andrew 04:00 PM	3rd Sunday LHC LUNCH Truck Team 1 12:00 PM	ARBC E&ST4; 09:00 AM		
ARBC MR07 10:00 AM	ARBC E&ST2; 09:00 AM	3rd Sunday LHC Truck Team 12:30 AM	ARBC MR28 10:00 AM		
ARBC MR14 10:00 AM	ARBC TT14 05:00 PM	ARBC E&ST3; 09:00 AM	ARBC TT28 05:00 PM		
ARBC MR21 10:00 AM	Cookie STM 2nd Sunday 04:00 PM	ARBC TT21 05:00 PM	Christopher 04:00 PM		
ARBC MR35 10:00 AM	Cookie STM 2nd Sunday 01:00 PM	Cookie STM 3rd Sunday 04:00 PM	Cookie STM 4th Sunday 04:00 PM		
ARBC TT07 05:00 PM	DAC/FUMC 2nd Sunday Dinner Truck Team 04:00 PM	DAC/FUMC 3rd Sunday Dinner Truck 05:00 PM	DAC/SMLC Family Sunday-Truck 01:30 PM		
BU 06:00 AM	DAC/Red Rocks Church Sunday Dinner Team 04:00 PM	DAC/FUMC 3rd Sunday Truck 4 11:00 AM	Egg Team 4 06:00 AM		
Communications 12:30 AM	Egg Team 2 06:00 AM	Egg Team 3 06:00 AM	Evangelical Covenant Church of Riverside (ECC) 12:30 AM		
Cookie STM 1st Sunday 04:00 AM	Make Ready 83 04:00 PM	Emmanuel Episcopal Church 12:30 AM	Kilian 05:00 PM		
DAC/FUMC 1st Sunday Lunch Truck 01:30 PM	MK-SUN2-Lunch 09:30 AM	FUMC 3rd Sunday Dinner Make-Ready 04:00 PM	Make Ready 26 03:00 PM		

Within the Schedule tab, the "Events" section displays the events organized by your community. Each event entry includes the date, time, description, and contact information of the user who set up the event. Please note that these events are not sent to the community's emails, so users must proactively check the Events tab. This section also features a search bar to locate specific events, as well as edit and delete event buttons.

To create an event, click on the green "Add Event" button, as shown in image 1. This action will open a new window where you need to fill out the required information about the event (as shown in image 2). The information includes the event name, community, contact person, phone number, date, time, and description. Once you have completed the necessary fields, click the blue "Save" button to finalize the event creation.

Image 1.

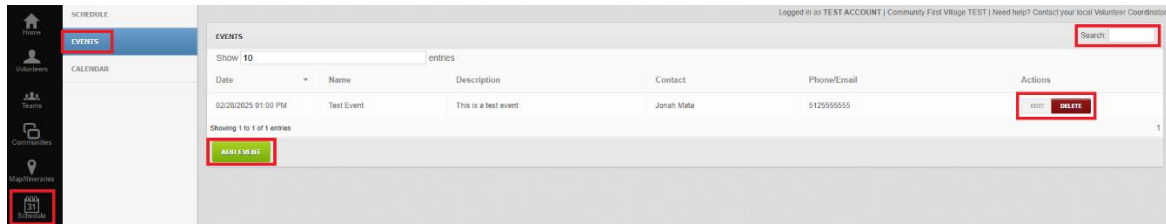
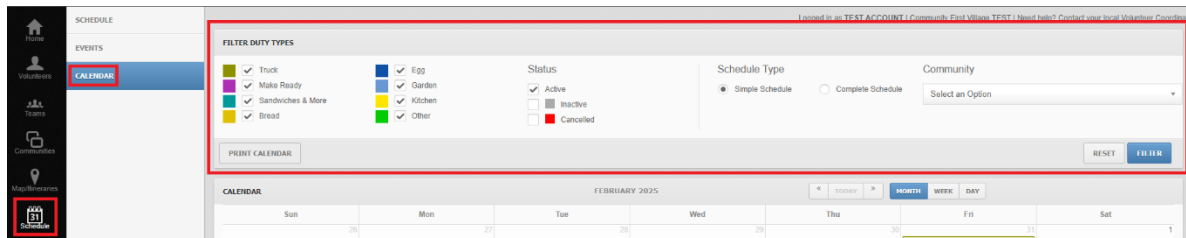


Image 2.

Lastly, below the events section is the “Calendar” tab. This tab is very similar to the “schedule” section showcasing every Team associated with Tracker (pg.14-15), The first section is labeled "FILTER DUTY TYPES," where you can filter your schedule by categories such as Truck, Make Ready, Sandwiches & More, Bread, Egg, Garden, and Kitchen. You can also filter by status (Active, Inactive, Cancelled). Additionally, you have the option to change the schedule view from a simple schedule to a complete schedule. The simple schedule displays the Team name and time, while the complete schedule includes the Team name, time, and a list of volunteers on that Team, with a letter indicating if they are the captain (C) or a member (M).

Other features available in this section include the ability to print your schedule using the "PRINT CALENDAR" button and reset your filter configurations if needed. Once you have configured your selections, press the "FILTER" button to refresh the page with your chosen filters.



The second section within the "Calendar" displays all your filtered results in a calendar format, based on the current month. You can switch between months, weeks, or days by clicking the left or right arrows next to the word "today."

In this section, you will also see every Team that is scheduled for an itinerary run on the corresponding date. However, please note that a marked day does not necessarily indicate a scheduled itinerary run. It is advisable to check with your commissary administrator or wait for a confirmation email once an itinerary run is finalized. For example, the dates scheduled for itinerary runs for CFV TRUCK TEST and CFV TEST #2 & 3 are shown below, but they have not been finalized. They appear only because the truck's configuration falls on those specific dates.

CALENDAR						
APRIL 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Egg Team 5 08:00 AM	5th Monday Bread Pickup 08:00 AM	1st Tuesday LHC Truck Team 2 12:30 AM	STM 1st Wednesday Egg Team 08:00 AM	STM 1st Thursday Egg Team 08:00 AM	STM 1st Friday Egg Team 08:00 AM	STM 1st Saturday Egg Team 08:00 AM
ARBC E&S TS; 08:00 AM	Team 84 08:00 AM	STM 1st Tuesday Egg Team 08:00 AM	MK.WED1-Lunch 08:30 AM	MK.THU1-Lunch 08:30 AM	CFV TRUCK TEST 08:00 AM	Make Ready 52 08:30 AM
Noontime Kneelers - MRSSU 10:00 AM	MK.MONS-Lunch 08:30 AM	MK.TUE1-Lunch 09:00 AM	1st Wednesday Kolach Pickup 10:00 AM	1st Thursday Bread pickup 09:30 AM	ARBC MR05 10:00 AM	MK.SAT1-Lunch 09:30 AM
BUMC Sunday Run 10:30 AM	ARBC MR29 10:00 AM	ARBC MR02 10:00 AM	ARBC MR03 10:00 AM	Soup Delivery 1TH 09:00 AM	Noontime Kneelers - TR1F 10:00 AM	Team 52 09:30 AM
Noontime Kneelers - TRSSU 11:00 AM	Noontime Kneelers - MRSM 10:00 AM	Noontime Kneelers - MRTT 10:00 AM	Noontime Kneelers - MRTW 10:00 AM	ARBC MR04 10:00 AM	MK-FRI1-Supper 08:00 PM	ARBC MR06 10:00 AM
SVdP 5th 11:30 AM	Noontime Kneelers - TRSM 11:00 AM	Noontime Kneelers - TRIT 11:00 AM	Noontime Kneelers - TR1W 11:00 AM	Noontime Kneelers - MR1TH 10:00 AM	Cookie STM 1st Friday 04:00 PM	Noontime Kneelers - MR1S 10:00 AM
5th Sunday LHC LUNCH Truck Team 1 12:00 PM	ARBC TT29 05:00 PM	TR-TUE1-Lunch 11:00 AM	TR.WED1-Lunch 11:00 AM	Noontime Kneelers - TR1TH 11:00 AM	Make Ready 24 04:00 PM	ACF North Team 1st Sat 11:00 AM
DAC/Glad Tidings 5th Sunday Team 02:00 PM	FBC Symposium 5th Monday Make Ready 05:00 PM	ARBC.CL1 12:30 PM	Wednesday Summer Lunch Team 11:30 AM	Make Ready 37 03:30 PM	Teresa 04:00 PM	Merciful Marlin's 11:00 AM
5th Sun. Make Ready 04:00 PM	Make Ready 20 05:00 PM	1st Tues. Make Ready 04:00 PM	MK.WED1-Supper 03:30 PM	Angel Cake 04:00 PM	Merciful Naan 04:30 PM	Noontime Kneelers - TR1S 11:00 AM
Hope 04:00 PM	Supper Saviors - TRSM 05:00 PM	Make Ready 01 04:00 PM	1st Wed. Make Ready 04:00 PM	Cookie STM 1st Thursday 04:00 PM	ARBC TT05 05:00 PM	St. Luke's 1st Saturday 11:00 AM
MK-SUN5-SUPPER 04:00 PM	5th Monday LHC Truck Team 1 08:00 PM	Noel 04:00 PM	Benedict 04:00 PM	Elizabeth 04:00 PM	Augustine 05:00 PM	TR-SAT1-Lunch 11:00 AM
STM 5th Day Egg Team 04:00 PM	DAC/FBC Symposium 5th Monday Truck Team 08:00 PM	SMM301MR 04:00 PM	Cookie STM 1st Wednesday 04:00 PM	Make Ready 19 04:30 PM	TR-FRI1-Supper 05:00 PM	1st Saturday LHC LUNCH truck 1 11:30 AM
ARBC TT35 05:00 PM	Donuts - 5M 06:00 PM	Make Ready 50 04:30 PM	Make Ready 02 04:00 PM	ARBC TT04 05:00 PM	1st Friday LHC Truck Team 1 08:00 PM	2nd Saturday LHC LUNCH truck 1 11:30 AM
5th Sunday LHC Truck Team 06:00 PM	Team 20 06:00 PM	ARBC TT02 05:00 PM	Praising Sourdough 04:00 PM	Olivia 05:00 PM	DAC/UT Catholic Students Truck Team 06:00 PM	3rd Saturday LHC LUNCH truck 1 11:30 AM
		DAC/ALC 1st Tuesday Truck Team 05:00 PM	St. Lukes First Wednesday 04:00 PM	Supper Saviors - TR1TH 05:00 PM	Humble Halibuts 06:00 PM	4th Saturday LHC LUNCH truck 1 11:30 AM
		Richard 05:00 PM	ARBC TT03 05:00 PM	Team Eleviant 05:00 PM	Team 24 06:00 PM	5th Saturday LHC LUNCH truck 1 11:30 AM
		Supper Saviors - TR1T 05:00 PM	DAC/FUMC 1st Wednesday Truck 05:00 PM	1st Thursday LHC Truck Team 1 06:00 PM		Make Ready 333 02:00 PM
		SMM301TR 05:30 PM	Make Ready 62 05:00 PM	Saintly Sturgen 06:00 PM		Team 333 03:30 PM

Reports:

The "Reports" tab, which consists of sections to generate various reports. To generate a "Team Captains Report," select your community using the drop-down arrow, then click "RUN REPORT." Once the report is generated, click "open file" in the top right corner of your browser to view it (refer to Image 2).

Within the same tab, you can configure a "Locations Report" by date. Adjust the Start and End dates and select the community for which you want to run the locations report. Once configured, click "Run Report," then click "open file" in the top right corner of your browser to view the report (refer to Image 3).

Lastly, the "Reports" section at the bottom of the page consists of five different reports:

- **Short Report:** Displays a list of volunteers who are members of teams organized by Community and Duty in short format. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer First Name, Volunteer Last Name.
- **Long Report:** Displays a list of all volunteers in the tracker and the teams they belong to, organized by Community and Team Type. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer ID, Volunteer Username, Volunteer First Name, Volunteer Last Name, Email, Phone, Alternate Phone, Address, City, State, Zip Code.
- **Members Report:** Displays a list of all volunteers in the tracker. The report contains the following fields: Volunteer Last Name, Volunteer First Name, Area Name, Community Name, Email, Phone, Alternate Phone, Address, City, State, Zip Code.
- **Truck/Make Ready Report:** Displays a list of all volunteers who are members of either a truck or make ready team. The report contains the following fields: Community Name, Team Duty, Team Name, Volunteer First Name, Volunteer Last Name.
- **Families of MLF Report:** Displays a list of families that are volunteers with MLF, organized by family name. The report contains the following fields: Family Name, Address, State, Zip Code, Primary Volunteer Email Address, Phone, Community, Primary Volunteer First Name, Secondary Volunteer First Name.

Clicking on any of these reports will generate a download in the top right corner. Click "open file" to view the corresponding report.

Image 1.

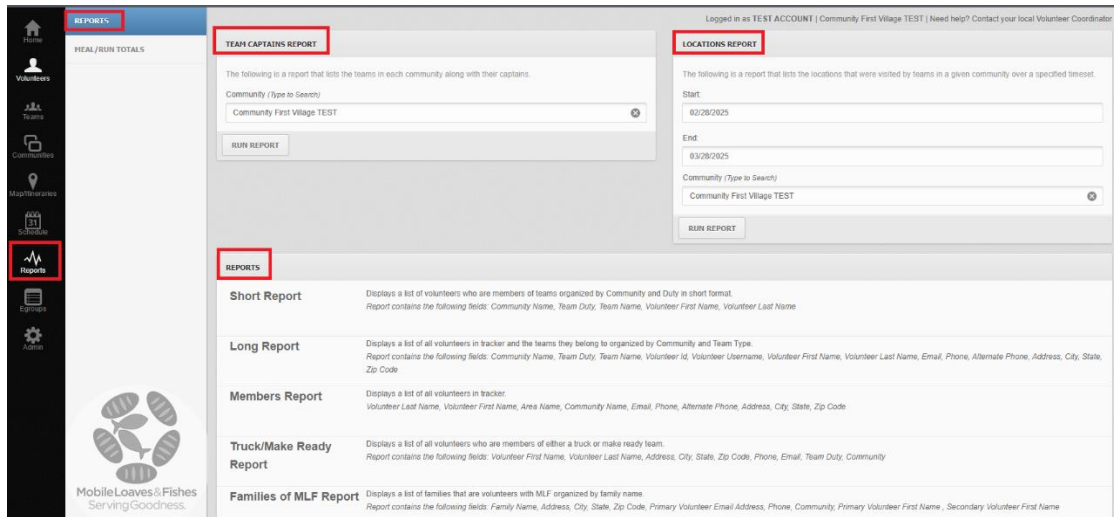


Image 2.

Community	Team	First Name	Last Name	Address 1	Address 2	City	State	Zip Code	Home Phc	Cell Phone	Community Name	Duty	Team
Community First Village TEST	CFV TEST #3	TEST	ACCOUNT	9301 Hog Eye Rd		Austin	TX	78724			Community First Village TEST	Truck	
Community First Village TEST	CFV TRUCK TEST	TEST	ACCOUNT	9301 Hog Eye Rd		Austin	TX	78724			Community First Village TEST	Truck	
Community First Village TEST	Test Eleviant Team	TEST	ACCOUNT	9301 Hog Eye Rd		Austin	TX	78724			Community First Village TEST	Truck	

Image 3.

Community	Team	Date	Location
Community First Village TEST	CFV TEST #3	1/29/2025	New Annex TEST
Community First Village TEST	CFV TEST #3	2/12/2025	Puddle TEST LOCATION
Community First Village TEST	CFV TRUCK TEST	1/23/2025	New Annex TEST
Community First Village TEST	CFV TRUCK TEST	1/29/2025	Puddle TEST LOCATION

Next, we have the "Volunteer Sync" tab. This tool is used to synchronize new or updated tracker volunteers with MLF's NPSP (Salesforce). Within the Volunteer Sync tab, there is a "New Volunteers" sub-tab that displays the latest volunteers added, including their details and the creator of their tracker account. You can also email any of these volunteers using the "Email" button.

If you would like to add these Volunteers to the NPSP, select them using the checkboxes on the left and at the very bottom of the page, there is a green button labeled "Send to NPSP." To ensure information accuracy, please contact **IT@MLF.ORG** before clicking on "Send to NPSP." *Some information has been redacted.*

The screenshot shows the 'Volunteer Sync' interface. On the left, there is a sidebar with navigation tabs: 'VOLUNTEER SYNC' (highlighted), 'NEW VOLUNTEERS' (highlighted), 'UPDATED VOLUNTEERS', 'TEAM SYNC', 'COMMUNITY SYNC', and 'MEAL/RUN TOTALS'. Below the sidebar is the Mobile Loaves & Fishes logo and the text 'Showing 1 to 52 of 52 entries'. At the bottom left, there is a green button labeled 'SEND TO NPSP'. The main content area is a table with columns for 'Name', 'Age', 'Gender', 'Status', 'Location', 'Phone', and 'Email'. The 'Email' column contains a vertical list of 'EMAIL' buttons, which are highlighted with a red box. The table contains 52 rows, each representing a volunteer, with the name 'Adult' visible in the first column.

Within the same "Volunteer Sync" tab is the "Updated Volunteers" sub-tab. This section displays all tracker user accounts that have been recently updated. Any changes or updates made to a user account will populate here. You can also email any of these volunteers using the "Email" button.

If you would like to add these Volunteers to the NPSP, select them using the checkboxes on the left and at the very bottom of the page, there is a green button labeled "Send to NPSP." To ensure information accuracy, please contact **IT@MLF.ORG** before clicking on "Send to NPSP." *Some information has been redacted.*

REPORTS		Adult	Austin Ridge Bible Church	Unknown	EMAIL
<input type="checkbox"/>		Adult	Mobile Loves and Fishes	Unknown	EMAIL
<input type="checkbox"/>		Adult	Saint John Neumann Catholic Church		EMAIL
<input type="checkbox"/>		Adult	St. Francis of Assisi		EMAIL
<input type="checkbox"/>		Adult	Saint Margaret Mary Catholic Church		EMAIL
<input type="checkbox"/>		Adult	Saint Louis Catholic Church		EMAIL
<input type="checkbox"/>		Adult	Saint Louis Catholic Church		EMAIL
<input type="checkbox"/>		Adult	Saint Margaret Mary Catholic Church		EMAIL
<input type="checkbox"/>		Adult	Community First Village		EMAIL
<input type="checkbox"/>		Adult	Saint Louis Catholic Church		EMAIL
<input type="checkbox"/>		Adult	Downtown Alliance of Churches		EMAIL
<input type="checkbox"/>		Adult	Lake Hills Church		EMAIL
<input type="checkbox"/>		Adult	Lake Hills Church	Unknown	EMAIL
<input type="checkbox"/>		Adult	Saint John Neumann Catholic Church	Unknown	EMAIL
<input type="checkbox"/>		Adult	Saint John Neumann Catholic Church	Unknown	EMAIL

Showing 1 to 22 of 22 entries

Next, we have the "Team Sync" tab. This tool is used to synchronize new or updated tracker Teams with MLF's NPSP (Salesforce). Within the Team Sync tab, there is a "New Teams" sub-tab that displays the latest Teams added, including their Name, Community, and the creator of that Team.

If you would like to update these teams to the NPSP, select them using the checkboxes on the left and at the very bottom of the page, there is a green button labeled "Send to NPSP." To ensure information accuracy, please contact **IT@MLF.ORG** before clicking on "Send to NPSP." *Some information has been redacted.*

REPORTS	Logged in as TEST ACCOUNT Community First Village			
VOLUNTEER SYNC	TEAM SYNC - NEW TEAMS			
TEAM SYNC	This tool is used to synchronize new Tracker teams with MLF NPSP. Below is the list of new teams that have been recently added to Tracker. If you would like to add these teams to NPSP, select them using the checkboxes on the			
NEW TEAMS	TEAMS			
UPDATED TEAMS	Show 100	entries		
COMMUNITY SYNC	<input type="checkbox"/>	Name	Community	Created By
MEAL/RUN TOTALS	<input type="checkbox"/>	3rd Monday LHC Truck Team 2	Lake Hills Church	
	<input type="checkbox"/>	CFV Missionals	Community First Village	
	<input type="checkbox"/>	CFV TEST #3	Community First Village TEST	
	<input type="checkbox"/>	CFV TRUCK TEST	Community First Village TEST	
	<input type="checkbox"/>	CFV TRUCK TEST #2	Community First Village TEST	
	<input type="checkbox"/>	MAKE READY TRAINING	Saint John Neumann Catholic Church	
	<input type="checkbox"/>	TRUCK TEAM FOR TRAINING	Saint John Neumann Catholic Church	

Showing 1 to 7 of 7 entries

Within the same "Team Sync" tab is the "Updated Teams" sub-tab. This section displays all tracker Teams that have been recently updated. Any changes or updates made to a Team will populate here.

If you would like to update these teams to the NPSP, select them using the checkboxes on the left and at the very bottom of the page, there is a green button labeled "Send to NPSP." To ensure information accuracy, please contact **IT@MLF.ORG** before clicking on "Send to NPSP." *Some information has been redacted.*

REPORTS		OWNER	OWNER	
VOLUNTEER SYNC	<input type="checkbox"/>	SMM303TR	Saint Margaret Mary Catholic Church	
TEAM SYNC	<input type="checkbox"/>	SMM304MR	Saint Margaret Mary Catholic Church	
NEW TEAMS	<input type="checkbox"/>	SMM304TR	Saint Margaret Mary Catholic Church	
UPDATED TEAMS	<input type="checkbox"/>	SMM402MR	Saint Margaret Mary Catholic Church	
COMMUNITY SYNC	<input type="checkbox"/>	SMM402TR	Saint Margaret Mary Catholic Church	
MEAL/RUN TOTALS	<input type="checkbox"/>	SMM403TR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM502MR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM502TR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM503MR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM503TR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM504MR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM504TR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM601MR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM601TR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM602MR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM602TR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM702MR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM702TR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM703MR	Saint Margaret Mary Catholic Church	
	<input type="checkbox"/>	SMM703TR	Saint Margaret Mary Catholic Church	Unknown

Showing 1 to 100 of 137 entries

SEND TO NPSP

Next, we have the "Community Sync" tab. This tool is used to synchronize new or updated Communities with MLF's NPSP (Salesforce). Within the Community Sync tab, there is a "New Community" sub-tab that displays the latest Communities added, including their Name, Parent, and the creator of that Community.

If you would like to update these Communities to the NPSP, select them using the checkboxes on the left and at the very bottom of the page, there is a green button labeled "Send to NPSP." To ensure information accuracy, please contact **IT@MLF.ORG** before clicking on "Send to NPSP." *Some information has been redacted.*

REPORTS

VOLUNTEER SYNC

TEAM SYNC

COMMUNITY SYNC

NEW COMMUNITIES

UPDATED COMMUNITIES

MEAL/RUN TOTALS

Logged in as TEST ACCOUNT |

COMMUNITY SYNC - NEW COMMUNITIES

This tool is used to synchronize new Tracker communities with MLF NPSP. Below is the list of new communities that have been recently added to Tracker. If you would like to add these communities to NPSP...

COMMUNITIES

Show 100 entries

	Name	Parent	Created By
<input type="checkbox"/>	Community First Village TEST	Community First! Village	Jonah Mata

Showing 1 to 1 of 1 entries

SEND TO NPSP

Within the same "Community Sync" tab is the "Updated Communities" sub-tab. This section displays all tracker Communities that have been recently updated. Any changes or updates made to a community will populate here.

If you would like to update these Communities to the NPSP, select them using the checkboxes on the left and at the very bottom of the page, there is a green button labeled "Send to NPSP." To ensure information accuracy, please contact **IT@MLF.ORG** before clicking on "Send to NPSP." *Some information has been redacted.*

REPORTS

VOLUNTEER SYNC

TEAM SYNC

COMMUNITY SYNC

NEW COMMUNITIES

UPDATED COMMUNITIES

MEAL/RUN TOTALS

Logged in as TEST ACCOUNT |

COMMUNITY SYNC - UPDATED COMMUNITIES

This tool is used to synchronize Tracker communities with MLF NPSP. Below is the list of communities that have been recently updated within Tracker. If you would like to update these communities to NPSP...

COMMUNITIES

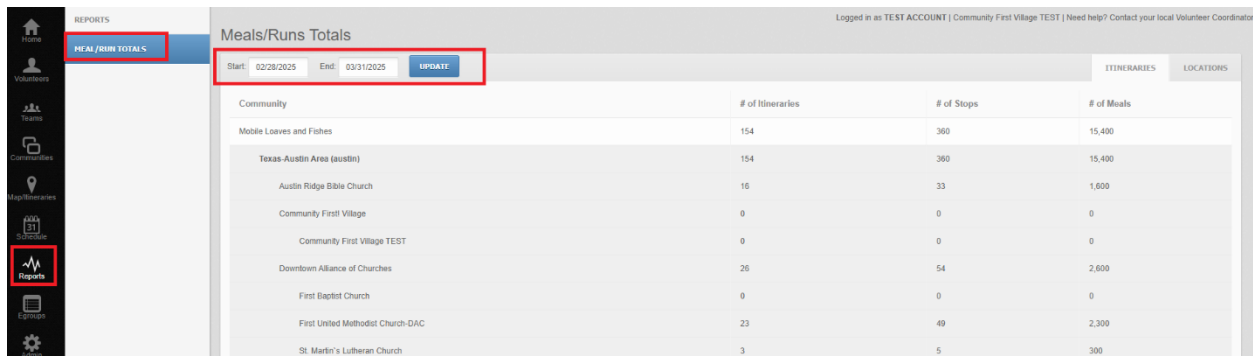
Show 100 entries

	Name	Parent	Created By
No data available in table			

Showing 0 to 0 of 0 entries

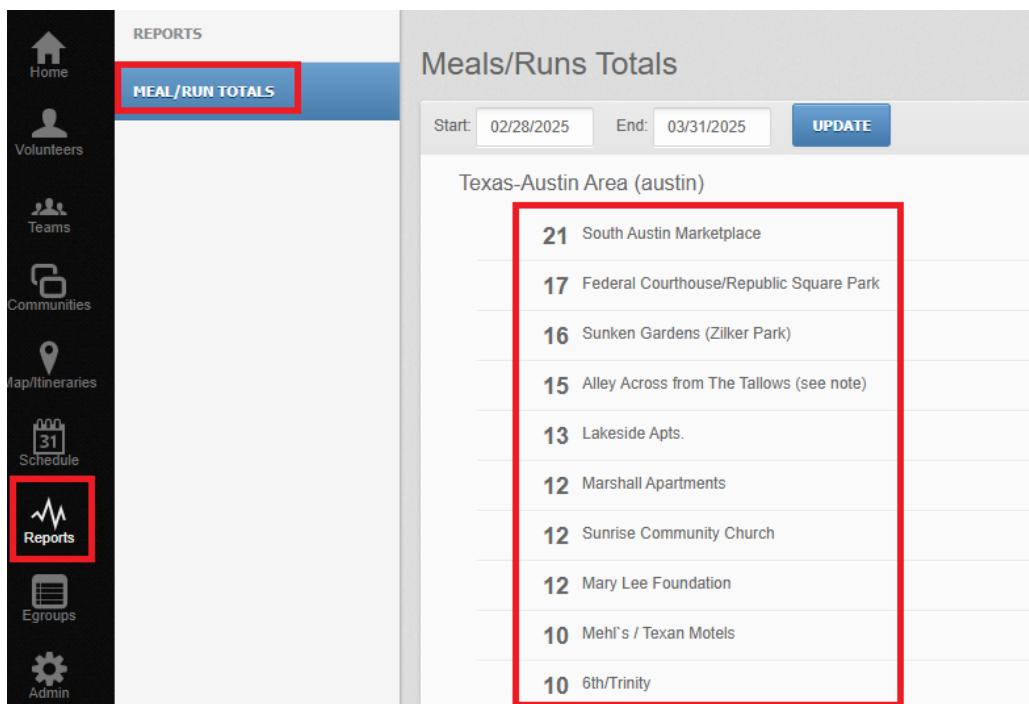
SEND TO NPSP

Below the "Community Sync" tab is the "Meal/Runs Totals" tab. This tab allows users to filter results by selecting a Start and End date, then clicking "Update" to populate the totals for the specified date range. Once the data is populated, the results will be displayed under the columns: Community, Number of Itineraries, Number of Stops, and Number of Meals. The total number of itineraries will always be aligned with the Community "Mobile Loaves & Fishes," as this is the overarching community under which all other communities fall.



Community	# of Itineraries	# of Stops	# of Meals
Mobile Loaves and Fishes	154	360	15,400
Texas-Austin Area (austin)	154	360	15,400
Austin Ridge Bible Church	16	33	1,600
Community First Village	0	0	0
Community First Village TEST	0	0	0
Downtown Alliance of Churches	26	54	2,600
First Baptist Church	0	0	0
First United Methodist Church-DAC	23	49	2,300
St. Martin's Lutheran Church	3	5	300

Next, to the right of the "Itineraries" tab is the "Locations" tab. This tab allows users to view the number of times a location has been visited within its respective area. For example, in the Texas-Austin Area, users can see all the locations that volunteers have visited from 2/28/25 to 3/31/25.



Location	Count
South Austin Marketplace	21
Federal Courthouse/Republic Square Park	17
Sunken Gardens (Zilker Park)	16
Alley Across from The Tallows (see note)	15
Lakeside Apts.	13
Marshall Apartments	12
Sunrise Community Church	12
Mary Lee Foundation	12
Meh's / Texan Motels	10
6th/Trinity	10

EGroups:

EGroups are virtual groupings of MLF volunteers that allow MLF members the ability to email specialty groups. Each Egroup below has a **short name**. If you send an email to this short name at mlfgroups.org, the email will be automatically sent to all members of the Egroup. For example, if you want to send an email to a group called "mygroup", you'll send an email to mygroup@mlfgroups.org and Tracker will

deliver that message to all members of the egroup. **You must be a member of the egroup that you are sending to in order for the message to be delivered.**

Key Features for HQ Admin:

- Edit
- Email
- Delete

The screenshot shows the 'EGROUPS' management page. The left sidebar contains navigation options: Home, Volunteers, Reminders, Virtual EGroups, Communities, Appointments, Reports, and Admin. The 'EGROUPS' section is active. The main content area displays a table of 'CURRENT EGROUPS' with the following data:

Name	Short Name	Community	Action
ARBC MLF Truck Team	ARBC MLF Truck Team	Austin Ridge Bible Church	EDIT EMAIL DELETE
Austin Volunteer Coordinators	austinvcs	Texas-Austin Area (austin)	EDIT EMAIL DELETE
DAC Team Captains	dac captains	Downtown Alliance of Churches	EDIT EMAIL DELETE
Donations	donations	Mobile Leaves and Fishes	EDIT EMAIL DELETE
Downtown Alliance of Churches Volunteers	dac volunteers	Downtown Alliance of Churches	EDIT EMAIL DELETE
Drivers @ Riverbend	rbdriers	Riverbend Church	EDIT EMAIL DELETE
Management Strategy Committee	strategy	Mobile Leaves and Fishes	EDIT EMAIL DELETE
MLF Leaders	mlfleaders	Mobile Leaves and Fishes	EDIT EMAIL DELETE
MLF Staff	staff	Saint John Neumann Catholic Church	EDIT EMAIL DELETE
Past	notvolunteers	Trinity Episcopal Church	EDIT EMAIL DELETE

Showing 1 to 10 of 42 entries

Below the default EGroups page is the "Add Egroup" tab. To properly configure a group, you need to provide the following details: Name, Short Name, Community, and Description. Once these fields are filled out, click "Save" to complete the configuration.

The screenshot shows the 'CREATE EGROUP' form. The 'ADD EGROUP' tab is selected in the sidebar. The form contains the following fields:

- Name:** A text input field.
- Short Name:** A text input field with a blue information icon.
- Community:** A dropdown menu.
- Description:** A large text area.

At the bottom of the form are 'SAVE' and 'CANCEL' buttons.

Next, below the "Add Egroup" tab is the "Reminders" tab. Reminders are scheduled emails that are assigned to groups and that function to notify these groups about reoccurring meetings, events, or actions. Each reminder contains a message and is assigned to a group along with a reoccurring date that the reminder should be sent.

To create a reminder, click on “add reminder” and fill out the information that you want the reminder to consist of and click save. Key information to fill out:

- Egroup
- Week of the Month
- Day of Week
- First Reminder Occurrence
- Second Reminder
- Message

Finally, the last tab under EGroups is “Virtual Egroups”, Virtual Egroups are special groupings of MLF volunteers that allow MLF Admins the ability to email specialty groups. Each Egroup below has a **short name if it does not have a short name you will not be able to send an email**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Virtual Egroup. For example, if you want to send an email to a group called "all", you'll

send an email to all@mlfgroups.org and Tracker will deliver that message to all members of the virtual egroup.

You must be a member of the egroup that you are sending to in order for the message to be delivered.

EGROUPS Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinat

ADD EGROUP

REMINDERS

VIRTUAL EGROUPS

Virtual Egroups are special groupings of MLF volunteers that allow MLF Admins the ability to email specialty groups. Each Egroup below has a **short name**. If you send an email to this short name at *mlfgroups.org*, the email will be automatically sent to all members of the Virtual Egroup. For example, if you want to send an email to a group called "all", you'll send an email to all@mlfgroups.org and Tracker will deliver that message to all members of the virtual egroup.

You must be a member of the egroup that you are sending to in order for the message to be delivered.

CURRENT VIRTUAL EGROUPS Search:

Show 10 entries

Name	Short Name	Description	Action
All	all	Virtual Egroup for the All community. Only VCs, Community Admins, and HQ Admins may send emails to it at all@mlfgroups.org	EMAIL DEACTIVATE
Austin Truck Captains	austin-truck-captains	Virtual Egroup for the Austin Truck Captains community. Only VCs, Community Admins, and HQ Admins may send emails to it at austin-truck-captains@mlfgroups.org	EMAIL DEACTIVATE

Admin:

When navigating to the admin tab the default page of MLF University will be selected, when you click on MLF University a new window opens in a new tab, this window is a subpart of our website <https://mlf.org>.

Tracker University is an essential part of the Tracker tool designed to support and train volunteers at Mobile Loaves & Fishes. It offers a variety of resources, including instructional guides, interactive modules, and best practices to ensure volunteers are well-equipped to use Tracker efficiently.

Tracker University



Make Ready

If You Cannot Fulfill Your Shift Commitment
Hot Weather Checklist



Volunteers

Please adjust these form for your local
commissary



Egg Ministry

Please adjust these form for your local
commissary

Key Features:

7. **Training Modules:** Interactive modules that cover different aspects of using Tracker, from basic navigation to advanced functionalities.
8. **Instructional Guides:** Step-by-step guides that provide detailed instructions on how to perform various tasks within Tracker.
9. **Best Practices:** Tips and recommendations to help volunteers maximize their effectiveness and ensure smooth operations.

Next, within the admin section, there is a tab named "MLF Tracker Knowledge Base." The MLF Tracker Knowledge Base consists of articles sorted into specific categories, including Email/Egroups and Salesforce. These articles can help users better understand key features of Tracker such as:

- Sending Email from within Tracker
- Global Email Whitelist
- Egroups Locking
- Etc...

Mobile Loaves and Fishes Knowledge Base

Have a question? Ask or enter

Article Categories

Email/Egroups(5)

- [Sending Email from Within Tracker](#)
- [Global Email Whitelist](#)
- [Virtual Egroups](#)
- [Egroups Locking](#)
- [Explanation of Egroups Process](#)

Salesforce(3)

- [Salesforce Volunteer Mappings](#)
- [Salesforce Team Mappings](#)
- [Salesforce Community Mappings](#)

Uncategorized(0)

Below the "MLF Tracker Knowledge Base" tab is the "Meals Module" tab. This module allows MLF admins to track additional instances of food delivery that occur outside the scope of normal truck runs, ensuring an accurate count of the actual services provided by Mobile Loaves. If you have participated in an event that provided meals to our constituency outside of a truck run, please enter it in the Meals Module.

MLF UNIVERSITY Logged in as: TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

MLF TRACKER KNOWLEDGE BASE

MEALS MODULE

PROCESSED MESSAGES

SIGNUPS MODULES

MEALS

The meals module allows MLF admins to track extra instances of food delivery that occur outside the scope of normal truck runs. This allows us to keep track of an accurate count of the actual services that Mobile Loaves provides. If you have participated in an event that provided meals to our constituency outside of a truck run, please enter it below.

CURRENT MEALS Search:

Show entries

Description	Number of Meals	Community	Date/Time	Action
St. Joan of Arc/Knox (*total meals served in April 2015 2,435	1275	St. Joan of Arc Catholic Church	May 21, 2015	EDIT DELETE
Walte House 150 meals	150	St. Joan of Arc Catholic Church	May 21, 2015	EDIT DELETE
Collaborative Village	100	St. Joan of Arc Catholic Church	May 5, 2015	EDIT DELETE
Lyndale Manor & Salvation Army	150	St. Joan of Arc Catholic Church	May 20, 2015	EDIT DELETE
St. Joan of Arc 1st Sunday	130	St. Joan of Arc Catholic Church	May 3, 2015	EDIT DELETE
Collaborative Village & Salvation Army	150	St. Joan of Arc Catholic Church	May 12, 2015	EDIT DELETE
Nicollet Square & Salvation Army	150	St. Joan of Arc Catholic Church	May 25, 2015	EDIT DELETE
St. Joan's 2nd Tuesday of the month	150	St. Joan of Arc Catholic Church	April 14, 2015	EDIT DELETE
3rd Tuesday - SJA	175	St. Joan of Arc Catholic Church	May 19, 2015	EDIT DELETE
3rd Friday to St. Christopher/ Dorothy Day	150	St. Joan of Arc Catholic Church	May 15, 2015	EDIT DELETE

Showing 1 to 10 of 1,060 entries 1 2 3 4 5 Next Last

[ADD MEAL](#)

To add a meal, click on "Add Meal" and enter the following details: description of the meal entry, community, meal count, and date/time. After filling out this information, press "Save." All meals are saved under the "Current Meals" section, where you can view the description, number of meals, community, and date/time. You can also edit or delete any entry you have inputted.

CREATE MEAL ENTRY

Description

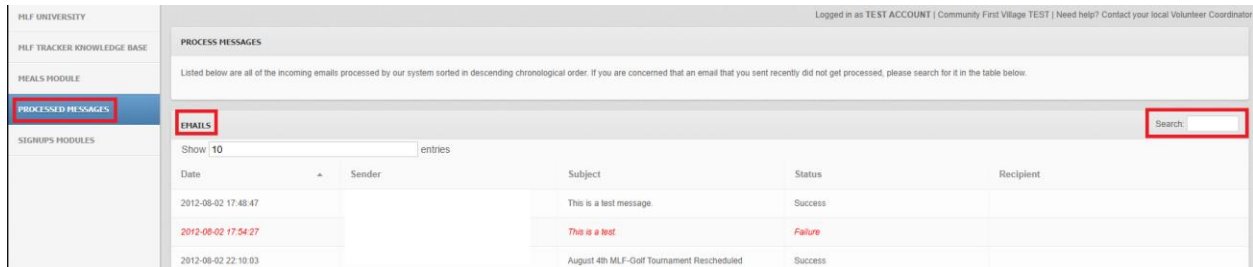
Community (Type to Search)

Date/Time

Meal Count

[SAVE](#)

Next HQ Admins are able to see a new tab below the “Meals Module” named “Processed messages”. Processed Messages are all of the incoming emails processed by our system sorted in descending chronological order. If you are concerned that an email that you sent recently did not get processed, you can search for it in the search bar located at the top right of the “Emails” section.



MLF UNIVERSITY | Logged in as TEST ACCOUNT | Community First Village TEST | Need help? Contact your local Volunteer Coordinator

MLF TRACKER KNOWLEDGE BASE

MEALS MODULE

PROCESSED MESSAGES

SIGNUPS MODULES

PROCESS MESSAGES

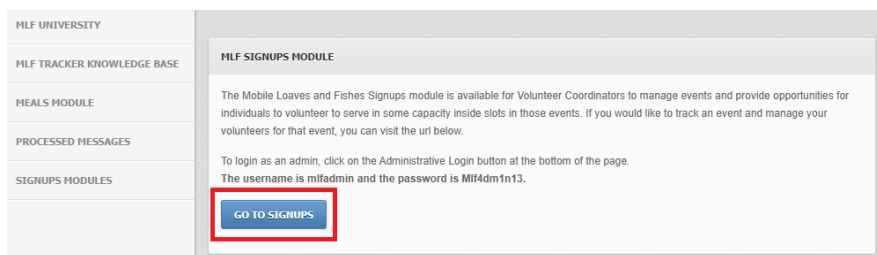
Listed below are all of the incoming emails processed by our system sorted in descending chronological order. If you are concerned that an email that you sent recently did not get processed, please search for it in the table below.

EMAILS Search:

Show 10 entries

Date	Sender	Subject	Status	Recipient
2012-08-02 17:48:47		This is a test message.	Success	
2012-08-02 17:54:27		This is a test	Failure	
2012-08-02 22:10:03		August 4th MLF-Golf Tournament Rescheduled	Success	

Lastly, the Mobile Loaves and Fishes “Signups module” is available to manage events and provide opportunities for individuals to volunteer to serve in some capacity inside slots in those events. If you would like to track an event and manage your volunteers for that event, you can visit the URL by clicking on “Go to signups”.



MLF UNIVERSITY

MLF TRACKER KNOWLEDGE BASE

MEALS MODULE

PROCESSED MESSAGES

SIGNUPS MODULES

MLF SIGNUPS MODULE

The Mobile Loaves and Fishes Signups module is available for Volunteer Coordinators to manage events and provide opportunities for individuals to volunteer to serve in some capacity inside slots in those events. If you would like to track an event and manage your volunteers for that event, you can visit the url below.

To login as an admin, click on the Administrative Login button at the bottom of the page.
The username is mlfadmin and the password is Mlf4dm1n13.

[GO TO SIGNUPS](#)

To login as an admin, click on the Admin Login button at the bottom of the page.

MLF Events

Event

Copyright © 2025 Mobile Loaves and Fishes

[Admin Login](#)

The username is **mlfadmin** and the password is **Mlf4dm1n13**, click “login”. From here you can view new/old events that have been posted by other volunteers you can also start adding new events by clicking on “Add new event” and fill out the information required regarding the event, after you are finished click “Submit”. The information is as follows:

- Date
- Name
- Admin Contact Email Address
- Description

Add Event

Date

Name

Admin Contact Email Address

Description

MLF Events

Event

MLF/SJN Christmas Shopping List - December 18, 2024

We need gifts for Christmas Day. Your generosity is greatly appreciated!

GIFTS WILL NO LONGER BE WRAPPED OR IN BAGS.

Please select from our gift list only.

Please make sure to follow these guidelines:

1) All items must be new (price tags removed)
2) ITEMS SHOULD NOT BE WRAPPED OR IN BAGS!!
3) Deliver gifts to the SJN Commissary (903 S. Capital of Texas Highway, 78746) starting Monday, December 2nd and ending on Thursday, December 19th.

If the commissary is closed when you arrive, use door code 21021 (or if you have a door code, you can use that).

Go to the back of the commissary and leave gift(s) on the tables designated "Christmas Shopping List Drop Off Table."

Please make sure the door is closed when you leave.

Thank you and Merry Christmas to all!

Admin:

iv. Additional Assistance

If you require assistance when you are trying to login into tracker please get in contact with your designated commissary administrator. The list of commissaries are as follows:

- St. John Neumann
- Austin Ridge
- Downtown Alliance
- Lake Hills
- St. Louis Catholic Church
- St. Margaret Mary
- St. Thomas More

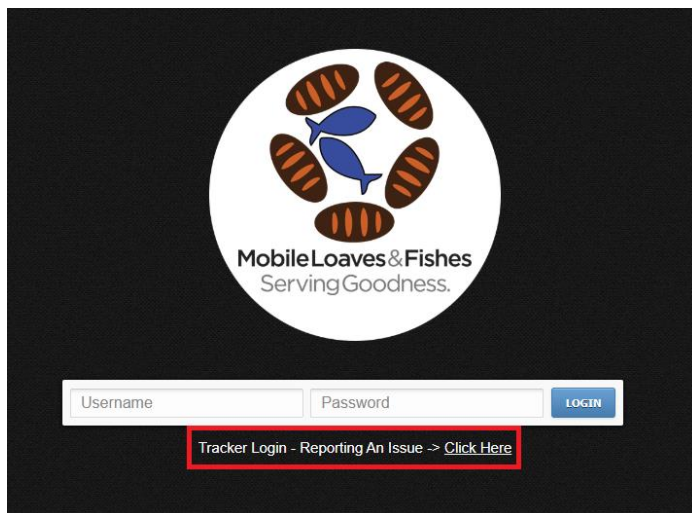
If your commissary administrator cannot resolve the issue then the next step would be to utilize the 'Tracker Login Trouble' Page. This page was designed for tracker volunteers who need help to troubleshooting their logins/issues within Tracker.

Forgot Password:

If you are experiencing issues logging into Tracker and cannot remember your password or your credentials are not working, you can use the "Reset Password in Tracker" button on the Tracker login trouble page. This button allows users to reset their own password if they already have a Tracker account associated with their email address or username.

To use the "Reset Password in Tracker" feature, you have two options:

- Navigate to the Tracker login page by going to the provided URL. Click on the link that says "Tracker Login – Reporting An Issue -> [Click Here](#)." This will open a new window with an orange button labeled "Reset Password In Tracker" located right below "Forgot Your Tracker Password" on the Tracker login trouble page.



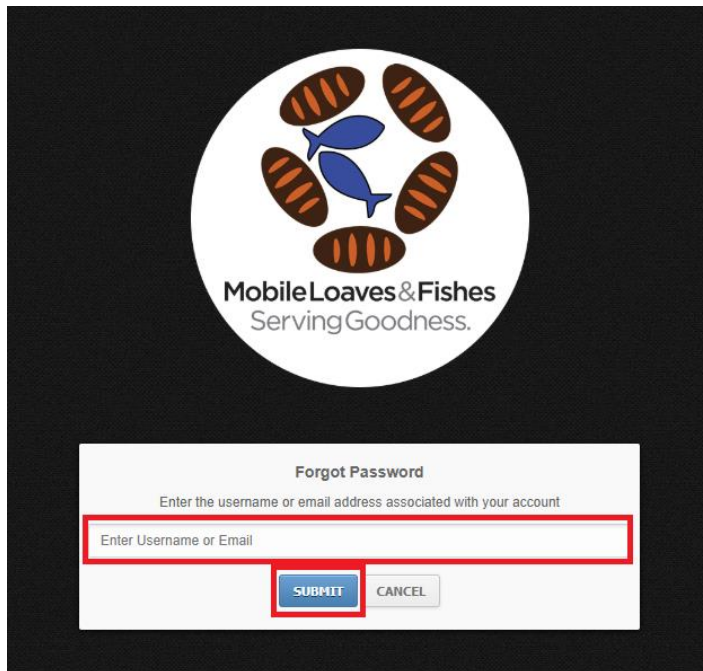
- Alternatively, you can navigate directly to the Tracker Login Trouble page by entering the URL <https://mlf.org/tracker-login-reporting-an-issue> into your web browser's search bar. This will take you directly to the page where you can click on the "Reset Password In Tracker" button.

Tracker Login Trouble

Forgot Your Tracker Password?

RESET PASSWORD IN TRACKER

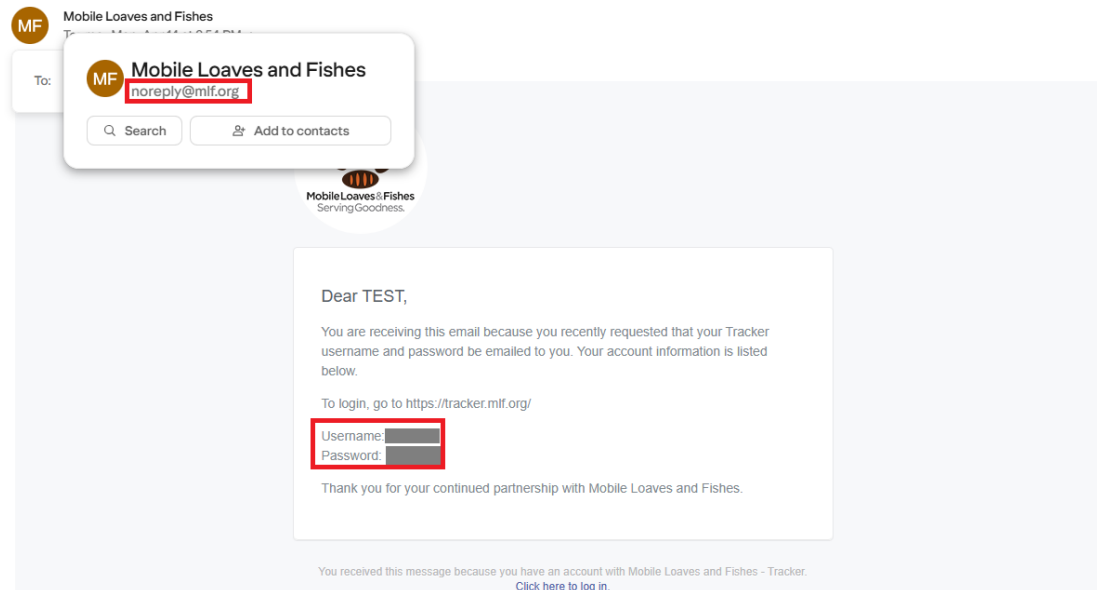
Once you click on the password reset link, you will be redirected to another window. In this window, enter your username or email associated with your Tracker user account in the field labeled "Enter username or email," then click the blue "Submit" button.



The screenshot shows a mobile application interface for MobileLoaves & Fishes. At the top, there is a circular logo featuring a blue fish and several brown loaves, with the text "MobileLoaves & Fishes" and "Serving Goodness." below it. Below the logo is a white rectangular form titled "Forgot Password". The form contains the instruction "Enter the username or email address associated with your account" and a text input field labeled "Enter Username or Email". Below the input field are two buttons: a blue "SUBMIT" button and a grey "CANCEL" button. Red boxes highlight the input field and the "SUBMIT" button.

After clicking "Submit," the page will refresh, and an email will be sent to the email address associated with your Tracker account. The email will come from a no-reply address, noreply@MLF.ORG, and will contain your new credentials for logging into Tracker. It is advised that you change your password once you are able to log back into Tracker.

Mobile Loaves and Fishes - Tracker Account Information



Other Tracker Issues:

If you are an active user experiencing trouble logging into Tracker, please fill out the "Other Tracker Issues" form. To access the form, refer to the two methods mentioned on page 97.

Once you are on the Tracker Login Trouble page, scroll down to the "Other Tracker Issues" section. This form should be completed whenever you need to contact the Mobile Loaves & Fishes IT department or your Commissary Administrator. The required information includes:

- User's Name
- Email Address
- Phone (optional)
- The ministry the user volunteers with
- A detailed description of the issue


The ministries listed are as follows:

- St. John Neumann
- Austin Ridge
- Downtown Alliance
- Lake Hills
- St. Louis Catholic Church
- St. Margaret Mary
- St. Thomas More
- All Other Technical Support

The "All Other Technical Support" option will direct your query to the MLF IT Department rather than your commissary administrator. If you have any additional questions or wish to contact the IT Department directly, you can email **IT@MLF.ORG** to reach one of our staff members, who will assist you promptly.

Other Tracker Issues

If you are an active user having trouble logging into Tracker, please use this form to contact MLF & your Volunteer Coordinator.

Name *
Email *
Phone
Which ministry do you volunteer with? *
<input type="radio"/> St. John Neumann
<input type="radio"/> Austin Ridge
<input type="radio"/> Downtown Alliance
<input type="radio"/> Lake Hills
<input type="radio"/> St. Louis Catholic Church
<input type="radio"/> St. Margaret Mary
<input type="radio"/> St. Thomas More
<input type="radio"/> All Other Technical Support
Please describe the issue you are having *
Submit 

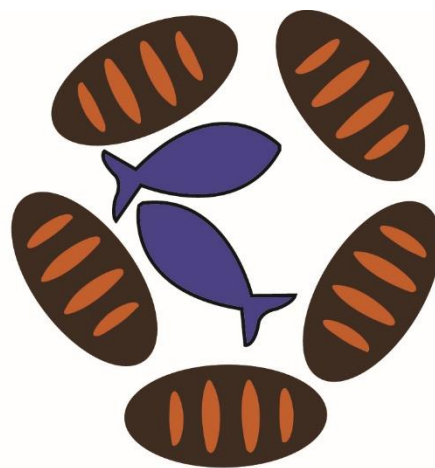
v. Conclusion

The Tracker Manual ver. 1.0 serves as a comprehensive guide for users to navigate and utilize Tracker effectively. By understanding the various user roles and their respective permissions, users can seamlessly integrate their responsibilities within the overall system. The detailed instructions on features and functionalities ensure that users can perform their tasks with accuracy and efficiency, while the step-by-step guides, enhanced with visual aids, provide clarity and ease of understanding.

In conclusion, the Tracker Manual ver. 1.0 is an essential resource for all users, providing the necessary tools and knowledge to navigate Tracker confidently and effectively. By adhering to the guidelines and utilizing the resources provided, users can enhance their productivity and contribute to the overall success of Tracker.

We encourage all users to thoroughly review the manual and apply the best practices outlined within. If you have any questions or need further assistance regarding Tracker, or if you would like to contribute additional information to the manual, please do not hesitate to email IT@mlf.org. Your feedback and contributions are invaluable in ensuring Tracker remains efficient and user-friendly.

Once again, we thank you for spreading goodness in our community through the Mobile Loaves & Fishes truck ministry. God bless.



Mobile Loaves & Fishes
Serving Goodness.®