

Food Rescue Robot: A Regional Administrator's Guide

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Latest Version: 02-13-2017

So, you want to use the Food Rescue Robot to help track volunteer/rescue logistics in your community? Cool!

Once you've got an account setup on the robot, and have been assigned to your own region as an administrator, follow the [Getting Started](#) pages here.

1. Create some donors and recipients
2. Create some schedule items, which schedule pickups from donors and deliveries to recipients
3. Get your volunteers to create their own accounts, and "assign" them to your region. Assign volunteers to your schedule items if they don't do it themselves.

Once you get the basic structure of your donors, recipients, volunteers, and schedule in there, you can start doing the daily maintenance described in the following section, [Daily Tasks](#).

Lastly, you will want to check out the [Other Tasks](#) section for things such as:

1. Creating one-time shifts
2. Producing receipts for donors
3. Exporting Data from your region
4. Toggling administrator powers
5. Switching user accounts

From the volunteer's perspective, the robot is a fairly simple tool that magically understands which shift they've decided to do, and sends them email (or text message) reminders to do it and to subsequently enter data for it. It also shows cool statistics about how much food has been rescued, gives bike friendly directions between donors and recipients, keeps track of contact information and special notes, allows them to schedule absences, and to pick up and cover shifts. If you would like to navigate the Robot first as a volunteer, or share a how-to guide with your volunteers, [you can download that guide here](#).

Behind the scenes, every night "log entries" are generated for the next 3 days using the current schedule as a template. Each of these "logs" corresponds to some particular scheduled pick up, where some volunteer is responsible for moving food from a particular donor to a particular recipient at a given time. You can look at the logs for the next three days to see what is

scheduled to occur. You can think of log entries as an empty entry in a receipt book---it has the basic information, but still needs the important bits filled out. Once a log entry has been created, the robot will send reminders (nightly usually) to the volunteer to enter data for that pick up.

The volunteer is responsible for recording the weight, description, transportation type, and any notes they'd like to pass along to you (equipment issues, etc.). This creates a sort of "accountability system", so that you can verify that pick ups are happening, identify possible problems. And, to the great benefit of the volunteer coordinator, most of this is automated. As a nice bonus, the robot will also keep track of how much food is being rescued so you can do (silly but nevertheless important) things like write grants, tell the press how much food you've rescued, or issue tax deductible receipts to donors.

The Robot is open source software, made by-and-for food rescue groups. If you're the geeky sort, you can even download the source code here: <http://code.google.com/p/bfr-webapp/>. If you have a question, comment, or find a bug, shoot an email to hana@boulderfoodrescue.org and they will get you connected to the ongoing log of requests that the developers prioritize. Thanks!

I. Getting Started:

1. Add Donors and Recipients

First, you will need to add donors (where you are picking up the food) and recipients (where you are taking the food). To do both of these, go to *Region Admin* --> *Donors* or *Recipients*. In the top right corner you can add a new donor when you hit the blue "Go" button.

New Donor Location For

The information that you enter for donors and recipients is important because it will show up in the blue INFO that volunteers see. The address will help create a route via google maps. The pick up or drop off information will give volunteers appropriate information about how to do the shift, so be as thorough as possible.

A few pieces that may be confusing...

Recipient Category

If applicable (i.e., if a nonprofit-type recipient)

Receipt/HUD Key

A random password donors will use to login

Recipient Category (A-E) is a ranking of priority. Here in Boulder, we prioritize certain recipients over others. We focus on getting food to our no-cost grocery programs before taking it

to nonprofits because our grocery programs cut down on barriers to accessing food. So we rank them to make sure our category A recipients are being saturated before moving on. You can use this if you want!

Recipient/HUD key is a key that you can give to either donors or recipients to see logs that are specific to their site. For example, if a recipient wants to see how much food has been donated to them, you can give them the link that has this key at the end and it will generate it for them. If you don't put anything here, the Robot will auto-generate a Hud key and you can find it by going to the list of donors and recipients, and on the right, clicking *Hud*. When you click *Hud* you will get the schedule and rescue log from that donor. Copy the link that contains the random password, and they can use that link to go straight to their page.

To **change or delete any donors or recipients**, scroll through the list, or search for the name in the top right corner. Information will be listed. To change the information, click *edit* on the right side, change appropriate information and save your changes. To delete a donor or recipient, find the correct donor or recipient in the list, and hit *delete* on the right side of their row.

Lolita's Market	800 Pearl St. Boulder, CO 80302	Hud Edit Delete
Lucky's Bakehouse (website)	3990 Broadway, Boulder, CO 80304	Hud Edit Delete
Lucky's South Boulder	695 South Broadway, Boulder CO 80305	Hud Edit Delete
Lyfe Kitchen	1600 Pearl Street	Hud Edit Delete

2. Set up the Schedule

Go to *Schedule* --> *Full Schedule*:

To **add a shift**, in the top right corner, click the blue button that says "Go."

New Scheduled Route For

Add all of the information for a new shift which includes:

1. The day and time of the pick up (currently schedule items are only for weekly shifts)
2. Volunteers names (if you have them). If you leave this blank, you it will produce an "open weekly shift" for volunteers to pick up on their own.
3. The number of volunteers that you need

4. Stops: You can add as many donors and recipients you want in order to create a route. You must have at least one donor and one recipient to create a route (or generate a log for the donor) but you can add more than one of either.
 - a. In order to add donors and recipients, click “add another stop.”
 - b. Select the correct location and food type for each donor
 - c. To add more stops click, “add another stop,” until you are done adding stops.
 - d. When you are done adding your stops, you must put the “order” in so that it will generate the route between the donors and recipients. An example is that you may go donor → donor → recipient. Put 0, 1, 2 to put them in the order you want.

Location	Order	Food Types	
Boulder County Farmers' Market	0	Produce Baked Goods Frozen Prepared Food Fresh Prepared Food Dairy	x Remove
Alfalfa's	1	Produce Baked Goods Frozen Prepared Food Fresh Prepared Food Dairy	x Remove
BHP @ Broadway East	2	Produce Baked Goods Frozen Prepared Food Fresh Prepared Food Dairy	x Remove

[add another stop](#)

5. Hilliness, Expected Weight, Overall difficulty, are all items you can add, especially if your volunteers are biking to give your volunteers a heads up about what they are getting themselves into!
6. Public notes are extra notes for that shift beyond the ones you’ve already added for donors and recipients. Sometimes specific shifts have specific information volunteers may need to know that isn’t always the case for that donor or recipient - this information would go into “Public Notes.” An example may be, “Family Learning Center closes at 2pm on Thursday, so make sure you get there before they close!”

Once you have your schedule items set, the color coding will help you sort through your schedule. If any items are yellow, this means they need recipients (are incomplete). If any are pink, this means they need volunteers regularly. These shifts are complete and will generate as an “open shift,” for volunteers to see.

Info	Thursday	Sprouts Market: Arapahoe (Donor) Great Harvest Bread Company (Donor) Harvest of Hope (Recipient)	Kevin Raeder (Join it)	6AM	9AM	Make sure to take all of the produce! We encourage you to specifically ask the receivers for donations as well.	Lara Holley Lara Wieland Kevin Raeder	Bike
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Info	Saturday	Sprouts Market: Baseline (Donor) BHP @ Walnut Place (Recipient)	Take Weekly Shift	1:30PM	3PM	Since it is the weekend (read: no other organizations rescuing food today), you are encouraged to take all food that is offered. You can ask other departments for donations, as well!	Ken Rioux Ken Rioux	Bike
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Deleting Shifts: Go to *Schedule* --> *Full Schedule*: Find the shift that should not exist anymore. Click delete on the right.

Changing Shifts: Go to *Schedule* --> *Full Schedule*: Find the shift that you want to change and click *edit*. Change the donor, recipient, times, volunteer, etc.

3. Adding Volunteers

When you sign volunteers up for the Robot, you first need to assign them to the correct region. Go to *Volunteers* → *Unassigned*: If there are names there with your region next to it, it means they need to be assigned to your region. Make sure it has your correct region and then click "Assign." You can leave the volunteers that need to be assigned to other locations.

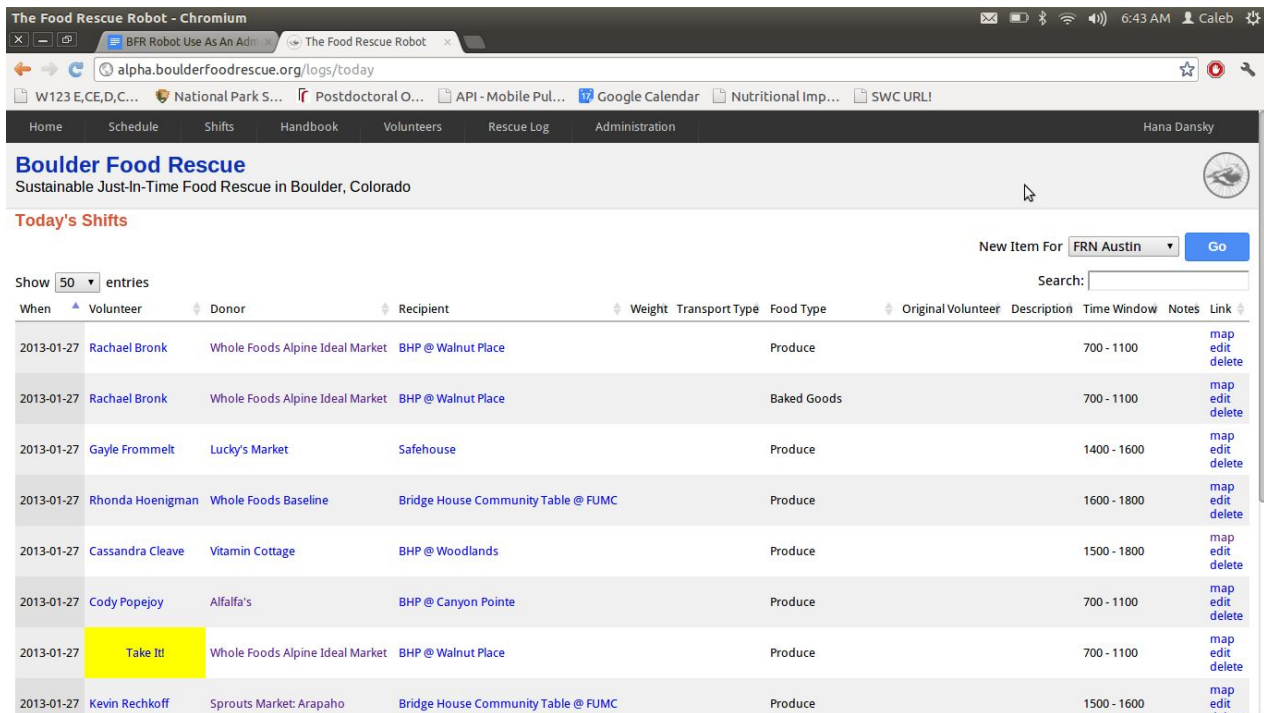
To find contact information for your volunteers at any other time, go to *Volunteers* → *Full List*: Find a volunteers contact information by searching for their name in the top right corner of the screen.

Volunteers will be able to see what shifts are open when they go into their own accounts. They can select the shifts that work best for their schedule. If for some reason, you need to add a volunteer to a scheduled shift, or a rescue log shift, you can manually do this by going to that shift, selecting "edit," manually put the volunteers name into the "volunteer" section, and save that shift. Then, it will appear on their account and they can access the information they need to in order to do the shift and fill out their logs.

Daily tasks:

1. Check Today's Shifts

Go to *Rescue Log, Today*: Check all the shifts happening today. Make sure that they are all filled. If they aren't filled, better try to get them filled!!! Reach out for help.



The screenshot shows the 'Today's Shifts' page on the Boulder Food Rescue website. The page has a navigation bar with links for Home, Schedule, Shifts, Handbook, Volunteers, Rescue Log, and Administration. The main content area displays a table of shifts for today, 2013-01-27. The table includes columns for When, Volunteer, Donor, Recipient, Weight, Transport Type, Food Type, Original Volunteer, Description, Time Window, Notes, and Link. A search bar and a 'New Item For' dropdown menu are also visible.

When	Volunteer	Donor	Recipient	Weight	Transport Type	Food Type	Original Volunteer	Description	Time Window	Notes	Link
2013-01-27	Rachael Bronk	Whole Foods Alpine Ideal Market	BHP @ Walnut Place			Produce			700 - 1100		map edit delete
2013-01-27	Rachael Bronk	Whole Foods Alpine Ideal Market	BHP @ Walnut Place			Baked Goods			700 - 1100		map edit delete
2013-01-27	Gayle Frommelt	Lucky's Market	Safehouse			Produce			1400 - 1600		map edit delete
2013-01-27	Rhonda Hoenigman	Whole Foods Baseline	Bridge House Community Table @ FUMC			Produce			1600 - 1800		map edit delete
2013-01-27	Cassandra Cleave	Vitamin Cottage	BHP @ Woodlands			Produce			1500 - 1800		map edit delete
2013-01-27	Cody Popejoy	Alfalfa's	BHP @ Canyon Pointe			Produce			700 - 1100		map edit delete
2013-01-27	Take It!	Whole Foods Alpine Ideal Market	BHP @ Walnut Place			Produce			700 - 1100		map edit delete
2013-01-27	Kevin Rechhoff	Sprouts Market: Arapaho	Bridge House Community Table @ FUMC			Produce			1500 - 1600		map edit delete

2. Check Shifts for Upcoming Days

Go to *Rescue Log* → *Tomorrow* or *the following days*: Check the shifts happening tomorrow and the upcoming 3 days so you can try to get them filled ahead of time. Especially check for early morning shifts, to make sure you get them filled today so they aren't missed.

3. Check Names of Volunteers That Need Training

Go to *Rescue Log* (any of them). If there is a volunteer in green, that means they need training. Make sure they are paired up with someone who can show them how to do the shift. Once they complete their first rescue log, they will no longer appear in green. This helps coordinators know that the volunteer has done at least one shift and should know how to do it from then on.

2017-02-15 [Info](#) Wed Feb 15 (2 days from now) between 6AM and 9AM [Johanne Albrigtsen \(Join it\)](#) [Sprouts Market: Arapahoe](#) [BHP @ Red Oak Park](#) ? lbs.

2017-02-15 [Info](#) Wed Feb 15 (2 days from now) between 1PM and 2PM [Jim Kastengren \(Join it\)](#) [Ryan Doner \(Join it\)](#) [Whole Foods Baseline](#) [Uni Hill Elementary](#) ? lbs.

To see a full list of volunteers who need training, you can go to *Volunteers* → *Needs Training*.

4. Hassle Volunteers Who Haven't Done Their Logs

Go to *Rescue Log* → *Tardy*: Find the volunteers that haven't filled out their logs in over three days and pester them to fill out their reports. Find their email and phone number by clicking on their name.

When	Volunteer	Donor	Recipient	Weight	Transport Type	Food Type	Original Volunteer	Description	Time Window	Notes	Link
2012-12-20	kelli goodman	Breadworks	BHP @ Northport			Baked Goods			1900 - 1920		map edit delete
2012-12-27	kelli goodman	Breadworks	BHP @ Northport			Baked Goods			1900 - 1920		map edit delete
2013-01-03	kelli goodman	Breadworks	BHP @ Northport			Baked Goods			1900 - 1920		map edit delete
2013-01-06	Kevin Rechhoff	Sprouts Market: Arapaho	Bridge House Community Table @ FUMC			Produce			1500 - 1600		map edit delete
2013-01-06	Kevin Rechhoff	Sprouts Market: Arapaho	Bridge House Community Table @ FUMC			Baked Goods			1500 - 1600		map edit delete
2013-01-10	kelli goodman	Breadworks	BHP @ Northport			Baked Goods			1900 - 1920		map edit delete
2013-01-12	Ian Glass	Alfalfa's	Chrysalis Cooperative			Produce			830 - 900		map edit delete
2013-01-15	Celine	C4C Cafeteria	Attention Homes (North)			Frozen Prepared Food			800 - 1100		map edit delete

Other Tasks:

1. **One-time shifts only:** Currently, the best way to schedule one time shifts is by adding a new log. Go to *Rescue Log* → *Entire Log* (or *Today, Tomorrow, etc*): Add a log by going to the top of the page and find new item for your region and hit "Go." Fill out the correct information and save it for your donors, recipients and **date**. The date will put it in the correct log day so that volunteers can do this shift. You may already know your volunteer, in which case you can put them in it. If you still need a volunteer for this shift, leave the volunteer spot blank and it will show up in open shifts for volunteers to select.

Delete a log by searching for it in the top right corner of the screen. Hit delete in the appropriate row.

2. **Regional Admin** → **Controls:** Under the controls section, there are lots of nifty things that you can do as an administrator.

- a. **Tax Deductible Receipts:** On the right side of the screen there is “Generate Receipts.” Pick the correct donor and dates that you want the receipt for. Click “Generate,” and it will automatically download a pdf report that has a list of all of the pick ups and weights of each pick up for that donor between those dates. If you have put your tax-deductible receipt on your region assignment, that will be on there as well. If you have not but wish to, please email hana@boulderfoodrescue.org to get this set up.
- b. **Export Data:** Want a spreadsheet full of interesting information? Use the Export data function to download everything - pounds picked up at every site, along with volunteer hours and more.
- c. **Switch to user:** This feature is nifty because it allows you to see what any of your volunteers see. If volunteers get confused, or if there is a bug, you are able to switch to see it from their view and help them out. This can be useful with helping a volunteer navigate their own page.
- d. **Region Admin Appointment:** This allows you to let any volunteer become a regional administrator like you. We often have interns and other coordinators who help with getting shifts covered or building our schedule. Select the name of the volunteer you wish to be an administrator, and hit “toggle.” When you want to de-appoint someone as regional administrator, you just select their name and hit “toggle” again, and they will be back to a volunteer view.

Switch to User

Select a volunteer from the list below to switch to. After switching you will have logout and login to get back to your real user.

Volunteer:

Export Data

Starting On:

Ending On:

Generate Receipts

Donor:

Starting On:

Ending On:

Regional Admin Appointment

Make a volunteer an admin for your region. Users that are asterisk-ed*, have admin powers already. You can remove those powers by toggling them.

Volunteer:

Region: