



LifeLoop trainings

Manage transportation settings

Settings

How to manage transportation types, vehicles, drivers and hours of operation.

lifelooop.com

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Transportation settings

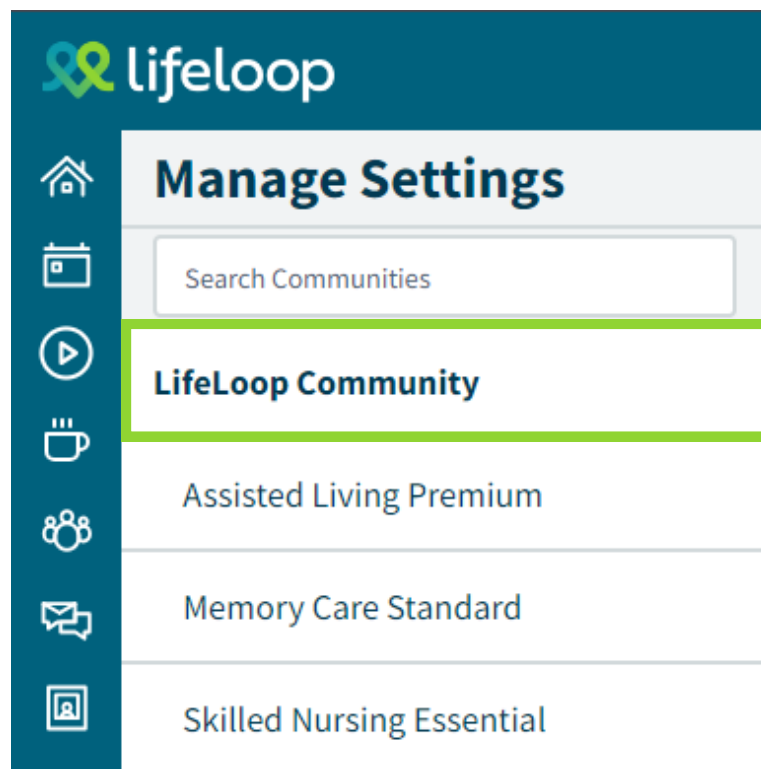
Step 1

To manage transportation hours of operation, types, vehicles, and drivers, go to **manage settings**, the gear icon on the top right-hand corner of the screen.



Step 2

Select the community name in bold.



Note: If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.



Transportation settings

Step 3

Select transportation to edit types and locations.

Activities Work Requests **Transportation**

ⓘ All communities of LifeLoop Community will have access to these settings.

Step 4

To manage the transportation hours of operation, select **manage** on the right-hand side of the screen.

Hours of Operation
Resident and family users will only be permitted to submit requests within your defined hours of operation.

Manage >

Step 5

To set the default hours of operation, select the day of the week.

Default Transportation Hours

SU M T W TH F S ☐ No Availability **OR** Start Time End Time **Apply**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	No Availability	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm



Transportation settings

Step 6

If transportation will not be available to request that day, select no availability.

Default Transportation Hours

SU M **T** W TH F S ☒ No Availability OR Start Time End Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	No Availability	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm

If transportation will only be available during a specific time that day, enter the start time and end time.

Default Transportation Hours

SU M **T** W TH F S ☐ No Availability OR Start Time End Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	No Availability	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm


Step 7

Select apply.



Transportation settings

Step 8

To remove default hours of operation, hover the mouse over the default hours and select the  at the top right-hand corner.

Default Transportation Hours

SU M **T** W TH F S

☒ No Availability OR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	<div>No Availability</div>	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm

Note: If default hours are not set, transportation will be marked as available all day.

Step 9

To create special dates, use the calendar to select the date.

◀ May 2024 ▶

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☐ No Availability OR

09:00 am - 01:00 pm

Note: The special dates schedule will take precedent over any default hours.



Transportation settings

Step 10

If transportation will not be available to request that day, select no availability.

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☒ No Availability OR Start Time End Time Apply

09:00 am - 01:00 pm Remove

If transportation will only be available during a specific time that day, enter the start time and end time. Select apply.

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☐ No Availability OR Start Time End Time Apply

09:00 am - 01:00 pm Remove

Step 11

To remove special dates, select the date on the calendar then select remove on the far right-hand side.

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☐ No Availability OR Start Time End Time Apply

09:00 am - 01:00 pm Remove



Transportation settings

Step 12

Enter the transportation type in the text box and select **create type**. To remove a type, select the **X** to the right.

▼ Types

Type Name

Library	Create Type
Shopping	X
Billable	X

Note: Transportation types provide a way to categorize trips for the campus. Filter the transportation calendar by type or utilize the reports feature to see a breakdown of trips by type.

Step 13

To add campus vehicles, type the vehicle name in the text box and select **create vehicle**. To remove a vehicle select the **X** to the right.

▼ Vehicles

Vehicle Name

SUV	Create Vehicle
Bus-CDL	X
15-passenger Van	X



Transportation settings

Step 14

To add a driver, select the staff member from the drop down list and select **create driver**. To remove a driver select the **X** to the right.

▼ Drivers

Driver Name

Bob Baker	▼	Create Driver
Joey Carney	▼	X
Natallia Vittetoe	▼	X

Note: Drivers must be staff in LifeLoop with the view transportation permission to show as a driver option.



FAQs

What are default transportation hours?

Default transportation hours are used to set the daily hours of transportation for the community.

What are special dates?

Special dates are used to set hours outside the regular default schedule. Additionally, this can be used to set holiday hours.

Do special dates override default hours?

Yes. The special dates schedule will take precedent over any default hours.

Who can manage hours of operation?

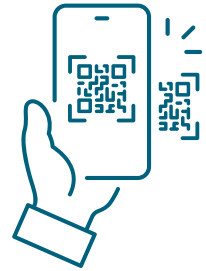
Only staff with the manage settings permission can modify the hours of operation.



Resources

Video QR codes

How to scan QR codes



Open the camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.

Transportation settings





Continued learning

Visit the Learning Community

Access LifeLoop marketing collateral and training resources at your convenience. Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to <https://training.lifeloop.com/training/staff>.

Attend a university course

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend.

Further questions?

Reach out to support@lifeloop.com or your Customer Success Manager.