

LifeLoop trainings

Transportation

Connections portal

How to navigate and utilize the transportation feature on the Connections portal.

lifeloop.com





Table of contents

Section 1:	Transportation	1-5
Section 2:	Resources	6
Section 3:	Continued learning	7

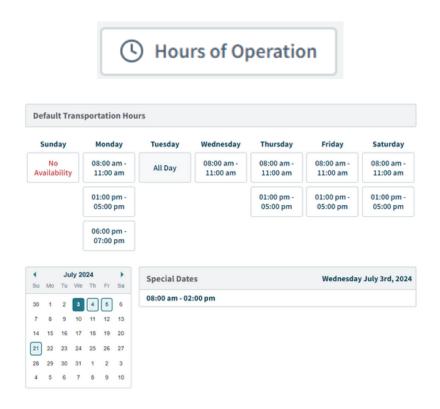




Note: This is only viewable if the community offers the transportation feature within LifeLoop.

Step 1

To view the community's transportation hours of operation, select hours of operation on the top right-hand corner of the screen.



Step 2

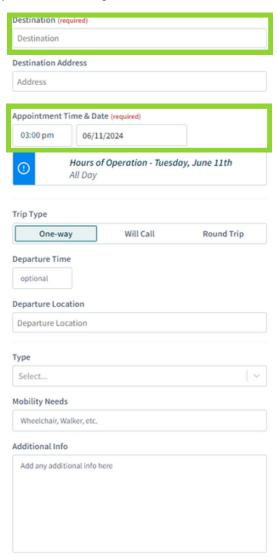
To submit a new request to the community, select **new request** at the top right of the screen.





Step 3

Provide the destination name and appointment time and date. It is optional to fill out trip type, return time, address, departure time, departure location, type, mobility needs and additional information.



Note: The request date, appointment time, departure time and pick up time must all be within the hours of operation.



Step 4

To submit the transportation request, select **create request** on the bottom right-hand corner of the screen.



Step 5

Once a request is submitted, the status will show as approved, pending or denied in the transportation request list.



Note: Transportation requests are also viewable on your loved one's calendar.



Step 6

To cancel a request, find the transportation request in the transportation request list and select view details.



Step 7

Select cancel request on the top right-hand corner of the screen.



Note: Cancelling a request in LifeLoop can only be done if it has a pending status. To modify any requests that have already been approved, please contact the community directly.

Step 8

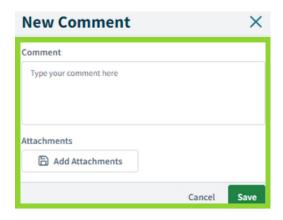
To add a comment to a request, select + new comment.





Step 9

Type in the comment, add an attachment or photos and select save.



Step 10

Edit or selete any comments by selecting the trash can icon to delete or the pencil icon to edit.

Joan Edwards

02:41 pm on 06/11/24



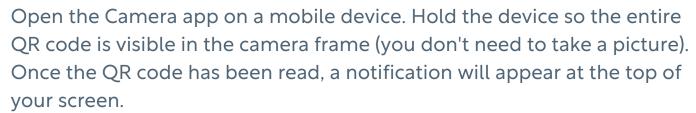




Resources

Video QR codes

How to scan QR codes



Connections overview video







Continued learning

Visit the Learning Community

Access LifeLoop 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/connection.

Further questions?

Reach out to support@lifeloop.com.