



How to view and manage hours of operation.



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HOURS OF OPERATION 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?

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.



HOURS OF OPERATION FAQS

? CAN CONNECTIONS AND RESIDENTS VIEW THE HOURS OF OPERATION?

If the Transportation feature is turned on for connections and residents, they will be able to see the hours of operation.

? CAN CONNECTIONS AND RESIDENTS SUBMIT A TRANSPORTATION REQUEST OUTSIDE THE HOURS OF OPERATION?

Connections and Residents will be restricted from creating requests outside of the hours of operation.

? CAN STAFF CREATE A TRANSPORTATION REQUEST OUTSIDE THE HOURS OF OPERATION?

Staff with the Create Transportation Requests permission can create a request outside of the hours of operation.



CREATING DEFAULT TRANSPORTATION HOURS

STEP 1

Click on the gear icon at the top right-hand corner.

STEP 2

Select the bolded community name.

LifeLoop Community	
Assisted Living	
Memory Care	
Skilled Nursing	

STEP 3

Select **Transportation**.

Activities Work Requests Transportation

CREATING DEFAULT TRANSPORTATION HOURS

STEP 4

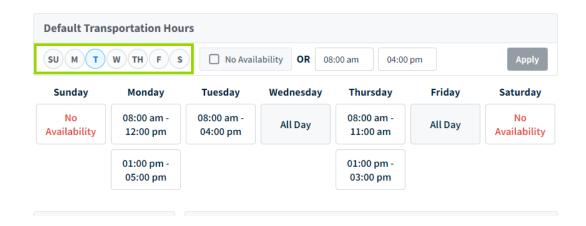
Select Manage.

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.

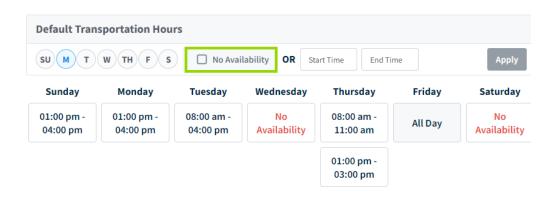




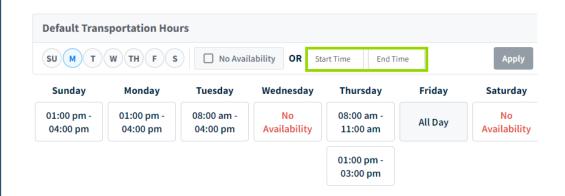
CREATING DEFAULT TRANSPORTATION HOURS

STEP 6

If transportation will not be available to request that day, select **No Availability.**



If transportation will only be available during a specific time that day, enter the **Start Time and End Time**.

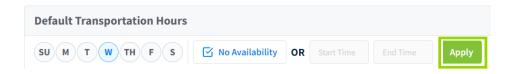




CREATING DEFAULT TRANSPORTATION HOURS

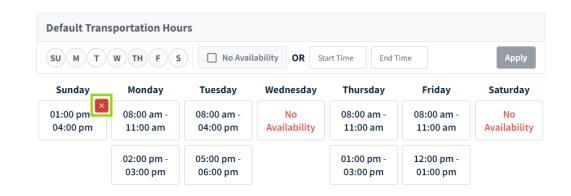
STEP 7

Click Apply.



STEP 8

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



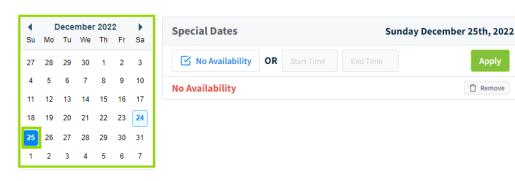
Note: If default hours are not set, transportation will be marked as available All Day.



CREATING SPECIAL DATES

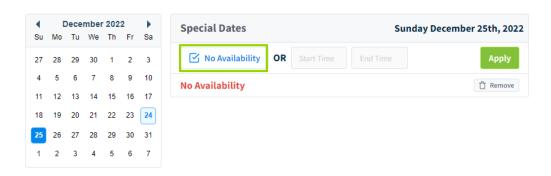
STEP 1

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

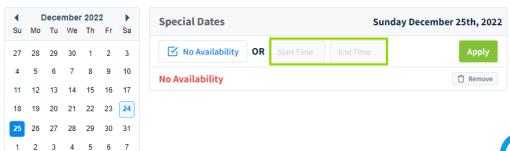


STEP 2

If transportation will not be available to request that day, select **No Availability**.



If transportation will only be available during a specific time that day, enter the **Start Time and End Time**.

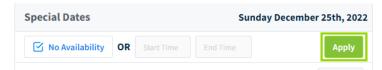




CREATING SPECIAL DATES

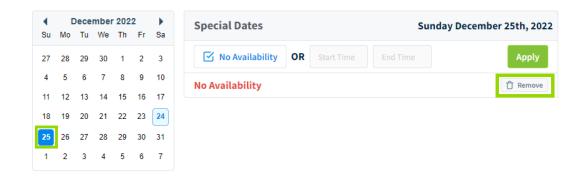
STEP 3

Click Apply.



STEP 4

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



VIEWING HOURS OF OPERATION

STEP 1

Select **Transportation** in the feature menu on the left-hand side.



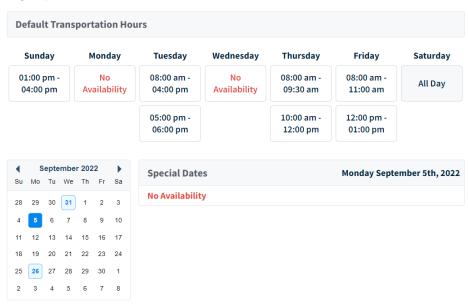
STEP 2

Select Hours of Operation on the top right-hand corner.



STEP 3

This will show the default transportation hours as well as any special dates.





CONTINUED LEARNING

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.

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://ourlifeloop.com/training/staff.

FURTHER QUESTIONS?

Reach out to <u>Support@OurLifeLoop.com</u> or your Customer Relationship Specialist.

