# LIFELOOP FACILITY SETTINGS: TRANSPORTATION VEHICLES & DRIVERS

## User Instructions
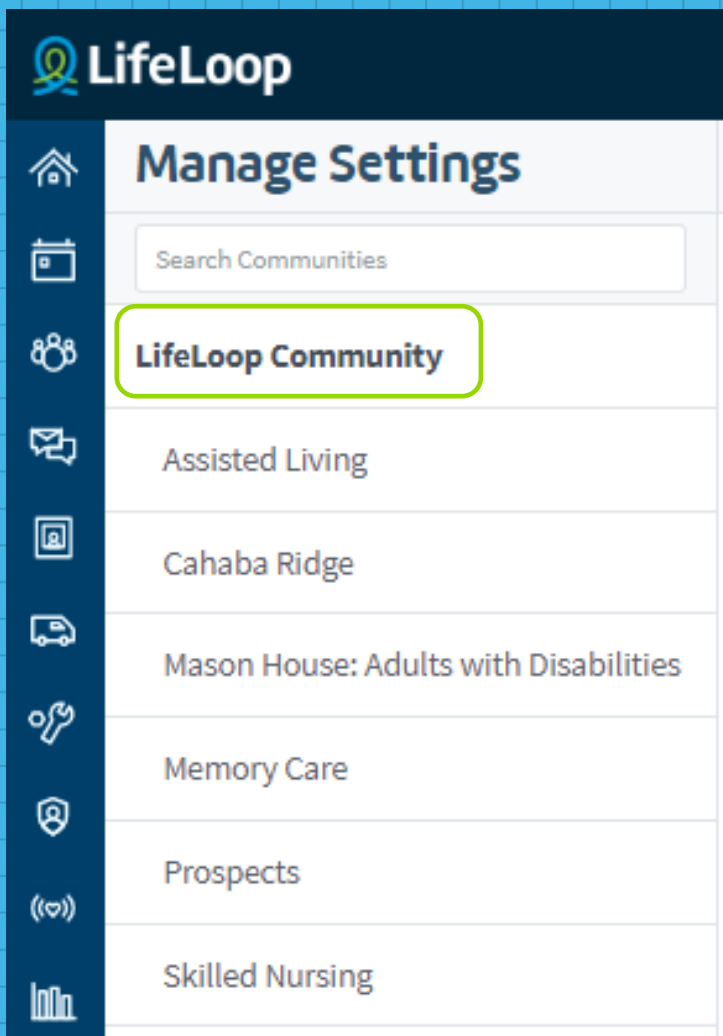
LifeLoop

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## STEP 1:

To manage transportation vehicles & drivers, go to the **facility settings** (gear icon on the top right of your screen next to your name).
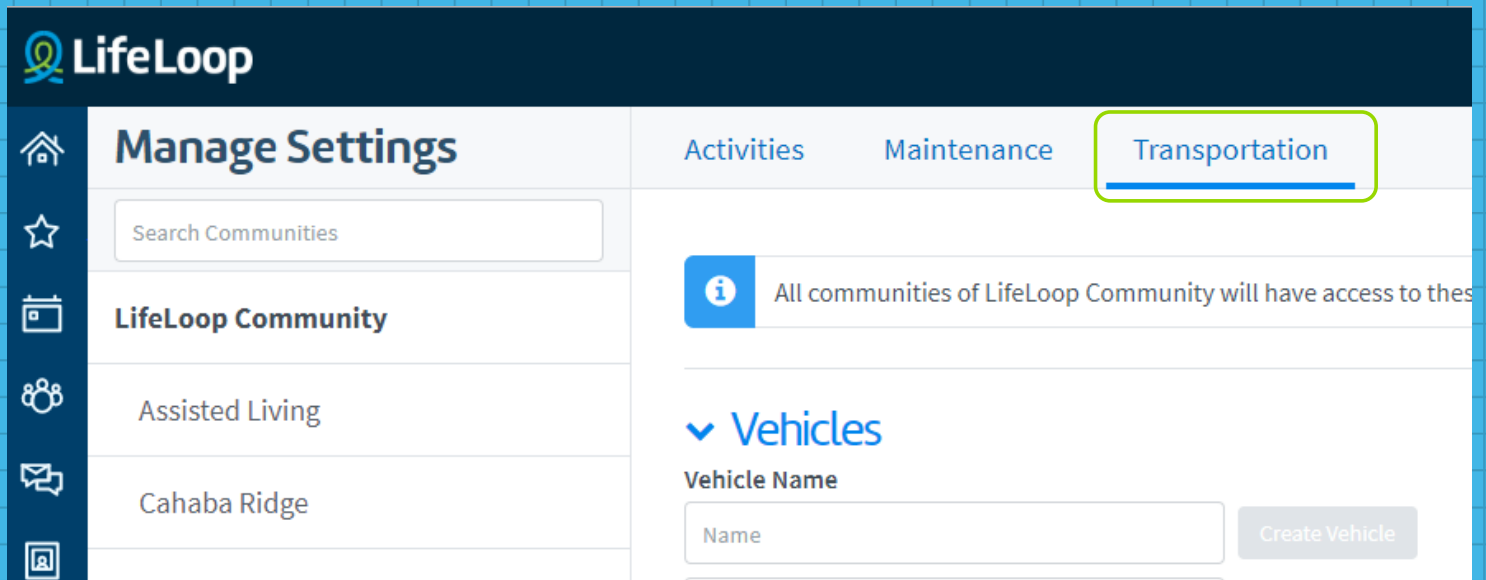
### LifeLoop

**Manage Settings**

Search Communities

**LifeLoop Community**

Assisted Living

Cahaba Ridge

Mason House: Adults with Disabilities

Memory Care

Prospects

Skilled Nursing

## STEP 2:

Select your community in **Bold**

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## STEP 3:
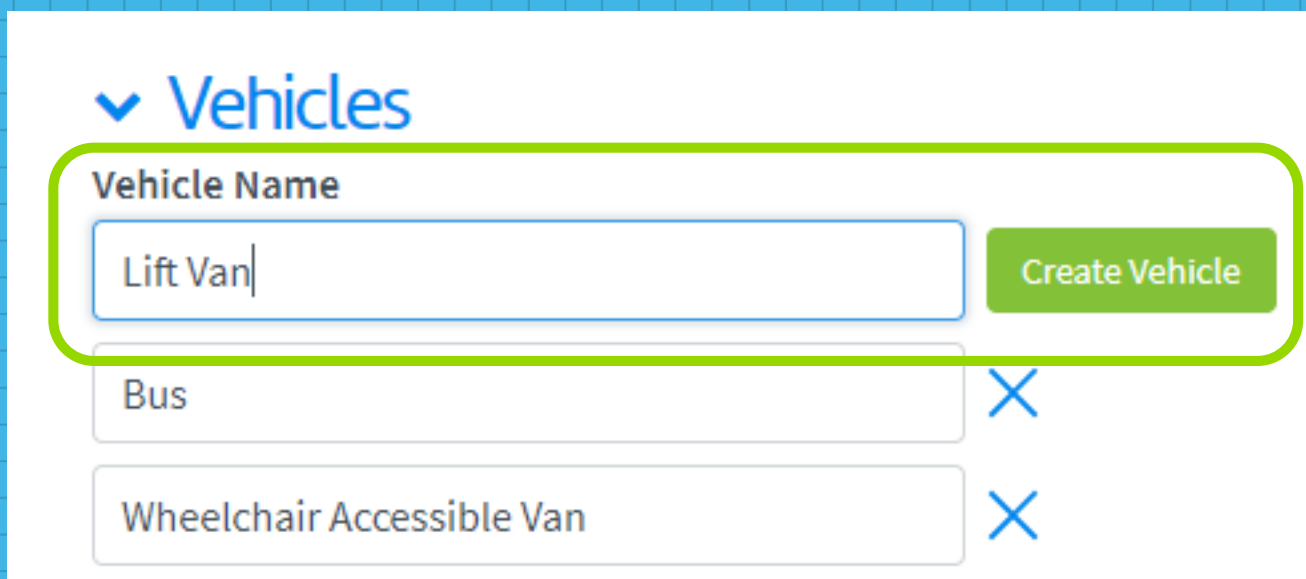
Select the **Transportation** tab to edit Vehicles and Drivers.



### LifeLoop

**Manage Settings**

Search Communities

**LifeLoop Community**

Assisted Living

Cahaba Ridge

Activities    Maintenance    **Transportation**

ℹ All communities of LifeLoop Community will have access to thes

**⌄ Vehicles**

**Vehicle Name**

Name                                    Create Vehicle

## STEP 4:

Type in the name of your vehicle in the text box and click **Create Vehicle**.

**⌄ Vehicles**

**Vehicle Name**

Lift Van                                 Create Vehicle

Bus                                      ✕

Wheelchair Accessible Van                ✕

## Drivers

**Driver Name**

Joey Carney ⌄     **Create Driver**

Brett Robeson ⌄     ✕

Derek Smith ⌄     ✕

John Smith ⌄     ✕

## STEP 5:

To add a Driver, scroll down below the vehicle list and type in the staff member you wish to add.

Select the staff member from the drop down list and click **Create Driver.**

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

Thanks for learning! If you have any additional questions contact us at info@ourlifeloop.com