TRANSPORTATION

How to view and manage hours of operation.

LifeLoop

INDEX

LIFELOOP TRAININGS

TRANSPORTATION
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.

TRANSPORTATION
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.

TRANSPORTATION

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

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.

Default Transportation Hours

SU M T W TH F S   ☐ No Availability   OR   08:00 am   04:00 pm   Apply

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Availability	08:00 am - 12:00 pm	08:00 am - 04:00 pm	All Day	08:00 am - 11:00 am	All Day	No Availability
	01:00 pm - 05:00 pm			01:00 pm - 03:00 pm		

TRANSPORTATION

CREATING DEFAULT TRANSPORTATION HOURS

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 | | Apply |

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01:00 pm - 04:00 pm	01:00 pm - 04:00 pm	08:00 am - 04:00 pm	No Availability	08:00 am - 11:00 am	All Day	No Availability
				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 | | Apply |

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

TRANSPORTATION
CREATING DEFAULT TRANSPORTATION HOURS

STEP 7

Click **Apply**.

Default Transportation Hours										
SU	M	T	W	TH	F	S	☑ No Availability	OR	Start Time	End Time	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.

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
01:00 pm - 04:00 pm	08:00 am - 11:00 am	08:00 am - 04:00 pm	No Availability	08:00 am - 11:00 am	08:00 am - 11:00 am	No Availability
	02:00 pm - 03:00 pm	05:00 pm - 06:00 pm		01:00 pm - 03:00 pm	12:00 pm - 01:00 pm	

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

TRANSPORTATION
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.**

STEP 3

Click **Apply**.

Special Dates				Sunday December 25th, 2022
☑ No Availability	**OR**	Start Time	End Time	**Apply**

STEP 4

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

◀	December 2022				▶	
Su	Mo	Tu	We	Th	Fr	Sa
27	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

Special Dates				Sunday December 25th, 2022
☑ No Availability	OR	Start Time	End Time	**Apply**
No Availability				🗑 Remove

TRANSPORTATION

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.

Default Transportation Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01:00 pm - 04:00 pm	No Availability	08:00 am - 04:00 pm	No Availability	08:00 am - 09:30 am	08:00 am - 11:00 am	All Day
		05:00 pm - 06:00 pm		10:00 am - 12:00 pm	12:00 pm - 01:00 pm	

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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	1
2	3	4	5	6	7	8

Special Dates   **Monday September 5th, 2022**

No Availability

9

TRANSPORTATION
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 Support@OurLifeLoop.com or your Customer Relationship Specialist.