

TRANSPORTATION TYPES, VEHICLES & DRIVERS

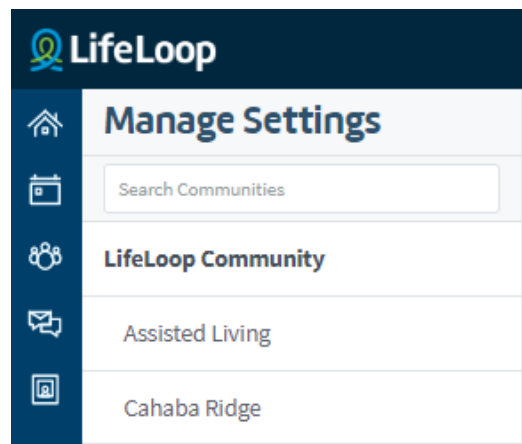
STEP 1

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



STEP 2

Select your community in **Bold**.



**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.*

STEP 3

Select the **Transportation** tab to edit Types, Vehicles, and Drivers.

The screenshot shows the 'Manage Settings' interface with the 'Transportation' tab selected. On the left, under 'LifeLoop Community', there is a list of communities: Assisted Living, Birch Grove, Cheese Palace, Consulate Test, and Independent Living. On the right, a notification states: 'All communities of LifeLoop Community will have access to these settings'. Below this, the 'Types' section is expanded, showing a 'Type Name' input field with the text 'Type' and a 'Create Type' button. Below the input field, there are three rows of text boxes containing 'Shopping', 'Billable', and 'Family Practice', each followed by an 'X' icon for removal. A dropdown arrow is visible at the bottom of the list.

STEP 4

Enter the type you would like in the text box and select **Create Type**. To remove a type, click the **X**.

This close-up shows the 'Types' section with the 'Type Name' input field containing the text 'Type' and the 'Create Type' button. Below the input field, there are two rows of text boxes containing 'Shopping' and 'Billable', each followed by an 'X' icon for removal. A third empty text box is visible at the bottom.

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

STEP 5

To add campus vehicles, type the vehicle name in the text box and click **Create Vehicle**. To remove a vehicle click the **X**.

✓ Vehicles

Vehicle Name

<input type="text" value="Name"/>	Create Vehicle
<input type="text" value="Bus"/>	X
<input type="text" value="15-passenger Van"/>	X
<input type="text" value="IL Sedan"/>	X

STEP 6

To assign a staff member as a driver, scroll down below vehicles and search the staff member you wish to add.

✓ Drivers

Driver Name

<input type="text" value="Chelsea Blaser"/>	▼	Create Driver
<input type="text" value="Jt Seger"/>	▼	X
<input type="text" value="Joey Carney"/>	▼	X

STEP 7

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.