

LIFELOOP FACILITY SETTINGS: TRANSPORTATION VEHICLES & DRIVERS

User Instructions

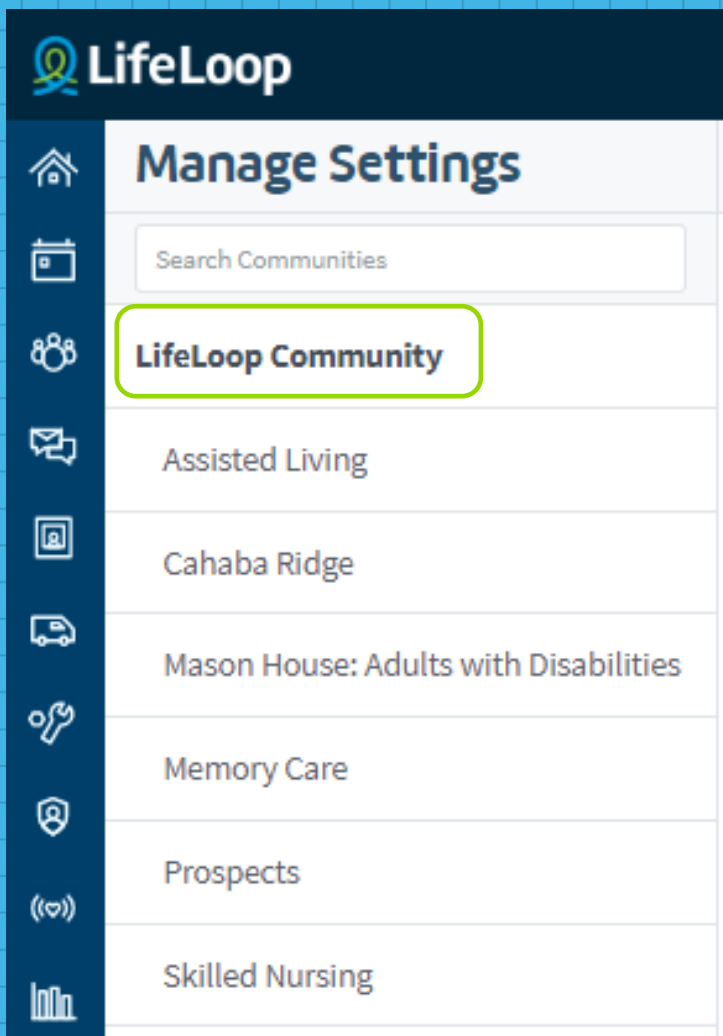
TRANSPORTATION VEHICLES & DRIVERS



Natallia Jorgensen



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).

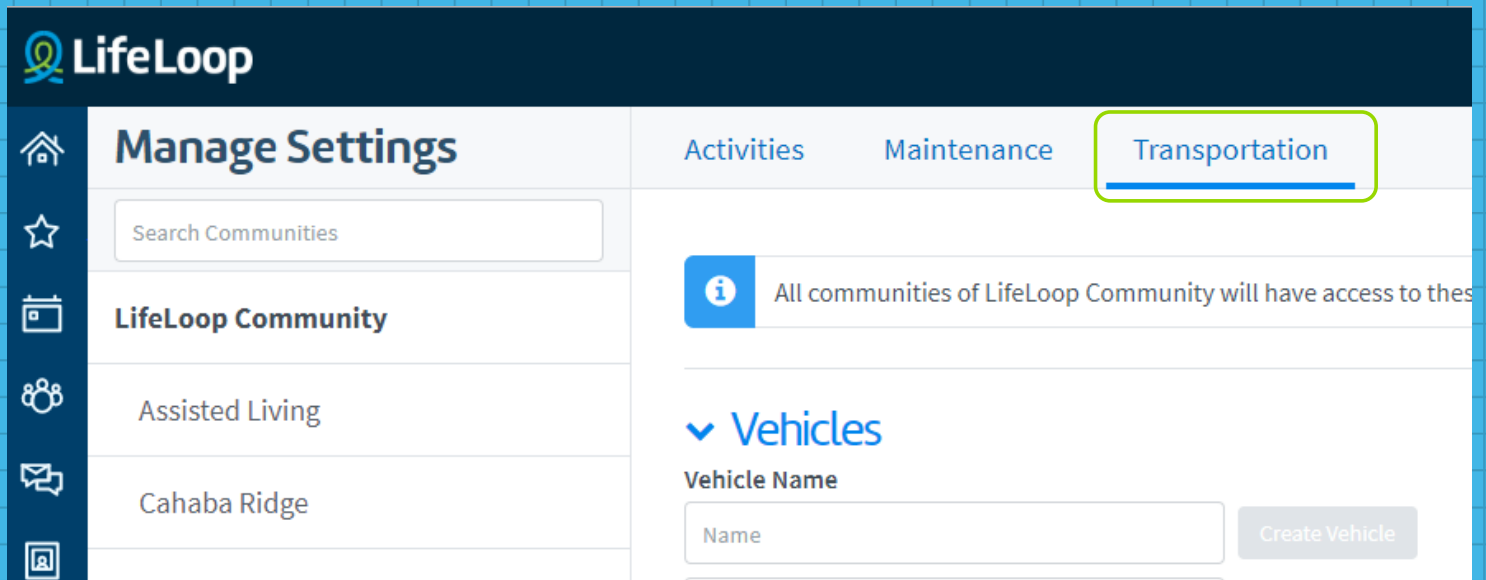


STEP 2:

Select your community in **Bold**

STEP 3:

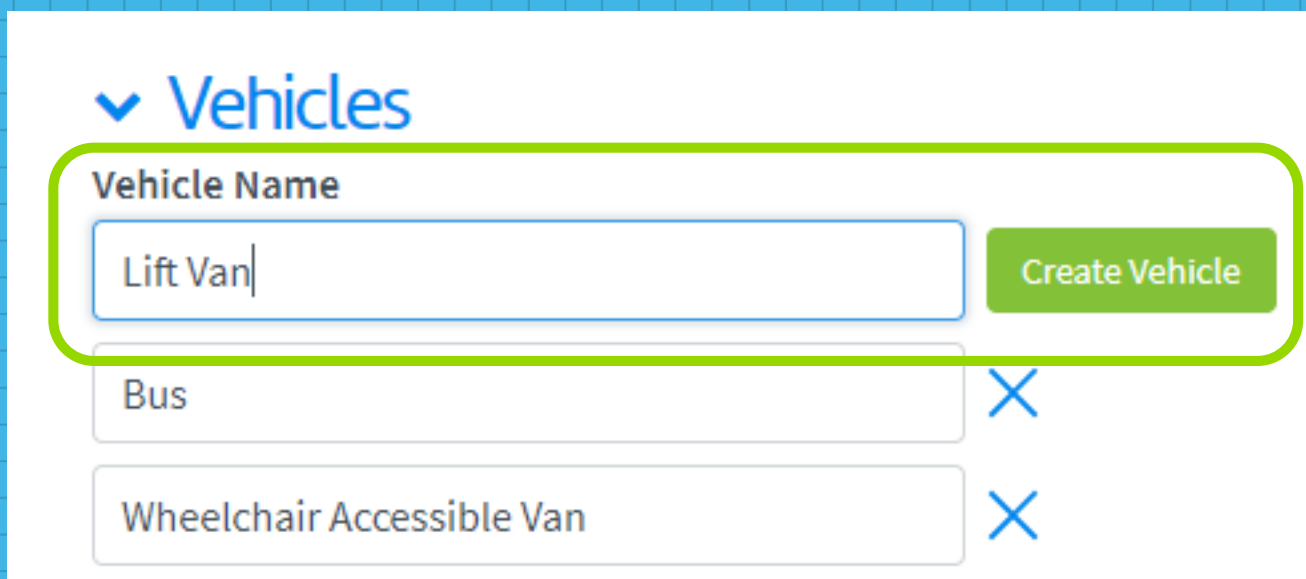
Select the **Transportation** tab to edit Vehicles and Drivers.



The screenshot shows the LifeLoop application interface. On the left is a dark sidebar with icons for home, favorites, calendar, groups, messages, and a profile. The main content area is titled 'Manage Settings' and has three tabs: 'Activities', 'Maintenance', and 'Transportation', which is currently selected and highlighted with a green border. Below the tabs, there's a search bar for 'Search Communities'. Under 'LifeLoop Community', there are two options: 'Assisted Living' and 'Cahaba Ridge'. To the right of the sidebar, there's an information box stating 'All communities of LifeLoop Community will have access to these settings'. Below that, the 'Vehicles' section is expanded, showing a 'Vehicle Name' text input field with the placeholder 'Name' and a 'Create Vehicle' button.

STEP 4:

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



This close-up focuses on the 'Vehicles' section. The 'Vehicles' header is expanded. The 'Vehicle Name' text input field contains the text 'Lift Van'. To the right of the input field is a green 'Create Vehicle' button. Below the input field, there are two other options: 'Bus' and 'Wheelchair Accessible Van', each followed by a blue 'X' icon, indicating they are not selected or are being removed.



▼ 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**

