

# SUBMITTING A TRANSPORTATION REQUEST

Quickly and easily create transportation requests from your desktop, laptop, ipad or mobile device.

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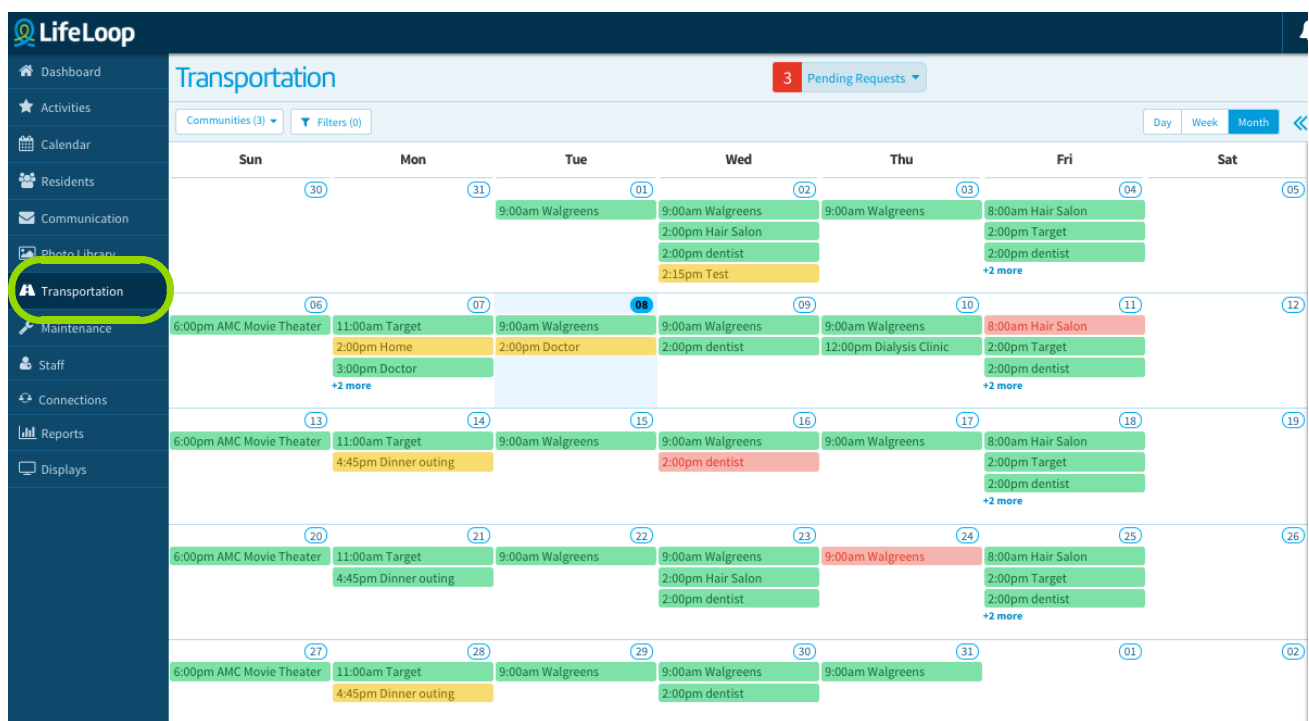


# Submitting a Transportation Request

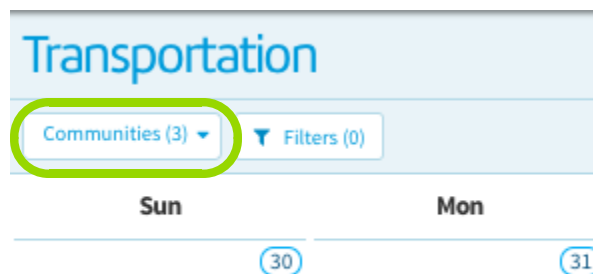
## UTILIZING DESKTOP, LAPTOP OR IPAD ■■■■■

**STEP 1:** Log in to LifeLoop on your web browser. We recommend Google Chrome.

**STEP 2:** Select "Transportation" on the left-hand side of your screen



**STEP 3:** Select which community you will be making a request for or which community that the specific resident lives in from the dropdown on the top left of your screen.



# Submitting a Transportation Request

## UTILIZING A DESKTOP, LAPTOP OR IPAD ■■■■■

### STEP 4: Select the "+ New Request" button

- Note: If you do not see the "+ New Request" button then you do not have permission to create a request and should contact your head of transportation.

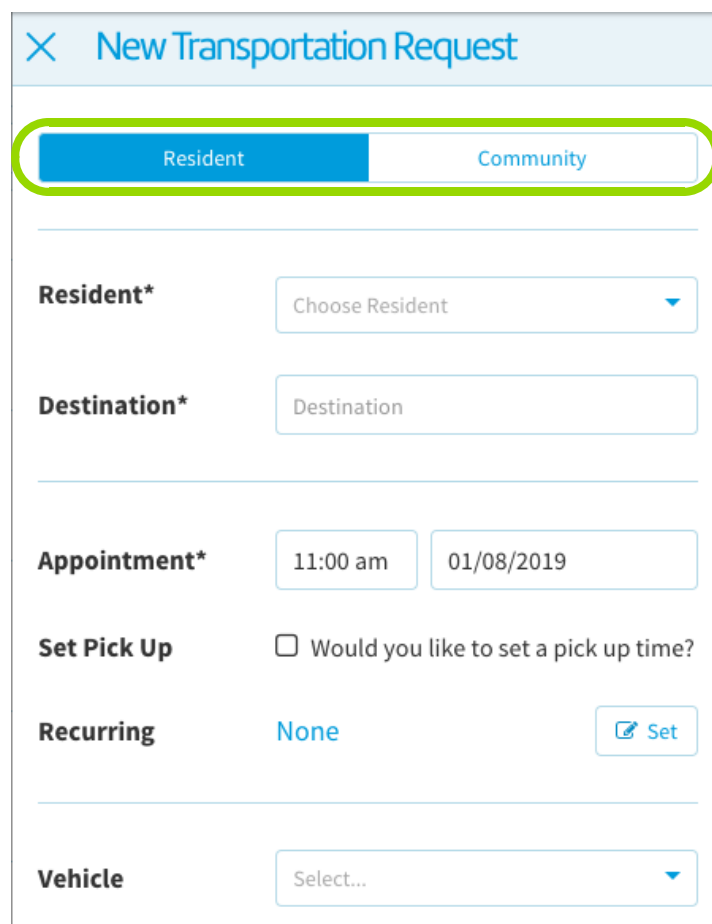
The screenshot displays the Transportation Request System interface. At the top, there is a header bar with the title "Transportation" and a dropdown menu showing "3 Pending Requests". To the right of the header is a "Print" button and a "+ New Request" button, which is highlighted with a green border. Below the header is a navigation bar with tabs for "Communities (3)" and "Filters (0)". The main area is a calendar view for January 8th, 2019, showing a grid of dates from Sunday to Saturday. Each date cell contains a list of events, such as "9:00am Walgreen:", "8:00am Hair Salor", and "6:00pm AMC Movi". A sidebar on the right shows a list of events for the selected date, including "Walgreens" and "Doctor".

# Submitting a Transportation Request

## UTILIZING A DESKTOP, LAPTOP OR IPAD ■■■■■

### STEP 5: Select who the request is for -- a resident or the community

- Select whether the request is for a resident or a community. These options are at the top of the request form. You can then proceed with filling out the form.



**New Transportation Request**

**Resident**   **Community**

**Resident\*** Choose Resident ▼

**Destination\*** Destination

**Appointment\*** 11:00 am   01/08/2019

**Set Pick Up** ☐ Would you like to set a pick up time?

**Recurring** None [Set](#)

**Vehicle** Select... ▼

### STEP 6: Submit the form

- Once the form is completed, select the "Create New Request" button in the bottom right of your screen.

Create New Request

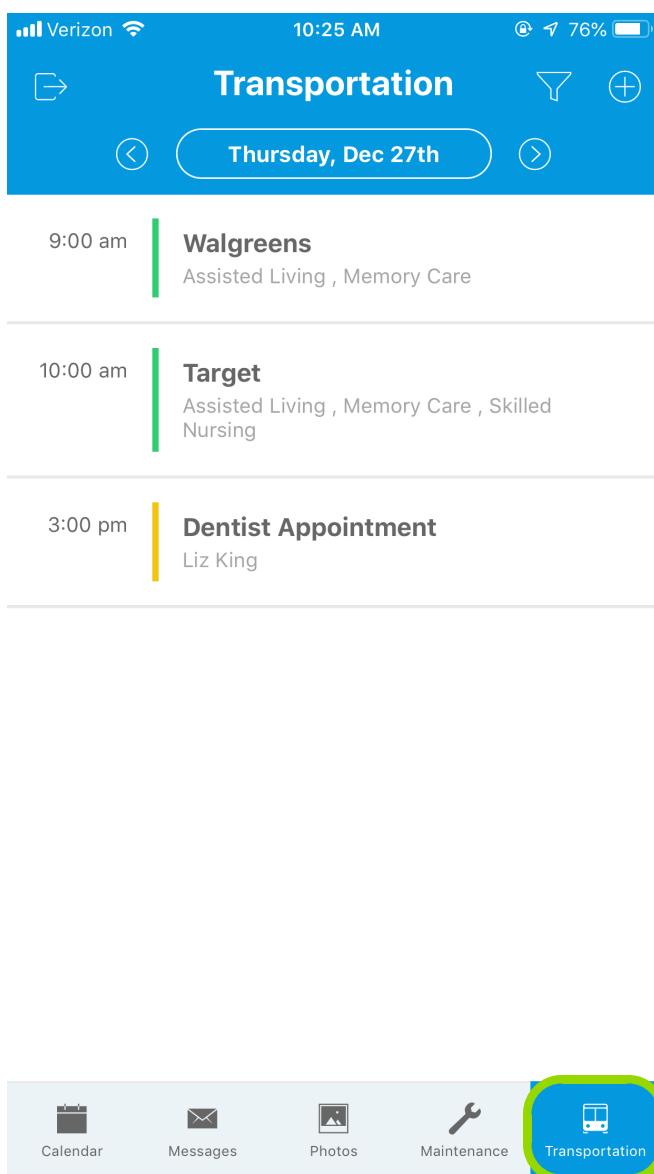
# Submitting a Transportation Request

## UTILIZING THE LIFELOOP MOBILE APP ■■■■■

**STEP 1:** Log in to the LifeLoop mobile app



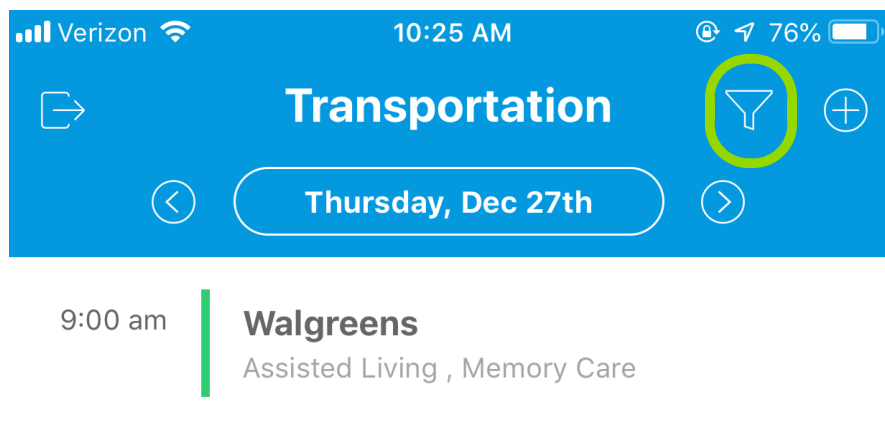
**STEP 2:** Select "Transportation" on the bottom of your screen



# Submitting a Transportation Request

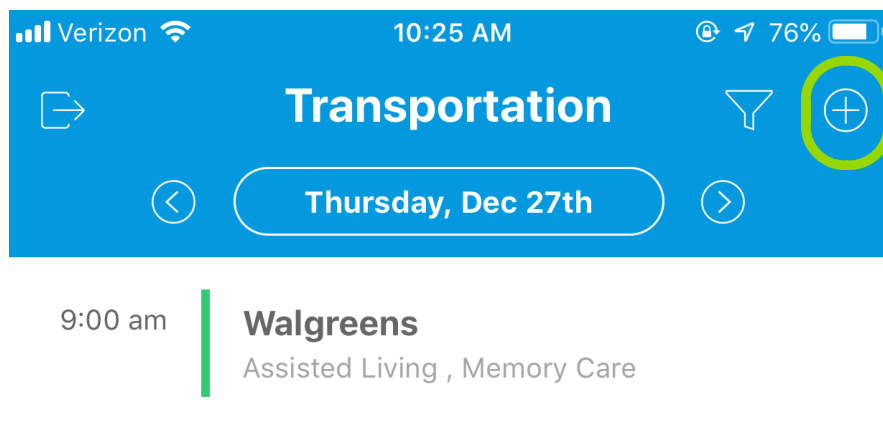
## UTILIZING THE LIFELOOP MOBILE APP ■■■■■

**STEP 3:** Select which community you will be making a request for or which community that the specific resident lives in from the community selector on the top right of your screen.



**STEP 4:** Select the "+" sign on the top right of your screen to create a new transportation request.

- Note: If you do not see the "+" button then you do not have permission to create a request and should contact your head of transportation.



# Submitting a Transportation Request

## UTILIZING THE LIFELOOP MOBILE APP ■■■■■

### STEP 5: Select who the request is for -- a resident or a community

- Select whether the request is for a resident or a community. These options are at the top of the request form. You can then proceed with filling out the form. Descriptions are optional to add more detail to a request.
- Note: The mobile app does not have an option to create recurring requests, assign a driver or vehicle at this time but will have this functionality in the future.

### STEP 6: Submit the form

- Once the form is completed, select the "Create Request" button on the bottom of your screen.

To download the mobile app, simply search "LifeLoop" in the App Store or Google Play.

The screenshot shows the 'New Request' screen in the LifeLoop mobile app. At the top, there's a status bar with 'Verizon', '10:26 AM', and '76%' battery. Below the status bar is a blue header with 'Back' and 'New Request'. The form has two tabs: 'Resident' (selected) and 'Facility'. Under 'Resident', there's a 'Residents' field with 'Liz King' and a chevron. Below that is a 'Dentist Appointment' field with a close icon. A toggle switch for 'Would you like to set pick up time?' is currently off. Below the toggle is an 'Appointment' field with 'Thu, Dec 27 11:00 AM'. There's an 'Address' field below that. Then an 'Approved' field with a green circle and a chevron. At the bottom, there's a green button labeled 'Create Request'. A note at the bottom says 'Please be ready to leave 30 minutes prior to the appointment'.



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