LifeLoop trainings

Transportation
Connections portal

How to navigate and utilize the transportation feature on the Connections portal.

lifeloop.com

Version 6.24

lifeloop

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Transportation

Note: This is only viewable if the community offers the transportation feature within LifeLoop.

Step 1

To view the community's transportation hours of operation, select **hours of operation** on the top right-hand corner of the screen.

Step 2

To submit a new request to the community, select **new request** at the top right of the screen.

Transportation

Step 3

Provide the **destination name** and appointment **time and date**. It is optional to fill out trip type, return time, address, departure time, departure location, type, mobility needs and additional information.

Destination (required)

Destination

Destination Address

Address

Appointment Time & Date (required)

03:00 pm   06/11/2024

Hours of Operation - Tuesday, June 11th
All Day

Trip Type

One-way   Will Call   Round Trip

Departure Time

optional

Departure Location

Departure Location

Type

Select...

Mobility Needs

Wheelchair, Walker, etc.

Additional Info

Add any additional info here

Note: The request date, appointment time, departure time and pick up time must all be within the hours of operation.

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Step 4

To submit the transportation request, select **create request** on the bottom right-hand corner of the screen.

Cancel   **Create Request**

Step 5

Once a request is submitted, the status will show as **approved, pending or denied** in the transportation request list.

○ Cancelled
Appointment: 06/16 at 09:00 am

● Approved
Appointment: 06/13 at 12:00 pm

● Denied
Appointment: 06/09 at 02:00 pm

● Pending
Appointment: 08/29 at 11:33 am

Note: Transportation requests are also viewable on your loved one's calendar.

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Step 6

To cancel a request, find the transportation request in the transportation request list and select **view details**.

Step 7

Select **cancel request** on the top right-hand corner of the screen.

Note: Cancelling a request in LifeLoop can only be done if it has a pending status. To modify any requests that have already been approved, please contact the community directly.

Step 8

To add a comment to a request, select **+ new comment.**

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Step 9

Type in the comment, add an attachment or photos and select save.

Step 10

Edit or selete any comments by selecting the trash can icon to delete or the pencil icon to edit.

Resources

Video QR codes

How to scan QR codes

Open the Camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.

Connections overview video

Continued learning

Visit the Learning Community

Access LifeLoop 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://training.lifeloop.com/training/connection.

Further questions?

Reach out to support@lifeloop.com.