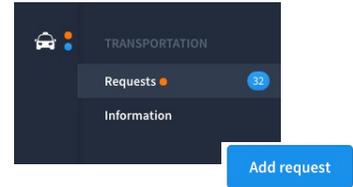


Transportation cube (create a request for a resident)

1

Open the Transportation | Requests overview from the administrator's sidebar

At the top right click on the [Add request] button



2

Select the **user** from a list

For whom

Search name or apartment

Search name

Benson, Mary (78)

Benson, Mary (209)

Selecting a **type** of ride

What would you like to request

Medical appointment

Other

Family

3

Enter the **Destination**

Destination

Where would you like to go?

4

Enter the **Date and Time**

When

Date

02/03/2021

What time would Lois like to depart?

09:00 AM

5

Add any **Extra service** and **mobility devices** a resident may be bringing
Add any **Special requests** if needed

6

Staff can also mark a transportation request as **billable** and select a reason and price for billing.

Billable

Eg. request is late according to community rules

No

Yes

Reason

Choose

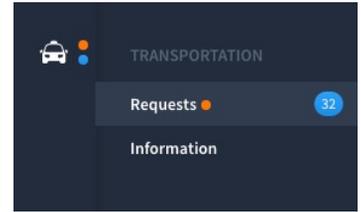
Please select a reason.

7

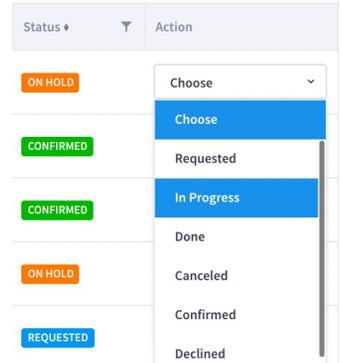
Confirm your service request by clicking or tapping the blue [Request] button.

Transportation cube (proceed a request)

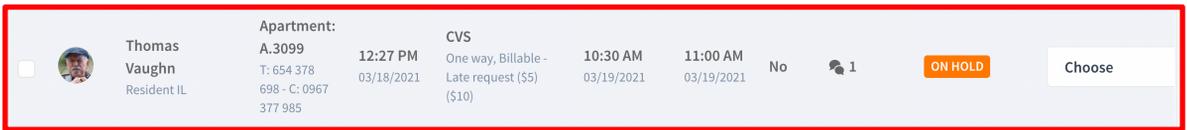
1 Open the Transportation | Requests overview from the administrator's sidebar.



2 Each transportation request has a specific status, indicated with color. As a staff member, you can change the status of a request by using the Action dropdown in the grid. Click on the 'Choose' button to enter the correct status for this request from the dropdown list.



3 **Billable requests**
Click on the line to open the request.



4 Click on a pencil icon.

Billable -



5 Click on [yes]

Billable

No
 Yes

Reason

6 Select a reason

Van/Taxi Services

Charge fixed

\$ 15

7 Click on [Save]

Save

Cancel