PROCESSING FUNCTIONS IN THE DRIVER PORTAL

Sign in on a computer, tablet or phone with email address and password.

Note: When a driver is first authorized to the Module, you will be advised of your temporary password.

Note: Drivers DO NOT have access to the full ADMIN software – only to this limited Driver Module

Note to Smart Phone users.
If you start with the device in the vertical orientation, the program display screens are in an abbreviated format, which does not have the have the Calendar, and Day controls. Press the REFRESH button to change to the wide format, as in these images. Or just start in horizontal orientation

Note: In the Portal, you will see Rides where you are already the Driver, or Rides which are "Unassigned" (no Driver assigned yet).

The first screen displayed will show any such ride(s) for today's date in GRID view.

Otherwise, the grid will be empty. You will then use the TODAY, <<DAY and DAY>> controls to change which day's rides will be showing in the grid.

You can use the CALENDAR button to view by WEEK or by MONTH.

Other CONTROL buttons are described at the end of this document

BASIC CALENDAR DISPLAY
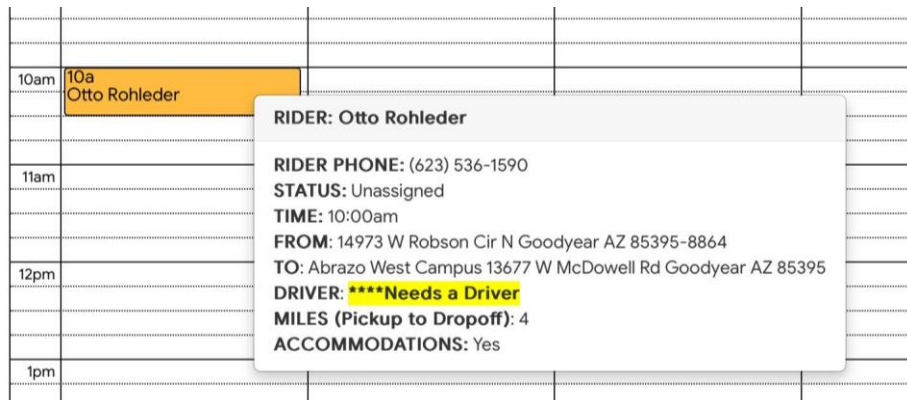

Rides which are already assigned to this driver will display in GREEN

Rides which are Unassigned will display in GRAY

Note that Rides will display in ORANGE if they are "new" *(Unassigned, created "today")*

Hover over any calendar entry and the major information will show in a "bubble"

Click on that calendar entry to shift the display to that Ride to GRID view.

WHAT IS SHOWN ON THE GRID ENTRY

RIDE#: System assigned Ride ID#

WHEN: Pickup time; Appointment Time; "Unassigned" if appropriate

RIDER: Name; phone number

ACCOM: Codes indicating special conditions (see list below)

LOWER BOX may also have doctor name, phone listed (any Notes we add)

SIGNUP: button (for accepting unassigned rides)

PICKUP: Pickup location (rider's home address); MAP button; NAVIGATE button

DROPOFF: Destination address

MILES: one-way mileage, pickup to destination, computed by Google

DURATION: rider specified appointment length (decimal hours) **NEW FEATURE**

OTHER 5 FIELDS as entered by you at completion (some not used by KB)

SIGN UP (ACCEPT) A RIDE

For unassigned Rides, a driver has the option to SIGNUP (accept this ride) by clicking the SIGNUP button.

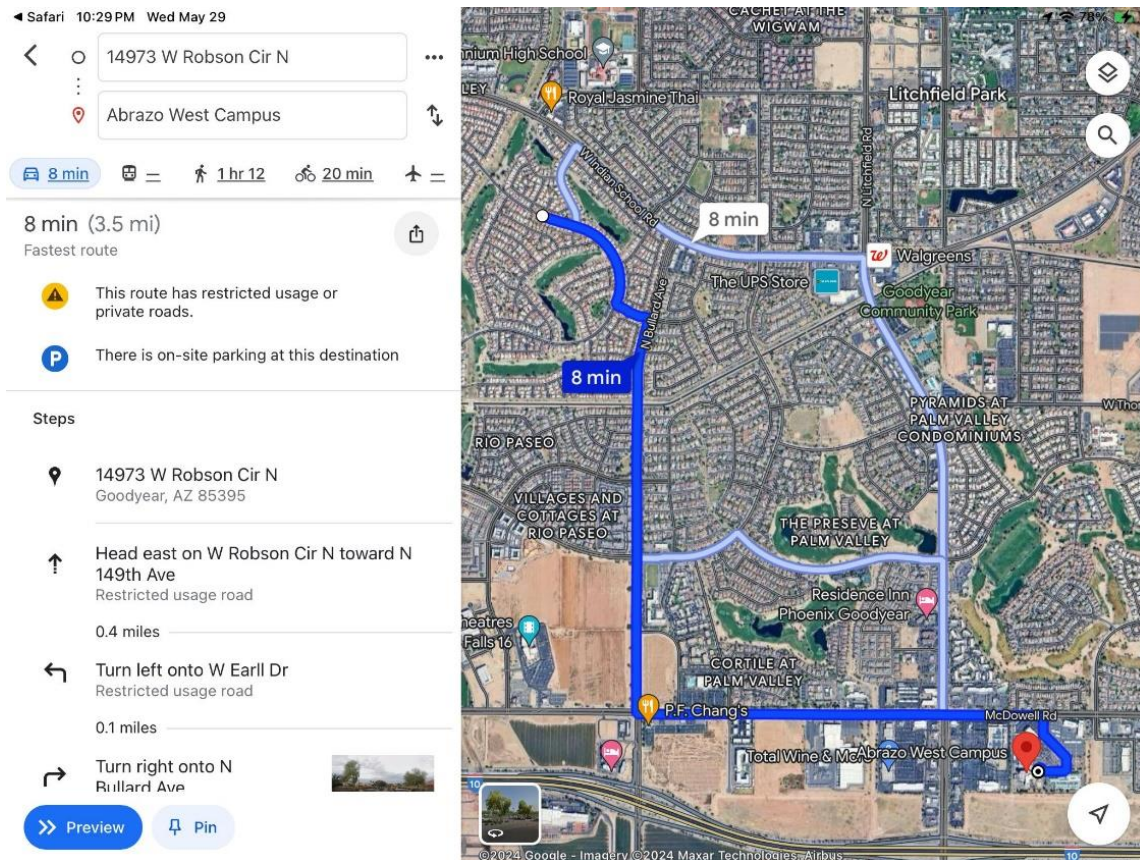The display refreshes to show:

Note: this example shows a REMOVE ME button for the driver to take themself OFF the ride. We may disable that capability (for all drivers) in a system setting. In that case the driver must call the office to be removed through the ADMIN system. TBD

The Office Volunteers see a similar display in the full software product ADMIN, which now reflects the new driver assignment. They can remove or change the assigned driver. If needed. No other notice of that new assignment is communicated.

MAP BUTTON

Click the MAP button to request a map of the route, with detailed driving instructions.

Your total end-to-end mileage will likely be approximately about twice the computed one-way mileage, plus your transit time to/from your home

COMPLETE THE RIDE

Click on EDIT underneath the Ride # when the Ride is complete

	Ride#	When	Rider	PickUp	DropOff
1	2540294 **EDIT**	10:00am Appt: 11:00am	**Otto Rohleder** *Updated 12:22pm* **Remove Me**	14973 W Robson Cir N Goodyear AZ 85395-8864 **MAP** **NAVIGATE**	Abrazo West Campus 13677 W McDowell Rd Goodyear AZ 85395
			(623) 536-1590 **Accom: C,HOH**		

RIDER: Otto Rohleder (#2540294)
6/03/2024 10:00 am

Status	Complete
End Time	12:00 pm
Fee	0.00 Payment
Units	2
Miles	Loaded 4 Unloaded
Odometer	Start 20001 End 20005
Driver Hours	3.0
Notes	Would drive him again

Save Changes   **Close**

- Change the Status from "Assigned" to "Completed'
- *Optional - Enter the time the assignment ended (this also marks COMPLETE)*
- Ignore "Fee" and "Payment"
- Enter your actual end-to-end total mileage as "Loaded"
- Ignore "Miles Unloaded" (no rider)
- Ignore odometer start and end values
- *Optional - Enter driver total hours for the trip (if we decide to ask for this)*
- *Optional - ADD any NOTES as appropriate (do we have a "policy")*
- Click SAVE "CHANGES" to complete the ride

THE ADMIN RECORD FOR THE RIDE SHOWS THOSE COMPLETION ENTRIES

| SAVE CHANGES | EXPORT | PRINT | EMAIL | RideMAPPER | ROUTE SHEETS | REFRESH | (**) by rider name=ride has internal notes |

All? ☑	Date / Set Status To ⌄	Time	SEQ	RIDER EMAIL	DRIVER EMAIL / –Add as Driver1 ⌄	PickUp Location	DropOff	Est Miles	Actual Miles	Odom	ApptTime ActualEnd	Units	Driver Hrs
☑ #2540294	6/03 Mon / Complete ⌄	10:00am / Copy / Delete	1	Rohleder,Otto	PELLETIER, Dave ⌄	HOME 14973 W Robson Cir N Goodyear AZ 85395-8864	Abrazo West Campus 13677 W McDowell Rd Goodyear AZ 85395	4	4 / UN	20001 / 20005	11:00am / 12:00pm	2	3.00

Purpose: MED H:(623) 536-1590   Accom: C,HOH   Note: Would drive him again

CURRENT ACCOMMODATION CODES – SUBJECT TO CHANGE OR ADDITIONS

AIDE	an aide accompanies the rider
BLIND	is blind
CANE	uses a cane
DEAF	is deaf
HOH	is hard of hearing
LOW	low entry vehicle required
MOB	has mobility issues
OXYGEN	uses oxygen (tank or generator)
SA	a service animal accompanies the rider
WALKER	uses a walker
WHEELCHAIR	uses a wheelchair

OTHER FUNCTIONS AVAILABLE IN THE DRIVER MODULE

Orange CHANGE PW button

- Change your password. Note the password "rules" which are listed.

Gray PRINT button

- Any screen can be printed. Your device controls where to print

Tan RIDES BY DRIVER button

- Is not enabled

Orange DAILY DETAIL button (while in Calendar mode)

- Return to displaying the daily "grid" format

Tan AVAIL CAL button

- Shifts to calendar mode, with day/time blocks colored blue reflecting your underline current defined availability for driving. (Best viewed in a future month without rides)

Note: if there are Ride(s) to be displayed in a given Day/Time block, the Ride indication "shares" that block with the colorization..

Yellow EDIT PROFILE button   **YOU ASKED FOR IT**

- Update your "available-to-drive" schedule. Check each HOUR block on each DAY when you ARE available. Uncheck exiting settings as needed. Whatever you specify here replaces all previous settings
- Update your Driver's License expiration date
- Update you Insurance expiration date. Note: the "Policy Number" field is being used to record your basic insurance limits
- And you also change your password here just as with the CHANGE PW button
- These changes update in the system immediately by clicking the SAVE UPDATES button
- Exit this step with the CLOSE WINDOW button
- NOTE: THIS IS A POP-UP WINDOW, not just a screen in the app, due to the large amount of information. YOUR DEVICE MAY BLOCK POP-UPS

CANCEL   CLOSE WINDOW

Change Password   Update Password

Email: u6l89@cox.net
Name: Dave Pelletier

Current Password:

Enter New Password:

Confirm New Password:

Password Rules:
- 6-16 characters long
- contains at least 1 number
- contains at least 1 uppercase character
- contains at least 1 symbol
  Examples: ! " # $ % & \ ' ( ) * + - . / : ; < = > ? ~

Update Profile   Save Updates

Availability Preferences							
Time	M	T	W	R	F	Sa	Su
All Day	☐	☐	☐	☐	☐	☐	☐
7 – 8am	☐	☐	☐	☑	☑	☑	☐
8 – 9am	☐	☐	☐	☑	☑	☑	☐
9 – 10am	☐	☐	☑	☑	☑	☑	☐
10 – 11am	☐	☐	☑	☑	☑	☑	☐
11 – Noon	☑	☑	☑	☑	☑	☑	☐
12 – 1pm	☑	☑	☑	☑	☑	☑	☐
1 – 2pm	☑	☑	☑	☐	☐	☐	☐
2 – 3pm	☑	☑	☑	☐	☐	☐	☐
3 – 4pm	☑	☑	☑	☐	☐	☐	☐
4 – 5pm	☑	☑	☑	☐	☐	☐	☐
5 – 6pm	☑	☑	☑	☐	☐	☐	☐

Drivers License Information:

Expires	State	Number/ID
01/01/2026		

Insurance Information:

Expires	Company	Policy Number
01/01/2026		100/200/100

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