Assisted Rides Instructions

NOTE: If you are not comfortable using Assisted Rides, please contact the office and we will input the information into Assisted Rides for you.

To ASSIGN a request to yourself:
1. Click the STATUS of the request to bring up the "Driver Trip Update" window
2. Click on the "Assign Me As Driver" button
3. Click on the "Close" button

To REMOVE yourself from a request:
1. Click the STATUS of the request to display the '"river Trip Update" window
2. Click on the "Remove Me As Driver" button
3. Click on the "Close" button

To Update a request as COMPLETED and ADD ADDITIONAL STOPS:
1. Click the STATUS of the request to display the "Driver Trip Update" window
2. Select COMPLETED in the "New Status" drop down box, enter mileage and hours
3. Click the UPDATE button
4. If no additional stops were made, click "Close." IF ADDITIONAL STOPS WERE MADE, COMPLETE THE FOLLOWING BEFORE CLICKNG CLOSE.
   a. Click the "Add Stops" button
   b. Check additional stops and click the "Update" button
   c. Click the "Close" button

To Add A Volunteer Note (optional):
1. Click on the STATUS of the request to display the "Driver Trip Update" window
2. Click on the ADD DRIVER NOTE button
3. Add note and click the "Update Driver Note" button

To View Trip Manifest:
1. Click the "Display Trip Manifest" button
2. Select DATE of trip(s) and click the SUBMIT button
3. You may optionally display a map by clicking on the "Display Map" button

To View the Completed rides/services Report:
1. Click on the "Display Completed Rides Report" button
2. Report defaults to show the last 30 days of rides.
3. Enter new date range or check the "All Rides" box and click the GO button