

Adding notes about extra stops in the trip records on Assisted Rides

Step 1: Log on to the system www.assistedrides.com, enter your user ID and password:



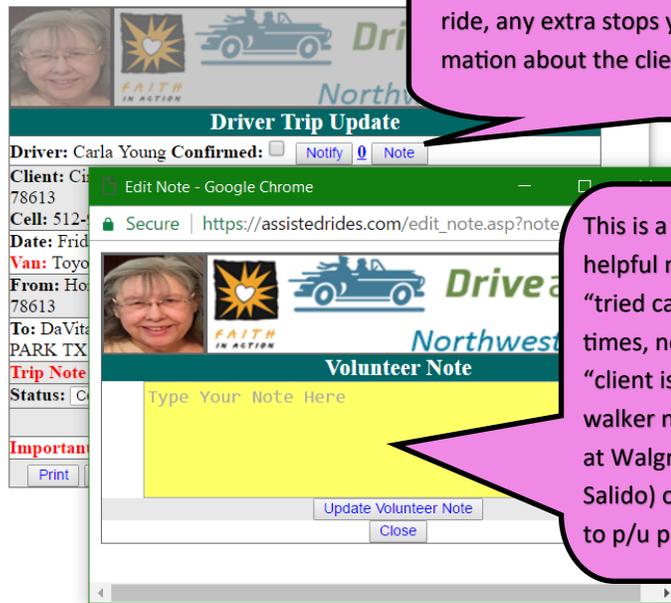
Step 2: Click on the blue "Assigned" to bring up the ride information box.

Request Date & Time	Status	D	E	C	R	T	M	I	Type	
Fri - 1/27/2017 - 1:30pm	Assigned	N						20	Van	Cindy Crow 3201A El Sa 78613 (El Sa
Fri - 2/10/2017	Volunteer							Y 30	Trip	Hilda Ruffin 8701 Bluffst
								Y 4	Trip	Hy Traurig 308 Twin Oa (Buttercup &

Click here to bring up the ride information box.

Step 3: Click on the "Note" button, and type in your notes. Clients do not see these notes, only the office (and you) will see these. Note may be left in this box at anytime, either before the ride is completed or after you change the status of the ride to "completed".

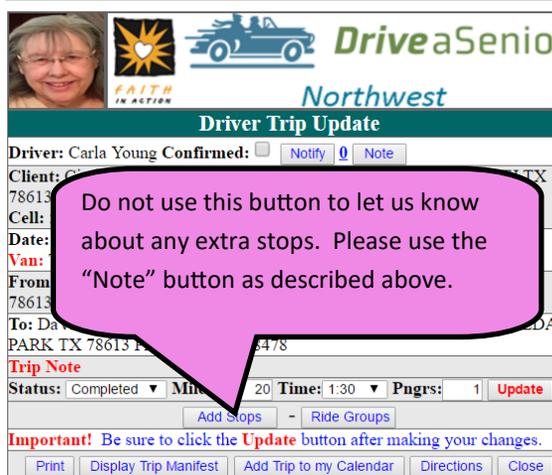
Ideally, a client will let us know if an extra stop is needed, and we add those as a destination on the ride. Since this doesn't always happen, we need your help keeping track of any additional stops that were made, including an address so we can add as a destination on the ride.



Use THIS little button to bring up the Volunteer Note box below to leave us any notes about the ride, any extra stops you had, updated information about the client or the trip itself.

This is a great place for helpful notes - things like "tried calling client 3 times, no answer", "client is using a small walker now", "stopped at Walgreens (620/El Salido) on the way home to p/u prescription".

Step 4: Hit "Update Volunteer Note" after you type your note, then close the box. You can change the note anytime or add to it if needed after the ride is finished. Do not use the "Add Stops" button to add any stops (i.e. pharmacy, bank, etc.).



Do not use this button to let us know about any extra stops. Please use the "Note" button as described above.

Thanks for helping us keep more accurate records on our trips and clients. Updated information on clients and their trips is helpful to everyone involved!