1. Go to our website: www.gsivc.org and click on Launch Assisted Rides from the right hand side any page.

2. Please request your User Name and Password from Kristopher Cline or KC Brewster at Good Shepherd Caregivers.

You can change your password anytime you like. If you lose it, let me know and I can reset it. Please let me know if you have any questions. Thank you so much for helping our cause!!!

On the select menu – select 50 Report – Click Go To ASSIGN a ride to yourself:

1) Click on the STATUS of the ride to bring up the 'Driver Trip Update' function

2) Click on the 'Assign Me As Driver' button

3) Click on the 'Close' button

To REMOVE yourself from a ride:

1) Click on the STATUS of the ride to bring up the 'Driver Trip Update' function

2) Click on the 'Remove Me As Driver' button

3) Click on the 'Close' button

To Update a Ride as COMPLETED:

1) Click on the STATUS of the ride to bring up the 'Driver Trip Update' function

2) Select COMPLETED in the 'New Status' drop down box, enter mileage and hours

3) Click the UPDATE button

To Add Additional Stops:

1) Click on the STATUS of the ride to bring up the 'Driver Trip Update' function

2) Click on the ADD STOPS button

3) Check additional stops and click the UPDATE button. Click the CLOSE button

NOTE: Can only be done AFTER a ride is marked as COMPLETED.

To Add A Driver Note (optional):

1) Click on the STATUS of the ride to bring up the 'Driver Trip Update' function

2) Click on the ADD DRIVER NOTE button

3) Add note and click the 'Update Driver Note' button

NOTE: All of the above actions can be done one after the other in the 'Driver Trip Update' function

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 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 but