

## WellRyde Dispatch Portal

### Editing a Route, Driver, Vehicle Type, and Vehicle

#### Overview

This job aid explains how to edit a route, driver, vehicle type and vehicle in Route Workbench. Click on any of the links below to go directly to that section of the job aid:

- [Editing a Route](#)
- [Editing a Driver](#)
- [Editing the Vehicle Type](#)
- [Editing the Vehicle](#)

## WellRyde Dispatch Portal

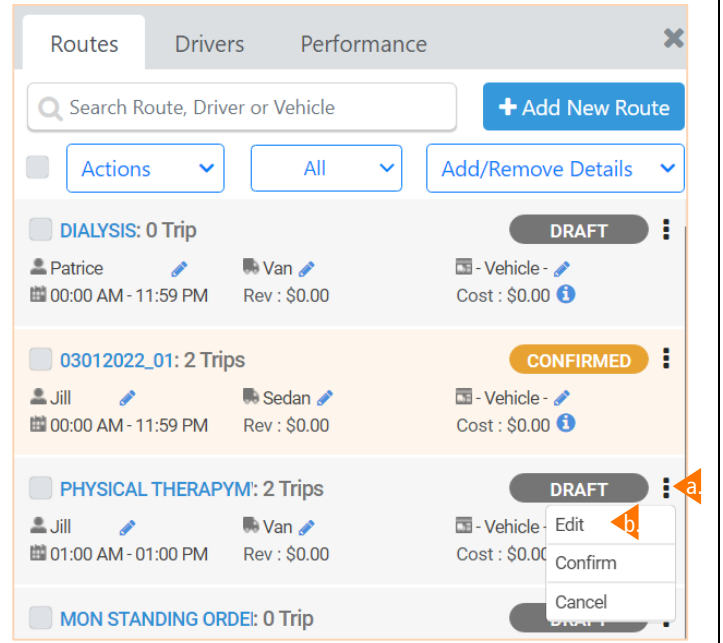
### Editing a Route, Driver, Vehicle Type, and Vehicle

#### Editing a Route, Driver, Vehicle Type, and Vehicle

##### Edit a Route

To edit a route:

- a. Click the **3 little dots** to the right, next to **“draft”** or **“confirmed”** or **“live”** route status. A drop down menu displays.
- b. Click **edit**.



The screenshot displays the 'Routes' tab of the WellRyde Dispatch Portal. At the top, there are tabs for 'Routes', 'Drivers', and 'Performance'. Below these is a search bar labeled 'Search Route, Driver or Vehicle' and a '+ Add New Route' button. A filter section includes an 'Actions' dropdown, an 'All' dropdown, and an 'Add/Remove Details' dropdown. The main area lists several routes:

- DIALYSIS: 0 Trip** (Status: DRAFT): Driver Patrice, Vehicle Van, Time 00:00 AM - 11:59 PM, Revenue \$0.00, Cost \$0.00.
- 03012022\_01: 2 Trips** (Status: CONFIRMED): Driver Jill, Vehicle Sedan, Time 00:00 AM - 11:59 PM, Revenue \$0.00, Cost \$0.00.
- PHYSICAL THERAPYM: 2 Trips** (Status: DRAFT): Driver Jill, Vehicle Van, Time 01:00 AM - 01:00 PM, Revenue \$0.00, Cost \$0.00. A dropdown menu is open for this route, showing 'Edit', 'Confirm', and 'Cancel' options.
- MON STANDING ORDEI: 0 Trip** (Status: DRAFT): No driver or vehicle information visible.

Red callout boxes 'a' and 'b' highlight the three dots next to the 'DRAFT' status of the 'PHYSICAL THERAPYM' route and the 'Edit' option in the dropdown menu, respectively.

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- c. An update route details pop-up window displays. **Edit** the route details on the screen as needed.
- d. Click the **Save Route** button on the bottom right-hand side of the pop-up screen to update the route.

Update route details
✕

#### Route Details

**Route Plan Name \***

**Driver**

**Vehicle Type \***

**Vehicle**

**Route Date**  **Start Time**  **End Time**

**Average PU Service Time (Mins) \***  **Average DO Service Time (Mins) \***

**Origin \***  **Return To Depot**

nuVizz Inc., 1000 Circle 75 Pkwy, Atlanta, GA 30339, USA, Atlanta, G

**Route Repeats On**  Sun  Mon  Tue  Wed  Thu  Fri  Sat **Auto Assign Trips**

#### Review Your Draft Route

☰ PICK-UP (CIRC000000024A) AMBULATORY ✕

🕒 09:16 AM 📅 09:16 AM

▼ 👤 DOE, MONICA 🚚 AMBULATORY

☰ DROP-OFF (CIRC000000024A) AMBULATORY ✕

🕒 10:10 AM 📅 10:00 AM

▼ 👤 DOE, MONICA 🚚 AMBULATORY

☰ PICK-UP (CIRC000000024B) AMBULATORY ✕

🕒 00:00 AM 📅 00:00 AM

▼ 👤 DOE, MONICA 🚚 AMBULATORY

☰ DROP-OFF (CIRC000000024B) AMBULATORY ✕

🕒 00:00 AM 📅 00:00 AM

▼ 👤 DOE, MONICA 🚚 AMBULATORY

## WellRyde Dispatch Portal

### Editing a Route, Driver, Vehicle Type, and Vehicle

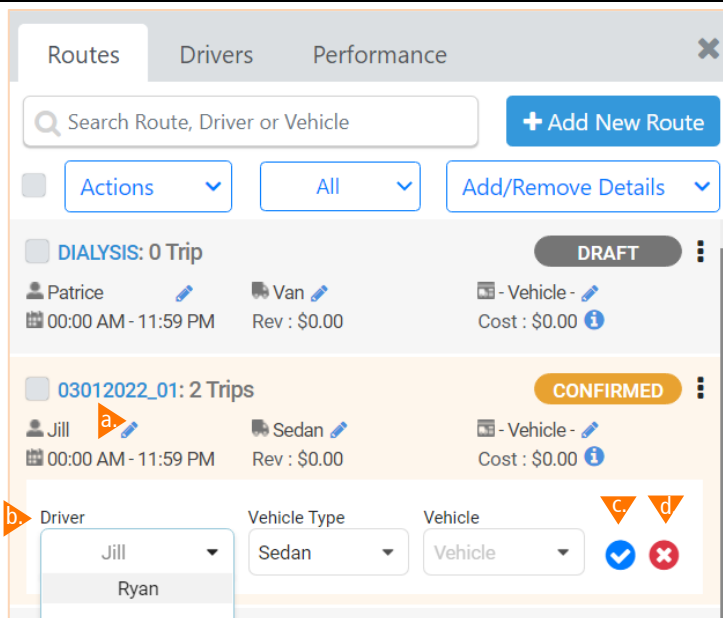
#### Editing a Route, Driver, Vehicle Type, and Vehicle

##### Edit a Driver

To re-assign an entire route previously released to a different driver:

- Click on the edit pencil next to the driver's name under the route name.
- Select the new driver.
- Click the check mark to save, or
- Click the red x to exit edit mode.

**Example:** This feature is handy if a driver calls out and you need to quickly reassign/switch drivers.

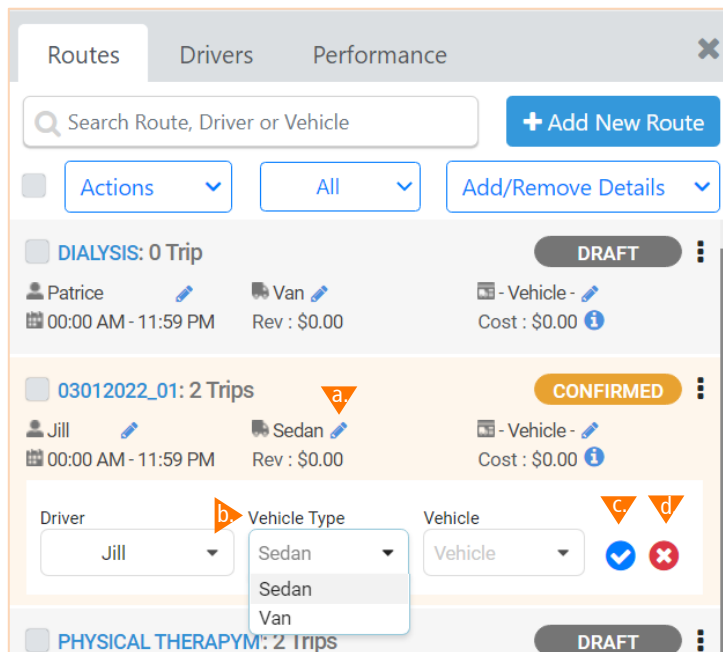


##### Edit Vehicle Type

To change the vehicle type:

- Click on the edit pencil next to the vehicle type name under the route name.
- Select the new vehicle type.
- Click the check mark to save, or
- Click the red x to exit edit mode.

**Example:** This feature is handy if a driver needs to switch from a car to a van or other type of vehicle.



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### Editing a Route, Driver, Vehicle Type, and Vehicle

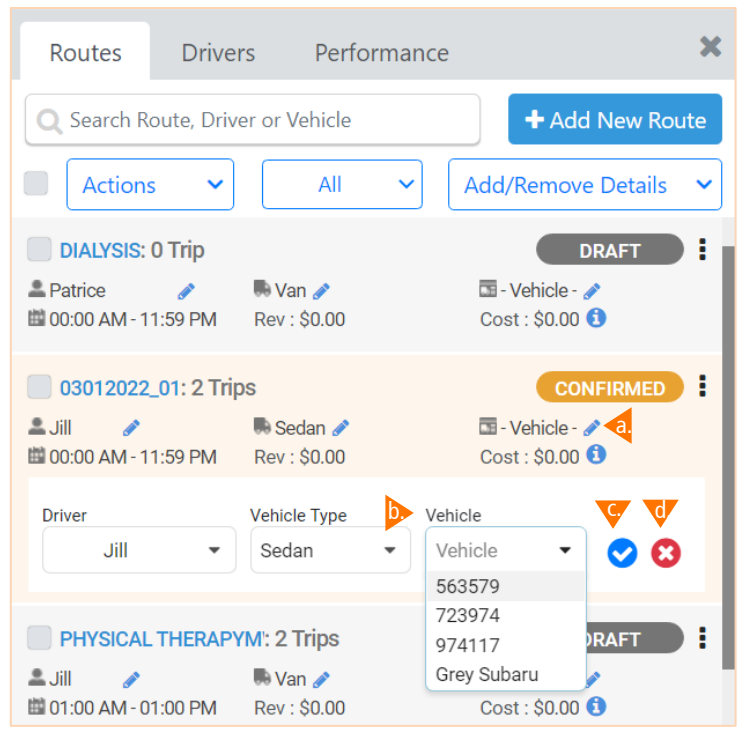
#### Editing a Route, Driver, Vehicle Type, and Vehicle

##### Edit Vehicle

To switch from one vehicle to another:

- a. **Click on the edit pencil next to the vehicle name under the route name.**
- b. **Select the new vehicle.**
- c. **Click the check mark to save, or**
- d. **Click the red x to exit edit mode.**

**Example:** This feature is handy if a driver needs to switch from one car to another car because of a flat tire or other car issue.



The screenshot shows the 'Routes' tab selected. At the top, there are tabs for 'Routes', 'Drivers', and 'Performance'. A search bar contains the text 'Search Route, Driver or Vehicle'. To the right is a '+ Add New Route' button. Below the search bar are three buttons: 'Actions', 'All', and 'Add/Remove Details'. The main content area displays three route cards:

- DIALYSIS: 0 Trip** (DRAFT status): Driver Patrice, Vehicle Van, Rev: \$0.00, Cost: \$0.00.
- 03012022\_01: 2 Trips** (CONFIRMED status): Driver Jill, Vehicle Sedan, Rev: \$0.00, Cost: \$0.00. This route is selected, and its 'Vehicle' dropdown menu is open, showing a list of vehicle options: 563579, 723974, 974117, and Grey Subaru. A pencil icon is next to the 'Vehicle' dropdown, and checkmark and red X icons are at the bottom right of the dropdown menu.
- PHYSICAL THERAPYM: 2 Trips** (DRAFT status): Driver Jill, Vehicle Van, Rev: \$0.00, Cost: \$0.00.