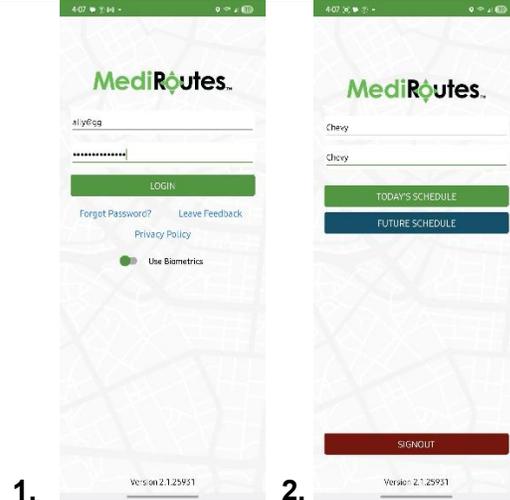


Mobile App Quick Reference Guide

Step 1:

Log Into MediRoutes Mobile App

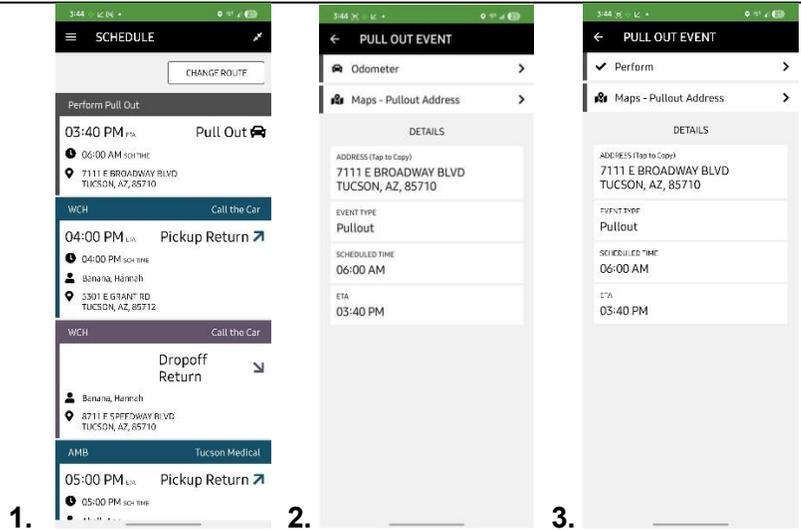
1. **Enter** username and password. **Click** Login.
2. **Enter** Run and Vehicle logins, then **click** Today's Schedule.



Step 2:

Perform Pull-Out

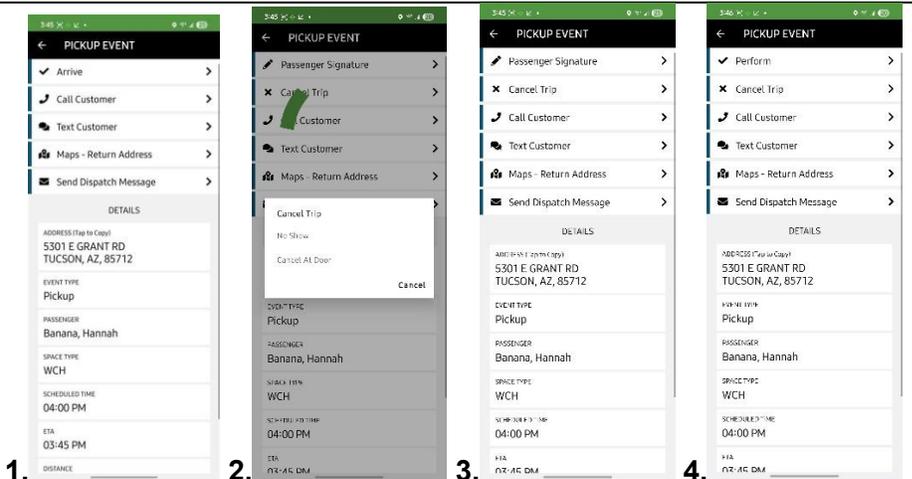
1. **Tap** on the Pull-Out event at the top of the schedule.
2. **Tap** on the Odometer. **Enter** Odometer miles and **tap** OK.
3. **Tap** the Perform option to complete the Pull-Out event.



Step 3:

Arrive, Capture Passenger Signature, and Perform Pickup/Dropoff

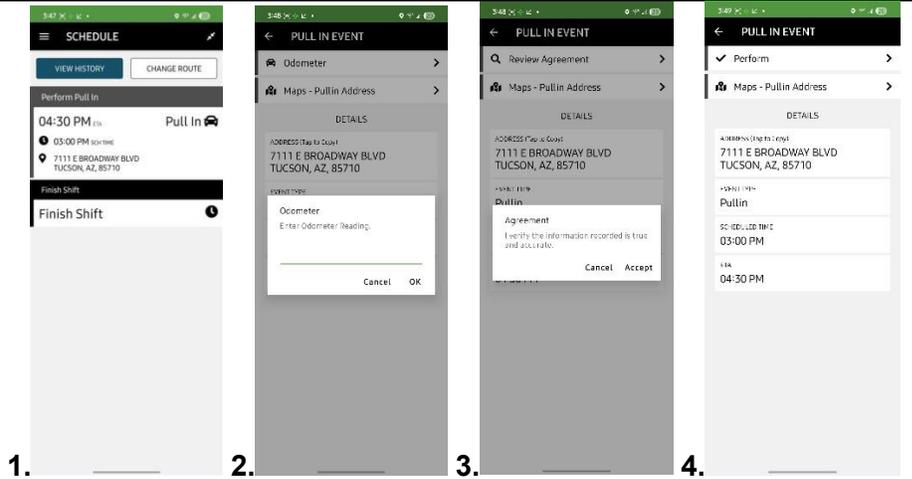
1. Upon arriving at pickup or dropoff location, **tap** on the topmost trip event on the schedule. **Tap** the Arrive option.
2. If the trip needs to be cancelled, **tap** Cancel Trip, and then **select** a cancel reason.
3. If Passenger Signature is required, **tap** Passenger Signature, **capture** passenger's signature on the screen, and then **tap** Done.
4. If the trip is not cancelled and signature was captured, **tap** the Perform option to complete the pickup or dropoff.



Step 4:

Perform Pull-In

1. Once all trips on the schedule are completed, the Pull-in event needs to be performed to end the day. **Tap** on the Pull-In event.
2. **Tap** on the Odometer. **Enter** the Odometer miles and **tap** OK.
3. **Tap** the Review Agreement option, and then **tap** Accept.
4. If a driver's signature screen comes up, **sign** and **tap** Done.
5. **Tap** the Perform option to complete the Pull-In event.



Step 5:

Log Out

1. **Tap** the three lines in the top left corner of the screen to open the menu.
2. **Tap** Signout at the bottom of the menu. You will be taken back to the login screen and can close out of the MediRoutes app.

