NOVUSMED TRIP BROKER INSTRUCTIONS
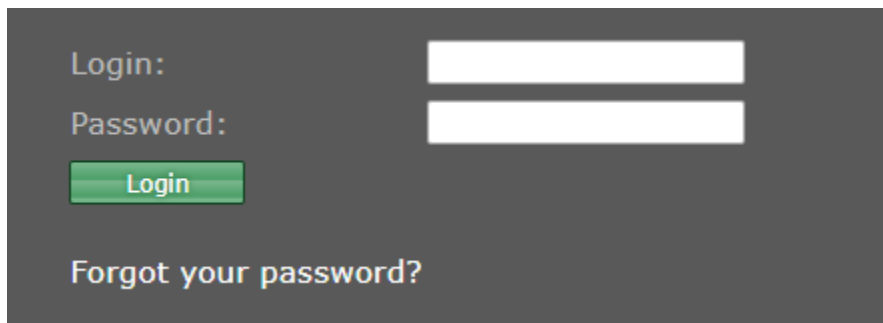
Logging in to NovusMed Trip Broker:

Use the link below to access the NovusMed application:
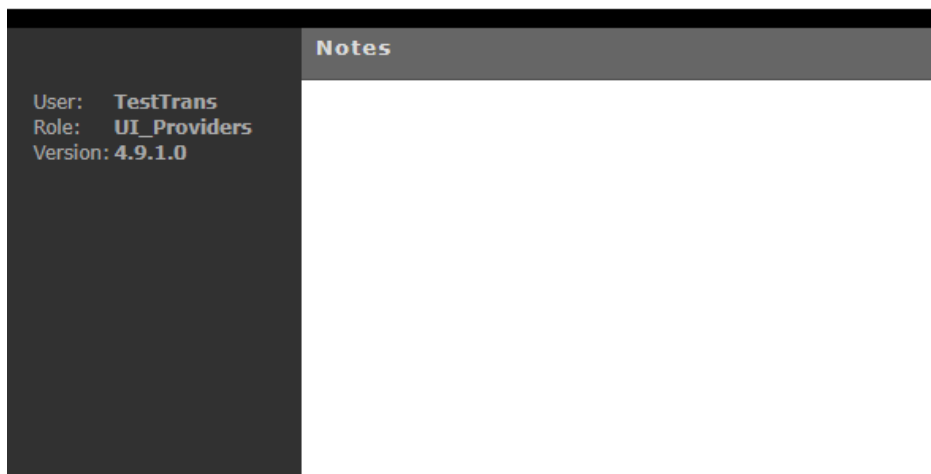
https://coa.tripsparkhost.com/App/Core/UI/Workspace/main

Your credentials will be provided by the system admin via e-mail from home52
Transportation (transportation@home52.org)

Enter in Login and Password (case sensitive)

Viewing Trips and Run Manifests in Trip Broker:

You will be taken to the main screen:

In the bottom left corner, you will see the Main Menu option, which appears as below:

Click on the Main Menu icon and you will see several options appear:

Under Scheduling you will see Trip Broker. When you select Trip Broker, the below page will appear, with the current date highlighted in black:

Double click the date and the **Provider Status Summary** will appear:

1. **Click on the options in the left-hand menu to view the following:**
   - Assigned = Trips that you have agreed to perform for home52.
   - Accepted = Trips that you have right clicked and accepted to perform for home52.
   - Updated = Trips that have been updated or changes have been made by the client or staff within home52.
   - Arrived & Performed = Trips that you have completed for home52 during the day and have completion data.

2. **Trip Data**
   Here you will see data on the trips based on the menu option you have selected (Assigned, Accepted, Updated, or Arrived & Performed).
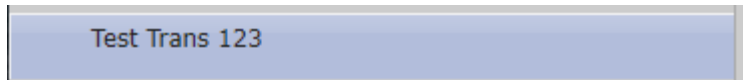
3. **All Runs**
   This menu lists the Run Names that you currently have with home52 Transportation. Click on the Run Name to view trip information for that Run.

4. **Run Manifest**
   This section is where run data will appear based on the run selected.

Select the run you want to view and Double click and this will open up the itinerary for the run

Example – when selected:

Test Trans 123

The list of trips will populate for the run selected as demonstrated below:

Test Transportation Co - Test Trans 123 - test 69 - Sedan [04-28-2021] MR. Bryan Blue 7 Ser CAP

Activity	Estimated T	Schedule St	Client Name	Address	Distance	Travel Time	Booking Id	Status	Estimated Arr	Estimated De	Schedule Tim	Actual Vehicle	Driv
Pullout	06:00	S		11355 Chester Rd Sharonvil	0.000mi	0	0		00:00	06:00	06:00 0		
Pickup	06:26	S	Jeanne Testvdc (test)	1234 Hopple St Cincinnati O	12.301mi	26	340	Updated	06:26	06:32	06:26	test 69 29	Bryan
Dropoff	06:38	S	Jeanne Testvdc (test)	934 E Mcmillan St Cincinnat	3.081mi	6	340	Updated	06:38	06:44		test 69 29	Bryan
Pickup	08:28	S	Indiana Jones	175 Tri County Pkwy Spring	11.691mi	20	357	Assigned	07:05	08:29	08:16	test 69 29	Bryan
Dropoff	08:44	S	Indiana Jones	8020 Liberty Way West Che:	10.027mi	14	357	Assigned	08:44	08:45		test 69 29	Bryan
Pickup	12:00	S	MS. Selena Kyle	15 Dorothy Ct Lincoln Heigh	10.983mi	13	353	Assigned	08:58	12:09	12:00	test 69 29	Bryan
Dropoff	12:45	S	MS. Selena Kyle	4578 E Tech Dr Union Twp C	17.088mi	36	353	Assigned	12:45	12:55		test 69 29	Bryan
Pickup	13:45	S	Bugs Bunny	7500 State Rd Anderson Tw	5.407mi	10	310	Accepted	13:06	13:46	14:00	test 69 29	Bryan
Dropoff	14:08	S	Bugs Bunny	829 Bunny Ct Reading Ohio	13.158mi	22	310	Accepted	14:08	14:09		test 69 29	Bryan
Pickup	14:15	S	MS. Selena Kyle	15 Dorothy Ct Lincoln Heigh	2.400mi	5	350	Accepted	14:15	14:24	14:15	test 69 29	Bryan
Dropoff	14:31	S	MS. Selena Kyle	11355 Chester Rd Sharonvil	3.240mi	7	350	Accepted	14:31	14:40		test 69 29	Bryan
Pickup	15:13	S	MS. Selena Kyle	4578 E Tech Dr Union Twp C	19.781mi	33	354	Assigned	15:13	15:23	15:13	test 69 29	Bryan
Dropoff	15:54	S	MS. Selena Kyle	15 Dorothy Ct Lincoln Heigh	16.991mi	30	354	Assigned	15:54	16:03		test 69 29	Bryan
Pickup	16:20	S	Indiana Jones	8020 Liberty Way West Che:	11.719mi	16	358	Assigned	16:20	16:21	16:20	test 69 29	Bryan
Dropoff	16:35	S	Indiana Jones	175 Tri County Pkwy Spring	10.103mi	14	358	Assigned	16:35	16:36		test 69 29	Bryan
Pullin	16:41	S		11355 Chester Rd Sharonvil	2.400mi	4	0		16:41	16:41	18:00 0		

The list of trips on the run manifest in Trip Broker is the same information that appears in DriverMate for the drivers, called the manifest.

Entering Trip Completion Data via Trip Broker:

Note that home52 requires the use of DriverMate in real time while drivers are transporting home52 clients. Entering completion data in Trip Broker should only be used as a last resort when there is an error, a system issue, or when otherwise approved by home52.

In the Gray bar above the run manifest, you will see the below information:

Test Transportation Co - Test Trans 123 - test 69 - Sedan [04-28-2021] MR. Bryan Blue 8
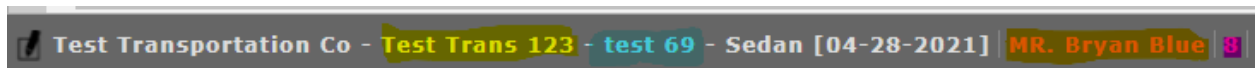
Company name	Run Name	Vehicle	Driver	Trips

Once the driver performs a trip you will see the Schedule Status change from (3rd column from the left)

 S = Scheduled to A = Arrived then to P = Performed

If by chance the driver is unable to use Drivermate you can complete the task for the driver by following the instructions below. The following definitions apply:

- Pullout = The location the Driver is pulling out from (garage location)
- Pickup = Where you are picking the client up from
- Dropoff = Where you dropped the client off at
- Pullin = The location the Driver is pulling into when done for the day (garage location)

Activity	Estimated Time	Schedule St		Client
Pullout		Un-schedule		
Pickup		Cancel / No Show	▶	ra Stevens
Dropoff		Arrived...		ra Stevens
Pickup		Perform...		ra Stevens
Dropoff		Booking Detail...		ra Stevens
		Edit Booking		

1. Right click on the Pullout row and select Perform, enter in the time (military) ONLY, and click ok.

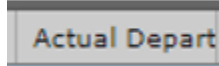**Arrive**   ✕

Time: 14:03

Odometer: 0.0mi

Cl

Steve
Steve
Steve
Steve

OK   Cancel

This has allowed you to populate the Actual Depart time within Trip Broker.

Actual Depart

You will do this for each part of the trip that the user did not use Drivermate application. Please verify at the end of each day that you see P listed under the Schedule Status section:

Activity	Estimated Time	Schedule Status
Pullout	09:52	P
Pickup	10:07	P
Dropoff	10:28	P
Pickup	15:59	P
Dropoff	16:18	P
Pullin	16:35	P

If the above is not completed it will block the Driver from seeing their information within the DriverMate application the next day.