

## TRANSPORTATION LOGGING TRAINING GUIDE

### Web site and Logging In

[www.meduclaim.com/serviceportal](http://www.meduclaim.com/serviceportal)

**NOTE:** Client ID and Password are Case sensitive

**Client ID:**

**Email:**

**PW:**

### **Passwords:**

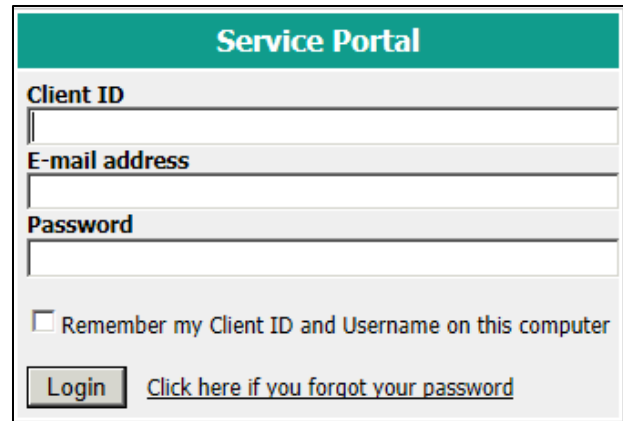
Password must be at least 7 characters long, have at least one uppercase letter, at least one lowercase letter, and at least one number.

### **Resetting password:**

Please add [notification@meduclaim.com](mailto:notification@meduclaim.com) to your "Safe Senders" list within your email application to help avoid this notification being tagged as SPAM.

To reset your Service Portal password, please follow these instructions:

- From the Service Portal logon screen, click "[Click here if you forgot your password](#)"
- Enter **Client ID** and **E-mail** Address. Click **Continue** to start the password recovery process.
- You will receive confirmation that a "**new random password has been created and sent to your e-mail**".
- Access your email application. Look for the "**CompuClaim Service Portal Login Information**" email and open. Your temporary password will be inside.
- Go back to the Service Portal window and click "**Return to Login Page**".
- Enter your **Client ID**, **Email Address**, and **New** temporary password. Click **Login**.
- You will be prompted to create a new password that must be different than your old password; at least 7 characters long; have at least one uppercase letter; at least one lowercase letter; and at least one number. You may not re-use any previous password for 180 days.
- Click **Continue** to confirm new password change. If successful, you will be entered into the Service Portal



The screenshot shows the 'Service Portal' login interface. It features a teal header with the text 'Service Portal'. Below the header are three input fields: 'Client ID', 'E-mail address', and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember my Client ID and Username on this computer'. At the bottom of the form is a 'Login' button and a link that says 'Click here if you forgot your password'.

## Navigating the Site

The top right corner of the Services Portal displays the Navigational Links that are available continuously throughout the system.



The screenshot shows the top navigation bar of the Services Portal. On the left, it says "Services Portal" and "powered by CompuClaim". On the right, there is a navigation menu with links: "Welcome Transportation1", "Transportation1", "My Account", "Logout", "Home", "Wizards", "Reports", "Manage Caseload", and "Help". The "Manage Caseload" link is circled in red. Below the navigation bar, there is an "Announcements" section with the text "Please complete logs on a timely basis." and a "My Caseload" dropdown menu showing two students: "Allen, ANTONIO : 0010000127" and "ALLEN, CHASE : 0010000018".

- **Logout** – ends your session
- **Home** – Always brings you back to Home page
- **Wizards** – contains link to **Transportation Wizard**
- **Reports** – Live Logging Summary Report can be saved or printed
- **Manage Caseload** - Add/remove students from caseload
- **Help** – customizable by admin user

**My Caseload** – displays your caseload of students

- Add remove students to your caseload by clicking the “Manage Caseload” navigational link at the top right corner of the page

**From the caseload, click on the student’s name to view detailed information regarding the student, which is organized under tabbed headings:**

- **Student** – student’s demographic info
- **Special Education** – IEP info (bulk import or manually entered)
- **Service Logs**

## Manage Caseload

To **Add Students** to your caseload:

- Make sure the “Only show students on my caseload” box is **not** checked.
- Search for the student you need to add by typing the first few letters of the student’s last name in the search box and click on “Search”. For best results, keep the search as broad as possible in order to capture more students in the search.
- When you locate the student, click on “Add” next to the student’s name.
- Click on “Home” in the toolbar when finished and you will see your updated caseload.

To **Remove Students** that shouldn’t be on your caseload:

- Click on “Only show students on my caseload”.
- Click on “Remove” next to any student you need to delete from your caseload. (This will not delete the student from the system...only from your caseload.)

## Log Transportation Trips

Click Navigational link “Wizards”, then click “Transportation Wizard”  
Click “Select” to choose Student

**Transportation Wizard**

District: [All] School: [All] Results Per Page: 10 Search

Last Name: Enter student's last name here First Name: Enter student's first name here

	District	Last Name	First Name
Select	Transylvania	ADRIANSE	Ashleigh
Select	Monroe	ADRIANSE	Ashleigh

Transportation Calendar displays to the current month; use directional arrows to scroll to previous months. Trips may be logged by the entire month “Check All”, week “Select Week”, or day “check box next to day. If the student was transported most days of the month, “Check All” which will place a check box in every day of the month and then uncheck the day or days student was not transported. Click the button to log either 1 way or 2 way trips for all days checked.

**Transportation Wizard**

Allen, ANTONIO (1/1/2000)

Check All | Check None | Inverse Selection | August 2014 | Specialized Transportation | Log Selected Days: 1 Way | Log Selected Days: 2 Way | Return to Student Search

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Select Week   Clear Week					1 <input type="checkbox"/>	2
3 Select Week   Clear Week	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9
10 Select Week   Clear Week	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16
17 Select Week   Clear Week	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23
24 Select Week   Clear Week	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30

Delete trips by clicking on the trash can next to the Service Log below the Transportation Wizard calendar. Trips that have been exported cannot be deleted.

Log Type	Service Date	Status	Service Type
Service Log	8/11/2014	Pending	Specialized Transportation
Service Log	8/11/2014	Pending	Specialized Transportation
Service Log	8/4/2014	Pending	Specialized Transportation

## Reports

Click Navigational link “Reports” for Logging Summary Report.

**Logging Summary For**

Export to PDF | Export to XLS

Month: Dates of Service Start Date  
August 2014 8/1/2014

Select Date range from pulldown or enter the date

Run Report

Rows Returned: 3

Remember to click “Logout” to End Your Session