

Chapter 13

Working With Field Trip Requests

A powerful feature of the T.O.M. software system is that it allows you install this software at each of the schools in your district and allow them to enter field trip requests and to lookup their field trip information and run reports on their field trips. If the thought of having your schools enter field trip requests directly into T.O.M. makes you a little nervous don't worry. This feature was designed to give the transportation department FULL control of what field trips are actually are accepted to be performed. With this feature a school CANNOT sneak a field trip in to be performed at 8:00 AM tomorrow morning for example.

When a school enters a field trip into T.O.M. it is considered a *field trip request* and it is stored in a separate database from T.O.M.'s field trip database. The transportation department must then review these field trip requests and either approve the field trip requests or deny them. If the transportation department approves the field trip request then T.O.M. creates a new field trip record in its field trip database by copying the information from the approved field trip request. If the transportation department denies the field trip request then it simply remains in the field trip request database.

Does your school district already have an in house system that allows your schools to enter field trip requests? Great! T.O.M. has a feature that will allow you to *import* these field trip requests into T.O.M. field trip request database and process them as if they were entered into T.O.M.

In this chapter will discuss the following topics.

- How Does The Field Trip Request Feature Work
- Setting T.O.M. Up At A School
- Reviewing Field Trip Requests
- Field Trip Requests With Additional Trip Dates and Times
- New Destinations Created by Schools
- Using The Field Trip Request Search / Selection screen To Search Your Field Trip Requests
- Approving Field Trip Requests
- Denying Field Trip Requests
- Importing Field Trip Requests

How Does The Field Trip Request Feature Work?

As we mentioned in the introduction to this chapter a special version of T.O.M. can be installed at each of your schools. This special version will give your school several select functions. The key function is the ability for a school to enter their field trips *online*. When we first mention this capability many transportation departments shudder at the thought of a school being able to enter field trips in the computer and have it immediately appear in a list of field trips that the transportation department MUST perform. The biggest worry is that this feature will allow a school to enter in a field trip request at 5:00 PM one day



that is to be taken at 8:00 AM the next day. Don't worry! Remember T.O.M. was designed by transportation directors and dispatchers who have the same concerns as you.

This feature was designed so that the transportation department has COMPLETE control what field trips get accepted and when they get accepted. When a school enters a field trip it is considered a *field trip request* by T.O.M. and is stored in a separate database for field trip requests. The transportation department can then periodically review the new field trip requests that have added by the schools and then either accept or deny these requests. If the field trip request is accepted then T.O.M. creates a *field trip* record using the information in the field trip request record in the field trip database that the transportation department normally works with.

Figure 13-1 illustrates this process.

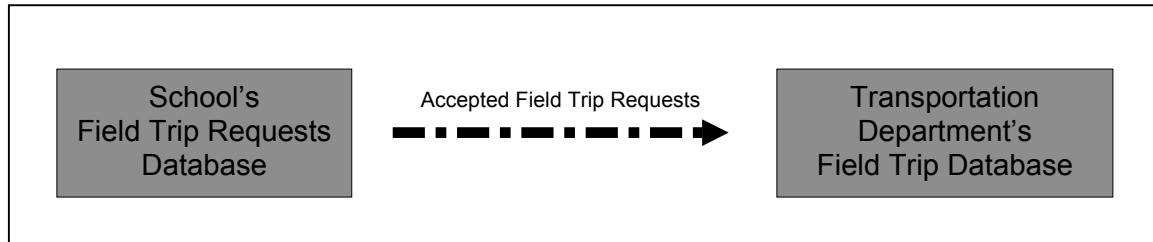


Figure 13-1. Illustration of Accepted Field Trip Requests Creating Field Trip Records in Transportation Department's Field Trip Database

Once the transportation department has accepted a field trip the school can no longer make any changes to the field trip request. It has been LOCKED by T.O.M. The school can only view the accepted field trip request. If the school needs to make any additional changes to that field trip request they must then contact the transportation department and notify them of the changes that are needed for the field trip. This ensures that the transportation department is not later *surprised* by the school by a change in dates, times or number of vehicles required.

When the transportation department rejects a field trip request it can enter a special comment that is seen by the school that can explain exactly why the field trip request was rejected. A school may make changes to a rejected field trip request and resubmit it back to the transportation department for further review.

The special school version of T.O.M. also allows a school to inquiry about that school's field trip. The school is allowed to run the Field Trip Inquiry program that allows the school to view ALL of their field trips in the transportation department's field trip database. T.O.M. does NOT allow the school to change any information about the field trips in the transportation department's database. A school can look at but NOT TOUCH their field trip information. T.O.M. does not allow the school to look at any other school's field trips. The school can inquiry on that school's field trips ONLY.

T.O.M. also allows the schools trip print reports on their field trip information in the transportation department's field trip database. T.O.M. provides the schools with three management reports that they may print:

- The Field Trip Reports (this is actually 10 different reports that the school may run from the Field Trip Reports screen).
- The Money Owed Report.
- The Detail Field Trip Budget Report.

This feature gives the school the benefit of getting vital field trip information right away without having to ask someone for it and without having to wait for it. This feature benefits the transportation department because it gives each school one less reason to call the transportation department and one less job that has



to be performed by the transportation department. Again T.O.M. allows the school to print reports on their field trips ONLY.

For more information about what school version of T.O.M. allows a school to see and do please refer to the *Running Transportation Operations Manager (T.O.M.) at a School Manual*.

Can My Schools Enter Trip Requests Through the WEB?

Yes, however, not with the standard School Version of T.O.M. but through an add on product by Gecko Microsolutions, Inc. called WebTrips. The standard School Version of T.O.M. works through your organization's Wide Area Network (or WAN) requiring you to install the School Version of T.O.M. at each school PC that wants to submit field trip requests. WebTrips, instead, allows you to host a Web page that your schools would *surf* over to using a Web browser software product like Microsoft's Internet Explorer. WebTrips works with the T.O.M. software and ultimately sends all of your school's trip requests to the T.O.M. software. For more information concerning WebTrips please contact Gecko @ 1-800-390-7520 or visit our Web page @ www.geckoms.com.

Can I Have Multiple Approvers to Review the Schools Field Trip Requests?

Yes, however, not with the standard School Version of T.O.M. but through an add on product by Gecko Microsolutions, Inc. called WebTrips. WebTrips allows you to setup multiple approval paths with many different approval parties. WebTrips will then automatically route the field trip requests to the various approvers and allow them to either approve or deny the schools' field trip requests electronically through the Web. For more information concerning WebTrips please contact Gecko @ 1-800-390-7520 or visit our Web page @ www.geckoms.com.

Setting Up T.O.M. at a School

You can install T.O.M. into your schools at your own pace. You can install a few schools at a time and make sure they are comfortable running the T.O.M. software before installing T.O.M. to any more schools. To get T.O.M. up and running at a school you must perform the following two basic steps:

1. Make Your T.O.M. Server and District Wide Area Network Ready. Before you install T.O.M. at any school your district must be networked together in a Wide Area Network or W.A.N. The P.C. Server that your T.O.M. Database is installed at must be on this W.A.N.. The hard drive and folder (or subdirectory) where the T.O.M. Database is stored on the P.C. Server must be available to all the schools that are going to be using the T.O.M. software.

It would be advisable that the hard drive and folder where the T.O.M. Database is stored on the P.C. Server be *Mapped* to a drive letter (Example - G: or S) at each of the school's P.C.'s that are going to use T.O.M. before you install the T.O.M. software. This will make the process of attaching to your T.O.M. database from that P.C. much easier.

It would be a good idea if you reviewed your plans to install T.O.M. at your schools with your Data Processing Department and coordinate this making drives / folders available and mapping drives / folders to schools BEFORE you begin loading your T.O.M. software on to your school's P.C.'s.

2. Setup the School As A User in T.O.M.'s Security Making Sure to Specify the Customer Number of the School. T.O.M. allows you to set up various authorized users of the T.O.M. software. You do this in T.O.M.'s security feature. T.O.M. has a special way to designate a user as a school. You do this by selecting the customer number of that school in the User Information screen (Figure 13-2). This tells T.O.M. that the user is at a particular school. It also tells T.O.M. what the user can and cannot do with



the T.O.M. software. You do not have to specify what permissions a school type user has. T.O.M. already knows. For more information about setting up a school type USERID see *Chapter 9 - Security* in the *T.O.M. Getting Started Manual*.

User

Users

General | Data Entry | Reports | Field Trips | Administration

User ID: ERE

Description:

Password: ***

User Group:

User Type: School

Customer: 55 EAGLE RIDGE ELEM.

OK Set Permissions to Group Exit

Select the number of the school from the drop down list.

T.O.M. then knows that this user is a school and knows what functions on T.O.M. that user can perform.

Figure 13-2. Setting Up A School Type User In T.O.M. Security

3. You then would go to the school and install the T.O.M. School Version software on to each P.C. at the school that will be running the T.O.M. software.
4. Your school is now ready to run the T.O.M. software. That's it! T.O.M. is loaded on the school's P.C. and ready to run. You should, however, review with the user how to use this software and give them a *Running Transportation Operations Manager (T.O.M.) at a School Manual*. You should also review with that user any policies of field trip request data entry that your transportation department may have established.



Reviewing Field Trip Requests

Now that you have T.O.M. installed at your schools you're going to want to review the field trip requests that they submit to the transportation department. You do this using the Field Trip Request Search / Selection screen. To access this screen you would select the menu option *File* from the top menu in the T.O.M. Main Screen. When you select the *File* menu option a drop down submenu appears. From this submenu select the option *Trip Requests* (Figure 13-3).

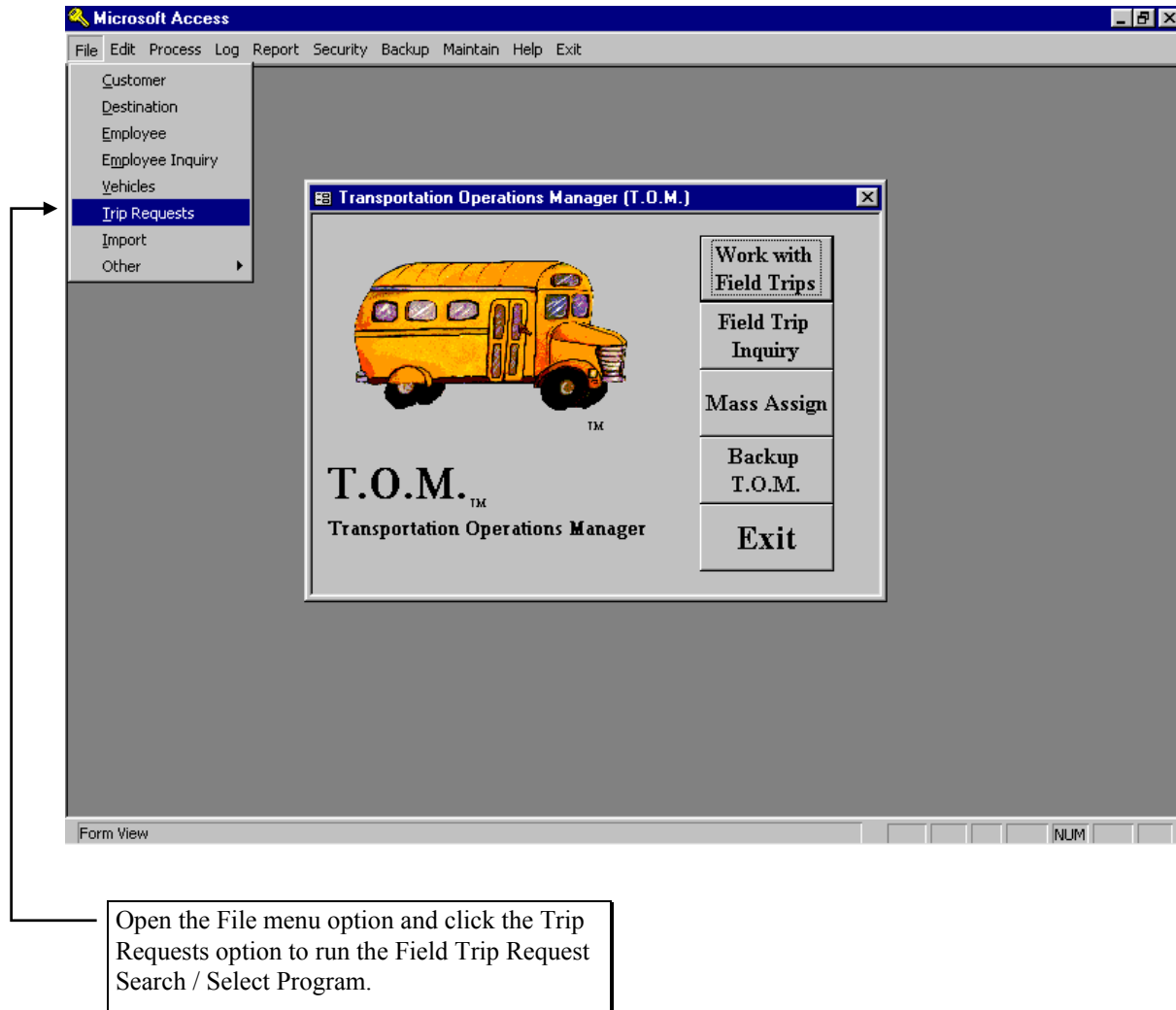


Figure 13-3. Accessing the Field Trip Request Search / Selection Screen

When you do this the Field Trip Request Search / Selection screen (Figure 13-4) will display. This screen will by default show you just those field trip requests that the transportation department has not either accepted or rejected. You will notice that the Search Status for this screen has been preset to Pending. A field trip request may have a status that is either Pending, Accepted or Denied. You can view field trip requests with any of these statuses or all of them with this screen. From this screen you can then view these field trip requests and accept or deny them. You may also add a new field trip request or delete an existing field trip request (though you would probably let your schools do the bulk of adding and deleting field trip requests). This screen will also let you search your field trip requests in a variety of ways.



Request#	Customer	Destination	Enter Date/Time	Status
2171	SHADOW MOUNTAIN HIGH SCH	BROPHY COLLEGE PREP.	1/11/00 10:42:11 AM	Pending
2170	SHADOW MOUNTAIN HIGH SCH	HORIZON HIGH SCHOOL	1/11/00 10:26:38 AM	Pending
2169	AIRE LIBRE ELEM.	DESERT BONTANICAL GARDENS	1/11/00 10:08:34 AM	Pending
2168	AIRE LIBRE ELEM.	PARADISE VALLEY POOL	1/11/00 9:55:11 AM	Pending
2141	LIBERTY ELEM.	AMERICAN WEST ARENA	12/10/99 9:47:33 AM	Pending

Figure 13-4. Field Trip Request Screen

Viewing a Pending Field Trip Request

To view a pending field trip request you first find the field trip request that you wish to view and then click on it. This will cause the line that the desired field trip request is listed on to turn black. You then would click on the Edit button on the Field Trip Request Search Selection (Figure 13-5). When this is done the Detailed Field Trip Request screen appears (Figure 13-6). The Detailed Field Trip Request screen uses a Tabbed format. That is, the information on the screen is grouped into different sections that you can display by clicking on that groups tab.

NOTE: When entering a field trip request all fields on the Field Trip Request Form are optional. It is up to your school and the Transportation Department to decide which information on this screen the school is required to enter.

The next several pages describe each field in each group of the Detailed Field Trip Request screen.



Field Trip Request Search

Field Trip Requests Number of trips selected: 5

Departure Date Range: From: To: Status: Pending

Enter Date Range: From: To: New Dest Only: ☐

Customer: Selected Division:

Destination: Selected Internal Number:

Selected Grade:

Request#	Customer	Destination	Enter Date/Time	Status
2171	SHADOW MOUNTAIN HIGH SCH	BROPHY COLLEGE PREP.	1/11/00 10:42:11 AM	Pending
2170	SHADOW MOUNTAIN HIGH SCH	HORIZON HIGH SCHOOL	1/11/00 10:26:38 AM	Pending
2169	AIRE LIBRE ELEM.	DESERT BONTANICAL GARDENS	1/11/00 10:08:34 AM	Pending
2168	AIRE LIBRE ELEM.	PARADISE VALLEY POOL	1/11/00 9:55:11 AM	Pending
2141	LIBERTY ELEM.	AMERICAN WEST ARENA	12/10/99 9:47:33 AM	Pending

Find All New Edit Delete Calendar Exit

First, click on the line containing the desired field trip request.

Then, click the Edit button to view details of the field trip.

Figure 13-5. Selecting a Field Trip Request to View



T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General Instructions Assignment Billing Other

Request #: 2168
Request Date: 1/11/2000
Customer: 37 AIRE LIBRE ELEM.
Contact: Linda Buscher
Destination: 586 PARADISE VALLEY POOL
40TH STREET, N. OF BELL
Split Fund: 8

Dates / Times Passengers / Miles / Purpose

of Adults : 6
of Students: 75
of Handicap: 0
Estimated Time: 0.00 **Calc**
Estimated Miles: 22.00
Purpose :

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

Figure 13-6. The General Tab on the Detailed Field Trip Request Screen

Information at the Top of the Detailed Field Trip Request Screen

The information at the top of the screen (Figure 13-6) is displayed regardless of the tab section displayed on the Detailed Field Trip Request screen.

Status: A field trip request can have one of three statuses:

- *Pending:* The request is relatively new and has not been reviewed by the Transportation Department.
- *Accepted:* The request has been reviewed and accepted by the Transportation Department.
- *Denied:* The request has been reviewed and denied by the Transportation Department.

A new field trip request starts out with a status of Pending.

Status date / time: This is the date and time that the status was assigned to the field trip request. When the status changes the date and time of this change is displayed next to that new status.

Entered By: This is the T.O.M. Userid of the person who entered the field trip request record. This is the Userid that the person used when the logged into T.O.M. The T.O.M. security officer in the Transportation Department assigns the Userid.

Enter date / time: This is the date and time that the field trip request was entered into the computer.



Information at the Bottom of the Detailed Field Trip Request Screen

The information at the bottom of the screen (Figure 13-6) is displayed regardless of the tab section displayed on the Detailed Field Trip Request screen.

Comment From Trans. Dept.: This is a free form comment field that is only visible and available when the transportation department is viewing the field trip request. It is unlimited in length. It is meant to be used as a communication tool between the transportation department and the school. The most common use of this field will be to communicate to the school why a field trip was denied by the transportation department. However, the transportation department could also use this field to communicate a message to a school about an accepted request as well.

The General Tab on the Detailed Field Trip Request Screen

The General tab on the Detailed Field Trip Request screen (Figure 13-6) is almost identical in appearance to the General Section of the Detailed Field Trip screen. However, several of the fields behave slightly differently when the school was entering the field trip request. The field Schedule was not visible and not available when the school entered the field trip request. The following is a detail description of the fields in this section:

Request #: *Automatically Assigned by T.O.M.* - This is the unique number assigned by the system to each field trip request. You cannot enter or change this number. The number is displayed for your reference.

Request Date: *Optional* - This is the date that the school is requesting the field trip. The system automatically places the date the field trip request was entered into the computer as the request date. You may change this field. This field may be blank or must contain a valid date.

T.O.M. makes it easy for you to key in any date. Rather than having to type in a “/” or a “-” when typing in the date, T.O.M. automatically places a “/” between the Month, Day and Year (this is called ‘masking’). You must, however, enter 2 digits for the month and the day. So, for example if you were entering a date of “3/2/1994” you would type “03021994” and T.O.M. would automatically place two “/” in the appropriate positions in the date. The year must be entered as the full year (ex. “2000” not “00”). If for some reason this mask feature of T.O.M. gets confused you then must enter the entire date including the slashes.

To make entering a date an even easier process T.O.M. also has a popup calendar screen that lets you click on the day that you want and it fills in the appropriate date. To activate this popup calendar screen click on the little button next to this date field that looks like a small calendar. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Drop / Return: *Optional* - You would check this box if the field trip is one in which the drivers are supposed to take the students to the destination, return back to the transportation office, then later go back out to the destination and pickup the students and drop them off at the customer site. This is called a drop and return field trip.

When this box is checked T.O.M. will automatically place the Drop / Return Standard Hours that you entered in the District Options Screen into the Est. Driver Time for the field trip. T.O.M. will only do this if the Estimated Driver Time is zero.

Note: When you automatically assign a field trip that is marked as a drop and return field trip T.O.M. will use a time range that you entered in your district options to check conflicts with the drop and return trip’s departure and return times for conflicts with other field trips and the driver’s routes. For more information about this subject see *Chapter 4 – District Options* in your *Getting Started Manual*. See the section for *Drop and Return Conflict Range in the Assignment Section of the District Options*.



Customer: *Automatically Assigned by T.O.M.* - This is the customer number assigned to the school. T.O.M. knows what school the user belongs to and automatically fills this number in for the school. The school may not change this number but if you are viewing this field trip request from the transportation department you may change this number. T.O.M. gives you an easy way to look up your customer by the customer name. To do this you click the Customer button. This causes the Custom Search screen to appear. See *Chapter 5 – Customers* in the *T.O.M. Getting Started Guide* for details about searching for customers.

By default, once you have selected a customer T.O.M. automatically places the customer's number and name on the Field Trip Screen. T.O.M. also places the customer's assumed billing rate, assumed vehicle capacity and assumed special instructions on the screen. By doing this T.O.M. will relieve you of tedious repetitive typing and reduce the number of errors that are made when entering a field trip. You may always override these values for any particular field trip.

Contact: *Optional* - This is the specific person at the school that is requesting or organizing the field trip for the school. For example, the contact may be a teacher's name or a coach's name. You may enter up to 25 characters in this alphanumeric field.

Destination: *Optional* - This is the number of the destination of the field trip. As with entering field trips the school can select a pre-existing destination by entering the destination's number or searching for the destination using the destination search screen similar to the destination search screen used when entering field trips. The destinations that they will see will be those that the transportation department has created.

What if a school can't find it's destination in the list of destinations created by the transportation department? T.O.M. was designed to allow the schools to add new destinations. Does this thought make your hair stand on end? The thought of all of your schools polluting your lists of destinations with dozens of their own possibly duplicate destinations? Don't worry! Remember T.O.M. was designed by transportation directors and dispatchers. When a school adds a new destination it is NOT added to the transportation department's destination list. Rather, the new destination information is appended to the field trip request record itself. This field trip request record is then *flagged* by T.O.M. as one that contains a new destination. You may then decide whether this destination will be added to the transportation department's list of destinations or not. For more information about working with school added destinations see the section titled New Destinations Created by Schools.

Fund: *Optional.* This is the fund that the field trip is charged against. If you know the number of the fund then enter it here or select it from the drop-down list. If you don't know the number of the fund click the Fund button to look up the fund by name. See *Chapter 3 – Entering Lookup Lists* in the *T.O.M. Getting Started Guide* for details about searching for funds.

Split: *Optional.* This lets you charge a field trip to multiple customers and / or funds. To do this click the Split button. This causes the Trip Split Charges screen to appear. See *Appendix B – Advanced Field Trip Features* in this manual for details. **NOTE:** This button will not be visible if you have not checked the Allow Splits option in the Billing tab on the District Options Screen. See *Chapter 4 - District Options* in the *T.O.M. Getting Started Manual*.

The Dates / Times Tab in the General Tab

The Dates / Times tab is located within the General tab on the Field Trip Request screen (Figure 13-7). The data entry fields and options are described below.



T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General | Instructions | Assignment | Billing | Other

Dates / Times | Passengers / Miles / Purpose

Request #: 2168
Request Date: 1/11/2000
Customer: 37 AIRE LIBRE ELEM.
Contact: Linda Buscher
Destination: 586 PARADISE VALLEY POOL
40TH STREET, N. OF BELL
Split Fund: 8

Departure: 5/12/2000
Return: 5/12/2000
Departure Time: 9:15 AM
Arrival Time:
Leave Time:
Return Time: 1:30 PM
Calendar

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

Figure 13-7. The Dates/ Times Tab on the General Tab Section

Departure Date: *Optional* - This is the date that the field trip will occur. (Or if this is a multiple day field trip this is the first date of the field trip.) If the school enters a date it must be a valid date in this field. This date will also automatically appear in the Return Date box. T.O.M. makes the assumption that the trip will return the same day that it departs. This assumption is made merely to attempt to save you the effort of entering the return date. If the return date is different then enter the different date.

T.O.M. makes it easy for you to key in any date. Rather than having to type in a “/” or a “-” when typing in the date, T.O.M. automatically places a “/” between the Month, Day and Year (this is called ‘masking’). You must, however, enter 2 digits for the month and the day. So, for example if you were entering a date of “3/2/1994” you would type “03021994” and T.O.M. would automatically place two “/” in the appropriate positions in the date. The year must be entered as the full year (ex. “2000” not “00”). If for some reason this mask feature of T.O.M. gets confused you then must enter the entire date including the slashes.

To make entering a date an even easier process T.O.M. also has a popup calendar screen that lets you click on the day that you want and it fills in the appropriate date. To activate this popup calendar screen click on the little button next to this date field that looks like a small calendar. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Return Date: *Optional* - This is the date that the trip is complete. As was mentioned in the discussion about Departure Date T.O.M. automatically assigns the Return Date with the same date as the Departure Date. This assumption is made to save you the effort of entering the return date. If the return date is different you then enter the different date.

T.O.M. makes it easy for you to key in any date. Rather than having to type in a “/” or a “-” when typing in the date, T.O.M. automatically places a “/” between the Month, Day and Year (this is called ‘masking’). You must, however, enter 2 digits for the month and the day. So, for example if you were entering a date of “3/2/1994” you would type “03021994” and T.O.M. would automatically place two “/” in the



appropriate positions in the date. The year must be entered as the full year (ex. “2000” not “00”). If for some reason this mask feature of T.O.M. gets confused you then must enter the entire date including the slashes.

To make entering a date an even easier process T.O.M. also has a popup calendar screen that lets you click on the day that you want and it fills in the appropriate date. To activate this popup calendar screen click on the little button next to this date field that looks like a small calendar. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Departure Time: Optional - This is the time that the field trip is leaving. You do not have to enter this time. As with all time fields in T.O.M. the departure time is entered in standard AM / PM time (not military time). T.O.M. also manages most of the formatting of the time as well. So if you are entering a departure time of 8:30 AM you need only type 0830am.

To make entering a time an even easier process T.O.M. also has a popup time clock screen that lets you click on the hours, minutes and AM / PM that you want and it fills in the appropriate time. To activate this popup time clock screen click on the little button next to this time field that looks like a small clock. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Arrival Time: Optional - This is the time that the field trip arrives at its destination. You do not have to enter this time. As with all time fields in T.O.M. the departure time is entered in standard AM / PM time (not military time). T.O.M. also manages most of the formatting of the time as well. So if you are entering a departure time of 8:30 AM you need only type 0830am. **NOTE:** While this field is optional it is highly recommended that you enter an Arrival Time especially if want T.O.M. to avoid assigning drivers to this field trip with conflicting routes or that conflict with other field trips using a different schedule as the trip you are entering. If you do NOT enter an Arrival Time T.O.M. will NOT check for conflicting routes or conflicting trips using a different schedule when T.O.M. automatically assigns drivers to this field trip.

To make entering a time an even easier process T.O.M. also has a popup time clock screen that lets you click on the hours, minutes and AM / PM that you want and it fills in the appropriate time. To activate this popup time clock screen click on the little button next to this time field that looks like a small clock. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Leave Time: Optional - This is the time that the field trip is leaving the destination to return. You do not have to enter this time. As with all time fields in T.O.M. the departure time is entered in standard AM / PM time (not military time). T.O.M. also manages most of the formatting of the time as well. So if you are entering a departure time of 8:30 AM you need only type 0830am. **NOTE:** While this field is optional it is highly recommended that you enter a Leave Time especially if want T.O.M. to avoid assigning drivers to this field trip with conflicting routes or that conflict with other field trips using a different schedule as the trip you are entering. If you do NOT enter a Leave Time T.O.M. will NOT check for conflicting routes or conflicting trips using a different schedule when T.O.M. automatically assigns drivers to this field trip.

To make entering a time an even easier process T.O.M. also has a popup time clock screen that lets you click on the hours, minutes and AM / PM that you want and it fills in the appropriate time. To activate this popup time clock screen click on the little button next to this time field that looks like a small clock. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Return Time: Optional - This is the time that the field trip is complete. You do not have to enter this time. As with all time fields in T.O.M. the Return Time is entered in standard AM / PM time (not military time). T.O.M. also manages most of the formatting of the time as well. If you are entering a Return Time of 8:30 AM you need only type 0830am. **NOTE:** While this field is optional it is highly recommended that you enter a Return Time especially if want T.O.M. to avoid assigning drivers to this field trip with conflicting



routes or that conflict with other field trips using a different schedule as the trip you are entering. If you do NOT enter a Return Time T.O.M. will NOT check for conflicting routes or conflicting trips using a different schedule when T.O.M. automatically assigns drivers to this field trip.

To make entering a time an even easier process T.O.M. also has a popup time clock screen that lets you click on the hours, minutes and AM / PM that you want and it fills in the appropriate time. To activate this popup time clock screen click on the little button next to this time field that looks like a small clock. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Calendar button: *Optional* - The Calendar button allows you to close or warn days in the T.O.M. master calendar. See *Appendix C - Using the T.O.M. Master Calendar* in this manual for details.

The Passengers / Miles / Purpose Tab in the General Tab

The Passengers / Miles / Purpose tab is located within the General tab on the Field Trip Request screen (Figure 13-8). The data entry fields and options are described below.

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General | Instructions | Assignment | Billing | Other

Dates / Times | **Passengers / Miles / Purpose**

of Adults : 6
of Students: 75
of Handicap: 0
Estimated Time: 0.00 **Calc**
Estimated Miles: 22.00
Purpose :

Request #: 2168
Request Date: 1/11/2000
Customer: 37 AIRE LIBRE ELEM.
Contact: Linda Buscher
Destination: 586 PARADISE VALLEY POOL
40TH STREET, N. OF BELL
Split **Fund:** 8

OK **Addit. Trip Dates** **Accept** **Deny** **Comment from Trans. Dept.**

Figure 13-8. The Passengers / Miles / Purpose Tab on the General Tab Section

of Adults: *Optional* - This is the number of adults that require transportation for the field trip. The number of adults is used by T.O.M. to calculate the number of vehicles required to successfully perform the field trip.

of Students: *Optional* - This is the number of students that require transportation for the field trip. The number of students is used by T.O.M. to calculate the number of vehicles required to successfully perform the field trip.

of Handicap: *Optional* - This is the number of handicapped passengers that require transportation for the field trip. You do not have to enter this information. The Number of Handicap is used by T.O.M. to



calculate the number of vehicles required to successfully perform the field trip. This is usually the number of people that are in a wheelchair and has significance to the types and number of handicap equipped vehicles required for the field trip.

Estimated Time: *Optional* - This is the estimated number of hours that it will take ALL DRIVERS to perform the field trip. You do not have to enter this information. **NOTE:** This field is used in the calculation of the estimated dollar amount that the customer will be billed for the field trip. This estimated dollar amount prints on the Trip Estimate that can be sent to the customer. If you do not enter any Estimated Driver Hours then the customer will not see a dollar estimate for the driver hours portion of performing the field trip. You may enter both whole hours as well as portions of hours. For example, if you were going to enter an estimated hours of two and one-quarter hours you would type “2.25.”

NOTE: While this field is optional it is highly recommended that you enter an Est. Driver Time especially if you want T.O.M. to preclude daily or weekly overtime when assigning drivers to this field trip. If you do NOT enter an Est. Driver Time then T.O.M. cannot know how many hours this field trip will add to a drivers daily or weekly total hours. Therefore, T.O.M. cannot possibly determine if the driver should not receive the field trip assignment due to precluding overtime. In such a case T.O.M. could only assume that the driver can receive the field trip assignment.

When you click the Calc button, T.O.M. calculates the estimated time based on the Departure Time, Arrival Time, Leave Time and Return Time as entered in the Dates / Times tab. The calculation is as follows: total time from Departure Time to Arrival Time plus total time from Leave Time to Return Time.

Estimated Miles: *Optional* - This is the estimated number of miles that is required to perform the field trip. You do not have to enter this information. **NOTE:** This field is used in the calculation of the estimated dollar amount that the customer will be billed for the field trip. This estimated dollar amount prints on the Trip Estimate that can be sent to the customer. If you do not enter any Estimate Miles the customer will not see a dollar estimate for the miles portion of performing the field trip. You may enter both whole miles as well as portions of miles. For example, if you were to enter an estimated miles of 25 and 1/2 a mile you would type “25.5.”

As was mentioned in the prior discussion regarding Destination Number T.O.M. automatically assigns the destination’s Average Miles to the Estimated Miles. This is done to make entering field trips easier for you. You may always change this figure for each field trip.

Purpose: *Optional* - This is a further description of the field trip. You do not have to enter this information. With this field you may enter a quick description of why the field trip is being taken. For example “SEE CIVIL RIGHTS EXHIBIT.” You may enter up to 25 characters in this field.

The Instructions Tab on the Detailed Field Trip Request Screen

The Instructions tab on the Detailed Field Trip Request screen (Figure 13-9) contains information for general instructions concerning the field trip. The following is a detail description of the fields in this section:

Customer Special Instructions: *Optional* - These are any special instructions that the drivers need to know when they arrive at the school site. This field is free form unlimited text. If you fill the available space in the box with instructions a scroll bar will automatically appear allowing you to scroll up and down to view and enter more instructions. If the customer has any assumed special instructions in its database these assumed special instructions will automatically appear in this box when you add a new field trip request. You may then change these assumed special instructions and customize them for a particular field trip request.



T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
 Entered By: ale
 1/11/00 9:55:11 AM

General Instructions Assignment Billing Other

Customer Special Instructions: PICK UP ALL FIELD TRIPS ON THE WEST SIDE ON 20th STREET (bus pull-out)

Destination Special Instructions : 40TH STREET NORTH OF BELL ROAD, WEST SIDE

Trip Comments:

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

Figure 13-9. The Instructions Tab on the Detailed Field Trip Request Screen

Destination Special Instructions: *Optional* - These are any special instructions that the driver(s) need to know when they arrive at the destination site. This field is free form unlimited text. If you fill in the available space in the box with instructions a scroll bar will automatically appear allowing you to scroll up and down to view and enter more instructions. As was mentioned in the previous discussion about the destination, if the destination has assumed special instructions those special instructions will automatically appear in this box when the destination is assigned to a field trip request. You may then change these assumed special instructions and customize them for a particular field trip request.

Trip Comments: *Optional* - This comment field is used to allow the school to communicate any other information to the transportation department about this field trip request that cannot be placed in any of the other fields on Detailed Field Trip Request form. This field is free form unlimited text. If the school fills in the available space in the box with text a scroll bar will automatically appear allowing the school to scroll up and down to view and enter more text. If you don't know where to enter some information about a field trip request it is always a good idea to enter it here. That way you can be sure that the information was communicated.



The Assignment Tab on the Detailed Field Trip Request Screen

The Assignment tab on the Detailed Field Trip Request screen (Figure 13-10) is not seen by the schools as they enter the field trip information. Therefore the information that you see in this section is either blank or automatically set by defaults assigned in the Customer screen or the District Options screen. When reviewing this information you may change any of the fields.

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General Instructions **Assignment** Billing Other

Vehicles / Capacity

Calculate # of Primary Vehicles Needed: ☒

Primary Veh. Type: 1
of Primary Veh: 1
of Addit. Veh: 0
Addit. Veh Type:
Capacity: High
Ticket Template: TOM_TICKET

Additional Schedules

Schedule #1:
#2:
#3:
#4:
#5:

Shuttle Trip: ☐
Multi-Dest.
Characteristics

Allow Auto Assign: ☒

OK Addit. Trip Dates **Accept** **Deny** Comment from Trans. Dept.

Figure 13-10. The Assignment Tab on the Detail Field Trip Screen

The information in this tab is identical to the information found in the Assignment Section of your Detailed Field Trip screen. For more information about the fields found in the Assignment Section of the Detailed Field Trip Request screen refer to the section titled *The Assignment Tab on the Detailed Field Trip Screen* in *Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* found earlier in this manual.



The Billing Tab on the Detailed Field Trip Request Screen

When the schools enter field trip requests the only field they could see and work with in this section was the P.O. number. Consequently, all other information will either be blank or be the default billing rate assigned to the school and flat amounts from the billing rate. The transportation department may change this information when viewing the field trip request.

T.O.M. - Trip Requests

Field Trip Request

Status: Pending 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General Instructions Assignment **Billing** Other

Billing Rate: 1 P.O.#: Template: TOM_INVOICE

Flat Amounts

Description:	Amount:
#1:	\$0.00
#2:	\$0.00
#3:	\$0.00
#4:	\$0.00
#5:	\$0.00

Invoice Comment: 37 AIRE LIBRE ELEM.

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

Figure 13-11. Billing Information Section

The Billing Tab on the Detailed Field Trip Request screen (Figure 13-11) is almost identical to the Billing Tab in the Detailed Field Trip screen. For more information about the fields in this section refer to the section titled *The Billing Tab on the Detailed Field Trip Screen* in Chapter 1 – *Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry* found earlier in this manual.



The Other Tab on the Detailed Field Trip Request Screen

The Other Tab on the Detailed Field Trip Request screen (Figure 13-12) contains a variety of typically non-critical information concerning a field trip. When the school was entering the field trip request all fields in this section were visible and available for the school to enter.

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General Instructions Assignment Billing **Other**

Internal Field Trip Number:
Field Trip Category:
Grade:

OK Addit. Trip Dates **Accept** **Deny** Comment from Trans. Dept.

Figure 13-12. The Other Information Section

This tab is identical to the Other Section in the Detailed Field Trip screen. For more information about the fields in this section refer to the section titled *The Other Section on the Detailed Field Trip Screen* in Chapter 1 – Entering Field Trips, Printing Estimates, Using the Field Trip Inquiry found earlier in this manual.



Saving Changes to a Field Trip Request

After you have entered all of the changes for the field trip request just click on the button marked OK in the Detailed Field Trip Request screen and the field trip request will be saved and you will automatically be returned to the Field Trip Request Search / Select screen (Figure 13-4).

Field Trip Requests With Additional Trip Dates and Times

Schools are allowed to enter additional trip dates and times for the field trip request they are entering. The transportation department may view and / or change these additional trip dates and times when viewing the field trip request. NOTE: Unlike with field trips the initial departure date is not shown on the additional trip dates screen. This is done for simplicity to the schools. When they view this screen they are only seeing the additional departure dates and times. When the field trip request is accepted both the original departure date and times as well as any additional trip dates and times will all be entered in the additional trip dates for the field trip record created from the field trip request when the field trip request is accepted.

Working with additional trip dates and times for field trip request is very similar to working with additional trip dates and times for field trips. The following is a brief explanation of how to access the field trip requests additional trip dates information. To enter Additional Trip Dates click the button on the Detailed Field Trip Request screen marked Addit. Trip Dates (Figure 13-13).

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General Instructions Assignment Billing Other

Request #: 2168

Request Date: 1/11/2000

Customer: 37 AIRE LIBRE ELEM.

Contact: Linda Buscher

Destination: 586 PARADISE VALLEY POOL
40TH STREET, N. OF BELL

Split Fund: 8

Dates / Times Passengers / Miles / Purpose

of Adults : 6

of Students: 75

of Handicap: 0

Estimated Time: 0.00 **Calc**

Estimated Miles: 22.00

Purpose :

OK **Addit. Trip Dates** **Accept** **Deny**

Comment from Trans. Dept.

Then, click the Addit. Trip Dates button to view all the dates for which the field trip is scheduled.

Figure 13-13. The Additional Trip Dates Button



This will cause the Additional Trip Dates screen (Figure 13-14) to display. This screen lists all of the dates for which the field trip is scheduled. From here you may either; add an additional trip date, delete an additional trip date or return back to the Detailed Field Trip Request screen.

Trip Day	Start Time	Arrive Time	Leave Time	End Time
----------	------------	-------------	------------	----------

Figure 13-14. Additional Trip Date Screen

If you wish to add an additional trip date then click the Add button on the Additional Trip Date screen. This will cause the Add Trip Date screen (Figure 13-15) to display.

Additional Trip Date

Trip Day: 1/12/2000

Start Time: 8:00 AM

Arrive Time:

Leave Time:

End Time: 12:00 PM

Save Exit

Figure 13-15. Add Trip Date Screen



From here you would type in the additional trip date and click the Save button on the Additional Trip Date screen. T.O.M. makes it easy for you to key in any date. Rather than having to type in a “/” or a “-” when typing in the date, T.O.M. automatically places a “/” between the Month, Day and Year (this is called masking³). You must, however, enter 2 digits for the month and the day. So, for example if you were entering a date of 3/2/1994 you would type 03021994 and T.O.M. would automatically place two / in the appropriate positions in the date. The year must be entered as the full year (ex. 1997 not 97’). If for some reason this mask feature of T.O.M. gets confused you then must enter the entire date including the slashes.

To make entering a date an even easier process T.O.M. also has a popup calendar screen that lets you click on the day that you want and it fills in the appropriate date. To activate this popup calendar screen click on the little button next to this date field that looks like a small calendar. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

To make entering a time an even easier process T.O.M. also has a popup time clock screen that lets you click on the hours, minutes and AM / PM that you want and it fills in the appropriate time. To activate this popup time clock screen click on the little button next to this time field that looks like a small clock. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

T.O.M. will automatically place the field trip requests departure time and return time into additional trip date’s start and end time. You may change these times if they are different for that additional trip date.

If you do not wish to add an additional date then click the Exit button and you will be returned to the Additional Trip Date screen (Figure 13-14).

If you wish to delete an additional trip date then point to that additional trip date on the Additional Trip Date screen (Figure 13-14) and click it with your mouse. Then click the Delete button at the bottom of the screen. T.O.M. will then ask you to confirm that you really do want to delete the date. Upon your confirmation T.O.M. will remove that date from the field trip.

Working with Advanced Field Trip Features

T.O.M. offers several advanced field trip features that truly makes it “the most powerful field trip software on the planet!” They include working with Trip Splits, Shuttle Trips, Multiple Destinations and Trip Characteristics. These features are described in detail in *Appendix B – Advanced Field Trip Features*.



New Destinations Created by Schools

As we mentioned earlier a school may create a new destination when entering a field trip request. However, T.O.M. will not immediately create this new destination in the transportation department's list of destinations. T.O.M. first allows the transportation department to review the new destination information before accepting the field trip request. The transportation department can then change the destination assigned to the pending field trip request to a destination that already exists in the transportation department's list of destinations. This is done to prevent the schools from accidentally creating multiple destination records to the same physical location (example 12 destinations for the City Zoo).

The Field Trip Request Search / Selection screen allows you to list only those field trip requests that have new destinations assigned to them. To do this, click the New Dest. checkbox in the Field Trip Request Search / Selection screen's search parameters section and click the Find All button (Figure 13-16).

Field Trip Request Search

Field Trip Requests

Number of trips selected: 5

Departure Date Range: From: To: Status: Pending

Enter Date Range: From: To: New Dest Only: ☒

Customer: Destination:

Selected Division: Selected Internal Number: Selected Grade:

Request#	Customer	Destination	Enter Date/Time	Status
2171	SHADOW MOUNTAIN HIGH SCH	BROPHY COLLEGE PREP.	1/11/00 10:42:11 AM	Pending
2170	SHADOW MOUNTAIN HIGH SCH	HORIZON HIGH SCHOOL	1/11/00 10:26:38 AM	Pending
2169	AIRE LIBRE ELEM.	DESERT BONTANICAL GARDENS	1/11/00 10:08:34 AM	Pending
2168	AIRE LIBRE ELEM.	Gekco Ranch	1/11/00 9:55:11 AM	Pending
2141	LIBERTY ELEM.	AMERICAN WEST ARENA	12/10/99 9:47:33 AM	Pending

Find All New Edit Delete Calendar Exit

Check the New Dest. Only checkbox and click the Find All button.

Figure 13-16. Telling T.O.M. to Only Display Field Trip Requests With New Destinations



When the transportation department selects a field trip request that has a new destination to view T.O.M. will display in bold yellow letters the word *** NEW *** to clearly communicate that this field trip request contains a new destination (Figure 13-17). To view the new destination information click the Destination button.

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General Instructions Assignment Billing Other

Request #: 2168
Request Date: 1/11/2000
Customer: 37 AIRE LIBRE ELEM.
Contact: Linda Buscher
Destination: *** NEW *** 0 Gekco Ranch
1188 Lizard Blvd.
Split Fund: 8

Dates / Times Passengers / Miles / Purpose

Departure: 5/12/2000
Return: 5/12/2000
Departure Time: 9:15 AM
Arrival Time:
Leave Time:
Return Time: 1:30 PM
Calendar

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

Click the Destination button to view the new destination information.

Word * NEW * indicating a new destination is assigned to the field trip request.

Figure 13-17. The Detailed Field Trip Request Screen Indicating a New Destination is Entered for the Selected Field Trip Request



This causes the Destination Search screen to display (Figure 13-18). To view the new field trip information assigned to the field trip request click the New button (Figure 13-18).

Search Destination:	
64TH ST. & NESBIT	420 64TH ST. & NESBIT
911 - COMMUNICATIONS	487 200 E. ELLWOOD
A B C MUSIC STORE	471 SCOTTSDALE & SHEA
A.I.A. TBA	30 UNKNOWN
A.S.U PLANITARIUM	789 GAMMAGE PKWY& FOREST AV
ABCO SHOPPING CENTER TATUM	473 12415 N TATUM BLVD
AGUA FRIA HIGH SCHOOL SOUTH	67 530 E. RILEY DR.
AGUA FRIA HIGH SCHOOL NORTH	66 14000 N. INDIAN SCHOOL

Click the New button to display the new destination information.

Figure 13-18. The Destination Search Screen

This causes the New Destination screen to display (Figure 13-19). From here you may view and change any of the new destination information and then click the OK button to save the information and return back to the Destination Search screen (Figure 13-18).

If you do not want the new destination to be assigned to the field trip request then click the Exit button in the New Destination screen (Figure 13-19) and you will be returned to the Destination Search screen (Figure 13-18). From here you would then select an existing destination from the transportation department's destination list. That destination information will then be applied to the field trip request.



New Destination

Description: Gekco Ranch

Category: [dropdown]

Average Miles: 45.0

Address : 1188 Lizard Blvd.

City: Phoenix

Province / State: AZ

Postal Code / Zip: 85022

Special Instructions: Don't step on the lizards

OK **Exit**

Figure 13-19. The Add New Destination Screen

Here are some common questions about working with new destinations:

Question: How is a new destination added by a school added to the list of destinations in the Transportation Department's database?

Answer: When you approve a pending field trip request with a new destination that new destination is added to the transportation department's destination list.

Question: What if I accidentally select a destination from the Destination Search screen when trying to look at the new destination information that the school added?

Answer: That's OK. T.O.M. still retains the new destination information. To get rid of a destination that you accidentally selected from the Destination Search screen go back to the Destination Search screen (Figure 13-18) and click the New button and the New Destination screen (Figure 13-19) will be displayed with the new destination information that the school had entered. From this screen click the button and T.O.M. will enter a 0 in the Destination Number, display the new destination name and address and display the word * NEW * below the destination.

Question: Sometimes when a school adds a new destination, they say that there is already a number in the estimated miles and special instructions in the new destination's Special Instructions field. Why?

Answer: The school probably selected an existing destination from the Destination Search screen (Figure 13-18) that had special instructions and estimated miles that *stamped* on the field trip request. They then went back and decided to add a new destination. When they did this, the original destination's estimated miles and special instructions appeared on the New Destination screen (Figure 13-19). This is because the



new destination information is kept in the field trip request record and it uses the field trip request's estimated miles and destination special instructions. The school can always change this information.

Using The Field Trip Request Search / Selection Screen To Search Your Field Trip Requests

The search feature of this screen is very easy and powerful. To search your field trip requests just enter your search parameters and click the button marked Find All. In a few moments T.O.M. will display in the selected records box all the field trip request records that matched your search parameters. Let's take a closer look at how to use the searching feature of this screen. Figure (Figure 13-20) shows the key search portions of the Field Trip Request Search / Selection screen.

Number of records found in the search.

Number of trips selected: 5

Field Trip Request Search

Field Trip Requests

Departure Date Range: From: [] To: [] Status: Pending

Enter Date Range: From: [] To: [] New Dest Only: []

Customer: [] Selected Division: []

Destination: [] Selected Internal Number: []

Selected Grade: []

Request#	Customer	Destination	Enter Date/Time	Status
2171	SHADOW MOUNTAIN HIGH SCH	BROPHY COLLEGE PREP.	1/11/00 10:42:11 AM	Pending
2170	SHADOW MOUNTAIN HIGH SCH	HORIZON HIGH SCHOOL	1/11/00 10:26:38 AM	Pending
2169	AIRE LIBRE ELEM.	DESERT BONTANICAL GARDENS	1/11/00 10:08:34 AM	Pending
2168	AIRE LIBRE ELEM.	PARADISE VALLEY POOL	1/11/00 9:55:11 AM	Pending
2141	LIBERTY ELEM.	AMERICAN WEST ARENA	12/10/99 9:47:33 AM	Pending

Find All New Edit Delete Calendar Exit

All field trip requests that have been found in the search are displayed in this list.

Click the Find All button after you have finished entering your search parameters telling T.O.M. to search the database for all field trip requests that match the search parameters.

The search parameters tell T.O.M. what field trip requests you want to find in the search.

Figure 13-20. Field Trip Request Screen



You can combine search parameters for more exact searches. For example, you could enter a departure date range and a destination to get only field trip requests made for that destination for that date range. The following is a description of each of the search parameters that T.O.M. allows you to use when searching for field trip requests.

Departure Date Range: Use these fields to search your field trip requests by their departure date. T.O.M. makes it easy for you to key in any date. Rather than having to type in a “/” or a “-” when typing in the date, T.O.M. automatically places a “/” between the Month, Day and Year (this is called masking). You must, however, enter 2 digits for the month and the day. So, for example if you were entering a date of 3/2/1994 you would type 03021994 and T.O.M. would automatically place two / in the appropriate positions in the date. The year must be entered as the full year (ex. 1997 not 97). If for some reason this mask feature of T.O.M. gets confused you then must enter the entire date including the slashes.

To make entering a date an even easier process T.O.M. also has a popup calendar screen that lets you click on the day that you want and it fills in the appropriate date. To activate this popup calendar screen click on the little button next to this date field that looks like a small calendar. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Enter Date Range: Use these fields to search your field trip requests by their enter date. T.O.M. makes it easy for you to key in any date. Rather than having to type in a “/” or a “-” when typing in the date, T.O.M. automatically places a “/” between the Month, Day and Year (this is called masking). You must, however, enter 2 digits for the month and the day. So, for example if you were entering a date of 3/2/1994 you would type 03021994 and T.O.M. would automatically place two / in the appropriate positions in the date. The year must be entered as the full year (ex. 1997 not 97). If for some reason this mask feature of T.O.M. gets confused you then must enter the entire date including the slashes.

To make entering a date an even easier process T.O.M. also has a popup calendar screen that lets you click on the day that you want and it fills in the appropriate date. To activate this popup calendar screen click on the little button next to this date field that looks like a small calendar. See *Appendix C - The Pop Up Calendar and Time Entry Screens* in the *T.O.M. Getting Started Manual* for more details.

Status: A field trip request can have one of three statuses:

- *Pending:* The request is relatively new and has not been reviewed by the Transportation Department.
- *Accepted:* The request has been reviewed and accepted by the Transportation Department.
- *Denied:* The request has been reviewed and denied by the Transportation Department.

If you leave this field blank or select the value ALL then the search will ignore the status as a search condition. If you click the down arrow to the right of the status field a drop down list will appear giving you the various statuses that you can search on. Once you find the status you desire click on it and it will automatically appear in the Status field.

New Dest Only: This field is a check box field. That means it can either be checked or unchecked. If it is checked you are telling T.O.M. to choose only field trip requests that have a destination that is not in the transportation department’s destination list. For more information about creating a new destination with a field trip request see the section titled *New Destinations Created by Schools* earlier in this chapter.

Customer: You may select a specific customer to search your field trip requests by. For example, you would use this to search for all field trip requests for a particular school. If you know the number of the customer then enter it here. Don’t worry if you don’t know the customer number. T.O.M. gives you an easy way to look up your customer by the customer name. To do this you click the Customer button. This causes the Custom Search screen to appear. This screen will allow you to quickly search your existing customers by an alphabetic lookup



Select Division: Customers can be assigned to divisions. You may then search field trip requests by division. If you know the division that you wish to search by then enter here. If you don't know the division you desire T.O.M. provides you with an easy drop down list of all of the divisions that you have created. Just click the down arrow to the right of the Division field and a list of existing divisions will display on your screen. To select a division simply click on the row containing the desired division and that division will automatically appear in the Select Division field.

Destination: You may select a specific destination to search your field trip requests by. For example, you may search all field trips requests for the city zoo. You may search the list of destinations created by your transportation department alphabetically by clicking the button next to the department field marked DEPARTMENT. For more information using the destination search screen see the discussion on searching destinations in the section titled *Adding A New Field Trip Request* previously in this chapter.

Selected Internal Number: Some school districts have preprinted, pre-numbered field trip request forms and they track the field trip requests by that preprinted number. T.O.M. stores this information in the Internal Field Trip number. You may search your field trip requests by this number.

Selected Grade: You may search your field trip requests by the student grade level that you assigned to the trip requests. Click on the down arrow to the right of the grade field to see a list of grades that you may select. Once you find the grade you desire click on it and it will automatically appear in the grade field.



Approving Field Trip Requests

To approve a field trip request you simply locate it on your Field Trip Request Search / Selection screen, click on it and click the Edit button (Figure 13-21).

Request#	Customer	Destination	Enter Date/Time	Status
2171	SHADOW MOUNTAIN HIGH SCH	BROPHY COLLEGE PREP.	1/11/00 10:42:11 AM	Pending
2170	SHADOW MOUNTAIN HIGH SCH	HORIZON HIGH SCHOOL	1/11/00 10:26:38 AM	Pending
2169	AIRE LIBRE ELEM.	DESERT BONTANICAL GARDENS	1/11/00 10:08:34 AM	Pending
2168	AIRE LIBRE ELEM.	DESERT HORIZON PARK	1/11/00 9:55:11 AM	Pending
2141	LIBERTY ELEM.	AMERICAN WEST ARENA	12/10/99 9:47:33 AM	Pending

Figure 13-21. Selecting a Field Trip Request to be accepted

The Detailed Field Trip Request screen appears with the selected field trip request. You then click the green Accept button (Figure 13-22).

NOTE: At this point T.O.M. imposes all of the field checking that you normally face when entering a regular field trip. So all the rules that you follow when enter a field trip you will have to follow when trying to accept a field trip request even though you have not had any problems entering and changing the field trip request. For example, when the school created the field trip request it did not enter the fund. When you viewed the field trip request you did not enter a fund. Up to this point T.O.M. has not said anything to you. However, when you attempt to accept a field trip request and, therefore, create a new field trip record in your field trip database T.O.M. will start enforcing the normal data entry rules that it enforces when you enter a normal field trip.



What this means is that you will usually find yourself probably entering some additional information to a field trip request or *completing it* before you accept that field trip request. A good example of information that you have to enter before accepting a field trip request is the field trip's schedule. Since a school cannot enter that information you will usually have to provide it before you can accept the field trip request.

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General Instructions Assignment Billing Other

Request #: 2168
Request Date: 1/11/2000
Customer: 37 AIRE LIBRE ELEM.
Contact: Linda Buscher
Destination: 161 DESERT HORIZON PARK
56TH ST. & PARADISE LANE
Split Fund: 8

Dates / Times Passengers / Miles / Purpose

Departure: 5/12/2000
Return: 5/12/2000
Departure Time: 9:15 AM
Arrival Time:
Leave Time:
Return Time: 1:30 PM
Calendar

OK Addit. Trip Dates **Accept** Deny Comment from Trans. Dept.

Click the Accept button to accept the field trip request.

Figure 13-22. Accepting a Pending Field Trip Request

After you have accepted the field trip request you are returned to the Field Trip Request Search / Selection screen (Figure 13-23). Notice that the field trip request that we accepted now has a status of Accepted.

Here are some common questions and answers about approving field trip requests:

Question: When I accepted a Field Trip Request it disappeared off the Field Trip Request Search / Selection screen. Why? Where did it go?

Answer: You will notice that the search status of our Field Trip Request Search / Selection screen is now set to All (Figure 13-23). Your search status on your Field Trip Request / Selection screen may be set to Pending which is the default search status when you first load the Field Trip Request Search / Selection screen. Change your search status to All or Accepted and then click the Find All button. You will then see your accepted field trip request.



Field Trip Request Search

Field Trip Requests Number of trips selected: 873

Departure Date Range: From: To: Status: **Accepted**

Enter Date Range: From: To: New Dest Only: ☐

Customer: Selected Division:

Destination: Selected Internal Number:

Selected Grade:

Request#	Customer	Destination	Enter Date/Time	Status
2168	AIRE LIBRE ELEM.	DESERT HORIZON PARK	1/11/00 9:55:11 AM	Accepted
2167	DESERT SPRINGS ELEM.	PARADISE VALLEY POOL	1/10/00 1:09:12 PM	Accepted
2166	FOOTHILLS ELEM.	DEER VALLEY AIRPORT	1/7/00 2:08:21 PM	Accepted
2165	CAMPOBELLO ELEM.	AMERICAN WEST ARENA	1/7/00 1:11:31 PM	Accepted
2164	SHADOW MOUNTAIN HIGH SCH	PAGE ARIZONA	1/7/00 10:23:15 AM	Accepted
2163	DESERT SHADOWS ELEM.	HORIZON HIGH SCHOOL	1/6/00 3:24:34 PM	Accepted
2162	DESERT SPRINGS ELEM.	PARADISE VALLEY POOL	1/6/00 2:40:31 PM	Accepted
2161	EAGLE RIDGE ELEM.	CELEBRITY THEATER	1/4/00 5:06:59 PM	Accepted
2160	PARADISE VALLEY HIGH SCHO	NORTH CANYON HIGH SCHOOL	1/4/00 1:19:19 PM	Accepted
2159	PARADISE VALLEY HIGH SCHO	SHADOW MOUNTAIN HIGH SCH	1/4/00 1:17:41 PM	Accepted
2158	PARADISE VALLEY HIGH SCHO	HORIZON HIGH SCHOOL	1/4/00 1:16:08 PM	Accepted
2157	PARADISE VALLEY HIGH SCHO	ST. MARYS	1/4/00 1:13:33 PM	Accepted

Find All **New** **Edit** **Delete** **Calendar** **Exit**

If you change the Status field, click the Find All button to refresh the list.

The field trip requests status is now set to Accepted.

Be sure this option is set to All or Accepted or the accepted field. The field trip requests will not display in the list.

Figure 13-23. The Field Trip Request Search / Selection Screen – AFTER the Field Trip Request has Been Accepted

Question: After I have accepted the Field Trip Request can school or I change the Field Trip Request?

Answer: No. Once a field trip request has been accepted it cannot be changed either by the school or the transportation department. If you select an accepted field trip request in the Field Trip Request Search / Selection screen and click the Edit button, the accepted field trip request will be displayed on an *Inquiry Only* screen that will allow you to view the field trip request but not allow you to make changes to that field trip request (Figure 13-24). This is a safeguard to prevent the school from unknowingly making a change to the field trips date, time or number of vehicles required that the transportation department will not be aware of because the field trip request record is no longer used. This way the school is forced to notify the transportation department of any relevant change to the field trip.



T.O.M. - Trip Requests

Field Trip Request

Status: **Accepted** 1/11/00 9:55:11 AM
Entered By: ale 1/11/00 9:55:11 AM

General	Instructions	Assignment	Billing	Other
Request #: 2168 Request Date: 1/11/2000 Customer: 37 AIRE LIBRE ELEM. Contact: Linda Buscher Destination: 161 DESERT HORIZON PARK 56TH ST. & PARADISE LANE Split Fund: 8			Dates / Times Departure: 5/12/2000 Return : 5/12/2000 Departure Time : 9:15 AM Arrival Time : Leave Time : Return Time : 1:30 PM Calendar	

OK **Addit. Trip Dates** **Number of Approved Field trip in T.O.M.:** 10279 **Comment from Trans. Dept.**

Number of field *trip* that was created in the transportation department's field trip database from the field trip request. Click on it to view the actual field trip record in the Transportation Department's field trip database.

Date and time Field Trip Request was accepted.

Figure 13-24. An Accepted Field Trip Request as it is Displayed in the Detail Field Trip Request Screen



Denying Field Trip Requests

To deny a field trip request you simply locate it on your Field Trip Request Search / Selection screen, click on it and click the Edit button (Figure 13-25).

Field Trip Request Search

Field Trip Requests Number of trips selected: 3

Departure Date Range: From: To: Status: Pending

Enter Date Range: From: To: New Dest Only: ☐

Customer: Selected Division:

Destination: Selected Internal Number:

Selected Grade:

Request#	Customer	Destination	Enter Date/Time	Status
2555	EAGLE RIDGE ELEM.		5/18/00 10:15:55 AM	Pending
2554	ECHO MOUNTAIN ELEM.	Olive Garden	4/13/00 10:49:10 AM	Pending
2553	COPPER CANYON ELEM	SUNRISE MIDDLE SCHOOL	4/13/00 9:18:20 AM	Pending

Find All New Edit Delete Calendar Exit

Click on the desired field trip request to be denied.

Then click on the Edit Button.

Figure 13-25. Selecting a Field Trip Request to Be Denied



The Detailed Field Trip Request screen appears with the selected field trip request. You then enter an explanation as to why the field trip request was denied in the Comment From Trans. Dept. field and then click the red Deny button (Figure 13-26).

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 4/13/00 10:49:10 AM
Entered By: erme
4/13/00 10:49:10 AM

General Instructions Assignment Billing Other

Request #: 2554
Request Date: 4/13/2000
Customer: 56 ECHO MOUNTAIN ELEM.
Contact: Stacie Crain
Destination: 0 Olive Garden
Fund: 8

Dates / Times Passengers / Miles / Purpose

Departure: 5/9/2000
Return: 5/9/2000
Departure Time: 10:30 AM
Arrival Time:
Leave Time:
Return Time: 1:15 PM

Calendar

OK Addit. Trip Dates Accept **Deny**

Comment from Trans. Dept. This day is completely booked. Please try a different day.

Figure 13-26. Denying a Pending Field Trip Request

Click the Deny button to accept the field trip request.



Here are some common questions and answers about denying field trip requests:

Question: When I denied a Field Trip Request and then clicked the OK button it disappeared off the Field Trip Request Search / Selection screen. Why? Where did it go?

Answer: Your search status on your Field Trip Request / Selection screen may be set to Pending which is the default search status when you first load the Field Trip Request Search / Selection screen. Change your search status to All or Denied and then click the Find All button. You will then see your denied field trip request.

Question: After I have denied the Field Trip Request can school or I change the Field Trip Request and resubmit it later to be accepted?

Answer: Yes. T.O.M. allows either the transportation department or the school to edit a field trip request that has been denied. T.O.M. also allows the transportation department to accept a previously denied field trip request. This enables a school that has the field trip request denied to make changes to the field trip request and resubmit it to the transportation department for later approval.

Figure 13-27 shows the Field Trip Search / Selection screen as a school would see it. As you can see this school (Eagle Ridge Elementary) can only see the field trip requests for that school. Eagle Ridge Elementary is going to change a field trip request that has recently been denied by the transportation department. To change this denied field trip request Eagle Ridge Elementary clicks on the line that contains the denied field trip request and then clicks the Edit button (Figure 13-27). This causes the denied field trip request to display in the Detailed Field Trip Request screen (Figure 13-28). You will notice that the field trip request has a status of Denied and Eagle Ridge Elementary can see (but cannot change) the comments by the transportation department as to why the field trip request was denied. From here Eagle Ridge Elementary can make the needed changes to the field trip request and resubmit it to the transportation department for approval.



Field Trip Request Search

Field Trip Requests Number of trips selected: 31

Departure Date Range: From: [] To: [] Status: []

Enter Date Range: From: [] To: [] New Dest Only: ☐

Customer: 56 ECHO MOUNTAIN ELEM. Selected Division: []

Destination: [] Selected Internal Number: []

Selected Grade: []

Request#	Customer	Destination	Enter Date/Time	Status
2554	ECHO MOUNTAIN ELEM.	Olive Garden	4/13/00 10:49:10 AM	Denied
2492	ECHO MOUNTAIN ELEM.	ARIZONA SCIENCE CENTER	3/2/00 2:11:43 PM	Accepted
2487	ECHO MOUNTAIN ELEM.	AMERICAN WEST ARENA	3/1/00 11:10:36 AM	Accepted
2475	ECHO MOUNTAIN ELEM.	HORIZON HIGH SCHOOL	2/28/00 9:28:31 AM	Accepted
2468	ECHO MOUNTAIN ELEM.	NORTH CANYON HIGH SCHOOL	2/22/00 2:24:04 PM	Accepted
2453	ECHO MOUNTAIN ELEM.	WILDLIFE WORLD ZOO	2/17/00 1:18:28 PM	Accepted
2240	ECHO MOUNTAIN ELEM.	ROCKIN R RANCH	2/3/00 4:10:51 PM	Accepted
2239	ECHO MOUNTAIN ELEM.	ROCKIN R RANCH	2/3/00 4:08:30 PM	Accepted
2226	ECHO MOUNTAIN ELEM.	AMERICAN WEST ARENA	2/2/00 9:28:48 AM	Accepted
2144	ECHO MOUNTAIN ELEM.	PHOENIX ZOO	12/10/99 3:26:01 PM	Accepted
2143	ECHO MOUNTAIN ELEM.	PHOENIX ZOO	12/10/99 3:22:18 PM	Accepted
2122	ECHO MOUNTAIN ELEM.	CHAPARRAL PARK	11/17/99 11:43:07 AM	Accepted

Find All New Edit Delete Calendar Exit

School can only see their field trip requests.

Second click the Edit button.

First select the denied field trip that you want to change.

Figure 13-27. A School Selecting a Denied Field Trip Request to Edit



T.O.M. - Trip Requests

Field Trip Request

Status: **Denied** 5/19/00 9:34:48 AM
 Entered By: eme
 4/13/00 10:49:10 AM

General Instructions Billing Other

Request #: 2554
 Request Date: 4/13/2000
 Customer: 56 ECHO MOUNTAIN ELEM.
 Contact: Stacie Crain
 Destination: 0 Olive Garden
 * New *
 Split Fund: 8

Dates / Times Passengers / Miles / Purpose

Departure: 5/9/2000
 Return: 5/9/2000
 Departure Time: 10:30 AM
 Arrival Time:
 Leave Time:
 Return Time: 1:15 PM
 Calendar

OK Addit. Trip Dates

Comment from Trans. Dept. This day is completely booked. Please try a different day.

Figure 13-28. A Denied Field Trip Request as it is Seen By The School in the Detailed Field Trip Request Screen

Comments by the transportation department as to why the field trip request was denied. These comments can be viewed but cannot be changed by the school.

Date and time field trip request was rejected.



Importing Field Trip Requests

If your district has already developed a automated system that allows your schools to enter field trip requests you are probably going to be reluctant to switch to something new like T.O.M.'s school software. After all, it probably took a lot of work just to install your in house software to every school and train them on the proper use of that software. Fear not. T.O.M. was designed to *talk* to other software systems so that you can leave your in house system in place, feed T.O.M. the school's field trip requests and use the rest of T.O.M.'s powerful field trip functions.

The way that T.O.M. *talks* to your in house software is by *importing* field trip request information from an import file, which is a standard ASCII coma delimited file that you prepare for T.O.M. Before you begin importing field trip requests from your in house system to T.O.M. you will most likely need assistance from your data processing department to create a routine that will prepare this import file. An coma delimited ascii file is a very common type of a file to create. Any person with some advanced computer training should be able to create this type of a file. Once your data processing person has created the routine to create the import file you can then begin importing field trip requests into T.O.M.

The table below gives you a detail list of all the fields that are in the import file, what order they must be in, what type of information is stored in the fields and what the maximum length of the fields are. You do NOT need to provide T.O.M. with all of the information in the import file. You can provide T.O.M. with as little or as much information as can be extracted from your in house software. Once you have imported this information you would then enter whatever information you could not provide. NOTE: Your import file can have any name that you desire BUT it must have .txt (text file) type.



The Field Trip Request Import File Layout			
Field Name	Description	Data Type	Length
BILLRATE	The code of the billing rate setup in T.O.M.	Number	5
REQDATE	The date the field trip was requested. (Enter in following format - MM/DD/YYYY)	Text	9
FUND	The number of the fund to charge the field trip against (must be setup in T.O.M.)	Text	50
CUSTOMER	The number of the customer who is taking the field trip (must exist in the T.O.M. Customer table).	Text	30
BILLCUST	The number of the customer who is paying for the field trip (must exist in the T.O.M. Customer table).	Text	30
CONTACT	The name of the contact person for the field trip	Text	25
DESTINATION	The number of the destination where the trip is going. This number must be setup in T.O.M. If the field trip request contains a new destination then enter a zero in this field.	Number	10
DEPDATE	The departure date of the field trip. (Enter in following format - MM/DD/YYYY)	Text	9
DEPTIME	The time of departure of the field trip. (Enter in the following format - HH:MM:SS)	Text	8
RETDATE	The return date of the field trip. (Enter in following format - MM/DD/YYYY)	Text	9
RETTIME	The time of return of the field trip. (Enter in the following format - HH:MM:SS)	Text	8
ARRIVETIME	The time the passengers are to arrive at the destination of the field trips	Text	8
LEAVETIME	The time the passengers are to leave the destination of the field trips.	Text	8
ESTMILE	The estimated number of miles for ALL drivers for the field trip.	Number (2 decimals)	9
ESTTIME	The estimated number of hours required to perform the field trip for ALL the drivers assigned to the field trip.	Number (2 decimals)	9
NUMSTUDENTS	The number of students that will be taking the field trip.	Number	5
NUMADULTS	The number of adults that will be taking the field trip	Number	5
NUMHAND	The number of passengers that require handicap facilities on the vehicle.	Number	5
PURPOSE	A brief description as to the purpose of the field trip	Text	25
DESTSPEC	The special instructions for the driver for the destination.	Text	Unlimited
OUTOFTOWN	A flag indicating whether the trip is an out of town trip. (Enter in following format - 1=True, 0=False)	Number	1



The Field Trip Request Import File Layout			
Field Name	Description	Data Type	Length
SCHEDULE	The first of five schedules (or driver lists) assigned to the field trip. Must exist in T.O.M.'s list of schedules.	Text	6
SCHEDULE2	The second of five schedules (or driver lists) assigned to the field trip. Must exist in T.O.M.'s list of schedules.	Text	6
SCHEDULE3	The third of five schedules (or driver lists) assigned to the field trip. Must exist in T.O.M.'s list of schedules.	Text	6
SCHEDULE4	The fourth of five schedules (or driver lists) assigned to the field trip. Must exist in T.O.M.'s list of schedules.	Text	6
SCHEDULE5	The fifth of five schedules (or driver lists) assigned to the field trip. Must exist in T.O.M.'s list of schedules.	Text	6
CALCNUMDRIVERS	This is a flag that tells T.O.M. whether or not you want T.O.M. to automatically calculate the number of vehicles of the first vehicle type. Normally T.O.M. does this, however, some districts desire to explicitly tell T.O.M. how many of these types of vehicles that the trip requires. If you want T.O.M. to calculate this number of vehicles then set this field to True (-1) if you want to tell T.O.M. how many vehicle of the first type to user then set this field to False (0).	Number	1
TYPE	The main type of vehicle to be used by the field trip. Must exist in T.O.M.'s list of vehicle types	Text	3
NUMTYPE	The number of vehicles of the first type (see above). Usually T.O.M. calculates this amount but the user can if they want explicitly enter the number this type and T.O.M. will use this number if the field CALCNUMDRIVERS is set to True.	Number	5
CAPACITY	The vehicle capacity that the field trip is running at. Can be 'High', 'Medium' or 'Low'.	Text	6
ADDLTYPE	The type of additional vehicles assigned to the field trip. Must exist in T.O.M.'s list of vehicles types.	Text	3
NUMADDL	The number of the additional type of vehicles required for the field trip.	Number	5
CUSTSPEC	The special instructions to the driver for the customer.	Text	Unlimited
DROPRET	A flag indicating whether the field trip is to be handled as a drop / return field trip. (Enter in following format -1=True, 0=False)		
TRIPCOM	A comment field for the field trip where the customer can give any general instructions to	Text	Unlimited



The Field Trip Request Import File Layout			
Field Name	Description	Data Type	Length
	the transportation department regarding the field trip.		
AUTOASSIGN	A flag indicating whether you want to allow the field trip to be automatically assigned by T.O.M. when transportation department runs the automatic assign process. (Enter in following format -1=True, 0=False)	Number	1
PO	The P.O. number that the trip is to bill against.	Text	15
TRIPCAT	The field trip category assigned to the field trip. Must exist in T.O.M. Field Trip Category list.	Text	20
INTTRIPNUM	The internal trip number for the field trip. If your district has it's own field trip numbering scheme and that number must be remembered for tracking purposes it can be entered in this field.	Text	30
DESTDESC	This is the description of the destination if a new destination is assigned to the field trip.	Text	30
DESTCAT	This is the destination category of the destination if a new destination is assigned to the field trip. Must exist in T.O.M. Destination Category list.	Text	5
MILES	This is the average number of miles to the destination if a new destination is assigned to the field trip.	Number	10
DESTADD1	This is the first address line of the destination if a new destination is assigned to the field trip.	Text	30
DESTADD2	This is the second address line of the destination if a new destination is assigned to the field trip.	Text	30
DESTCITY	This is the city of the destination if a new destination is assigned to the field trip.	Text	15
DESTSTATE	This is the state of the destination if a new destination is assigned to the field trip.	Text	2
DESTZIP	This is the zip code of the destination if a new destination is assigned to the field trip.	Text	10
AMOUNT1	This is the first of five flat dollar amounts for expenses and other charges that can be billed to the customer.	Number (2 decimals)	10
AMOUNT2	This is the second of five flat dollar amounts for expenses and other charges that can be billed to the customer.	Number (2 decimals)	10
AMOUNT3	This is the third of five flat dollar amounts for expenses and other charges that can be billed to the customer.	Number (2 decimals)	10
AMOUNT4	This is the fourth of five flat dollar amounts for expenses and other charges that can be billed to the customer.	Number (2 decimals)	10



The Field Trip Request Import File Layout			
Field Name	Description	Data Type	Length
AMOUNT5	This is the fifth of five flat dollar amounts for expenses and other charges that can be billed to the customer.	Number (2 decimals)	10
AMOUNTTXT1	This is the first of five descriptions for the five flat dollar amounts that can be billed to the customer.	Text	50
AMOUNTTXT2	This is the second of five descriptions for the five flat dollar amounts that can be billed to the customer.	Text	50
AMOUNTTXT3	This is the third of five descriptions for the five flat dollar amounts that can be billed to the customer.	Text	50
AMOUNTTXT4	This is the fourth of five descriptions for the five flat dollar amounts that can be billed to the customer.	Text	50
AMOUNTTXT5	This is the fifth of five descriptions for the five flat dollar amounts that can be billed to the customer.	Text	50
GRADE	This is the grade of the class that is taking the field trip. This grade must be a valid grade found in the Grade table.	Text	5
INVOICE_FORMAT	This is the invoice template that tells T.O.M. which invoice format to use when printing invoices for this field trip. If no format is entered T.O.M. defaults to TOM_INVOICE	Text	50
INVOICE_COMMENT#1	This is a comment that will (if you have selected to print this in your invoice template) print on your invoice.	Memo	-
TICKET_FORMAT	This is the trip ticket template that tells T.O.M. which trip ticket format to use when printing trip tickets for this field trip. If no format is entered T.O.M. defaults to TOM_TICKET.	Text	50



Using T.O.M. Field Trip Request Import Feature

To import field trip requests from the import file that you have prepared click on File menu option on the T.O.M. Main Screen and then click the Import option (Figure 13-29).

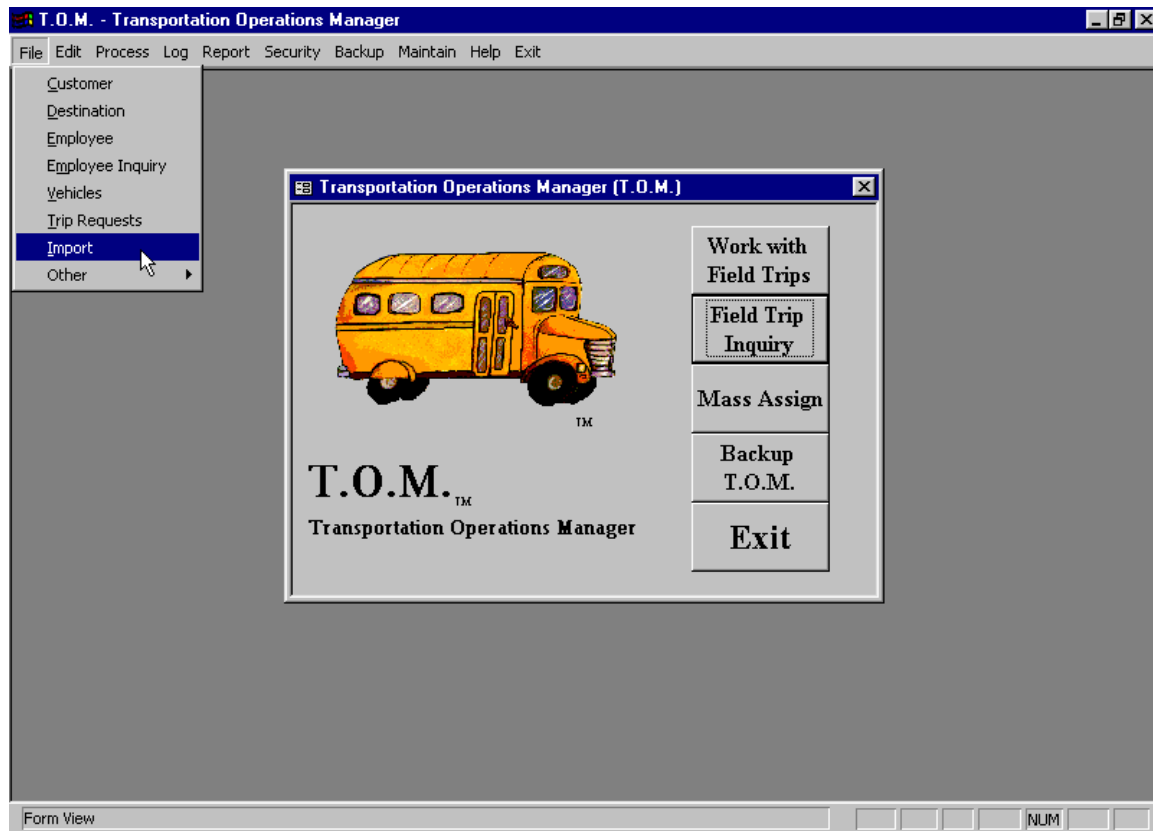


Figure 13-29. Accessing the Field Trip Request Import Routine

The Field Trip Request Import Warning screen displays (Figure 13-30). This screen is warning you that you should make a backup of your T.O.M. databases before you import field trip requests because you may accidentally import bad field trip request records that would corrupt your field trip request database. Because you may then restore your T.O.M. databases from the backup that you made you want to ensure that you are the only active user of T.O.M. when you import your field trip requests.



Figure 13-30. The Field Trip Request Import Warning Screen

To continue to the Field Trip Request Import screen click the OK button on the Field Trip Request Import Warning screen (Figure 13-30). The Field Trip Request Import screen will then display (Figure 13-31).



From the Import Field Trip Requests screen enter the import file name (or text file name as it's called on the screen). This name **MUST** include the full file path of the file. If you are not sure of the full file path of the file or unsure of its name click the Browse button (Figure 13-31) and navigate to the drive and directory where the import file is located.

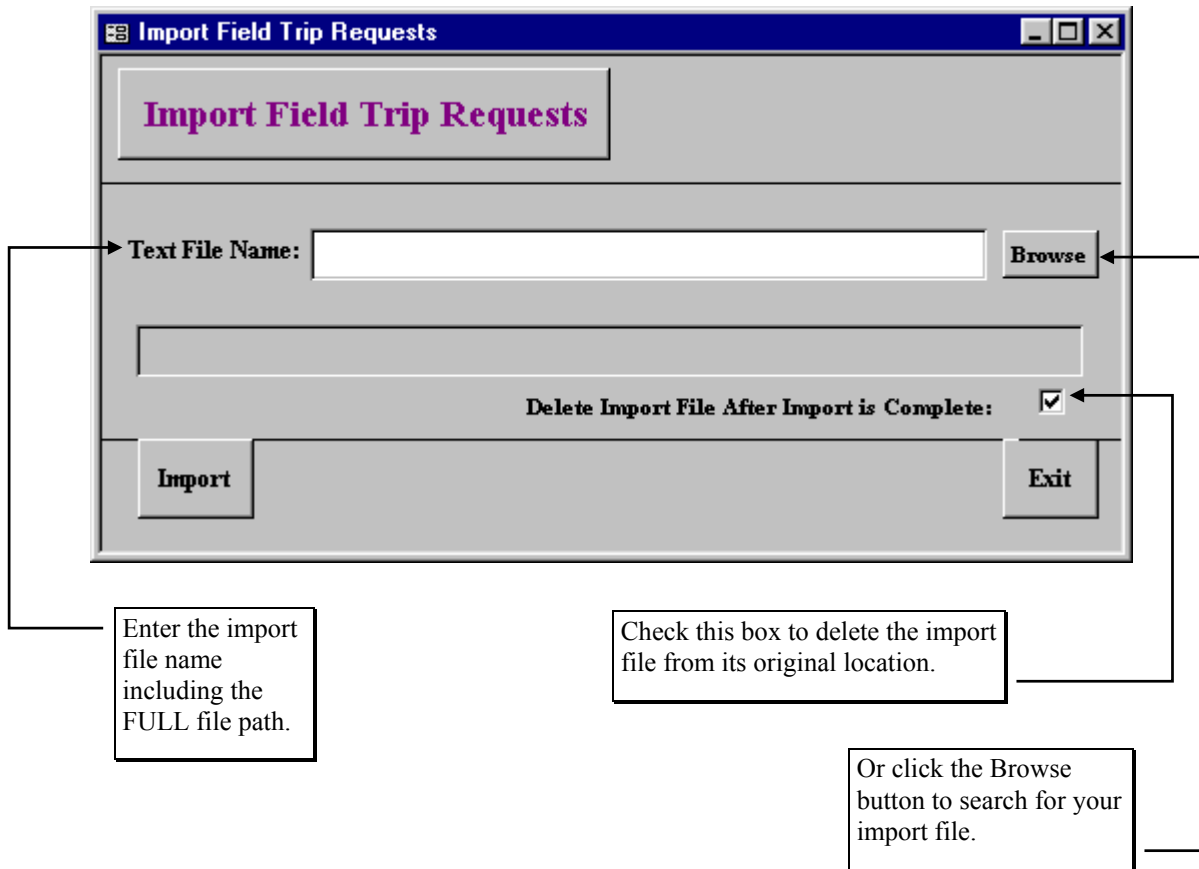
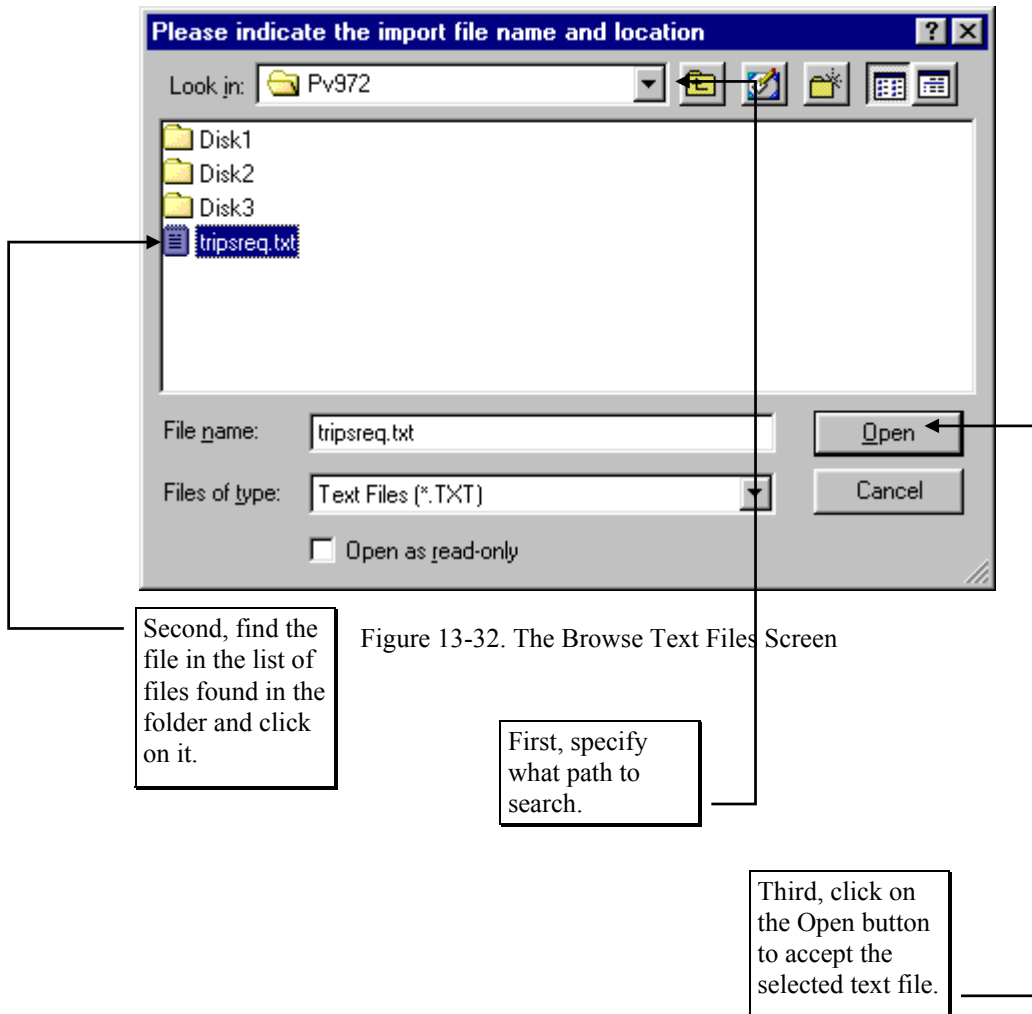


Figure 13-31. The Field Trip Request Import Screen



The Text File Search screen then displays (Figure 13-32). The Text File Search screen is really just a standard Windows File Search screen that you are probably very familiar with. With this screen you would first specify the drive to search. Then you would specify the folder within that file to search. Finally, you would point to that file in the list of files, click on it and click the OK button (Figure 13-32). NOTE: Your import file can have any name that you desire BUT it must have .txt (text file) type.





You are then returned to the Field Trip Request Import screen (Figure 13-33). You now may begin the import process by clicking the IMPORT button (Figure 13-33). After a period of time that will vary depending on the speed of your computer, your network and the size of the file you are importing you will be returned to the T.O.M. Main Screen (Figure 13-29).

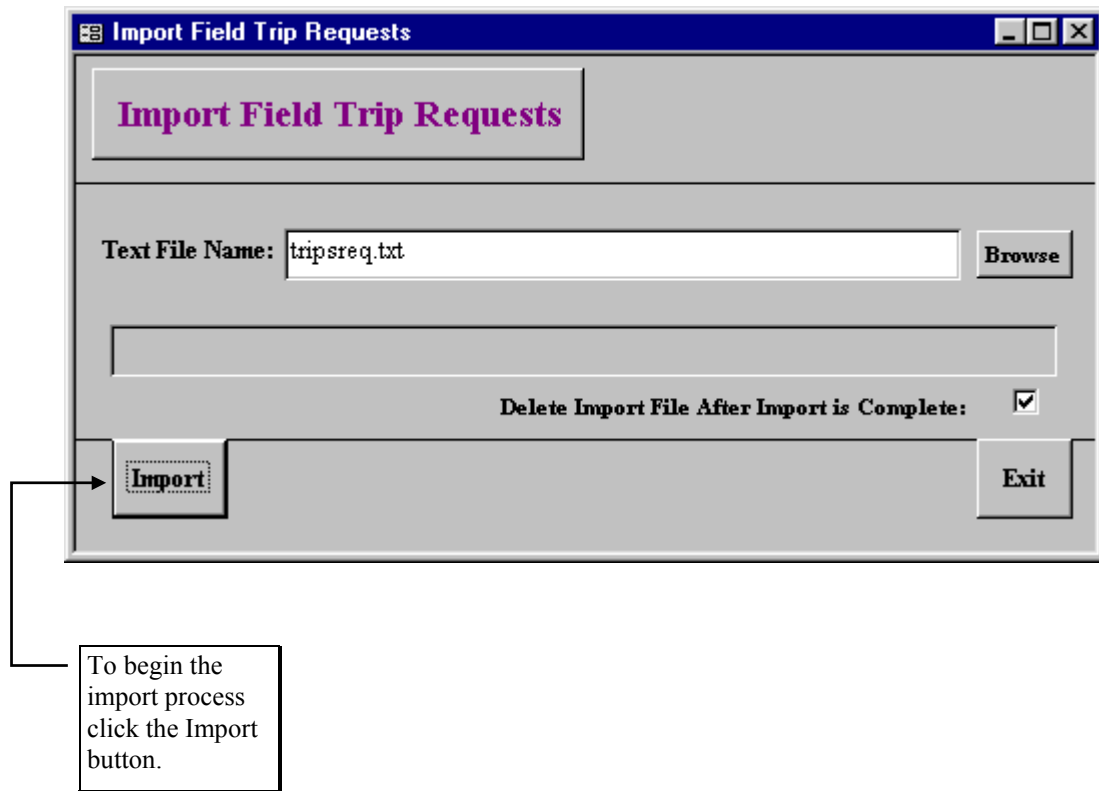


Figure 13-33. The Field Trip Request Import Screen AFTER Selecting An Import File



Question: How do I know what Field Trip Requests were imported and what Field Trip Requests were entered by a school?

Answer: T.O.M. will automatically assign the user that entered the field trip request to Imported for all field trip requests that were imported into T.O.M. (Figure 13-34). Those field trip requests that were entered by a school will have the Userid of the person that entered the field trip request.

T.O.M. - Trip Requests

Field Trip Request

Status: Pending 5/18/00 10:15:55 AM
Entered By: Imported 5/18/00 10:15:55 AM

General Instructions Assignment Billing Other

Request #: 2555
Request Date: 5/18/2000
Customer: 55 EAGLE RIDGE ELEM.
Contact:
Destination: 0
* New *
4960 E. ACOMA
52ND. ST/ ACOMA
Split Fund:
Calendar

Departure:
Return:
Departure Time:
Arrival Time:
Leave Time:
Return Time:
Calendar

OK Addit. Trip Dates Accept Deny Comment from Trans. Dept.

The user Imported is stamped on all field trip requests that were imported into T.O.M.

Figure 13-34. An Imported Field Trip Request As Show In the Detailed Field Trip Request Screen