Chapter 4
Searching Field Trip Requests and Printing your Search Results

The search feature of the Field Trip Request Search / Selection screen (Figure 4-1) is very easy and powerful. To search your field trip requests enter your search parameters and click the Find All button. T.O.M. will display all the field trip request records that matched your search parameters. Figure 4-1 shows the key search portions of the Field Trip Request Search / Selection screen.

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

Number of records found in the search.

Enter your search parameters and click the Find All button. T.O.M. searches the database for all field trip requests that match the search parameters.

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

Figure 4-1. Field Trip Request Screen

The T.O.M. Master Calendar provides a calendar that monitors field trip activity for everyone using the database. You can display this calendar by clicking the Calendar button. See Appendix B – Using the T.O.M. Master Calendar *for more details.*

ⓘ *T.O.M Tip*

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 A – The Pop Up Calendar and Time Entry Screens* 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.

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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.

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 *Appendix C – Using the Destination Search Screen*.

Customer: As you can see this field already has your school's customer number entered by T.O.M. You cannot change this field. Which means you only see YOUR field trip requests no matter what other search parameters you enter.

Select Division: Customers can be assigned to divisions. You may then search field trip requests by division. Since you can only search field trip requests that are for your school this search parameter will not be of any additional use for you. It is really more useful for your Transportation Department.

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 Destination button. For more information using the destination search screen see *Appendix C – Using the Destination Search Screen*.

Selected Internal Number: Some school districts have preprinted, prenumbered 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.

Printing a Report of the Field Trip Requests Found in the Search Screen

You may want a hard copy list of the field trip requests found in the field trip request search screen. With T.O.M. it's simple to do. Just search for the trip requests you desire and then once you have found the trip requests you want simply click on the Print button (Figure 4. 2). This will cause the Trip Requests Report screen to display (Figure 4. 3). From this screen you may choose from two different report formats to print your trip requests.

Figure 4. 2- Printing a Report Listing a Group of Field Trip Requests found in the Search

Click the Print button to print a report of the trip requests found in the search.
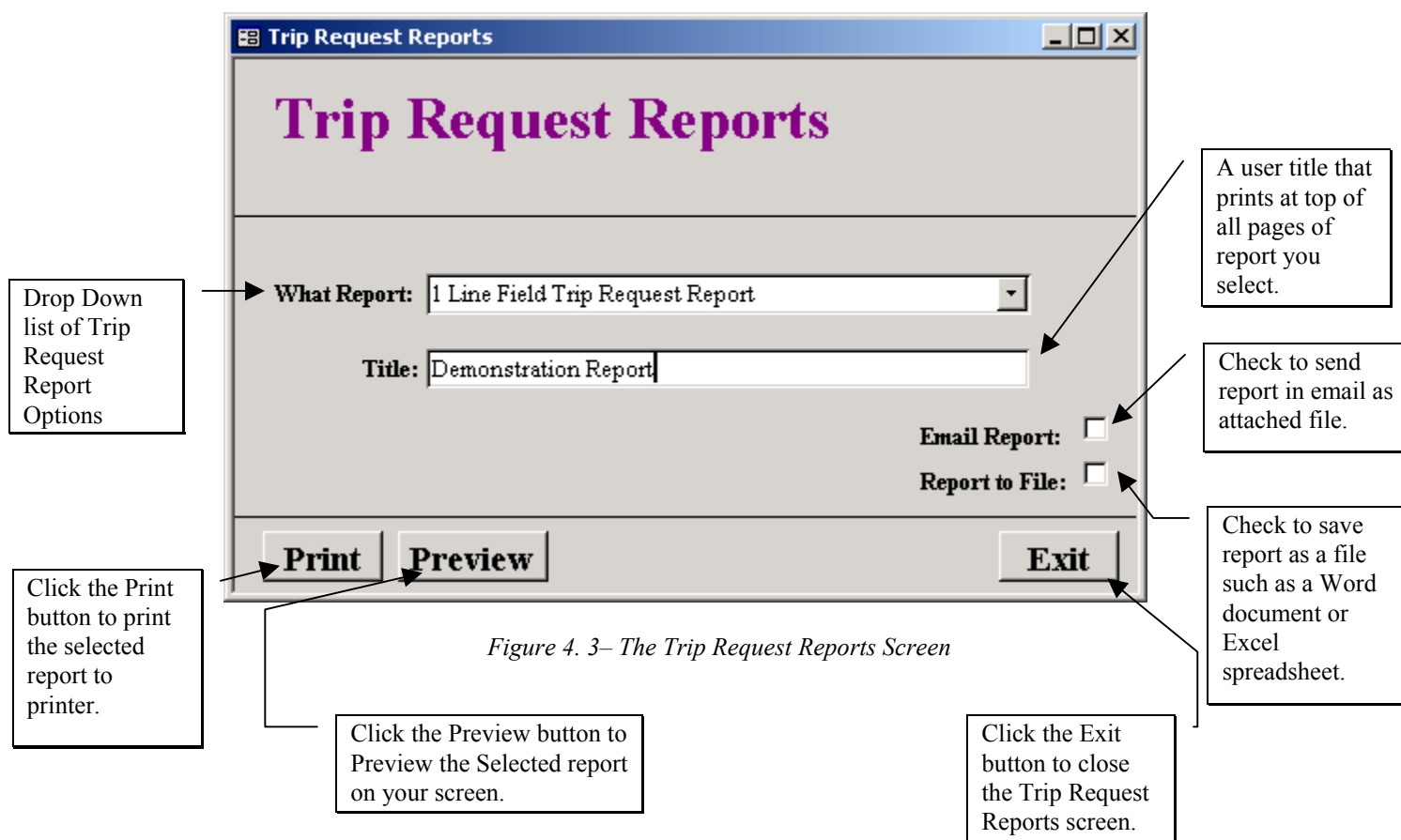
Drop Down list of Trip Request Report Options

A user title that prints at top of all pages of report you select.

Check to send report in email as attached file.

Check to save report as a file such as a Word document or Excel spreadsheet.

Click the Print button to print the selected report to printer.

Figure 4. 3– The Trip Request Reports Screen

Click the Preview button to Preview the Selected report on your screen.

Click the Exit button to close the Trip Request Reports screen.

THE TRIP REQUEST REPORT SCREEN

The Trip Request Reports Screen allows you to do many things. You can select to print from two different reports listing the trip requests found in your search. You can also give your report a custom title that will print at the top of every page of the report you select. You can either preview your selected report on screen or send it to your printer. You can save your report as a Microsoft Word Document or Excel Spreadsheet and you can even attach that file to an email and send it to someone automatically! Let's take a look at each part of this easy yet powerful screen!

What Report: When you click on the Print button on the Trip Requests Search Screen (Figure 4. 2) you are given a choice of two different reports to print. Just click on the down arrow to the right of this field and a drop down list will display with your choices of reports. Below is a quick description and example of each of these reports.

Report Name	Sample Report	Description
1 Line Field Trip Request Report	Figure 4. 4	This is a very simple report listing on line of basic information for each field trip request found in the search.
2 Line Field Trip Request Report	Figure 4. 5	This is a more detailed report listing two lines of information for each field trip request found in the search.

Microsoft Access - [RPT_FIELDTRIP_REQ_1LINE_RPT : Report]

File Edit View Tools Window Help

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6/24/2003 10:09:57 PM PARADISE VALLEY SCHOOL DISTRICT #69 Page: 1

FIELD TRIP REQUEST REPORT
Demonstration Report

Request #	Dep. Date	Customer	Destination	Ret. Date	Depart / Return Times	Status
3043		EAGLE RIDGE ELEM.				Pending
3041	1/31/2002	EAGLE RIDGE ELEM.	A B C MUSIC STORE	1/31/2002	8:00 AM 2:06 PM	Denied
3040	6/16/2003	EAGLE RIDGE ELEM.	AGUA FRIA HIGH SCHOOL-NORTH	6/16/2003	8:00 AM 1:00 PM	Denied
3039	5/24/2001	EAGLE RIDGE ELEM.	AGUA FRIA HIGH SCHOOL-NORTH	5/24/2001	8:00 AM 3:00 PM	Accepted
3038	5/24/2001	EAGLE RIDGE ELEM.	AGUA FRIA HIGH SCHOOL-NORTH	5/24/2001	8:00 AM 3:00 PM	Accepted
3020	10/19/2000	EAGLE RIDGE ELEM.	PHOENIX ZOO	10/19/2000	9:15 AM 1:30 PM	Accepted
3019	10/9/2000	EAGLE RIDGE ELEM.	ARIZONA SCIENCE CENTER	10/9/2000	9:15 AM 1:30 PM	Accepted
2951	10/11/2000	EAGLE RIDGE ELEM.	DUNCAN FAMILY FARM	10/11/2000	9:15 AM 1:30 PM	Accepted
2950	10/12/2000	EAGLE RIDGE ELEM.	DUNCAN FAMILY FARM	10/12/2000	9:15 AM 1:30 PM	Accepted
2949	12/12/2000	EAGLE RIDGE ELEM.	ARIZONA STATE CAPITAL	12/12/2000	9:15 AM 1:30 PM	Accepted
2948	2/27/2001	EAGLE RIDGE ELEM.	PINNACLE HIGH SCHOOL	2/27/2001	9:15 AM 1:30 PM	Accepted
2947	12/7/2000	EAGLE RIDGE ELEM.	PHOENIX ART MUSEUM	12/5/2000	9:15 AM 1:30 PM	Accepted
2946	10/11/2000	EAGLE RIDGE ELEM.	ARIZONA SCIENCE CENTER	10/11/2000	9:15 AM 1:30 PM	Accepted
2880	9/20/2000	EAGLE RIDGE ELEM.	Veterans Memorial Coliseum	9/20/2000	9:30 AM 1:30 PM	Accepted
2828	9/14/2000	EAGLE RIDGE ELEM.	AMERICA WEST ARENA	9/14/2000	9:30 AM 1:30 PM	Accepted
2600	11/1/2000	EAGLE RIDGE ELEM.	SCOTTSDALE CENTER FOR THE ARTS	11/1/2000	9:15 AM 1:30 PM	Accepted

* * * **Total Count: 16**

Page: 1

Ready

Figure 4. 4 – the 1 Line Field Trip Request Report

Figure 4. 5 – The 2 Line Field Trip Request Report

Title: The user title that you may type in. It will display on the top of every page of the report you selected. This title is very useful to enter for example, the search criteria you used for the report. For example – "All denied field trip requests for the year".

Email Report: Check this check box if you want to email this report as an attached file – such as an MS Word document or Excel Spreadsheet. *For more information about this feature see Appendix G – "Emailing Your T.O.M. Reports as Word, Excel, Test or Other Files" later in this book.*

Report to File: Check this check box if you want to save your report as an MS Word document, Excel Spreadsheet or other type of file. *For more information about this feature see Appendix H – "Saving your T.O.M. Reports as Word, Excel or Other Files" later in this book.*

The Print Button: Click this button when you want to send your selected report to your printer.

The Preview Button: Click this button when you want to see your selected report on your computer screen.

The Exit Button: Click this button if you want to leave the Trip Requests Report screen and return to the Trip Requests Search Screen.