

Appendix C

Working with the Destination Search Screen and Adding New Destinations

As you are completing the information on the Detailed Field Trip Request screen (Figure C-1), you may wish to enter a destination number for your trip in the Destination field. If you don't know the destination number or you need to create a new destination, you can click the Destination button and search for an existing destination or add a new destination using the Destination Search screen (Figure C-2).

T.O.M. - Trip Requests

Field Trip Request

Status: **Pending** 5/26/00 12:04:07 PM
Entered By: ERE 5/26/00 12:04:07 PM

General | Instructions | Billing | Other

Request #: 2172
Request Date: 5/26/2000
Customer: 55 EAGLE RIDGE ELEM.
Contact:
Destination: 0
Fund:
of Adults: 0
of Students: 0
of Handicap: 0
Estimated Time: 0.00
Estimated Miles: 0.00
Purpose:
Calc

OK Addit. Trip Dates

Click the Destination button if you need to look up or create a new destination.

Figure C-1. The Destination Button on the Detailed Field Trip Request Screen

Clicking the Destination button from the Detailed Field Trip Request screen (Figure C-1) displays the Destination Search screen (Figure C-2). This screen allows you to search for and select destinations and to add a new destination, if you wish.

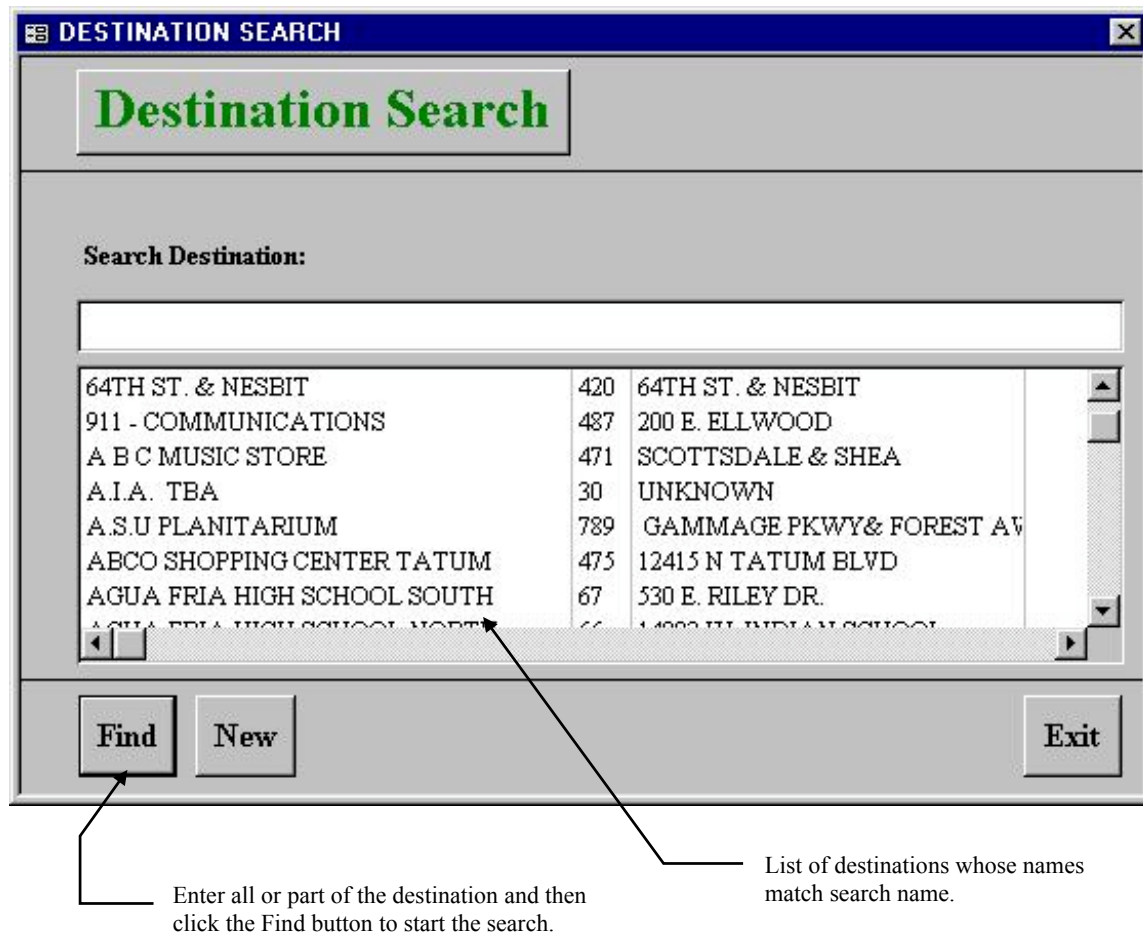


Figure C-2. Destination Search Screen

**① T.O.M Tip**

A Word About Destination Defaults: Once you have selected a destination T.O.M. automatically places the destination's number, name and address on the Field Trip Request screen. T.O.M. also places the destination's average miles on the estimated miles field and the destination's assumed special instructions on to the Field Trip Request 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 request. You may always override these values for any particular field trip request.

Searching for a Destination

You can quickly search for a destination using T.O.M.'s search feature. If you have a lot of destinations, searching can be faster than scrolling. To search for a fund:

1. Enter all or part of the destination. If you enter part of the destination, it must be the beginning, such as "ARIZONA" or "ARIZ" as part of all destinations that begin with "ARIZONA."
2. Click the Find button. If a match is found, the destination(s) will be displayed in the list.
3. If you wish to change the search name, key over the last search name that you entered, click the Find button again and the system will refresh the list of found destinations automatically.



4. Once you have spotted the destination you desire point to that name and click it. The system will automatically retrieve the destination you requested and return you back to the Detailed Field Trip Request screen (Figure C-1).

NOTE: To select all destinations again, delete the search information and click the Find button.

Adding a New Destination While Entering a New Field Trip Request

Many times the destination of a new field trip request will not exist in the list that your Transportation Department has built. T.O.M. allows you to add this destination while you are adding a new field trip request. Here's how:

1. Click the New button on the Destination Search screen (Figure C-3). The Add Destination screen is displayed (Figure C-4).



Figure C-3. The New Button On the Destination Search Screen



2. Enter the destination information as described below.

Figure C-4. The New Destination Screen

3. When you have finished entering the new destination click the OK button. The Destination Search screen is again displayed.
4. Click the Exit button. The Detailed Field Trip Request screen (Figure C-1) with the phrase * NEW * displayed in bright yellow under the destination search button.

Figure C-5. The Detailed Field Trip Request Screen with the * NEW * Displayed



T.O.M Tip

Is the new destination I just created added to the Transportation Department's transportation list? Not immediately. The Transportation Department when reviewing your field trip request will also review your new destination. If they disagree that this is a new destination then they will assign the existing destination in their list to your field trip request. If they DO agree that this is truly a new destination then your new destination will automatically be added to the Transportation Department's destination list when the Transportation Department accepts your field trip request.



Fields in the New Destination Screen

All fields in the New Destination screen (Figure C-4) are optional as to whether you must enter them. It is up to your school and your Transportation Department to decide what information the Transportation Department wants your school to enter in to this screen.

Description: This is the description of your destination. It is 30 characters long. You should enter it as you wish it to appear in the alphabetical search in the Destination Search Screen. If you enter a destination with the description of 'The McCormick Ranch', you would need to begin searching with the letter 'T' or the word 'The' in the Destination Search Screen. If you wanted to search for the destination by typing the word 'McCormick', you would have to enter the destination description as 'McCormick Ranch, The'.

Category: This is a grouping that you designate for your destinations. A 'drop down list' will appear when you click the down arrow to the right of the field. Your Transportation Department has setup a list of destination categories. By classifying your entire destination with your own Destination Categories, you can use T.O.M. to produce management reports summarizing how field trips were taken for the year.

Average Miles: This is the estimated miles from your school to the destination. When entering a field trip request that is going to a particular destination, T.O.M. will automatically copy that destination's average miles to the field trip request's Estimated Miles. The field trip request's Estimated Miles are used by T.O.M. to calculate an estimated charge that will print on the Field Trip Estimate. In general it is a good idea to enter an Average Miles that is somewhat high to ensure that the amount that prints on the Field Trip Estimate is a *not to exceed* figure.

Address: This is two lines in which you may enter the destination's street address. Each line is 30 characters.

City: This is the city where the destination is located. It is 15 characters.

Province / State: This is the province or state where the destination is located. It is 2 characters.

Postal Code / Zip: This is the postal code or zip code of the destination. It is 10 characters.

Special Instructions: This field can be used to enter any default special instructions that you commonly give your drivers when they perform field trips with this destination. You can enter an unlimited amount of information in this field. When you enter a field trip arriving at this destination, these special instructions are *stamped* on the field trip automatically by T.O.M.

