Chapter 3
Entering Multiple Day Field Trips

Many times you are requesting a field trip that will span over several days (a softball tournament for example). To further complicate manners many times these field trips do not run during consecutive days (for example the tournament runs on Monday 2/15/96, Wednesday 2/17/96, Friday 2/19/96 and Saturday 2/20/96 if the team keeps winning). Most software systems would require that you enter this type of field trip many times, once for each day of the tournament. T.O.M., however, allows you to enter these types of field trips quickly and easily by using Additional Trip Dates.

Accessing the Additional Trip Dates Screen

From the Additional Trip Dates screen (Figure 3-2), you may either add an additional trip date, delete an additional trip date or return back to the Detailed Field Trip Request screen (Figure 3-1). **NOTE:** The Addit. Trip Dates button is not *enabled* until you have saved your field trip request record. Once you have saved a new field trip request you can retrieve it and then use this button.

To access the Additional Trip Dates screen, click the Addit. Trip Dates button on the Detailed Field Trip Request screen (Figure 3-1). The Additional Trip Dates screen is displayed (Figure 3-2).

Click the Addit. Trip Dates button
to enter additional trip dates for
this field trip.

Figure 3-1. Additional Trip Dates Button

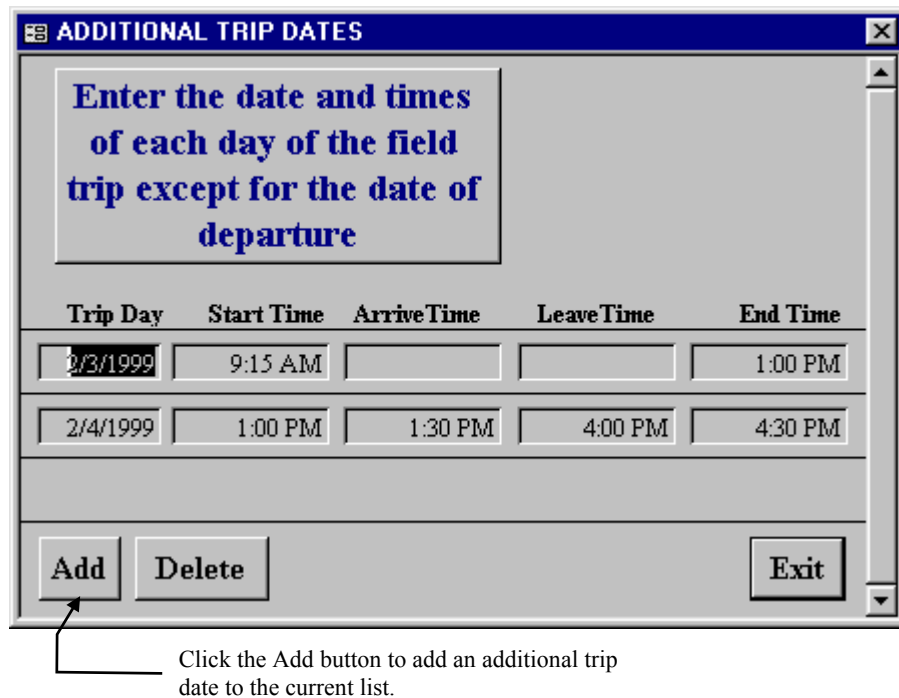The Additional Trip Dates screen (Figure 3-2) lists all of the dates for which the field trip is scheduled.

Trip Day	Start Time	Arrive Time	Leave Time	End Time
2/3/1999	9:15 AM			1:00 PM
2/4/1999	1:00 PM	1:30 PM	4:00 PM	4:30 PM

Click the Add button to add an additional trip date to the current list.

Figure 3-2. Additional Trip Dates Screen

Adding an Additional Trip Date

If you wish to add an additional trip date, click the Add button on the Additional Trip Date screen (Figure 3-2). The Add Trip Date screen is displayed (Figure 3-3).
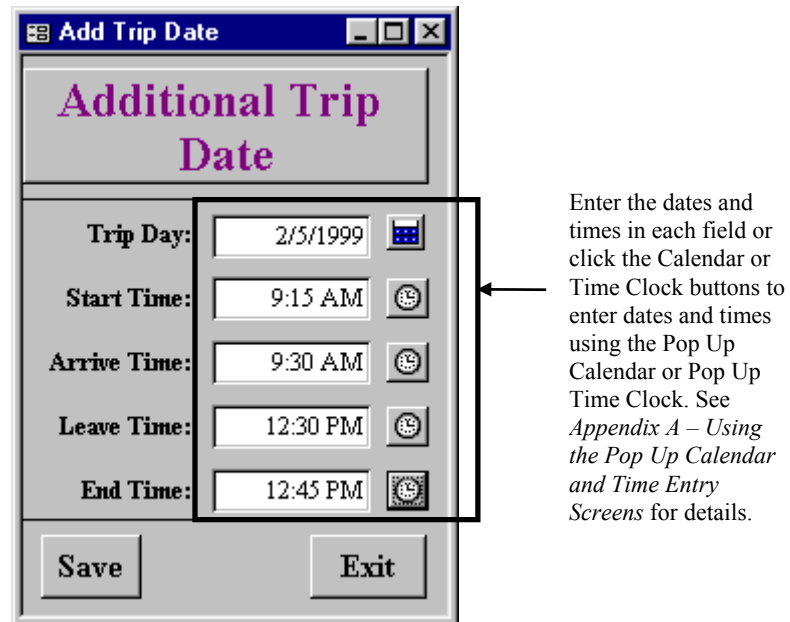

Enter the dates and times in each field or click the Calendar or Time Clock buttons to enter dates and times using the Pop Up Calendar or Pop Up Time Clock. See *Appendix A – Using the Pop Up Calendar and Time Entry Screens* for details.

Figure 3-3. Add Trip Date Screen

In the Add Trip Date screen, you would simply type in the additional trip date and times as follows:

- **Trip Day**: The day of the additional trip.
- **Start Time**: The time that the additional trip is leaving.
- **Leave Time**: The time that the additional trip is leaving the destination to return.
- **End Time**: The time that the additional trip is complete.

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.

T.O.M. will automatically default to the field trip's times as the additional trip date's times. As with all time fields in T.O.M. the times are 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 time of 8:30 AM you need only type 0830am.

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 – Using the Pop Up Calendar and Time Entry Screens* for more details.

Click the Save button on the Additional Trip Date screen to save the additional trip.

If you do not wish to add an additional date click the Exit button and you will be returned to the Additional Trip Date screen (Figure 3-2).

ⓘ *T.O.M Tip*	***"What Happens When I Enter Additional Trip Dates?"*** *When you enter additional trip dates T.O.M. will print a driver trip ticket for each driver assigned to that field trip for each date of that field trip.*

Deleting an Additional Trip Date

If you wish to delete an additional trip date, first select the additional trip date you wish to delete on the Additional Trip Date screen (Figure 3-4). Then click the Delete button at the bottom of the screen. T.O.M. will delete the additional trip date from the current list.

First click anywhere on the Trip Day you wish to delete.

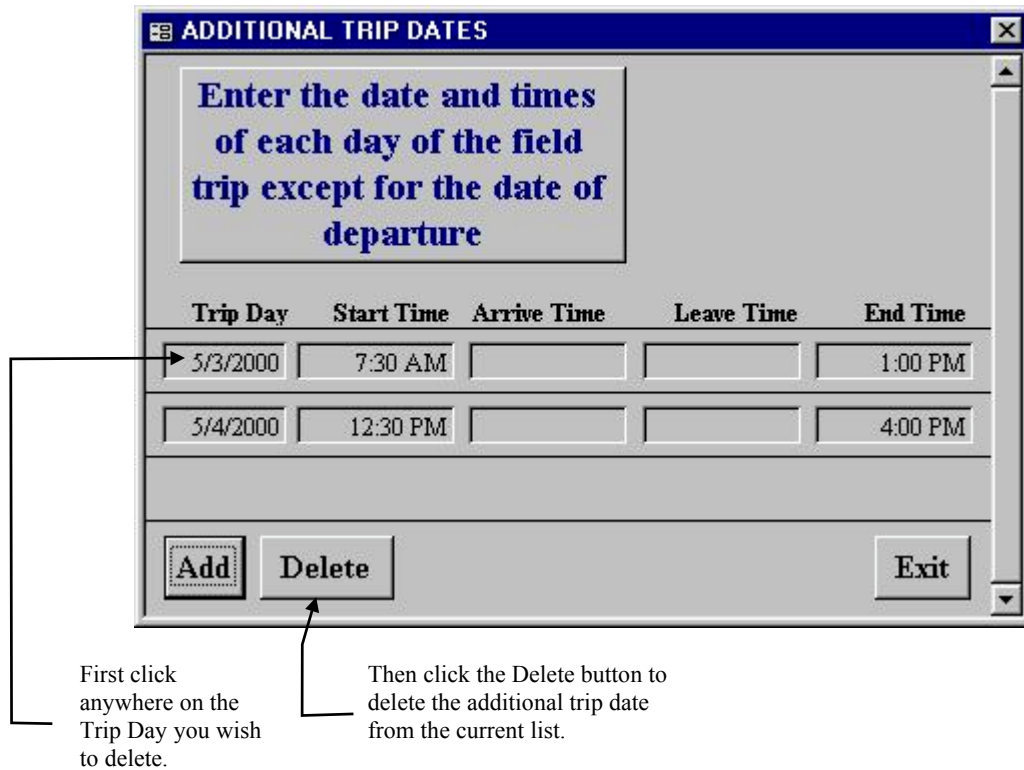Then click the Delete button to delete the additional trip date from the current list.

Figure 3-4. Deleting an Additional Trip Date