

School Book



**Transportation Operations Manager
(T.O.M.)® - Field Trip Administration**

*The Most Powerful Field Trip
Software On The Planet!*



A Quality Gecko Microsystems, Inc.. Product

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Welcome to the School Version of Transportation Operations Manager (T.O.M.)

As you know T.O.M. was especially developed to assist school districts with managing their field trips. Part of that management is that act of creating a field trip request and submitting that request to the transportation department. That's where T.O.M. can help. With the use of T.O.M. your school can create a field trip request on your P.C. and immediately submit that request to the transportation department. No longer will you have to write out a paper request and then send it to the transportation department and hope it does not get lost.

With T.O.M. you can be sure that the transportation department will get every field trip request you submit. You will also know that status of the field trip request instantly! So, without any further discussion let's get to know how to use the T.O.M. software.

In this manual we will discuss the following topics:

- [Chapter 1 – Getting Started With T.O.M.](#)
- [Chapter 2 – Working with Field Trip Requests](#)
- [Chapter 3 – Entering Multiple Day Field Trip Requests](#)
- [Chapter 4 – Searching Field Trip Requests](#)
- [Chapter 5 – Working with the Field Trip Inquiry](#)
- [Chapter 6 – Working with Reports](#)
- [Appendix A – Using the Pop Up Calendar and Time Entry Screens](#)
- [Appendix B – Using the T.O.M. Master Calendar](#)
- [Appendix C – Working With the Destination Search Screen](#)
- [Appendix D – Searching for a Fund Using the Funds Screen](#)
- [Appendix E – Searching for a Customer Using the Customer Search Screen](#)
- [Appendix F – Saving Your T.O.M. Reports as Excel, Word, Text or Other Files](#)
- [Appendix G – Emailing Your T.O.M. Reports as Excel, Word, Text or Other Files](#)

So let's get started!