

Chapter 8

Management Reports

As the name indicates many of T.O.M.'s reports assist you in the management of the Transportation Department. These powerful reports are some of the most attractive features of the T.O.M. system. Almost all feature several selection / sub setting options. This advanced flexibility makes these reports powerful tools that allow you to create a vast number of unique reports for any number of special purposes.

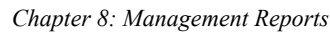
Accessing the Management Reports

To access the Management Reports click the Report menu option at the top of your screen and then click the Management Reports submenu option (Figure 8-1).



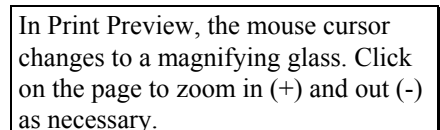
Figure 8-1. Accessing the Management Reports Menu

Click the report option you wish to produce, such as Driver Report. See the section later in this chapter if you need details about producing the selected report. The Driver Hours Reports option has a submenu with additional report options.



Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print button and Preview button is always available at the bottom of the screen, such as in the Field Trip Reports screen shown in Figure 8-3.

- When you are finished, you can click the “X” in the top right corner of the screen or choose Close from the File menu to close the Preview Screen. If you wish to print the report, click the Restore button on the reports screen title bar in the lower left corner of the screen (such as the Field Trip Reports screen shown in Figure 8-2), then click the Print button.





Working with Field Trip Reports

The Field Trip Reports is actual ten different reports that you may select from a powerful report options screen. All of these reports list detail or summary field trip information.

To print Field Trip Reports open the Reports menu, select the Management Reports menu and then click the Field Trip Reports option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Field Trip Reports screen is displayed (Figure 8-3). This screen offers you wide variety of selection and sorting options. This is in many ways very similar in its operation to the Field Trip Inquiry screen. You can enter search parameters and then click the Find All button and the screen will display the results of the search.

One of the ways this screen is different from the Field Trip Inquiry screen is that it uses a 'Tabbed' format. The screen uses the Selection / Title tab (Figure 8-3), the Sorting tab (Figure 8-4) and the Records Selected tab (Figure 8-5). Click on a tab to see its options. The following describes the fields in each tab.

Entering Search Criteria on the Selection / Title Tab

Click on the Selection / Title tab in the Field Trip Reports screen (Figure 8-3), if it's not already selected. This tab allows you to enter the search selection parameters of the report, which report you wish to print and a user title that you wish to include on the report.

The screenshot shows the 'Field Trip Reports' window with the 'Selection / Title' tab selected. The window has a title bar with the text 'Field Trip Reports' and standard window controls. Below the title bar is a tabbed interface with three tabs: 'Selection / Title', 'Sorting', and 'Records Selected'. The 'Selection / Title' tab is active and contains the following fields and controls:

- Number of trips selected:** A text box showing '0'.
- Departure Date Range:** Includes 'From:' and 'To:' text boxes with calendar icons, and a 'Dates:' dropdown menu.
- Selected Trip#:** A text box.
- Selected Schedule:** A dropdown menu.
- Fund:** A dropdown menu.
- Customer:** A text box.
- Destination:** A text box.
- Selected Category:** A dropdown menu.
- Selected Grade:** A dropdown menu.
- Selected Division:** A dropdown menu.
- Selected Request #:** A text box.
- Selected Internal Number:** A text box.
- Filters:** A row of checkboxes for 'Assigned', 'Unassigned', 'Billed', 'Unbilled', 'Canceled', and 'Open', all of which are checked.
- What Report:** A dropdown menu showing '1 Line'.
- Split Trips:** A dropdown menu showing 'None'.
- Title:** A text box.
- Selected P.O #:** A text box.

At the bottom of the window are four buttons: 'Find All', 'Print', 'Preview', and 'Exit'.

Figure 8-3. The Selection / Title Tab on the Field Trip Reports Screen

Departure Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-



down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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 "-" 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.

Selected Trip #: As with the field trip requests, T.O.M. automatically numbers each field trip with a unique number when it is added to the field trip database. You can then search the field trip database for a specific field trip number.

Selected Schedule: A schedule is a list of drivers that you create when you first set up T.O.M. When a field trip is added to the field trip database you assign a schedule to that field trip. You may then search the field trip database for all field trips with a specific schedule. Click on the down arrow to the right of the Schedule field to see a list of schedules that your transportation department has created. Once you find the schedule you desire click on it and it will automatically appear in the Schedule field. **NOTE:** T.O.M. will only search the field trips on their FIRST schedule. It will not search their other four schedules to see if they match the selected schedule entered here.

Fund: You may select a specific fund that the field trip to report on. This field is a drop down list box. If you don't know the number of the fund that you want to report on click the down arrow next to the Fund field. A list of all the funds you entered when setting up T.O.M. will appear. Locate the desired fund and click on it to place the fund in the Fund field.

Don't worry if you don't know the fund number. T.O.M. gives you an easy way to lookup your fund by the fund name. To do this you click the Fund button. This causes the Fund Search Screen to appear. This screen will allow you to quickly search your existing funds by an alphabetical lookup. See *Chapter 3 – Entering Lookup Lists* in the *T.O.M. Getting Started Guide* for details about searching for funds.

Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report. Click the Customer button if you need to look up the customer using an alphabetical lookup. See *Chapter 5 – Customers* in the *T.O.M. Getting Started Guide* for details about searching for customers.

Destination: You may select a specific destination to search your Field Trips by. For example, you may search all field trips requests for the city zoo. If you know the number of the destination of the field trip then enter it here. If you don't know the destination number, T.O.M. will provide an easy way to look up your destination by the destination name (or description). To do this you click the Destination button. This causes the Destination Search Screen to appear. This screen will allow you to quickly search your existing destination by an alphabetic lookup. See *Chapter 8 – Destinations* in the *T.O.M. Getting Started Guide* for details about searching for destinations.



Selected Request #: If the field trip was created when a field trip request was accepted by the transportation department the field trip is *stamped* with the number of the field trip request that it was created from. You then search the field trips in the field trip database by the your original field trip request number. For example, you can search the field trip database for the field trip that was created from your field trip request #100.

Selected Category: A field trip may be assigned a category code defined by you. These codes can be used to group similar field trips (for example, boys basketball). You may then search the field trip database for field trips with a specific category. Click on the down arrow to the right of the Category field to see a list of Categories that you created when you first setup T.O.M. Once you find the Category you desire click on it and it will automatically appear in the Category field

Selected Grade: You may search your field trips by the student grade level that you assigned to the trips. 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.

Selected Division: Customers can be assigned to divisions. You may then search field trips 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 click on the row containing the desired division and that division will automatically appear in the Select Division field.

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

Assigned: Check this checkbox to search for all assigned field trips. An assigned field trip is a field trip that has drivers and vehicles assigned to perform the field trip.

Unassigned: Check this checkbox to search for all field trips that have NOT been assigned. An assigned field trip is a field trip that has drivers and vehicles assigned to perform the field trip.

Billed: Check this checkbox to search for all field trips that have been billed.

Unbilled: Check this checkbox to search for all field trips that have NOT been billed.

Canceled: Check this checkbox to search for all field trips that have been canceled.

Open: Check this checkbox to search for all field trips that have NOT been canceled.

What Report: This is a report that you want to print. Choose from a list of ten reports. The following is a brief description of each of these reports:

Report Name	Sample Report	Description
1 Line	Figure 8-6	This is a very simple report listing one line of basic information for each field trip. This includes the trip date, destination, return date and time.
2 Line	Figure 8-7	This contains all information in 1line report and then includes a second line of information. This second line includes contact, purpose, est. time and miles, # of students and adults and grade.
3 Line	Figure 8-8	This contains all information in 2 line report and then a third line of information. This third line includes the category, fund, internal



Report Name	Sample Report	Description
		#, vehicle types and capacities.



Report Name	Sample Report	Description
4 Line	Figure 8-9	This contains all information in the 3 line report and then a fourth line of information. This fourth line includes the schedules (driver lists) assigned to the trips and the # of vehicles required.
With Drivers	Figure 8-10	This report contains three lines of basic information about each field trip and then a list of all drivers and vehicles assigned to this list.
With Drivers New Page Per Day	Figure 8-11	This report is very similar in format to the With Drivers report. This report has two key differences from the With Drivers report: 1. You cannot define its sort order. It always sorts by trip departure date, schedule and trip number. 2. This report will start a new page if there is a break in the days of the field trip. So you will see all of field trips for March 6 th on one page and March 7 th on another page.
Category Summary	Figure 8-12	This report will summarize all selected field trips by the field trip categories assigned to the field trips. The report will list the various field trip categories and summary field trip statistics for each category.
Customer Summary	Figure 8-13	This report will summarize all selected field trips by the customer assigned to the field trips. The report will list the various customers and summary field trip statistics for each customer.
Destination Summary	Figure 8-14	This report will summarize all selected field trips by the destination assigned to the field trips. The report will list the various destinations and summary field trip statistics for each destination.
Destination Category Summary	Figure 8-15	This report will summarize all selected field trips by the destination categories assigned to the field trips. The transportation department can group the list of destinations in its database into categories that it creates. The report will list the various destination categories and summary field trip statistics for each destination category.
Fund Summary	Figure 8-16	This report will summarize all selected field trips by the funds assigned to the field trips. The report will list the various funds and summary field trip statistics for each fund.
Grade Summary	Figure 8-17	This report will summarize all selected field trips by grade assigned to the field trips. The report will list the various grades and summary field trip statistics for each grade.

Split Trips: This is a drop-down list that lets you select from three choices:

Split Trip Options	Description
None	Do not break down any split trips. T.O.M. takes just the customer and fund on the main screen.
Customer	Break all split trips down to the customer level. For example, if a trip is split between two customers, T.O.M. makes it two reporting trips—one for each customer.
Fund	Break all split trips down to the customer and fund level. For example, if a trip is split between two customers and two funds, T.O.M. makes it four reporting trips—one for each customer and fund combination.

Title: This is a title that you can have printed on the report that you select. Any of the selected reports will print this title. The title will print at the top of each page of your report below your district name and



the main name of this report. You can use this title to further describe the report you've printed, such as "July's Field Trips."

Selected P.O. #: This is the Purchase Order number assigned to the field trip. Many school districts issue purchase orders for all field trips taken.

Entering Sort Criteria on the Sorting Tab

Click on the Sorting tab in the Field Trip Reports screen (Figure 8-4), if it's not already selected. This tab allows you to enter the sort and order fields of the report. You may enter up to three sort fields. You may also define how you want the fields to be sorted.

Field Trip Reports

Number of trips selected: 0

Selection / Title **Sorting** Records Selected

Sort by #1: Departure Date Order By #1: Ascending

Sort by #2: Customer Order By #2: Descending

Sort by #3: Division Order By #3: Descending

Use standard T.O.M. Report Formats: ☒

ACCESS Format: RPT_FIELDTRIP_RPT

Build Employee Assignment Report Database: ☒

Email Report: ☐

Report to File: ☐

Find All Print Preview Exit

Figure 8-4. The Sorting Tab on the Field Trip Reports Screen

Sort by #(1,2 or 3): These are the three sort fields that you may define for the report. Some of the reports will not allow you to define the sort fields. This is because these reports are summary reports or by definition require a certain sort pattern. The reports that you CAN define the sort order are: 1 Line Report, 2 Line Report, 3 Line Report, 4 Line Report and the With Drivers Report. You have quite a list of fields to choose from when defining the sort fields. Click on the down arrow to the right of the each sort field to see a list of fields that you may choose from. Once you find the sort field you desire click on it and it will automatically appear in the sort field.

Order by #(1,2, or 3): This is the order that you want the related sort field to be sorted. You may choose either ascending, (a-z, smallest-largest, oldest-newest) or descending (z-a, largest-smallest, newest-oldest).

Use Standard T.O.M. Reports Formats: T.O.M. allows you to use Microsoft Access 97 to customize many of T.O.M.'s reports. The 1, 2, 3 and 4 Line Field Trip Reports as well as the Field Trip Report with Employees and the Field Trip Report with Employees New Page for Each Day reports are all reports that you can customize. Check this checkbox to automatically use the regular trip ticket format for printing. If



you uncheck this checkbox you can use a custom trip ticket format that you have stored in the MS Access database TRIPRPT.MDB. This report is selected using the ACCESS format drop-down list. See *Appendix B – Using MS Access to Customize T.O.M. Reports* in this manual for details about customizing your own reports.

ACCESS Format: If you uncheck the Use Standard T.O.M. Reports Formats checkbox as described above, you can click the drop-down arrow and select from any of the available formats. See *Appendix D – Using MS Access to Customize T.O.M. Reports* in this manual for details about customizing your own reports.

Build Employee Assignment Report Database: This checkbox is enabled only if the Use Standard T.O.M. Trip Ticket Access Formats checkbox is unchecked. Many of T.O.M.'s reports need a special temporary database of trip assignment information to be created. This is because of the complexity of reporting on things such as shuttle trips and trips with multiple destinations. T.O.M. has a procedure that automatically creates this temporary database that the reports then use. If you are running a custom report it may need this temporary database to be built, in which case you should check this box. If you have used the T.O.M. Field Trip Report with Drivers as a base for the custom report, you will need to check this box.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Viewing Selected Field Trips on the Records Selected Tab

Click on the Records Selected tab in the Field Trip Reports screen (Figure 8-5), if it's not already selected. This tab displays all of the field trips that matched your search parameters of the last search. To update this list click the Find All button.



Trip#	Customer	Destination	Departure	Billed	Canceled	
10268	HIDDEN HILLS-MASCOT	SUPER SAVER CINEMAS	1/17/00	No	No	<input type="checkbox"/>
10267	SUNRISE MIDDLE	AMERICAN WEST ARENA	2/7/00	No	No	<input type="checkbox"/>
10265	NORTH CANYON HIGH SCHOOL	HERBERGER THEATER	5/9/00	No	No	<input type="checkbox"/>
10263	SHADOW MOUNTAIN HIGH SCH	BROPHY COLLEGE PREP.	1/11/00	No	No	<input type="checkbox"/>
10262	NORTH CANYON HIGH SCHOOL	PARADISE VALLEY HIGH SCHOOL	1/11/00	No	No	<input type="checkbox"/>
10261	DESERT SPRINGS ELEM.	PARADISE VALLEY POOL	5/12/00	No	No	<input type="checkbox"/>
10260	CAMPOBELLO ELEM.	AMERICAN WEST ARENA	2/7/00	No	No	<input type="checkbox"/>
10259	FOOTHILLS ELEM.	DEER VALLEY AIRPORT	2/16/00	No	No	<input type="checkbox"/>
10258	DESERT SPRINGS ELEM.	PARADISE VALLEY POOL	5/11/00	No	No	<input type="checkbox"/>
10257	PALAMINO ELEM.	PHOENIX ZOO	3/17/00	No	No	<input type="checkbox"/>
10256	LARKSPUR ELEM.	RAWHIDE	3/17/00	No	No	<input type="checkbox"/>
10255	LARKSPUR ELEM.	PHOENIX ZOO	4/6/00	No	No	<input type="checkbox"/>
10254	SONORAN SKY ELEM	PHOENIX ZOO	3/16/00	No	No	<input type="checkbox"/>
10253	COMMUNITY ED	CASA GRAND UNION H.S.	2/12/00	No	No	<input type="checkbox"/>
10252	DESERT COVE ELEM.	AMERICAN WEST ARENA	2/7/00	No	No	<input type="checkbox"/>
10251	HIDDEN HILLS ELEM.	IMAX- @ ARIZONA MILLS	2/29/00	No	No	<input type="checkbox"/>
10250	BOULDER CREEK/BOBCATS	PHOENIX ZOO	1/17/00	No	No	<input type="checkbox"/>

Figure 8-5. The Records Selected Tab on the Field Trip Reports Screen

Previewing and Printing Field Trip Reports

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print and Preview buttons are always available at the bottom of the screen (Figure 8-5). See *Previewing and Printing Management Reports* previously described in this chapter for details.

Figure 8-6 through Figure 8-17 shows a list of samples the Field Trip Reports that you can print from the Field Trip Reports screen. Refer to the table in the description of the What Report field found previously in this section for a complete reference of the Field Trip Reports.



2/22/00 2:37:21 PM

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FIELD TRIP REPORT

Trip #	Dep. Date	Customer	Destination	Ret. Date	LeaveTime	Ret Time	Cncl
9135	2/25/2000	AIRE LIBRE ELEM.	ARIZONA SCIENCE CENTER	2/25/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9543	2/24/2000	BOULDER CREEK ELEM.	VISTA VERDE MIDDLE SCHOOL	2/24/2000	9:15 AM	12:00 PM	<input type="checkbox"/>
9050	2/24/2000	COPPER CANYON ELEM	SUNRISE MIDDLE SCHOOL	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9561	2/22/2000	DESERT SHADOWS ELEM.	HORIZON HIGH SCHOOL	2/22/2000	9:15 AM	1:00 PM	<input type="checkbox"/>
10244	2/24/2000	EAGLE RIDGE ELEM.	CELEBRITY THEATER	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
10218	2/24/2000	EAGLE RIDGE ELEM.	CELEBRITY THEATER	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9362	2/24/2000	EAGLE RIDGE ELEM.	CELEBRITY THEATER	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9458	2/25/2000	ECHO MOUNTAIN ELEM.	PIONEER VILLAGE	2/25/2000	9:15 AM	1:15 PM	<input type="checkbox"/>
9716	2/23/2000	FOOTHILLS ELEM.	HORIZON HIGH SCHOOL	2/23/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9461	2/24/2000	FOOTHILLS ELEM.	DESERT DISCOVERY CENTER	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9083	2/25/2000	GOLD DUST ELEM.	HALLE HEART CENTER	2/25/2000	9:15 AM	1:15 PM	<input type="checkbox"/>
9055	2/25/2000	GOLD DUST ELEM.	CROW AGRICULTURAL FACILITY	2/25/2000	9:15 AM	1:00 PM	<input type="checkbox"/>
10222	2/24/2000	GRAYHAWK ELEM	SUNRISE MIDDLE SCHOOL	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9098	2/25/2000	GRAYHAWK ELEM	HALLE HEART CENTER	2/25/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9052	2/24/2000	GRAYHAWK ELEM	SUNRISE MIDDLE SCHOOL	2/24/2000	9:15 AM	1:30 PM	<input checked="" type="checkbox"/>
10220	2/25/2000	GREENWAY MIDDLE	FIREBIRD RACEWAY	2/25/2000	9:30 AM	4:30 PM	<input type="checkbox"/>
9500	2/24/2000	GREENWAY MIDDLE	VARIOUS	2/24/2000	4:45 PM	5:30 PM	<input type="checkbox"/>
9457	2/25/2000	LIBERTY ELEM.	PHOENIX MUSEUM OF HISTORY	2/25/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
10011	2/23/2000	NORTH RANCH ELEM.	PIONEER VILLAGE	2/23/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9682	2/23/2000	NORTH RANCH ELEM.	PHOENIX ZOO	2/23/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9605	2/25/2000	NORTH RANCH ELEM.	TEMPE PERFORMING ARTS CENTER	2/25/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9709	2/24/2000	QUAIL RUN ELEM.	VISTA VERDE MIDDLE SCHOOL	2/24/2000	9:15 AM	12:00 PM	<input checked="" type="checkbox"/>
9674	2/24/2000	SANDPIPER- MASCOT	PHOENIX ZOO	2/24/2000	9:15 AM	1:15 PM	<input type="checkbox"/>
9553	2/22/2000	SONORAN SKY ELEM	HORIZON HIGH SCHOOL	2/22/2000	9:15 AM	12:00 PM	<input type="checkbox"/>
9863	2/24/2000	VILLAGE VISTA ELEM.	HORIZON HIGH SCHOOL	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>
9601	2/24/2000	VILLAGE VISTA ELEM.	PIONEER VILLAGE	2/24/2000	9:15 AM	1:30 PM	<input type="checkbox"/>

*** Total Count: 26

Figure 8-6. The ILine Field Trip Report



2/22/00 2:37:47 PM

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FIELD TRIP REPORT

Trip # / Contact	Dep. Date	Customer / Purpose	Destination / Est. Time	Shtl	Est. Miles	Ret. Date / # of Stud.	LeaveTime / # of Adults	Ret Time/ Grade	Cncl Assgn
9135 judy hoffner	2/25/2000	AIRE LIBRE ELEM. view planetarium and exh	ARIZONA SCIENCE CENTER 4.75	<input type="checkbox"/>	55.00	2/25/2000 80	9:15 AM 20	1:30 PM	<input type="checkbox"/>
9543 MICHAEL ORLIKOF	2/24/2000	BOULDER CREEK ELEM. BAND/PICKUP QUAILRUN	VISTA VERDE MIDDLE SCHOOL 3.50	<input type="checkbox"/>	20.00	2/24/2000 60	9:15 AM 6	12:00 PM	<input type="checkbox"/>
9050 David Cross	2/24/2000	COPPER CANYON ELEM Honors Band Rehearsals	SUNRISE MIDDLE SCHOOL 4.75	<input type="checkbox"/>	22.00	2/24/2000 56	9:15 AM 6	1:30 PM	<input type="checkbox"/>
9561 C. Heldt - Music	2/22/2000	DESERT SHADOWS ELEM. 1-w/c	HORIZON HIGH SCHOOL 4.25	<input type="checkbox"/>	28.00	2/22/2000 62	9:15 AM 6	1:00 PM	<input type="checkbox"/>
10244 Marks	2/24/2000	EAGLE RIDGE ELEM.	CELEBRITY THEATER 4.75	<input type="checkbox"/>	50.00	2/24/2000 262	9:15 AM 47	1:30 PM	<input type="checkbox"/>
10218 Marks	2/24/2000	EAGLE RIDGE ELEM.	CELEBRITY THEATER 4.75	<input type="checkbox"/>	50.00	2/24/2000 262	9:15 AM 47	1:30 PM	<input type="checkbox"/>
9362 Jamie Marks	2/24/2000	EAGLE RIDGE ELEM.	CELEBRITY THEATER 4.75	<input type="checkbox"/>	50.00	2/24/2000 262	9:15 AM 47	1:30 PM	<input type="checkbox"/>
9458 Kathy Olsen	2/25/2000	ECHO MOUNTAIN ELEM.	PIONEER VILLAGE 4.50	<input type="checkbox"/>	70.00	2/25/2000 180	9:15 AM 18	1:15 PM 05	<input type="checkbox"/>

Figure 8-7. The 2 Line Field Trip Report

2/22/00 2:38:03 PM

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FIELD TRIP REPORT

Trip # / Contact / Category	Dep. Date	Customer / Purpose / Fund	Destination / Est. Time / Internal #	Shtl Mult	Est. Miles / Grade	Ret. Date / Capacity / # Stud. /	LeaveTime / ArriveTime / # Adults	Ret Time/ # Hndc	Cncl Assgn Billed
9052 David Cross	2/24/2000	GRAYHAWK ELEM PV oncert rehearsal 6 - FINE ARTS	SUNRISE MIDDLE SCHOOL 4.75	<input type="checkbox"/>	22.00	2/24/2000 High 35	9:15 AM 4	1:30 PM 4	<input checked="" type="checkbox"/> #Vh: <input type="checkbox"/>
10220 KRIS HOOVER	2/25/2000	GREENWAY MIDDLE 14 - OTHER	FIREBIRD RACEWAY 4.00	<input type="checkbox"/>	75.00	2/25/2000 Medium 60	9:30 AM 6	4:30 PM 6	<input type="checkbox"/> #Vh: <input type="checkbox"/>
9500 BILL WISEVIC	2/24/2000	GREENWAY MIDDLE AFTER SCHOOL DANCE 8 - STUDENT ACTIVITY	VARIOUS 1.00	<input type="checkbox"/>	0.00	2/24/2000 Medium 351	4:45 PM 1	5:30 PM 1	<input type="checkbox"/> #Vh: <input type="checkbox"/>
9457 Kay Chatham - Grade 3	2/25/2000	LIBERTY ELEM. 8 - STUDENT ACTIVITY	PHOENIX MUSEUM OF HISTORY 4.50	<input type="checkbox"/>	45.00	2/25/2000 High 50	9:15 AM 10	1:30 PM 10	<input type="checkbox"/> #Vh: <input type="checkbox"/>
10011 NANCY DORR	2/23/2000	NORTH RANCH ELEM. 9 - PTO / PTSA	PIONEER VILLAGE 4.50	<input type="checkbox"/>	70.00	2/23/2000 High 85	9:15 AM 20	1:30 PM 20	<input type="checkbox"/> #Vh: <input type="checkbox"/>

Figure 8-8. The 3 Line Field Trip Report



A /00 2:38:14 PM

PARADISE VALLEY SCHOOL DISTRICT # 69

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FIELD TRIP REPORT

Trip # / Contact / Category / Schedules #1	Dep. Date	Customer / Purpose / Fund / Schedules #2	Destination / Est. Time / Internal # / Schedules #4	Est. Miles / Grade / Schedules #5	Ret. Date / Capacity / # Stud. /	StartTime / ArriveTime / # Adults / V. Type	Lv Time/ End Time/ # Hndc / Addl. Type	Cncl Assgn Billed # Alt
9135 judy hoffner	2/25/2000	AIRE LIBRE ELEM. view planetarium and exh 8 - STUDENT ACTIVITY	ARIZONA SCIENCE CENTER	4.75 55.00	2/25/2000 High 80	9:15 AM 1:30 PM 20 1	<input type="checkbox"/> #Vh: <input type="checkbox"/> 2 <input type="checkbox"/> 0	
MD								
9543 MICHAEL ORLIKOF	2/24/2000	BOULDER CREEK ELEM. BAND/PICKUP QUAILRUN 6 - FINE ARTS	VISTA VERDE MIDDLE SCHOOL	3.50 20.00	2/24/2000 High 60	9:15 AM 12:00 PM 6 1	<input type="checkbox"/> #Vh: <input type="checkbox"/> 1 <input type="checkbox"/> 0	
MD								
9050 David Cross	2/24/2000	COPPER CANYON ELEM Honors Band Rehearsals 6 - FINE ARTS	SUNRISE MIDDLE SCHOOL	4.75 22.00	2/24/2000 High 56	9:15 AM 1:30 PM 6 1	<input type="checkbox"/> #Vh: <input type="checkbox"/> 1 <input type="checkbox"/> 0	
MD								
9561 C. Heldt - Music	2/22/2000	DESERT SHADOWS ELEM. 1-w/c 6 - FINE ARTS	HORIZON HIGH SCHOOL	4.25 28.00	2/22/2000 High 62	9:15 AM 1:00 PM 6 1	<input type="checkbox"/> #Vh: <input type="checkbox"/> 2 <input type="checkbox"/> 4	
MD								

Figure 8-9. The 4 Line Field Trip Report



2/22/00 2:44:18 PM PARADISE VALLEY SCHOOL DISTRICT # 69 Page: 1

FIELD TRIP REPORT

Selected Date Range: 12/5/1999 - 12/11/1999 Selected Schedule:

Trip #	Departure Date / Return Date	Customer	Destination / Purpose	LeaveTime/ Arrive Time	Ret. Time LeaveTime	# Veh	Shtl D/R																				
9951	Wednesday, December 08, 1999	ALL SAINTS LUTHERAN CHURCH	NORTH PARK MOBILE HOME	4:30 PM	5:30 PM		<input type="checkbox"/>																				
4:30 PM	Wednesday, December 08, 1999	Schedule: WD					<input type="checkbox"/>																				
Est. Driver Time:						1.50																					
<table border="1" style="width: 100%;"> <thead> <tr> <th>DRIVER</th> <th>VEHICLE #</th> <th>SCHEDULE</th> <th>DEST. LEG</th> </tr> </thead> <tbody> <tr> <td>* 367 - GRIFFITH, DEAN</td> <td>127</td> <td>WD</td> <td></td> </tr> </tbody> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 367 - GRIFFITH, DEAN	127	WD													
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																								
* 367 - GRIFFITH, DEAN	127	WD																									
9717	Tuesday, December 07, 1999	CACTUS VIEW ELEM.	ARIZONA STATE CAPITAL	9:15 AM	12:00 PM		<input type="checkbox"/>																				
9:15 AM	Tuesday, December 07, 1999	Schedule: MD					<input type="checkbox"/>																				
Est. Driver Time:						3.25																					
<table border="1" style="width: 100%;"> <thead> <tr> <th>DRIVER</th> <th>VEHICLE #</th> <th>SCHEDULE</th> <th>DEST. LEG</th> </tr> </thead> <tbody> <tr> <td>* 173 - BELICH, ARTHUR</td> <td>196</td> <td>MD</td> <td></td> </tr> <tr> <td>347 - THOMPSON-SEVERSO</td> <td>204</td> <td>MD</td> <td></td> </tr> </tbody> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 173 - BELICH, ARTHUR	196	MD		347 - THOMPSON-SEVERSO	204	MD									
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																								
* 173 - BELICH, ARTHUR	196	MD																									
347 - THOMPSON-SEVERSO	204	MD																									
9582	Thursday, December 09, 1999	CACTUS VIEW ELEM.	PHX LITTLE THEATER COOKIE CO.	9:15 AM	1:00 PM		<input type="checkbox"/>																				
9:15 AM	Thursday, December 09, 1999	Schedule: MD					<input type="checkbox"/>																				
Est. Driver Time:						4.25																					
* CANCELED *																											
11/16/1999																											
*																											
9394	Wednesday, December 08, 1999	CACTUS VIEW ELEM.	SCOTTSDALE CENTER FOR THE ARTS	9:30 AM	1:30 PM		<input type="checkbox"/>																				
9:30 AM	Wednesday, December 08, 1999	Schedule: MD					<input type="checkbox"/>																				
Est. Driver Time:						4.50																					
<table border="1" style="width: 100%;"> <thead> <tr> <th>DRIVER</th> <th>VEHICLE #</th> <th>SCHEDULE</th> <th>DEST. LEG</th> </tr> </thead> <tbody> <tr> <td>* 152 - GULBRONSEN, KATHY</td> <td>182</td> <td>MD</td> <td></td> </tr> <tr> <td>328 - LEGG, HENRY</td> <td>187</td> <td>MD</td> <td></td> </tr> </tbody> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 152 - GULBRONSEN, KATHY	182	MD		328 - LEGG, HENRY	187	MD									
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																								
* 152 - GULBRONSEN, KATHY	182	MD																									
328 - LEGG, HENRY	187	MD																									
9367	Thursday, December 09, 1999	CACTUS VIEW ELEM.	PHX LITTLE THEATER COOKIE CO.	9:15 AM	1:30 PM		<input type="checkbox"/>																				
9:15 AM	Thursday, December 09, 1999	Schedule: MD	1-W/C BUS				<input type="checkbox"/>																				
Est. Driver Time:						4.75																					
<table border="1" style="width: 100%;"> <thead> <tr> <th>DRIVER</th> <th>VEHICLE #</th> <th>SCHEDULE</th> <th>DEST. LEG</th> </tr> </thead> <tbody> <tr> <td>* 298 - ROCK, BRIAN</td> <td>173</td> <td>MD</td> <td></td> </tr> <tr> <td>302 - HANSEN, MELLANNIE</td> <td>122</td> <td>MD</td> <td></td> </tr> <tr> <td>328 - LEGG, HENRY</td> <td>187</td> <td>MD</td> <td></td> </tr> <tr> <td>330 - ARCHER, NEWTON</td> <td>37</td> <td>MD</td> <td></td> </tr> </tbody> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 298 - ROCK, BRIAN	173	MD		302 - HANSEN, MELLANNIE	122	MD		328 - LEGG, HENRY	187	MD		330 - ARCHER, NEWTON	37	MD	
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																								
* 298 - ROCK, BRIAN	173	MD																									
302 - HANSEN, MELLANNIE	122	MD																									
328 - LEGG, HENRY	187	MD																									
330 - ARCHER, NEWTON	37	MD																									

Figure 8-10. The Field Trip Report With Drivers



2/22/00 2:46:34 PM
PARADISE VALLEY SCHOOL DISTRICT # 69
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FIELD TRIP REPORT

Selected Date Range: 12/5/1999 - 12/11/1999 Selected Schedule:

Trip #	Departure Date / Return Date	Customer	Destination / Purpose	LeaveTime/ Arrive Time	Ret. Time LeaveTime	# Veh	Shtl D/R												
9993	Monday, December 06, 1999	FOOTHILLS ELEM.	BANK ONE BUILDING	9:15 AM	1:30 PM	1	<input type="checkbox"/>												
9:15 AM	Monday, December 06, 1999	Schedule: MD		10:00 AM	12:30 PM		<input type="checkbox"/>												
Est. Driver Time:						4.75													
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">DRIVER</th> <th style="width: 15%;">VEHICLE #</th> <th style="width: 15%;">SCHEDULE</th> <th style="width: 37%;">DEST. LEG</th> </tr> <tr> <td colspan="4">* 334 - GREEN, BENDRAMINA 205 MD</td> </tr> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 334 - GREEN, BENDRAMINA 205 MD							
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																
* 334 - GREEN, BENDRAMINA 205 MD																			
9436	Monday, December 06, 1999	GREENWAY MIDDLE	LIFE CARE CENTER	9:30 AM	12:45 PM	1	<input type="checkbox"/>												
9:30 AM	Monday, December 06, 1999	Schedule: MD	Chorus				<input type="checkbox"/>												
Est. Driver Time:						4.00													
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">DRIVER</th> <th style="width: 15%;">VEHICLE #</th> <th style="width: 15%;">SCHEDULE</th> <th style="width: 37%;">DEST. LEG</th> </tr> <tr> <td colspan="4">* 272 - WEISENBURGER, KIM 207 MD</td> </tr> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 272 - WEISENBURGER, KIM 207 MD							
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																
* 272 - WEISENBURGER, KIM 207 MD																			
10065	Monday, December 06, 1999	LARKSPUR ELEM.	MENDOZA ELEMENTARY	9:30 AM	1:00 PM	2	<input type="checkbox"/>												
9:30 AM	Monday, December 06, 1999	Schedule: MD					<input type="checkbox"/>												
Est. Driver Time:						4.00													
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">DRIVER</th> <th style="width: 15%;">VEHICLE #</th> <th style="width: 15%;">SCHEDULE</th> <th style="width: 37%;">DEST. LEG</th> </tr> <tr> <td colspan="4">* 367 - GRIFFITH, DEAN 158 MD</td> </tr> <tr> <td colspan="4">409 - ROSENBERG, BARRY 99 MD</td> </tr> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 367 - GRIFFITH, DEAN 158 MD				409 - ROSENBERG, BARRY 99 MD			
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																
* 367 - GRIFFITH, DEAN 158 MD																			
409 - ROSENBERG, BARRY 99 MD																			
9711	Monday, December 06, 1999	GRAYHAWK ELEM	ARIZONA STATE CAPITAL	9:45 AM	1:15 PM	2	<input type="checkbox"/>												
9:45 AM	Monday, December 06, 1999	Schedule: MD	Sing				<input type="checkbox"/>												
Est. Driver Time:						4.00													
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">DRIVER</th> <th style="width: 15%;">VEHICLE #</th> <th style="width: 15%;">SCHEDULE</th> <th style="width: 37%;">DEST. LEG</th> </tr> <tr> <td colspan="4">* 152 - GULBRONSEN, KATHY 182 MD</td> </tr> <tr> <td colspan="4">328 - LEGG, HENRY 187 MD</td> </tr> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 152 - GULBRONSEN, KATHY 182 MD				328 - LEGG, HENRY 187 MD			
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																
* 152 - GULBRONSEN, KATHY 182 MD																			
328 - LEGG, HENRY 187 MD																			
9700	Monday, December 06, 1999	EXPLORER MIDDLE	HYATT REGENCY GAINNEY RANCH	11:00 AM	1:15 PM	2	<input type="checkbox"/>												
11:00 AM	Monday, December 06, 1999	Schedule: MD	sing at concert				<input type="checkbox"/>												
Est. Driver Time:						3.00													
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">DRIVER</th> <th style="width: 15%;">VEHICLE #</th> <th style="width: 15%;">SCHEDULE</th> <th style="width: 37%;">DEST. LEG</th> </tr> <tr> <td colspan="4">* 298 - ROCK, BRIAN 173 MD</td> </tr> <tr> <td colspan="4">330 - ARCHER, NEWTON 150 MD</td> </tr> </table>								DRIVER	VEHICLE #	SCHEDULE	DEST. LEG	* 298 - ROCK, BRIAN 173 MD				330 - ARCHER, NEWTON 150 MD			
DRIVER	VEHICLE #	SCHEDULE	DEST. LEG																
* 298 - ROCK, BRIAN 173 MD																			
330 - ARCHER, NEWTON 150 MD																			

Figure 8-11. The Field Trip Report With Drivers and Page Break on Each Day



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FIELD TRIP CATEGORY SUMMARY REPORT

Field Trip Category	# Trips	# Splits	# Student	# Adults	# Passengers	Total Hours	Total Miles	Amount
	934	0	57,738	3,855	61,593	6,119.05	49,871.30	\$122,228.60
Band	4	0	720	60	780	66.13	801.90	\$1,377.08
Extended Day Program	12	0	540	63	603	72.57	339.00	\$1,171.60
SUMMER CAMP	1	0	350	33	383	45.73	405.00	\$1,081.19
St. Cloud Parks and Recreation	11	0	330	44	374	42.88	137.00	\$766.89
TEEN CAMP	1	0	75	10	85	9.83	60.00	\$205.58
	4	0	220	26	246	18.00	364.00	\$565.50
Report Totals:	967	0	59,973	4,091	64,064	6,374.20	51,978.20	\$127,396.44
Total Trips Less Splits:	967							

Figure 8-12. The Field Trip Category Summary Report

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FIELD TRIP CUSTOMER SUMMARY REPORT

Customer	# Trips	# Splits	# Student	# Adults	# Passengers	Total Hours	Total Miles	Amount
101 - VILLAGE VISTA ELEM.	11	0	908	169	1,077	75.25	1,030.00	\$1,596.25
102 - VISTA VERDE MIDDLE	1	0	51	5	56	4.00	60.00	\$88.00
103 - WHISPERING WIND ELEM.	9	0	602	94	696	57.75	888.00	\$1,283.55
118 - BOULDER CREEK ELEM.	1	0	60	6	66	3.50	26.00	\$61.10
120 - BOULDER CREEK/BOBCATS	1	0	130	15	145	14.00	122.00	\$255.20
124 - EXPLORER MIDDLE	2	0	939	25	964	59.50	830.00	\$1,271.50
125 - DESERT TRAILS ELEM	1	0	112	12	124	7.00	20.00	\$103.00
140 - ALL SAINTS LUTHERAN CHURCH	1	0	56	280	336	30.00	330.00	\$945.00
154 - SANDPIPER- MASCOT	2	0	122	22	144	9.25	122.00	\$193.45
164 - GRAYHAWK ELEM	7	0	516	56	572	34.25	594.00	\$801.65
165 - TEMPLE BETH ISRAEL	1	0	30	3	33	3.75	30.00	\$101.25
177 - HIDDEN HILLS-MASCOT	1	0	85	6	91	7.50	92.00	\$152.70
187 - MILESTONES CHARTER SCHOOL	2	0	127	20	147	8.75	110.00	\$296.25

Figure 8-13. The Field Trip Customer Summary Report



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PARADISE VALLEY SCHOOL DISTRICT # 69

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FIELD TRIP DESTINATION SUMMARY REPORT

Field Trip Category	# Trips	# Splits	# Student	# Adults	# Passengers	Total Hours	Total Miles	Amount
103 - BOURGADE HIGH SCHOOL	1	0	42	4	46	6.75	56.00	\$185.25
105 - BROPHY COLLEGE PREP.	10	0	355	25	380	56.75	497.00	\$1,035.95
112 - CACTUS PARK	1	0	60	4	64	4.75	51.00	\$92.35
121 - CARL HAYDEN HIGH SCHOOL	1	0	15	1	16	17.75	58.00	\$265.55
122 - CASA GRAND UNION H.S.	1	0	0	50	50	8.00	175.00	\$209.00
123 - CASTLES AND COASTERS	1	0	150	2	152	18.00	168.00	\$522.00
125 - CELEBRITY THEATER	6	0	1,186	186	1,372	77.00	1,034.00	\$1,621.40
137 - CHAPPARAL PARK	4	1	165	60	225	15.00	134.00	\$275.40
143 - COCONINO HIGH SCHOOL	1	0	45	4	49	5.50	306.00	\$255.10
153 - CROW AGRICULTURAL FACILITY	2	0	143	23	166	11.75	321.00	\$345.35
154 - DEER VALLEY POOL	2	0	220	40	260	24.25	182.00	\$424.45

Figure 8-14. The Field Trip Destination Summary Report

2/22/00 4:53:07 PM		PARADISE VALLEY SCHOOL DISTRICT # 69				Page:		1
FIELD TRIP DESTINATION CATEGORY SUMMARY REPORT								
Destination Category	# Trips	# Splits	# Student	# Adults	# Passengers	Total Hours	Total Miles	Amount
- No Category	324	0	24,675	3,365	28,040	2,293.25	29,109.00	\$48,634.45
Movie - Movie Theaters	3	0	186	22	208	22.75	286.00	\$467.35
Mus - Museams	25	0	1,392	274	1,666	126.75	1,631.00	\$2,743.85
Park - Parks	15	1	1,001	278	1,279	90.75	997.00	\$1,777.95
Report Totals:	367	1	27,254	3,939	31,193	2,533.50	32,023.00	\$53,623.60
Total Trips Less Splits:	366							

Figure 8-15. The Field Trip Destination Category Summary Report



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FIELD TRIP FUND SUMMARY REPORT

Fund	# Trips	# Splits	# Student	# Adults	# Passengers	Total Hours	Total Miles	Amount
1 - A.I.A. HIGH SCHOOL ATHLETICS	105	0	3,839	305	4,144	612.25	5,931.00	\$11,517.85
14 - OTHER	14	0	1,362	142	1,504	105.50	1,731.00	\$2,410.10
15 - OUT OF DISTRICT (CHARTERS)	14	0	873	343	1,216	117.50	1,377.00	\$3,828.00
16 - COMMUNITY ED.	4	0	252	87	339	31.25	419.00	\$657.65
18 - GIFTED	1	0	55	5	60	9.50	112.00	\$190.70
19 - GRANT	1	0	622	94	716	42.75	603.00	\$917.55
2 - A.I.A. NON-ATHLETICS	6	0	142	17	159	44.50	467.00	\$858.70
20 - GIFTS AND DONATIONS	1	0	100	10	110	4.00	132.00	\$131.20
6 - FINE ARTS	12	0	645	59	704	67.00	572.00	\$1,214.20
7 - DISTRICT SERVICES	1	0	50	3	53	4.25	31.00	\$73.85
8 - STUDENT ACTIVITY	155	1	14,010	1,979	15,989	1,063.25	14,621.00	\$22,594.85
9 - PTO / PTSA	59	0	5,544	917	6,461	464.50	6,505.00	\$9,941.50
Report Totals:	373	1	27,494	3,961	31,455	2,566.25	32,501.00	\$54,336.15
Total Trips Less Splits:	372							

Figure 8-16. The Field Trip Fund Summary Report

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FIELD TRIP GRADE SUMMARY REPORT

Grade	# Trips	# Splits	# Student	# Adults	# Passengers	Total Hours	Total Miles	Amount
First Grade	4	0	210	133	343	21.25	346.00	\$483.85
Second Grade	2	0	151	27	178	18.00	162.00	\$331.20
Third Grade	4	0	392	97	489	33.00	490.00	\$723.00
Fourth Grade	14	0	887	135	1,022	75.75	1,144.00	\$1,671.15
Fifth Grade	4	0	447	55	502	41.00	627.00	\$909.20
Sixth Grade	9	1	635	105	740	50.50	638.00	\$1,039.30
Kindergarten	3	0	313	135	448	26.75	407.00	\$591.95
	333	0	24,459	3,274	27,733	2,300.00	28,687.00	\$48,586.50
Report Totals:	373	1	27,494	3,961	31,455	2,566.25	32,501.00	\$54,336.15
Total Trips Less Splits:	372							

Figure 8-17. The Field Trip Grade Summary Report



Working With Field Trip Employee Reports

The Field Trip Employee reports is actually three different reports that you may select from a powerful report options screen. All of these reports list detail or summary field trip assignment information. At first glance this set of reports seems very similar to the Field Trip Reports and in fact they are similar in power and flexibility. The Field Trip Employee Reports will report on a deeper level of information than the field trip reports. While the field trip reports will print reports at the *field trip level* the Field Trip Employee Report will print reports at the *field trip assignment level*. This is an important distinction. A single field trip may have many employees and vehicles assigned to it. These reports will print information about each employee / vehicle assigned to those field trips.

To print Field Trip Employee Reports open the Reports menu, select the Management Reports menu and then click the Field Trip Employee Reports option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Field Trip Employee Reports screen is displayed (Figure 8-18). This screen offers you a wide variety of selection and sorting options. This is in many ways very similar in its operation to the Field Trip Inquiry screen. You can enter search parameters and then click the Find All button and the screen will display the results of the search.

One of the ways this screen is different from the Field Trip Inquiry screen is that it uses a 'Tabbed' format. The screen uses the Selection / Title tab (Figure 8-18), the Sorting tab (Figure 8-19) and the Records Selected tab (Figure 8-20). Click on a tab to see its options. The following describes the fields in each tab.

Entering Search Criteria on the Selection / Title Tab

Click on the Selection / Title tab in the Field Trip Employee Reports screen (Figure 8-18), if it's not already selected. This tab allows you to enter the search selection parameters of the report, which report you wish to print and a user title that you wish to include on the report.

The screenshot shows the 'Field Trip Employee Reports' window. At the top, there's a title bar and a tabbed interface with three tabs: 'Selection / Title' (selected), 'Sorting', and 'Records Selected'. Below the tabs, there are various input fields and checkboxes. The 'Number of trip Employees selected:' field is at the top right. The 'Departure Date Range' section includes 'From:', 'To:', and 'Dates:' fields. Below this are 'Selected Trip#:', 'Selected Schedule:', and 'Selected Fund:' fields. There are also 'Customer:' and 'Destination:' fields. Further down are 'Selected Category:', 'Selected Grade:', 'Selected Division:', and 'Selected Internal Number:' fields. A row of checkboxes includes 'Assigned', 'Unassigned', 'Billed', 'Unbilled', 'Canceled', and 'Open'. Below these are 'What Report:' (set to '1 Line'), 'Selected Employee:', and 'Title:' fields. At the bottom right is 'Selected Vehicle:'. At the very bottom, there are four buttons: 'Find All', 'Print', 'Preview', and 'Exit'.

Figure 8-18. The Selection / Title Tab on the Field Trip Employee Reports Screen



Departure Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Selected Trip #: As with the field trip requests, T.O.M. automatically numbers each field trip with a unique number when it is added to the field trip database. You can then search the field trip database for a specific field trip number.

Selected Schedule: A schedule is a list of drivers that you create when you first set up T.O.M. When a field trip is added to the field trip database you assign a schedule to that field trip. You may then search the field trip database for all field trips with a specific schedule. Click on the down arrow to the right of the Schedule field to see a list of schedules that your transportation department has created. Once you find the schedule you desire click on it and it will automatically appear in the Schedule field. **NOTE:** T.O.M. will only search the field trips on their FIRST schedule. It will not search their other four schedules to see if they match the selected schedule entered here.

Selected Fund: You may select a specific fund to report on. This field is a drop down list box. If you don't know the number of the fund that you want to report on click the down arrow next to the Fund field. A list of all the funds you entered when setting up T.O.M. will appear. Locate the desired fund and click on it to place the fund in the Fund field.

Don't worry if you don't know the fund number. T.O.M. gives you an easy way to lookup your fund by the fund name. To do this you click the Fund button. This causes the Fund Search Screen to appear. This screen will allow you to quickly search your existing funds by an alphabetical lookup. See *Chapter 3 – Entering Lookup Lists* in the *T.O.M. Getting Started Guide* for details about searching for funds.

Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report. Click the Customer button if you need to look up the customer using an alphabetical lookup. See *Chapter 5 – Customers* in the *T.O.M. Getting Started Guide* for details about searching for customers.

Destination: You may select a specific destination to search your Field Trips by. For example, you may search all field trips requests for the city zoo. If you know the number of the destination of the field trip then enter it here. If you don't know the destination number, T.O.M. will provide an easy way to look up your destination by the destination name (or description). To do this you click the Destination button. This causes the Destination Search Screen to appear. This screen will allow you to quickly search your existing destination by an alphabetic lookup. See *Chapter 8 – Destinations* in the *T.O.M. Getting Started Guide* for details about searching for destinations.



Selected Request #: If the field trip was created when a field trip request was accepted by the transportation department the field trip is *stamped* with the number of the field trip request that it was created from. You then search the field trips in the field trip database by the your original field trip request number. For example, you can search the field trip database for the field trip that was created from your field trip request #100.

Selected Category: A field trip may be assigned a category code defined by you. These codes can be used to group similar field trips (for example, boys basketball). You may then search the field trip database for field trips with a specific category. Click on the down arrow to the right of the Category field to see a list of Categories that you created when you first setup T.O.M. Once you find the Category you desire click on it and it will automatically appear in the Category field

Selected Grade: You may search your field trips by the student grade level that you assigned to the trips. 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.

Selected Division: Customers can be assigned to divisions. You may then search field trips 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 click on the row containing the desired division and that division will automatically appear in the Select Division field.

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

Assigned: This field is a check box field. That means it can either be checked or unchecked. If the field is checked you are telling T.O.M. to search for all assigned field trips. An assigned field trip is a field trip that has drivers and vehicles assigned to perform the field trip.

Unassigned: This field is a check box field. That means it can either be checked or unchecked. If the field is checked you are telling T.O.M. to search for all field trips that have NOT been assigned. An assigned field trip is a field trip that has drivers and vehicles assigned to perform the field trip.

Billed: This field is a check box field. That means it can either be checked or unchecked. If the field is checked you are telling T.O.M. to search for all field trips that have been billed.

Unbilled: This field is a check box field. That means it can either be checked or unchecked. If the field is checked you are telling T.O.M. to search for all field trips that have NOT been billed.

Canceled: This field is a check box field. That means it can either be checked or unchecked. If the field is checked you are telling T.O.M. to search for all field trips that have been canceled.

Open: This field is a check box field. That means it can either be checked or unchecked. If the field is checked you are telling T.O.M. to search for all field trips that have NOT been canceled.



What Report: This is a report that you want to print. Choose from a list of ten reports. The following is a brief description of each of these reports:

Report Name	Sample Report	Description
1 Line	Figure 8-21	This is a very simple report listing one line of basic information for each field trip. This includes the trip date, customer, destination, return date, leave time, return time, employee, cancel status and vehicle #.
2 Line	Figure 8-22	This contains all information in 1line report and then includes a second line of information. This second line includes contact, purpose, est. time, est. miles, # of students, # of adults, grade, vehicle description, actual miles and hours.
Employee Summary	Figure 8-23	This report will summarize all selected field trip assignments by the drivers assigned to the field trips. The report will list the various drivers and summary field trip statistics for each driver.
Vehicle Summary	Figure 8-24	This report will summarize all selected field trip assignments by the field trip vehicles assigned to the field trips. The report will list the various vehicles and summary field trip statistics for each vehicle.
Vehicle Type Summary	Figure 8-25	This report will summarize all selected field trip assignments by the type of vehicle assigned to the field trips. The report will list the various vehicle types and summary field trip statistics for each vehicle type.

Selected Employee: You may select a specific employee on which to report. Click on the down arrow to the right of the employee field to see a list of employees that you may select. Once you find the employee you desire click on it and it will automatically appear in the employee field.

Title: This is a title that you can have printed on the report that you select. Any of the selected reports will print this title. The title will print at the top of each page of your report below your district name and the main name of this report. You can use this title to further describe the report you've printed, such as "July's Field Trips."

Selected Vehicle: You may search your field trips by the vehicles that you assigned to the trips. Click on the down arrow to the right of the vehicle field to see a list of vehicles that you may select. Once you find the vehicle you desire click on it and it will automatically appear in the vehicle field.

Entering Sort Criteria on the Sorting Tab

Click on the Sorting tab in the Field Trip Employee Reports screen (Figure 8-19), if it's not already selected. This tab allows you to enter the sort and order fields of the report. You may enter up to three sort fields. You may also define how you want the fields to be sorted.

Sort by #(1,2 or 3): These are the three sort fields that you may define for the report. Some of the reports will not allow you to define the sort fields. This is because these reports are summary reports or by definition require a certain sort pattern. The reports that you CAN define the sort order are: 1 Line Report, 2 Line Report, 3 Line Report, 4 Line Report and the With Drivers Report. You have quite a list of fields to choose from when defining the sort fields. Click on the down arrow to the right of the each sort field to see a list of fields that you may choose from. Once you find the sort field you desire click on it and it will automatically appear in the sort field.

Order by #(1,2, or 3): This is the order that you want the related sort field to be sorted. You may choose either ascending, (a-z, smallest-largest, oldest-newest) or descending (z-a, largest-smallest, newest-oldest).



Figure 8-19. The Sorting Tab on the Field Trip Employee Reports Screen

Use Standard T.O.M. Reports Formats: T.O.M. allows you to use Microsoft Access 97 to customize many of T.O.M.'s reports. The 1 and 2 Line Field Trip Employee Reports are reports that you can customize. Check this checkbox to automatically use the regular trip ticket format for printing. If you uncheck this checkbox you can use a custom trip ticket format that you have stored in the MS Access database TRIPRPT.MDB. This report is selected using the ACCESS format drop-down list. See *Appendix B – Using MS Access to Customize T.O.M. Reports* in this manual for details about customizing your own reports.

ACCESS Format: If you uncheck the Use Standard T.O.M. Reports Formats checkbox as described above, you can click the drop-down arrow and select from any of the available formats. See *Appendix D – Using MS Access to Customize T.O.M. Reports* in this manual for details about customizing your own reports

Build Employee Assignment Report Database: This checkbox is enabled only if the Use Standard T.O.M. Trip Ticket Access Formats checkbox is unchecked. Many of T.O.M.'s reports need a special temporary database of trip assignment information to be created. This is because of the complexity of reporting on things such as shuttle trips and trips with multiple destinations. T.O.M. has a procedure that automatically creates this temporary database that the reports then use. If you are running a custom report it may need this temporary database to be built, in which case you should check this box. If you have used the T.O.M. Field Trip Report with Drivers as a base for the custom report, you will need to check this box.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see *Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files”* found later in this book.



Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Viewing Selected Field Trips on the Records Selected Tab

Click on the Records Selected tab in the Field Trip Reports screen (Figure 8-20), if it's not already selected. This tab displays all of the field trips that matched your search parameters of the last search. To update this list click the Find All button.

Trip #	Customer	Destination	Departure	Employee
10235	SHADOW MOUNTAIN HIGH SCH	PAGE ARIZONA	1/21/00	WYLLASD, EVEAF
10234	GREENWAY MIDDLE	SAMS CLUB	1/12/00	YMPISABSYCI, MA
10234	GREENWAY MIDDLE	SAMS CLUB	1/12/00	MYCHALINKU, ED
10234	GREENWAY MIDDLE	SAMS CLUB	1/12/00	CAKIKY, KENNETH
10234	GREENWAY MIDDLE	SAMS CLUB	1/12/00	GSIIN, KATHY
10234	GREENWAY MIDDLE	SAMS CLUB	1/12/00	BAYLUS, ANN
10234	GREENWAY MIDDLE	SAMS CLUB	1/12/00	GSANB, ELIZABET
10233	TEMPLE BETH ISRAEL	FIDDLESTICKS	1/9/00	HAYIC, GEORGE
10231	PARADISE VALLEY HIGH SCHO	CARL HAYDEN HIGH SCHOOL	2/5/00	
10230	DESERT SHADOWS MIDDLE	PRINCESS RESORT	3/9/00	
10229	SANDPIPER- MASCOT	CACTUS PARK	1/28/00	CHSYKY, EDMOND
10227	PARADISE VALLEY HIGH SCHO	SKY HARBOR AIRPORT	1/31/00	
10226	PARADISE VALLEY HIGH SCHO	NORTH CANYON HIGH SCHOOL	1/30/00	MUCBIS, JOHN
10226	PARADISE VALLEY HIGH SCHO	NORTH CANYON HIGH SCHOOL	1/28/00	MUCBIS, JOHN
10225	PARADISE VALLEY HIGH SCHO	ARIZONA MILLS MALL	1/28/00	CAKIKY, KENNETH
10224	PARADISE VALLEY HIGH SCHO	SKY HARBOR AIRPORT	1/27/00	PUPPINBISGIS, W
10223	NORTH CANYON HIGH SCHOOL	MESA HIGH SCHOOL	1/29/00	GULBSUNCIN, KA

Figure 8-20. The Records Selected Tab on the Field Trip Employee Reports Screen

Previewing and Printing Field Trip Employee Reports

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print and Preview buttons are always available at the bottom of the screen (Figure 8-20). See *Previewing and Printing Management Reports* previously described in this chapter for details.

Figure 8-21 through Figure 8-36 shows a list of samples the Field Trip Employee Reports that you can print from the Field Trip Reports screen. Refer to the table in the description of the What Report field found previously in this section for a complete reference of the Field Trip Employee Reports.



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FIELD TRIP REPORT

Trip #	Dep. Date	Pickup Destination	Drop off Destination	Ret. Date	Leave Time	Ret. Time	Employee	Cncl	Vehicle
9862	12/3/1999	SPECIAL OLYMPICS	TUCSON	12/5/1999	8:00 AM	11:00 AM	320 - VOGT, MICHAEL	<input type="checkbox"/>	194
9862	12/4/1999	SPECIAL OLYMPICS	TUCSON	12/5/1999	8:00 AM	11:00 AM	320 - VOGT, MICHAEL	<input type="checkbox"/>	194
9862	12/5/1999	SPECIAL OLYMPICS	TUCSON	12/5/1999	8:00 AM	11:00 AM	320 - VOGT, MICHAEL	<input type="checkbox"/>	194
9993	12/6/1999	FOOTHILLS ELEM.	BANK ONE BUILDING	12/6/1999	9:15 AM	1:30 PM	334 - GREEN, BENDRAMINA	<input type="checkbox"/>	205
9436	12/6/1999	GREENWAY MIDDLE	LIFE CARE CENTER	12/6/1999	9:30 AM	12:45 PM	272 - WEISENBURGER, KIM	<input type="checkbox"/>	207
10065	12/6/1999	LARKSPUR ELEM.	MENDOZA ELEMENTARY	12/6/1999	9:30 AM	1:00 PM	409 - ROSENBERG, BARRY	<input type="checkbox"/>	99
10065	12/6/1999	LARKSPUR ELEM.	MENDOZA ELEMENTARY	12/6/1999	9:30 AM	1:00 PM	367 - GRIFFITH, DEAN	<input type="checkbox"/>	158
9711	12/6/1999	GRAYHAWK ELEM	ARIZONA STATE CAPITAL	12/6/1999	9:45 AM	1:15 PM	152 - GULBRONSEN, KATHY	<input type="checkbox"/>	182
9711	12/6/1999	GRAYHAWK ELEM	ARIZONA STATE CAPITAL	12/6/1999	9:45 AM	1:15 PM	328 - LEGG, HENRY	<input type="checkbox"/>	187
9700	12/6/1999	EXPLORER MIDDLE	HYATT REGENCY GAINES RANCH	12/6/1999	11:00 AM	1:15 PM	298 - ROCK, BRIAN	<input type="checkbox"/>	173
9700	12/6/1999	EXPLORER MIDDLE	HYATT REGENCY GAINES RANCH	12/6/1999	11:00 AM	1:15 PM	330 - ARCHER, NEWTON	<input type="checkbox"/>	150
9972	12/6/1999	HORIZON HIGH SCHOOL	Tempe Sports Complex	12/6/1999	2:00 PM	8:00 PM	347 - THOMPSON-SEVERSON, DEBORAH	<input type="checkbox"/>	204
10005	12/6/1999	HORIZON HIGH SCHOOL	BENEDICT FIELD	12/6/1999	2:00 PM	7:30 PM	351 - GRANT, ELIZABETH	<input type="checkbox"/>	102
9939	12/6/1999	NORTH CANYON HIGH SCHOOL	BENEDICT FIELD	12/6/1999	2:15 PM	5:30 PM	238 - LEITNER, JANICE	<input type="checkbox"/>	101
10126	12/6/1999	PARADISE VALLEY HIGH SCHOOL	Tempe Sports Complex	12/6/1999	2:15 PM	6:00 PM	93 - THOMSON, SANDRA	<input type="checkbox"/>	190
10037	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	CESAR CHAVEZ HIGH SCHOOL	12/6/1999	2:30 PM	7:00 PM	40 - TAYLOR, ANN	<input type="checkbox"/>	175
9889	12/6/1999	WHISPERING WIND ELEM.	HORIZON HIGH SCHOOL	12/6/1999	3:20 PM	4:30 PM	33 - GIBEAU, MARGARET	<input type="checkbox"/>	164
10049	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	Tempe Sports Complex	12/6/1999	4:00 PM	7:30 PM		<input checked="" type="checkbox"/>	
10076	12/6/1999	NORTH CANYON HIGH SCHOOL	Tempe Sports Complex	12/6/1999	4:00 PM	9:00 PM	22 - IMPERATRICE, MARJORIE	<input type="checkbox"/>	142
10021	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	Tempe Sports Complex	12/6/1999	4:30 PM	8:00 PM	334 - GREEN, BENDRAMINA	<input type="checkbox"/>	205
10053	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	BENEDICT FIELD	12/6/1999	4:30 PM	6:00 PM	361 - CASKEY, KENNETH	<input type="checkbox"/>	147
9717	12/7/1999	CACTUS VIEW ELEM.	ARIZONA STATE CAPITAL	12/7/1999	9:15 AM	12:00 PM	173 - BELICH, ARTHUR	<input type="checkbox"/>	196
9717	12/7/1999	CACTUS VIEW ELEM.	ARIZONA STATE CAPITAL	12/7/1999	9:15 AM	12:00 PM	347 - THOMPSON-SEVERSON, DEBORAH	<input type="checkbox"/>	204

Figure 8-21. The 1 Line Trip Employee Report



2/22/00 5:05:52 PM

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FIELD TRIP REPORT

Trip # / Contact	Dep. Date	Pickup Destination / Purpose	Drop off Destination / Est. Time	Est. Miles	Ret. Date / # of Stud.	LeaveTime/ # of Adults	Ret Time/ Grade	Employee / Vehicle	Encl Shld	Act. Miles Act. Hrs
10037	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	CESAR CHAVEZ HIGH SCHOOL	5.00	12/6/1999	2:30 PM	7:00 PM	40 - TAYLOR, ANN	<input type="checkbox"/>	62.0
John Speer		G BKB	5.00	0.00	30	4		175 - TRANSIT	<input type="checkbox"/>	4.25
9889	12/6/1999	WHISPERING WIND ELEM.	HORIZON HIGH SCHOOL	1.50	12/6/1999	3:20 PM	4:30 PM	33 - GIBEAU, MARGARET	<input type="checkbox"/>	14.0
		Dress Rehears w/Hor Choru		28.00	40	4		164 - TRANSIT	<input type="checkbox"/>	1.25
10049	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	Tempe Sports Complex		12/6/1999	4:00 PM	7:30 PM		<input checked="" type="checkbox"/>	0.0
John Speer		G Soccer Tournament	4.00	0.00	30	2			<input checked="" type="checkbox"/>	0.00
10076	12/6/1999	NORTH CANYON HIGH SCHOOL	Tempe Sports Complex		12/6/1999	4:00 PM	9:00 PM	22 - IMPERATRICE, MARJORIE	<input type="checkbox"/>	66.0
SCOTT BROWN		FIESTA BOWL SOCCER TOURN	5.50	95.00	20	3		142 - TRANSIT	<input type="checkbox"/>	4.50
10021	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	Tempe Sports Complex		12/6/1999	4:30 PM	8:00 PM	334 - GREEN, BENDRAMINA	<input type="checkbox"/>	172.0
John Speer		G- Soccer Tournament	6.00	50.00	40	2		205 - AM TRAN	<input type="checkbox"/>	18.75
10053	12/6/1999	SHADOW MOUNTAIN HIGH SCHOOL	BENEDICT FIELD		12/6/1999	4:30 PM	6:00 PM	361 - CASKEY, KENNETH	<input type="checkbox"/>	133.0
John Speer		Boys Soccer Tournament	4.00	50.00	40	2		147 - TRANSIT	<input type="checkbox"/>	11.00
9717	12/7/1999	CACTUS VIEW ELEM.	ARIZONA STATE CAPITAL		12/7/1999	9:15 AM	12:00 PM	173 - BELICH, ARTHUR	<input type="checkbox"/>	43.0
Sandra Cox			3.25	55.00	120	12		196 -	<input type="checkbox"/>	3.00
9717	12/7/1999	CACTUS VIEW ELEM.	ARIZONA STATE CAPITAL		12/7/1999	9:15 AM	12:00 PM	347 - THOMPSON-SEVERSON, DEBORA	<input type="checkbox"/>	43.0
Sandra Cox			3.25	55.00	120	12		204 - AM TRAN	<input type="checkbox"/>	3.00
9902	12/7/1999	DESERT SHADOWS MIDDLE	MARICOPA COUNTY HOSPITAL		12/7/1999	9:15 AM	12:00 PM	197 - MERKLE, ALAN	<input type="checkbox"/>	48.0
		Community Service	3.25	0.00	24	4		177 -	<input type="checkbox"/>	3.00
9949	12/7/1999	INDIAN BEND ELEM.	IMAX- @ ARIZONA MILLS		12/7/1999	9:15 AM	1:30 PM	202 - LANGLEE, JAMES	<input type="checkbox"/>	52.0
FARRELL			4.75	70.00	75	15		157 - TRANSIT	<input type="checkbox"/>	4.75
9949	12/7/1999	INDIAN BEND ELEM.	IMAX- @ ARIZONA MILLS		12/7/1999	9:15 AM	1:30 PM	187 - McCURDY, DOROTHY	<input type="checkbox"/>	53.0
FARRELL			4.75	70.00	75	15		178 -	<input type="checkbox"/>	4.75
9435	12/7/1999	GREENWAY MIDDLE	PHX MTN. VILL NURSING HOME		12/7/1999	9:30 AM	12:45 PM	115 - SAUNDERS, SUSAN	<input type="checkbox"/>	18.0
Rick Ross		Choir	4.00	20.00	35	3		111 - TRANSIT	<input type="checkbox"/>	3.50
9365	12/7/1999	ECHO MOUNTAIN ELEM.	SCOTTSDALE CENTER FOR THE ARTS		12/7/1999	9:45 AM	1:30 PM	422 - MUSTER, JOHN	<input type="checkbox"/>	56.0
Jacque Weiss			4.25	55.00	104	16	01	128 - TRANSIT	<input type="checkbox"/>	4.00

Figure 8-22. The 2 Line Field Trip Employee Report



2/22/00 5:08:03 PM

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FIELD TRIP EMPLOYEE SUMMARY REPORT

Employee	# Trips	Total Hours	Total Miles
ROSENBERG, BARRY - 409	22	108.00	1,211.00
RUZICH, JILL - 123	6	46.50	413.00
SAARI, DAVID - 198	14	90.50	904.00
SAUNDERS, SUSAN - 115	31	157.50	1,819.00
SCHWARTZLOW, LaJAUANA - 353	6	13.25	173.00
SCHWEITZER, SHOSHANA - 392	10	41.75	442.00
SEDER, RANDY - 331	8	25.25	263.00
SHRIKI, EDMOND - 98	70	301.50	3,234.00
SMITH, TERRI - 387	39	194.50	1,612.00
STOLLSTEIMER, SUSAN - 65	5	41.40	31,394.00
STRATTON, VICKI - 356	27	97.00	1,025.00
SWATZELL, ALISA GAYLE - 403	13	74.50	938.00
TANK Jr., HENRY - 380	46	199.25	2,293.00
TAYLOR, ANN - 40	30	122.75	1,312.00
THOMPSON-SEVERSON, DEBORAH - 347	54	228.00	2,664.00
THOMSON, SANDRA - 93	53	240.00	2,431.00
TOMLINSON, GERALD - 245	35	135.00	1,367.00
TURNER, JOHN - 384	41	259.50	2,292.00
VOGT, DONNA - 56	1	11.75	0.00
VOGT, MICHAEL - 320	28	120.75	1,501.00
WATKINS, NEVILLE - 144	3	42.25	362.00
WATSON, TAMA - 88	2	8.25	168.00
WEISENBURGER, KIM - 272	109	419.75	4,534.00
WILLARD, EVEARD - 192	15	115.50	1,223.00
WIND, JAMES - 215	50	187.00	2,060.00
YORK, PAUL - 127	7	32.00	206.00
ZYADAT, NABIL - 131	56	238.00	2,456.00
Report Totals:	3,381	16,341.12	198,050.00

Figure 8-23. The Employee Summary Report



2/22/00 5:12:46 PM	PARADISE VALLEY SCHOOL DISTRICT # 69	Page:	3
FIELD TRIP VEHICLE SUMMARY REPORT			
Vehicle	# Trips	Total Hours	Total Miles
191 - SAFE-T-LINER - Transit	17	71.75	753.00
192 - - Transit	26	113.00	1,099.00
193 - - Transit	38	173.50	1,420.00
194 - - Transit	26	107.50	1,371.00
195 - SAF-T-LINER - Transit	19	118.00	1,321.00
196 - - Transit	62	273.50	2,603.00
197 - - Transit	60	261.00	2,697.00
198 - SAF-T-LINER - Transit	18	72.00	626.00
199 - - Transit	57	238.00	2,085.00
200 - AM TRAN - Transit	5	21.00	213.00
201 - AM TRAN - Transit	2	10.75	83.00
203 - AM TRAN - Transit	19	73.25	802.00
204 - AM TRAN - Transit	38	160.75	1,970.00
205 - AM TRAN - Transit	33	143.00	1,635.00
206 - AM TRAN - Transit	1	1.25	15.00
207 - AM TRAN - Transit	32	117.00	1,301.00
30 - - Wheelchair small	2	8.25	168.00
32 - - Wheelchair small	1	0.00	0.00

Figure 8-24. The Vehicle Summary Report

2/22/00 8:01:12 PM	PARADISE VALLEY SCHOOL DISTRICT # 69	Page:	1
FIELD TRIP VEHICLE TYPE SUMMARY REPORT			
Vehicle Type	# Trips	Total Hours	Total Miles
1 - Transit	203	6.00	60.00
4 - Wheelchair large	1	0.00	0.00
6 - OFFICE	2	0.00	0.00
Report Totals:	206	6.00	60.00

Figure 8-25. The Vehicle Type Summary Report



Working with the Trip Comments Report

The Field Trip Comments Report (Figure 8-27) was designed to give the Transportation Department the ability to recall the various comments that the field trip drivers have logged over a period of time. For example, the Field Trip Comments Report can be used to assist the Transportation Department in diagnosing a problem customer and presenting a more specific list of past problems to that customer. You can select a specific customer for which to print field trip comments as well as a range of dates.

The Field Trip Comments Report contains the following information:

- The selected customer name.
- The user specified date range.
- The field trip number of the field trip where the comment was logged.
- The destination description of the field trip where the comment was logged.
- The date of departure of the field trip where the comment was logged.
- The comment that was logged against the field trip.

To print the Trip Comments Report, select the Management Reports menu and then click the Trip Comments Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Trip Comments Report screen is displayed (Figure 8-26).

Comments Report

Comments Report

Selected Customer: [dropdown] [text field]

Trip Departure Date Range: [date picker] – [date picker] Dates: [dropdown]

Email Report: ☐

Report to File: ☐

Print Preview Cancel

Figure 8-26. Trip Comments Report Screen

This screen allows you to select a customer and/or a departure date range. Enter your report options and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-27 shows a sample report.

Selected Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number then click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's



number will appear in the Customer field. If you leave this field blank all customers will be selected for this report.

Trip Departure Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – "Emailing Your T.O.M. Reports as Word, Excel, Text or other Files" found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – "Saving Your T.O.M. Reports as Word, Excel, Text or other Files" found later in this book.



2/22/00 8:12:39 PM

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1

Trip Comments Report

Selected Customer Name:

Selected Date Range: 5/12/2000 — 5/15/2000

Field Trip #	Destination/ Customer	Date of Departure	Comments
9319	ARIZONA SPORTS RANCH CACTUS VIEW ELEM.	5/12/2000	Parent helpers were upset with driver when driver did not let kids bring snacks on the bus.
10261	PARADISE VALLEY POOL DESERT SPRINGS ELEM.	5/12/2000	Bus was suppose to depart from destination at 12:30PM instead teacher had class go on hay ride at 12:30PM and didn't get kids back until 1:30PM. Driver missed afternoon routes.
9053	DEER VALLEY POOL FOOTHILLS ELEM.	5/12/2000	Driver arrived on time but students took 1/2 hour to get ready to depart. Driver, therefore, missed midday run.
9044	MELROSE PARADISE REC. CLUB LIBERTY ELEM.	5/12/2000	Kids throwing objects in bus while bus was moving - no teacher attempt to control.
9335	Bowling / Bell Rd VILLAGE VISTA ELEM.	5/12/2000	Driver almost left some kids behind because teacher did not take roll before telling driver to leave.

Figure 8-27. The Trip Comments Report



Working with the Hours Report

The Hours Report (Figure 8-29) was designed to give a list of all employee hours summarized by each day of the week. The hours in this report can either be a driver's route hours or the normal hours worked by an hourly employee.

The Hours Report can be used by the Transportation Department as an hourly payroll report that can be given to the district office. This report even includes a signature line and effective date at the bottom to be filled out by the Transportation Manager.

The Hours Report includes the following information:

- The employee's last name.
- The employee's first name.
- The employee's social security number.
- The employee's hours worked for each day of the week (Mon. - Sun.).
- The total hours worked for the week for each employee.
- A signature line on each page to be used by the Transportation Manager.
- An effective date on each page to be used by the Transportation Manager.

To print the Hours Report, select the Management Reports menu and then click the Hours Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Hours Report screen is displayed (Figure 8-28).



Figure 8-28. Hours Report Screen

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

This report will list the employee hours that were entered when maintaining the employee information. This report will list these hours for every active employee in the employee file. There are no selection options to choose on this screen. Click the Print button to print the report or the Preview button to view the



report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-29 shows a sample report.

2/23/00 7:47:06 AM			PARADISE VALLEY SCHOOL DISTRICT # 69					Page: 1		
EMPLOYEE			TOTAL HOURS							
LAST NAME	FIRST NAME	SOCIAL SECURITY	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
ALIXANDIS	LILLIAN	768-98-6069	7.25	7.25	7.25	7.25	7.25	0.00	0.00	36.25
ALLIN	ANITA	780-88-7789	6.75	6.75	6.75	6.75	6.75	0.00	0.00	33.75
ASCHIS	NEWTON	077-67-8097	6.00	6.00	6.00	6.00	6.00	0.00	0.00	30.00
BALLYNGIS	JOYCE	807-90-0969	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
BANK JS.	HENRY	076-80-9066	7.50	7.50	7.50	7.50	7.50	0.00	0.00	37.50
BASBANU	JON	068-09-9097	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
BASBANU	SHARON	066-60-9778	7.25	7.25	6.00	7.25	7.25	0.00	0.00	35.00
BASS	ROZALINA	000-87-6880	8.00	8.00	5.75	8.00	8.00	0.00	0.00	37.75
BAYLUS	ANN	099-88-7607	7.75	7.75	7.75	7.75	7.75	0.00	0.00	38.75
BHUMAC	LA DONNA	008-96-0766	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00
BHUMAC	RHONDA	690-09-8987	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BHUMCUN	SANDRA	767-86-8686	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
BHUMPCUN-CIVISC	DEBORAH	909-70-8806	7.50	8.50	7.50	8.50	5.75	0.00	0.00	37.75
BICK	DAVID	869-66-9069	6.75	6.75	5.75	6.75	6.75	0.00	0.00	32.75
BICK	PATRICIA	077-98-9698	7.50	7.50	5.75	7.50	7.50	0.00	0.00	35.75
BILL	PAULINE	888-89-0966	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
BILYCH	ARTHUR	877-76-0787	5.50	5.50	5.50	5.50	5.50	0.00	0.00	27.50
BLAKILY	ANITA	077-76-7097	7.25	7.25	7.25	7.25	7.25	0.00	0.00	36.25
BLUCCIS	DENISE	606-07-8708	4.50	4.50	4.50	4.50	4.50	0.00	0.00	22.50
BSADFUSD	PENNY	076-78-0769	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
BSANNUCH	SHIRLEE	076-06-7969	7.25	7.25	7.25	7.25	7.25	0.00	0.00	36.25
BSIWIS	DEBRA	076-60-6990	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
BSUCABU	CHARLOTTE	077-66-0986	5.25	5.25	5.25	5.25	5.25	0.00	0.00	26.25
BSUWN	TERRI	087-60-8878	7.25	7.25	6.25	7.25	7.25	0.00	0.00	35.25
BUMLYNCUN	GERALD	806-76-9867	6.00	6.00	6.00	6.00	6.00	0.00	0.00	30.00
BUSNIS	JOHN	880-96-0677	7.25	7.25	7.25	7.25	7.25	0.00	0.00	36.25
BUSNIS	THERESA	066-99-8809	6.50	6.50	6.50	6.50	6.50	0.00	0.00	32.50
BUSSIGSUCCA	JAMES	608-78-7896	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00
BUSZUNI	LINDA	606-80-9098	7.00	7.00	6.00	7.00	7.00	0.00	0.00	34.00
BUYLI	LORI	008-08-7089	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAASY	DAVID	970-09-9997	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
CACI	KATHLEEN	898-07-8077	6.75	6.75	6.75	6.75	6.75	0.00	0.00	33.75
CAKCIY	KENNETH	690-06-7780	7.50	7.50	7.50	7.50	7.50	0.00	0.00	37.50
CALACIK	ED	799-87-7899	6.50	6.50	6.50	6.50	6.50	0.00	0.00	32.50
CANU	SANDRA	909-06-6807	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00
CAUNDISC	SUSAN	670-80-9680	6.75	6.75	6.75	6.75	6.75	0.00	0.00	33.75
CBUHAN	JANET	880-99-8780	8.25	8.25	6.75	8.25	8.25	0.00	0.00	39.75
CBULLCBIYMIS	SUSAN	076-89-9706	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
CCHUBISB	LEMOINE	009-98-0990	7.75	7.75	6.25	7.75	7.75	0.00	0.00	37.25
CCHWASBZ CS.	GERALD	889-77-8907	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
CCHWASBZLUW	LaJAUANA	076-67-8997	7.75	7.75	7.75	7.75	7.75	0.00	0.00	38.75
SIGNATURE			EFFECTIVE DATE							



Figure 8-29. The Hours Report



Working with the Driver Activity Report

The Driver Activity Report (Figure 8-31) was designed to give both the Transportation Department and each driver a tool that will show a detailed log of all field trips taken, refused and canceled for a given date range. This management tool allows the Transportation Department to quickly answer any questions or concerns that a driver may have about his / her allotment of assigned field trips over a given period of time.

The Driver Activity Report lists the following information:

- Selected date range.
- Selected driver (can be all drivers).
- Driver name.
- A detailed list of field trips taken for each driver for each user defined schedule. These field trips are listed in chronological order. The following information is listed for each field trip:
 - » Schedule assigned to field trip.
 - » Departure date of field trip.
 - » Field Trip Number.
 - » Customer requesting field trip.
 - » Driver hours for field trip.
- Total field trips taken per driver per user defined schedule.
- Total overall field trips taken by that driver.
- A detail list of field trips refused for each driver for each user defined schedule. These field trips are listed in chronological order. The following information is listed for each field trip refused by the driver:
 - » Schedule assigned to field trip.
 - » Departure date of field trip.
 - » Field Trip Number.
 - » Customer requesting field trip.
- Total field trips refused per driver per user-defined schedule.
- Total overall field trips refused by that driver.
- A detail list of field trips canceled for each driver for each user defined schedule. These field trips are listed in chronological order. The following information is listed for each field trip canceled by the driver:
 - » Schedule assigned to field trip.
 - » Departure date of field trip.
 - » Field Trip Number.
 - » Customer requesting field trip.
 - » Number of the field trip that replaced the canceled field trip (if the canceled field trip has been replaced).

You can run this report for a single driver or for all drivers. You can specify a range of dates for this report to list detailed driver information.

To print the Driver Activity Report, select the Management Reports menu and then click the Driver Activity Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Driver Activity Report screen is displayed (Figure 8-30).



DRIVER ACTIVITY REPORT

Driver Activity Report

Date Range: 6/30/2003 - 6/30/2003 Dates: [dropdown]

Employee (blank for all): [dropdown]

Show estimate time of refusals: ☐ Email Report: ☐

Report to File: ☐

Print **Preview** **Cancel**

Figure 8-30. Driver Activity Report Screen

This screen allows you to select an employee and/or date range. Enter your report options and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-31 shows a sample report.

Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Employee (blank for all): Leave this field blank to include all employees in the report for the selected field trips or select a specific employee. If you know the number of the employee then enter it here or select it from the drop-down list which lists the employees alphabetically by name.

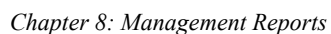
Show estimate time of refusals: If you check this checkbox the estimated hours for those trips where the driver refused the trip is also printed.

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more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

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Page: 12

Selected Driver: ALL

JOYCE

<u>SCHEDULE</u>	<u>TRIP DATE</u>	<u>TRIP #</u>	<u>CUSTOMER</u>	<u>HOURS</u>
MD	1/14/1999	7029	NORTH RANCH/WRANGLERS	1
<i>TOTAL SCHEDULE: COUNT: 1</i>				<i>1</i>
wd	1/8/1999	7561	HORIZON HIGH SCHOOL	6.25
wd	1/26/1999	7734	SHADOW MOUNTAIN HIGH SCHOOL	4.25
wd	4/8/1999	8306	HORIZON HIGH SCHOOL	3
wd	5/12/1999	8667	DESERT SHADOWS MIDDLE	3.25
<i>TOTAL SCHEDULE: COUNT: 4</i>				<i>16.75</i>
<i>TOTAL EMPLOYEE: COUNT: 5</i>				<i>17.75</i>

REFUSALS.				HOURS
<u>SCHEDULE</u>	<u>TRIP DATE</u>	<u>TRIP #</u>	<u>CUSTOMER</u>	
WD	9/10/1999	9373	SHADOW MOUNTAIN HIGH SCHOOL	6.5
WD	9/7/1999	9026	NORTH CANYON HIGH SCHOOL	5.25
WD	4/15/1999	8339	PARADISE VALLEY HIGH SCHOOL	5
WD	3/17/1999	8070	NORTH CANYON HIGH SCHOOL	4
WD	3/3/1999	8250	PARADISE VALLEY HIGH SCHOOL	5.5
TOTAL SCHEDULE: COUNT: 5				26.25
WE	4/24/1999	8328	HORIZON HIGH SCHOOL	5
WE	2/27/1999	8231	AMERICAN CANCER SOCIETY	10
TOTAL SCHEDULE: COUNT: 2				15
TOTAL EMPLOYEE: COUNT: 7				41.25

CANCELLATIONS:				REPLACEMENT
<u>SCHEDULE</u>	<u>TRIP DATE</u>	<u>TRIP #</u>	<u>CUSTOMER</u>	<u>TRIP #</u>
WD	4/6/1999	8493	HORIZON HIGH SCHOOL	8306
WD	9/1/1999	9016	NORTH CANYON HIGH SCHOOL	9026

Figure 8-31. The Driver Activity Report



Working with the Driver Report

The Driver Report (Figure 8-33) is an excellent management tool that allows the Transportation Department to view overall field trip allocation for all drivers and to communicate that allocation to the drivers. This report's nickname is the "Gossip Report" because it is meant to end all gossip about which driver received which field trip.

A major benefit to the Driver Report is that it provides the Transportation Department a credible detailed report that can substantiate the Transportation Department's fair and impartial allotment of field trips to all drivers. This report can be posted in the employee area for all drivers to inspect and verify the fairness of field trip assignment.

This report has two major sections:

- The detailed driver section listing information for each driver
- The summary section listing overall report total and average information.

The drivers can compare their detailed field trip statistics in the detail section with the report summary field trip statistics in the summary section (or other driver's field trip statistics in the detailed section).

The Detailed Section of the Driver Report lists the following:

- Selected report date range.
- A summary of all field trip activity for each driver and each schedule. This summary contains the following information:
 - » Employee number.
 - » Employee first name.
 - » Employee last name.
 - » Schedule.
 - » Total field trips taken for that employee for that schedule within the report date range.
 - » Total field trips refused by that employee for that schedule within the report date range.
 - » Total field trips that have been assigned to that employee for that schedule within the report date range that have not yet been driven by the driver.
 - » Total field trips offered to that employee for that schedule within the report date range. Field trips offered = field trips taken + field trips refused + field trips pending.
- Total field trips taken for that employee for ALL schedules within the report date range.
- Total field trips refused by that employee for ALL schedules within the report date range.
- Total field trips that have been assigned to that employee for ALL schedules within the report date range that have not yet been driven by the driver.
- Total field trips offered to that employee for ALL schedules within the report date range. Field trips offered = field trips taken + field trips refused + field trips pending.

The Summary Section of the Driver Report Lists the Following:

- Each schedule code
- Each schedule description
- The average number of field trips taken for each driver for that schedule for the report date range.
- The average number of field trips refused for each driver for that schedule for the report date range.
- The total number of field trips taken for ALL drivers for that schedule for the report date range.
- The total number of field trips refused for ALL drivers for that schedule for the report date range.
- The total number of field trips taken for ALL drivers for ALL schedules for the report date range.
- The total number of field trips refused for ALL drivers for ALL schedules for the report date range.



To print the Driver Report, select the Management Reports menu and then click the Driver Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Driver Report screen is displayed (Figure 8-32).

Figure 8-32. The Driver Report Screen

This screen allows you to enter a departure date range of field trips to include on this report. This screen also allows you to specify if you wish to include the detail report section, the summary report section or both. (You may be interested in just one of the sections.) Enter your report options and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-33 shows a sample report.

Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as ‘Today’, ‘This Week’, ‘Last Year’ etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. “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.

Print Detail Pages: Check this checkbox to include the Detailed Section of the Driver Report.

Print Summary Page: Check this checkbox to include the Summary Section of the Driver Report.



Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



2/23/00 8:00:26 AM

PARADISE VALLEY SCHOOL DISTRICT # 69

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DRIVER REPORT

SELECTED DATE RANGE: 1/1/1999 - 12/31/1999

Employees				Individual			
Number	Last Name	First Name	Schedule	Trips Taken	Trips Refused	Trips Pending	Trips Offered
22	YMPISABSYCI	MARJORIE	HD	1	2	0	3
22	YMPISABSYCI	MARJORIE	SS	1	0	0	1
22	YMPISABSYCI	MARJORIE	WD	11	5	0	16
22	YMPISABSYCI	MARJORIE	WE	5	1	0	6
Employee Total:				18	8	0	26
33	GYBIAU	MARGARET	HD	3	2	0	5
33	GYBIAU	MARGARET	MD	1	0	0	1
33	GYBIAU	MARGARET	SS	12	0	0	12
33	GYBIAU	MARGARET	WD	22	0	0	22
33	GYBIAU	MARGARET	WE	7	0	0	7
Employee Total:				45	2	0	47
31	BUNKI	KATHLEEN	WE	1	0	0	1
Employee Total:				1	0	0	1
36	KUBI	MARY ANN	WE	1	0	0	1
Employee Total:				1	0	0	1
39	NAPPI	BETTY	MD	1	0	0	1
Employee Total:				1	0	0	1
41	BALLYNGIS	JOYCE	MD	1	0	0	1
41	BALLYNGIS	JOYCE	WD	4	5	0	9
41	BALLYNGIS	JOYCE	WE	0	2	0	2
Employee Total:				5	7	0	12
192	WYLLASD	EVEARD	HD	1	1	0	2
192	WYLLASD	EVEARD	MD	1	0	0	1
192	WYLLASD	EVEARD	WD	8	1	0	9
192	WYLLASD	EVEARD	WE	5	1	0	6
Employee Total:				15	3	0	18
49	CUNKLYN	ROBERTA	WE	1	1	0	2
Employee Total:				1	1	0	2
55	GUI	SHARON	HD	1	3	0	4

Figure 8-33. The Driver Report



Working with the Money Owed (Accounts Receivable) Report

The Money Owed Report (Figure 8-36) was designed to give the Transportation Department a complete listing of the outstanding balance each customer has for each field trip. The Money Owed Report allows you to select a specific customer or all customers as well as a date range of invoice dates. This report will then automatically select all field trips that have been billed for the specific customer (or all customers) and have been billed within the date range specified by the user.

The Money Owed Report contains the following information:

- The selected customer.
- The selected date range.
- The field trip number of each field trip with a balance.
- The departure date of each field trip reported.
- The fund assigned to each field trip reported.
- The destination description of each field trip reported.
- The purpose of each field trip reported.
- The balance of money owed by the customer for each field trip reported.
- A total balance for each customer in the report.

To print the Money Owed Report, select the Management Reports menu and then click the Money Owed Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Money Owed Report screen is displayed (Figure 8-34).

Figure 8-34. The Money Owed Report Screen

This screen allows you to select a specific customer to list all unpaid field trips on this report. This screen also allows you to enter a departure date range of field trips to include on this report. You can start each customer on a new page and include additional details about the trip (as described below). Enter your report options and then click the Print button to print the report or the Preview button to view the report on



the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-36 shows a sample report.

THE SELECTION TAB

Selected Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number then click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report.

Selected Fund: This the Fund or charge code of a specific fund that you want to report on. If you don't know the fund's number then click on the Fund button and this will cause the Fund Search screen to display and allow you to select a fund from which to report on.

Bill Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

New Page for Each Customer: Check this checkbox if you wish to start each new customer in the report on a new page. This is a very useful feature if you wish to print and distribute a Money Owed Report to every one of your customers. With this checkbox checked you only need this report once and all of your reports are printed.

Show Additional Detail: Check this checkbox if you wish to include an additional line in the report that contains P.O.#, Grade, Trip Category and Internal Trip Number information.



THE OTHER TAB

Figure 8. 35 – The Other Tab of the Money Owed Report

Use Standard T.O.M. Reports Formats: T.O.M. allows you to use Microsoft Access 97 to customize many of T.O.M.'s reports. The Money Owed Report is a report that you can customize. Check this checkbox to automatically use the regular trip ticket format for printing. If you uncheck this checkbox you can use a custom trip ticket format that you have stored in the MS Access database TRIPRPT.MDB. This report is selected using the ACCESS format drop-down list. See *Appendix B – Using MS Access to Customize T.O.M. Reports* in this manual for details about customizing your own reports.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



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Money Owed Report

Selected Customer Name:

Selected Bill Date Range: 1/1/1999 — 12/31/1999

Trip #	Trip Date	Bill Date	Fund	Destination	Purpose	Balance
Customer: 37 AIRE LIBRE ELEM.						
9341	10/1/1999	10/26/1999	8	ARIZONA STATE CAPITAL	see objectives	\$175.80
9345	12/1/1999	12/3/1999	8	Heard Museum		\$82.25
9376	10/1/1999	10/27/1999	8	PHOENIX ZOO		\$178.20
9430	11/12/1999	12/3/1999	8	CROW AGRICULTURAL FACILITY	1-W/C	\$199.90
9431	11/18/1999	12/3/1999	8	PIONEER VILLAGE		\$175.30
9783	11/17/1999	12/15/1999	8	TEMPE PERFORMING ARTS CENTER		\$94.50
Customer Total:						\$905.95
Customer: 140 ALL SAINTS LUTHERAN CHURCH						
9749	10/22/1999	11/24/1999	15	BANK ONE BALLPARK		\$195.00
9750	10/23/1999	11/24/1999	15	BANK ONE BALLPARK	DROP&RETURN	\$210.00
Customer Total:						\$405.00
Customer: 41 ARROWHEAD ELEM						
9212	9/23/1999	10/27/1999	8	DESERT BONTANICAL GARDENS		\$170.15
9309	10/19/1999	10/27/1999	8	PHOENIX ART MUSEUM	Monet Exhibit	\$85.75
9310	10/20/1999	11/30/1999	8	PHOENIX ART MUSEUM	Monet Exhibit	\$75.40
9389	10/14/1999	11/2/1999	8	PARADISE VALLEY COMM COLLEGE	1-w/c bus	\$67.45
9400	12/1/1999	12/3/1999	8	SCOTTSDALE CENTER FOR THE ARTS		\$147.20
9421	10/20/1999	11/23/1999	8	DESERT DISCOVERY CENTER		\$156.35
9575	11/17/1999	12/3/1999		ARIZONA SCIENCE CENTER	View Exhibits-1W/C BUS	\$165.10
9870	11/16/1999	12/21/1999		FRYS FOOD STORES	1-W/C BUS	\$35.00

Figure 8-36. The Money Owed Report



Working with the Recap Report

The Recap Report was designed to give the Transportation Department a list of all field trips sorted and subtotaled by Fund and then Customer within Fund (Figure 8-39) or by Customer and Fund within Customer (Figure 8-40).

Since the customer and the fund are the two main accounting classifications for each field trip the Recap Report was designed to provide a detailed report accounting for field trip miles and hours for each of these two classifications. The Recap Report allows the Transportation Department to answer the question what was the cost of field trips taken for each customer and fund. The Recap Report can be sorted and subtotaled by fund and then customer or by customer and then fund.

The Recap Report includes the following information:

- An indication as to whether the user selected to sort and subtotal by Fund and then Customer or Customer and then Fund.
- The date range selected by the user.
- The field trip number.
- The fund number.
- The fund description.
- The customer number.
- The customer name.
- The total number of miles for all drivers for each field trip.
- The total number of hours for all drivers for each field trip.
- The total cost for each field trip.
- A total / subtotal number of miles for all field trips for each customer.
- A total / subtotal number of hours for all field trips for each customer.
- A total / subtotal cost for all field trips for each customer.
- The annual field trip budget for each customer.
- A total / subtotal number of miles for all field trips for each fund.
- A total / subtotal number of hours for all field trips for each fund.
- A total / subtotal cost for all field trips for each fund.

To print the Recap Report, select the Management Reports menu and then click the Recap Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Recap Report screen is displayed (Figure 8-37).

This screen uses the 'Tabbed' format. The screen uses the Selection and Sorting tab (Figure 8-37) and an Other tab (Figure 8-38). Click on a tab to see its options. Enter your report options as described below and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-39 and Figure 8-40 show sample reports.



Entering Search and Sort Criteria on the Selection and Sorting Tab

Click on the Selection and Sorting tab (Figure 8-37), if it's not already selected. This tab allows you to enter selection criteria and sort the resulting report in two different sort orders.

The screenshot shows the 'Recap Report' window with the 'Selection and Sorting' tab selected. The window has a title bar with standard Windows controls. The main area contains several input fields: 'Date Range' with two date pickers (3/1/1998 and 3/31/2003), a 'Dates' dropdown, a 'Customer' dropdown, and a 'Fund' dropdown. To the right, under 'Sorted By:', there are two buttons: 'Fund / Customer' and 'Customer / Fund'. At the bottom are 'OK', 'Preview', and 'Cancel' buttons.

Figure 8-37. The Selection and Sorting Tab in the Recap Report Screen

THE SELECTION AND SORTING TAB

Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number then click the down arrow next to the Customer field and a list of all your



customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report. Click the Customer button if you need to look up the customer using an alphabetical lookup. See *Chapter 5 – Customers* in the *T.O.M. Getting Started Guide* for details about searching for customers.

Fund: You may select a specific fund to report on. This field is a drop down list box. If you don't know the number of the fund that you want to report on click the down arrow next to the Fund field. A list of all the funds you entered when setting up T.O.M. will appear. Locate the desired fund and click on it to place the fund in the Fund field.

Don't worry if you don't know the fund number. T.O.M. gives you an easy way to lookup your fund by the fund name. To do this you click the Fund button. This causes the Fund Search Screen to appear. This screen will allow you to quickly search your existing funds by an alphabetical lookup. See *Chapter 3 – Entering Lookup Lists* in the *T.O.M. Getting Started Guide* for details about searching for funds.

Sorted By: Click the Fund / Customer button to sort and subtotal the report by fund and then customer (Figure 8-39). Click the Customer / Fund button to sort and subtotal the report by customer then fund (Figure 8-40).

THE OTHER TAB

Click on the Other tab (Figure 8-38), if it's not already selected. This tab allows you to choose the standard T.O.M. report format or select a custom report format you have created in Microsoft Access.

The screenshot shows a Windows-style dialog box titled "Recap Report". It has a blue title bar with standard minimize, maximize, and close buttons. The main area has a grey header with the text "Recap Report" in a large, purple, serif font. Below the header is a tabbed interface with two tabs: "Selection and Sorting" and "Other". The "Other" tab is currently selected. Inside the "Other" tab, there is a checkbox labeled "Use standard T.O.M. Report Format:" which is checked. Below this is a label "ACCESS Format:" followed by a dropdown menu showing "RPT_RECAP_FUND_HEAD". At the bottom right of the tab area are two checkboxes: "Email Report:" and "Report to File:", both of which are unchecked. At the bottom of the dialog box are three buttons: "OK", "Preview", and "Cancel".

Figure 8-38. The Other Tab in the Recap Report Screen

Use Standard T.O.M. Reports Formats: T.O.M. allows you to use Microsoft Access 97 to customize many of T.O.M.'s reports. The recap reports (by Fund / Customer or Customer / Fund) are reports that you can customize. Check this checkbox to automatically use the regular Recap Report format for printing. If you uncheck this checkbox you can use a custom report format that you have stored in the MS Access



database TRIPRPT.MDB. This report is selected using the ACCESS format drop-down list. See *Appendix B – Using MS Access to Customize T.O.M. Reports* in this manual for details about customizing your own reports.

ACCESS Format: If you uncheck the Use Standard T.O.M. Reports Formats checkbox as described above, you can click the drop-down arrow and select from any of the available formats. See *Appendix D – Using MS Access to Customize T.O.M. Reports* in this manual for details about customizing your own reports

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



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Recap Report

Sorted by: Fund / Customer

Date Range: 1/1/1999 2/31/1999

Trip #	Customer	Destination	# of Miles	# of Hours	Total Cost	splt
10144	SHADOW MOUNTAIN HIGH SCHOOL	FLAGSTAFF HIGH SCHOOL	313	7	\$278.80	<input type="checkbox"/>
Departure Date:	12/16/99	Purpose:	B BKB Tournament			
10145	SHADOW MOUNTAIN HIGH SCHOOL	ASU Recreation Center	13	6.75	\$95.55	<input type="checkbox"/>
Departure Date:	12/11/99	Purpose:	Cheer Competition			
10179	SHADOW MOUNTAIN HIGH SCHOOL	BENEDICT FIELD	63	8.5	\$148.30	<input type="checkbox"/>
Departure Date:	12/11/99	Purpose:	BOYS SOCCER			
10181	SHADOW MOUNTAIN HIGH SCHOOL	MOON VALLEY HIGH SCHOOL	56	2.5	\$66.10	<input type="checkbox"/>
Departure Date:	12/17/99	Purpose:	Wrestling Tournament			
10198	SHADOW MOUNTAIN HIGH SCHOOL	FLOWING WELLS HIGH SCHOOL	213	16	\$335.80	<input type="checkbox"/>
Departure Date:	12/27/99	Purpose:	G-BASKETBALL TOURN			
Total Customer:			13,216.00	1,122.75	\$8,982.80	
Total Fund:			49,305.30	4,346.42	\$36,880.58	
Fund: 10 - PREVENTION						
9641	CACTUS VIEW ELEM.	PHOENIX MUNICIPAL STADIUM	228	18	\$370.80	<input type="checkbox"/>
Departure Date:	11/3/99	Purpose:				
Total Customer:			228.00	18.00	\$370.80	
7559	DESERT SPRINGS ELEM.	GLENDALE COMMUNITY COLLEGE	159	13	\$264.40	<input type="checkbox"/>
Departure Date:	4/9/99	Purpose:				
Total Customer:			159.00	13.00	\$264.40	
Total Fund:			387.00	31.00	\$635.20	

Figure 8-39. Recap Report by Fund then Customer



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PARADISE VALLEY SCHOOL DISTRICT # 69

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Recap Report

Sorted by: Customer / Fund

Date Range: 1/1/1999 - 2/31/199

Trip #	Fund	Destination	# of Miles	# of Hours	Total Cost	split
Customer: Title One Preschool						
7858	23-TITLE I	INDIAN BEND ELEM.	32	8.5	\$129.70	<input type="checkbox"/>
Departure Date:		1/22/99	Purpose:			
Total Fund:			32.00	8.50	\$129.70	
Total Customer:			32.00	8.50	\$129.70	
Annual Budget:					\$0.00	
Customer: S.W. HEADSTART/ ECHO MT						
7860	14-OTHER	LIFE CARE CENTER	8	2.25	\$34.05	<input type="checkbox"/>
Departure Date:		2/2/99	Purpose:		MINI BUS	
7861	14-OTHER	LIFE CARE CENTER	18	2.5	\$43.30	<input type="checkbox"/>
Departure Date:		2/16/99	Purpose:		MINI BUS	
7862	14-OTHER	LIFE CARE CENTER	8	2	\$30.80	<input type="checkbox"/>
Departure Date:		3/9/99	Purpose:		MINI BUS	
7863	14-OTHER	LIFE CARE CENTER	8	2	\$30.80	<input type="checkbox"/>
Departure Date:		3/23/99	Purpose:		MINI BUS	
7864	14-OTHER	LIFE CARE CENTER	8	2	\$30.80	<input type="checkbox"/>
Departure Date:		4/6/99	Purpose:		MINI BUS	
7865	14-OTHER	LIFE CARE CENTER	12	2.5	\$39.70	<input type="checkbox"/>
Departure Date:		4/20/99	Purpose:		MINI BUS	
7866	14-OTHER	LIFE CARE CENTER	14	2	\$34.40	<input type="checkbox"/>
Departure Date:		5/4/99	Purpose:		MINI BUS	
Total Fund:			76.00	15.25	\$243.85	
7859	15-OUT OF DISTRICT (CHARTERS)	LIFE CARE CENTER	8	2.25	\$34.05	<input type="checkbox"/>
Departure Date:		1/19/99	Purpose:		MINI BUS	
7872	15-OUT OF DISTRICT (CHARTERS)	ARIZONA PUPPET THEATER	27	3	\$55.20	<input type="checkbox"/>
Departure Date:		3/10/99	Purpose:		mini bus	
8436	15-OUT OF DISTRICT (CHARTERS)	SCOTTSDALE CENTER FOR THE ARTS	46	4	\$79.60	<input type="checkbox"/>
Departure Date:		4/5/99	Purpose:		MINI BUS	
Total Fund:			81.00	9.25	\$168.85	
Total Customer:			157.00	24.50	\$412.70	
Annual Budget:					\$4,000.00	

Figure 8-40. Recap Report by Customer Then Fund



Working with the Employee Payroll Hours Report

While payroll is not a function that T.O.M. performs, T.O.M. does keep much information that is useful when preparing a transportation department's payroll. A key piece of information that T.O.M. holds is a driver's field trip hours. To help you prepare for your payroll T.O.M. has the Employee Payroll Hours Report (Figure 8-42). This report basically lists a driver's standard hours and field trip hours.

Reporting a driver's field trip hours for a certain payroll period can be complicated. This is largely due to the fact drivers sometimes don't turn in their trip tickets that contain their field trip hours on time. The result is that you must include these late hours with the next payroll hours. Unfortunately, with most field trip software packages this factor would invalidate any report that the software could produce that could be used to list the number of field trip hours for a specific payroll period. That is because most field trip software reports are based on a field trip departure date range rather than the date that the hours were actually reported by the driver.

For example, the driver Bill Pipist performed a field trip on 1/12/98. Normally, this field trip would be reported for the payroll period of 1/11/98 - 1/17/98. However, Bill didn't turn in his trip ticket until 1/19/98 so it must be processed with the payroll period of 1/19/98 - 1/31/98. If you then were to run a report of the driver's field trip hours for the payroll period of 1/19/98 - 1/31/98 most reports would miss Bill's late field trip.

T.O.M. would not miss Bill's time. That's because T.O.M. records the date that the driver's actual hours were actually entered into T.O.M. in a field called the Post Date. You can see and change the Post Date in the Trip Driver Information Screen. T.O.M. then compliments this Post Date with the Employee Payroll Hours Report that allows you to print the driver's field trip hours within a range of Post Dates. With this feature you can use T.O.M. to accurately report on the number of field trip hours a driver had during a payroll period.

Many times a school district will have a policy of a minimum number of hours that a driver will be paid and a customer will be billed for a field trip. T.O.M. allows you to set up this minimum number of hours policy in its billing instructions. In the Employee Payroll Hours Report T.O.M. will report and total a driver's hours with and without these minimum numbers of hours. Your district's policy towards minimums will dictate which figure on this report you will use.

TO further assist in payroll reporting T.O.M. allows you to differentiate how many hours the employee is being paid versus how many hours the customer is billed for the employee's labor on the field trip. The Employee Payroll Hours Report will use the employee's Hours Paid field in the Field Trip Employee Information Screen.

Finally, in a further attempt to design this report to be a useful payroll reporting tool T.O.M. will also list an employee's standard weekly hours. If you will recall you enter these standard weekly hours in the Employee Screen. T.O.M. will even total these weekly hours with the total field trip hours.

NOTE: This total will only be valid if your reporting period is for a week. If the period is any longer than this than most likely the report will underreport the number of standard weekly hours that were incurred for the period because it will only add ONE week's worth of standard weekly hours.

To print the Employee Payroll Hours Report, select the Management Reports menu and then click the Employee Payroll Hours Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Employee Payroll Hours Report screen is displayed (Figure 8-41).



Employee Payroll Hours Report

Please select the employee types that you wish to include in this report and then click the PRINT button.

Post Date Range: From: To: Dates:

Selected Employee:

Title:

Employee Types:

A	DRIVING AIDE
A(ND)	NON-DRIVING AIDE
A(R)	AIDE RETIRED
A(S)	SUB AIDE
C	CAR DRIVER
D	DRIVER
D(P.T)	DRIVER PART TIME
D(R)	DRIVER RETIRED
D(S)	DRIVER SUB
DIR	DIRECTOR
DT	DRIVER TRAINER

Selected Employee Types:

D	DRIVER
---	--------

Email Report: ☐ Report to File: ☐

Figure 8-41. The Employee Payroll Hours Report Screen

This screen allows you to select the employees you wish to include in the report. Employees can be added and removed from the selected list on at a time or all at once. You can also select a date range for the report for the date the field trip was *posted*. Enter your report options as described below and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-42 shows a sample report.

Post Date Range: Use these fields to search your field trips by the date they were entered or *posted* into T.O.M. When you enter a driver's actual hours T.O.M. automatically sets the Post Date in the Trip Driver Information screen.

You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Selected Employee: You may select a specific employee to print a report for if you like. Enter the number of the employee or leave this field blank for all employees. Click on the down arrow to the right of the employee field to see a list of employees that you may select. Once you find the employee you desire click on it and it will automatically appear in the employee field.

Title: This is a title that you can have printed on the report that you select. Any of the selected reports will print this title. The title will print at the top of each page of your report below your district name and the main name of this report. You can use this title to further describe the report you've printed, such as "July's Field Trips."

Selected Employee Types: These are the employee types that you want to report on. T.O.M. allows you to enter all of your transportation employees into the Employee Database. Since many employee types do NOT have route times T.O.M. allows you to specify which employee types to select for this report.

T.O.M. makes this an easy process by displaying one list of ALL the employee types that you have created and then another list of those employee types that you want to report on. Use the Select All, Deselect All, Add>> and <<Remove buttons to move employee types to and from the selected list. For example, to add an employee type to the list of selected employees, click on the employee type in the Employee Types list and then click the Add>> button. The employee type you selected will be added to the Selected Employee Types list.

NOTE: The Select All button is useful if you wish to report on all but a few employee types. Click the Select All button and then click the Add>> button to add all the employee types to the Selected Employee Types list. Then individually select each employee type you *don't* want in the Selected Employee Types list and click the <<Remove button.

NOTE: If for some reason the employee types in the list of all your employee types do NOT match your employee types then click the Refresh List button to rebuild the list of all employee types in the list to include only the employee types that you have created.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – "Emailing Your T.O.M. Reports as Word, Excel, Text or other Files" found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – "Saving Your T.O.M. Reports as Word, Excel, Text or other Files" found later in this book.



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EMPLOYEE PAYROLL HOURS REPORT

EMPLOYEE		SOCIAL SECURITY	EMPLOYEE TYPE	STANDARD HOURS							
EMPLOYEE				MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
BICK, DAVID		869-66-9069	D - DRIVER								
Trip#	Dep. Date	Customer	Destination	6.75	6.75	5.75	6.75	6.75	0.00	0.00	32.75
9107	11/19/1999	HORIZON HIGH SCHOOL	RED MOUNTAIN HIGH SCHOOL	Trip Hours	6.25		Trip Hours with Min	6.25	Post Date	12/6/1999	
Daily OT Hours:	0		Weekly OT Hours: 0	Wait Hours: 0			OT Wait Hours: 0				
Total Daily OT Hours: 0			Total Wait Hours: 0	Total Field Trip Hours: Actual: 6.25			With Min: 6.25				
Total Weekly OT Hours: 0			Total Wait OT Hours: 0	Total All Hours: Actual: 39.00			With Min: 39.00				
BILL, PAULINE		888-89-0966	D - DRIVER								
Trip#	Dep. Date	Customer	Destination	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
9103	11/12/1999	HORIZON HIGH SCHOOL	PARADISE VALLEY HIGH SCHOOL	Trip Hours	5.75		Trip Hours with Min	5.75	Post Date	12/6/1999	
Daily OT Hours:	0		Weekly OT Hours: 0	Wait Hours: 0			OT Wait Hours: 0				
9819	11/13/1999	PARADISE VALLEY HIGH SCHOOL	GLENDALE COMMUNITY COLLEGE	10.25			10.25				
Daily OT Hours:	0		Weekly OT Hours: 0	Wait Hours: 0			OT Wait Hours: 0				
9826	11/11/1999	COPPER CANYON-COYOTE CLUB	SKATELAND	4.50			4.50				
Daily OT Hours:	0		Weekly OT Hours: 0	Wait Hours: 0			OT Wait Hours: 0				
Total Daily OT Hours: 0			Total Wait Hours: 0	Total Field Trip Hours: Actual: 20.50			With Min: 20.50				
Total Weekly OT Hours: 0			Total Wait OT Hours: 0	Total All Hours: Actual: 60.50			With Min: 60.50				

SIGNATURE

EFFECTIVE DATE

Figure 8-42. The Employee Payroll Hours Report



Working with the Driver Refusal Report

The Driver Refusal Report (Figure 8-44) was designed to give the Transportation Department a tool to analyze the number of times that a driver refused a field trip that he / she has been offered (assigned). With the Driver Refusal Report the Transportation Department can quickly determine if there are any drivers for a schedule that are particularly unreliable.

The Driver Refusal Report includes the following information:

- The selected employee.
- The selected schedule.
- The specified date range.
- The last name of the driver that refused a field trip.
- The first name of the driver that refused a field trip.
- The schedule of the field trip that was refused.
- The name of the customer of the field trip that was refused.
- The number of the field trip that was refused.
- The departure date of the field trip that was refused.
- The subtotal count of field trips refused by a driver for a schedule.
- The total count of field trips refused by a driver.

To print the Driver Refusal Report, select the Management Reports menu and then click the Driver Refusal Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Driver Refusal Report screen is displayed (Figure 8-43).

DRIVER REFUSAL REPORT

Driver Refusal Report

Date Range: 6/30/2003 - 6/30/2003 Dates: [dropdown]

Employee: [dropdown]

Print All Employees: ☒ [input]

Schedule: [dropdown]

Print All Schedules: ☒

Email Report: ☐

Report to File: ☐

Print **Preview** **Cancel**

Figure 8-43. The Driver Refusal Report Screen

This screen allows you to enter a departure date range, select a specific employee or all employees and select a specific schedule or all schedules. Enter your report options as described below and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and*



Printing Management Reports previously described in this chapter for details.) Figure 8-44 shows a sample report.

Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Employee: You may select a specific employee on which to report. Click on the down arrow to the right of the employee field to see a list of employees that you may select. Once you find the employee you desire click on it and it will automatically appear in the employee field.

Print All Employees: Check this checkbox to print the report for all drivers, even if one is listed in the Employee field.

Schedule: You may search your field trips by the schedules to which a driver is assigned. Click on the down arrow to the right of the schedule field to see a list of schedules that you may select. Once you find the schedule you desire click on it and it will automatically appear in the schedule field.

Print All Schedules: Check this checkbox to print all the schedules to which a driver is assigned.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – "Emailing Your T.O.M. Reports as Word, Excel, Text or other Files" found later in this book.

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Driver Refusal Report

Selected Employee: ALL

Selected Schedule: ALL

Selected Date Range: 1/1/1999 - 2/31/1999

Last Name	First Name	Schedule	Customer Name	Field Trip #	Departure Date
ASCHIS	NEWTON	MD	DESERT SHADOWS MIDDLE	9901	12/14/1999
ASCHIS	NEWTON	MD	SONORAN SKY ELEM	9338	12/17/1999
Total Schedule:	2				
Total Driver:	2				
BALLYNGIS	JOYCE	WD	PARADISE VALLEY HIGH SCHOOL	8250	3/3/1999
BALLYNGIS	JOYCE	WD	NORTH CANYON HIGH SCHOOL	8070	3/17/1999
BALLYNGIS	JOYCE	WD	PARADISE VALLEY HIGH SCHOOL	8339	4/15/1999
BALLYNGIS	JOYCE	WD	NORTH CANYON HIGH SCHOOL	9026	9/7/1999
BALLYNGIS	JOYCE	WD	SHADOW MOUNTAIN HIGH SCHOOL	9373	9/10/1999
Total Schedule:	5				
BALLYNGIS	JOYCE	WE	AMERICAN CANCER SOCIETY	8231	2/27/1999
BALLYNGIS	JOYCE	WE	HORIZON HIGH SCHOOL	8328	4/24/1999
Total Schedule:	2				
Total Driver:	7				
BANK JS.	HENRY	MD	BOULDER CREEK/BOBCATS	8109	2/12/1999
BANK JS.	HENRY	MD	DESERT TRAILS ELEM	7340	4/7/1999
BANK JS.	HENRY	MD	GRAYHAWK ELEM	8046	4/8/1999
BANK JS.	HENRY	MD	SUNRISE MIDDLE	8451	4/21/1999
BANK JS.	HENRY	MD	EXPLORER MIDDLE	8272	4/26/1999
BANK JS.	HENRY	MD	WHISPERING WIND ELEM.	8591	5/7/1999
Total Schedule:	6				
BANK JS.	HENRY	WD	HORIZON HIGH SCHOOL	8312	4/23/1999
BANK JS.	HENRY	WD	HORIZON HIGH SCHOOL	9102	10/8/1999
BANK JS.	HENRY	WD	HORIZON HIGH SCHOOL	9810	10/27/1999
BANK JS.	HENRY	WD	NORTH CANYON HIGH SCHOOL	9660	11/5/1999
Total Schedule:	4				
BANK JS.	HENRY	WE	PARADISE VALLEY HIGH SCHOOL	9811	11/6/1999
Total Schedule:	1				
Total Driver:	11				
BAYLUS	ANN	WD	SHADOW MOUNTAIN HIGH SCHOOL	9990	11/24/1999
Total Schedule:	1				
Total Driver:	1				
BHUMCUN	SANDRA	HD	COPPER CANYON-COYOTE CLUB	8511	3/31/1999
Total Schedule:	1				
BHUMCUN	SANDRA	MD	ARROWHEAD ELEM	6944	2/2/1999

Figure 8-44. The Driver Refusal Report



Working with the Canceled Trip Report

The Canceled Trip Report (Figure 8-46) was designed to give the Transportation Department a complete log of all field trips that have either been partially or completely canceled by the customer. The Transportation Department can use the Canceled Trip Report to quickly determine those drivers that have had a field trip canceled and are waiting for a new field trip to replace the canceled field trip. Or the Transportation Department can use this report to identify customers that have a high rate of field trip cancellations.

When running the Canceled Trip Report the user can specify a date range of cancellations to print. The user can also select a specific employee (or all employees) that has had cancellations. *Finally, the user can specify if he / she wishes to see all cancellations or just those that have not been replaced by another field trip.*

The Canceled Trip Report contains the following information:

- The Selected Employee.
- Whether the user selected all cancellations or just those not yet replaced by another field trip.
- The selected date range.
- The last name of the employee that was canceled from a field trip.
- The first name of the employee that was canceled from a field trip.
- The schedule of the canceled field trip.
- The number of the canceled field trip.
- The departure date of the canceled field trip.
- The destination description of the canceled field trip.
- The number of the field trip that replaced the canceled field trip.
- The departure date of the field trip that replaced the canceled field trip.
- The destination description of the field trip that replaced the canceled field trip.

To print the Canceled Trip Report, select the Management Reports menu and then click the Canceled Trip Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Canceled Trip Report screen is displayed (Figure 8-45).

CANCELED TRIP REPORT

Canceled Trip Report

Date Range: 6/30/2003 - 6/30/2003 Dates: [Dropdown]

Employee: [Dropdown]

Print All Employees: ☒

Print JUST Unreplaced Cancellations: ☐

Email Report: ☐

Report to File: ☐

Print **Preview** **Cancel**

Figure 8-45. The Canceled Trip Report Screen



This screen allows you to enter a departure date range, select a specific employee or all employees and select canceled field trips of a specific employee or all employees that have *not* been replaced by other field trips. Enter your report options as described below and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-46 shows a sample report.

Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as ‘Today’, ‘This Week’, ‘Last Year’ etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. “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.

Employee: You may select a specific employee on which to report. Click on the down arrow to the right of the employee field to see a list of employees that you may select. Once you find the employee you desire click on it and it will automatically appear in the employee field.

Print All Employees: Check this checkbox to print the report for all drivers, even if one is listed in the Employee field.

Print JUST Unreplaced Cancellations: Check this checkbox to select all canceled field trips that have NOT been replaced by other field trips.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



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Canceled Trip Report

Selected Employee: ALL

Unreplaced Only: No

Selected Date Range: 1/1/1999 - 2/31/1999

Employee		Cancelled Trip			Replacement Trip	
Last Name	First Name	Schedule	Field Trip #	Departure Date	Field Trip #	Departure Date
ASCHIS	NEWTON	MD	9043	11/10/1999	9375	11/8/1999
		Destination:	PHOENIX ART MUSEUM		Destination:	PHOENIX CIVIC CENTER
ASCHIS	NEWTON	MD	9375	11/15/1999	9449	11/16/1999
		Destination:	PHOENIX CIVIC CENTER		Destination:	PHOENIX SYMPHONY HALL
ASCHIS	NEWTON	MD	9853	11/16/1999	9912	11/12/1999
		Destination:	FLEISCHER MUSEUM		Destination:	NORTH CANYON HIGH SCHOOL
BALLYNGIS	JOYCE	WD	8493	4/6/1999	8306	4/5/1999
		Destination:	DESERT MOUNTAIN HIGH SCHOOL		Destination:	DEER VALLEY HIGH SCHOOL
BALLYNGIS	JOYCE	WD	9016	9/1/1999	9026	9/2/1999
		Destination:	HIGHLAND HIGH SCHOOL		Destination:	MESQUITE HIGH SCHOOL
BANK JS.	HENRY	md	7850	2/18/1999	8156	2/17/1999
		Destination:	EARTH GRAINS BAKERY		Destination:	DESERT BONTANICAL GARDENS
BANK JS.	HENRY	MD	8156	2/22/1999	6839	2/22/1999
		Destination:	DESERT BONTANICAL GARDENS		Destination:	TEMPE PERFORMING ARTS CENTER
BANK JS.	HENRY	md	7880	2/24/1999	7088	3/2/1999
		Destination:	PHOENIX ZOO		Destination:	PHOENIX ART MUSEUM
BANK JS.	HENRY	md	7546	3/9/1999	8458	3/9/1999
		Destination:	SMITHS GROCERY		Destination:	Stapley Junior High School
BANK JS.	HENRY	MD	8517	5/3/1999	8591	5/3/1999
		Destination:	SUPERIOR COURT		Destination:	SUNRISE MIDDLE SCHOOL
BANK JS.	HENRY	WD	9123	10/27/1999	9798	10/25/1999
		Destination:	THUNDERBIRD PARK DEER VALLEY		Destination:	HORIZON HIGH SCHOOL
BAYLUS	ANN	WD	9115	11/26/1999	9990	11/22/1999
		Destination:	A.I.A. TBA		Destination:	MESA HIGH SCHOOL
BHUMCUN	SANDRA	md	7821	1/12/1999	7859	1/12/1999
		Destination:	MESA SOUTHWEST MUSEUM		Destination:	LIFE CARE CENTER

Figure 8-46. The Canceled Trip Report



Working with the Makeup Trip Report

The Makeup Trip Report (Figure 8-48) was designed to give the Transportation Department a complete log of all incidents where drivers had assignments to a field trip skipped during automatic assignment due to overtime preclusion or conflicting field trips. This report also lists incidents where drivers who were assigned to a field trip but then had their assignment status manually changed to Passed-Makeup. The Transportation Department can use the Makeup Trip Report to quickly determine those drivers that are waiting for a new field trip to replace the makeup field trip.

When running the Makeup Trip Report you can specify a date range of skips / passed-makeups. You can select a specific employee (or all employees) that has makeup field trips. You can also choose to see all makeups or just those that have not been replaced by another field trip.

The Makeup Trip Report contains the following information:

- The Selected Employee.
- Whether the user selected all makeups or just those not yet replaced by another field trip.
- The selected date range.
- The last name of the employee that has a makeup field trip.
- The first name of the employee that has a makeup field trip.
- The schedule of the field trip that was skipped / passed-makeup.
- The number of the field trip that was skipped / passed-makeup.
- The departure date of the field trip that was skipped / passed-makeup.
- The destination description of the field trip that was skipped / passed-makeup.
- The number of the field trip that replaced the makeup field trip.
- The departure date of the field trip that replaced the makeup field trip.
- The destination description of the field trip that replaced the makeup field trip.

To print the Makeup Trip Report, select the Management Reports menu and then click the Makeup Trip Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Makeup Trip Report screen is displayed (Figure 8-47).

This screen allows you to enter a departure date range, select a specific employee or all employees and select makeup field trips of a specific employee or all employees that have *not* been replaced by other field trips. Enter your report options as described below and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-48 shows a sample report.



Figure 8-47. The Makeup Trip Report Screen

Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as ‘Today’, ‘This Week’, ‘Last Year’ etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. “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.

Employee: You may select a specific employee on which to report. Click on the down arrow to the right of the employee field to see a list of employees that you may select. Once you find the employee you desire click on it and it will automatically appear in the employee field.

Print All Employees: Check this checkbox to print the report for all drivers, even if one is listed in the Employee field.

Print JUST Unreplaced Makeups: Check this checkbox to select all makeup field trips that have NOT been replaced by other field trips.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



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Makeup Trip Report							
Selected Employee: ALL							
Unreplaced Only: No							
Selected Date Range: 1/1/1999 - 2/31/1999							
Employee		Trip To Be Replaced			Replacement Trip		
Last Name	First Name	Schedule	Field Trip #	Departure Date	Field Trip #	Departure Date	
ASCHIS	NEWTON	MD	9656	10/22/1999	9641	10/26/1999	
		Destination:	CASTLES AND COASTERS		Destination:	PHOENIX MUNICIPAL STADIUM	
ASCHIS	NEWTON	MD	9626	10/22/1999	9043	11/1/1999	
		Destination:	CASTLES AND COASTERS		Destination:	PHOENIX ART MUSEUM	
ASCHIS	NEWTON	MD	9871	11/16/1999	9317	11/16/1999	
		Destination:	FRYS FOOD STORES		Destination:	OUT OF AFRICA WILDLIFE PARK	
ASCHIS	NEWTON	MD	9870	11/16/1999	9805	11/8/1999	
		Destination:	FRYS FOOD STORES		Destination:	MEMORIAL COLISEUM	
ASCHIS	NEWTON	MD	9803	11/17/1999	9901	11/22/1999	
		Destination:	PHOENIX ZOO		Destination:	MARICOPA COUNTY HOSPITAL	
ASCHIS	NEWTON	MD	9803	11/17/1999	9943	11/19/1999	
		Destination:	PHOENIX ZOO		Destination:	TEMPE DIABLO STADIUM	
ASCHIS	NEWTON	MD	9687	12/3/1999	9394	11/30/1999	
		Destination:	PHOENIX SYMPHONY HALL		Destination:	SCOTTSDALE CENTER FOR THE ARTS	
ASCHIS	NEWTON	MD	9762	12/3/1999	9329	11/24/1999	
		Destination:	PARADISE VALLEY MALL		Destination:	Bowling/-SHEA	
ASCHIS	NEWTON	MD	7228	12/3/1999	9338	12/7/1999	
		Destination:	ARIZONA STATE CAPITAL		Destination:	MCCORMICK RAILROAD PARK	
ASCHIS	NEWTON	MD	9899	12/8/1999	9367	11/30/1999	
		Destination:	CELEBRITY THEATER		Destination:	PHX LITTLE THEATER COOKIE CO.	
ASCHIS	NEWTON	MD	9743	12/8/1999	9893	1/10/2000	
		Destination:	ARIZONA STATE CAPITAL		Destination:	ARIZONA SCIENCE CENTER	
ASCHIS	NEWTON	MD	9699	12/8/1999	9730	12/7/1999	
		Destination:	SCOTTSDALE CENTER FOR THE ARTS		Destination:	ARIZONA STATE CAPITAL	
ASCHIS	NEWTON	MD	9324	12/10/1999	9158	1/3/2000	
		Destination:	Bowling/-SHEA		Destination:	PIONEER VILLAGE	



Figure 8-48. The Makeup Trip Report



Working with the Field Trip Budget Report

The Detailed / Summary Field Trip Budget Reports (Figure 8-50 and Figure 8-51) were designed to give your school district an exact accounting of each school's field trip budget. The Detailed Field Trip Budget Report (Figure 8-50) gives you all of the information you need to know concerning a school's field trip budget. This report will list a school's beginning field trip budget amount, all billed field trips, all outstanding field trips, and the remaining field trip budget amount.

“What about field trips funded by PTSA or an athletic organization?” No problem, T.O.M. allows you to designate whether a field trip is to be charged against the school's field trip budget or not. The Detailed Field Trip Budget Report will also list those field trips (both billed and outstanding) that do not affect the school's field trip budget. These field trips are listed separately and will not be subtracted from a school's field trip budget.

The Detailed / Summary Field Trip Budget Reports allow you to select a specific customer (school) and a range of departure dates. You can specify whether you wish to print the Detailed Budget Report or the Summary Budget Report.

The Summary Field Trip Budget Report (Figure 8-51) gives exact field trip budget information in one line for each of your customers (schools) in a straightforward simple to read report. The Summary Field Trip Budget Report gives you the school's beginning field trip budget, the total of all billed field trips, the estimated total for all outstanding field trips and a remaining field trip budget.

The Detailed Field Trip Budget Report contains the following information:

- The selected customer.
- The selected departure date range.
- The name and number of each customer.
- The beginning field trip budget
- A section containing all Billed Field Trips. This section contains:
 - » The number of the billed field trip
 - » The departure date of the billed field trip
 - » The fund that the billed field trip was charged against
 - » The destination of the billed field trip
 - » The purpose of the billed field trip
 - » The actual amount billed
 - » A subtotal of all billed field trips at the end of the section
- A section containing all Outstanding (unbilled) Field Trips. This section contains:
 - » The number of the outstanding field trip
 - » The departure date of the outstanding field trip
 - » The fund that the outstanding field trip will be charged against
 - » The destination of the outstanding field trip
 - » The purpose of the outstanding field trip
 - » The estimated amount the field trip will be billed
 - » An estimated subtotal of all outstanding field trips at the end of the section
- A remaining field trip budget balance at the end of the report.

To print the Field Trip Budget Report (Detailed or Summary), select the Management Reports menu and then click the Field Trip Budget Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Field Trip Budget Report screen is displayed (Figure 8-49).



Field Trip Budget Report

Selected Billing Customer: [dropdown] [text box]

Departure Date Range: [date picker] – [date picker] **Dates:** [dropdown]

Summary Report Only ☐

Show Field Trips That Didn't Affect the Budget ☒ **Email Report:** ☐

Report to File: ☐

Print **Preview** **Cancel**

Figure 8-49. The Field Trip Budget Report Screen

This screen allows you to enter a customer and/or departure date range of field trips to include on this report. This screen allows you to specify if you wish to include the detail report section, the summary report section or both. (You may be interested in just one of the sections.) You can also include in the report field trips that didn't affect the budget. Enter your report options and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-50 shows a sample of a Detailed Field Trip Budget Report. Figure 8-51 shows a sample of a Summary Field Trip Report.

Selected Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number then click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report.

Departure Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Selected Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number then click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report.

Summary Report Only: Check this checkbox to print *only* the Summary Field Trip Budget Report (Figure 8-51); otherwise both reports are printed.

Show Field Trips That Didn't Affect The Budget: Check this checkbox to print all field trips for a customer, regardless of whether or not the field trip affected the budget. If it is not checked just those field trips with funds designated, as those as to be subtracted from the budget are included in the report.

NOTE: As you know you can designate that a field trip should not be subtracted from a customer's budget. To do this you would assign a fund that you defined as one not to be subtracted from the customer's field trip budget to a field trip that should not affect the budget. When this option is checked those field trips that didn't affect the budget will also print in separate sections on the report. For more information about defining a fund as one that will be subtracted from a customer's budget see *Funds* in *Chapter 3 - Entering Lookup Lists* of the *T.O.M. Getting Started Manual*.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



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Detailed Field Trip Budget Report

Selected Customer Name: ARROWHEAD ELEM
Selected Date Range: 1/1/2000 - 12/31/2000

Trip #	Trip Date	Destination/ Fund	Purpose	Amount
Customer: 41 ARROWHEAD ELEM				
Beginning Customer Field Trip Budget:				\$4,000.00
Field Trips That Were Billed That Were Subtracted From Field Trip Budget:				
8766	2/10/2000	PHOENIX MUSEUM OF HISTORY 8	Reinforce study of Phx	\$19.00
8767	2/11/2000	PHOENIX MUSEUM OF HISTORY 8	Reinforce study of Phx	\$101.80
9544	2/2/2000	FLEISCHER MUSEUM 8	View artwork in museum	\$66.50
9545	2/3/2000	FLEISCHER MUSEUM 8	View sculpture in museum	\$47.50
9548	2/16/2000	FLEISCHER MUSEUM 8	View art in a museum	\$78.40
9549	2/8/2000	FLEISCHER MUSEUM 8	View art in a museum	\$95.00
9551	2/4/2000	FLEISCHER MUSEUM 8	View art in a museum	\$79.00
Total Billed Field Trip Expense for Customer:				\$487.20
Field Trips That Were Not Billed That Will Be Subtracted From Field Trip Budget:				
8639	5/4/2000	PHOENIX ZOO 8	Nocturnal Study of Animal	\$115.80
8640	4/27/2000	PHOENIX ZOO 8	Nocturnal study of animal	\$115.80
9669	4/26/2000	PHOENIX SYMPHONY HALL 8		\$67.05
9702	3/15/2000	DESERT WINDS NURSERY 8		\$36.30
9703	3/15/2000	DESERT WINDS NURSERY 8		\$42.80
9704	3/16/2000	DESERT WINDS NURSERY 8		\$39.55
9705	3/16/2000	DESERT WINDS NURSERY 8		\$42.80
9789	3/6/2000	NORTH CANYON HIGH SCHOOL 8	District Field Day	\$44.00
Total Estimated Expense for Field Trips Not Yet Billed:				\$504.10
Remaining Customer Field Trip Budget:				\$3,008.70

Figure 8-50. The Detailed Field Trip Budget Report



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Summary Budget Report

Selected Customer Name:

Selected Date Range: 1/1/1999 - 2/31/1999

Customer #	Name	Beginning Field Trip Budget	Total BILLED Field Trips	Total UNBILLED Field Trips	Remaining Field Trip Budget
54	DESERT SPRINGS ELEM.	5,000.00	3,230.95	863.50	905.55
55	EAGLE RIDGE ELEM.	5,000.00	4,314.95	146.00	539.05
56	ECHO MOUNTAIN ELEM.	5,000.00	4,326.85	748.65	-75.50
57	FOOTHILLS ELEM.	5,000.00	2,166.25	271.35	2,562.40
58	GOLD DUST ELEM.	5,000.00	2,827.55	182.90	1,989.55
59	GREENWAY MIDDLE	5,000.00	5,301.05	337.75	-638.80
60	HAR ZION UNITED SYNAGOGUE	5,000.00	0.00	0.00	5,000.00
61	S.W. HEADSTART/PALOMINO	5,000.00	446.85	0.00	4,553.15
62	HIDDEN HILLS ELEM.	5,000.00	1,620.90	202.70	3,176.40
63	HORIZON HIGH SCHOOL	5,000.00	20,974.95	1,761.40	-17,736.35
64	INDIAN BEND ELEM.	5,000.00	3,988.90	1,286.25	-275.15
65	LA CASA DE CRISTO CHURCH	5,000.00	7,948.50	0.00	-2,948.50
66	LARKSPUR ELEM.	5,000.00	3,011.05	1,091.65	897.30
67	LIBERTY ELEM.	5,000.00	3,953.45	373.30	673.25
68	LIFELINE COMMUNITY CHURCH	5,000.00	0.00	0.00	5,000.00
69	LINCOLN HEIGHTS CHRISTIAN	5,000.00	0.00	0.00	5,000.00
70	LIVING DYN. COUN. CENTER	5,000.00	0.00	0.00	5,000.00
71	MERCURY MINE ELEM.	5,000.00	1,536.00	52.40	3,411.60
72	MOST HOLY TRINITY CHURCH	5,000.00	0.00	0.00	5,000.00

Figure 8-51. The Summary Field Trip Budget Report



Working with the Driver Hours Reports

If your district assigns field trips by field trip hours equalization or *hours averaging*, then tracking and reporting these hours is vital. Whether or not you are assigning your drivers to field trips using an hours' averaging method having up to date statistics on you driver field trip hours is important. T.O.M. has the two following management reports to address this need:

- Driver Field Trip Hours Report
- Driver / Schedule Field Trip Hours Report

The Driver Field Trip Hours Report (Figure 8-53) lists each driver's total field trip hours for all field trips taken from the beginning of the school year to the latest field trip assignment. The Driver / Schedule Field Trip Hours Report (Figure 8-55) will list all drivers in a particular schedule and the total field trip hours each driver has for ALL field trips OR just field trips within THAT schedule from the beginning of the school year to the latest field trip assignment.

NOTE: How does T.O.M. know when the beginning of your school year is? You tell T.O.M. in the District Options screen. BUT you can only tell T.O.M. this date if you have set your automatic assignment method to Hours. If the automatic assignment method is set to Rotation then this date is disabled. So how can you run this report if you are assigning drivers using the Rotation method? Just go into your District Options screen and temporarily change your automatic assignment method to Hour, which will cause the field Recalculate Driver's Field Trip Hours As Of This Date to enable. This is the date that the reports use. It is usually the beginning of the district's school year, however, you can choose whatever date you please. After you have set the date then change the automatic assignment method back to Rotation and you may then run these reports.

To print the Drivers Hours Report, select the Management Reports menu and then click the Drivers Hours Report option (Figure 8-1). Then click on one of the following options:

- Driver Field Trip Hours Report option. The Driver Field Trip Hours Report screen is displayed (Figure 8-52).
- Driver / Schedule Field Trip Hours Report option. The Driver / Schedule Field Trip Hours Report is displayed (Figure 8-54).

(See *Accessing the Management Reports* at the beginning of this chapter if you need help selecting reports from the Management Reports menu.)

About the Driver Field Trip Hours Report

The Driver Field Trip Hours Report (Figure 8-53) will list each employee's total field trip hours and the five components that make up a driver's field trip hours. T.O.M. will sort the Employee Field Trip Hours Report in ascending order (smallest to largest) by the employee's total field trip hours.

Base Hours: These are the hours that you have entered in the Employee screen or the Employee Schedule screen. These hours are used to give a number of hours to a new driver that comes into the district in the middle of the year and therefore, has no field trip hours. To prevent T.O.M. from giving this new driver almost all field trip assignments until he / she *caught up* in field trip hours with the other drivers you can enter the average number of field trip hours the other drivers had at the time the driver started.

Assigned Hours - Actual: This is the total hours of the field trips that the driver was assigned to that has actual hours recorded for the driver.



Assigned Hours - Estimated: For those field trips that the driver is assigned to but has not logged actual hours in for T.O.M. will use the field trip's estimated hours. The total of all field trips that the driver is assigned to without actual hours is represented in this figure.

Refused Hours - Actual: When a driver is assigned to a field trip and then later refuses the field trip he / she is still charged for the field trip assignment as if they actually performed the field trip. If the other drivers that actually performed the field trip have their actual hours logged for a field trip that another driver refused the refusing driver is charged that *average of all the employees assigned to the trip's actual hours*. The total of these hours is represented in this figure.

Refused Hours - Estimated: For those field trips that the driver has refused that do not have any actual hours logged in by the drivers that actually performed the field trip T.O.M. will use the field trip's estimated hours. The total of all field trips that the driver has refused without actual hours is represented in this figure.

Using the Driver's Field Trip Hours Report Screen

The Driver's Field Trip Hours Report screen (Figure 8-52) allows you to select the employees you wish to include in the report. Employees can be added and removed from the selected list on at a time or all at once. Enter your report options as described below and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-53 shows a sample report.

Driver Field Trip Hours Report

Please select the employee types that you wish to include in this report and then click the PRINT button.

Recalculate employee field trip hours before running report: ☒

Selected Employee:

Employee Types:

A	DRIVING AIDE
A(ND)	NON-DRIVING AIDE
A(R)	AIDE RETIRED
A(S)	SUB AIDE
C	CAR DRIVER
D	DRIVER
D(PT)	DRIVER PART TIME
D(R)	DRIVER RETIRED
D(S)	DRIVER SUB
DIR	DIRECTOR
DT	DRIVER TRAINER

Selected Employee Types:

D	DRIVER
---	--------

Buttons: Select All, Deselect All, Add>>, <<Remove

Email Report: ☐
Report to File: ☐

Print Preview Refresh List Cancel



Figure 8-52. The Driver's Field Trip Hours Report Screen

Recalculate Employee Field Trip Hours Before Running Report: Because there are so many factors and situations that affect a driver's total field trip hours T.O.M. does not keep track of this total as it's performing various field trip operations. Rather, T.O.M. will periodically recalculate every driver's field trip hours from the beginning. Depending on your district's size and the speed of your computer and network this can be somewhat time consuming. This checkbox allows you to control whether T.O.M. will perform this recalculation before printing the report.

In general, it is a good idea to let T.O.M. recalculate the driver's field trip hours before printing this report. That way you can be sure you have the most up to date information on your report. However, if you know for example, that T.O.M. had just performed this recalculation for a previous function and the recalculation process can be rather long, then you may choose to UNCHECK this field and have T.O.M. bypass this step.

Selected Employee: You may select a specific employee to print a report for if you like. Enter the number of the employee that you wish to report on here or leave this field blank for all employees. If you don't know the number of the employee that you desire then click on the down arrow to the right of the selected employee field. A drop down list of all of your employees will appear and allow you to select one of these employees for the report.

Selected Employee Types: These are the employee types that you want to report on. T.O.M. allows you to enter all of your transportation employees into the Employee Database. Since many employee types do NOT have route times T.O.M. allows you to specify which employee types to select for this report.

T.O.M. makes this an easy process by displaying one list of ALL the employee types that you have created and then another list of those employee types that you want to report on. Use the Select All, Deselect All, Add>> and <<Remove buttons to move employee types to and from the selected list. For example, to add an employee type to the list of selected employees, click on the employee type in the Employee Types list and then click the Add>> button. The employee type you selected will be added to the Selected Employee Types list.

NOTE: The Select All button is useful if you wish to report on all but a few employee types. Click the Select All button and then click the Add>> button to add all the employee types to the Selected Employee Types list. Then individually select each employee type you *don't* want in the Selected Employee Types list and click the <<Remove button.

NOTE: If for some reason the employee types in the list of all your employee types do NOT match your employee types then click the Refresh List button to rebuild the list of all employee types in the list to include only the employee types that you have created.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



PARADISE VALLEY SCHOOL DISTRICT # 69									
Driver Field Trip Hours Report									
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Employee	Total Hours	Base Hours/ Non Trip Hours	Assigned Hours		Refused Hours		Actual Average / Estimated	Hire Date/ Seniority	
			Actual/ Estimated	Actual/ Estimated	Actual/ Estimated	Actual/ Estimated			
171 HYLKYIS THOMAS	304.00	0.00	200.50	200.50	63.50	63.50	8/23/1994		9
55 GUI SHARON	315.84	0.00	152.50	152.50	131.84	131.84	9/24/1984		2
123 SUZYCH JILL	318.61	0.00	81.75	81.75	179.61	179.61	9/19/1991		2
351 GSANB ELIZABETH	320.70	0.00	280.50	280.50	19.20	19.20	8/1/1998		1
246 MIYZINYC PAULA	320.97	0.00	198.25	198.25	100.72	100.72	8/15/1996		9
367 GSYFFYBH DEAN	321.90	0.00	280.15	280.15	3.00	3.00	11/10/1998		1
192 WYLLASD EVEARD	335.87	0.00	238.75	238.75	63.62	63.62	9/20/1982		1
189 JACKCUN KAREN	346.11	0.00	227.75	227.75	118.36	118.36	8/24/1995		9
198 CAASY DAVID	350.12	0.00	193.75	193.75	132.12	132.12	8/24/1995		12
382 PUWLAC FRANCES	359.13	0.00	289.75	289.75	13.38	13.38	10/12/1998		1
242 HALLAY ROBERT	360.38	0.00	326.50	326.50	33.88	33.88	8/15/1996		4

Figure 8-53. The Driver Field Trip Hours Report



About the Driver / Schedule Field Trip Hours Report

While similar to The Driver Field Trip Hours Report, The Driver / Schedule Field Trip Hours Report (Figure 8-55) differs in one key way; it focuses on the schedule. The Driver / Schedule Field Trip Hours Report will list all the drivers in the selected schedule(s) as well as their total field trip hours. These total field trip hours can either be for all field trips or just field trips for that particular schedule. The Driver Field Trip Hours Report will list each employee's total field trip hours or total field trip hours for a particular schedule and the five components that make up a driver's field trip hours:

Base Hours: These are the hours that you have entered in the Employee screen or the Employee Schedule screen. These hours are used to give a number of hours to a new driver that comes into the district in the middle of the year and therefore, has no field trip hours. To prevent T.O.M. from giving this new driver almost all field trip assignments until he / she *caught up* in field trip hours with the other drivers you can enter the average number of field trip hours the other drivers had at the time the driver started.

Assigned Hours - Actual: This is the total hours of the field trips that the driver was assigned to that has actual hours recorded for the driver.

Assigned Hours- Estimated: For those field trips that the driver is assigned to but has not logged actual hours in, T.O.M. will use the field trip's estimated hours. The total of all field trips that the driver is assigned to without actual hours is represented in this figure.

Refused Hours - Actual: When a driver is assigned to a field trip and then later refuses the field trip he / she is still charged for the field trip assignment as if they actually performed the field trip. If the other drivers that actually performed the field trip have their actual hours logged for a field trip that another driver refused, the refusing driver is charged that *average of all the employees assigned to the trip's actual hours*. The total of these hours is represented in this figure.

Refused Hours - Estimated: For those field trips that the driver has refused that do not have any actual hours logged in by the drivers that actually performed the field trip, T.O.M. will use the field trip's estimated hours. The total of all field trips that the driver has refused without actual hours is represented in this figure.

Using the Driver / Schedule Field Trip Hours Report Screen

The Driver / Schedule Field Trip Hours Report screen (Figure 8-54) allows you to select the schedules you wish to include in the report. Schedules can be added and removed from the selected list on at a time or all at once. Enter your report options as described below and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-55 shows a sample report.

Recalculate Employee Field Trip Hours Before Running Report: Because there are so many factors and situations that affect a driver's total field trip hours T.O.M. does not keep track of this total as it's performing various field trip operations. Rather, T.O.M. will periodically recalculate every driver's field trip hours from the beginning. Depending on your district's size and the speed of your computer and network this can be somewhat time consuming. This checkbox allows you to control whether T.O.M. will perform this recalculation before printing the report.

In general, it is a good idea to let T.O.M. recalculate the driver's field trip hours before printing this report. That way you can be sure you have the most up to date information on your report. However, if you know for example, that T.O.M. had just perform this recalculation for a previous function and the recalculation process can be rather long then you may choose to UNCHECK this field and have T.O.M. bypass this step.



Driver / Schedule Field Trip Hours Report

Select the schedules that you wish to include in this report.

Schedules		Selected schedules:	
MD	MID-DAY 8:30 - 2:30	MD	MID-DAY 8:30 - 2:30
SP	SPECIAL ED DRIVER	SP	SPECIAL ED DRIVER
WD	WEEK-DAY AFTER 2:00 pm	WD	WEEK-DAY AFTER 2:00 pm
WE	WEEKEND OR HOLIDAY	WE	WEEKEND OR HOLIDAY
HD	HOLIDAY		
SS	SUMMER		
Test	Brett's test schedule		

Buttons: Select All, Deselect All, Add>>, <<Remove

Recalculate employee field trip hours before running report: ☒

Report Hours On: **Employee** **Employee / Schedule**

Email Report: ☐
Report to File: ☐

Buttons: Print, Preview, Refresh List, Cancel

Figure 8-54. The Driver / Schedule Field Trip Hours Report Screen

Selected Schedules: These are the schedules that you want to report on. T.O.M. allows you to group your drivers into lists called schedules. You then can select which schedule or schedules T.O.M. is to use when automatically assigning drivers to a field trip. You may choose to print this report for one, some or all schedules.

T.O.M. makes this an easy process by displaying one list of ALL the schedules that you have created and then another list of those schedules that you want to report on. Use the Select All, Deselect All, Add>> and <<Remove buttons to move schedules to and from the selected list. For example, to add a schedule to the list of selected schedules, click on the schedule in the Schedules list and then click the Add>> button. The schedule you selected will be added to the Selected Schedules list.

NOTE: The Select All button is useful if you wish to report on all but a few schedules. Click the Select All button and then click the Add>> button to add all the schedules to the Selected Schedules list. Then individually select each schedule you *don't* want in the Selected Schedules list and click the <<Remove button.

NOTE: If for some reason the schedules in the list of all your schedules do NOT match your schedules then click the Refresh List button to rebuild the list of all schedules in the list to include only the schedules that you have created.

Report Hours On: This is a toggle button field. That means you click the button of the option that you wish to choose. If you click the Employee button you are telling T.O.M. to calculate total field trip hours



and the five components of the total field trip hours for all field trips regardless of schedule for each employee in the schedule. T.O.M. will then sort the Employee / Schedule Field Trip Hours Report in ascending order (smallest to largest) by the employee's total field trip hours.

However, if you click the Employee / Schedule button you are telling T.O.M. to calculate the total field trip hours and five components of the total field trip hours for ONLY field trips using that specific schedule. T.O.M. will also print the employee's total field trip hours for all field trips regardless of schedule but will not calculate the breakdown of those hours by the five components. T.O.M. will then sort the Employee / Schedule Field Trip Hours Report in ascending order (smallest to largest) by the employee / schedule total field trip hours.

When you use T.O.M. to automatically assign field trips using the *Hours Averaging* methodology you still tell T.O.M. which list(s) of drivers to use. So you are restricting which drivers can average the field trip hours among. More than likely you will have more than one schedule and not all drivers will be on all schedules. In this environment T.O.M. will NEVER be able to give even close to equal field trip hours to all drivers that drive field trips. The best that T.O.M. can do is give around the same number of hours to all drivers in each schedule. It is only natural then that you would want to organize your driver field trip hours by schedule.

T.O.M. let's you choose two different ways to automatically assign drivers to field trips using the *Hours Averaging* method:

- Average Hours For All Field Trips
- Average Hours For Field Trips Within Each Schedule

Let's look at an example to understand how these two methods will impact how field trips are assigned. The Gecko school district has three schedules Mid Day, Week Day and Week End. Bill Ring is a driver for Gecko who only drives Week End field trips. Cathy Pen is another driver who will drive any field trip that the district offers her. Bill is only on the Week End schedule. Cathy is on all three schedules.

Let's assume that Gecko instructs T.O.M. to average hours for ALL field trips. In this case most field trip would be assigned to Bill rather than Cathy. This is because Cathy is taking field trips through out the week while Bill is only taking field trips on weekend. Naturally, Cathy's total field trip hours will most likely be greater than Bill's and T.O.M. will continually try and increase Bill's hours by awarding him most of the weekend field trips. This may or may not be fair to Cathy and Bill.

Now let's assume that Gecko instructs T.O.M. to average hours for field trips WITHIN each schedule. Now both Bill and Cathy will have roughly the same number of hours in weekend field trips. Cathy's total field trip hours for all schedules, however, will greatly exceed Bill because she is taking field trips during the mid days and weekdays and Bill is not. Again, this may or may not be fair to Cathy and Bill. It is really a matter of your district deciding on its philosophy and running T.O.M. to reflect that philosophy.

How you tell T.O.M. to average your field trip hours is how you will tell T.O.M. to run this report. If you average hours for ALL field trips then you will most likely choose the Employee button. If, however, you average hours within each schedule then you will most likely choose the Employee / Schedule button.

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Driver / Schedule Field Trip Hours Report

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Employee	Schedule	Total Hours		Base Hours/ Non Trip Hours	Assigned Hours		Refused Hours		Hire Date/ Seniority
		Schedule/ Employee			Actual/ Estimated		Actual Average / Estimated		
344	PUPPINBISGIS WILLIAM	MD	266.71 545.53	0.00 266.71	242.75 4.75	19.21 0.00	4/27/1998 1		
334	GSIIN BENDRAMINA	MD	312.88 574.41	0.00 312.88	284.00 21.25	7.63 0.00	8/10/1998 1		
152	GULBSUNCIN KATHY	MD	320.50 1,014.75	0.00 320.50	297.75 9.50	13.25 0.00	10/13/1993 2		
173	BILYCH ARTHUR	MD	326.94 535.94	0.00 326.94	290.25 17.50	17.19 2.00	8/26/1994 1		
202	LANGLIJ JAMES	MD	359.13 424.30	0.00 359.13	249.50 23.00	73.62 13.00	10/17/1995 2		
245	BUMLYNCUN GERALD	MD	381.32 625.14	0.00 381.32	370.59 0.00	10.73 0.00	8/15/1996 8		
298	SUCK BRIAN	MD	400.17 590.61	0.00 400.17	313.00 25.50	54.92 6.75	8/29/1997 1		
197	MISKLI ALAN	MD	437.00 1,126.73	0.00 437.00	413.00 15.00	9.00 0.00	5/8/1995 2		
302	HANCIN MELLANNIE	MD	459.63 914.38	0.00 459.63	440.75 16.25	2.63 0.00	9/15/1997 1		
272	WIYCINBUSGIS KIM	MD	461.63 813.88	0.00 461.63	433.25 19.75	8.63 0.00	8/9/1997 1		

Figure 8-55. The Driver / Schedules Field Trip Hours Report



Working with the Driver Allowance Report

The Driver Allowance Report (Figure 8-57) is for those districts that assign drivers to trips using the Bid Allowance method. The Driver Allowance Report is meant to help those districts keep track of drivers bid points. If your district does not use the Bid Allowance method of assigning drivers, you won't need to use this report.

To print the Driver Allowance Report, select the Management Reports menu and then click the Driver Allowance Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Driver Allowance Report screen is displayed (Figure 8-56).

The screenshot shows a software window titled "ALLOWANCE REPORT". Inside, there's a large heading "Allowance Report". Below this, there are several input fields and checkboxes. The "Date Range" field shows "6/30/2003" followed by a calendar icon, a minus sign, another "6/30/2003" with a calendar icon, and a "Dates:" dropdown menu. Below that is an "Employee:" dropdown menu. To the right of these are two checkboxes: "Email Report:" and "Report to File:", both of which are unchecked. Below the "Employee:" field is a checkbox labeled "Print All Employees:" which is checked. At the bottom of the window are three buttons: "Print", "Preview", and "Cancel".

Figure 8-56. The Driver Allowance Report Screen

This screen allows you to enter a date range of field trips to include on this report. This screen also allows you to specify a specific employee or all employees. Enter your report options and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-57 shows a sample report.

Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

Employee: You may select a specific employee to print a report for if you like. Enter the number of the employee that you wish to report on here or leave this field blank for all employees. If you don't know the number of the employee that you desire then click on the down arrow to the right of the selected employee field. A drop down list of all of your employees will appear and allow you to select one of these employees for the report.

Print All Employees: Check this checkbox if you wish to print the report for all employees. The report prints all employees even if an employee is selected in the Employee field.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



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Allowance Report

Selected Employee: ALL

Selected Date Range: 1/1/2000 - 2/31/2000

Employee	Trip			Bid	
ALEXANDER, LILLIAN					
	10237	3/15/2000	CELEBRITY THEATER	Assigned	100
				Current Bid Allowance:	400
ALLEN, ANITA					
	9994	4/26/2000	PHOENIX ZOO	Assigned	100
	10245	4/27/2000	SYMPHONY HALL	Assigned	100
				Current Bid Allowance:	300
BARBANO, SHARON					
	9188	4/28/2000	ARIZONA STATE CAPITAL	Assigned	100
	9879	4/26/2000	PHOENIX SYMPHONY HALL	Assigned	100
				Current Bid Allowance:	300
BARR, ROZALINA					
	10211	3/15/2000	CELEBRITY THEATER	Assigned	100
				Current Bid Allowance:	400
CASE, KATHLEEN					
	10211	3/15/2000	CELEBRITY THEATER	Assigned	100
				Current Bid Allowance:	400
CASKEY, KENNETH					
	9864	4/27/2000	SYMPHONY HALL	Assigned	15
				Current Bid Allowance:	485
COMAN, NANCY					
	9703	3/15/2000	DESERT WINDS NURSERY	Assigned	50
				Current Bid Allowance:	450
HIBBLE, MARILYN					
	9790	3/15/2000	Bowling/-SHEA	Assigned	200
				Current Bid Allowance:	300

Figure 8-57. The Driver Allowance Report



Working with the Money Transaction Report

The Money Transaction Report (Figure 8-59) allows you to print a detailed accounts receivable activity log of all money transactions that affected a field trip or that a customer made during a certain time period. You can select a specific date range to run the report. You can also specify a selected customer and a specific money transaction type. For example, you can run a report that answers the question: “How many payments (transaction type) did Echo Mountain Elementary (customer) make this year (date range)?”

To print the Money Transaction Report, select the Management Reports menu and then click the Money Transaction Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Money Transaction Report screen is displayed (Figure 8-58).

AR_TRANS_RPT : Form

Money Transaction Report

Transaction Date Range: From: [] To: [] Dates: []

Customer: [] Email Report: ☐

Transaction Code: [] Report to File: ☐

Print Preview Exit

Figure 8-58. The Money Transaction Report Screen

This screen allows you to enter a date range of when the transaction was *posted* to include on this report. This screen also allows you to specify a specific customer and transaction code, if you wish. Enter your report options and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-59 shows a sample report.

Transaction Date Range: This field specifies the date range for when the money transaction was *posted*. You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as ‘Today’, ‘This Week’, ‘Last Year’ etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. “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.



Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report. Click the Customer button if you need to look up the customer using an alphabetical lookup. See *Chapter 5 – Customers* in the *T.O.M. Getting Started Guide* for details about searching for customers.

Transaction Code: This is the number that you assigned to the Money Transaction Type. If you don't know the transaction code, click the down arrow next to the Transaction Code field and a list of all your transaction codes will appear in alphabetical order. Click on the transaction code to select it; the transaction code will appear in the Transaction Code field. If you leave this field blank all transaction codes will be selected for this report. See *Chapter 3 – Entering Lookup Lists* in the *T.O.M. Getting Started Guide* for details about creating money transaction codes.

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Money Transaction Report

Trip #	Transaction Type		Date	Fund	Amount	Check #
112	SONORAN SKY- T-BIRDS					
7788	BIL	BILL	2/4/99	16	\$425.00	
9736	BIL	BILL	12/21/99	16	\$344.10	
7030	BIL	BILL	2/4/99	16	\$107.20	
8260	TRF	TRANSFER	7/29/99	16	(\$44.95)	
7179	TRF	TRANSFER	2/2/99	16	(\$47.60)	CS1090
7788	TRF	TRANSFER	3/4/99	16	(\$425.00)	CS1090
8260	BIL	BILL	4/12/99	16	\$44.95	
7030	TRF	TRANSFER	3/4/99	16	(\$107.20)	CS1090
Summary for SONORAN SKY- T-BIRDS (8 Transactions)					\$296.50	
115	CAMPO BELLO /EAGLE CLUB					
7905	TRF	TRANSFER	3/4/99	16	(\$33.45)	CS1090
7530	TRF	TRANSFER	2/2/99	16	(\$377.40)	CS1090
7905	BIL	BILL	3/4/99	16	\$33.45	KB
7530	BIL	BILL	1/18/99	16	\$377.40	
8262	BIL	BILL	4/12/99	16	\$45.20	
9524	BIL	BILL	10/28/99	16	\$4.80	
8262	TRF	TRANSFER	7/29/99	16	(\$45.20)	dk
Summary for CAMPO BELLO /EAGLE CLUB (7 Transactions)					\$4.80	
117	LIBERTY ELEM/PATRIOT CLUB					
7197	TRF	TRANSFER	7/29/99	16	(\$38.00)	
7028	BIL	BILL	2/4/99	16	\$96.75	
7183	TRF	TRANSFER	2/2/99	16	(\$26.20)	CS1090
6976	TRF	TRANSFER	7/29/99	16	(\$28.25)	
6976	BIL	BILL	2/4/99	16	\$28.25	
7028	TRF	TRANSFER	3/4/99	16	(\$96.75)	CS1090
7198	TRF	TRANSFER	2/2/99	16	(\$445.05)	CS1090
Summary for LIBERTY ELEM/PATRIOT CLUB (7 Transactions)					(\$509.25)	
118	BOULDER CREEK ELEM.					
7293	BIL	BILL	1/18/99	8	\$104.75	
7290	PAY	Payment	3/16/99	8	(\$93.80)	53294
7293	PAY	Payment	3/16/99	8	(\$104.75)	53294
7165	PAY	Payment	3/16/99	8	(\$94.25)	53294

Figure 8-59. The Money Transaction Report



Working with the Driver Notes Report

The Driver Notes Report (Figure 8-61) allows you to retrieve notes made about a driver's performance or refusal for various field trips. There are many uses of this combination of notes and report. The primary use is to allow a district an opportunity to enter notes about a driver's performance for a specific field trip. However, they can also allow the district a chance to make comments about why a driver refused a trip or was manually passed or canceled from a trip.

The driver notes are secured; only authorized personnel are permitted to view and work with them.

To print the Driver Notes Report, select the Management Reports menu and then click the Driver Notes Report option (Figure 8-1). (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Driver Notes Report screen is displayed (Figure 8-60).

Figure 8-60. The Driver Notes Report Screen

This screen allows you to enter a date range of when the field trip took place to include on this report. This screen also allows you to specify a specific employee and customer, if you wish. Enter your report options and then click the Print button to print the report or the Preview button to view the report on the screen. (See *Previewing and Printing Management Reports* previously described in this chapter for details.) Figure 8-61 shows a sample report.

Departure Date Range: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

If you enter your own date ranges, use these fields to search your field trips 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. "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.

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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.

Employee: You may select a specific employee to print a report for if you like. Enter the number of the employee that you wish to report on here or leave this field blank for all employees. If you don't know the number of the employee that you desire then click on the down arrow to the right of the selected employee field. A drop down list of all of your employees will appear and allow you to select one of these employees for the report.

Customer: This is the customer number of a specific customer that you want to report on. If you don't know the customer number click the down arrow next to the Customer field and a list of all your customers will appear in alphabetical order. Click on the customer name to select it; the customer's number will appear in the Customer field. If you leave this field blank all customers will be selected for this report. Click the Customer button if you need to look up the customer using an alphabetical lookup. See *Chapter 5 – Customers* in the *T.O.M. Getting Started Guide* for details about searching for customers.

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Driver Notes Report

Trip #	Date	Employee	Customer	Destination	Driver Performance Notes
10143	12/28/99	BAYLUS, ANN	SHADOW MOUNTAIN HIGH SCHOOL	GILBERT HIGH SCHOOL	Teacher called to say that driver dropped them off at destination but was 45 minutes late picking them up. Driver did not have an acceptable excuse when asked about this.
10139	12/13/99	BHUMCUN, SANDRA	SHADOW MOUNTAIN HIGH SCHOOL	CORONA DEL SOL HIGH SCHOOL	Teacher called to complement on driver's performance.
10140	12/8/99	HUWASBH, ESTELLE	SHADOW MOUNTAIN HIGH SCHOOL	DESERT MOUNTAIN HIGH SCHOOL	Teacher called to complain about an incident where driver had a argument with one of the parent volunteers that got rather heated in front of the children. Teacher said that it was very upsetting to kids and feels that driver was unprofessional.
10138	1/7/00	CAUNDISC, SUSAN	SHADOW MOUNTAIN HIGH SCHOOL	PARADISE VALLEY HIGH SCHOOL	Refused trip a day before departure because of personal reasons.
10142	12/8/99	BHUMPCUN-CIVISCUN, DEBORAH	PARADISE VALLEY HIGH SCHOOL	VALLE LUNA RESTURANT	Parents called to complement driver on performance.
10144	12/16/99	CAKCIY, KENNETH	SHADOW MOUNTAIN HIGH SCHOOL	FLAGSTAFF HIGH SCHOOL	Zoo called to complain about driver parking in unauthorized zone and driver being rude when informed that the driver needed to move the bus.
10141	12/8/99	CMYBH, TERRI	SHADOW MOUNTAIN HIGH SCHOOL	ALHAMBRA HIGH SCHOOL	Driver was late for field trip.
10145	12/11/99	CCHWIYBZIS, SHOSHANA	SHADOW MOUNTAIN HIGH SCHOOL	ASU Recreation Center	Teacher called to complain about driver being rude to teacher and children during trip.
10138	1/7/00	CCHWIYBZIS, SHOSHANA	SHADOW MOUNTAIN HIGH SCHOOL	PARADISE VALLEY HIGH SCHOOL	Was late arriving for work and, therefore, late for trip - teacher complained.
10148	12/11/99	GACPASSU, FRANCES	PARADISE VALLEY HIGH SCHOOL	ARIZONA STATE UNIVERSITY	Coach called to say driver was great. Said the game went long and the team had a special practice afterwards and that the driver was very flexible and did not complain.
10149	12/11/99	SUCINBISG, BARRY	PARADISE VALLEY HIGH SCHOOL	MINGUS HIGH SCHOOL	Driver refused trip assignment on day of trip.

Figure 8-61. The Driver Notes Report