

## Chapter 5

# Working with the Field Trip Inquiry

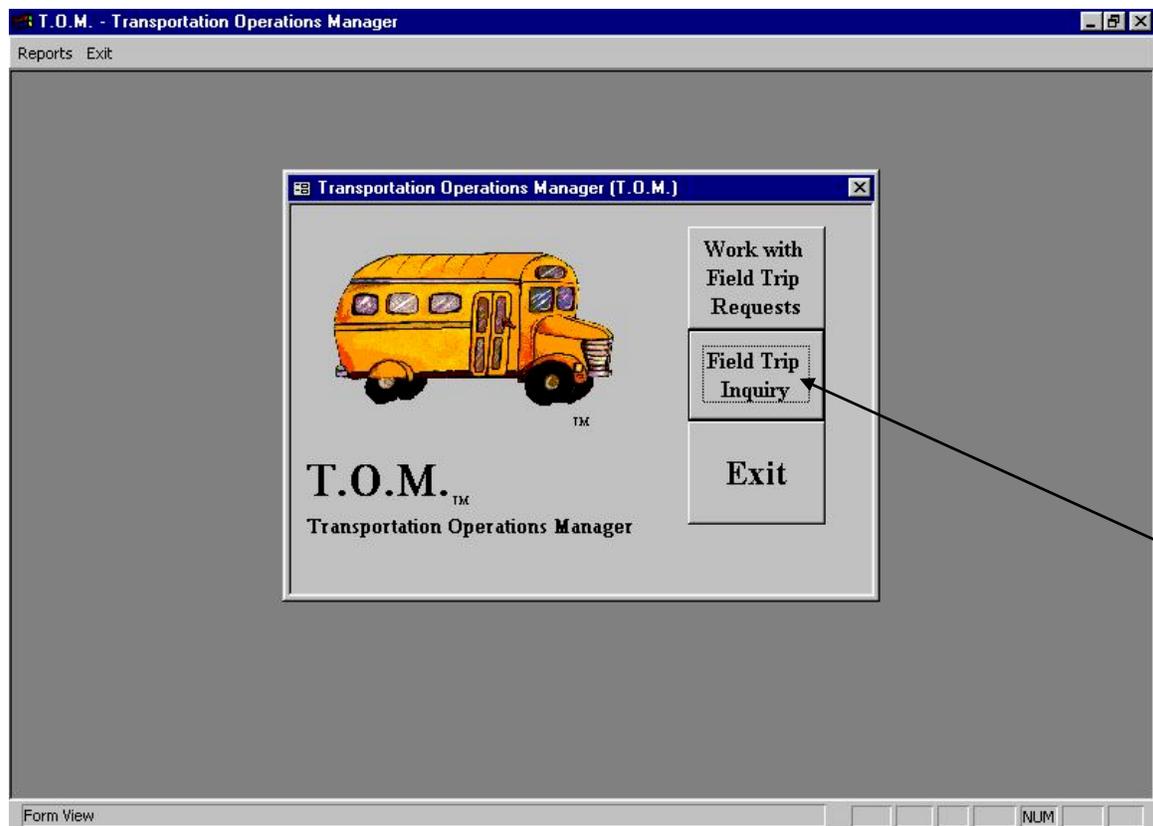
T.O.M. provides you with ability to view the actual field trips in the Transportation Department's field trip database through the Field Trip Inquiry Routine. This ability has many different uses. With the Field Trip Inquiry Routine you can view all of the field trips that you have for the current week. You may also view the field trips that you took in the last month. You can confirm the departure date and time that the Transportation Department has logged for your school's field trip.

In this section we will discuss the following topics.

- Searching Field Trips with the Field Trip Inquiry Screen
- Viewing Individual Field Trips with the Field Trip Inquiry

## Accessing the Field Trip Inquiry

The Field Trip Inquiry is accessed from the T.O.M. Main Screen by clicking the Field Trip Inquiry button (Figure 5-1). The Field Trip Inquiry screen is displayed (Figure 5-2).



Click the Field Trip Inquiry button to display the Field Trip Inquiry screen (Figure 5-2).

Figure 5-1. Accessing the Field Trip Inquiry Screen



## Searching Field Trips with the Field Trip Inquiry

The searching and sorting features of the Field Trip Inquiry screen are very powerful, but very easy to use. To search your field trips, enter your search parameters and click the Find All button. In a few moments T.O.M. will display in the selected records box all the field trip records that matched your search parameters. The records will be sorted according to the options you choose on the Sorting and Lookup.

Let's take a closer look at how use the searching and sorting features of this screen. Figure 5-2 shows the key search portions of the Field Trip Inquiry Search / Selection screen.

The screen uses a 'Tabbed' format. That is, the information on this portion of the screen is grouped into different sections that you can display by clicking on that group's tab. Below is a discussion of each field in each group of the search and sort portion of the screen.

Use these tab sections to choose from a variety of search and sort options.

Number of records found in the search.

Number of trips selected: 98

Field Trip Inquiry

Field Trip Inquiry

Dates and General | Billing | Assignment | Other | Sorting and Lookup

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

Selected Trip#: [ ] Customer: 55 EAGLE RIDGE ELEM.

Selected Request #: [ ] Destination: [ ]

Trip#	Customer	Destination	Departure	Billed	Canceled	Assig
6899	EAGLE RIDGE ELEM.	PHOENIX ART MUSEUM	12/10/98	Yes	No	Yes
6107	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/22/98	Yes	No	Yes
6108	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/23/98	Yes	No	Yes
6136	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	4/23/98	Yes	No	Yes
6138	EAGLE RIDGE ELEM.	PHX LITTLE THEATER COOKIE CO	4/2/98	Yes	No	Yes
6195	EAGLE RIDGE ELEM.	HERBERGER THEATER	4/17/98	Yes	No	Yes
6216	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/13/98	Yes	No	Yes
6217	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/12/98	Yes	No	Yes
6225	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	5/8/98	Yes	No	Yes

Find All | View | Calendar | Exit

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

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

Click the Find All button after you have finished entering your search parameters telling T.O.M. to search the database for all field trips that match the search parameters.

Figure 5-2. The Search and Sort Features of the Field Trip Screen



### My Field Trip Search and Select Screen Takes Too Long to Open Up

① **T.O.M Tip**

**Question:** My Field Trip Search and Select Screen takes too long to open up when I either work with field trips or just inquiry on field trips. How can I speed this up?

**Solution:** When the Field Trip Search / Select Screen first loads it will immediately fill the lookup list of field trips with ALL of your field trips in your field trip database. After a while this can be quite a lot of field trips and eventually may slow the loading process of your field trip program and field trip inquiry program to unacceptable levels. T.O.M. has planned for this event. You may instruct T.O.M. that you do not wish to have the Field Trip Search / Select screen list all of the field trips in your field trip database when it first loads. Rather, you can tell T.O.M. to load the Field Trip Search / Select Screen without displaying ANY field trips at first. This will cause the Field Trip Search / Select Screen to load much faster. You may then enter your search parameters and then click the Find All button. Only then will T.O.M. fill the field trip list and in that list will only be field trips that meet your search parameters.

To instruct T.O.M. NOT to load the Field Trip Search / Select Screen with ALL of your field trips when it first loads you would uncheck the Auto Fill Field Trip Lists checkbox in the District Options screen. This is an administrative issue. Contact your T.O.M. administrator for assistance.

## Entering Search Criteria on the Dates and General Tab

This section describes the search fields in the Dates and General tab on the Field Trip Inquiry screen (Figure 5-3).

The screenshot shows the 'Field Trip Inquiry' window with the 'Dates and General' tab selected. The 'Number of trips selected' is 98. Search criteria include a departure date range, selected trip number, customer (EAGLE RIDGE ELEM.), and destination. A table of trips is displayed below the search fields.

Trip#	Customer	Destination	Departure	Billed	Canceled	Assign
6899	EAGLE RIDGE ELEM.	PHOENIX ART MUSEUM	12/10/98	Yes	No	Yes
6107	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/22/98	Yes	No	Yes
6108	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/23/98	Yes	No	Yes
6136	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	4/23/98	Yes	No	Yes
6138	EAGLE RIDGE ELEM.	PHX LITTLE THEATER COOKIE CO	4/2/98	Yes	No	Yes
6195	EAGLE RIDGE ELEM.	HERBERGER THEATER	4/17/98	Yes	No	Yes
6216	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/13/98	Yes	No	Yes
6217	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/12/98	Yes	No	Yes
6225	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	5/8/98	Yes	No	Yes

Figure 5-3. The General Tab on the Field Trip 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.

To enter your own date ranges, use the ‘To’ and ‘From’ 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 A – The Pop Up Calendar and Time Entry Screens* for more details.

**Selected Trip #:** 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 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.

**Customer:** This is the customer number assigned to your school. T.O.M. knows what school you belong to and automatically fills this number in for you. You may not change this number.

**Destination:** This is the number of the destination of the field trip. Your Transportation Department has a list of all destinations that schools in your district have taken at least one field trip to. 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 lookup your destination by the destination name (or description). To do this you simply click the Destination button. This causes the Destination Search screen to appear. See *Appendix C – Working With the Destination Search Screen* for details about searching for destinations as well as adding, changing and deleting destinations.

**NOTE:** You can combine search parameters for more exact searches. For example, you could enter a departure date range and a destination to get only Field Trips made for that destination for that date range. The following is a description of each of the search parameters that T.O.M. allows you to use when searching for Field Trips.



## Entering Search Criteria on the Billing Tab

This section describes the search fields in the Billing tab on the Detailed Field screen (Figure 5-4).

Trip#	Customer	Destination	Departure	Billed	Canceled	Assign
6899	EAGLE RIDGE ELEM.	PHOENIX ART MUSEUM	12/10/98	Yes	No	Yes
6107	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/22/98	Yes	No	Yes
6108	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/23/98	Yes	No	Yes
6136	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	4/23/98	Yes	No	Yes
6138	EAGLE RIDGE ELEM.	PHX LITTLE THEATER COOKIE CO	4/2/98	Yes	No	Yes
6195	EAGLE RIDGE ELEM.	HERBERGER THEATER	4/17/98	Yes	No	Yes
6216	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/13/98	Yes	No	Yes
6217	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/12/98	Yes	No	Yes
6225	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	5/8/98	Yes	No	Yes

Figure 5-4. The Billing Section on the Detailed Field Trip Screen

**Fund:** This is the fund that the field trip is charged against. If you know the number of the fund then enter it here or select it from the drop-down list. If you don't know the number of the fund click the Fund button to look up the fund by name. See *Appendix D – Searching for Funds Using the Fund Screen* for details about searching for funds.

**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. You may use this field to search your field trips by the P.O. #.

**Selected Billing Rate:** You can search the database for a specific billing rate code. The billing rate code tells T.O.M. how to bill this field trip when billing the customer for this field trip. T.O.M. allows you to bill your field trips with a variety of methods. Methods such as mileage and hourly rates, flat amounts, minimums, and employee hourly rates to name a few. The billing rate that you select will determine how this field trip will be billed by T.O.M. when you instruct T.O.M. to bill the field trip.

This field is a drop down list box. Click the down arrow to see a list of all the billing rates that you entered when setting up T.O.M. Locate the desired billing rate, point to it with your mouse and click. T.O.M. will display all field trips that use the desired billing rate when you click the find all button.

**Billing Customer:** This allows you to search by the customer who received the bill if it was different than the customer who took the field trip. If you know the number of the customer then enter it here. Don't worry if you don't know the customer number. T.O.M. gives you an easy way to lookup your customer by the customer name. To do this you click the Billing Customer button. This causes the Customer Search Screen to appear. This screen will allow you to quickly search for the billing customer by an alphabetical lookup. See *Appendix E – Searching for a Customer Using the Customer Search Screen* for details.



### Entering Search Criteria on the Assignment Tab

This section describes the search fields in the Assignment tab on the Detailed Field screen (Figure 5-5).

Trip#	Customer	Destination	Departure	Billed	Canceled	Assign
6899	EAGLE RIDGE ELEM.	PHOENIX ART MUSEUM	12/10/98	Yes	No	Yes
6107	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/22/98	Yes	No	Yes
6108	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/23/98	Yes	No	Yes
6136	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	4/23/98	Yes	No	Yes
6138	EAGLE RIDGE ELEM.	PHX LITTLE THEATER COOKIE CO	4/2/98	Yes	No	Yes
6195	EAGLE RIDGE ELEM.	HERBERGER THEATER	4/17/98	Yes	No	Yes
6216	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/13/98	Yes	No	Yes
6217	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/12/98	Yes	No	Yes
6225	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	5/8/98	Yes	No	Yes

Figure 5-5. The Assignment Tab on the Detailed Field Trip Screen

**Selected Schedule:** A schedule is a list of drivers that the Transportation Department has created. When a field trip is added to the field trip database the Transportation Department assigns 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.

**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. The Transportation Department usually assigns the drivers and vehicles to 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. The Transportation Department usually assigns the drivers and vehicles to 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. The Transportation Department usually bills a field trip.

**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. The Transportation Department usually bills a field trip.



**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.

## Entering Search Criteria on the Other Tab

This section describes the search fields in the Other tab on the Detailed Field screen (Figure 5-6).

Trip#	Customer	Destination	Departure	Billed	Canceled	Assig
6899	EAGLE RIDGE ELEM.	PHOENIX ART MUSEUM	12/10/98	Yes	No	Yes
6107	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/22/98	Yes	No	Yes
6108	EAGLE RIDGE ELEM.	WILDLIFE WORLD ZOO	4/23/98	Yes	No	Yes
6136	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	4/23/98	Yes	No	Yes
6138	EAGLE RIDGE ELEM.	PHX LITTLE THEATER COOKIE CO	4/2/98	Yes	No	Yes
6195	EAGLE RIDGE ELEM.	HERBERGER THEATER	4/17/98	Yes	No	Yes
6216	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/13/98	Yes	No	Yes
6217	EAGLE RIDGE ELEM.	DEER VALLEY POOL	5/12/98	Yes	No	Yes
6225	EAGLE RIDGE ELEM.	PARADISE VALLEY PARK	5/8/98	Yes	No	Yes

Figure 5-6. The Other Section on the Detailed Field Trip Screen

**Selected Category:** A field trip may be assigned a category code setup by the Transportation Department. 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 your Transportation Department has created. Once you find the Category you desire click on it and it will automatically appear in the Category field.

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

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



**Trip # Range:** Search for a range of trip numbers, instead of just one trip number. Enter the beginning trip number in the first field. Enter the ending trip number in the second field.

### Entering Sort Criteria on the Sorting and Lookup Tab

This section describes the sort and ordering fields you can use in the Sorting and Lookup tab on the Detailed Field screen (Figure 5-7).

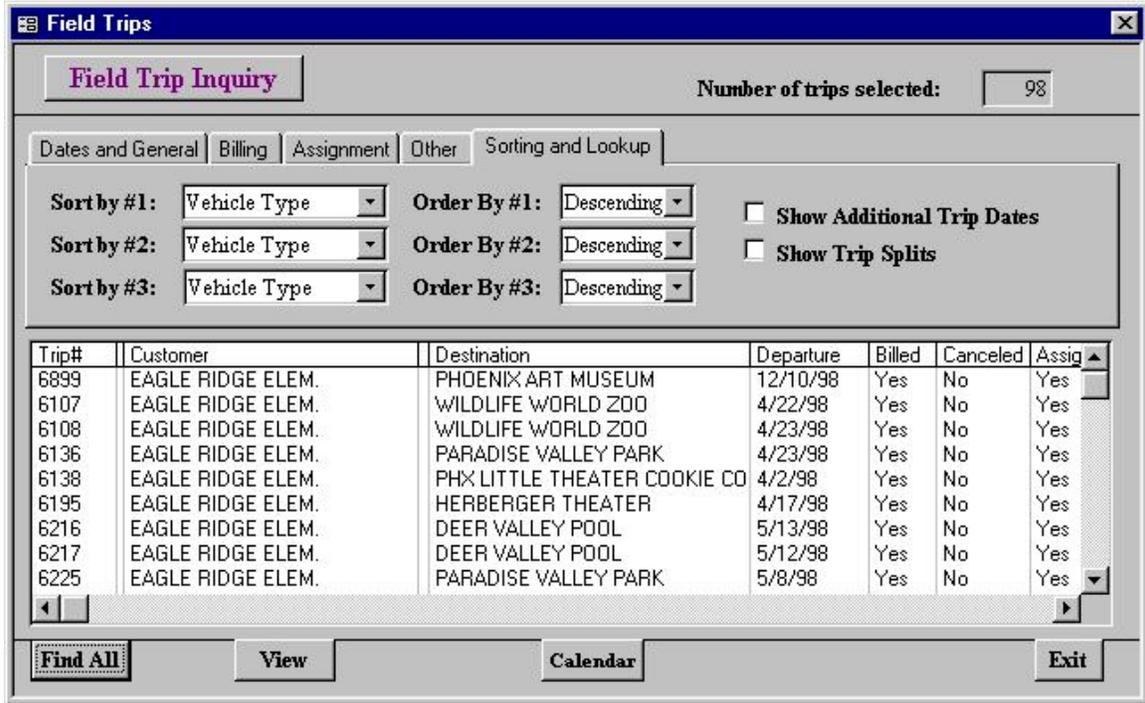


Figure 5-7. The Sorting and Lookup Section on the Detailed Field Trip Screen

**Sort by #1:** This is the primary sort field. T.O.M. will use this field to sort first. Click on the drop down arrow to select the field by which to sort that will use to break all sorting ties in the first sort field. You can sort this field in Ascending or Descending order, which is specified in the Order By # 1 field. T.O.M. gives you over 15 different field to choose to sot from.

**Sort by #2:** This is the secondary sort field. T.O.M. will use this field to sort second within the results of the Sort by #1 field. Click on the drop down arrow to select the field by which to sort. You can sort this field in Ascending or Descending order, which is specified in the Order By # 2 field.

**Sort by #3:** This is the third sort field. T.O.M. will use this field to sort third within the results of the Sort by #2 field. Click on the drop down arrow to select the field by which to sort that will use to break all sorting ties in the first and second sort field. You can sort this field in Ascending or Descending order, which is specified in the Order By # 3 field.

**Order by #1:** Sorts the results of the Sort by #1 field in either Ascending or Descending order. Click the drop down arrow to choose the sort order.

**Order by #2:** Sorts the results of the Sort by #2 field in either Ascending or Descending order. Click the drop down arrow to choose the sort order.



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**Order by #3:** Sorts the results of the Sort by #3 field in either Ascending or Descending order. Click the drop down arrow to choose the sort order.

**Show Additional Trip Dates:** As you know T.O.M. allows you to enter more than one departure date for a field trip. These are called additional trip dates. This powerful feature allows you to easily enter multiple day field trips. See *Chapter 3 – Entering Multiple Day Field Trips* for details.

When searching your field trips you may or may not want T.O.M. to display your additional trip dates. If you are searching for all trips that fall within a date range then you may want to have T.O.M. look through the additional trip dates. If, however, you want T.O.M. to tell you how many field trips you have for a specific customer then you may not want T.O.M. to show the additional trip dates.

If this check box is checked then T.O.M. will display all the additional trip dates for field trips matching the search criteria in the list of field trips. T.O.M. will also consider all the additional trip dates for any date searches. If this box is unchecked then T.O.M. will only use the trips original departure date for date searches and only display the trip once regardless of how many additional trip dates that trip has.

**Show Trip Splits:** Currently, T.O.M. does not allow users to split the charges of a field trip to multiple customers and / or multiple funds in the School Version, but they can be included in your search. Searching trips that are split between multiple customers and / or funds can be tricky.

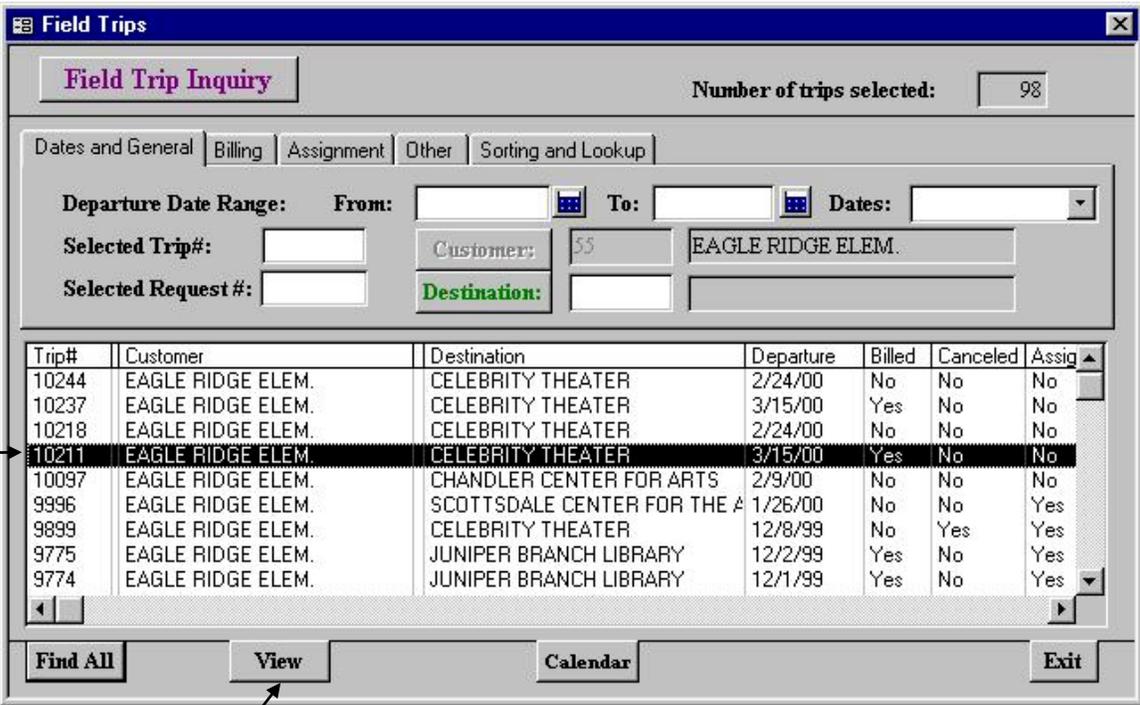
You may want to have T.O.M. consider all split charges when searching your trips by customer or by fund. However, if you are simply seeing how many trips you have for a given day you may not want T.O.M. to clutter that list of trips with all the split charges that occur for those trips.

If this check box is checked then T.O.M. will display all the trip splits for field trips matching the search criteria in the list of field trips. T.O.M. will also consider all the trip splits for any searches by customer or by fund. If this box is unchecked then T.O.M. will only use the trips original customer and fund for all searches and only list the trip once on the list of trips.



## Viewing Individual Field Trips with the Field Trip Inquiry

To view detailed information about a specific field trip you find the desired field trip from the list of field trips found from your last search. When you have located the desired field trip click on that field trip and the row containing that field trip will turn black. Then click the View button on the Detailed Field Trip screen (Figure 5-8).



**Field Trip Inquiry** Number of trips selected: 98

Dates and General | Billing | Assignment | Other | Sorting and Lookup

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

Selected Trip#: [ ] Customer: 55 EAGLE RIDGE ELEM.

Selected Request #: [ ] Destination: [ ]

Trip#	Customer	Destination	Departure	Billed	Canceled	Assign
10244	EAGLE RIDGE ELEM.	CELEBRITY THEATER	2/24/00	No	No	No
10237	EAGLE RIDGE ELEM.	CELEBRITY THEATER	3/15/00	Yes	No	No
10218	EAGLE RIDGE ELEM.	CELEBRITY THEATER	2/24/00	No	No	No
10211	EAGLE RIDGE ELEM.	CELEBRITY THEATER	3/15/00	Yes	No	No
10097	EAGLE RIDGE ELEM.	CHANDLER CENTER FOR ARTS	2/9/00	No	No	No
9996	EAGLE RIDGE ELEM.	SCOTTSDALE CENTER FOR THE A	1/26/00	No	No	Yes
9899	EAGLE RIDGE ELEM.	CELEBRITY THEATER	12/8/99	No	Yes	Yes
9775	EAGLE RIDGE ELEM.	JUNIPER BRANCH LIBRARY	12/2/99	Yes	No	Yes
9774	EAGLE RIDGE ELEM.	JUNIPER BRANCH LIBRARY	12/1/99	Yes	No	Yes

Find All | View | Calendar | Exit

First click on the field trip you wish to view.

Then click the View button to see details about the selected field trip.

Figure 5-8. Selecting a Specific Field Trip to View

This causes the Detail Field Trip screen to display in *Inquiry Only Mode*, meaning that you can see the information but you cannot change it (Figure 5-9).



**T.O.M. - Transportation Operations Manager**

**Field Trip**      Field Trip Request #: 2161      Assigned      Billed 4/20/00

General    Instructions    Assignment    Billing    Other

Field Trip #: 10211      Dates / Times    Passengers / Miles / Purpose

Request Date: 1/4/2000      Drop / Return:

Customer: 55      EAGLE RIDGE ELEM.

Contact: Hallows

Destination: 125      CELEBRITY THEATER

Out of Town:       440 N 32ND STREET

Split      Fund: 8

# of Adults : 10

# of Students: 150

# of Handicap: 0

Estimated Time: 2.75

Estimated Miles: 50.00

Purpose :

Buttons: Addit. Trip Dates, Trip Driver Info, Print Trip Ticket, Print Est., Bills and Pymts, Trip Bids, Exit

Figure 5-9. Viewing the Selected Field Trip In the Detailed Field Trip Screen

While in the Detailed Field Trip screen you may not only view the field trip information provided by the five *tabbed sections* (General, Instructions, Assignment, Billing and Other) you are also offered several buttons that will display additional screens or print reports. The table below describes each of these command buttons.

Button (Figure 5-9)	Description
<b>Addit. Trip Dates</b>	Displays the Additional Trip Dates Inquiry screen (Figure 5-10). See <i>Using the Additional Trip Dates Inquiry Screen</i> later in this chapter for details.
<b>Trip Driver Info</b>	Displays the Field Trip Driver Information Inquiry screen (Figure 5-11). See <i>Using the Field Trip Driver Information Inquiry Screen</i> later in this chapter for details.
<b>Print Est.</b>	Allows you to print or preview (on the screen) a Field Trip Estimate to be printed for this field trip. See <i>Printing Field Trip Estimates</i> later in this chapter.
<b>Bills and Pymts</b>	Displays the Bills and Payments Inquiry screen (Figure 5-12). See <i>Using the Bills and Payments Inquiry Screen</i> later in this chapter for details.
<b>Exit</b>	Returns you to T.O.M.'s Main Screen.



## Using the Additional Trip Dates Inquiry Screen

The Additional Trip Dates Inquiry screen (Figure 5-10) is displayed if you click the Addit. Trip Dates button on the Field Trip Inquiry Screen (Figure 5-9).

Trip Day	Start Time	Arrive Time	Leave Time	End Time
3/15/2000	9:15 AM			11:30 AM

Figure 5-10. Additional Trip Dates Inquiry Screen

The Additional Trip Dates Inquiry screen displays all the departure date(s) and times for a particular field trip. You may only view these dates from this screen; you may not change them.



## Using the Field Trip Driver Information Inquiry Screen

The Trip Driver Information Inquiry screen (Figure 5-11) is displayed if you click the Trip Driver Info button on the Field Trip Inquiry Screen (Figure 5-9).

10211 EAGLE RIDGE ELEM.  
CELEBRITY THEATER

General Other

Employee	Vehicle #	Miles	Hours	Status
409 BARRY SUCINBISG	156	0.0	0.00	Assigned

Odometer Time OT Hours: 0.00 Calculate OT:

Start: 0 0 Wait Time: 0.00

Arrival: 0 0 OT Wait Time: 0.00

Leave: 0 0 Hours Paid: 0.00

End: 0 0

Customer Miles: 0.00

Customer Hours: 0.00 Expense: \$0.00

Calc Wait Time:  Trip Leg: [Dropdown]

Exit

Record: 1 of 1 (Filtered)

There are two tab sections to this screen. Click on either the General tab or the Other tab to see the information on each one.

Figure 5-11. The Trip Driver Information Inquiry Screen

The Trip Driver Information Inquiry screen displays all the drivers and vehicles that are assigned to the field trip or were assigned to the field trip. You may only view the driver and vehicle assignment information from this screen. There are two tab sections to this screen. Click on either the General tab or the Other tab to see the information on each one.



## Using the Bills and Payments Inquiry Screen

The Bills and Payments Inquiry screen (Figure 5-12) is displayed if you click the Bills and Pymts button on the Field Trip Inquiry screen (Figure 5-9).



Figure 5-12. Bills and Payments Inquiry Screen

The Bills and Payments Inquiry screen displays all billing, payment and financial adjustment activity for a particular field trip. You may only view these billings, payments and financial adjustment activities from this screen.

## Printing Field Trip Estimates

A Field Trip Estimate can be beneficial in two ways:

- It provides your customer with an estimate of charges that they will incur if they take the field trip.
- It gives your customer a written confirmation of the particulars of the field trip that they requested. This leaves the unspoken message that if the information is incorrect then it is now the CUSTOMER'S responsibility to detect the error and advise your department.

You may print a field trip estimate for an individual field trip or estimates for a group of field trips. This section describes how to print a field trip for a single field trip.



## How to Print or Preview a Field Trip Estimate

1. Retrieve the field trip for which you wish to print an estimate.

Click the Print Est. button to print a field trip estimate for your customer.

Figure 5-13. Print Field Trip Estimate Button

2. Click the Print Est. button (Figure 5-13). The Trip Estimate Print Screen is displayed (Figure 5-14).

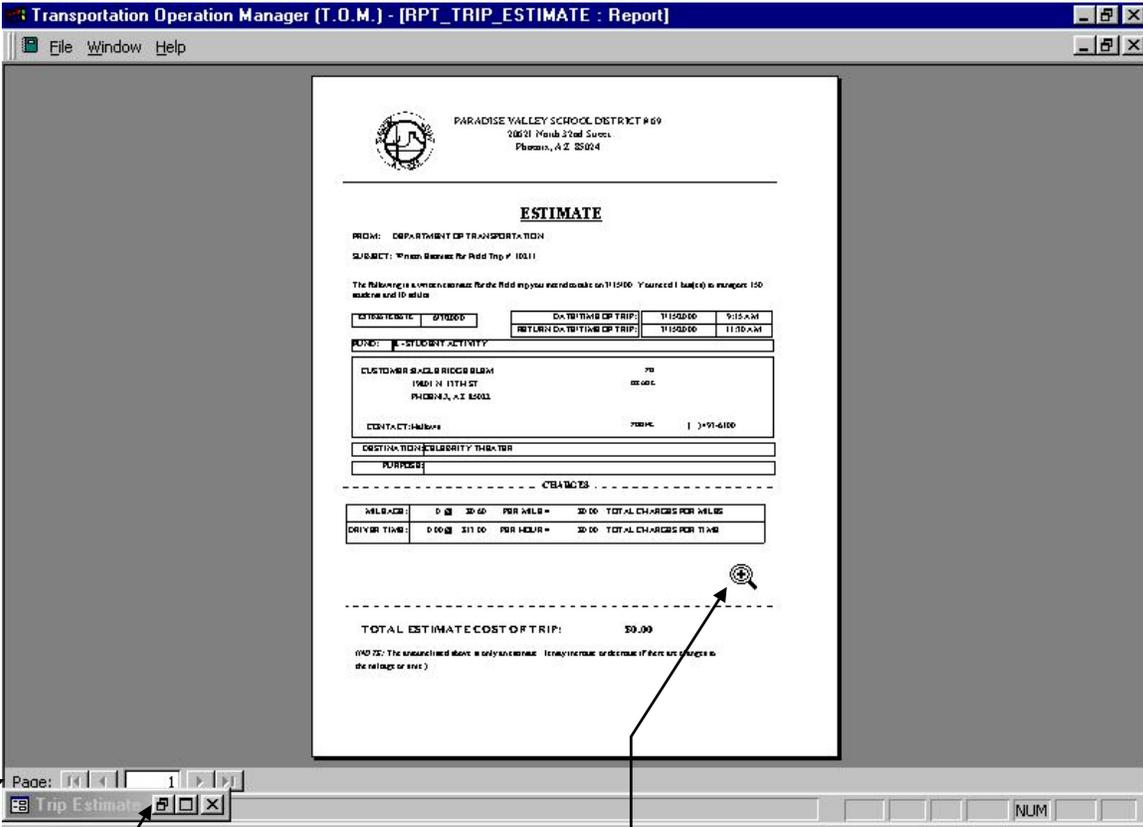
Figure 5-14. The Trip Estimate Print Screen

3. Do one of the following:



- Click the **Print** button to print the estimate on your printer or to a file. Remember to choose the Print to file option on your Print screen if you wish to print the estimate to a file.
- Click the **Preview** button to preview the estimate on the screen, which is useful for previewing the estimate before printing it. When you click Preview the Preview window is displayed with your estimate (Figure 5-15). In Print Preview, the mouse cursor changes to a magnifying glass. Click the page to zoom in and out as necessary. If your estimate is more than one page, you can view additional pages using the VCR-type controls in the lower left corner of the screen.

When you are finished, you can click the lower  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 invoice, click the Restore button on the Trip Estimate Print Screen title bar in the lower left corner of the screen, then click the Print button.



The screenshot shows a window titled "Transportation Operation Manager (T.O.M.) - [RPT\_TRIP\_ESTIMATE : Report]". The main content is a form for "PARADISE VALLEY SCHOOL DISTRICT #69". The form includes fields for "ESTIMATE", "FROM: DEPARTMENT OF TRANSPORTATION", "SUBJECT: Written Estimate for Field Trip # 10311", and a table for "EXTRACURRICULAR" and "STUDENT" details. It also has a "CUSTOMER" section with address and phone information, and a "CHARGES" table with columns for "MILEAGE", "DRIVER TIME", "PER MILE", and "PER HOUR". At the bottom, it shows "TOTAL ESTIMATE COST OF TRIP: \$39.00".

Annotations with arrows point to specific UI elements:

- An arrow points to the "Page: 1" VCR-type controls in the bottom left corner, with the text: "If your estimate is more than one page, you can view additional pages using the VCR-type controls in the lower left corner of the screen."
- An arrow points to the "Restore" button (a square with a double arrow) in the title bar, with the text: "Click the Restore icon to return to the Trip Estimate Print Screen if you wish to print the estimate."
- An arrow points to a magnifying glass icon over the "TOTAL ESTIMATE COST OF TRIP" field, with the text: "In Print Preview, the mouse cursor changes to a magnifying glass. Click on the page to zoom in (+) and out (-) as necessary."

Figure 5-15. Previewing the Trip Estimate before Printing