

## Chapter 8

# Destinations

T.O.M. was designed to remember all destinations from your past field trips. T.O.M. gives you the ability to add new destinations ‘on the fly’ while entering a field trip. The result is that as time goes on T.O.M. builds a comprehensive list of destinations. Having this list saves your department a lot of time because you no longer have to enter the name, address, estimated miles and special instructions for the destinations for a great majority of your field trips because they have already been entered.

When you select the Destination Maintenance Routine (Figure 8-1) the Destination Search Screen displays (Figure 8-2). From this screen you may add, change or delete destinations. To retrieve an existing destination, you may simply click the search button and lookup the destination alphabetically by name. When entering destinations, you will enter the destination name and address information. You may also group your destinations into categories by selecting a destination category from a list that you setup previously.

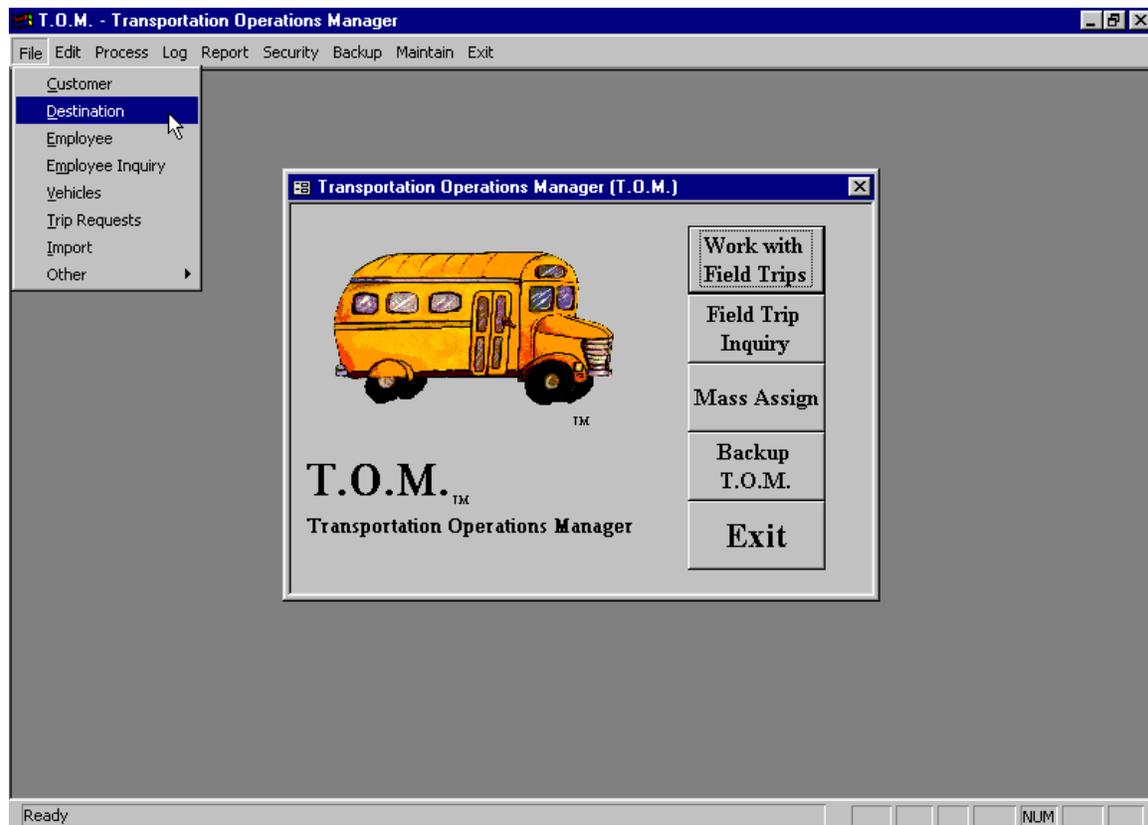


Figure 8-1. Accessing the Destination List Screen

While entering your destinations you may also enter certain assumptions or defaults that T.O.M. should make when you enter a field trip going to this destination. By entering these assumptions you can make your job of entering field trips much quicker and easier. Remember you can always change these assumptions at the time you are entering the actual field trip.



Below are all the assumptions you can instruct T.O.M. to make when entering a field trip going to a particular destination:

- **Average Miles** (average miles to the destination)
- **Special Instructions** (unlimited free form text of any special instructions you wish to give the driver when they arrive at the destination site)

The screenshot shows a window titled "DESTINATION SEARCH" with a sub-header "Destination Search". It features a "Status:" section with radio buttons for "Active", "Inactive", and "All". Below this is a "Search Destination:" text box containing "phoenix". A list of destinations is displayed in a table format. At the bottom, there are buttons for "Find", "New", "Edit", "Delete", and "Exit".

PHOENIX ART MUSEUM	511	1625 N. CENTRAL AVE.	CEN
PHOENIX CENTER FOR ARTS	565	1202 N. THIRD ST	
PHOENIX CITY HALL	311	200 W. WASHINGTON	
PHOENIX CIVIC CENTER	29	3RD. ST. & JEFFERSON	
PHOENIX COLLEGE	312	1202 W. THOMAS	
PHOENIX COUNTRY DAY SCHOOL	313	3901 E. STANFORD	
PHOENIX EQUESTRIAN CENTER	466	19224 N TATUM BLVD	
PHOENIX GEMS & MINERAL SHOW	314	1421 E. BUNKER BLVD	

Callout boxes provide the following instructions:

- Top-left:** The destination search name. Enter all or part of the name of the destination you wish to find and then click the Find button.
- Top-right:** Click on one of these options to search only active, inactive or all destinations.
- Bottom-left:** Click to refresh the list of all Destinations who's name begin with the characters in the search name.
- Bottom-left-center:** Click to add a new Destination.
- Bottom-center:** Click to change the selected existing Destination.
- Bottom-center-right:** Click to remove the selected existing Destination.
- Bottom-right-center:** A list of all Destinations who's name match begins with the search name or all Destination if the search name is blank
- Bottom-right:** Click to leave the Destination Search screen.

Figure 8-2. The Destination Search Screen

Figure 8-2 is the list / search screen showing you all of the Destinations that you have setup with T.O.M. From this screen you tell T.O.M. if you want to add a new Destination, change an existing Destination and remove existing Destination.



### Finding a Destination

The Destination List / Search screen also offers you a very simple way to retrieve an existing Destination record. Simply type in all or part of the Destination's name and click the Destination Status option to search only Active Destinations, Inactive Destinations or All Destinations. Then click the Find button. After a moment a list of Destinations who have names matching your search name will appear in a list below your search name.

If you wish to change the search name, key over the last search name that you entered and then click the Find button again and the system will refresh the list of found Destinations automatically. Once you have spotted the Destination you desire simply point to that name, click it and click the Edit button and you will be taken to the Destination Data Entry screen (Figure 8-3) with selected Destination displayed on the screen.

**DESTINATION**

**Destination**

Destination #: 317

Description: PHOENIX MUSEUM OF HISTORY

Category: [dropdown]

Average Miles: 45.0

Address : 105 N. 5TH ST  
NORTH OF WASHINGTON

City / Province: PHOENIX

State: AZ

Zip / Postal Code: [empty]

Special Instructions: [empty]

Active:

**OK** **Exit**

Click to save the Destination information and return to the Destination Search screen.

Click to return to the Destination Search screen WITHOUT saving the information that you typed.

Figure 8-3. The Destination Data Entry Screen



## Adding a New Destination

If you wish to add a new Destination, click the New button and you will be taken to the Destination Data Entry screen (Figure 8-3). This screen will let you enter all of the Destination information. To save the Destination information you have entered, click the OK button. To exit this screen without saving the information you have entered, click the Exit button. See *Destination Data Entry Screen Options* below for a complete description of the data entry fields and options.

You have now entered all the destination information made available by T.O.M. To complete the task of adding this destination you now click the OK button.

## Changing an Existing Destination

If you wish to change an existing Destination then select a Destination on the Destination Search screen (Figure 8-2) by clicking the row containing the desired Destination and then click the Edit button. You will be taken to the Destination Data Entry screen (Figure 8-3). This screen will let you change any of the Destination information except the Destination code. To save the Destination information you have changed, click the OK button. To exit this screen without saving the information you have entered, click the Exit button. See *Destination Data Entry Screen Options* below for a complete description of the data entry fields and options.

## Deleting an Existing Destination

If you wish to remove an existing Destination, then select a Destination on the Destination Search screen (Figure 8-2) by clicking the row containing the desired Destination and then click the Delete button. T.O.M. will ask you to confirm that you really want to delete this Destination. If you do confirm to T.O.M. that you want to delete the Destination, T.O.M. will remove the Destination from your T.O.M. database. **NOTE:** *T.O.M. will not allow you to delete a Destination that is being used by a Field Trip.*

## Destination Data Entry Screen Options

**Destination #:** This is a number that is automatically generated by T.O.M. It uniquely identifies the destination to T.O.M.

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

**Category:** This is a grouping that you designate for your destinations. By classifying all your destinations with your own Destination Categories, you can use T.O.M. to produce summary field trip statistics by these categories. Using the Summary Miles report you can analyze the number of field trip miles taken to your various destination categories. For more information about Destination Categories, see *Destination Categories* in *Chapter 3 - Entering Lookup Lists* in this manual. For more information about the Summary Miles report, see the section *Summary Miles Report* in *Chapter 8 - Management Report* in the *T.O.M. User Guide*.

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



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Trip Estimate see the section *Printing Field Trip Estimates for Customers* in *Chapter 1 - Entering Field Trips and Printing Estimates* in the *T.O.M. User Guide*.

**Address:** This is two lines in which you may enter the destination's street address. Each line is 30 characters. This address will appear on the driver trip tickets.

**City:** This is the city where the destination is located. It is 15 characters. The city will appear on the driver trip tickets.

**State / Province:** This is the state (U.S.) or province (Canada) where the destination is located. It is 2 characters. The state will appear on the driver trip tickets.

**Zip / Postal Code:** This is the zip code (U.S.) or postal code (Canada) of the destination. It is 10 characters. The zip code will appear on the driver trip tickets.

**Special Instructions:** This field can be used to enter any default special instructions that you commonly give your drivers when they perform field trips with this destination. You can enter an unlimited amount of information in this field. When you enter a field trip arriving at this destination, these special instructions are *stamped* on the field trip automatically by T.O.M. You may then override these special instructions with instructions specific to that unique field trip. If you change the destination special instructions in the field trip, you will NOT change the destination's assumed special instructions. Conversely, if you change a destination's assumed special instructions, you will NOT change the destination special instructions for all field trips that you have entered previously for this destination. The changed destination special instructions will take effect for all new field trips entered in the future for this destination.

**Active:** This checkbox is used to signify if this is an active destination or not. If this box is checked, then the destination is considered active. If this box is not checked, then the destination is considered inactive. In the Destination Directory Report T.O.M. allows you to specify whether you wish to list active, inactive or all destinations on the report.

