


Email Settings

 **Email Settings** **Settings Saved**

Settings:

SMTP Server:

SMTP Port:

SMTP Authentication: ☐

SMTP User Name:


SMTP Password:

Email From Name:

Email From Address:

Save **Exit**

Email Options

 **Email Options**

Requestor:

Status changes in Web Trips: ☒

Accepted by Transportation Department: ☒

Denied by Transportation Department: ☒

New Trip entered into dispatch database: ☒

Trip Assigned a driver and vehicle: ☐

Trip Canceled: ☒

Trip Billed: ☒

Trip paid: ☐

Administrator:

Status changes in Web Trips: ☐

Accepted by Transportation Department: ☒

Denied by Transportation Department: ☒

New Trip entered into dispatch database: ☐

Trip Assigned a driver and vehicle: ☒

Trip Canceled: ☒

Trip Billed: ☒

Trip paid: ☐

Approver:

Status changes in Web Trips: ☐

Accepted by Transportation Department: ☒

Denied by Transportation Department: ☒

New Trip entered into dispatch database: ☒

Trip Assigned a driver and vehicle: ☒

Trip Canceled: ☒


Trip Billed: ☒

Trip paid: ☐

Email Settings **Exit**

Make sure this event is checked in your email options.

T.O.M. - Transportation Operations Manager

**Trip**

Field Trip Request #: 15661
Number of Reservations for the day: 0

Actions | Assignment | Billing | **Other**

Inter:

Field Trip Category: CURRICULAR

Grade: ES

Trip Requestor Email: jackson_korrine@salkeiz.k12.or.us

Trip Administrator Email:

Trip Approver Email:

OK

Save

Addit.
Trip
Dates

Auto
Assign
Drivers

Trip
Driver
Info

Print
Trip
Ticket

Print
Est.

Bills
and
Pymts

Bill
Trip

Cancel
Trip

Exit