

## Appendix C

# Specific WebTrips Options in the T.O.M. Field Trip Software

T.O.M., version 4.4.1 or greater, contains setup options in the District Options screen specific to T.O.M. WebTrips. For a detailed discussion on setting up your T.O.M. District Options see *Chapter 4- District Options*, of the T.O.M. Getting Started Manual.

The following setup options are specific to WebTrips and are maintained in T.O.M.'s District Options.

- 1- Adding/Changing WebTrips Comments
- 2- Specifying what information the school users can see in WebTrips

To open the District Options screen click File, Other, District Options from the T.O.M. main menu ().

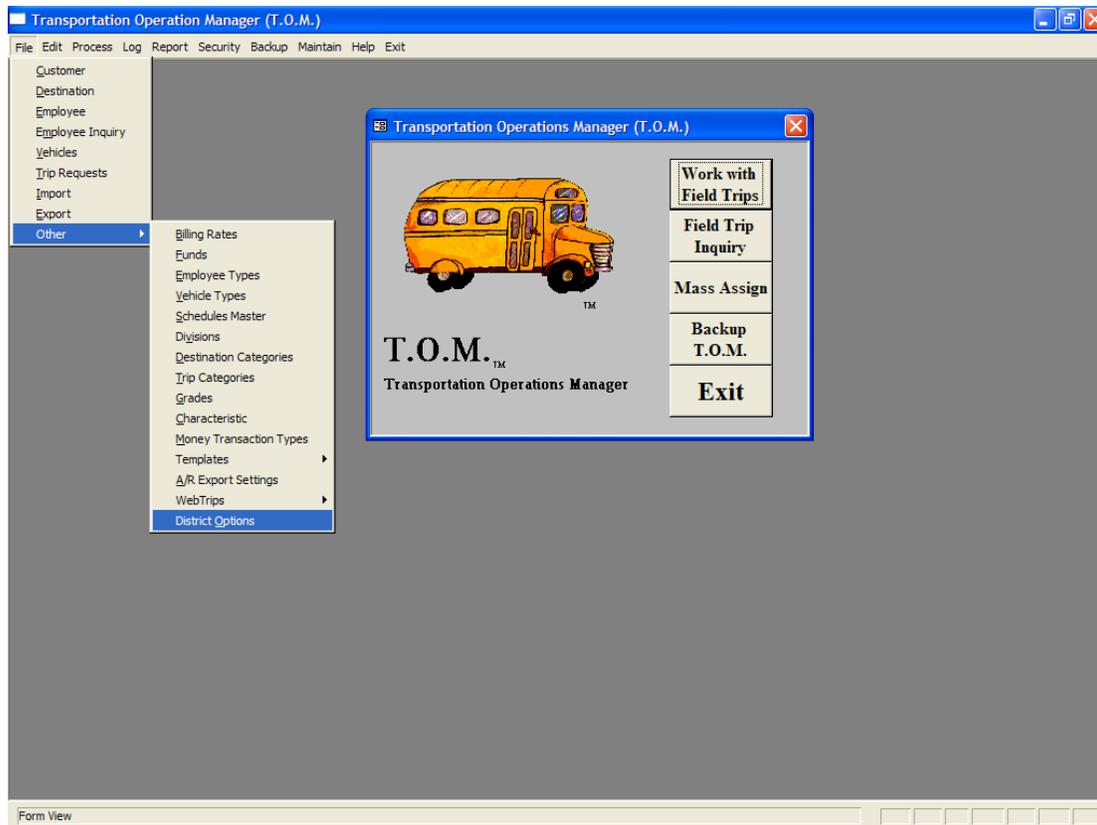
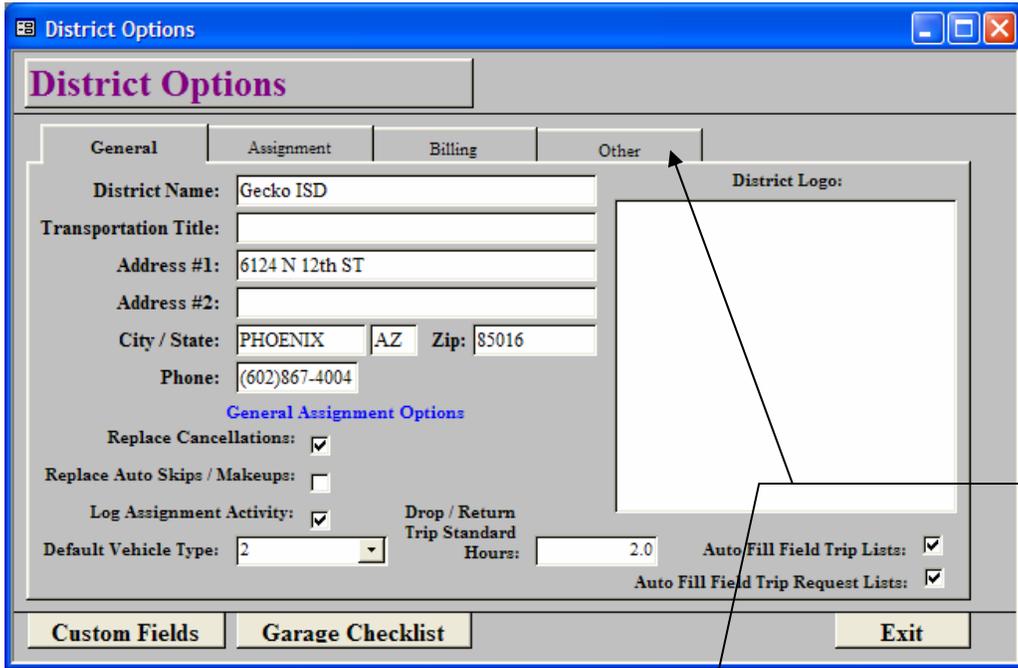


Figure C-1. Opening the District Options screen



T.O.M. will bring up the District Options Screen, for specific WebTrips options, go to the “Other” tab ().



The “Other” tab in the District Options screen has WebTrip specific settings

Figure C-2. The T.O.M. District Options screen

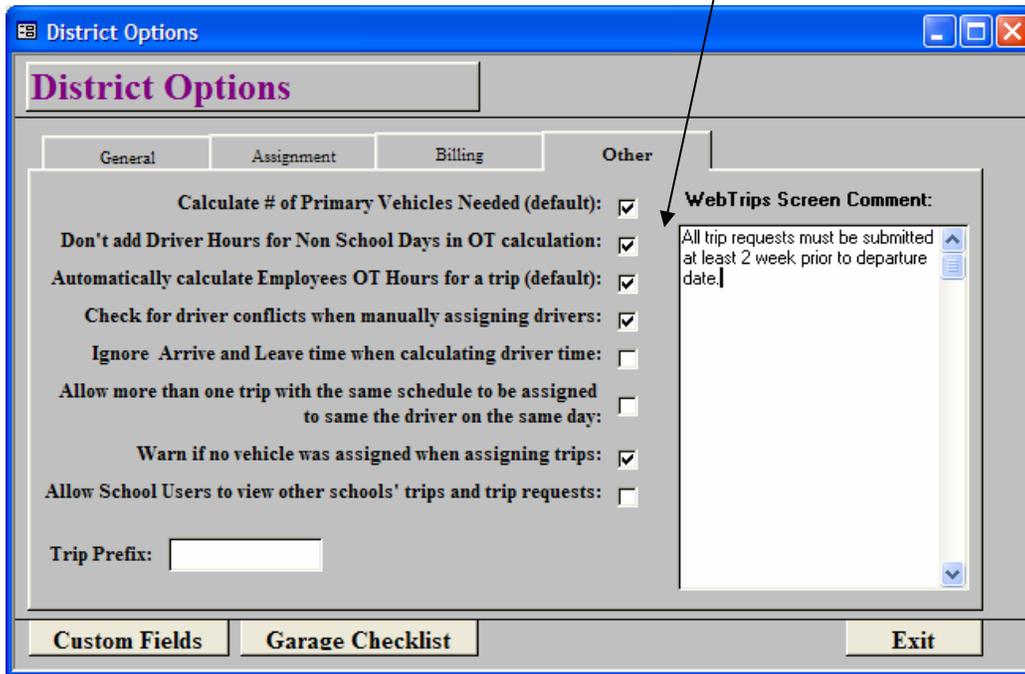


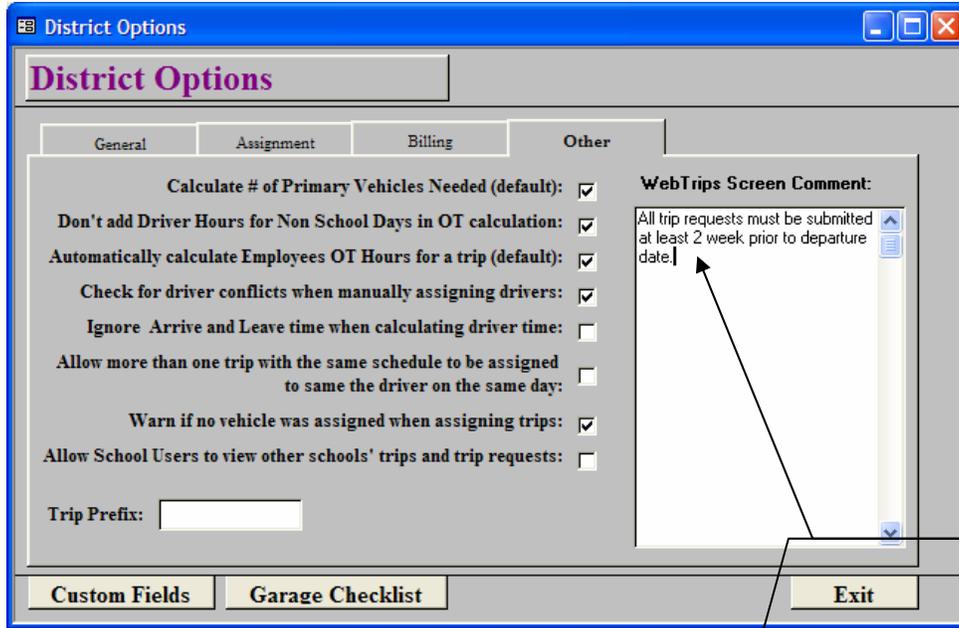
Figure C-3. Other tab in the T.O.M. District Options screen

In the “Other” tab of the District Options screen, you can set two parameters that are specific to WebTrips.



# WebTrips Screen Comment

The WebTrips Screen Comment, is defined here (Figure C-4) and will be displayed in WebTrips on the Request Detail Screen for all WebTrips users to see (Figure C-5).



The WebTrips Screen Comment is defined in T.O.M. District Options and Displayed on the WebTrips Request Detail Page

Figure C-4. WebTrips Screen Comment defined in District Options

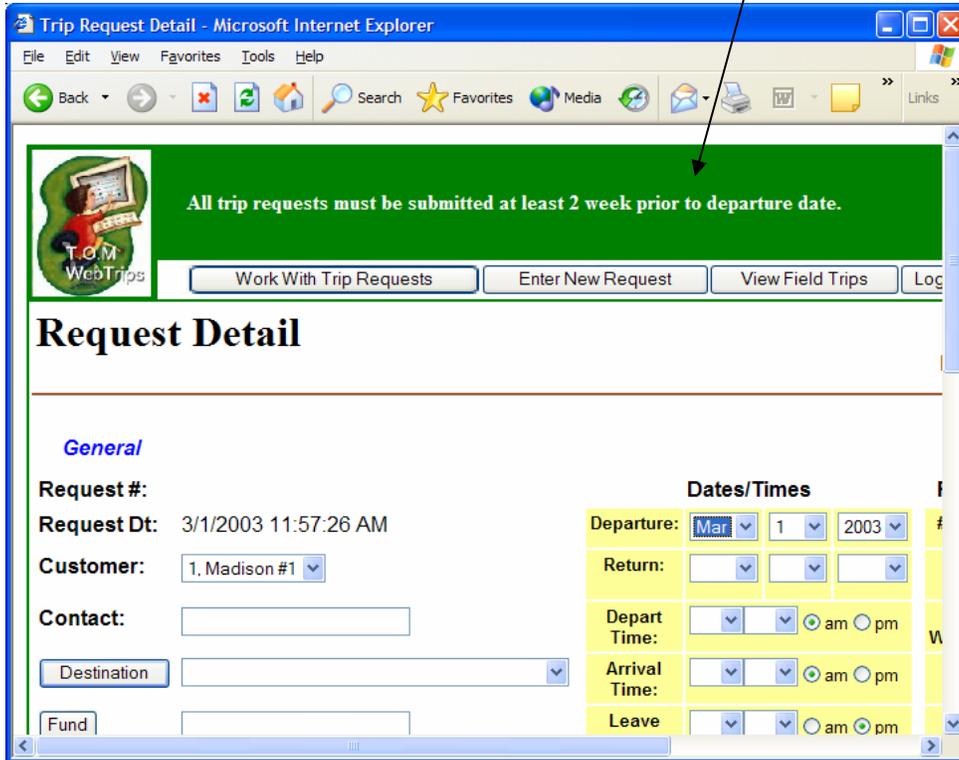


Figure C-5. WebTrips Screen Comment displays on the Request Detail Page



## Allow School Users to View other Schools' Information

The District Options' parameter "Allow School Users to view other schools' trips and trip requests" (Figure C-6) defines a level of security in WebTrips. Normally, this option would be set to False and a WebTrips school user would only be allowed to search trip requests and field trips that were assigned to his or her own school. If your district policy permits school users to view all field trips and field trip requests (for instance if they need to check to see how many trips already exist on a particular day before submitting a request), then change this option to True. Users will still be permitted to create trip requests for their school only, and will be allowed to **edit** trip requests from their school that have not been already acted upon by an approving authority.

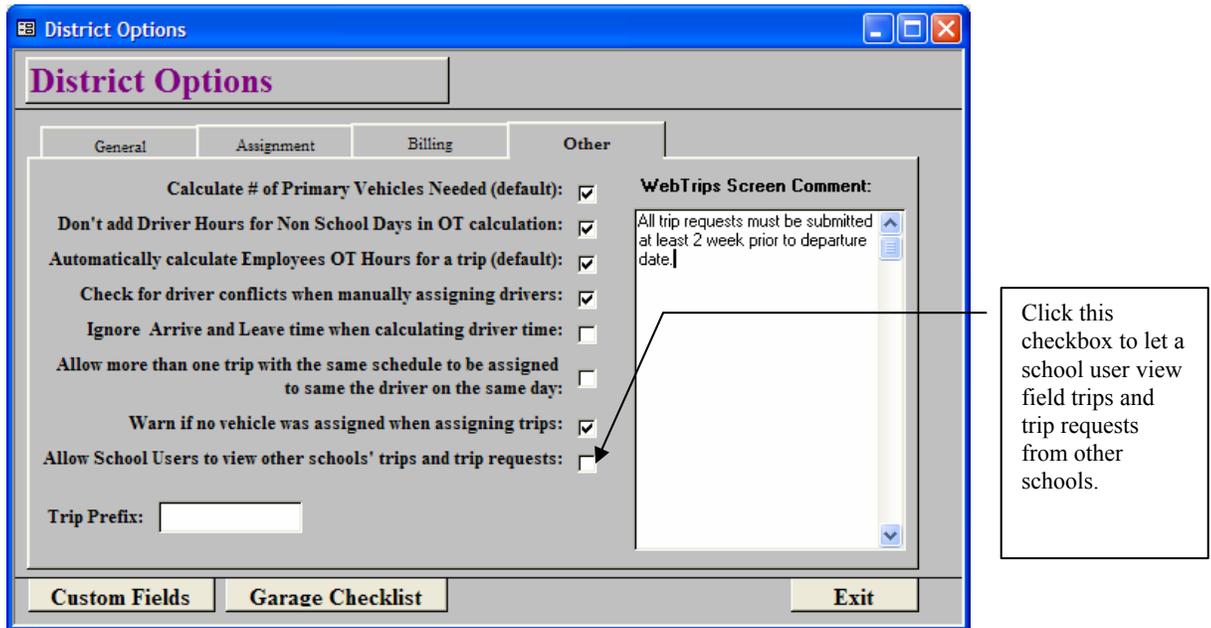


Figure C-6. "Allow School Users to view other school' trips and trip requests" a WebTrips Security Parameter is defined in the T.O.M. District Options screen