Chapter 5

Searching for Field Trip Requests and Field Trips

Users can monitor the status of their field trip requests through WebTrips. If policy requires requests to be approved users can login and see what requests have been approved, which, if any, have been denied and the reason for denial, which requests have been accepted as trips by transportation and which have been refused. WebTrips also allows users to make changes to the trip request as long as the request has not already been approved or denied.

This chapter describes how to:

- Login to the WebTrips application
- Search for a specific trip request or group of requests
- View/Edit details of a specific field trip request
- Search for a specific field trip (accepted request) or group of field trips
- Logout of the WebTrips application

Logging in to WebTrips

To login to the WebTrips application, you should have already obtained your Username and Password and the web address for your local WebTrips page from your T.O.M. administrator. Check with your T.O.M. administrator if you do not already have this information.

1. Launch your browser application (usually Internet Explorer or Netscape) and navigate to the WebTrips website given to you by your T.O.M. Administrator. The Login page is displayed (Figure 5-1).
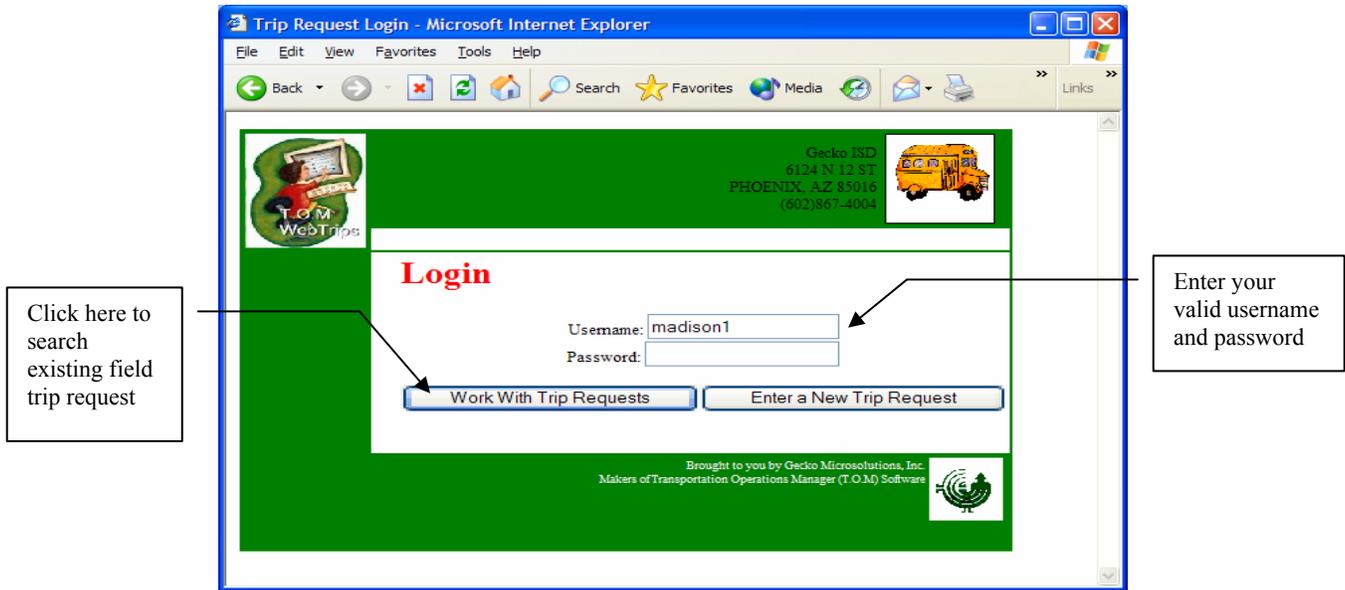
Figure 5-1. The WebTrips Login page

2. Enter your username in the Username field.

3. Enter your password in the Password field. (Your password will not be displayed.)

4. Click the Work With Trip Requests button.

    WebTrips validates your username and password against the user database and (if accepted) displays the Trip Request Search page (Figure 5-2). If the username and/or password are not valid, WebTrips displays an error message. Click your browser's Back button and re-enter the username and password.

Figure 5-2. The Trip Request Search page

Note: The Work With Trip Requests button is displayed on all WebTrips pages.

WebTrips will automatically return users to this page after successfully saving a trip request.
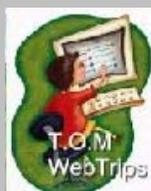
As a school user, when you select Work With Trip Requests, WebTrips looks at the district options to determine if it should display all trip requests or simply display the Trip Request Search page and allow you to enter your own search parameters. If the district option is set to "Auto Fill Requests", WebTrips displays all your school's trip requests. Otherwise you can go ahead and search the trip request database based on a set of matching search criteria you select on this page.

ⓘ *T.O.M Tip*

Information at the Top of the Trip Request Search Page

The Trip Request Search page (Figure 5-2) displays some basic information, as well as the standard WebTrips navigational buttons near the top of the page. The table below describes what you will see.

Field	Description
District Information	The school district name and address are displayed on all WebTrips pages.
Navigation Buttons	The navigation buttons allow you to open other pages within WebTrips. You can go to the trip request search page by clicking the Work with Trip Requests button, start a new trip request with the Enter New Request button, inquire on existing field trips with the View Field Trips button or log out of WebTrips with the Log Out button.
Number Found	Displays the number of field trip requests that match the search criteria you enter.

Selecting Search Criteria on the Trip Request Search Page

The Trip Request Search page (Figure 5-3) lets you search existing trip requests by selecting information about the request. WebTrips uses the information you enter as "search criteria" and matches existing trip requests for your school to this information. Let's see how this works:

1. Select the information you want WebTrips to match in existing trip requests for your school. A very simple example is to select all trips that are pending by selecting "Pending" in the Status list.

Figure 5-3. Entering search parameters in the trip request search page.

If you want to clear all the fields to start again, click the Reset button.

The information that can be used as search criteria is:

Field	Description
Departure Dates	Enter both the Departure From Date and the Departure To Date. If you are looking for trip requests departing on a single day, you may enter only a Departure From Date, WebTrips will default the To date to the same day. WebTrips finds all trip requests that match this date range AND that meet all your other search criteria.
Enter Dates	Enter both the Enter From Date and the Enter To Date. If you are looking for trip requests that were entered on a particular day, you may enter only the Enter From Date and WebTrips will default the To date to the same day. WebTrips finds all trip requests that match this date range AND that meet all your other search criteria.
Status	Click on the down arrow on the Status field and select from the list of valid statuses. WebTrips finds all trip requests that match this status AND that meet all your other search criteria.
Customer	Generally school users may search trip requests only for their own school. However, when the district option "Allow school users to view other school's trip requests" is set to True, school users may see (but not edit) all trip requests. Transportation or district users can search for trip requests based on the originating school. Select a school from the drop-down list. Once the customer is selected, WebTrips finds all trip requests that match this customer AND that meet all your other search criteria.
Destination	Select a destination from the drop-down list. Once the destination is selected, WebTrips finds all trip requests that match this destination AND that meet all your other search criteria.
Division	Select a trip division from the drop-down list. WebTrips finds all trip requests that match this division AND that meet all your other search criteria.
Internal Number	Enter in an internal tracking number. WebTrips finds all trip requests that match this number AND that meet all your other search criteria.
Grade	Select a grade from the drop-down list. WebTrips finds all trip requests that match this grade AND that meet all your other search criteria.
Trip Category	Select a trip category from the drop-down list. If your district requires field trip approval based on the type of trip it is possible the trip category will also identify trip requests using a particular approval path. See *Chapter 3: Setting Up Approval Paths* for more information. Once a Trip Category is selected and user click Find Requests, WebTrips finds all trip requests that match this trip category AND that meet your other search criteria.

2. Once you have entered all your search criteria, click the Find Requests button. WebTrips combines the search criteria and displays the trip requests (if any) that match ALL of the criteria (Figure 5-4).

WebTrips displays a list of summary information for each of the field trip requests found. Also, the Number Found field near the top of the page indicates how many field trips were found.

Figure 5-4. WebTrips displays trip requests (if any) that match your search criteria

Viewing and Changing Details of the Field Trip Request

As previously described, the Trip Request Search Page will display a list of summary information for each field trip request that matches the search criteria you entered. To see details of a specific trip request from the Trip Request Search Screen, click on the appropriate hyperlink trip request number in the Request # column (Figure 5-5).

Click on the request # to see detail information about the trip request

Figure 5-5. Click the trip number hyperlink in the Request # column for trip details

Detailed information is displayed in the Request Detail page (Figure 5-6).

Figure 5-6. Viewing field trip request details in the Request Detail page

If you need a complete description of any field on the Request Detail page, please refer to *Chapter 4: Entering a Field Trip Request*.

Changing Trip Request Information

Trip request information can be changed on this page, in the following circumstances:

- If the trip request *is not* on an approval path and is still at a status of "Pending", a school user can change any of the information on that request until the Transportation Department either approves or denies the request.

- If the trip request *is* on an approval path, you can change the request only until it passes through the next higher approval layer. For example, you enter a request and the first person set to approve it is the school's principal, you can change the request up until the principal approves or denies the request. The principal can approve the request "as is," change any information on the request or deny the field trip request.

Viewing Field Trips

In addition to working with requests, WebTrips will allow users to look up field trips. Requests that have been granted by transportation and scheduled as a field trip and trips that where entered in directly by transportation will be found here. To use the Field Trips search, click the View Field Trips button from the navigation section at the top of any page ().
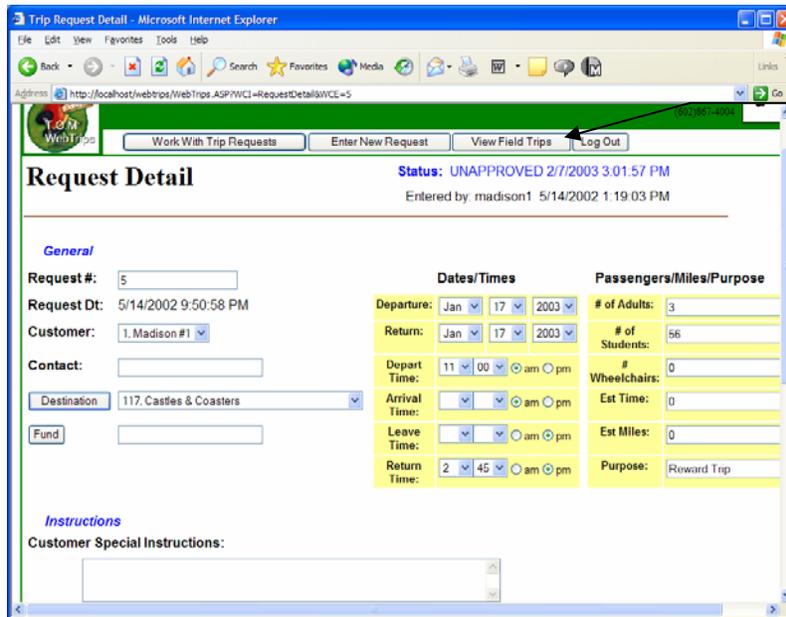
Figure 5-7. Click the View Field Trips button

WebTrips displays the Field Trip Search page (Figure 5-8); this search page lets you access existing trips by selecting information about the trip. WebTrips uses the information you enter as "search criteria" and matches existing trip requests for your school to this information. Let's see how this works:

Select the information you want WebTrips to match in existing trips for your school. A practical example is to select all trips that are scheduled to depart the week of 5/12/02. Enter 5/12/02 in the From field under Departure Dates and Enter 5/18/02 in the To field (Figure 5-8). **Note:** If you want to clear all the fields to start again, click the Reset button.
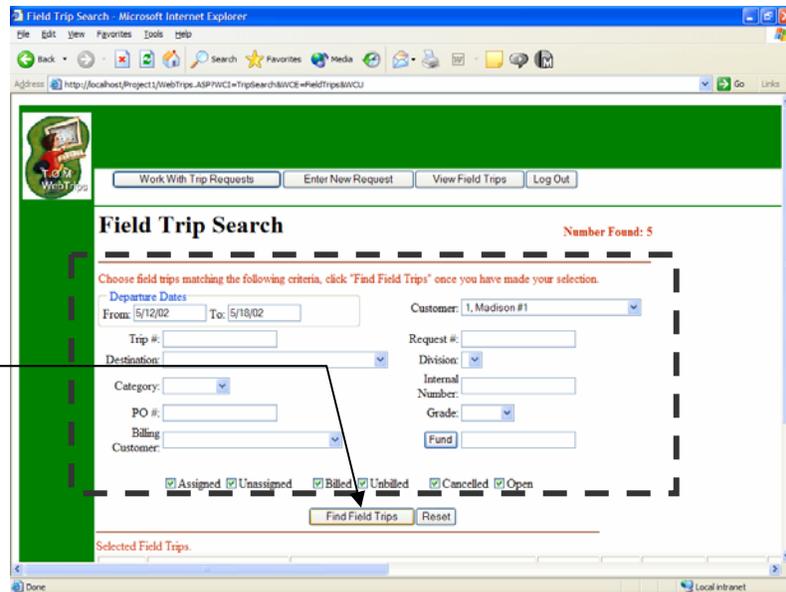
Figure 5-8. Enter the information you want WebTrips to match in your field trips

The information that can be used as search criteria is:

Field	Description
Departure Dates	Enter both the Departure From Date and the Departure To Date. WebTrips finds all trip requests that match this date range AND that meet all your other search criteria.
Trip #	The field trip number, a unique identifier assigned by T.O.M.
Destination	Select a destination from the drop-down list. Once the destination is selected, WebTrips finds all trip requests that match this destination AND that meet all your other search criteria.
Category	Select a trip category from the drop-down list. WebTrips finds all trip requests that match this trip category AND that meet all your other search criteria.
PO #	Enter in the purchase order number for this field trip.
Billing Customer	Select a customer number from the drop down to which this field trip was or will be billed to.
Customer	Generally school users may only search trips originating from their school. However, when the district option "Allow school users to view other school's trips and trip requests" is checked ON, users may view all trips. Transportation or district users can search for trips based on the originating school. Select a school from the drop-down list. Once the school is selected, WebTrips finds all trips that match this school AND that meet all your other search criteria.
Request #	Enter in the Trip Request number from which this field trip originated.
Division	Select a trip division from the drop-down list. WebTrips finds all trips that match this division AND that meet all your other search criteria.
Internal Number	Enter in an internal tracking number. WebTrips finds all trip requests that match this number AND that meet all your other search criteria.
Grade	Select a grade from the drop-down list. WebTrips finds all trip requests that match this grade AND that meet all your other search criteria.
Fund	Enter in the fund number, or click on the Fund button and use the fund search to select a fund number. Once the fund is selected. WebTrips finds all trips that match this fund AND that meet all your other search criteria.
Assigned Unassigned	If you would like to search only for trips that have had driver(s) assigned, uncheck the Unassigned checkbox. OR If you would like to find only the trips that have not yet had a driver assigned, uncheck the Assigned checkbox. Once the appropriate assignment status is checked, WebTrips finds all trips that match this status AND that meet all your other search criteria.
Billed Unbilled	If you would like to search only for trips that have been billed uncheck the Unbilled checkbox. OR If you would like to find only the trips that have not yet been billed, uncheck the Billed checkbox. Once the appropriate billed status is checked, WebTrips finds all trips that match this status AND that meet all your other search criteria.
Cancelled Open	If you would like to search only for trips that have been cancelled, uncheck the Open checkbox. OR

Field	Description
	If you would like to find only the trips that are open (have not been cancelled), uncheck the Cancelled checkbox. Once the appropriate cancelled status is checked, WebTrips finds all trips that match this status AND that meet all your other search criteria.

Once you have entered all your search criteria, click the Find Field Trips button. WebTrips combines the search criteria and selects the trips (if any) that match ALL of the criteria (Figure 5-9). WebTrips displays a list of summary information for each of the field trips found. Also, the Number Found field near the top of the page indicates how many field trips were found.

Figure 5-9. WebTrips displays field trips (if any) that match your search criteria

Logging Out of WebTrips

When you are finished using WebTrips, don't forget to log out!

1. Click Log Out from the Navigation Bar on any page WebTrips page (Figure 5-10).
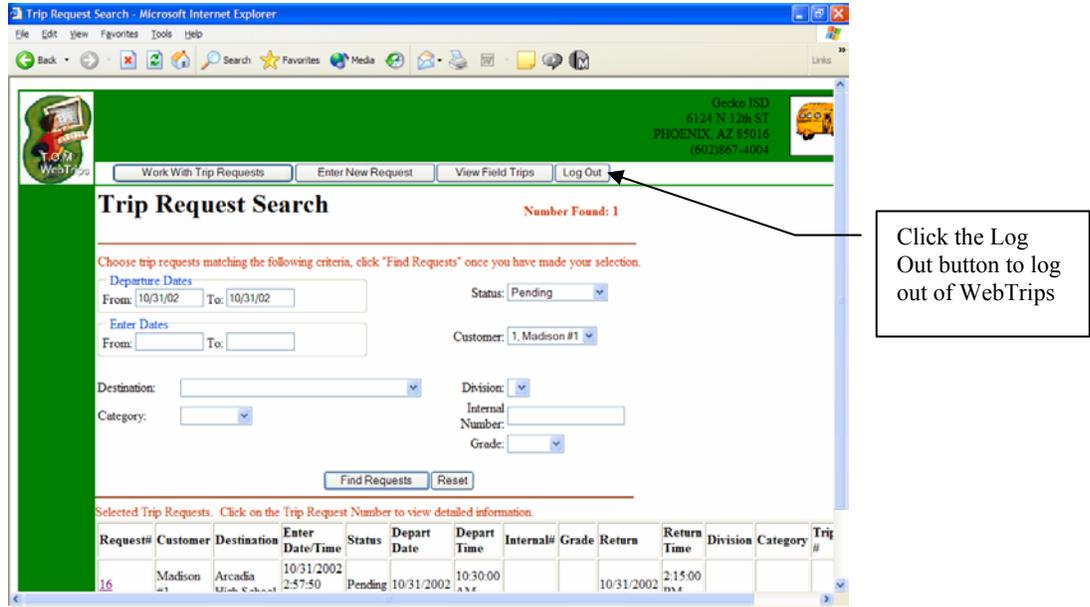
Figure 5-10. Logging out of WebTrips

2. Click the Logout button. The WebTrips Lot Out page gives you a message that it has successfully ended your session (Figure 5-11).
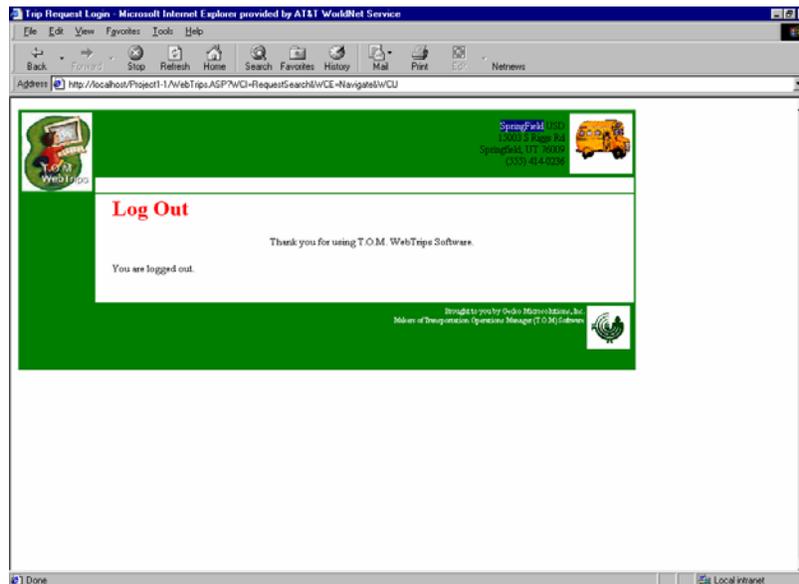
Figure 5-11. You have successfully logged out of WebTrips