

## 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 ().

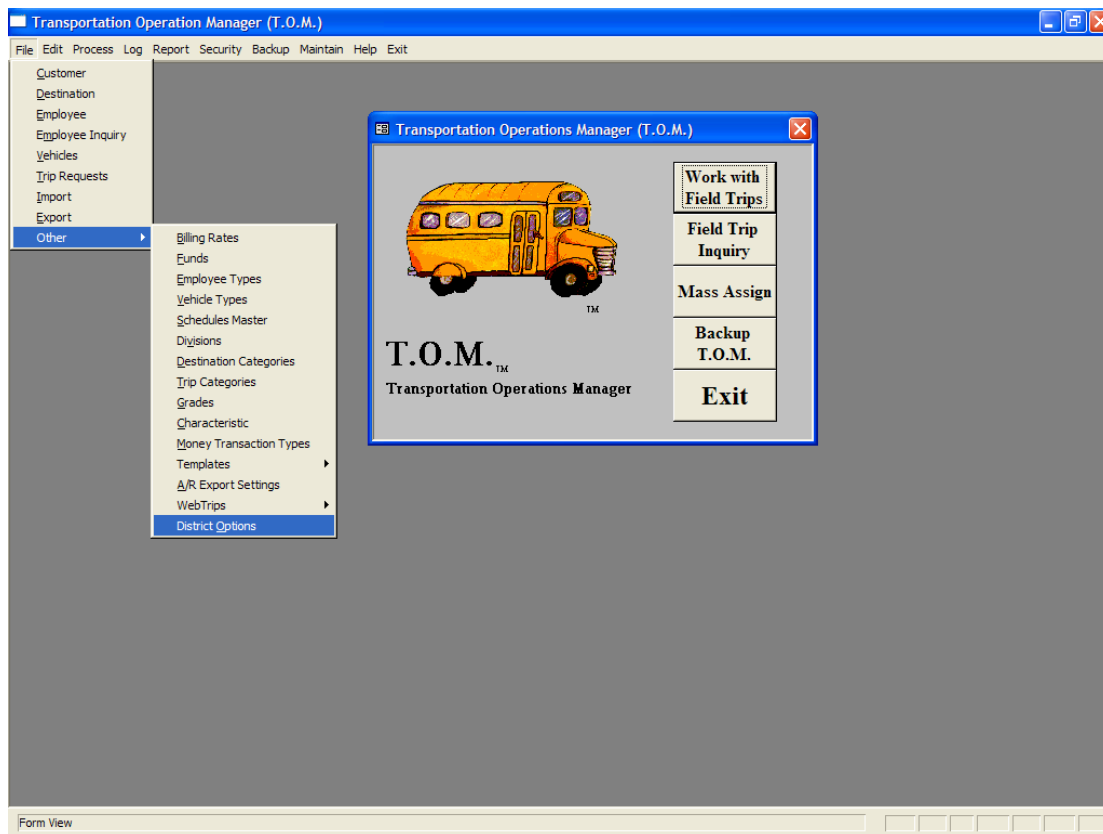


Figure C-1. Opening the District Options screen



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

**District Options**

General Assignment Options

Replace Cancellations: ☒

Replace Auto Skips / Makeups: ☐

Log Assignment Activity: ☒

Default Vehicle Type: 2

Drop / Return Trip Standard Hours: 2.0

Auto Fill Field Trip Lists: ☒

Auto Fill Field Trip Request Lists: ☒

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

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

**District Options**

WebTrips Screen Comment:

All trip requests must be submitted at least 2 week prior to departure date.

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).

**District Options**

General Assignment Billing **Other**

Calculate # of Primary Vehicles Needed (default): ☒

Don't add Driver Hours for Non School Days in OT calculation: ☒

Automatically calculate Employees OT Hours for a trip (default): ☒

Check for driver conflicts when manually assigning drivers: ☒

Ignore Arrive and Leave time when calculating driver time: ☐

Allow more than one trip with the same schedule to be assigned to same the driver on the same day: ☐

Warn if no vehicle was assigned when assigning trips: ☒

Allow School Users to view other schools' trips and trip requests: ☐

Trip Prefix:

**WebTrips Screen Comment:**

All trip requests must be submitted at least 2 week prior to departure date.

Custom Fields Garage Checklist Exit

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

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

**Trip Request Detail - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print W Links

**T.O.M. WebTrips**

All trip requests must be submitted at least 2 week prior to departure date.

Work With Trip Requests Enter New Request View Field Trips Log

**Request Detail**

**General**

Request #:

Request Dt: 3/1/2003 11:57:26 AM

Customer: 1. Madison #1

Contact:

Destination:

Fund:

**Dates/Times**

Departure: Mar 1 2003

Return:

Depart Time:  am pm

Arrival Time:  am pm

Leave:  am pm

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.

The screenshot shows the 'District Options' window with the 'Other' tab selected. The 'WebTrips Screen Comment' text area contains the text: 'All trip requests must be submitted at least 2 week prior to departure date.' A callout box with the text 'Click this checkbox to let a school user view field trips and trip requests from other schools.' points to the checkbox for 'Allow School Users to view other schools' trips and trip requests'.

General	Assignment	Billing	Other
<b>District Options</b>			
Calculate # of Primary Vehicles Needed (default): <input checked="" type="checkbox"/>			
Don't add Driver Hours for Non School Days in OT calculation: <input checked="" type="checkbox"/>			
Automatically calculate Employees OT Hours for a trip (default): <input checked="" type="checkbox"/>			
Check for driver conflicts when manually assigning drivers: <input checked="" type="checkbox"/>			
Ignore Arrive and Leave time when calculating driver time: <input type="checkbox"/>			
Allow more than one trip with the same schedule to be assigned to same the driver on the same day: <input type="checkbox"/>			
Warn if no vehicle was assigned when assigning trips: <input checked="" type="checkbox"/>			
Allow School Users to view other schools' trips and trip requests: <input type="checkbox"/>			
Trip Prefix: <input type="text"/>			
WebTrips Screen Comment: All trip requests must be submitted at least 2 week prior to departure date.			
Custom Fields		Garage Checklist	
Exit			

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