

Entering Field Trips in TripFinder

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Entering Field Trips in TripFinder

Let's get started:

Open *Trip Finder*: <https://plus.transfinder.com/tripfinder/>
or from the Mesquite ISD website...

- Click on [For Staff] Webpage then click [Field Trip Reservations]
OR
- Click [Departments] scroll down then click [Bus Procedures And MISD Transportation] then click on [MISD Field Trip Reservation System (Staff Use Only)]

Login: Key in mesquiteisd in client ID. Key in your User ID and Password for field trips. If you forgot your password or encounter any problems, contact the Transportation Manager.



Client ID
mesquiteisd

User Name
User Name

Password
Password

Remember Me [Forgot Password?](#)

Log In

The login form is enclosed in a red oval. It contains four input fields: 'Client ID' (pre-filled with 'mesquiteisd'), 'User Name', 'Password', and a 'Remember Me' checkbox. A 'Forgot Password?' link is located to the right of the checkbox. A green 'Log In' button is positioned below the form.

Version 1.0.7654

Click on [Current Field Trip Year] Click on [Apply]

Data Source

Set the Data Source to the one you would like to use. Changing the Data Source will not change it for any other user, it will only apply to you.

Data Source *

[Dropdown menu]

Apply

The 'Data Source' dialog box has a dark header. Below the header, there is explanatory text. A dropdown menu is shown with a red circle around its arrow. At the bottom, a dark 'Apply' button is also circled in red.

To enter a New Field Trip: Click on [Submit New Request]

Tripfinder x +

trans-rf01.mesquiteisd.org/tripfinder/

Apps Employee Timesheet Home - Mesquite I... New Tab Tripfinder

MY SUBMITTED REQUESTS

Submit New Request

Filter: None, Layout: Default

Public ID	Status	Name	Depart From	School	School Name
.N.	.N.	.N.	.N.	.N.	.N.
52665	Completed - Request Completed	Memorial Stadium Re...	004	004	Poteet High School
52676	Transportation Approved	PHS Band - 10/2 Game	915	004	Poteet High School
52677	Transportation Approved	PHS Band - Memorial ...	004	004	Poteet High School

Add Field Trip

Template

None

Field Trip Name *

required

School *

Department/Activity: *

Contact

Contact *

Phone *

Phone Ext

Email *

Departure

Depart Date *



Time *



Return Date *



Time *



Departure *

Notes

Save

Save as Template

Save & Close

Close

REQUIRED FIELDS

Fill in all required fields. All required fields have a red *.

1. **Field Trip Name*** – Specify the activity, week/date and destination in the name field ~ **Do not enter your name!**
(i.e. Shaw 10/22 Dallas Zoo
Sports Camp Week 1_Peter Piper Pizza
Poteet Varsity Football 10/21 Longview)
2. **School***– Select the school from the drop down box.
3. **Department / Activity *** – Select the Department /Activity from the drop down box.
4. **Contact*** - –Please Enter your Contact information and **Cell number** also your classroom ext we can reach you at. (Please enter a 0 if you don't have an ext)
5. **Depart & Return Date *** – Only enter one day at a time per trip. Remember all trips must be entered no later than 2 weeks in advance prior to departure date of the trip.
6. **Depart & Return Time *** – No padding of the times – input the exact time the bus will be needed for the trip. Be ready to load when bus arrives. When figuring drive times, consider traffic, distance to destination and use 50 mph to calculate what to enter for depart and return times.

Please note:

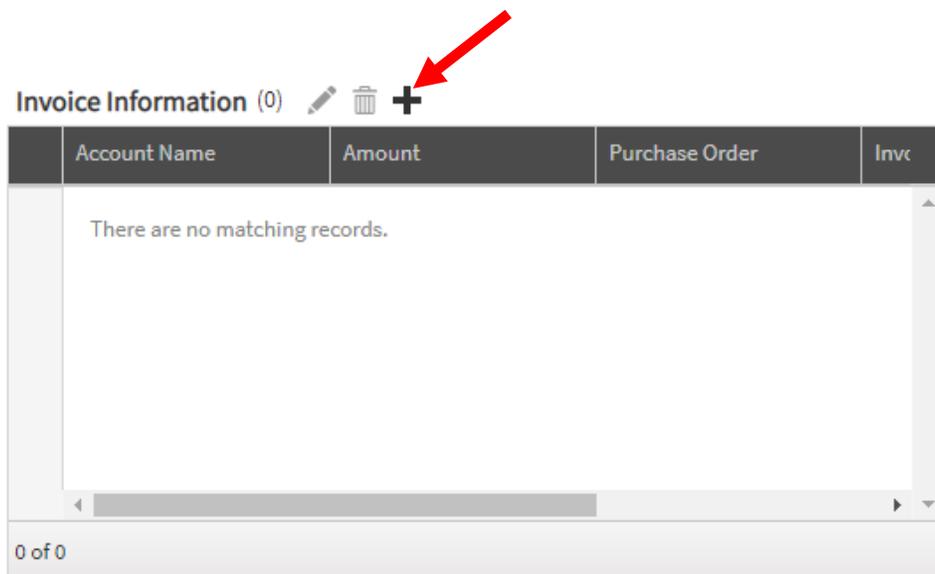
Departure time means the time the bus will **arrive at your campus**

Return time means the time the bus will be **back at your campus**

7. **Departure *** – Select – No Campus / 000
8. **Destination, Street, City, State & Zip*** – Type in Destination, Street, City, State & Zip.

Note: You are able **TYPE** in the information if your destination is not in the drop down menu!

9. (Under Destination) **Contact & Phone*** –Please Enter your Contact information and **Cell number** also your Classroom ext we can reach you at. (Please enter a 0 if you don't have an ext)
- 10.**Notes***– Include any necessary details in this section, this insures a worry free trip for everyone...shuttling (see “Shuttling”), if planning to stop and eat, where to load at the school (otherwise driver will pick up in front of the schools), etc.
11. **Number of Students*** – Enter number – Don't include wheelchair student(s) in this count.
12. **Number of Adults*** – Enter number.
13. **Number of Wheel Chairs*** – Enter number – This number should not be included in the student section.
- 14.**Invoicing Information*** – Select the Plus button.



Select Account name by clicking pull down menu. Code will replicate based on the school and department/activity selected at the beginning of the trip.

The screenshot shows a dialog box titled "Add Invoicing Information" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Account Name:** A text input field with a pull-down arrow on the right. A red arrow points to this arrow.
- Billing:** A section containing four input fields:
 - Amount:** A text input field containing the value "0".
 - PO:** A text input field.
 - Invoice Date:** A date selection field with a calendar icon.
 - Payment Date:** A date selection field with a calendar icon.
- Buttons:** Two buttons at the bottom: "Save" (circled in red) and "Cancel".

15. When finished entering, click [Save].

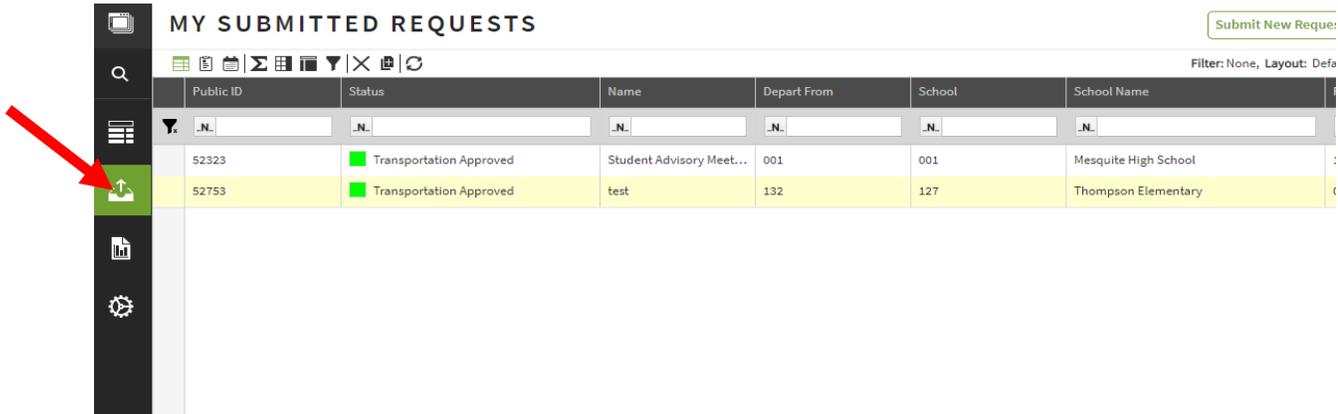
Please Note:

If the trip is in the **Level 1- request submitted** mode, you will be able to make changes to the field trip. However, if your trip is in the **Transportation Approved** mode, you will not be able to make changes and will need to email the Field Trip Coordinator. If you need to cancel your trip email the Field trip Coordinator.

16. Once a trip is saved, a reference number (which is your trip number) will appear. Write this trip number down, because any time you need to contact transportation you will need to reference the trip number. This will insure the correct trip is corrected and /or discussed. Then click [Close]. If no reference number appears, then the trip was not entered correctly (**Required Fields***) and will have to fix the trip before it will save and create a reference number.

View/Check Status for a Field Trip in TripFinder

Click [My Submitted Requests] to view or check status of your trips.



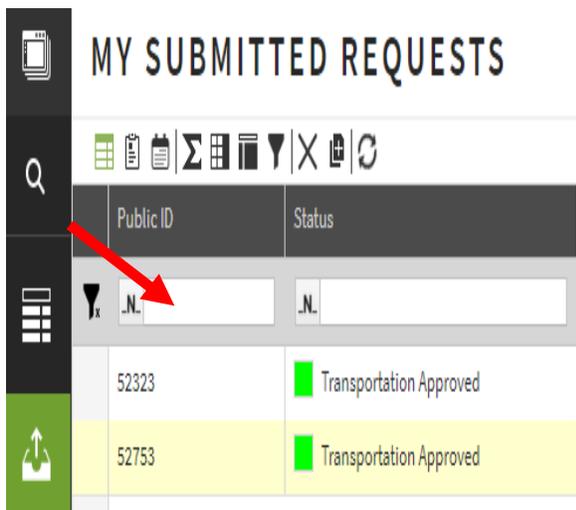
MY SUBMITTED REQUESTS Submit New Request

Filter: None, Layout: Default

Public ID	Status	Name	Depart From	School	School Name
.N.	.N.	.N.	.N.	.N.	.N.
52323	Transportation Approved	Student Advisory Meet...	001	001	Mesquite High School
52753	Transportation Approved	test	132	127	Thompson Elementary

You can look up a trip several different ways:

Trip ID (Trip number) – Enter the trip number in the search Bar



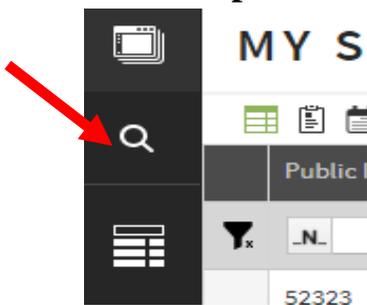
MY SUBMITTED REQUESTS

Public ID Status

.N. .N.

52323	Transportation Approved
52753	Transportation Approved

Trip Name – Enter the trip name in the search Bar



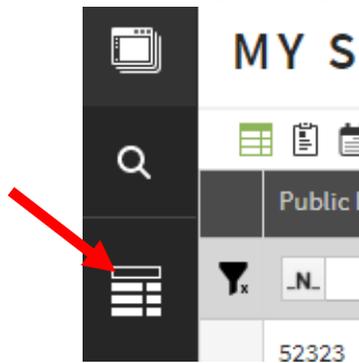
MY S

Public ID

.N.

52323

You can look up all trips for your School:



Check daily on the status of all field trips entered. This will be the only way you can be sure your trip was requested, approved, denied, etc.

- Yellow** – Request Submitted
- Green** – Transportation Approved
- Red** – Transportation Denied
- White - Request Cancelled
- Blue** – Request Completed

Remember once the Field Trip Coordinator changes the trip status you will not be able to make any changes or cancellation to the field trip. Only the Field Trip Coordinator will be able to make any changes.