



TransTraks Trip Request Website

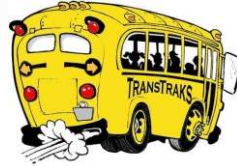
Guide on How to Use Our Field and
Athletic Trips Request Website



What is TransTraks

- TransTraks is your agency's transportation software. It is used to manage transportation routes, school bus stops, student riders, vehicle maintenance, employee training records, timekeeping, plus field and athletic trips.
- TransTraks has a web-based Trip Request Center where schools and clients can enter in trip requests that then go directly to your agency's TransTraks Trip Module where it can get processed by Transportation.
- Each site user is given a user name and password to access our TransTraks Trip Request Center.
- You access the TransTraks Trip Request Center by using your Internet browser (such as Internet Explorer, Chrome or Firefox).





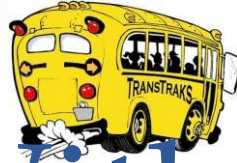
How To Access TransTraks Trip Request Center

- Open your Internet Browser and in the Address Bar of the browser enter the following address:

<https://triprequest.transtraks.com>

- It must be typed exactly as found above. You can also create a shortcut on your desktop with the above address so you can just click to icon and it will go directly to our Trip Request Center.






Sign-In With Your User Name and Password

- Each agency has told TransTraks who is an authorized trip request user.
- Each authorized user has been assigned a user name and password. The sign-in screen looks like this:

http://triprequest.transstraks.com/index.php?/auth/login

TransTraks - Login

TRANSTRAKS



Login

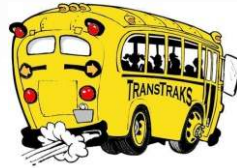
Login

Username:

Password:

Login

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Trip Request Screen

- Once you have signed in, you will be taken to the Trip Request Data Entry Form. See the form below:

TRANSTRAKS

School/Trip Admin gmarvel Logout

School/Trip Module Admin

Logged In Successfully

Trip Request Trip Review

Please Note the Following About Trip Rates

Transportation sets each trip's charge rate. The rate may be based upon factors such as miles, hours, destination, time of day, etc. Review the confirmation that you will receive for estimated charges. Final costs will be based upon actual miles, hours, etc.

Trip Customer Information:	Destination Information:	Departure Date: <input type="text"/>
School: <input type="text" value="Choose a school"/>	Trip Status: Proposed	Return Date: <input type="text"/>
Agency: <input type="text"/>	Destination: <input type="text" value="Choose a destination"/>	Grade: <input type="text"/>
Department: <input type="text"/>	Address: <input type="text"/>	Trip Type: <input type="text" value="Choose a trip type"/>
Address: <input type="text"/>	Out of Area: <input type="checkbox"/>	Leader: <input type="text"/>
Phone: <input type="text"/>	Food Stop: <input type="checkbox"/>	Arrive School: <input type="text"/>
Contact: <input type="text"/>	Overnight: <input type="checkbox"/>	Leave School: <input type="text"/>
Email: <input type="text"/>	Take-to-one-way: <input type="checkbox"/>	Event Time: <input type="text"/>
PO #: <input type="text"/>	Return-from-one-way: <input type="checkbox"/>	Leave Dest.: <input type="text"/>
Account #: <input type="text"/>		Return School: <input type="text"/>
Account Desc.: <input type="text"/>		

Students: # Adults: # W/C: # Pre-sch: # Buses: # Oth Veh:

Trip Instructions: <input type="text"/>	Customer Instructions: <input type="text"/>	Purpose: <input type="text"/>
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Complete Trip Request

- You will be required to enter in key data such as your school site, destination, dates and times of trip, etc. Some fields are required. You can tell by the colored rectangle next to the field.

Trip Leader field
must include name
of
leader/coach/teacher
and cell phone #

Admin gmarvel Logout

Admin

Required

Departure Date:

Return Date:

Grade:

Trip Type:

Leader:

Arrive School:



Complete Trip Request

- Under Destination, if you can't find the destination for your trip, select New Destination from the drop down list and then indicate in the Purpose field where you want to go, with name of destination and address. Transportation will then add the destination for you into TransTraks.
- To enter a Destination you can start typing the name of the destination or use the drop down arrow to see the alpha list of destinations. Select your destination by clicking on the correct one.
- Once finished, don't forget to hit the "Submit" button in the lower left side of the form.
- If you change you mind and do not want to submit the trip, click on the cancel button in the lower left hand side of the form.



Review Your Trips

- You can click on the Trip Review tab near the top of the form and it will take you to all the trips for your site.

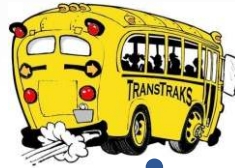
The screenshot shows the TransTraks School/Trip Module interface. The page title is "TRANSTRAKS" and the user is logged in as "Admin gmarvel". The "Trip Review" tab is selected. The interface includes a "Filter Options" section on the left and a table of trip records.

Filter Options:

- All Trip Numbers
- All Schools
- All Departments
- All Destinations
- All Statuses
- All Trip Types
- All Submitters
- Departure Date Range

Table:

Trip #	Departure	Return	Submitted	Status	School/Dept.	Destination	
19	2006-02-01 01:15 PM	2006-02-01 06:45 PM	2006-01-27	Completed	E. TransTraks Elementary None	Costa Mesa High School	✉ 🖨
153	2006-02-01 01:30 PM	0200-02-01 04:30 PM	2006-02-01	Completed	TransTraks Canyon Elementary None	Canyon High School	✉ 🖨
40	2006-02-01 01:45 PM	2006-02-01 02:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Santa Ana HS	✉ 🖨
37	2006-02-01 01:45 PM	2006-02-01 04:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉ 🖨
36	2006-02-01 02:15 PM	2006-02-01 07:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Tustin HS	✉ 🖨
41	2006-02-01 03:45 PM	2006-02-01 06:30 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉ 🖨
146	2006-02-01 05:30 PM	2006-02-01 03:30 PM	2006-01-25	Completed	TransTraks Canyon Elementary None	Santa Ana HS	✉ 🖨
75	2006-02-01 08:30 AM	2006-02-01 01:30 PM	2006-01-11	Completed	N. TransTraks Elementary None	UC Irvine	✉ 🖨
38	2006-02-01 08:30 AM	2006-02-01 10:45 AM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉ 🖨
39	2006-02-01 08:45 AM	2006-02-01 12:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉ 🖨
156	2006-02-02 01:15 PM	2006-02-02 05:30 PM	2006-02-02	Completed	TransTraks Beach Elementary None	Costa Mesa High School	✉ 🖨
46	2006-02-02 01:30 PM	2006-02-02 04:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	El Toro High School	✉ 🖨
44	2006-02-02	2006-02-02	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium	✉ 🖨



Filtering/Sorting Your Trips

- You can use the filter options to select specific trips by date range, department, etc.
- You can also click on any column heading to sort trips by that column.

The screenshot shows the TransTraks School/Trip Module interface. The page title is "TRANSTRAKS" and the user is logged in as "Admin". The "School/Trip Module" section includes tabs for "Trip Request" and "Trip Review". On the left, there are "Filter Options" for "All Trip Numbers", "All Schools", "All Departments", "All Destinations", "All Statuses", "All Trip Types", and "All Submitters". Below these is a "Departure Date Range" input field and a "Filter" button. The main content is a table of trips with columns for Trip #, Departure, Return, Submitted, Status, School/Dept., and Destination. Each row includes icons for email and print.

Trip #	Departure	Return	Submitted	Status	School/Dept.	Destination	
19	2006-02-01 01:15 PM	2006-02-01 06:45 PM	2006-01-27	Completed	E. TransTraks Elementary None	Costa Mesa High School	✉ 🖨
153	2006-02-01 01:30 PM	0200-02-01 04:30 PM	2006-02-01	Completed	TransTraks Canyon Elementary None	Canyon High School	✉ 🖨
40	2006-02-01 01:45 PM	2006-02-01 02:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Santa Ana HS	✉ 🖨
37	2006-02-01 01:45 PM	2006-02-01 04:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉ 🖨
36	2006-02-01 02:15 PM	2006-02-01 07:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Tustin HS	✉ 🖨
41	2006-02-01 03:45 PM	2006-02-01 06:30 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉ 🖨
146	2006-02-01 05:30 PM	2006-02-01 03:30 PM	2006-01-25	Completed	TransTraks Canyon Elementary None	Santa Ana HS	✉ 🖨
75	2006-02-01 08:30 AM	2006-02-01 01:30 PM	2006-01-11	Completed	N. TransTraks Elementary None	UC Irvine	✉ 🖨
38	2006-02-01 08:30 AM	2006-02-01 10:45 AM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉ 🖨
39	2006-02-01 08:45 AM	2006-02-01 12:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉ 🖨
156	2006-02-02 01:15 PM	2006-02-02 05:30 PM	2006-02-02	Completed	TransTraks Beach Elementary None	Costa Mesa High School	✉ 🖨
46	2006-02-02 01:30 PM	2006-02-02 04:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	El Toro High School	✉ 🖨
44	2006-02-02	2006-02-02	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium	✉ 🖨



Print Trip Reports

- Once you use a particular filter (say date range), you can click on the printer icon in the upper right side of the form (see arrow) to print the resulting report.

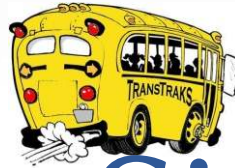
The screenshot shows the TransTraks web application interface. The browser address bar displays the URL: http://triprequest.transtraks.com/index.php?school_trip/trip_review. The page title is "TransTraks - School/Trip M...". The main heading is "TRANSTRAKS" in a large, bold, black font. Below the heading, there are navigation links for "School/Trip", "Admin", "gmarvel", and "Logout". The "School/Trip Module" section includes tabs for "Trip Request" and "Trip Review". On the right side, there is an "Admin" link and a printer icon, which is highlighted by a blue arrow. The main content area features a table of trip data and a "Filter Options" sidebar.

Filter Options:

- All Trip Numbers
- All Schools
- All Departments
- All Destinations
- All Statuses
- All Trip Types
- All Submitters
- Departure Date Range

Table Data:

Trip #	Departure	Return	Submitted	Status	School/Dept.	Destination	
19	2006-02-01 01:15 PM	2006-02-01 06:45 PM	2006-01-27	Completed	E. TransTraks Elementary None	Costa Mesa High School	✉️ 🖨️
153	2006-02-01 01:30 PM	0200-02-01 04:30 PM	2006-02-01	Completed	TransTraks Canyon Elementary None	Canyon High School	✉️ 🖨️
40	2006-02-01 01:45 PM	2006-02-01 02:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Santa Ana HS	✉️ 🖨️
37	2006-02-01 01:45 PM	2006-02-01 04:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉️ 🖨️
36	2006-02-01 02:15 PM	2006-02-01 07:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Tustin HS	✉️ 🖨️
41	2006-02-01 03:45 PM	2006-02-01 06:30 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉️ 🖨️
146	2006-02-01 05:30 PM	2006-02-01 03:30 PM	2006-01-25	Completed	TransTraks Canyon Elementary None	Santa Ana HS	✉️ 🖨️
75	2006-02-01 08:30 AM	2006-02-01 01:30 PM	2006-01-11	Completed	N. TransTraks Elementary None	UC Irvine	✉️ 🖨️
38	2006-02-01 08:30 AM	2006-02-01 10:45 AM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉️ 🖨️
39	2006-02-01 08:45 AM	2006-02-01 12:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉️ 🖨️
156	2006-02-02 01:15 PM	2006-02-02 05:30 PM	2006-02-02	Completed	TransTraks Beach Elementary None	Costa Mesa High School	✉️ 🖨️
46	2006-02-02 01:30 PM	2006-02-02 04:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	El Toro High School	✉️ 🖨️
44	2006-02-02	2006-02-02	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium	✉️ 🖨️



Printing Single Trip

- If you want to print information just one one trip, find that trip and then click on the printer icon to the right of that trip. See arrow

The screenshot shows the TransTraks website interface. At the top, there is a navigation bar with the 'TRANSTRAKS' logo and a user menu containing 'Admin', 'gmarvel', and 'Logout'. Below the navigation bar, there are tabs for 'School/Trip' and 'School/Trip Module'. The main content area features a table of trip information with columns for Trip #, Departure, Return, Submitted, Status, School/Dept., and Destination. To the right of each row, there are icons for email and printing. A blue arrow points to the printer icon for the row with Trip # 40.

Trip #	Departure	Return	Submitted	Status	School/Dept.	Destination	
19	2006-02-01 01:15 PM	2006-02-01 06:45 PM	2006-01-27	Completed	E. TransTraks Elementary None	Costa Mesa High School	✉️ 🖨️
153	2006-02-01 01:30 PM	0200-02-01 04:30 PM	2006-02-01	Completed	TransTraks Canyon Elementary None	Canyon High School	✉️ 🖨️
40	2006-02-01 01:45 PM	2006-02-01 02:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Santa Ana HS	✉️ 🖨️
37	2006-02-01 01:45 PM	2006-02-01 04:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉️ 🖨️
36	2006-02-01 02:15 PM	2006-02-01 07:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Tustin HS	✉️ 🖨️
41	2006-02-01 03:45 PM	2006-02-01 06:30 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉️ 🖨️
146	2006-02-01 05:30 PM	2006-02-01 03:30 PM	2006-01-25	Completed	TransTraks Canyon Elementary None	Santa Ana HS	✉️ 🖨️
75	2006-02-01 08:30 AM	2006-02-01 01:30 PM	2006-01-11	Completed	N. TransTraks Elementary None	UC Irvine	✉️ 🖨️
38	2006-02-01 08:30 AM	2006-02-01 10:45 AM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉️ 🖨️
39	2006-02-01 08:45 AM	2006-02-01 12:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉️ 🖨️
156	2006-02-02 01:15 PM	2006-02-02 05:30 PM	2006-02-02	Completed	TransTraks Beach Elementary None	Costa Mesa High School	✉️ 🖨️
46	2006-02-02 01:30 PM	2006-02-02 04:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	El Toro High School	✉️ 🖨️
44	2006-02-02	2006-02-02	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium	✉️ 🖨️



Attaching Trip to Email

- To the right of each trip is an email icon (see arrow). If you want to send this trip's information via email, just click on the icon and you will see a form for email recipients and a message, with the body of the email containing trip information.

The screenshot shows the TRANSTRAKS web application interface. The page title is "TRANSTRAKS" and the URL is "http://triprequest.transtaks.com/index.php?school_trip/trip_review". The page is titled "School/Trip Module" and has tabs for "Trip Request" and "Trip Review". On the left, there are "Filter Options" including dropdowns for "All Trip Numbers", "All Schools", "All Departments", "All Destinations", "All Statuses", "All Trip Types", and "All Submitters", along with a "Departure Date Range" input field and a "Filter" button. The main content is a table with the following columns: Trip #, Departure, Return, Submitted, Status, School/Dept., Destination, and an icon column. A blue arrow points to the email icon in the icon column for trip #37.

Trip #	Departure	Return	Submitted	Status	School/Dept.	Destination	Icon
19	2006-02-01 01:15 PM	2006-02-01 06:45 PM	2006-01-27	Completed	E. TransTraks Elementary None	Costa Mesa High School	✉️ 🖨️
153	2006-02-01 01:30 PM	0200-02-01 04:30 PM	2006-02-01	Completed	TransTraks Canyon Elementary None	Canyon High School	✉️ 🖨️
40	2006-02-01 01:45 PM	2006-02-01 02:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Santa Ana HS	✉️ 🖨️
37	2006-02-01 01:45 PM	2006-02-01 04:45 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉️ 🖨️
36	2006-02-01 02:15 PM	2006-02-01 07:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Tustin HS	✉️ 🖨️
41	2006-02-01 03:45 PM	2006-02-01 06:30 PM	2006-01-10	Completed	W. TransTraks Elementary None	Kelly Stadium	✉️ 🖨️
146	2006-02-01 05:30 PM	2006-02-01 03:30 PM	2006-01-25	Completed	TransTraks Canyon Elementary None	Santa Ana HS	✉️ 🖨️
75	2006-02-01 08:30 AM	2006-02-01 01:30 PM	2006-01-11	Completed	N. TransTraks Elementary None	UC Irvine	✉️ 🖨️
38	2006-02-01 08:30 AM	2006-02-01 10:45 AM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉️ 🖨️
39	2006-02-01 08:45 AM	2006-02-01 12:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	Bowers Museum	✉️ 🖨️
156	2006-02-02 01:15 PM	2006-02-02 05:30 PM	2006-02-02	Completed	TransTraks Beach Elementary None	Costa Mesa High School	✉️ 🖨️
46	2006-02-02 01:30 PM	2006-02-02 04:00 PM	2006-01-10	Completed	W. TransTraks Elementary None	El Toro High School	✉️ 🖨️
44	2006-02-02	2006-02-02	2006-01-10	Completed	W. TransTraks Elementary	Kelly Stadium	✉️ 🖨️



Changes to Trips

- Make sure that the information for the trip is accurate and complete before submitting the trip.
- Once submitted, a site cannot change the trip information. Only Transportation can modify the trip.
- If you need to change something about the trip (the date, times, number of busses, number of passengers, etc.), use the email icon next to that trip in the Trip Review form to send an email to Transportation. Or, call Transportation and let them know that there is a change for the trip.