

Login Screen

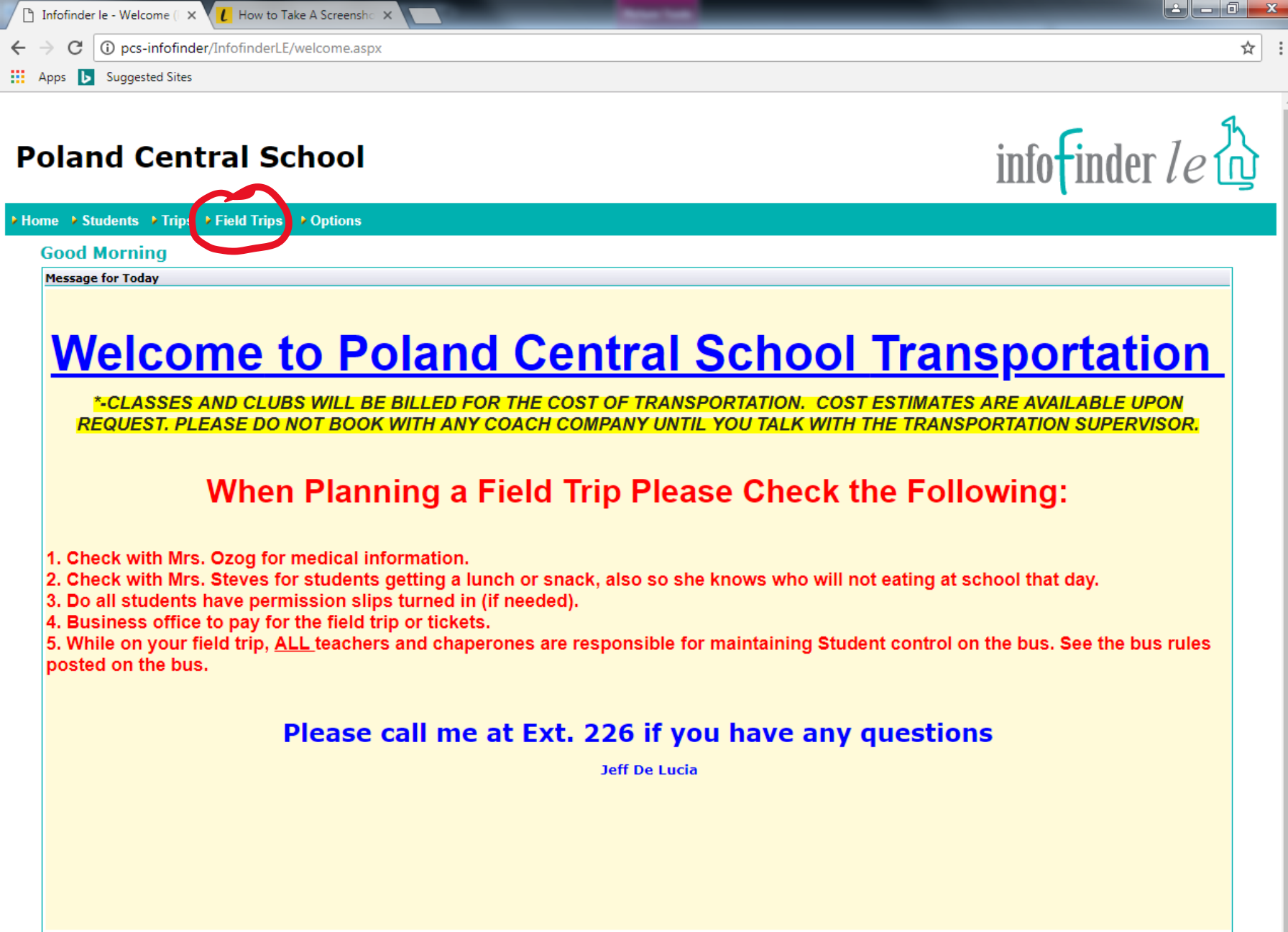
Type User ID

First initial and last name
John Doe would be "jdoe"
DO NOT add the @polandcsd.org

Type Password

Initial password is "password"
unless you have previously
changed it.
This password DOES NOT
CHANGE with other school login
password changes!

The screenshot shows a web browser window with the URL `pcs-infofinder/InfofinderLE/login.aspx?sso=0`. The page header includes "Poland Central School" on the left and the "infofinder le" logo on the right. The main content area features a "Welcome to Infofinder /e!" message with the instruction "Please type your user id and password below to gain access." Below this is a login form with two input fields: "User ID:" and "Password:", and a "Login" button. The footer contains the text "Version: 4.6" on the left and "Copyright© 2018 , Transfinder All Rights Reserved v12.3.30391" on the right.



Select “Field Trips”

Select “field trips” in the menu bar to access the field trip request screen.

Select "New Field Trip" at the top of the Field Trips window.

The screenshot shows a web browser window with the URL `pcs-infofinder/InfofinderLE/fieldtriphome.aspx`. The page title is "Poland Central School" and the logo "infofinder le" is in the top right. A teal navigation bar contains the links: Home > Students > Trips > Field Trips > Options. Below the navigation bar, a text prompt reads: "Enter the criteria by which to view field trips by or click the 'New Field Trip' button to create a new field trip." The main content area features a "Field Trips" window with a "New Field Trip" button circled in red. Below this button are sections for "Display Existing Field Trips" (with dropdowns for Request Status, School, and Department, and input fields for From, To, Trip ID, and Trip Name), "Additional Filter" (with a Filter dropdown set to [None]), and "Display Options" (with a View dropdown set to List). "Clear" and "Search" buttons are at the bottom of the window. The footer includes "Poland 2017-2018" on the left and "Logged In: Drivers, Bus Copyright© 2018 , Transfinder All Rights Reserved v12.3.30391" on the right.

Field Trip: [New]

Main Notes History

*-Required Fields
*-All trips must be requested at least 10 full school day(s) in advance. (Next valid date 5/22/2018)

Template: Blank Field Trip

* Field Trip Name:

* School: [Select One]

* Department: [Select One]

* Activity: [Select One]

Contact

Contact:

Phone: Phone Ext:

Email:

Departure

* Depart Date: * Time:

* Return Date: * Time:

* Departure: [Select One]

Notes:

Destination

* Destination: Select a destination

* Street:

* City:

* State: * Zip:

Contact:

Title:

Phone: Phone Ext:

Fax:

Email:

Notes:

Fill out ALL fields with a *red asterisk

Continue by
scrolling down
filling out all
fields with a
* red asterisk

Finish by
clicking save

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Not secure | pcs-infofinder/InfofinderLE/fieldtripedit.aspx?id=-1&from=home

Apps | Suggested Sites

* State: NY * Zip: 13350

Contact: _____

Title: _____

Phone: _____ Phone Ext: _____

Fax: _____

Email: _____

Notes: _____

Directions

Directions: _____

Trip Details

Equipment: [Select One]

Classification: [Select One]

* Number of Students: [Spinner]

Number of Wheel Chairs: [Spinner]

Estimated Miles: [Spinner] 0

Estimated Hours: [Spinner] 0

* Number of Adults: [Spinner]

* Number of Vehicles: [Spinner]

Estimated Cost: [Spinner] 0

Total Cost: \$0.00

Invoicing Information:

Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
[Select One]				

Rows: 0 Total: 0.00

*Map It! Cancel/Return to List Save

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pcs-infinder/InfinderLE/fieldtripedit.aspx?id=-1&from=home

Home > Students > Trips > Field Trips > Options

Field Trip: [New]

Main Notes History

*-Required Fields
*-All trips must be requested at least 10 full school day(s) in advance. (Next valid date 5/22/2018)

**Destination state is required.
Destination zip is required.
Depart from school is required.**

Template: Blank Field Trip

* Field Trip Name: Sample Field Trip

* School: PCS ELEMENTARY / 88

* Department: 4th

* Activity: FIELD TRIPS

Contact

Contact:

Phone: Phone Ext:

Email:

Departure

* Depart Date: 6/30/2018 * Time: 08:00 AM

* Return Date: 6/30/2018 * Time: 12:00 PM

* Departure: [Select One]

Notes:

Destination

* Destination: Herkimer BOCES

* Street: 352 Gros Blvd

* City: Herkimer

* State: * Zip:

Contact:

Title:

Phone: Phone Ext:

Fax:

Email:

Notes:

After clicking save, any missing fields will be in yellow within the red warning box

Make sure to choose a departure school from the list. Select one of the four PCS schools to depart from.

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Home Students Trips Field Trips Options

Field Trip: [New]

Main Notes History

*-Required Fields
*-All trips must be requested at least 10 f

**Destination state is required.
Destination zip is required.
Depart from school is required.**

Template:

* Field Trip Name:

* School:

* Department:

* Activity:

Contact

Contact:

Phone:

Email:

Departure

* Depart Date:

* Return Date:

* Departure:

Notes:

Destination

* Destination:

* Street:

* City:

* State:

Contact:

Title:

Phone:

Fax:

Email:

Notes:

CENTRAL VALLEY ACADEMY / 121
CHADWICKS TRADE WINDS / 109
H.O.G.S. / 120
HERKIMER CENTRAL ELEMENTARY / 102
HERKIMER CENTRAL HIGH / 100
HERKIMER CENTRAL MIDDLE / 101
HERKIMER CO. BOCES COMPLEX / 105
LITTLE FALLS M/H / 111
NOTRA DAME ELEM. / 99
NOTRE DAME HIGH / 98
ONEIDA CO. BOCES 1 / 106
ONEIDA CO. BOCES 2 / 107
PATHWAY ACADEMY / 117
PCS ELEMENTARY / 88
PCS HIGH SCHOOL / 87
PCS MIDDLE SCHOOL / 89
PCS-P / 90
RICHFIELD SPRINGS / 116
TRANSFER PCS / 94
UCP TRADE WINDS / 108
UCP Utica/ Chadwicks / 04117
WATERVILLE CENTRAL SCHOOL / 115
WEST CANADA ELEMENTARY / 97
WEST CANADA VALLEY HIGH / 95
WEST CANADA VALLEY MIDDLE / 96
[Select One]

Herkimer BOCES
352 Gros Blvd
Herkimer
NY * Zip: 13350

Phone Ext:

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Not secure | pcs-infofinder/InfofinderLE/fieldtripedit.aspx?id=-1&from=home

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

Equipment: [Select One]

Classification: [Select One]

* Number of Students: 35

Number of Wheel Chairs:

Estimated Miles: 0

Estimated Hours: 0

* Number of Adults: 3

* Number of Vehicles: 1

Estimated Cost: 0

Total Cost: \$0.00

Invoicing Information:

Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

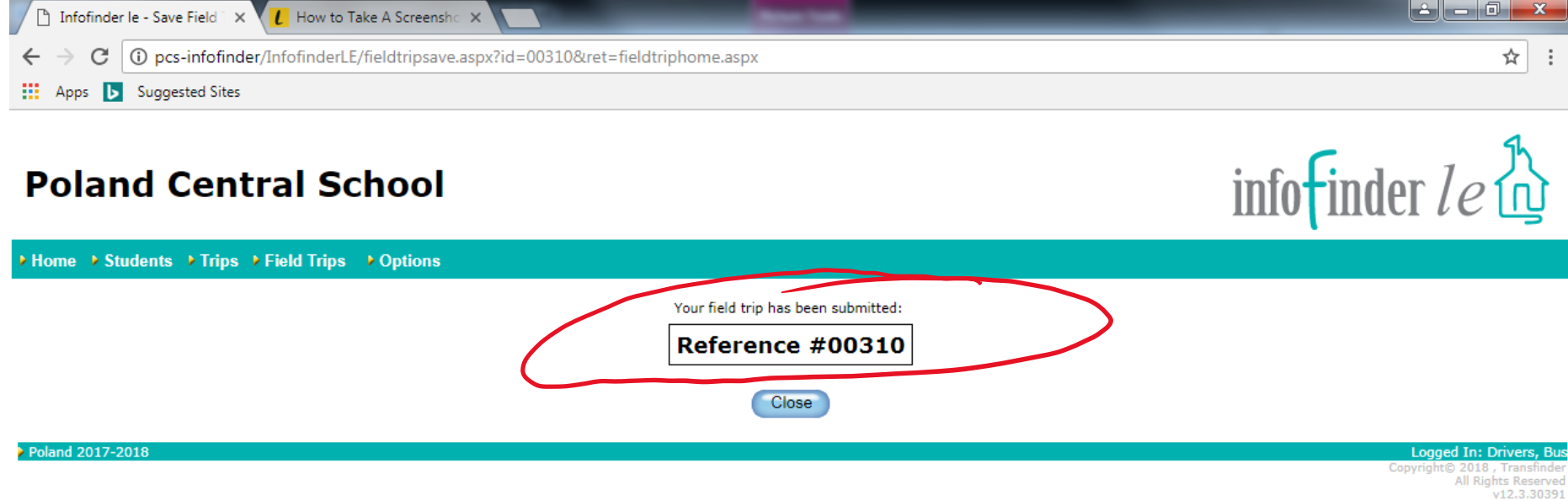
Rows: 0 Total: 0.00

*Map It! Cancel/Return to List Save

Click Save when completed filling in all fields.

*Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or its mapping services.

Once Saved,
you will have
a 5 digit
reference
number for
your trip.



The screenshot shows a web browser window with the URL `pcs-infofinder/InfofinderLE/fieldtripsave.aspx?id=00310&ret=fieldtriphome.aspx`. The page title is "Poland Central School" and the logo "infofinder le" is in the top right. A teal navigation bar contains links for Home, Students, Trips, Field Trips, and Options. A central message box, outlined in red, states "Your field trip has been submitted:" followed by a box containing the text "Reference #00310" and a "Close" button below it. The bottom teal bar shows "Poland 2017-2018" on the left and "Logged In: Drivers, Bus Copyright© 2018 , Transfinder All Rights Reserved v12.3.30391" on the right.