Welcome to Tripfinder!

DCSD's New Transportation Request Software

Transportation request management simplified!

The Transportation Department has migrated to **TripFinder** for our new transportation request software.

TripFinder is a solution for managing **Bus, Non-Bus, Staff Only**, and **Rental Car** requests.

District personnel can submit requests, track approvals, upload their Exhibit H and itinerary, view uploaded estimates for non-league/non-sanctioned activities, and more!

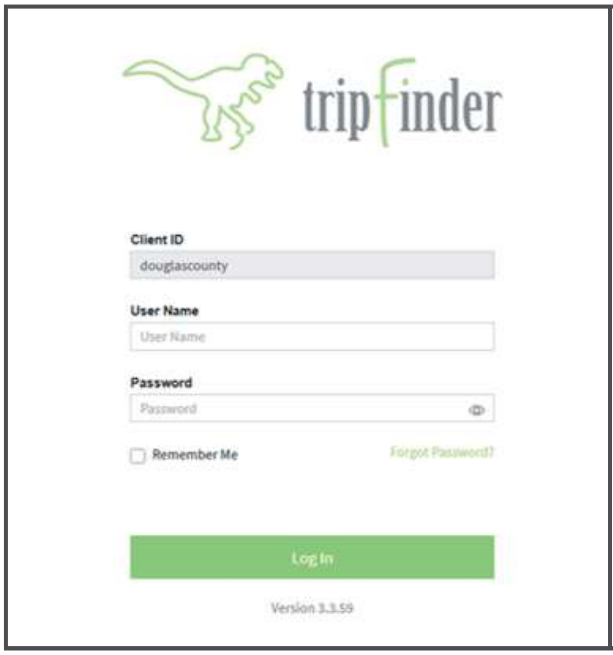
Transportation Request Contacts

Barbara McCue ext: 1222 bmccue@dcsd.k12.nv.us
***Bus Requests**

Elizabeth Martin ext: 1240 emartin@dcsd.k12.nv.us
***Non-Bus Student Transportation Requests**
***Staff Only Requests**
***Rental Car Requests**

Let's Get Started!

How do I access TripFinder?
Go to https://douglascounty.transfinder.com/tripfinder/



The Client ID should auto populate with the ID, douglascounty.

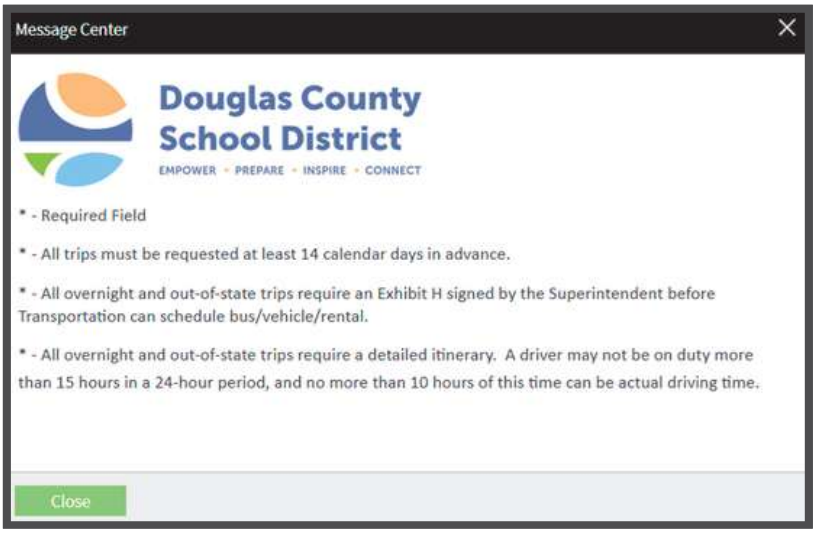
Your username and password will be the same as your InfoFinder LE username and password.

If you don't remember your InfoFinder LE username, it is the same username as your email address before the domain name.

If you don't remember your password, utilize the **Forgot Password?** link on the login page and follow the directions to reset your password.

A user will be locked out of their account if the incorrect password is entered more than 3 times. Please contact Elizabeth Martin or Barbara McCue for further assistance.

Upon login, users will be greeted by the following message with important reminders about transportation requests. **Please read.**



TripFinder Main Navigation Panel

The Main Navigation Panel can be expanded or collapsed with the toggle button to the right of the product logo. When collapsed, only the menu icons will be displayed and the logo will be replaced by the App Switcher icon.

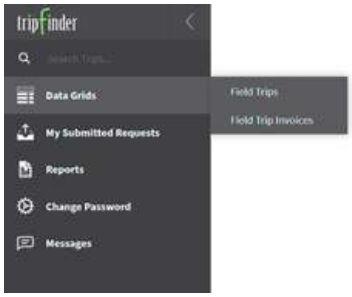
The links available in the Main Navigation Panel will vary depending on the user's roles.

Menu Items

1. Logo/App Switcher: click to open another Transfinder product.
2. Toggle: expand/collapse panel.
3. Quickfinder: allows users to search for field trips.
4. Data Grids: this grid will display all transportation requests the user has access to view.
5. My Submitted Requests: this grid will display only transportation requests submitted by the user.
6. Reports: this page allows users to view, save, and generate field trip reports.
7. Change Password: change password.
    - Note: changing the password in Tripfinder will change the user's password for all related products.
8. Messages: view the Message Center message.
9. Log Out: end Tripfinder session.
10. **Staff with approver roles will see an additional menu item, My Pending Approvals: this grid displays all field trip requests waiting for review by the current user.

Create a Transportation Request

All transportation requests will now be input into TripFinder. This includes BUS, NON-BUS, STAFF ONLY, and RENTAL CAR requests.



From the main navigation panel, expand **Data Grids** to access the **Field Trips** option. Click on **Field Trips**. This will open the **Field Trips** page.

To submit a new transportation request, click the **Submit New Request** button at the top of the **TripFinder** page.

This button is visible when the user is viewing the Field Trips, My Submitted Requests, or My Pending Approvals grid.

Fill out the **New Field Trip** form that appears.

Click **Save** to submit the request.

Transportation requests can also be created by copying an existing transportation request and updating the necessary information, such as departure and return dates.

The Transportation Request Form

Trip Name, Trip Type, Classification, School, Activity, Contact

The first section of the transportation request form reiterates the important information required for all transportation requests. Please ensure requests are submitted before the 14 calendar days deadline and all required documents are approved prior to submitting your request.

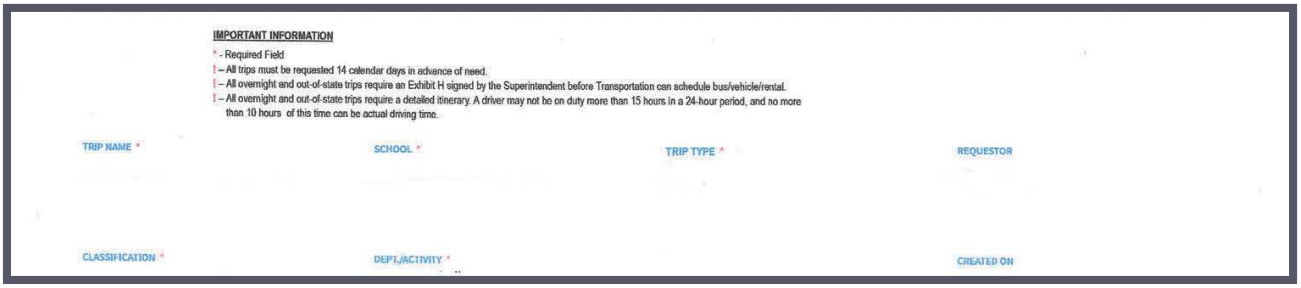
Trip Name: name the trip

School: select the school from the dropdown menu

Trip Type: NEW - select whether the trip is a League/Sanctioned or Non-League/Non-Sanctioned activity

Classification: NEW - select BUS, NON-BUS, STAFF ONLY, or RENTAL CAR
Dept/Activity: select the department and activity from the dropdown menu

Requestor and **Created On** will auto populate when the request is saved.



The next section is the trip contact's information.

Trip Contact: this will be the advisor, coach, organizer for the request
Email: this is now a required field
Phone: phone numbers are always helpful
Extension: phone extension

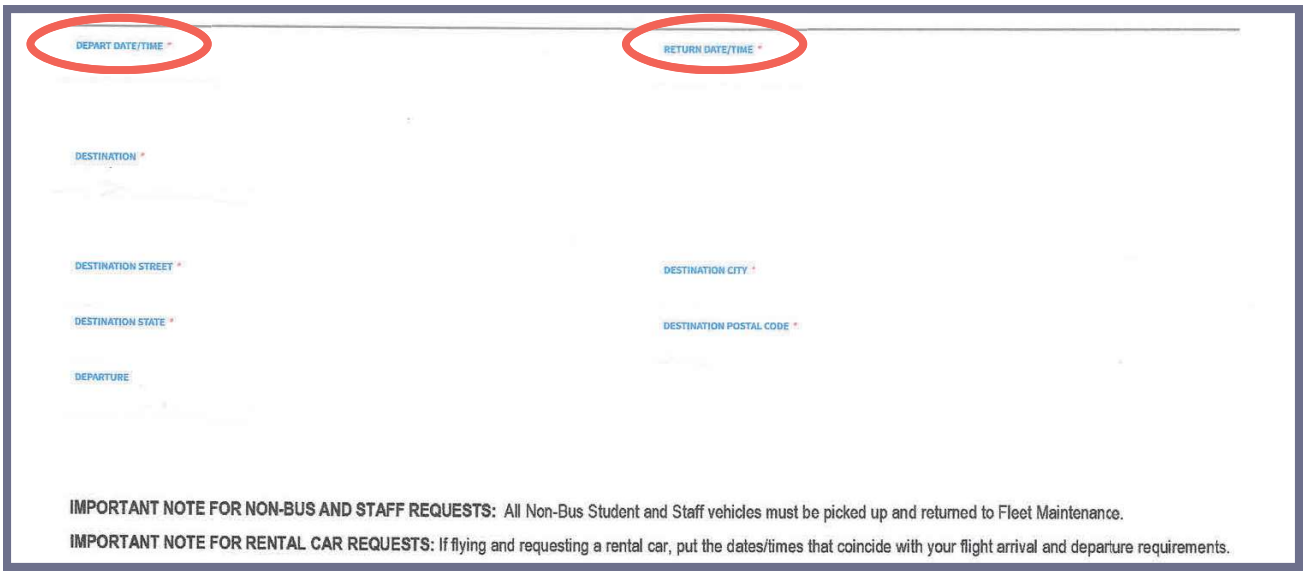
The Transportation Request Form

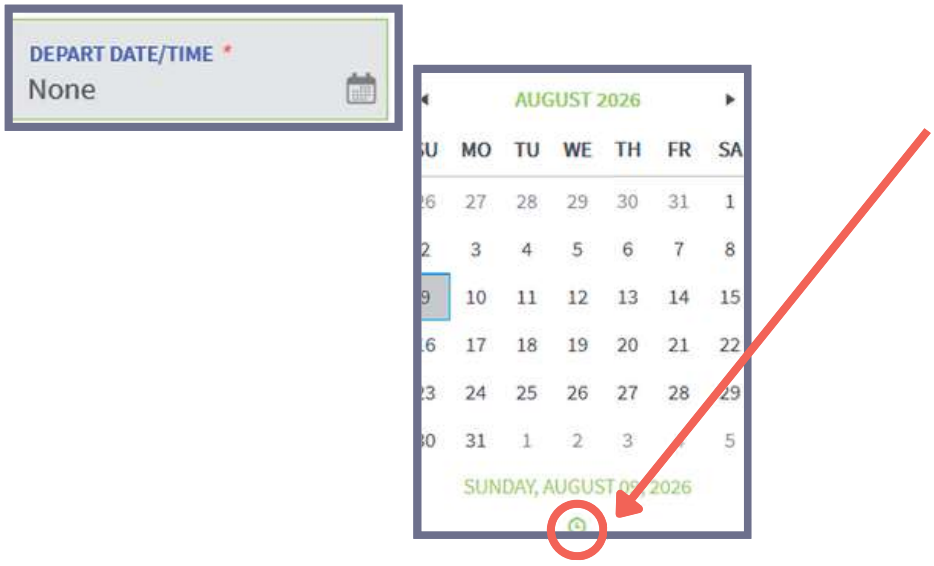
Destination - Date & Time

The **Destination** section has some time saving improvements and important **Notes** for non-bus, staff only, and rental car requestors.

To select the departure **date** and **time**, hover over the letters and click. The box highlights gray and a **calenda**r opens up. The **date/time** can be input manually, or the **calendar** and **clock** can be used to input the date and time.

Select the **date** by toggling to the desired **month** and **date**. To input the **time**, click on the **clock icon** on the bottom of the calendar. Repeat the same process for the return date and time.

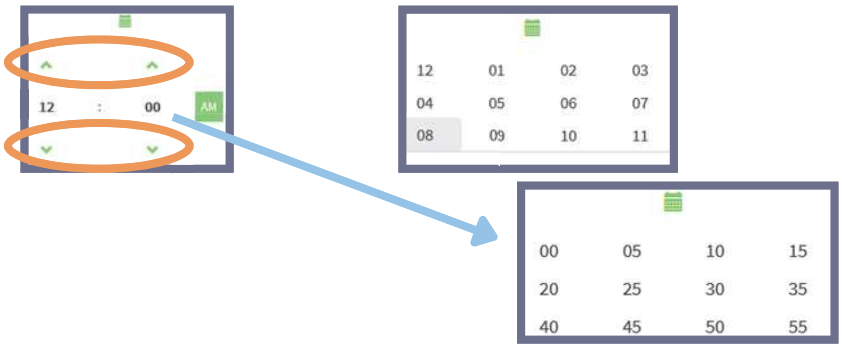




The Transportation Request Form

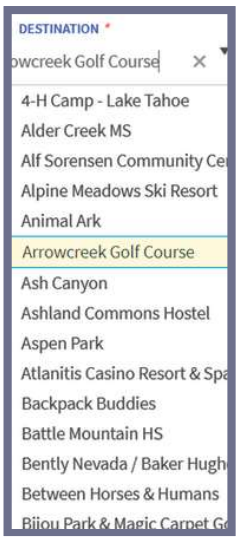
Destination - Date & Time, Location, Address

When the **clock** icon is selected, an **hour** and **minute** wheel appears. To select the **time**, requestors can either toggle to the correct hour and minute using the up/down arrows, or **click** on the hour and minute number and a pop-up box with the hourly times and minutes, in 5-min increments, opens and the desired hour/minute can be selected. To change from **AM** to **PM**, simply click on the **AM/PM** box.



The **Destination** drop down menu has had duplicate destinations removed and correct names and addresses input. The destinations are also now in **alphabetical order**. When a **destination** in the dropdown menu is selected, the **full address auto populates** into the respective fields. Destinations not in the dropdown menu can still be manually input. There are also three **TBD** destinations in the list for **general, regional, and state** placeholders until the final dates/times/destination are known.

***Requestors can email Elizabeth Martin to have destinations input that are not in the dropdown menu.



The Transportation Request Form

Departure, Resources, Drivers, Passengers, Notes

The **Departure** field is used mostly for **bus** requests. All **non-bus** and **staff only** requests will depart and return from/to Fleet Maintenance as the note at the bottom of the destination section states.

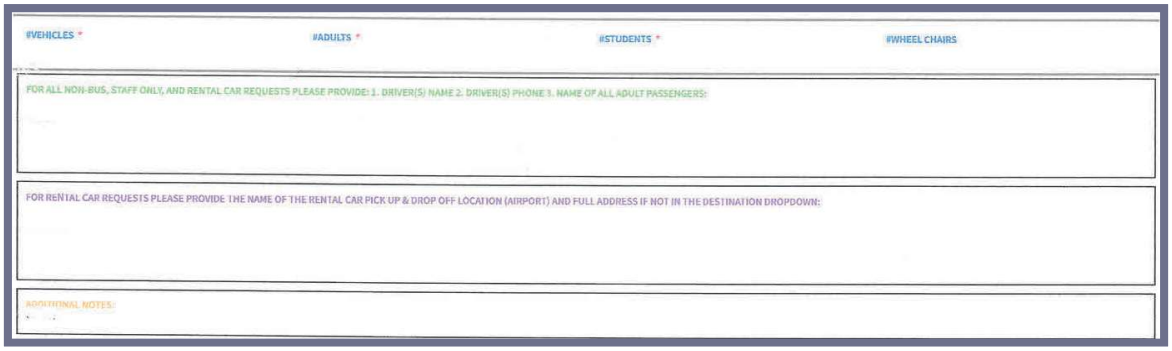
A reminder for **rental car** requests when flying: Please put the dates/times that coincide with your flight arrival and departure requirements. The departure time will be when the rental car is picked up at the rental car agency. The return time is when the rental car is returned to the rental car agency, to include any early arrival for check in times.

The **Resource** section is where the number of **vehicle(s)** is noted along with the number of **adults**, **students**, and **wheel chairs**.

In the **GREEN** note box is where information for **non-bus, staff only**, and **rental car** requests are detailed. The name of the **driver(s)** must be listed, their phone number(s), as well as the **names of all adult passengers**. This is required to check the district driver status and to ensure any adult passengers are contracted employees, stipends, or cleared and eligible personnel.

In the **PURPLE** note box is where rental car requestors submit the **rental car location name and full address,** if the airport/rental car agency is not listed in the destination dropdown menu. DO NOT just write, "Las Vegas Airport." The correct name and address are required.

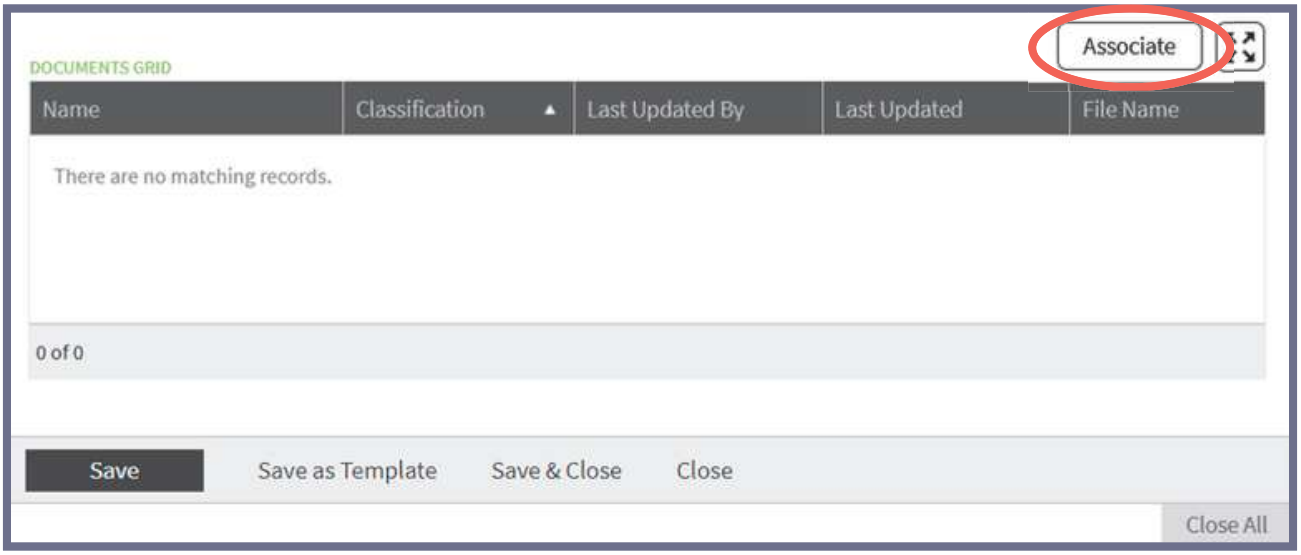
In the **ORANGE** note box is where any additional notes for the Transportation staff can be input.



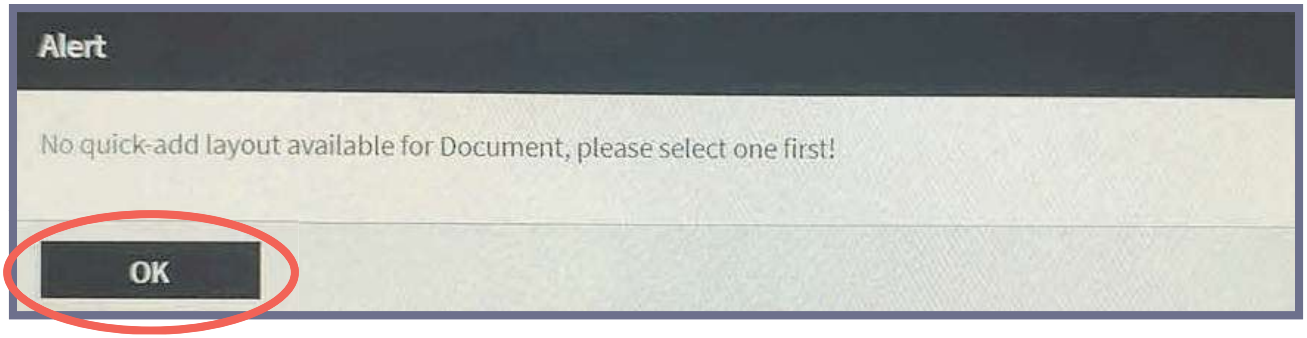
The Transportation Request Form

Documents Grid

The last section of the transportation request form is the **Documents** grid. This is where requestors can upload their **Exhibit H** and **Itinerary**. Transportation staff may also upload estimates for non-league/non-sanctioned activities, copies of rental car reservations, invoices, and other useful documents pertaining to the request.



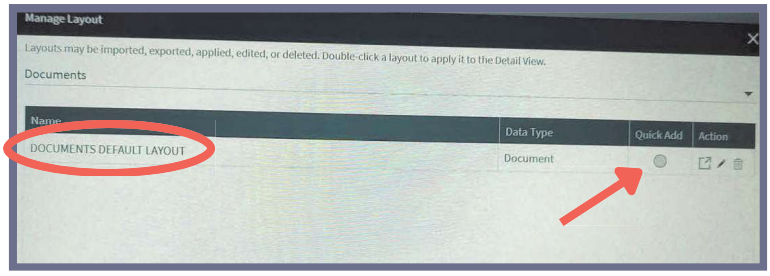
To upload a document to a transportation request, click on the **Associate** button in the top right. The first time a requestor tries to upload a document, the following message may appear. If so, click okay to select a layout.



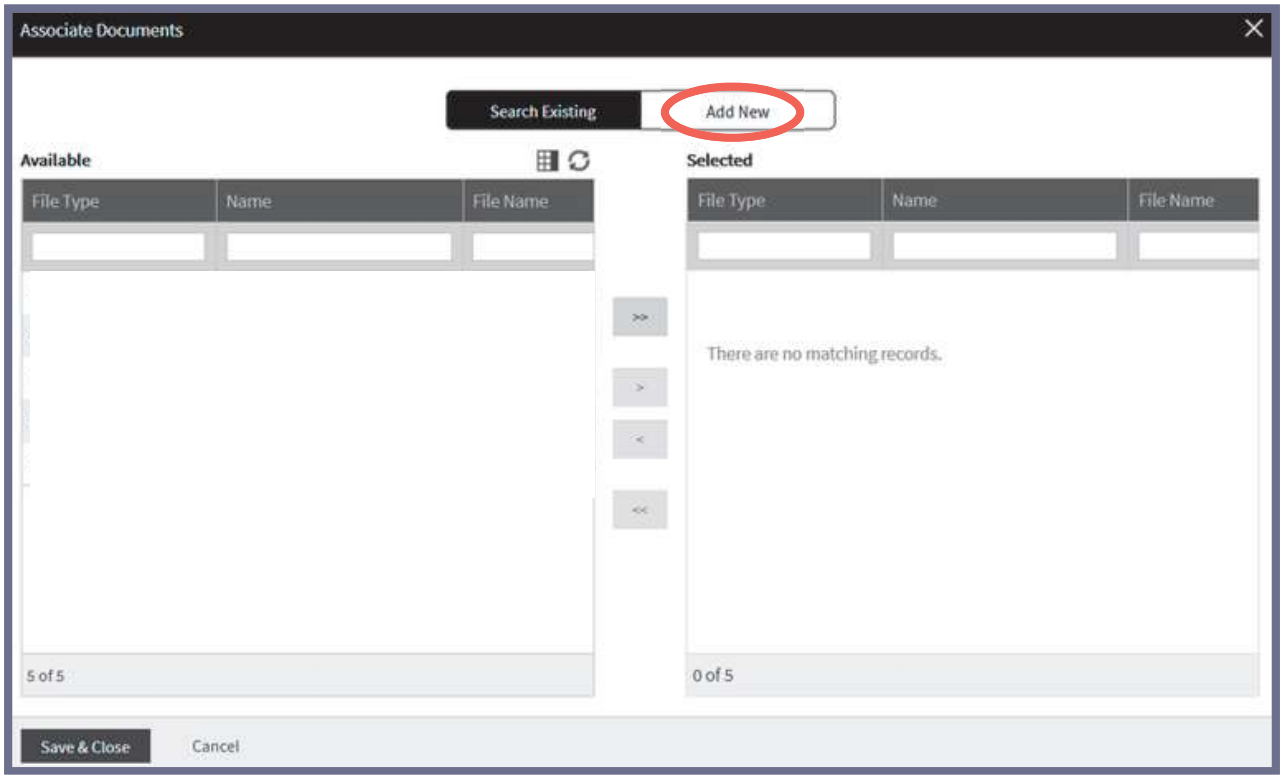
The Transportation Request Form

Documents Grid

The **Manage Detail** Layouts box will open. Click the **Quick Add** radio button in the row of the **Documents Default Layout** and click **Yes** to confirm the selection. Close the Manage Detail Layout box. You will now be able to associate records.



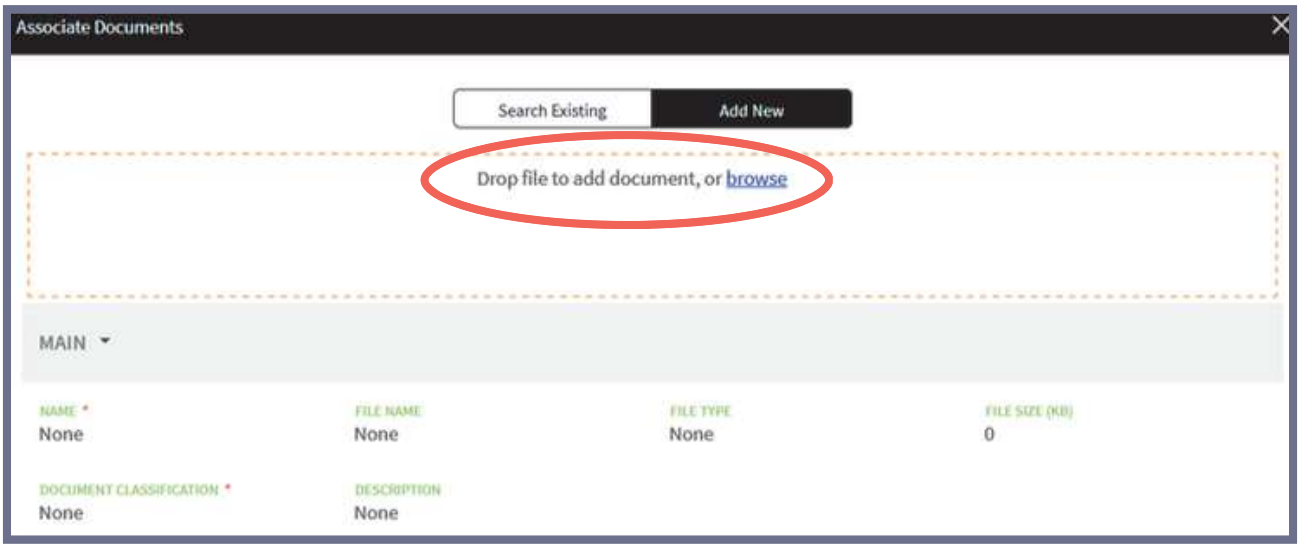
If a layout had to be selected, after confirming the **Quick Add** selection, return to the **Documents** grid and press **Associate** to begin the document upload process again. This will open the **Associate Documents** grid. Click on **Add New**.



The Transportation Request Form

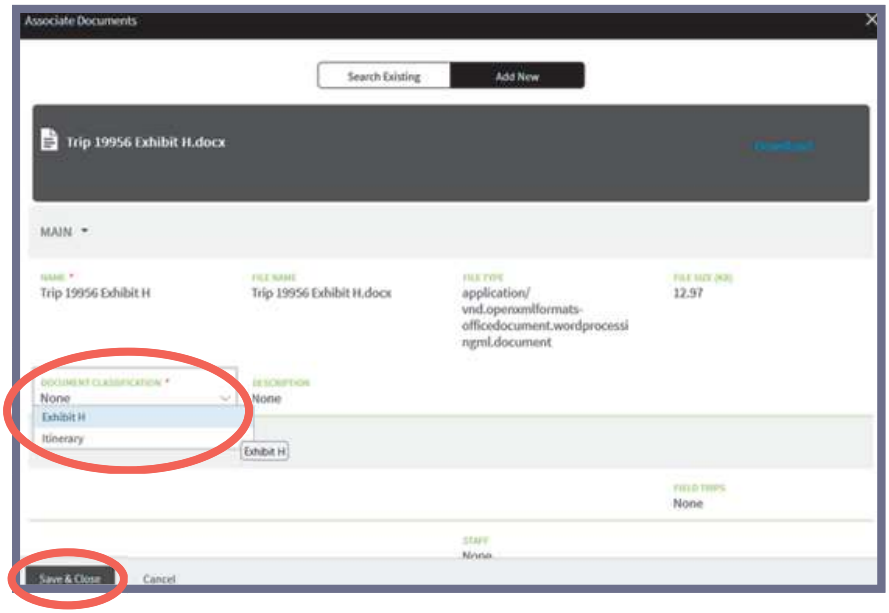
Documents Grid

Drag and Drop your document file or **click on browse** to navigate to your document to select it.



When the document is uploaded, the document name will appear in the drop box, as well as auto populate in the required name field. The **Document Classification** field is also a required field. This is where the type of document is selected.

IMPORTANT NOTE: When naming the document, the document name **MUST** contain the **trip number**. The example below shows the name of the Exhibit H as Trip 19956 Exhibit H.

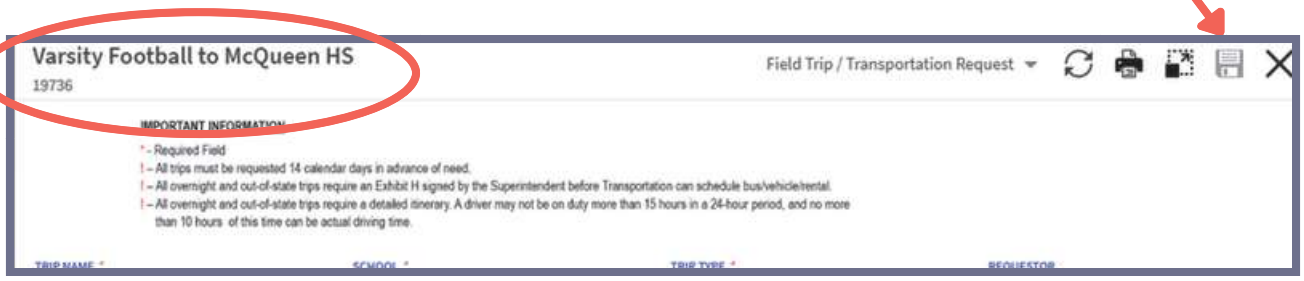


To **save** the document to the request, press the **Save & Close** button on the bottom left.

The Transportation Request Form

Save theTransportation Request

To **Save** the transportation request, click on the **Save** icon in the upper right. When the transportation request is saved, the **trip number** and **trip name** will now show in the upper left. To close the transportation request, click on the **X** in the upper right. The transportation request is now ready to go through the **Approval** process.



tripfinder

Transportation Request Approval Process

Levels of Approval

There are 5 possible levels in the field trip approval process:

1. Level 1 – Requestor
2. Level 2 – Site Administrator
3. Level 3 – Superintendent/Designee
4. Level 4 – Board of Trustees
   (coming soon for overnight and out-of-state requests)
5. Transportation Administrator

These are assigned to users through the Transportation Department. If a staff member needs to have an approval role added or removed, please contact us.

Users with any of the above field trip roles assigned are able to submit field trip requests. Field trip requests are submitted with a status that matches the user's level of approval.

For example: If Jerry has the Level 3 – Administrator role and submits a field trip request, that field trip will start out with the status 'Level 3 – Request Approved'.

Field Trip Status

When changing the status of a field trip, users will see one or more of the options on the following page. Users see the possible statuses that are at and below their level of approval.

For example: a level 3 user would see the options for level 3, level 2, and level 1.

Transportation Request Approval Process

Possible Statuses

- Level 1 – Request Submitted
- Level 2 – Request Declined
- Level 2 – Request Approved
- Level 3 – Request Declined
- Level 3 – Request Approved
- Level 4 – Request Declined
- Level 4 – Request Approved
- Declined by Transportation
- Transportation Approved
- Canceled – Request Canceled
- Completed – Request Completed

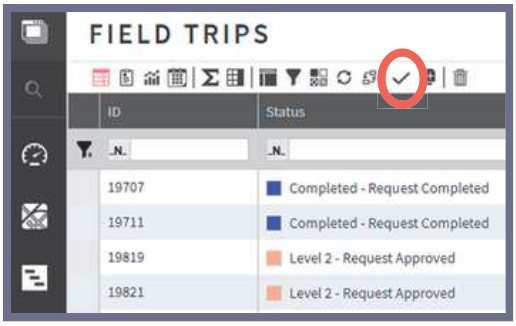
Email Notifications

Email notifications have been configured to send when a field trip is submitted or the status changes.

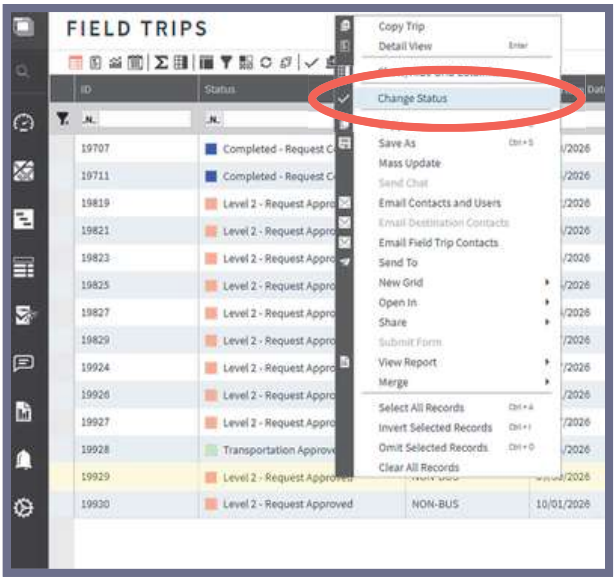
Change Status

- Select one or more transportation requests from the grid.
- Click **Change Status** from the grid toolbar or right click menu. The **Change Status** box will appear. (See images on next page).
- Select a **status** from the drop-down menu that the transportation request should be changed to. (See image on next page).
- Optional: add a comment to support the status change reason.
- Click Change.

Transportation Request Approval Process

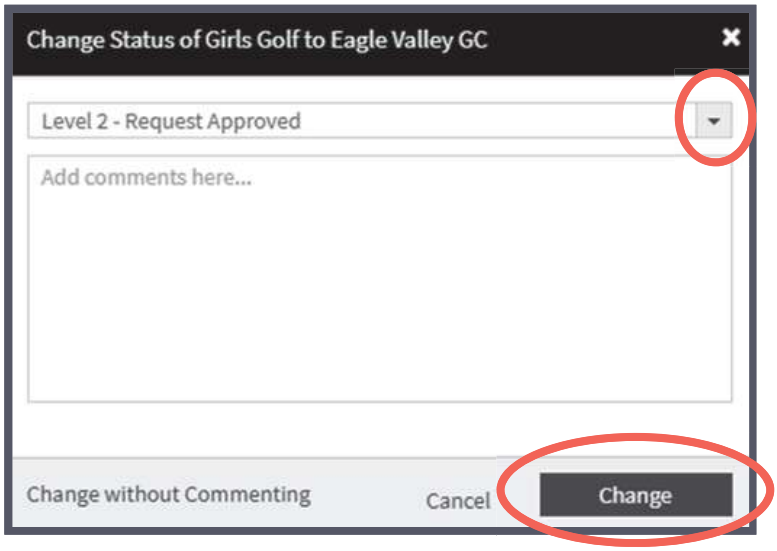


Change status using the toolbar.



Change status using the right click menu.

Select a status from the drop-down menu that the transportation request should be changed to. Click **Change**.



Transportation Request Approval Process

Cancel a Field Trip

The **Cancel – Request Canceled** status can be set from the **Change Status** box. On the **My Submitted Requests** grid, the **Change Status** tool will appear as **Cancel Trip** in the grid toolbar as well as the right click menu.

A user can cancel a field trip request at any time as long as the field trip status is at or below the user's level of approval. To cancel a field trip request when the status is beyond your level of approval, contact the Transportation Department.

Complete a Field Trip

Once a field trip has happened, the assigned resources can be updated and the final status for the field trip is **Completed – Request Completed**.

Field Trip History

The **Field Trip History** mini grid is a data block that can be added to and viewed in the transportation request form. This shows information about who and when the field trip status changed throughout the approval process.