

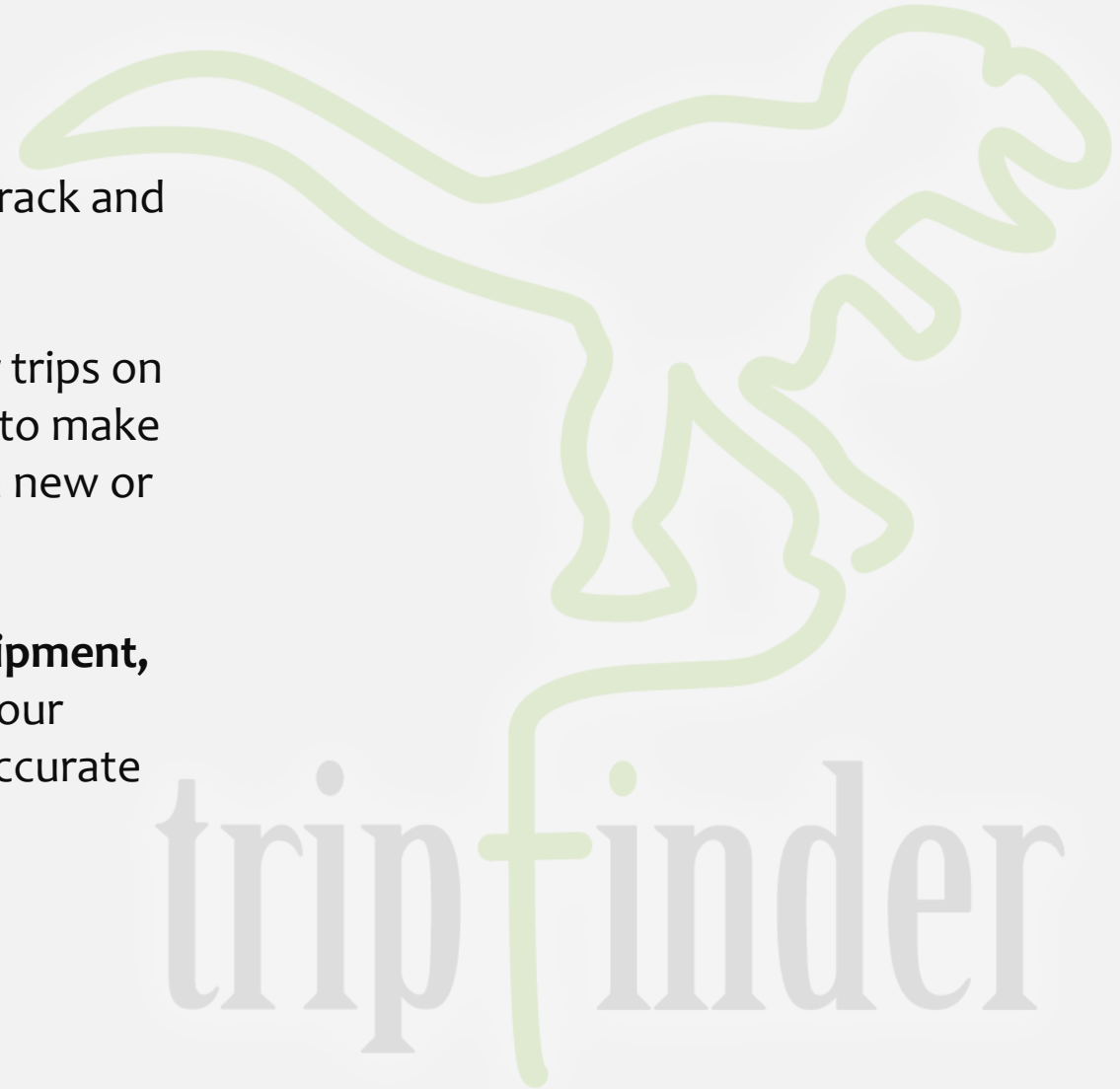
Quick Start Guide: Create a Field Trip Request



With Transfinder's **Tripfinder** application it's easy to submit, track and manage your field trip requests from your favorite browser!

View requests on the **Field Trips** grid or see the status of your trips on the **My Submitted Requests** grid. Use pre-defined **Templates** to make submitting even faster, or start from a blank form to submit a new or unique field trip request.

Enter information such as **Contact**, **Destination**, required **Equipment**, and attach important **Documents** to your request to ensure your Transportation department has the information needed for accurate and safe field trip planning.

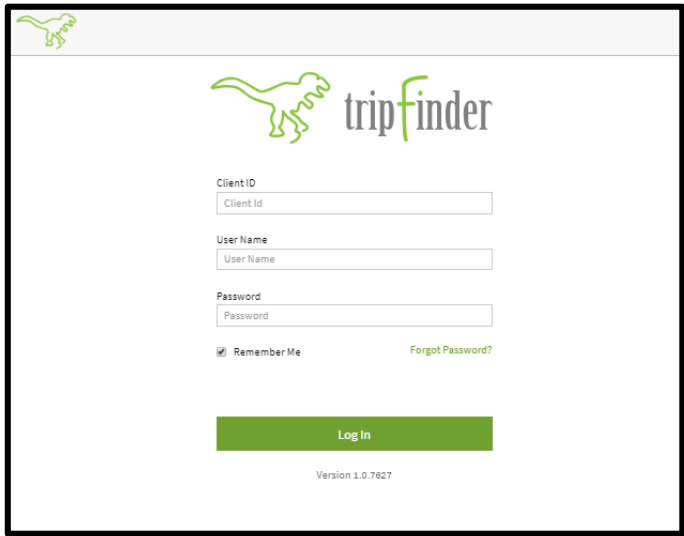


1: Log In

Your district will provide you with a URL and the necessary login credentials (**Client ID, User Name, Password**) needed to access Tripfinder. On the login screen enter these credentials.

Check **Remember Me** if you want to save your login credentials.

Click the **Log In** button to begin creating your field trip request.



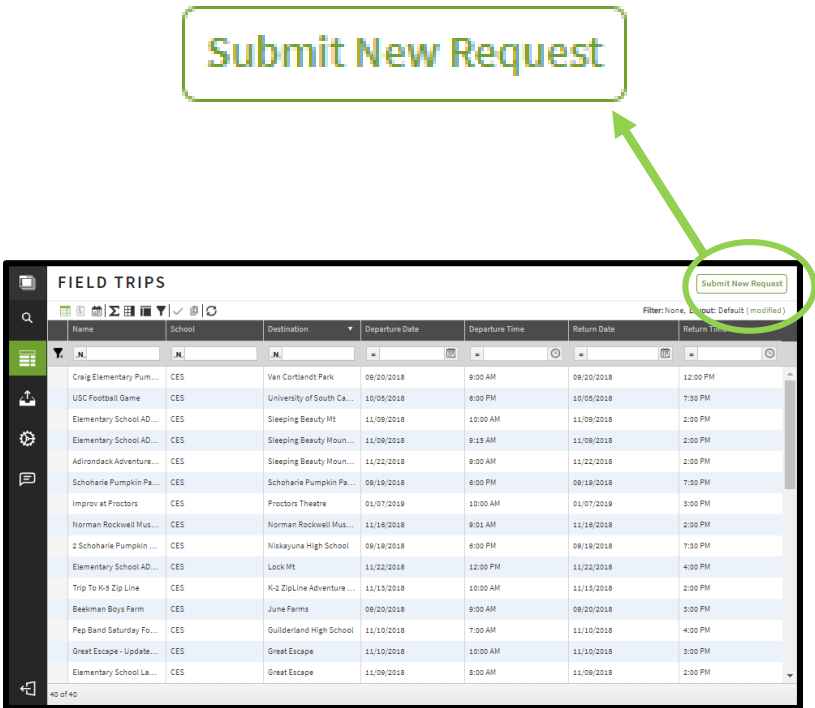
Log In Screen

2: Start a New Field Request

When you first log in, you will find yourself on the **Field Trips** grid. Here you can see all the field trips submitted for your school.

Click the **Submit New Request** button in the top right-hand corner of the page.

When you click Submit New Request the **Add Field Trip** form will appear.



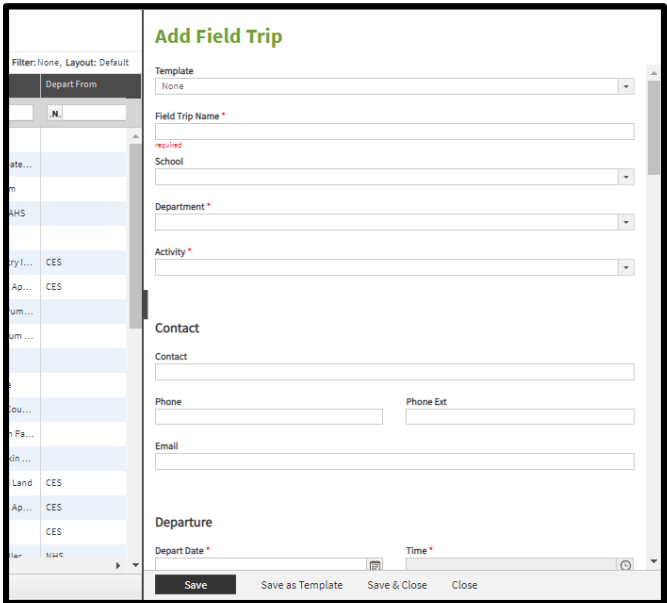
Field Trips Grid

3: Fill Out Form

Enter the details for your field trip in the appropriate fields on the **Add Field Trip** form.

Any field with an asterisk (*) is required.

There are different types of fields on the form. Some require a text entry, others will have a drop-down menu to choose from, or a date/time picker.



Add Field Trip Form

4: Save and Submit

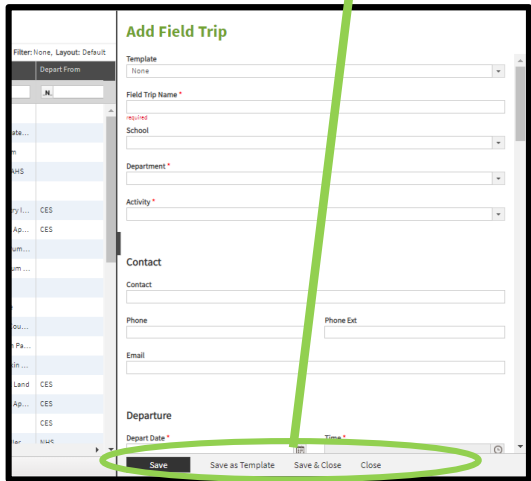
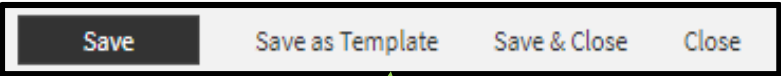
Choose the appropriate save method at the bottom of the form.

Save: Submit your field trip request for approval.

Save as Template: Save the form field entries to auto-populate a request form in the future.

Save & Close: Submit request for approval and close the form.

Close: Exit form without saving or submitting your request.



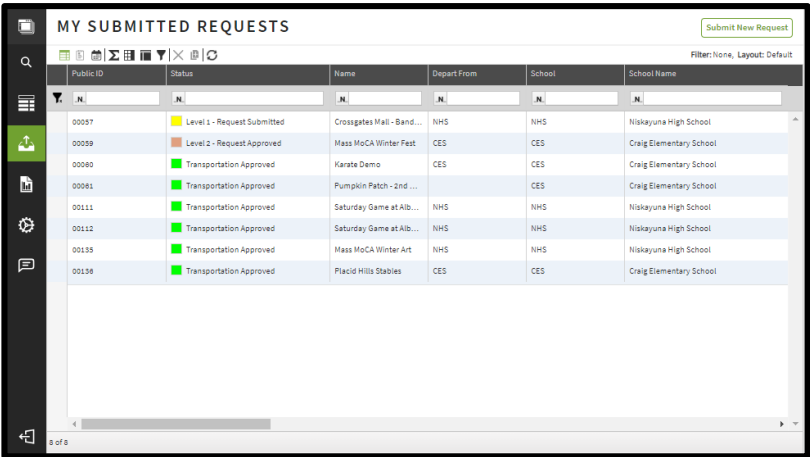
Add Field Trip Form: Save Options

5: My Submitted Requests

After saving and submitting your field trip request, navigate to **My Submitted Requests** to view field trip requests you have submitted. You can easily track your requests through the grid.

Refer to the **Status** column to see the current status of your requests.

You will be able to make edits to your field trip request up until it has been reviewed by the first approver. To edit a request, select the record you want to work with in the grid, right click and select the **Edit Trip** option from the **Right Click Menu**.



Public ID	Status	Name	Depart From	School	School Name
00097	Level 1 - Request Submitted	Crossgates Mall - Band...	NHS	NHS	Niskayuna High School
00099	Level 2 - Request Approved	Mass MoCA Winter Fest	CES	CES	Craig Elementary School
00080	Transportation Approved	Karate Demo	CES	CES	Craig Elementary School
00081	Transportation Approved	Pumpkin Patch - 2nd ...		CES	Craig Elementary School
00111	Transportation Approved	Saturday Game at Alb...	NHS	NHS	Niskayuna High School
00112	Transportation Approved	Saturday Game at Alb...	NHS	NHS	Niskayuna High School
00195	Transportation Approved	Mass MoCA Winter Art	NHS	NHS	Niskayuna High School
00198	Transportation Approved	Placid Hills Stables	CES	CES	Craig Elementary School

My Submitted Requests Grid

Navigation

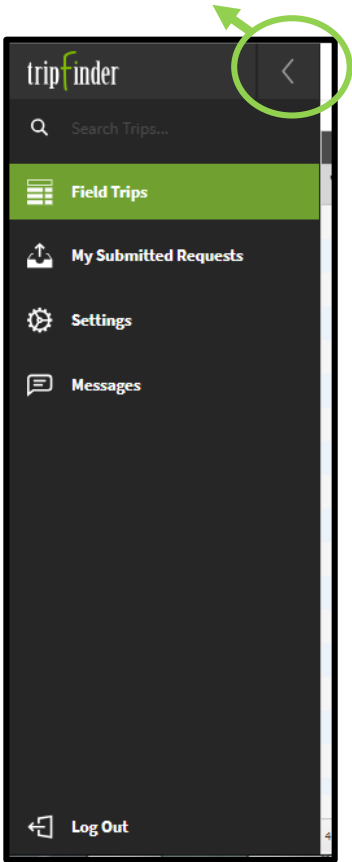
The **Main Navigation Panel** on the left hand side of the screen will allow you to move between the grids and features available in Tripfinder.

You can expand this panel to see the menu labels, collapse it to display only the icons.

Click to expand/collapse panel



Collapsed Navigation



Expanded Navigation



Thanks for using Tripfinder!

Visit us at <https://www.transfinder.com>

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