



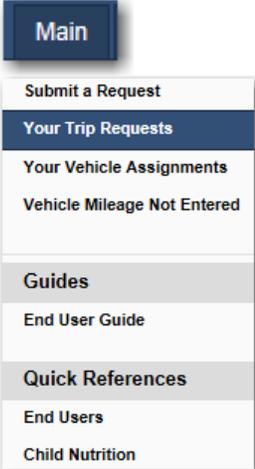
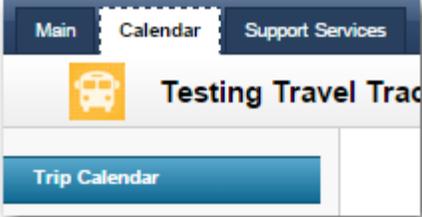
Travel Tracker

by app-garden

Quick Reference for Child Nutrition

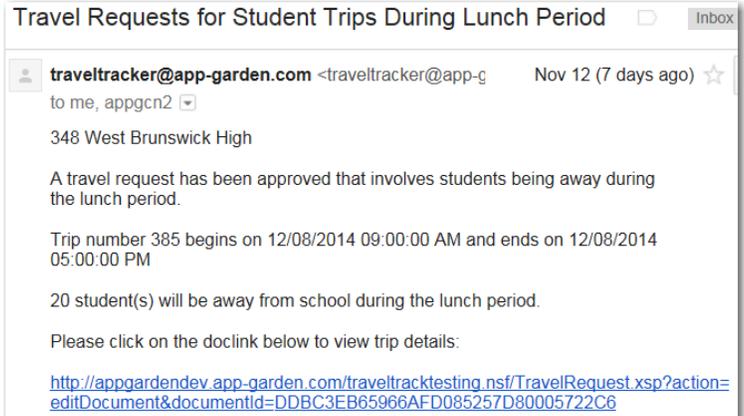
Child Nutrition has a view so that they can see students that are away during lunch. This gives them a quick view of all the trips scheduled so that they can effectively plan.

Child Nutrition can view all the trips or they can view the trips that require a packed lunch or the trips that don't require a packed lunch but the students will not be eating in the cafeteria that day. This will make food planning and preparation much more efficient.

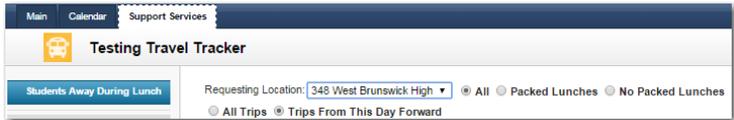
<p>When Child Nutrition User signs on, they have access to the tabs shown at the right.</p>	
<p>On the Main tab, you can submit a trip request, view trip requests that you have created and view vehicle reservations for trips that you have created. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.</p>	
<p>On the Calendar tab, you have the option to view the trip calendar. For detailed instructions for this option, refer to the End User Guide and the End User Quick Reference.</p>	

Support Services Tab

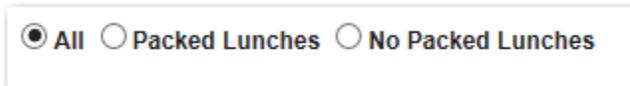
There are 2 ways to access trips where students are away from school during lunch time. The first is through the email that you will receive when a user requests a trip and has indicated the students will be away during lunch. In the email that you receive, there will be a link listed. When you click on the link, you can sign in and view the trip immediately.



The second way is to view the trip using the menus on the system. From the Students Away During Lunch option under the Support Services Tab, you can see the trips where students are away from school during lunch. You have the option to change the location. Click on the dropdown arrow next to Requesting Location to see the locations that you have access to.



You have the option to see all trips, see the trips where packed lunches are required or view just the trips where packed lunches are not required by clicking on the buttons next to each option.



You can also view all trips or just trips from this day forward. Trips from this day forward is the default.



From this view, you can see the date and time of the trip, the teacher's name and the number of students.

Requestor Information	Trip	Pickup/Return	Type	Teacher	Packed Lunches	Nbr Stds
332 Shallotte Middle appgteach1@gmail.com 11/6/13 3:48 PM	133 Approved	12/24/13 8:00 AM 12/24/13 4:00 PM	Field Trip Brunswick Community College	Steve Smith	Yes	20
348 West Brunswick High appgteach1@gmail.com 12/17/13 6:42 PM	154 Approved	1/13/14 12:00 PM 1/13/14 5:00 PM	Field Trip 329 North Brunswick High	Mary Jones	No	20
348 West Brunswick High appgteach1@gmail.com 10/29/13 11:45 AM	116 Approved	1/13/14 10:00 AM 1/13/14 5:00 PM	Field Trip Brunswick Community College	Mary	No	20

If you need additional information about the trip, you can click on the trip to open the trip request.

