



Travel Tracker

by app-garden

Frequently Asked Questions

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What do I do if my Print buttons don't work?

Normally this is caused by a pop-up blocker on your computer as the print option opens a new window to use for the printing. See these links for tips on how to change your pop-up blocker settings. You will want to ALLOW pop-up windows for app-garden.com

<http://www.lbl.gov/ehs/training/webcourses/globalAssets/CourseRequirements/disablePopups/disablepopups.html>

<http://windows.microsoft.com/en-US/windows7/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions?1353591705>

<https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>

How do I add a new administrator to the table?

To add a new transportation administrator, Go to the configuration tab and select Administrator Options. There are four spaces for Transportation Administrators. Add the email address of the administrator and then click on Save.

The screenshot shows the 'Template Travel Tracker' configuration page. The 'Administration Options' tab is selected. The page includes a sidebar with navigation options: General Trip Message, Field Trip Message, Lead Days, Chaperone Rules, Permission Slip Message, Administration Options (selected), and Other Setup Decisions. The main content area has a question: 'What method does this database use to determine user name?' with radio buttons for 'Append Email to CN' and 'Directory Internet Address' (selected). Below this are input fields for 'Place Bar Name of Database' (containing 'Template Travel Tracker'), 'Company Name', and 'Transportation Administrator User Name(s)'. The latter field contains four input boxes with the following email addresses: appgtrans1@gmail.com, appgowner2@gmail.com, appgtest4@gmail.com, and an empty box.

I have a field trip with the wrong dates listed, how do I correct this?

If the field trip has not been approved, the trip request can be edited and the dates changed. If the trip has been approved, the trip will need to be rescheduled.

To find your trip, click on the Main Tab and then Your Trip Requests. Sort your trips in the easiest way to find the trip you are looking for. If the trip has the status of Pending Location Approval, you can click on the trip and edit the trip date and/or time.

The screenshot shows the 'Your Trip Requests' page. It includes a sidebar with navigation options: Submit a Request, Your Trip Requests (selected), Your Vehicle Reservations, User Guide, and app-garden Support. The main content area shows a table with columns: Requestor Info, Trip, and Pickup/Return. The table contains one row with the following data: Requestor Info: 348 West Brunswick High, appgtech1@gmail.com, 9/24/13 3:36 PM; Trip: 33, Pending Location Approval; Pickup/Return: 10/14/13 1:00 PM, 10/14/13 5:00 PM. Above the table are fields for 'Submitter:' (appgtech1@gmail.com) and 'Sort By:' (Date Submitted).

The screenshot shows two edit forms: 'Trip Leave' and 'Trip Return'. The 'Trip Leave' form has fields for 'Date' (10/14/2013) and 'Time' (1:00 PM). The 'Trip Return' form has fields for 'Date' (10/14/2013) and 'Time' (5:00 PM).

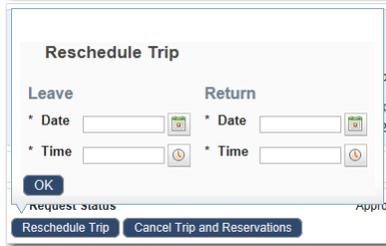
If your trip has the status of Approved, it will need to be rescheduled to change the date and/or time.

Requestor Info	Trip	Pickup/Return	Type
348 West Brunswick High appgtech1@gmail.com 9/24/13 3:36 PM	33 Approved	10/14/13 1:00 PM 10/14/13 5:00 PM	Field Trip BCC-Fitness & Aquatics Center

Click on the trip to open the trip request, scroll to the bottom and click on Reschedule Trip.



A window will open where you can select a new Date and Time for your trip. Click on OK to save.



If a vehicle had been assigned to the original trip, an email will go to the vehicle owner to let them know that the vehicle has been canceled.

The trip will now go back through the approval and vehicle assignment process. Transportation has the option to approve the trip and assign the vehicle and bypass the original approvers and vehicle owner.

How do I cancel a trip?

Click on the trip to open the trip request, scroll to the bottom and click on Cancel Trip and Reservations.



If a vehicle had been assigned to the original trip, an email will go to the vehicle owner to let them know that the vehicle has been canceled.

How do I submit an athletic trip for a playoff when I don't know what the destination is?

If the destination is unknown, put To Be Determined in the Destination Not Listed field. Put in Zero for mileage. The trip can be edited later when the details are known.

How do I change the vehicle assigned to a trip?

The vehicle that is assigned to a trip can be changed without rescheduling the trip or requiring the trip to go back through the approval process. The vehicle can be changed by the vehicle owner or by a transportation administrator.

If a trip has been approved and has had a vehicle assigned and is then rescheduled, the trip will need to go back through the approval process and the vehicle assignment process. The trip needs to be reapproved so that the approvers are aware of the date change. Vehicles need to be reassigned because the same vehicle that was originally assigned may not be available on the new date and time.

When signed on as a vehicle owner, you can see all the vehicles that have been assigned by you by clicking on the All Assignments options under the Vehicle Owners tab. You have multiple options to sort the trips. Find the trip that you wish to assign a different vehicle.

Click on the trip # to open up the vehicle assignment.

200 348 West Brunswick High appgtech1@gmail.com	3/17/14 12:00 PM 3/17/14 5:00 PM	Field Trip Brunswick County Parks & Recreation	8049 Activity Bus 348 West Brunswick High appgowner1@gmail.com
---	-------------------------------------	---	--

The top portion of the vehicle assignment gives the trip information. The vehicle type and the vehicle number can be changed from this screen by clicking on the Change button.

To change the vehicle type, click on the

Change button and then click on the drop down arrow to select the new vehicle type. Click OK to change to the new vehicle type.

When you click on the Change button next to the vehicle number, any buses that are available at your location for the date and time of this trip will be listed. Click on the Choose button to select the new vehicle.

Once you have made your changes to the vehicle assignment, click on the Submit button for the changes to take affect.

How do I take a bus out of service?

To take a vehicle out of service, you must be a Transportation Administrator. Go to the Setup Tables Tab and the Vehicle menu. Find the vehicle that you need to take out of service by using one of the sort options. Click on the vehicle number to open up the vehicle information.

Type	Number
Activity Bus	8021
Activity Bus	8022
Activity Bus	8027
Activity Bus	8028
Activity Bus	8029

Click on Edit to edit the

vehicle information. Change the Status to Out of Service and then click on Submit.

How do I change pickup/return times after a vehicle has been assigned?

Once a vehicle has been assigned, it will need to be removed from the trip and reassigned to change the pickup and return times in order to insure that the vehicle is still available with the adjusted times. You must be a vehicle owner or a transportation administrator to make this adjustment.

To find the vehicle assigned to a trip, click on the Vehicle Owners tab and select All Assignments.

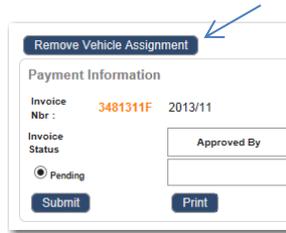
All the trips that have had a vehicle assigned by the school vehicle owner will be listed. The default sort is by pick up date but there are several option to sort the list.

Find the trip that you wish to change the pickup/return time and click anywhere on the line to open up the vehicle assignment.

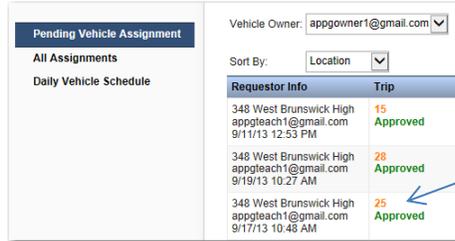
348 West Brunswick High	25	11/5/13 8:00 AM	Field Trip	8049	348 West Brunswick High	42
appleteach1@gmail.com		11/5/13 2:00 PM	326 North Brunswick High	Activity Bus	348 West Brunswick High	\$56.17
					appgowner1@gmail.com	Pending

Note the vehicle number that was assigned to the trip.

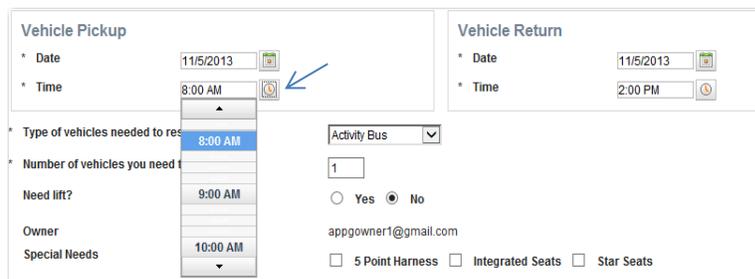
Scroll to the bottom of the vehicle assignment and click on the Remove Vehicle Assignment button.



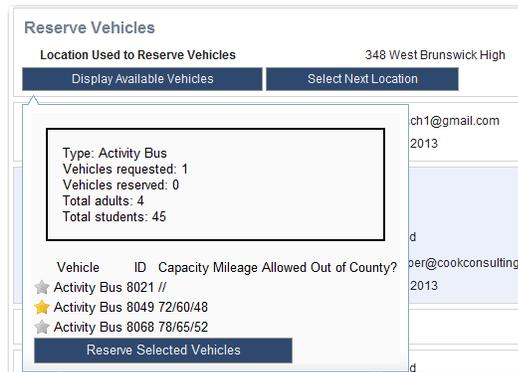
Since the vehicle assignment has been removed, the trip will now be listed under Pending Vehicle Assignment. Click on the trip to open the trip request.



Before assigning a vehicle, adjust the time by clicking on the clock next to the time and picking the time that you want. **BE SURE TO USE THE PICKUP DATES AND TIMES AND NOT THE TRIP DATES AND TIMES.** You can scroll up or down through the times by clicking on the up and down arrows.



Once you have adjusted the times, you are ready to assign the vehicle. Click on Display Available Vehicles, click on the star next to the vehicle that you want to reserve and then click on Reserve Selected Vehicles.

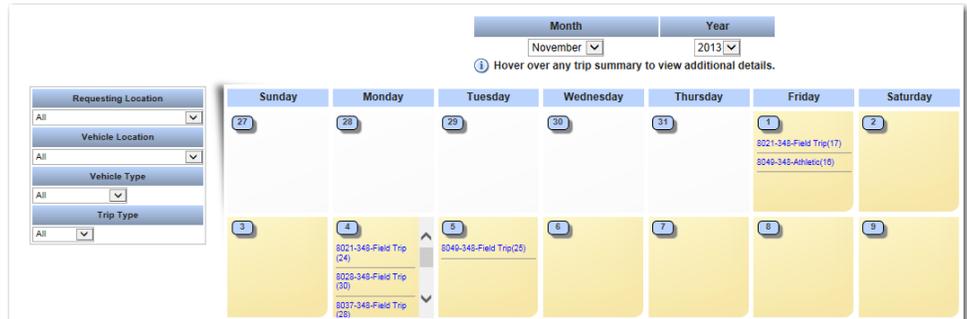


Be aware, that there is the possibility that the vehicle that was originally assigned to the trip may not be available if the new pickup and return times overlap with another reservation.

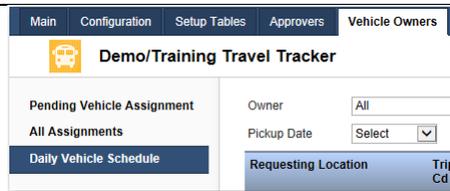
How to see all buses going out for the day and in the next few weeks?

There are several ways to see all the buses going out in the next few weeks. To get a quick overview, you can look at the vehicle calendar. The vehicles for a particular date can be seen from the Vehicle Owners tab or the Vehicle Assignment tab.

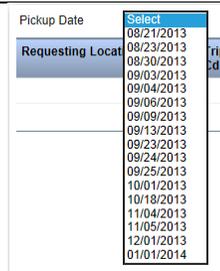
Everybody has access to the vehicle calendar. Click on the calendar tab and then select the vehicle calendar. The calendar can be sorted by Month, Requesting location, Vehicle Location, Vehicle Type and Trip Type.



A vehicle owner or a Transportation Admin can click on the Vehicle Owners Tab and select the Daily Vehicle Schedule.



Click on the drop down arrow next to the pickup date to select a particular date.



This will give a list of all the trips scheduled for that day and the vehicles that have been assigned. If you click on a line item you can view the vehicle assignment. By clicking on the Print button, the list can be printed.

Requesting Location	Trip Cd	Pickup/Return	Description	Vehicle	Loc/Owner
348 West Brunswick High appgteach1@gmail.com	16	11/1/13 8:00 AM	Athletic	8049	348 West Brunswick High appgowner1@gmail.com
		11/1/13 3:00 PM	309 Cedar Grove Middle Cheerleading	Activity Bus	
348 West Brunswick High appgteach1@gmail.com	17	11/1/13 8:00 AM	Field Trip	8021	348 West Brunswick High appgowner1@gmail.com
		11/1/13 3:00 PM	Airforce And Special Ops Museum	Activity Bus	

[Print](#)

The same information can be obtained by clicking on the Vehicle Assignment tab and selecting By Pickup Date.

The screenshot shows the 'Demo/Training Travel Tracker' interface. The 'Vehicle Assignments' tab is selected. On the left, there is a 'Need Attention!' section with a list of filters: 'By Pickup Date' (selected), 'By Requesting Location', 'By Submitter', 'By Trip Nbr', 'By Vehicle Location', 'By Vehicle Number', 'By Vehicle Owner', 'By Invoice Status', and 'By Vehicle With Odometer'. The main area displays a table of assignments for two dates: 08/21/2013 and 08/23/2013. A 'Pickup Date' dropdown is set to 'All'.

Requesting Location	Trip Cd	Pickup/Return	Description	Vehicle
08/21/2013				
332 Shalotte Middle cdeveloper@cookconsulting.net	1	8/21/13 2:00 PM 8/21/13 7:00 PM	Field Trip 334 South Brunswick High	8040 Activity Bus 332 Shalotte Middle
08/23/2013				
348 West Brunswick High teacher1test@gmail.com	5	8/23/13 6:00 PM 8/23/13 9:00 PM	Field Trip 308 Brunswick County Academy	8049 Activity Bus 348 West Brunswick High
348 West Brunswick High teacher1test@gmail.com	5	8/23/13 6:00 PM 8/23/13 9:00 PM	Field Trip 308 Brunswick County Academy	8068 Activity Bus 348 West Brunswick High

What happens when I need to assign a bus at the next location or don't have a bus to assign?

If you are a bus assigner and have a request to assign a bus and do not have a bus to assign, simply click on the Next Location button in the trip form and submit. This will send an email to the Next Location

You will see a message that the request has been sent to the next location for assignment. You can submit or close this request. It will no longer appear on your list of trips that need vehicles assigned.

Reserve Vehicles

Location Used to Reserve Vehicles

342 Virginia Williamson Elementary

Display Available Vehicles

Select Next Location

Reserve Vehicles

Location Used to Reserve Vehicles

000 Transportation

Thank you. This request has been emailed to the vehicle owner at the next location for assignment.

Where do I go to see available buses if I am Transportation assigning?

Only a Transportation Administrator or vehicle owner at Transportation can assign buses from any location.

If you are Transportation assigning a vehicle to a trip, and want to see all the available buses, click on the Vehicle Owners tab and then pending vehicle assignment. Open the Trip Request that needs a vehicle assigned and scroll to the Reserve Vehicles section. If you click on Display Available Vehicles, that will show you the vehicles that are available at the Location listed. Click on the drop down

Reserve Vehicles

Location Used to Reserve Vehicles

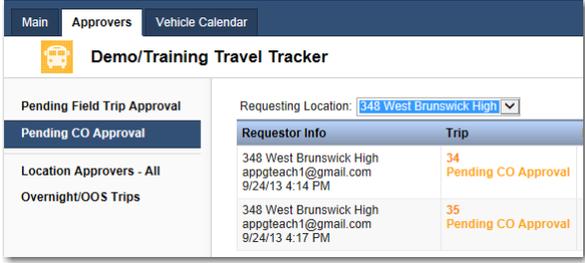
342 Virginia Williamson Elementary

Display Available Vehicles

Select Next Location

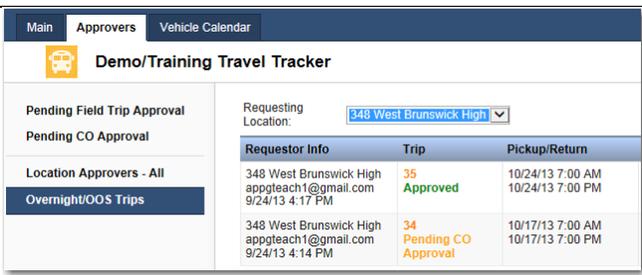
How do I see all overnight / out of state trips that are pending approval?

To see all overnight/ out-of-state trips, you must be an administrator of the system, an Overnight Approver or the person who can see overnight out of state trips.

<p>To see overnight/ Out of State trips that are pending approval, click on the approvers tab and select Pending CO Approval. Click on the drop down arrow next to requesting location to pick the location to view the pending trips for that location.</p>	 <table border="1"><thead><tr><th>Requestor Info</th><th>Trip</th></tr></thead><tbody><tr><td>348 West Brunswick High appgtech1@gmail.com 9/24/13 4:14 PM</td><td>34 Pending CO Approval</td></tr><tr><td>348 West Brunswick High appgtech1@gmail.com 9/24/13 4:17 PM</td><td>35 Pending CO Approval</td></tr></tbody></table>	Requestor Info	Trip	348 West Brunswick High appgtech1@gmail.com 9/24/13 4:14 PM	34 Pending CO Approval	348 West Brunswick High appgtech1@gmail.com 9/24/13 4:17 PM	35 Pending CO Approval
Requestor Info	Trip						
348 West Brunswick High appgtech1@gmail.com 9/24/13 4:14 PM	34 Pending CO Approval						
348 West Brunswick High appgtech1@gmail.com 9/24/13 4:17 PM	35 Pending CO Approval						

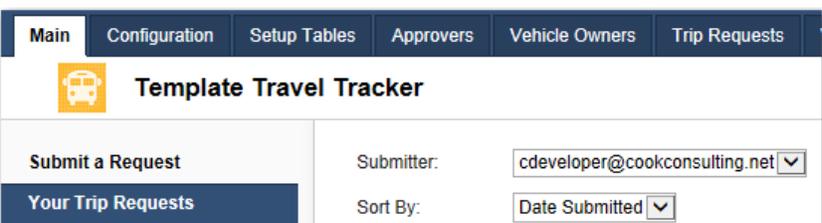
How do we see all overnight/ out of state trips?

To see all overnight/ out-of-state trips, you must be an administrator of the system, an Overnight Approver or the person who can see overnight out of state trips.

<p>To see all Overnight/ Out of State trips, click on Approvers, Overnight/OOS Trips. Select the location you would like to see.</p>	 <table border="1"><thead><tr><th>Requestor Info</th><th>Trip</th><th>Pickup/Return</th></tr></thead><tbody><tr><td>348 West Brunswick High appgtech1@gmail.com 9/24/13 4:17 PM</td><td>35 Approved</td><td>10/24/13 7:00 AM 10/24/13 7:00 PM</td></tr><tr><td>348 West Brunswick High appgtech1@gmail.com 9/24/13 4:14 PM</td><td>34 Pending CO Approval</td><td>10/17/13 7:00 AM 10/17/13 7:00 PM</td></tr></tbody></table>	Requestor Info	Trip	Pickup/Return	348 West Brunswick High appgtech1@gmail.com 9/24/13 4:17 PM	35 Approved	10/24/13 7:00 AM 10/24/13 7:00 PM	348 West Brunswick High appgtech1@gmail.com 9/24/13 4:14 PM	34 Pending CO Approval	10/17/13 7:00 AM 10/17/13 7:00 PM
Requestor Info	Trip	Pickup/Return								
348 West Brunswick High appgtech1@gmail.com 9/24/13 4:17 PM	35 Approved	10/24/13 7:00 AM 10/24/13 7:00 PM								
348 West Brunswick High appgtech1@gmail.com 9/24/13 4:14 PM	34 Pending CO Approval	10/17/13 7:00 AM 10/17/13 7:00 PM								

How do I see the most recently submitted trips?

To see the most recent trips by date submitted and sorted by trip requester, click on the Main Tab, Your Trip Requests, change the Sort By to Date Submitted. The Submitter will default to the requester that is signed on. If you are a Transportation Administrator, you can click on the drop down arrow next to submitter and change to a different person.



Main	Configuration	Setup Tables	Approvers	Vehicle Owners	Trip Requests
Template Travel Tracker					
Submit a Request		Submitter: cdeveloper@cookconsulting.net			
Your Trip Requests		Sort By: Date Submitted			

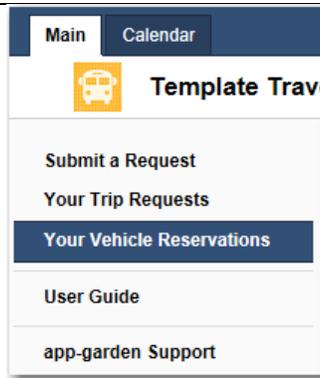
To see all the most recent trips submitted for the entire county, click on the Trip Requests Tab and then select By Date Submitted. This will show all the trips with the most recently submitted at the top. This option is only available for Transportation Administrators

Need Attention!		● All Trips ○ Trips From This Day Forward				
By Location	By Status	By Date	By Trip Nbr	By Submitter	By Date Submitted	By Vehicle Type
			Requestor Information	Trip	Pickup/Return	Type
			348 West Brunswick High appgtech1@gmail.com 11/7/13 5:30 PM	54 Pending Location Approval	11/14/13 4:00 PM 11/14/13 8:00 PM	Athletic 334 South Brunswick High Swimming
			348 West Brunswick High appgtech1@gmail.com 11/7/13 3:22 PM	53 Approved	12/6/13 6:00 AM 12/6/13 11:00 PM	Field Trip Myrtle Beach Convention Center
			348 West Brunswick High appgtech1@gmail.com 11/7/13 2:30 PM	52 Approved	11/15/13 3:00 PM 11/15/13 8:00 PM	Athletic Carolina Forest High School JV Cheerleading, Varsity Cheerleading

How do trip requesters enter beginning and ending mileage?

When the trip is completed, the trip requester can adjust the beginning and ending mileage. If the setup decision: Require beginning and ending mileage to be entered upon completion of trip? Is set to Yes, the trip requester will be required to enter the mileage. They will receive an email at the completion of the trip to remind them to enter the mileage.

To enter the mileage, go to the Main tab and then to Your Vehicle Reservations. Find your trip by using one of the sort options. If more than one vehicle was used for the trip, each vehicle will be listed separately. Open the vehicle assignment.



Go to the Ending Vehicle Use section of the Vehicle Assignment. Enter the beginning and ending mileage. You can also enter the driver name and email, the pickup person, the driver hours and comments concerning the vehicle. When you are finished, click on Save and then click on Submit at the bottom of the Vehicle Assignment.

Ending Vehicle Use

Driver Cost:	Driver Name	<input type="text" value="Kathy Kea"/>	Driver Email	<input type="text" value="kkea@cookconsulting.net"/>
	Pickup Person	<input type="text"/>	Driver Hours	<input type="text" value="0.00"/> Cost Per Hour \$0.00
	Rate Type	N/A	Driver Cost:	\$0.00
Mileage Cost:	Estimated Mileage	66.61	Total Miles	41.61
	Beginning Mileage	<input type="text" value="0.00"/>	Cost Per Mile	\$1.0000
	Ending Mileage	<input type="text" value="66.61"/>	Mileage Cost :	\$41.61
	Miles Driven	66.61	Gasoline Cost:	\$14.56
	Pickup Miles (Will be Subtracted)	25.00		
Gasoline Cost:	Gasoline Price Per Gallon	\$3.50		
	Miles Per Gallon	10.00		
	Comments Concerning Vehicle (Transportation Dept will be notified)	<input type="text"/>		
Assign Mechanic for Inspections (Optional): Select				
Additional Cost:	Return Condition		Other Cost	
	Return Condition Cost	\$0.00	Additional Cost :	\$0.00
	Vehicle Charge Type			
	Vehicle Charge Amount			
Save				Total Cost: \$56.17

On the Vehicle Assignments view, If mileage has been entered, it will be noted in the Driver/Hrs column.

348 West Brunswick High appgteach1@gmail.com	50	11/20/13 1:00 PM 11/20/13 5:00 PM	Field Trip Brunswick County Parks & Recreation	8021 Activity Bus 348 West Brunswick High	348 West Brunswick High appgowner1@gmail.com	0.00 Mileage Entered
---	----	--------------------------------------	--	---	---	-------------------------

A trip has occurred, how do I adjust the invoice and then release it for payment to the school financial secretary?

After the trip has occurred, the trip requester or vehicle owner can enter the driver name and email, the pickup person, the driver hours and comments concerning the vehicle. The Transportation Admin can make changes to these fields in addition to adding any additional costs that may apply to the trip. Once all the cost associated with the vehicle have been accounted for, the invoice can be released for payment to the school financial secretary by clicking on Approved for Payment. Your userid and the date and time will show in the Approved By box. Click on Submit.

Ending Vehicle Use

Driver Cost: Driver Name Driver Email
 Pickup Person Driver Hours Cost Per Hour \$0.00
 Rate Type Driver Cost: \$0.00

Mileage Cost: Estimated Mileage 33.85
 Beginning Mileage Total Miles 15.00
 Ending Mileage Cost Per Mile \$1.0000
 Miles Driven 40.00
 Pickup Miles (Will be Subtracted) Mileage Cost: \$15.00
 Remove Pickup Miles Restore Pickup Miles

Gasoline Cost: Gasoline Price Per Gallon \$3.50
 Miles Per Gallon 10.00 Gasoline Cost: \$5.25
 Comments Concerning Vehicle (Transportation Dept will be notified)

Assign Mechanic for Inspections (Optional):

Additional Cost: Return Condition Other Cost
 Return Condition Cost \$0.00 Additional Cost: \$0.00
 Vehicle Charge Type
 Vehicle Charge Amount

Save Total Cost: \$20.25

Payment Information

Invoice Nbr 3481311F

Approved By	Payment Sent By	Paid By	Check Nbr
cdeveloper@cookconsulting.net 11/12/13 8:29 PM			

Pending
 Approved for Payment
 Payment Sent
 Paid

Payment Comments for Person Responsible for Payment:

Payment Comments for Person Responsible for Posting Payment:

Submit **Print**

I accidentally released an invoice for payment and now I need to change something on the invoice - how do I do that?

There are several different ways to access the invoice. You can go to the Vehicle Assignment tab and then use the sorts available to retrieve the invoice required. You can also go to the Invoice tab and find your invoice from there.

When an invoice has been Approved for Payment, the fields in the Ending Vehicle Use section are no longer editable. You will have to mark the invoice as Pending, and click on Submit to Save. You will need to open the invoice again, make changes and then release again for payment.

Ending Vehicle Use

Driver Cost: Driver Name Driver Email
 Pickup Person Driver Hours 0.00 Cost Per Hour \$0.00
 Rate Type Driver Cost: \$0.00

Mileage Cost: Estimated Mileage 33.85
 Beginning Mileage 0.00 Total Miles 115.00
 Ending Mileage 140.00 Cost Per Mile \$1.0000
 Miles Driven 140.00
 Pickup Miles (Will be Subtracted) 25.00 Mileage Cost: \$115.00

Gasoline Cost: Gasoline Price Per Gallon \$3.50
 Miles Per Gallon 10.00 Gasoline Cost: \$40.25
 Comments Concerning Vehicle (Transportation Dept will be notified)

Assign Mechanic for Inspections (Optional):

Additional Cost: Return Condition Other Cost \$0.00
 Return Condition Cost \$0.00 Additional Cost: \$0.00
 Vehicle Charge Type
 Vehicle Charge Amount

Remove Vehicle Assignment Total Cost: \$155.25

Payment Information

Invoice Nbr 3481311F

Approved By	Payment Sent By	Paid By
cdeveloper@cookconsulting.net 11/13/13 9:22 AM		

Pending
 Approved for Payment

How do I see the yellow bus miles for the month?

The yellow bus invoices for the month for each location provides a breakdown by account code - however, the trips for that month must be released for payment to show up on this invoice summary.

To see all yellow bus miles for the month, Click on the Invoice tab and then Yellow Bus Invoices by Yr/Mo.

Select the Year/Month that you are interested in.

This will give you a list of yellow bus trips for the month and year selected.

[Non-Yellow Bus Invoices](#)
[Yellow Bus Invoices](#)
[Not Approved for Payment](#)
[Approved By Trip Nbr](#)
[All By Funding Approver](#)
[Athletic Assignments](#)
[Yellow Bus Invoices by Yr/Mo](#)

Year/Month: 2013/10

Miles Charged: 52.96

Trip Cd	Pickup/Return	Description	Veh Nbr	Driver Cost	Mileage Cost	Gas Cost	Other Cost	Total	Yr/Mo
39	10/10/13 8:00 AM	Field Trip	289	\$0.00	\$72.94	\$9.27	\$0.00	\$82.21	2013/10
348	10/10/13 2:00 PM	336 Southport Elementary	348 West Brunswick High						
39	10/10/13 8:00 AM	Field Trip	327	\$0.00	\$72.94	\$9.27	\$0.00	\$82.21	2013/10
348	10/10/13 2:00 PM	336 Southport Elementary	348 West Brunswick High						

Print

Another way to see yellow bus miles for the month, is to use the Export feature. Click on the Export tab, your screen will default to the Vehicle Assignments Export, click on Export to Excel. When Excel opens the spreadsheet, you may have a message to Enable Editing, you will need to click on this. On the spreadsheet, click to show Vehicle Information and Yr/Month - filter for Yellow buses and filter for the month you want to see.

Protected View This file originated from an Internet location and might be unsafe. Click for more details. [Enable Editing](#)

Dates/Times Cost Requestor Destination
 Vehicle Info All Miles Driver Info Yr/Mon
 Overnight/Out of State Lift? InvoiceInfo [Original View](#)

Type of Vehicle Vehicle Number Vehicle Location Driver Cost Mileage Cost Gas Cost Other Cost Total Cost Yr/Mon

How do I change the vehicle assigned to a trip?

The vehicle that is assigned to a trip can be changed without rescheduling the trip or requiring the trip to go back through the approval process. The vehicle can be changed by the vehicle owner or by a transportation administrator.

If a trip has been approved and has had a vehicle assigned and is then rescheduled, the trip will need to go back through the approval process and the vehicle assignment process. The trip needs to be reapproved so that the approvers are aware of the date change. Vehicles need to be reassigned because the same vehicle that was originally assigned may not be available on the new date and time.

When signed on as a vehicle owner, you can see all the vehicles that have been assigned by you by clicking on the All Assignments options under the Vehicle Owners tab. You have multiple options to sort the trips. Find the trip that you wish to assign a different vehicle.

The screenshot shows the 'Dev County Schools Travel Tracker' interface. The 'Vehicle Owners' tab is selected. On the left, there are menu options: 'Pending Vehicle Assignment', 'All Assignments' (highlighted), 'Daily Vehicle Schedule', 'All Assignments With Mileage', and 'Vehicle Mileage Not Entered'. On the right, there are dropdown menus for 'Vehicle Owner' (set to 'appgowner1@gmail.com') and 'Sort By' (set to 'Trip Number'). Below these is a table with columns: 'Trip Nbr/Sch/Sub By', 'Pickup/Return', and 'Stat'. A row is visible with '7' under Trip Nbr/Sch/Sub By, '10/7/13 1:00 PM' under Pickup/Return, and 'Stat' under Stat.

Click on the trip # to open up the vehicle assignment.

200 348 West Brunswick High appgtech1@gmail.com	3/17/14 12:00 PM 3/17/14 5:00 PM	Field Trip Brunswick County Parks & Recreation	8049 Activity Bus 348 West Brunswick High appgowner1@gmail.com
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The top portion of the vehicle assignment gives the trip information. The vehicle type and the vehicle number can be changed from this screen by clicking on the Change button.

The screenshot shows the 'Vehicle Assignment' form. It includes fields for 'Vehicle Location' (348 West Brunswick High), 'Vehicle Number' (8049), and 'Vehicle Type' (Activity Bus). There are 'Change' buttons next to the vehicle number and type. Below these are 'Submit' and 'Change' buttons. The form also displays trip details: Trip Code (200), Requesting Location (348 West Brunswick High), Destination (Brunswick County Parks & Recreation), Trip Type (Field Trip), Pickup Date/Time (Mar 17, 2014 12:00 PM), and Return Date/Time (Mar 17, 2014 5:00 PM). Other fields include Funding Source, Vehicle Phones, Submitted By (appgtech1@gmail.com), and Reservation Created By (appgowner1@gmail.com 2/26/14 2:24 PM).

To change the vehicle type, click on the Change button and then click on the drop down arrow to select the new vehicle type. Click OK to change to the new vehicle type.

This close-up screenshot shows the 'Vehicle Type' field set to 'Activity Bus'. A 'Change' button is next to it. Below the field, a dropdown menu is open, showing 'Yellow Bus' as the selected option. An 'OK' button is visible below the dropdown.

When you click on the Change button next to the vehicle number, any buses that are available at your location for the date and time of this trip will be listed. Click on the Choose button to select the new vehicle.

Vehicle Number **Change**

Submit

Trip Code

Requesting Location

Destination

Funding Source

Vehicle Phones

Submitted By

Choose Yellow Bus 203 /66/
Choose Yellow Bus 327 /72/
Choose Yellow Bus 282 /54/
Choose Yellow Bus 283 /51/
Choose Yellow Bus 289 //
Choose Yellow Bus 308 //
Choose Yellow Bus 309 //
Choose Yellow Bus 313 //

Type: Yellow Bus
Total adults: 2
Total students: 20

Ending Vehicle Use

Driver Cost: Dr

Pic

Re

Mileage Cost: Es

Be

En

Once you have made your changes to the vehicle assignment, click on the Submit button for the changes to take affect.

Vehicle Assignment

Vehicle Location 348 West Brunswick High **Change** Current Owner appgowner1@gmail.com

Vehicle Number 203 **Change** Vehicle Type Yellow Bus **Change**

Submit