


Triptracker Instructions for Field Trips

1. Log into: <http://ksdvtrans/Triptracker/Login.aspx>
2. **User Name:** "school name" _user (all lowercase)
Password: "school name" (all lowercase)

3. Select  in upper left hand corner
4. Fill out form completely from top to bottom
5. Start at the top with **Trip Details**

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Trip Details

Please fill out the form below completely and include the PO/Requisition number. Be sure to include any specific instructions for the trip. Call X1708 with questions.

Trip Name:	<input type="text" value="APRENDE - SYMPHONY"/>	Trip Date:	<input type="text" value="11/4/2015"/>
Trip Type:	<input type="text" value="ACADEMICS"/>	Activity Type:	<input type="text" value="Field Trip"/>
Reason for Trip:	<input type="text" value="PHOENIX SYMPHONY"/>		

- a. Give Trip a "**Trip Name:**" ex: "SCHOOL NAME – PHOENIX ZOO"
 - b. Select **Trip Date:**
 - c. Select **Trip Type:**
 - d. Select **Activity Type:**
 - e. Give a "**Reason for Trip:**"
6. Select an **Account**

Account:	<input type="text" value="Aprende MS"/>	
Requester:	<input type="text" value="Barnett, Tammy"/>	<input type="checkbox"/> Expand Requester List
Account Notes:	<input type="text"/>	
PO Number:	<input type="text" value="113311"/>	

- a. Elementary schools will have 1 account for all trips
 - b. Middle schools will have 2 accounts
 - i. **Main account (field trips)**
 - ii. **Athletics account**
 - c. Select a **Requester** - Typically will be only 1 option
 - d. Add **PO Number** or Requisition Number
7. Select an **Origin:** (IF different from the account)

Origin: One-Way Trip

Departure Date: Departure Time:

Return Date: Return Time:

- a. Verify **Departure Date:** and **Return Date:**
 - i. **Should be auto-filled when you select "Trip Date:"**
- b. Add a **"Departure Time:"** (Time leaving the Origin)
- c. Add a **"Return Time:"** (Time due back at the Origin)

8. Select a **Destination:**

Destinations:

Destination: [Can't find your destination in the list? Click here to add a new location...](#)

Arrival:

Departure:

Click "Add" to add the select location to the list of destinations for this trip.

Destination	Arrival Date/Time	Departure Date/Time	
Phoenix Symphony	11/4/2015 9:30 AM	11/4/2015 11:00 AM	Remove Edit

- a. Most locations are already in the drop down menu.
 - i. **Should you need to add a destination select the option to the left "click here to add a new location..."**
- b. Select an **"Arrival Time:"** (Time arriving at destination)
- c. Select a **"Departure Time:"** (Time leaving the destination)
- d. Click **"Add"**
 - i. **Make sure to click "Add" or trip will give an error when you submit at the end.**

9. Add **Passenger Counts** and number of **Vehicles** requested

Adults Students Wheelchairs Vehicles

Number Of: Special Accommodations

10. Add a **Contact Name:** and **Contact Phone:**

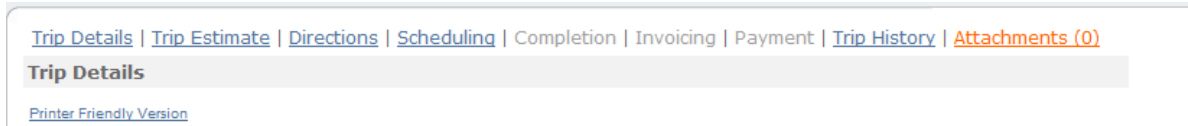
Contact Name: Contact Phone:

Notes:

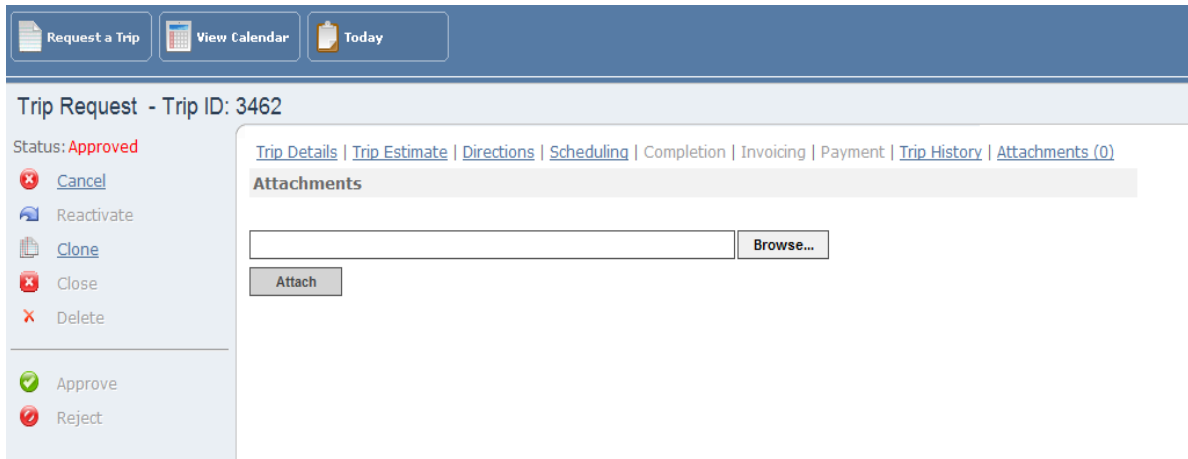
a. Add any specific **Notes:** or requests for the trip.

11. Click **“Submit”**

12. Select **“Attachments”**



13. **Browse** for field trip request form with Principals signature in PDF format



14. Click **“Attach”**