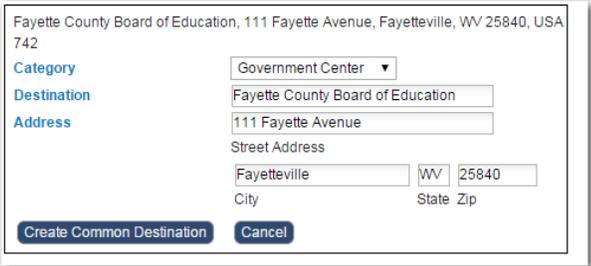**Travel Tracker**

by **app-garden**

Quick Tip for Creating Common Travel Destinations from Prospective Common Destinations

Travel Tracker logs trip destinations that are entered in the request form in the "Destination Not Listed" window. You can view these destinations in "Prospective Common Destinations" and determine if they belong in the "Common Travel Destinations" table so that they appear in the dropdown box in the request form. If these destinations are in the dropdown box, the requestor will save time by not having to type the address in the request form. Moving the destination information from a prospective destination to a common destination is very easy!

Click on the Set Up Tables tab and choose "Prospective Common Destinations."	**Destinations** Destination Categories Common Travel Destinations **Prospective Common Destinations**
You will see a list. If the destination is a place that a school may travel to again or if you see the same destination multiple times, you may want to add it to the Common Travel Destinations list.	Glenville State College Glenville State College Glenville State College
Always check the Common Travel Destinations list to confirm that the destination isn't already listed.	**Destinations** Destination Categories **Common Travel Destinations** Prospective Common Destinations
Return to Prospective Common Destinations and click "Create New Common Destination" to open a new window.	Create New Common Destination
Select a category for the destination.	Category Select ▼
Fill in the address if necessary. (If the address isn't included in the log, you can open another browser and find the address online.) Then click the button "Create Common Destination." This will add the destination to the Common Travel Destinations and remove it from this table.	Fayette County Board of Education, 111 Fayette Avenue, Fayetteville, WV 25840, USA 742 Category: Government Center ▼ Destination: Fayette County Board of Education Address: 111 Fayette Avenue Street Address Fayetteville WV 25840 City State Zip Create Common Destination Cancel
If the destination is not one your schools will travel to again, click "Remove from List."	Remove From List