Travel Tracker
by app-garden
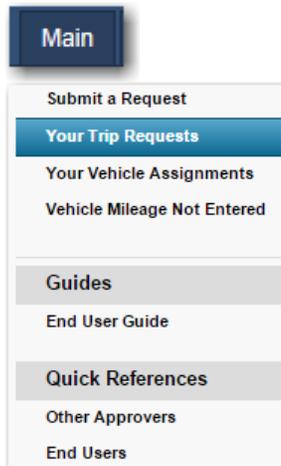
Quick Reference for Other Approvers

There may be multiple levels of approval required based upon options selected in the trip request such as special funding or overnight/out of state. The first level of approval is always the location level approval. This will be the person at each location designated to approve field trips at that location. If the trip is an athletic trip, there may be an athletic approver that will do the location level approval.

When a trip is requested it will be routed first to the location approver. If additional levels of approval are required, then as each level is approved, an email will be generated to the next approver. When all trip approvals have been obtained, the trip will then have an "Approved" status. The requestor will receive an email to indicate that the trip has been approved. Buses will still need to be assigned after the trip itself has been approved. The Travel Tracker makes it very easy for users to see the status of both the trip approvals and the bus assignments.

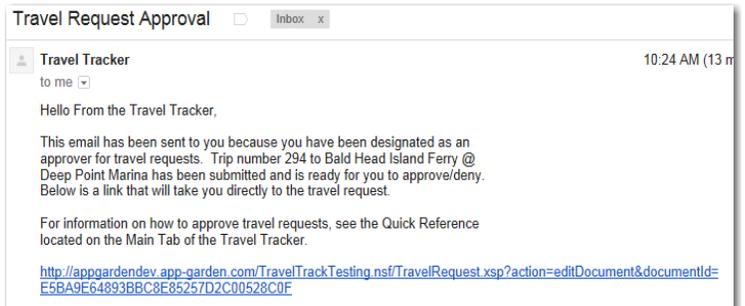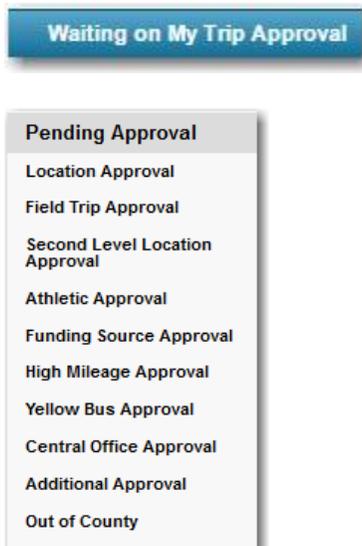|	
When an approver signs on, they have access to the tabs shown at the right.	Main **Trip Approval** Calendar Reports
On the Main tab, you can submit a trip request, view trip requests, view vehicle reservations and enter mileage for trips that you have created. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.	**Main** Submit a Request Your Trip Requests Your Vehicle Assignments Vehicle Mileage Not Entered **Guides** End User Guide **Quick References** Other Approvers End Users
On the Calendar tab, you have the option to view the vehicle calendar, trip calendar and driver calendar. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.	Main Trip Approval Calendar Reports **Testing Travel Tracker** Vehicle Calendar Trip Calendar Driver Calendar
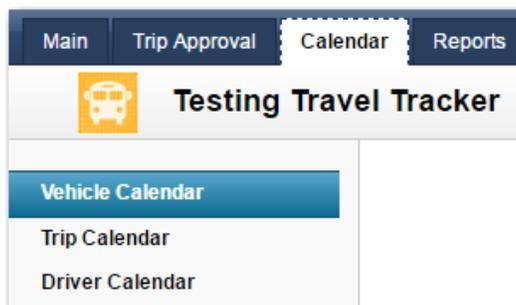
Approving a Trip

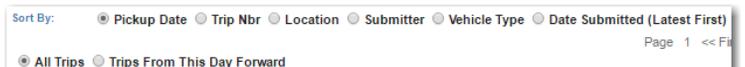|	
There are 2 ways to access trips that are waiting on your approval. The first is through the email that you will receive when a user requests a trip that needs your approval along the way. In the email that you receive, there will be a link listed. When you click on the link, you can sign in and access the trip needing approval immediately.	
The second way is to access trips needing approval using the menus on the system. If you are an approver, when you sign in, the Travel Tracker will automatically open at the Trip Approval Tab. The first option will be Waiting on My Trip Approval. Depending on the type of Approver that you are, you will also see one of the menu options listed to the right	
If you approve from the Waiting on My Approval option, a list of all the trips that are waiting for your approval will be listed. There are several options available for sorting the trips.	
You will be shown a list of trips that require your approval. Click anywhere on the trip information to open the trip request.	
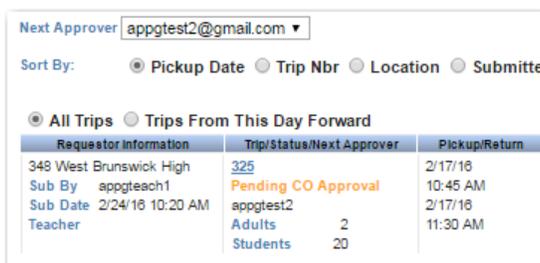
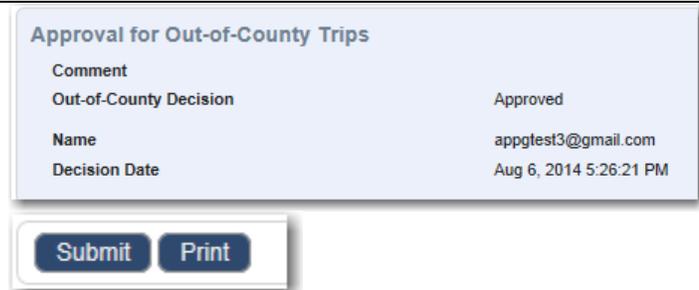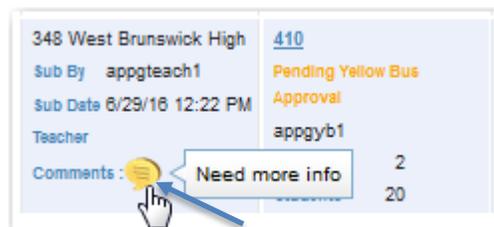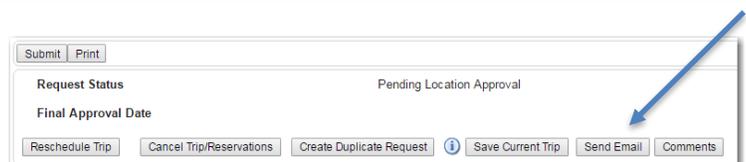|	
Scroll to the bottom to the Approval Section. Enter comments if desired. To approve the trip request, click on the circle to the left of "Approved". To deny the request, click on the circle to the left of "Denied". If you deny a trip, you should enter the reason why in the comment area. These comments will be emailed back to the requestor along with the indication that the trip has been denied.	**Approval for Out-of-County Trips** Comment Out-of-County Decision ○ Approved ○ Denied Designated Approver appgtest3@gmail.com Name Decision Date
Once you select your option you will see the Approved/Denied, your name and the date. You can click on Print to print the trip request. Click on Submit to submit the request.	**Approval for Out-of-County Trips** Comment Out-of-County Decision Approved Name appgtest3@gmail.com Decision Date Aug 6, 2014 5:26:21 PM **Submit** **Print**
If more information is needed before the trip can be approved, add the comments to the comment section and then submit without selecting an approver decision. This will create a comments icon that will be displayed on the "Waiting on My Trip Approval" screen and it will be seen be the trip requester on the "Your Trip Request" screen	**Yellow Bus Approval** Need more info Comment Yellow Bus Approver Decision ○ Approved ○ Denied Designated Approver appgyb1@gmail.com Name Decision Date 348 West Brunswick High 410 Sub By appgteach1 Pending Yellow Bus Approval Sub Date 6/29/16 12:22 PM appgyb1 Teacher Comments : 💬 Need more info 2 20
If you would like to email any information to the trip requester or anybody else associated with the trip, click on the Send Email button before you submit the request. This provides an easy way to communicate about the trip. This will open a window where you can type a message to the trip requester. Their email is automatically shown in the Send To: box. Note – you can edit this and send to someone	Submit Print Request Status Pending Location Approval Final Approval Date Reschedule Trip Cancel Trip/Reservations Create Duplicate Request ⓘ Save Current Trip Send Email Comments

else if needed. If you would like to send to multiple email addresses, you need to put a semi-colon between the email addresses. Your email address will automatically be sent as the reply to email. When the requester receives the email, they can reply and it will come to your regular email. There will be a link to the trip in the email message that is sent.

Email To Requester - You may change the "Send To" name on this email

Please separate multiple email addresses with a semicolon.

Send To : appgteach1@gmail.com

Subject :

Message :

Send Now   Close

All emails that are sent for a trip are listed in the Email log (note you may need to refresh the screen to see an email that was just sent). If you hover over the envelope icon you can see the text of the email.

Email Audit Log:

Subject:	Email Sent on:	Email Sent by	Email Sent To:
Level 8 Approver	04/11/2016	Principal2 Test	This trip has been approved. @gmail.com
Vehicle Assignment	04/11/2016	Owner1 Test	appgteach1@gmail.com

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Daily Vehicle Schedule

The Daily Vehicle Schedule option under the Approvers Tab allows you to print out a schedule for a specified date range.

Using the drop down arrows, select your start date and end date. The Reset button will reset the dates.

Click on Print at the bottom of the list to print the list of trips for the specified date range.

Click on the Print Trip Tickets for All to print the trip tickets for the specified dates.

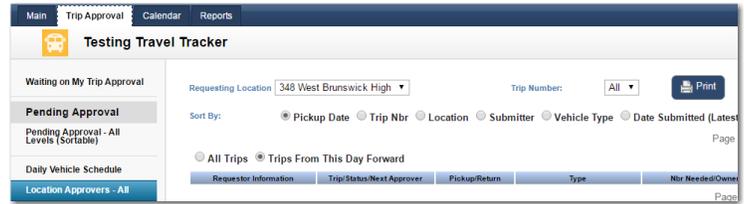| Requesting Location	348 West Brunswick High ▼		Reset	Print Trip Tickets for All
Start Date	04/27/2016 ▼	End Date	06/29/2016 ▼	
Sort By	● Pickup Date ○ Requesting Location ○ Trip Nbr ○ Vehicle Type ○ Vehicle Owner ○ Vehicle Nbr			

Viewing all trips for a location

If you want to view all the trips for a location, click on the Location Approvers – All option under the Trip Approval Tab. This allows you to see all the trips that have been scheduled at a location and where in the approval process they are at. You have several options for sorting the trips and you have the option to view a particular trip by selecting the trip number from the drop down box next to Trip Number.	
You have the option to view all the trips for your location or you can view the trips from this day forward. The default is to view trips from this day forward.	
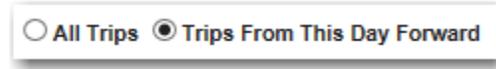
Assignments by Locations

If you want to view all the vehicle assignments by a location, click on the Assignments by Location option under the Trip Approval Tab. This allows you to see all the vehicle assignments at a location. If your district has elected to use the Trip Ticket, you can download and print a Trip Ticket or Trip Ticket with Directions from here. You have several options for sorting the trips.	
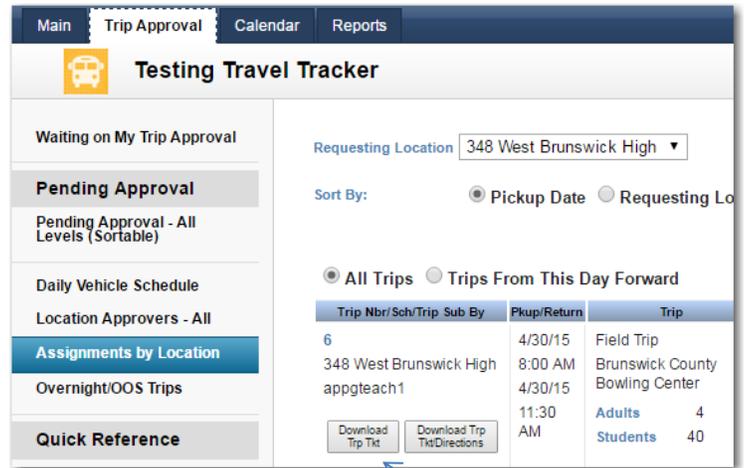
Reports

You have the option to export the Assignment/Trip information to Excel. Click on the Repots tab, make your selections and then click on Export to Excel.
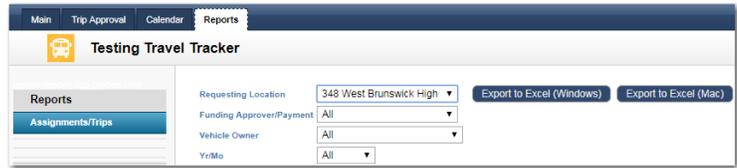
Having the trip assignment information available in Excel, gives you the ability to create custom reports.