

Cloning a Trip in VersaTrans TripTracker



To search for an old trip put your cursor over **Trips** (1) located on the top right toolbar. Scroll down and click on **Search Trips** (2).

VersaTrans TripTracker Today

Request a Trip View Calendar Today

Support Logout

Trips Reports Admin Help

VersaTrans TripTracker Today

Request Trips Search Trips VersaTrans TripTracker Today Calendar

Trip Requests Summary

You have [0 trip requests pending your approval](#).

There are:
[3 trips scheduled today](#)
[11 trips scheduled this week](#)

There are items:
Awaiting approval: [2 items](#)
To be scheduled: [22 items](#)
To be completed: [30 items](#)
To close: [0 items](#)

Billing

Total billed this fiscal period: \$0.00
Total outstanding bills not paid: \$0.00

There are items:
To be invoiced: [1 items](#)
Awaiting payment: [1283 items](#)
Partially paid items: [0 items](#)
Flagged for budget: [0 items](#)

System Messages

Welcome to Harker's Field Trip Request System

Administrative Tasks

- [System Options](#)
- [System Email Options](#)
- [User Setup](#)
- [User Group Maintenance](#)
- System Lists**
 - [Activity Types](#)
 - [Certifications](#)
 - [Charge Basis](#)
 - [Drug Test Types](#)
 - [Employee Titles](#)
 - [Employee Types](#)
 - [Fiscal Periods](#)
 - [Invoice Charges](#)
 - [Job Categories](#)
 - [Trip Locations](#)
 - [Trip Types](#)

http://sis.harker.org/TripTracker/TripRequestSearch.aspx

Internet 100%

The *Trip Search* screen will come up. This is where you can search by the *Trip ID #*, *Requester* (the person who originally requested the trip), *Trip Name*, or even the *Scheduled Dates* (trips original dates).

Once the information for the old trip is entered, click

(3).

VersaTrans TripTracker Trip Search - Windows Internet Explorer

http://sis.harker.org/TripTracker/TripRequestSearch.aspx

File Edit View Favorites Tools Help

Convert Select

VersaTrans TripTracker T... The Harker School: Member L...

Request a Trip View Calendar Today

Support Logout

Trips Reports Admin Help

Trip Search

Basic Search Advanced Search

Trip ID: Trip Status:

Requester:

Approver:

Driver:

Completed Date: From To

Trip Name:

Account:

Other Options:

Scheduled Date: From To

(3)

Internet 100%

All of the search findings will be listed under Search Results (4) located at the bottom of the page. Click on the trip to view details (5).

Since I entered only the Trip ID, there was only one trip found.

Request a Trip | View Calendar | Today | Support | Logout

Trips | Reports | Admin | Help

Trip Search

Basic Search | Advanced Search

Trip ID: Trip Status:

Requester: Trip Name:

Approver: Account:

Driver: Other Options:

Completed Date: From Scheduled Date: From

To To

Search Results

<u>Trip ID</u>	<u>Status</u>	<u>Trip Name</u>	<u>Reason For Trip</u>	<u>Account</u>	<u>Trip Date</u>	<u>Requester</u>
56	Awaiting Payment	AP Psych Exploratorium	Sensation & Perception experiences	US Recurring Academics	1/07/2009	SCHATZ, NAOMI

Trips Found: 1

Done | Internet | 100%

Once you have located an old trip you will see the **Clone** (6) button located on the left toolbar under Trip Request. Click the **Clone** button to duplicate trip.

VersaTrans TripTracker Trip Request - Windows Internet Explorer

http://sis.harker.org/TripTracker/TripRequest.aspx?RecordID=56

File Edit View Favorites Tools Help

Convert Select

VersaTrans TripTracker Trip Request

Request a Trip View Calendar Today

Support Logout

Trips Reports Admin Help

Trip Request

Status: **Awaiting Payment**

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

Trip Details

Trip Name: AP Psych Exploratorium
Trip ID: 56
Trip Date: 1/7/2009
Trip Type: Academic-US
Activity: School Event
Reason for Trip: Sensation & Perception experiences
Submitter: FredK

Requester: SCHATZ, NAOMI
Account: US Recurring Academics
Account Notes: Primary approval for recurring US Academics requests is handled by Butch Keller.

Origin: Saratoga Campus
Origin Departure Date/Time: 1/7/2009 9:00:00 AM
Origin Return Date/Time: 1/7/2009 3:00:00 PM

Destination	Arrival Date/Time	Departure Date/Time
Exploratorium	1/7/2009 10:00:00 AM	1/7/2009 2:00:00 PM

No. of Adults: 12
No. of Students: 120
Special Accommodations: No
No. of Wheelchairs: 0
No. of Vehicles:

Contact Name: Anne Richardson
Contact Phone: 617-777-2754

Notes: Exploratorium at the Palace of Fine Arts 3601 Lyon Street
San Francisco, CA 94123
<http://www.exploratorium.edu/visit/directions.html>

[Edit Request](#)

Done

Internet 100%

Then look under *Trip Request* on the left toolbar you will see *Status: Unsubmitted* (7). You can now edit the trip. Start by changing the date in the *Trip Date* field (8).

Once the date is changed in the *Trip Date* field, the rest of the dates will automatically change as well.

You can also change the times of your trip in this screen (9).

http://sis.harker.org/TripTracker/TripRequest.aspx?RecordID=56

VersaTrans TripTracker Trip Request

Request a Trip View Calendar Today

Trip Request

Status: **Unsubmitted** (7)

Cancel
Reactivate
Clone
Close
Approve
Reject

Trip Details

Trip Name: AP Psych Exploratorium Trip Date: 1/7/2009 (8)

Trip Type: Academic-US Activity Type: Sensation & Perception experiences

Reason for Trip: Sensation & Perception experiences

Account: US Recurring Academics

Account Notes: Primary approval for recurring US Academics requests is handled by

Origin: Saratoga Campus (9)

Departure Date: 1/7/2009 Departure Time: 9:00 AM

Return Date: 1/7/2009 Return Time: 3:00 PM

Destinations:

Destination: [Dropdown]

Arrival: [Date] [Time]

Departure: [Date] [Time]

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

Destination	Arrival Date/Time	Departure Date/Time
Exploratorium	1/7/2009 10:00:00 AM	1/7/2009 2:00:00 PM

Adults Students Wheelchairs Vehicles

VersaTrans TripTracker Trip Request - Windows Internet Explorer

http://sis.harker.org/TripTracker/TripRequest.aspx?RecordID=56

File Edit View Favorites Tools Help

Convert Select

VersaTrans TripTracker Trip Request

Approve

Reject

Reason for Trip: Sensation & Perception experiences

Account: US Recurring Academics Requester: SCHATZ, NAOMI

Expand Requester List

Account Notes: Primary approval for recurring US Academics requests is handled by

Origin: Saratoga Campus

Departure Date: 8/10/2009 Departure Time: 9:00 AM

Return Date: 8/10/2009 Return Time: 3:00 PM

Destinations:

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

Arrival: Date: 8/10/2009 Time:

Departure: Date: 8/10/2009 Time:

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

Destination	Arrival Date/Time	Departure Date/Time	
Exploratorium	8/10/2009 10:00:00 AM	8/10/2009 2:00:00 PM	Remove


Adults Students Wheelchairs Vehicles

Number Of: Special Accommodations

Contact Name: Anne Richards Contact Phone: 617-777-2754

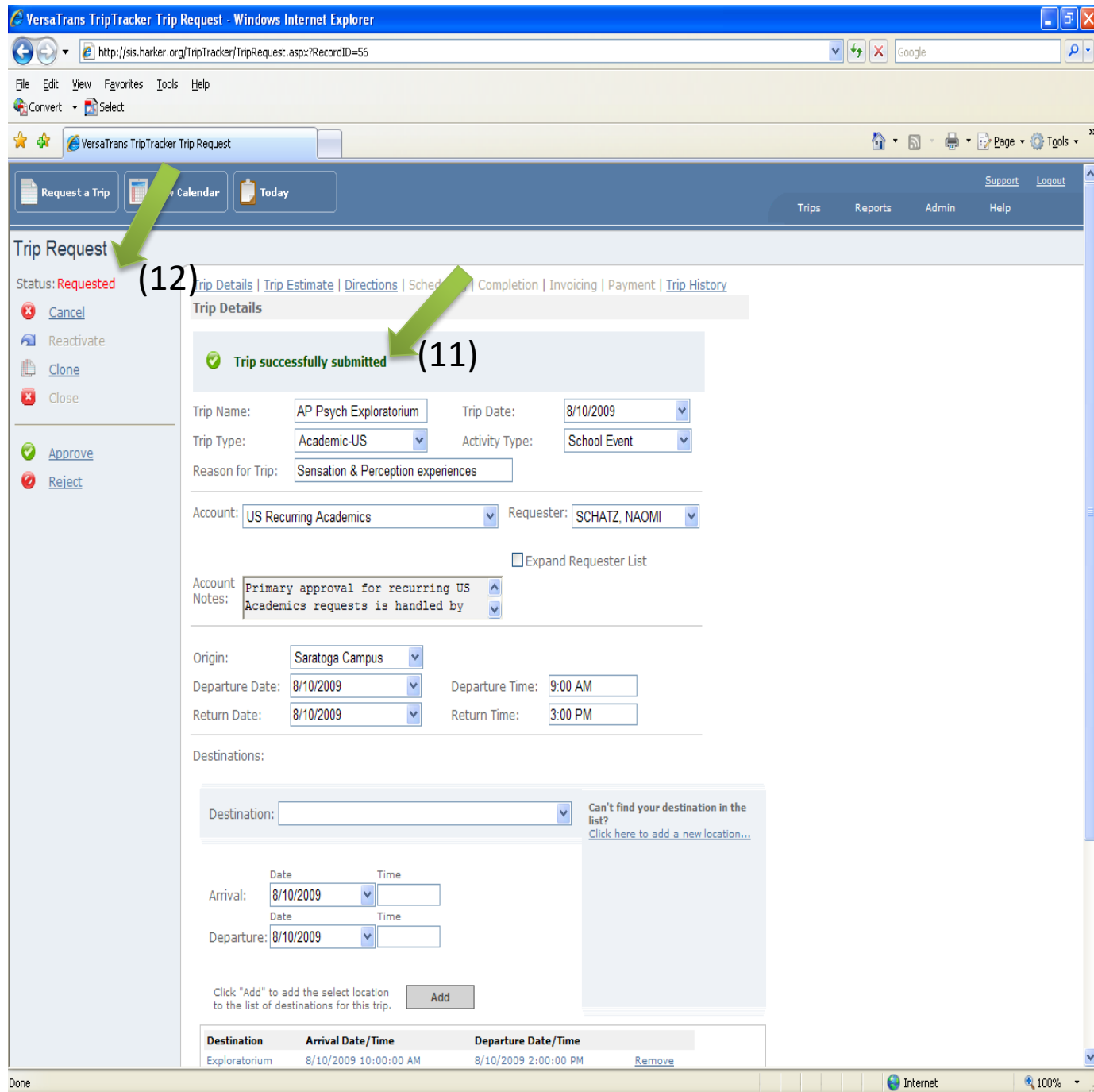
Notes: Exploratorium at the Palace of Fine Arts
3601 Lyon Street
San Francisco, CA 94123
<http://www.exploratorium.edu/visit/direct>

Once changes are made hit the (10) button located at the bottom of the page (this step should take about 30 seconds to complete).

Once trip has been saved you will see  *Trip Successfully Submitted* (11). Notice under *Trip Request* located in the left toolbar, the status has changed to *Requested* (12).

Your trip has now been saved with the changes made and is in the system.

You will receive the normal confirming emails.



VersaTrans TripTracker Trip Request - Windows Internet Explorer

http://sis.harker.org/TripTracker/TripRequest.aspx?RecordID=56

File Edit View Favorites Tools Help

Convert Select

VersaTrans TripTracker Trip Request

Request a Trip Calendar Today

Support Logout

Trips Reports Admin Help

Trip Request

Status: Requested (12) Trip Details | Trip Estimate | Directions | Schedule | Completion | Invoicing | Payment | Trip History

Cancel

Reactivate

Clone

Close

Approve

Reject

Trip successfully submitted (11)

Trip Name: AP Psych Exploratorium Trip Date: 8/10/2009

Trip Type: Academic-US Activity Type: School Event

Reason for Trip: Sensation & Perception experiences

Account: US Recurring Academics Requester: SCHATZ, NAOMI

Expand Requester List

Account Notes: Primary approval for recurring US Academics requests is handled by

Origin: Saratoga Campus

Departure Date: 8/10/2009 Departure Time: 9:00 AM

Return Date: 8/10/2009 Return Time: 3:00 PM

Destinations:

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

Arrival: 8/10/2009

Departure: 8/10/2009

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

Destination	Arrival Date/Time	Departure Date/Time
Exploratorium	8/10/2009 10:00:00 AM	8/10/2009 2:00:00 PM

Done Internet 100%

To see the details of your new trip click [Trip Details](#) (13). This will show you all of the new information you entered in your cloned trip.

http://sis.harker.org/TripTracker/TripRequest.aspx?RecordID=1523

File Edit View Favorites Tools Help

Convert Select

VersaTrans TripTracker Trip Request

Request a Trip View Calendar Today

Support Logout

Trips Reports Admin Help

Trip Request

Status: Requested

[Cancel](#)

[Reactivate](#)

[Clone](#)

[Close](#)

[Approve](#)

[Reject](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

Trip Details

Trip Name: AP Psych Exploratorium
Trip ID: 1523
Trip Date: 8/10/2009
Trip Type: Academic-US
Activity: School Event
Reason for Trip: Sensation & Perception experiences
Submitter: TyeshiaB

Requester: SCHATZ, NAOMI
Account: US Recurring Academics
Account Notes: Primary approval for recurring US Academics requests is handled by Butch Keller.

Origin: Saratoga Campus
Origin Departure Date/Time: 8/10/2009 9:00:00 AM
Origin Return Date/Time: 8/10/2009 3:00:00 PM

Destination	Arrival Date/Time	Departure Date/Time
Exploratorium	8/10/2009 10:00:00 AM	8/10/2009 2:00:00 PM

No. of Adults: 12
No. of Students: 120
Special Accommodations: No
No. of Wheelchairs: 0
No. of Vehicles: 1

Contact Name: Anne Richardson
Contact Phone: 617-777-2754

Notes: Exploratorium at the Palace of Fine Arts 3601 Lyon Street
San Francisco, CA 94123
<http://www.exploratorium.edu/visit/directions.html>

[Edit Request](#)

Waiting for http://sis.harker.org/TripTracker/CatchError.aspx?message=Sys.WebForms.PageRequestManagerTimeoutException%3A%20The%

Internet 100%