

REQUESTING A TRIP IN VERSATRANS

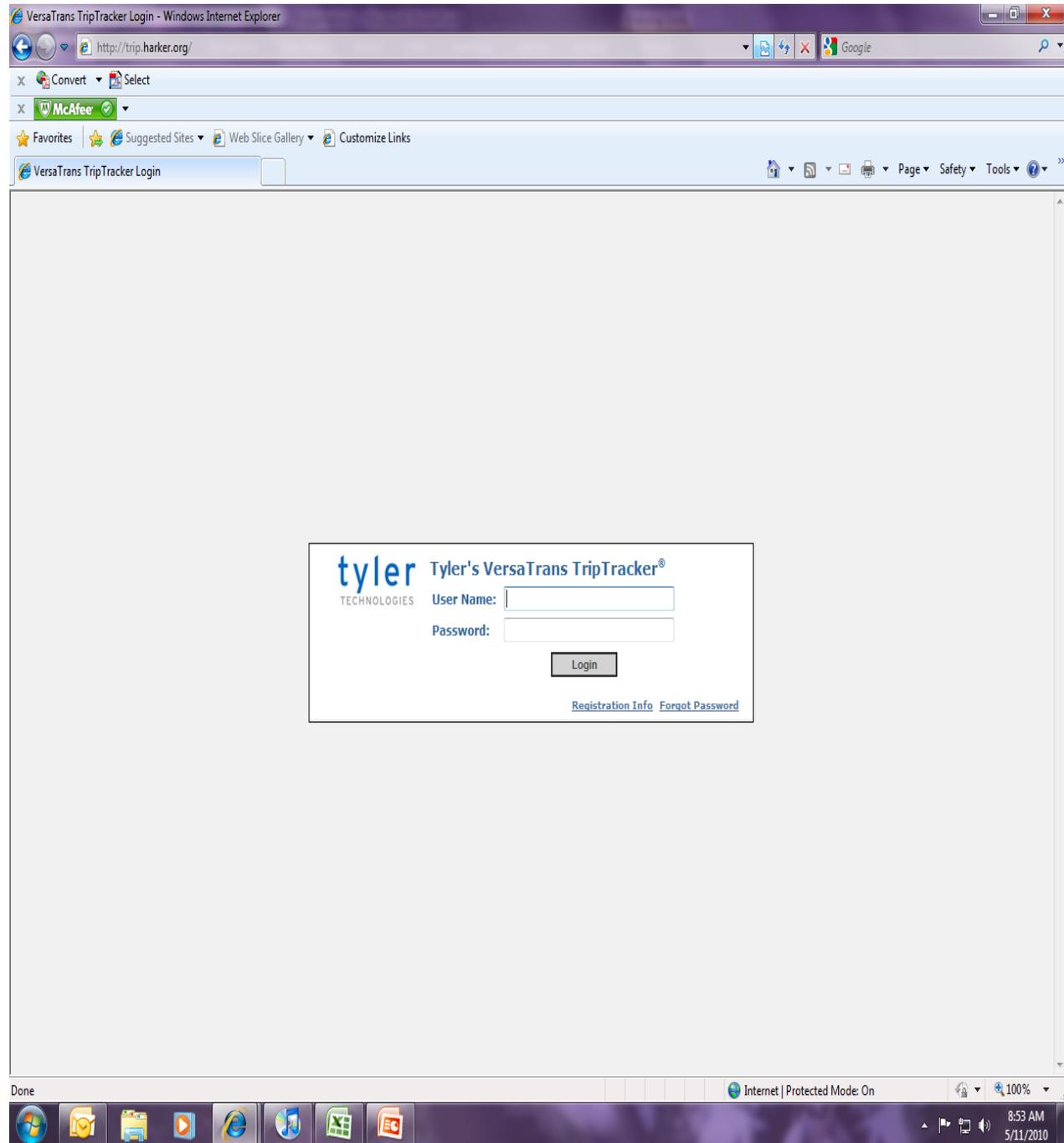


For questions regarding VersaTrans contact Tyeshia Brown at ext. 685

Go to <http://trip.harker.org/> on your web browser to log into VersaTrans. This site is also located on the portal.

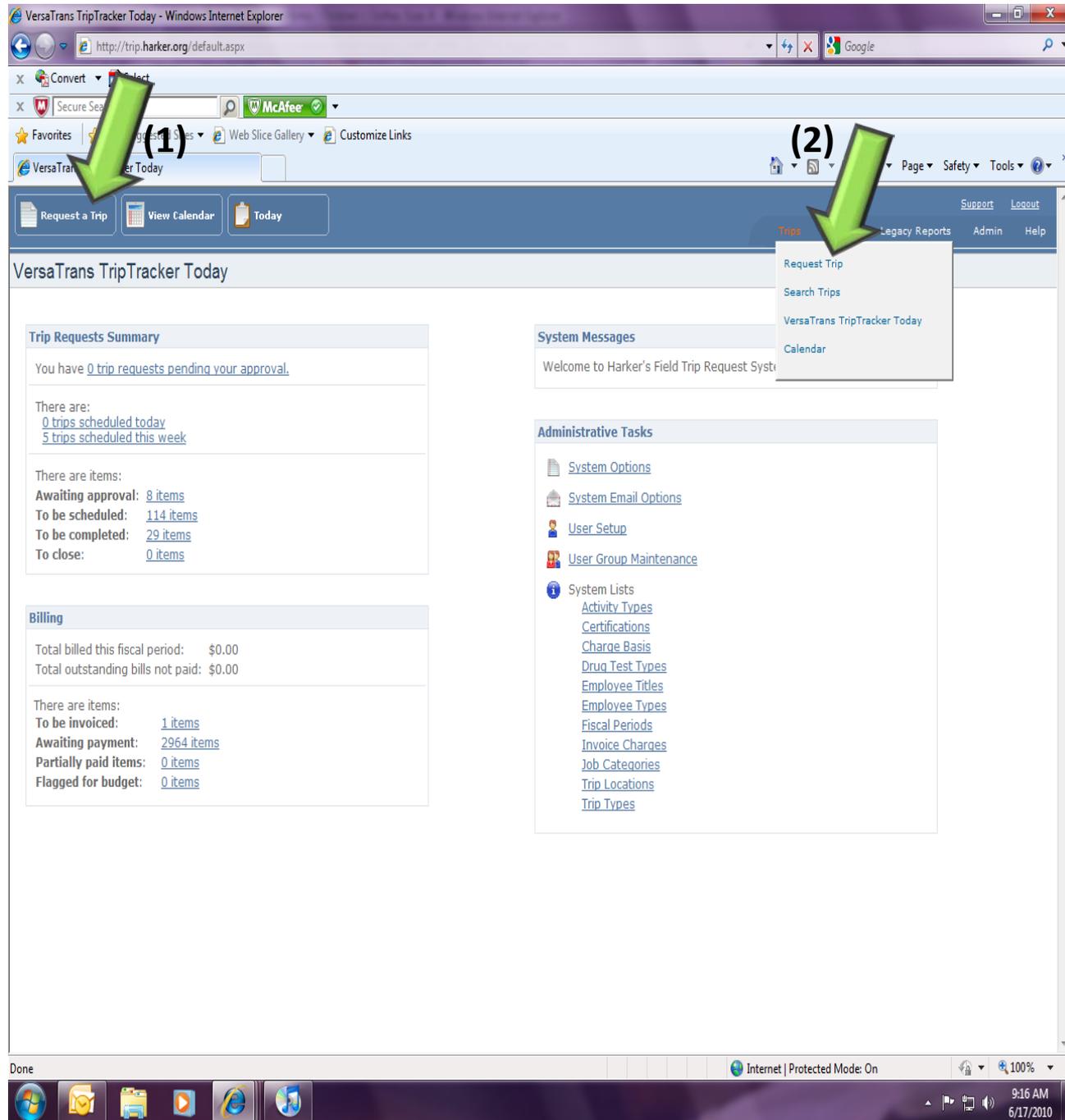
Your user name and password will be given to you beforehand. You can change your password once you have logged in.

If you have not received a user name and password, please contact Tyeshia Brown at ext. 685.



Once you have signed into VersaTrans, you will come to your home screen (shown here).

There are two places you can go to request a trip. There is a  button (1) located in the top left toolbar or you can go to the top right toolbar and put your cursor over  (2) and scroll down and click [Request Trip](#).



In this page you will fill out the requested information. Use the drop down arrows (3) to do this.

Once the top portion is filled out, go to the "Origin" section (4). This is where you will enter the time you plan to leave your start location and what time you plan to return to that same location. You can use the drop down arrow to view the Origin choices.

In the destination section (5) enter the name of your destination and the times of arrival and departure.

NOTE: If your destination is not in the drop down menu, please contact Tyeshia Brown at ext. 685 so she can add the destination for you. You will need to give her the name and address of your destination. DO NOT add the destination on your own.

Use the drop down menu to select your destination and enter the times you will arrive at the destination and leave that same destination. Once you have entered the information, click the **Add** (6) button. The information you have entered will move to the gray box below the **Add** button (7).

For example, for this trip I plan to leave the Saratoga campus at 7:45am and arrive at the Academy at 9:00am. I then plan to leave the Academy at 2:30pm and return back to the Saratoga campus at 3:45pm.

The screenshot shows the VersaTrans TripTracker Trip Request web application. The browser address bar shows the URL <http://trip.harker.org/TripRequest.aspx>. The page title is "VersaTrans TripTracker Trip Request". The navigation menu includes "Request a Trip", "View Calendar", and "Today". The main content area is titled "Trip Request" and shows the status "Unsubmitted". The "Trip Details" section includes fields for Trip Name, Trip Date, Trip Type, Activity Type, Reason for Trip, Account, and Account Notes. A dropdown menu for Activity Type is open, showing options like "Global Education", "Inter-Campus Travel", "Non-Academic Travel", "Outside Event", "Performance", "Practice", "School Event", "Shuttle", and "Sporting Event". The Origin is set to "Saratoga Campus". The Departure Date is 6/17/2010, and the Departure Time is 7:45 AM. The Return Date is 6/17/2010, and the Return Time is 3:45 PM. The Destinations section shows a dropdown for "California Academy of Sciences" and arrival/departure times of 9:00 AM and 2:30 PM respectively. An "Add" button is present below the destination information. A table at the bottom lists the destination, arrival date/time, and departure date/time. The table has columns for "Destination", "Arrival Date/Time", and "Departure Date/Time". The row shows "California Academy of Sciences" with arrival on 6/17/2010 at 9:00:00 AM and departure on 6/17/2010 at 2:30:00 PM. There are also "Remove" and "Edit" links for this entry. The page footer shows "Error on page." and "Internet | Protected Mode: On". The system tray at the bottom shows the date and time as 10:48 AM on 6/17/2010.

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Complete the request by entering the number of adults and students attending this trip.

The notes section should have any extra information the driver should know about your trip.

Once all information is completed, click on the **Submit** button located at the bottom of the page.

You will know that your trip has been submitted when you see

✔ **Trip successfully submitted** pop up on the top of your page (8). The status will also change in the top left vertical toolbar (9) from **Status: Unsubmitted** to **Status: Requested**.

You will also receive an email notifying you that a trip has been submitted. An email will also be sent to the administrators in charge of approving the trip.

