

Searching a Trip in VersaTrans TripTracker



This is your main page.

To search for a trip go to the top right toolbar and put your cursor over [Trips](#) (1).

A drop down will appear, scroll down and click on [Search Trips](#) (2).

The Trip Search screen will come up. Here, there are many ways to search. If you know the Trip ID # (3), type it in and the search will take you straight to that trip.

If you are not sure about the Trip ID but you know who the original requester is, you can use the drop down (4) to find that requester's name. Once you find the name, click on it.

The Account Name (5) or the Scheduled Dates are two other ways to search.

For Scheduled Dates (6) you can search by the exact trip date, Ex. From 10/10/2008 To 10/10/2008 or if you know approximate date, Ex. From 10/1/2008 To 10/15/2008.

Once you have entered your trip information click on

(7).

The screenshot shows the 'VersaTrans TripTracker Trip Request Search' web application. The interface includes a navigation bar with 'Request a Trip', 'View Calendar', and 'Today' buttons. The main search area is titled 'Trip Search' and contains several input fields and a dropdown menu. Green arrows with numbers (3) through (7) point to specific elements: (3) points to the 'Basic Search' text box; (4) points to the 'Requester' dropdown menu which is open, showing a list of names; (5) points to the 'Trip Status' dropdown menu; (6) points to the 'Scheduled Date' range selection fields; and (7) points to the 'Search' button. The 'Requester' dropdown list includes names such as ABRAHAM, JENNIFER; ADLER, VICTOR; AGUERO-ESPARZA, PILAR; AGUILAR, MIGUEL; AITKEN, MIKE; AJLOUNY, MELINDA; Alcantar, Soraya; ALLERSMA, MIRIAM; AMARILLAS, RICHARD; AMAYA, MANUEL; ANAND, NINA; ANDEEN, GERRY; ANDERSON, MICHELLE; ANDERSON, PETER; ANDREWS, LEH PATRICIA; ANDRUS, M. ALANNA; ARBALLO, JAMES; ASHAR, SHITAL; BALDWIN, RAELYNN; BALLARDO, ELSA; BALLYON, ROGER; BARBER, MARILYN; BARNABAS, BINA; BARTH, EVAN; BASS, SUSAN PRICE; BASSONI, FRANK M; BEENE, JONATHAN; BEIL, JUDI; and BENGGE, KIM.

Your Search Results will show up on the bottom of the page. If there is more than one page of results you will see the [Next](#) button (8) below your results. You can click on this button to view the next page.

Click on the [Trip Name](#) (9) once you found the one you are searching for.

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

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 To Scheduled Date: From To

Search Clear

Search Results

Trip ID	Status	Trip Name	Reason For Trip	Account	Trip Date	Requester
278	Awaiting Payment	Intercampus Morning Shuttle	Morning Shuttle	General Transportation Only	10/10/2008	KELLER, FRED
274	Awaiting Payment	4th Grade Picnic Rehearsal	rehearse for Picnic	LS Performing Arts	10/10/2008	GIAMMONA, KRISTIN
269	Awaiting Payment	Cross Country Practice	Cross Country Practice	US Athletics	10/10/2008	COLLINS, CHRISTINE
262	Awaiting Payment	Bus for Bk Students (9)	Rehearsal for Harker Picnic	LS Performing Arts	10/10/2008	SANCHEZ, TIFFANY
256	Awaiting Payment	Varsity Football	Game vs Dougherty Valley	US Athletics	10/10/2008	COLLINS, CHRISTINE
255	Awaiting Payment	JV Football	Game vs Dougherty Valley	US Athletics	10/10/2008	COLLINS, CHRISTINE
254	Awaiting Payment	Varsity Tennis	Match vs Pinewood	US Athletics	10/10/2008	COLLINS, CHRISTINE
168	Awaiting Payment	Football Team to Blackford	Homecoming Assembly	US Athletics	10/10/2008	COLLINS, CHRISTINE
161	Awaiting Payment	Tamaqawa Exchange Teacher P/U	Take to SFO International - United # 837	Global Ed Japan	10/10/2008	CALKINS, GAYLE
159	Cancelled	Football to Bucknall Assembly	Football Team to Homecoming Assembly at Bucknall	US Athletics	10/10/2008	COLLINS, CHRISTINE

1 2 [Next](#) (8)

Trips Found: 13

You are now at the [Trip Details](#) page.

From this page you can check the Status (10) of your trip to see which step it is on. (The status' are Unsubmitted, Requested, Approved or Rejected, scheduled, Completed, Awaiting Payment, Paid, and Cancelled.)

You will also receive an email with each step.

To check who your driver will be and what bus will be used click [Scheduling](#) (11) on the trip toolbar.

http://sis.harker.org/TripTracker/TripRequest.aspx?RecordID=256

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**

[Request](#) (10)

[Clone](#)

[Close](#)

Approve

Reject

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

Trip Details

Trip Name: Varsity Football
Trip ID: 256
Trip Date: 10/10/2008
Trip Type: Athletic-US
Activity: Sporting Event
Reason for Trip: Game vs Dougherty Valley
Submitter: Christinec

Requester: COLLINS, CHRISTINE
Account: US Athletics
Account Notes:

Origin: Saratoga Campus
Origin Departure Date/Time: 10/10/2008 4:00:00 PM
Origin Return Date/Time: 10/10/2008 10:30:00 PM

Destination	Arrival Date/Time	Departure Date/Time
Dougherty Valley High School	10/10/2008 5:30:00 PM	10/10/2008 9:00:00 PM

No. of Adults: 5
No. of Students: 36
Special Accommodations: No
No. of Wheelchairs: 0
No. of Vehicles:

Contact Name: Office
Contact Phone: 925-479-6400

Notes: 2 of 2 bus requests for this trip. Cheerleaders and Cheer Coach will also travel on this bus. Address: 10550 Albion Rd. San Ramon, CA 94582

Done

Internet 100%

This will show you your driver and bus scheduled for your trip.

If there is more than one bus needed for the trip you will see #2 (12) in the information box. You can click on #2 to see the second driver and bus scheduled for your trip.

To return to the details page click [Trip Details](#) (13).

To get back to your main page click  (14).

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

VersaTrans TripTracker Trip Request

Request a Trip Calendar Today

Trip Request (13)

Status: Awaiting Payment

Cancel Reactivate Clone Close Approve Reject

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

Scheduling

Vehicles and Personnel Number of Vehicles Requested: 1

Enter the vehicles and personnel for the trip.
Click here to add another vehicle/driver.
Click here to add a driver person.

Filter Drivers by Account

Aides and Monitors # 1 # 2

Driver: PERROTTA, HEATHER

Vehicle: BUS #3

Trip Destinations
Where applicable, indicate any destinations which are "drop and returns".

Exploratorium

Drop and Return

Save