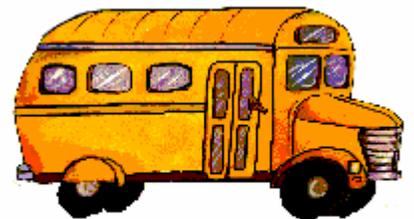




WebTrips

Instruction Manual

February 2009



Montgomery County Public Schools
Department of Transportation
Rockville, MD
(301) 670-8258

Table of Contents

How to Log In to WebTrips	3
Field Trip Request	3
How to Enter a New Field Trip Request.....	4
How to Copy an Old Trip Into a New Request	7
How to Create a New Destination.....	8
How to Log Out of WebTrips	10
How to Approve or Deny Trip Request	11
How to Check the Status of a Trip Request.....	15
How to Print a Single Request or a Group of Requests.....	17

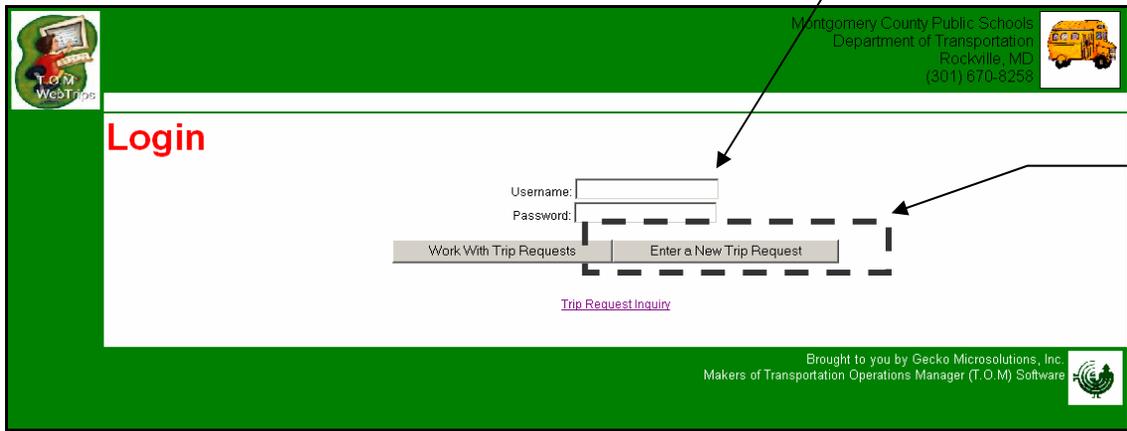
How to Log In to WebTrips

Go to the Department of Transportation webpage: <http://www.montgomeryschoolsmd.org/departments/transportation> and then select **Field Trip Requests** under Most Requested.

The WebTrips login webpage can be accessed through the Department of Transportation webpage.



1. Enter your username in the **Username** field. *A username and password will be provided by the T.O.M. Field Trip administrator at school principal's request.
2. Enter your password in the **Password** field (Your password will not be displayed).
3. To enter a new trip request, click the **Enter a New Trip Request** button.



Enter your assigned username and password

Click Enter a New Trip Request. (Work With Trip Requests is selected to Approve, Deny, or work with a request.)



****Your WebTrips session will automatically 'timeout' after 15 minutes of inactivity. (Any unsaved data will be lost)**

How to Enter a New Field Trip Request

When “Enter a New Trip Request” is selected, the Trip Request Detail page is displayed. This page allows schools to enter a new trip request. The page is divided into four sections; General, Instructions, Billing, and Other. The required fields in the General Section are marked with **. These mandatory fields need to be filled in before a trip is saved.

General Section

- In the General Section:
1. **Customer** (users will see the school name)
 2. **Requestor E-mail Address**
 3. **Contact Person**
 4. **Destination** (required field with search capabilities)
 5. **Fund** (i.e.: ATH Boys Basketball, REG Field Trip, TL1A Title 1A Grant)
 6. **Checkbox** (used for the same departure & return date)

→ **General** Required fields are denoted with **

Request #: 1/13/2009 12:56:10 PM
 Request Dt: 1/13/2009 12:56:10 PM
 Customer: ** TRNGES, Training ES
 Requestor Email:
 Contact:
 Destination: **
 Fund: **
 Use the departure date as the return date.

Dates and Times

Dates/Times

Departure: **

Return:

Depart Time: ** am pm

Arrival Time: am pm

Leave Time: am pm

Return Time: ** am pm

In the Dates/Times region:

1. **Departure Date** (View Calendar button at the top of the page will display a calendar to assist with date selection.)
2. **Return Date** (please use **checkbox** underneath “Fund” if departure & return dates are the same)
3. **Depart Time** (the departure time from school)
4. **Arrival Time** (estimated time back to destination)
5. **Leave Time** (the departure time from the Destination)
6. **Return Time** (estimated time back to school)

****Arrival and Leave Time – used only when the driver must drop passengers at a destination and return later to pick them up and take them back to school.**

Passengers/Purpose

- In the Passengers/Miles/Purpose region:
1. **Number of Adults/Sponsors** (in # of Adults field)
 2. **# of Student Passengers**
 3. **# of Wheelchair requests**
 4. **Estimate time of trip-round trip estimated time plus 30 minutes**
 5. **Estimated miles-round trip miles plus 10 dead head miles**
 6. **Purpose** (i.e. Basketball Boys V)

Passengers/Miles/Purpose

Adults: **

Students: **

Wheel Chairs:

Est Time:

Est Miles:

Purpose:

The number of adult and student passengers is mandatory. The maximum capacity for bus is 55 passengers.

If information is not correct, the Field Trip Unit office cannot assign the correct vehicle types or number of vehicles to the field trip.

School estimated time and mileage can be different from the time and mileage calculated by the Field Trip Unit office.

Instructions Section

Customer Special Instructions is information MCPS schools need to communicate to the bus operator or to the Field Trip Unit office staff.

Destination Special Instructions will be used by the Field Trip Unit office and will include directions to the field trip destination. When having multiple destinations (stops), you can enter them here in the order they need to be covered.

Use the **Trip Comments** for additional school buses needed for the trip request (i.e. extra bus for equipment).

The screenshot shows a form titled "Instructions" with three text input fields. The first field is labeled "Customer Special Instructions:", the second "Destination Special Instructions:", and the third "Trip Comments:". Each field has a vertical scrollbar on the right side. Two callout boxes are present: one on the left pointing to the first field with the text "Use this area for special instructions to the bus operator or Field Trip Unit. i.e.: Pick students up at the back of the school.", and another below it pointing to the third field with the text "Field Trip Unit Use Only – This area will be used for comments after the field trip has occurred."

Billing Section –

MCPS does not use purchase orders for field trips. Schools can disregard the PO # field or use it to record other data such as the school IAF account number.

The screenshot shows a form titled "Billing" with a single text input field labeled "PO #:".

Other Section

MCPS does not assign an internal trip number to a field trip. MCPS schools can use this field for entering a number for their own internal requests.

The Trip Category is **MANDATORY**, and is needed to direct the trip request to the proper approval path. MCPS has trip categories for activity bus service, athletic trips, Title 1, Head Start and other grants, and other popular trip types.

The screenshot shows a form titled "Other" with three fields: "Internal Trip#" (text input), "Trip Category: **" (dropdown menu), and "Grade: **" (dropdown menu). A callout box points to the "Trip Category" dropdown with the text "Depending on the type of trip, select the appropriate funding from the drop-down list of trip categories. Trip Category & Grade are mandatory fields."



Fund and Trip Category

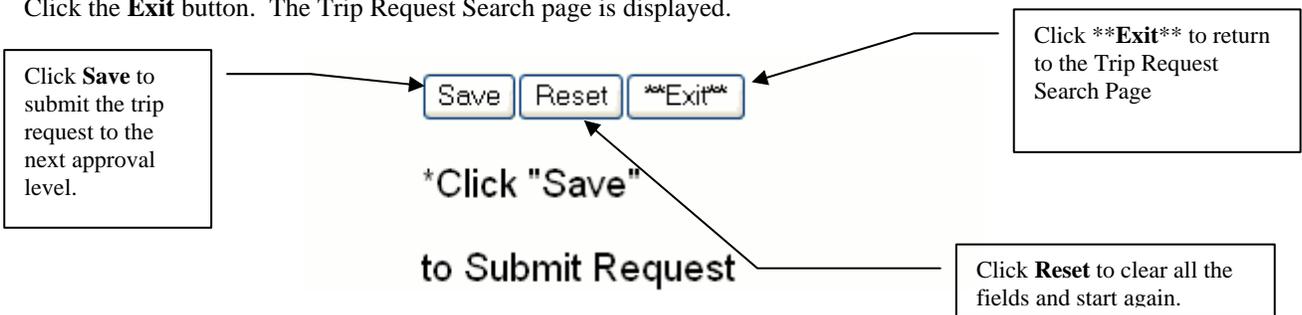
The **Fund and **Trip Category** fields are very important fields and need to be filled out correctly so that the trip request can be approved by the school administrative staff and other MCPS Staff approvers, and accepted by the Field Trip Unit office staff. The Field Trip Unit staff will deny trip requests with incorrect Fund and Trip Category combination selections.

The **1st three characters of the Trip Category identify the correct Fund**. Please see the appropriate attachment for Elementary, Middle or High School Fund and Trip Category combinations.

Saving the Field Trip Request

After all trip request information has been entered, click the “**Save**” button. WebTrips will refresh with the Trip Request data. A trip request number will be assigned to the trip. The user will get an error message if a mandatory field was not completed. At this time, you may change any of the trip information. You will need to press the “**Save**” button to save your changes.

Click the **Exit** button. The Trip Request Search page is displayed.



How to Copy an Old Trip into a New Request

- From the Trip Request Search page, leave all fields blank and click **Find Requests**.

- Click on the Trip Request Number you would like to copy.

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

[Print Report](#)

Request # Contact	Customer	Destination # Stus / Adults Grade	Depart Arrive	Return Leave	Status Division	Entered Trip #	Category Approval	Internal # Purpose
584	Training ES	Strathmore Hall 40/3 02	3/24/2009, 9:30 AM	3/24/2009, 1:30 PM	Accepted SGN	1/26/2009 363	ITR REG	
578	Training ES	Butlers Orchard 35/4 01	4/10/2009, 9:05 AM	4/10/2009, 2:00 PM	Accepted SGN	1/21/2009 354	REG REG	
579	Training ES	Butlers Orchard 35/4 01	5/10/2009, 9:30 AM	5/10/2009, 2:00 PM	Accepted SGN	1/23/2009 361	HST REG	
573	Training ES	Butlers Orchard 25/4 01	5/11/2009, 9:30 AM	5/11/2009, 2:00 PM	Denied SGN	1/13/2009	REG REG	

A callout box on the left says 'Click on the Trip Request Number.' with an arrow pointing to the number '584' in the first row of the table.

- Scroll to the bottom of the page and click **Copy**.



****Please copy an existing field trip request when you have more than one bus going to the destination or you have the same request destination on a different day.**

How to Create a New Destination

T.O.M. automatically keeps a list of all past field trip destinations. WebTrips allows a school user to select any of these existing destinations or enter a new one when the destination does not exist. The Department of Transportation Field Trip Unit reviews a list of new destinations entered into the Webtrips database and will make new unique destinations permanent. The review process prevents the accidental creation of multiple destination records to the same physical location. The new permanent locations will then be available for all MCPS schools to select. Please contact Georgia Cornell if you have trouble finding an existing destination that you believe has been created.

Follow these steps to create a new destination using WebTrips:

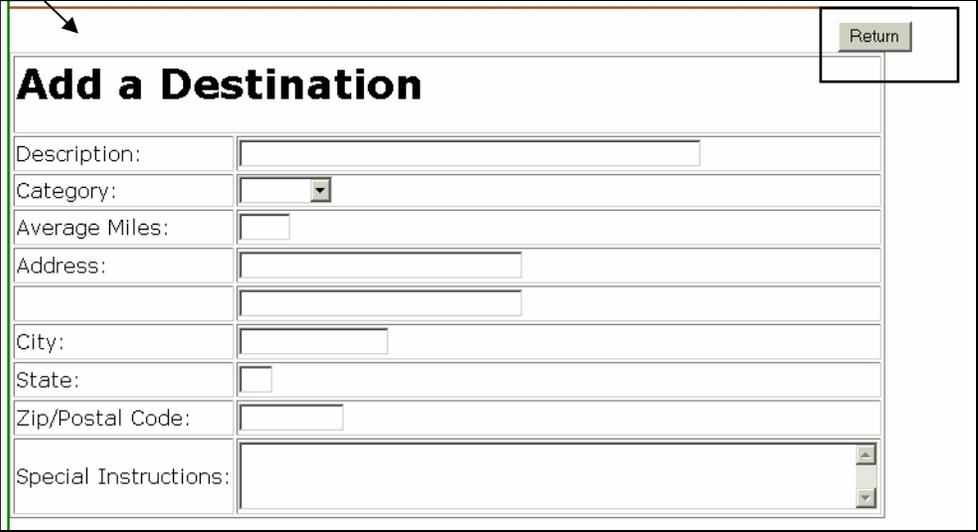
1. From the Request Detail page, click the **Destination** button. The Destination Lookup page is displayed.

2. Click the **New** button. The New Destination page is displayed.

3. Enter the destination information as described below.

Complete the **Add a Destination** fields:

1. Description is the name of the destination
2. Address of destination
3. Average Miles
4. City, State & Zip
5. Any special instructions specific to destination



The screenshot shows a web form titled "Add a Destination". The form contains the following fields: "Description:" (text input), "Category:" (dropdown menu), "Average Miles:" (text input), "Address:" (text input), a blank text input field, "City:" (text input), "State:" (text input), "Zip/Postal Code:" (text input), and "Special Instructions:" (text area with a vertical scrollbar). A "Return" button is located in the top right corner of the form. An arrow points from the "Return" button in the screenshot to the "Return" button shown in the separate image below.

3. Click **Return** to save the new destination and return to the Trip Request detail page.

Return

How to Log Out of WebTrips

When you are finished using WebTrips, don't forget to log out!

1. Click the **Log Out** button near the top of any page that displays a Logout button.

Number Found: 1

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates
From: To: Status: UNAPPROVED

Enter Dates
From: To: Customer: 1, Madison #1

Destination: 191, Bank One Ball Park Division:

Category: Internal Number:

Grade:

Find Requests Reset

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

Request#	Customer	Destination	Enter Date/Time	Status	Depart Date	Depart Time	Internal#	Grade	Return	Return Time	Divisi
23	Madison #1	Bank One Ball Park	7/17/2002 2:50:45 PM	UNAPPROVED	10/10/2003	7:00:00 AM			10/10/2003	6:30:00 PM	

Click the **Log Out** button to log out of WebTrips

2. The WebTrips Log Out page gives you a message that it has successfully ended your session.

Montgomery County Public Schools
Department of Transportation
Rockville, MD
(301) 670-8258

Log Out

Thank you for using T.O.M. WebTrips Software.

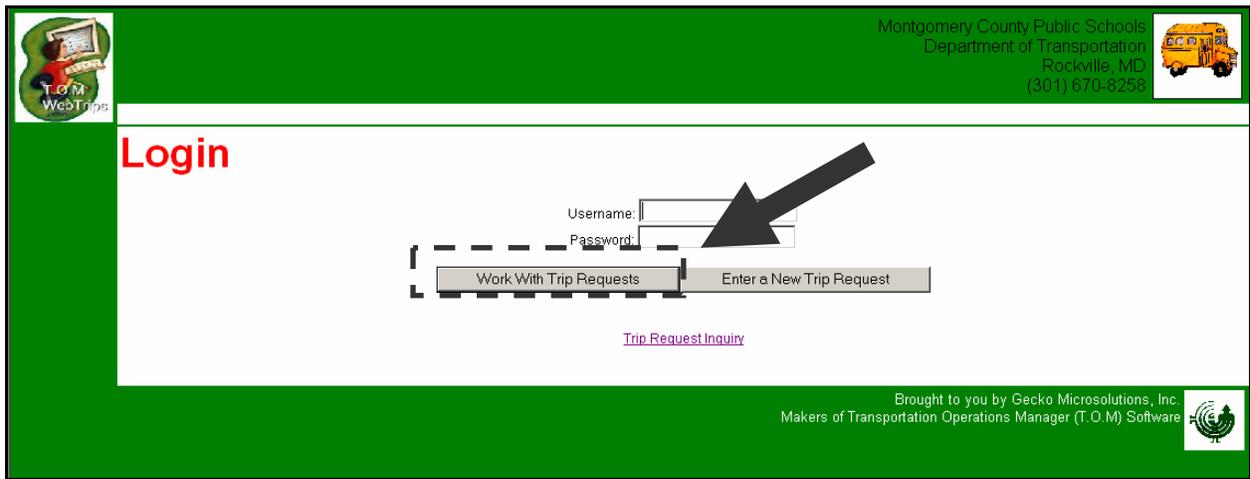
You are logged out.

[T.O.M. WebTrips Login](#)

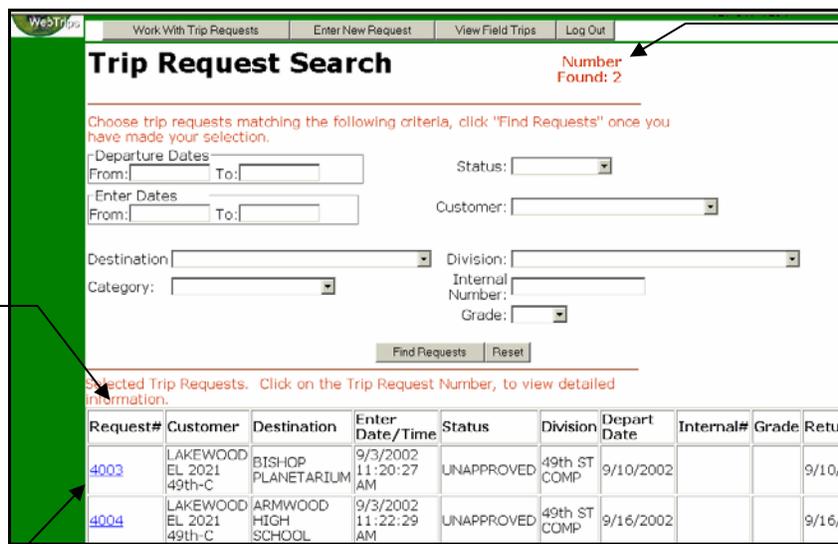
Brought to you by Gecko Microsolutions, Inc.
Makers of Transportation Operations Manager (T.O.M) Software

How to Approve or Deny Trip Request

1. When the approver logs on to WebTrips and selects “**Work With Trip Requests**,” WebTrips shows the approver only the trip requests that are awaiting his/her approval.



2. WebTrips displays the Trip Request Search page with the trip requests that require approval by this user.



Field trip requests that need approval or denial

Total number of field trip requests found ready for the approver to review

To review a trip request for approval or denial, click the Request #.

- Click an individual **Request #** on the Trip Request Search page to display the Request Detail page for that request.

Montgomery County Public Schools
Department of Transportation
Rockville, MD
(301) 670-8258

Welcome to MCPS Athletic Directors.

Work With Trip Requests | Enter New Request | View Field Trips
Log Out | View Calendar

Print

Request Detail

Status: UNAPPROVED 1/13/2009 1:36:01 PM
Entered by: reqes 1/13/2009 1:36:01 PM

Approve/Deny Comment:

Approve
 Deny

General Required fields are denoted with **

Request #:	Dates/Times	Passengers/Miles/Purpose
Request #: 573	Departure: ** May 11 2009	Adults: ** 4
Request Dt: 1/13/2009 1:36:01 PM	Return: May 11 2009	Students: ** 25
Customer: ** TRNGES, Training ES	Depart Time: ** 9 30 am pm	Wheel Chairs: 0
Requestor Email: Donna_M_Burgess_Hu	Arrival Time: am pm	Est Time: 0
Contact: Donna Burgess	Leave Time: am pm	Est Miles: 0
Destination: ** Butlers Orchard	Return Time: ** 2 00 am pm	Purpose:
22222 Davis Mill Road		
Fund: ** REG Regular FT Invoiced		

Approve and Deny options

Comments about the approval or denial

- The approver can also make any changes to the trip request as necessary. Do one of the following to approve or deny the trip request:

To Approve the Trip Request:

Select the **Approve** option and (if necessary) add optional comments in the Comments section. If required, you may change any information on the trip request detail page at this time, then click the **Save** button at the very bottom of the Request Detail page. WebTrips will validate and save the trip request information and refresh the trip request detail page.

Request Detail

Status: UNAPPROVED 1/13/2009 1:36:01 PM
Entered by: reqes 1/13/2009 1:36:01 PM

Approve
 Deny

Approve/Deny Comment:

General Required fields are denoted with **

Request #:	Dates/Times	Passengers/Miles/Purpose
Request #: 573	Departure: ** May 11 2009	Adults: ** 4
Request Dt: 1/13/2009 1:36:01 PM	Return: May 11 2009	Students: ** 25
Customer: ** TRNGES, Training ES	Depart Time: ** 9 30 am pm	Wheel Chairs: 0
Requestor Email: Donna_M_Burgess_Hu	Arrival Time: am pm	Est Time: 0
Contact: Donna Burgess	Leave Time: am pm	Est Miles: 0
Destination ** Butlers Orchard	Return Time: ** 2 00 am pm	Purpose
22222 Davis Mill Road		
Fund ** REG Regular FT Invoiced		

To approve a trip request, select the Approve option.

Add "public" comments, if desired, about the approval.

When you save the request, WebTrips updates the status of the trip request to the status defined for this approver in the approval path. When the last approver on an approval path approves the trip request, the request's status will be changed to "Pending," signifying that the request is turned over to the Transportation Department.

Click the Save button to save the trip request approval

To Deny the Trip Request:

Click the **Deny** button and (if necessary) add optional comments in the Comments section. Then click the Save button at the very bottom of the Request Detail page.

Request Detail

Status: UNAPPROVED 1/13/2009 1:36:01 PM
Entered by: reqes 1/13/2009 1:36:01 PM

Approve
 Deny

Approve/Deny Comment:

General Required fields are denoted with **

Request #:	Dates/Times	Passengers/Miles/Purpose
Request #: 573	Departure: ** May 11 2009	Adults: ** 4
Request Dt: 1/13/2009 1:36:01 PM	Return: May 11 2009	Students: ** 25
Customer: ** TRNGES, Training ES	Depart Time: ** 9 30 am pm	Wheel Chairs: 0
Requestor Email: Donna_M_Burgess_Hu	Arrival Time: am pm	Est Time: 0
Contact: Donna Burgess	Leave Time: am pm	Est Miles: 0
Destination ** Butlers Orchard	Return Time: ** 2 00 am pm	Purpose
22222 Davis Mill Road		
Fund ** REG Regular FT Invoiced		

To deny a trip request, select the Deny option.

Add "public" comments, if desired, about the approval or denial.

When you save the request, WebTrips updates the trip request status to “Denied” and prevents any user from changing the trip request detail information. WebTrips will refresh the request detail page, reflecting the new status and date the trip request was denied.



5. Once you have saved your trip request approval or denial, click **Exit** at the bottom of the Request Detail page and WebTrips displays the Trip Request Search page with the list of remaining requests requiring approval.



How to Check the Status of a Trip Request

**Users who create the original field trip requests can log on to WebTrips and check the status of requests.

Selecting Search Criteria on the Trip Request Search Page

The Trip Request Search page lets you search existing trip requests by selecting information about the request. WebTrips uses the information you enter as “search criteria” and matches existing trip requests for your school to this information. To view ALL trips for your school, click **Find Requests**.

1. Select the information you want WebTrips to match in existing trip requests for your school. For example, to select all trips that are pending, select “Pending” in the Status list (“Pending” means it has been approved and is in the transportation department for review).

Enter text to search text fields

Click drop-down arrows to select from lists

To clear all the fields and start again, click the **Reset** button.

2. After you have entered your search criteria, click the **Find Requests** button. WebTrips displays the trip requests (if any) that match ALL of the criteria. WebTrips displays a list of summary information for each of the field trip requests found. Also, the Number Found field near the top of the page indicates how many field trips were found.

How to Print a Single Request or a Group of Requests

Printing a Single Request

1. Click on the Request # of the trip you would like to print.

Clicking on the Request # will open the trip request.

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

[Print Report](#)

Request #	Customer	Destination	Depart	Return	Status	Entered	Category	Internal #
Contact	# Stus / Adults	Grade	Arrive	Leave	Division	Trip #	Approval	Purpose
584	Training ES	Strathmore Hall	3/24/2009, 9:30 AM	3/24/2009, 1:30 PM	Accepted	1/26/2009	ITR	
578	Training ES	Butlers Orchard	4/10/2009, 9:05 AM	4/10/2009, 2:00 PM	Accepted	1/21/2009	REG	
579	Training ES	Butlers Orchard	5/10/2009, 9:30 AM	5/10/2009, 2:00 PM	Accepted	1/23/2009	HST	
573	Training ES	Butlers Orchard	5/11/2009, 9:30 AM	5/11/2009, 2:00 PM	Denied	1/13/2009	REG	

4. With the Request Detail displayed, click on **Print**.

Click **Print**.

Montgomery County Public Schools
Department of Transportation
Rockville, MD
(301) 670-8258

Welcome to MCPS Athletic Directors.

WebTrips

Work With Trip Requests | Enter New Request | View Field Trips

Log Out | View Calendar

Print

Request Detail

Status: Accepted 1/26/2009 2:31:37 PM
Entered by: reges 1/26/2009 2:30:55 PM

General Required fields are denoted with **

Request #	584	Dates/Times	Passengers/Miles/Purpose
Request Dt:	1/26/2009 2:30:55 PM	Departure:**	3/24/2009
Customer:**	Training ES	Return:	3/24/2009
Requestor Email:	Donna_M_Burgess_Huott@mcpsmd.org	Depart Time:**	9:30:00 AM
Contact:	Donna Burgess	Arrival Time:	
Destination:**	Strathmore Hall	Leave Time:	
Fund:**	ITR Strathmore Hall	Return Time:**	1:30:00 PM
	<input type="checkbox"/> Use the departure date as the return date.		
			Adults:** 3
			Students:** 40
			Wheel Chairs: 0
			Est Time: 4.916667
			Est Miles: 0
			Purpose

Printing a Group of Requests

- From the Trip Request Search page, leave all fields blank and click **Find Requests**.

Montgomery County Public Schools
Department of Transportation
Rockville, MD
(301) 670-8258

Work With Trip Requests | Enter New Request | View Field Trips | Log Out

Trip Request Search

Number Found: 0

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates: From: [] To: [] Status: []
 Enter Dates: From: [] To: [] Customer: Training ES
 Destination: [] Division: []
 Category: [] Internal Number: []
 Grade: []

Find Requests | Reset

Click Find Requests.

- Click **Print Report**.

Trip Request Search

Number Found: 8

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates: From: [] To: [] Status: []
 Enter Dates: From: [] To: [] Customer: Training ES
 Destination: [] Division: []
 Category: [] Internal Number: []
 Grade: []

Find Requests | Reset

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

[Print Report](#)

Request #	Customer	Destination	Depart	Return	Status	Entered	Category	Internal #
Contact		# Stus / Adults Grade	Arrive	Leave	Division	Trip #	Approval	Purpose
584	Training ES	Strathmore Hall 40/3 02	3/24/2009, 9:30 AM	3/24/2009, 1:30 PM	Accepted SGN	1/26/2009 363	ITR REG	
578	Training ES	Butlers Orchard 35/4 01	4/10/2009, 9:05 AM	4/10/2009, 2:00 PM	Accepted SGN	1/21/2009 354	REG REG	
579	Training ES	Butlers Orchard 35/4 01	5/10/2009, 9:30 AM	5/10/2009, 2:00 PM	Accepted SGN	1/23/2009 361	HST REG	

Click Print Report.

6. Select the option for the type of report you would like to print. A sample of the **One Line** report is shown below.

Click the **One Line** option and click **Submit**.

Please select the report type:

One Line

Two Line

1/27/2009 10:56:20 AM Page: 1

Montgomery County Public Schools
FIELD TRIP REQUEST REPORT

Request #	Dep. Date	Customer	Destination	Ret. Date	Depart/Return Times	Status
584	3/24/2009	Training ES	Strathmore Hall	3/24/2009	9:30 AM 1:30 PM	Accepted
578	4/10/2009	Training ES	Butlers Orchard	4/10/2009	9:05 AM 2:00 PM	Accepted
579	5/10/2009	Training ES	Butlers Orchard	5/10/2009	9:30 AM 2:00 PM	Accepted
573	5/11/2009	Training ES	Butlers Orchard	5/11/2009	9:30 AM 2:00 PM	Denied
580	5/12/2009	Training ES	Butlers Orchard	5/12/2009	9:30 AM 2:00 PM	Accepted
581	6/2/2009	Training ES	Kennedy Center for Performing Arts	6/2/2009	9:30 AM 2:00 PM	Accepted
582	6/3/2009	Training ES	Kennedy Center for Performing Arts	6/3/2009	9:30 AM 2:00 PM	Accepted
583	6/4/2009	Training ES	Kennedy Center for Performing Arts	6/4/2009	9:30 AM 2:00 PM	Accepted

First Previous Next Last

7. Below is a sample of the **Two Line** report.

Click the **Two Line** option and click **Submit**.

Please select the report type:

One Line

Two Line

1/27/2009 10:57:05 AM Page: 1

Montgomery County Public Schools
FIELD TRIP REQUEST REPORT

Request #	Customer	Destination	Depart	Return	Status	Entered	Category	Internal #
Contact	# Stus/Adults	Grade	Arrive Time	Leave Time	Division	Trip #	Approval Path	Purpose
584	Training ES	Strathmore Hall	3/24/2009, 9:30 AM	3/24/2009, 1:30 PM	Accepted	1/26/2009 2:30:55 PM	ITR	
Donna Burgess	40/3	02			SGN	363	REG	
578	Training ES	Butlers Orchard	4/10/2009, 9:05 AM	4/10/2009, 2:00 PM	Accepted	1/21/2009 1:22:01 PM	REG	
Donna Burgess	35/4	01			SGN	354	REG	
579	Training ES	Butlers Orchard	5/10/2009, 9:30 AM	5/10/2009, 2:00 PM	Accepted	1/23/2009 3:57:04 PM	HST	
Donna Burgess	35/4	01			SGN	361	REG	
573	Training ES	Butlers Orchard	5/11/2009, 9:30 AM	5/11/2009, 2:00 PM	Denied	1/13/2009 1:36:01 PM	REG	
Donna Burgess	25/4	01			SGN	0	REG	
580	Training ES	Butlers Orchard	5/12/2009, 9:30 AM	5/12/2009, 2:00 PM	Accepted	1/23/2009 3:57:32 PM	HST	
Donna Burgess	35/4	01			SGN	362	REG	