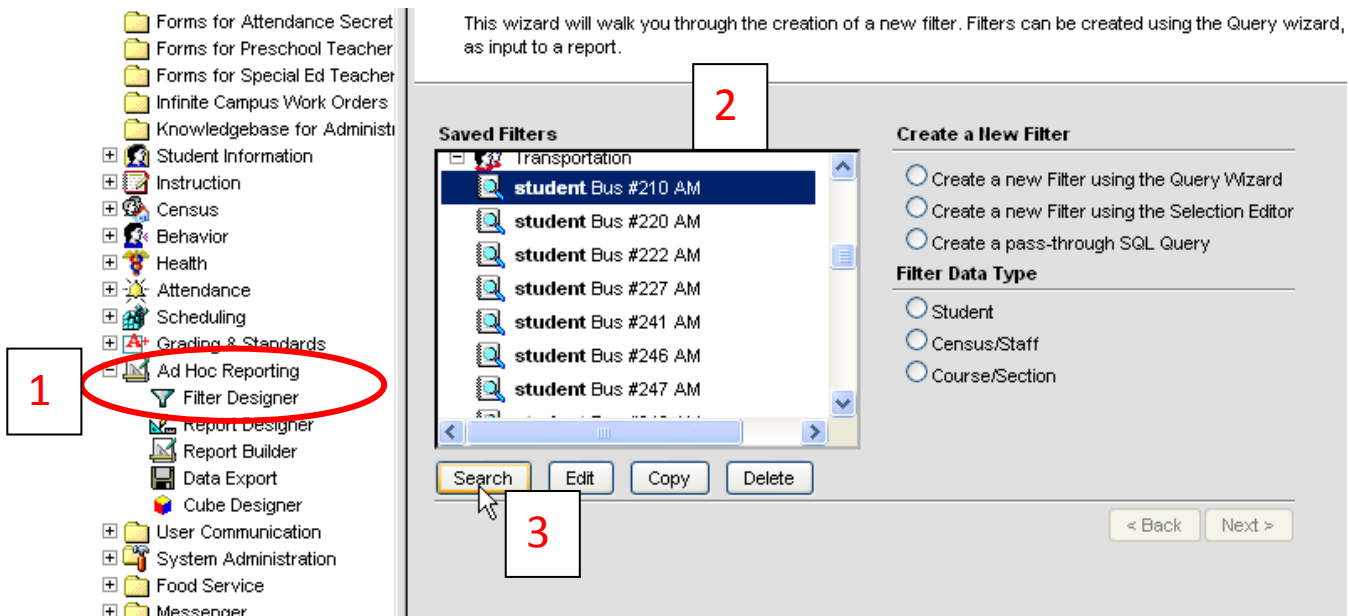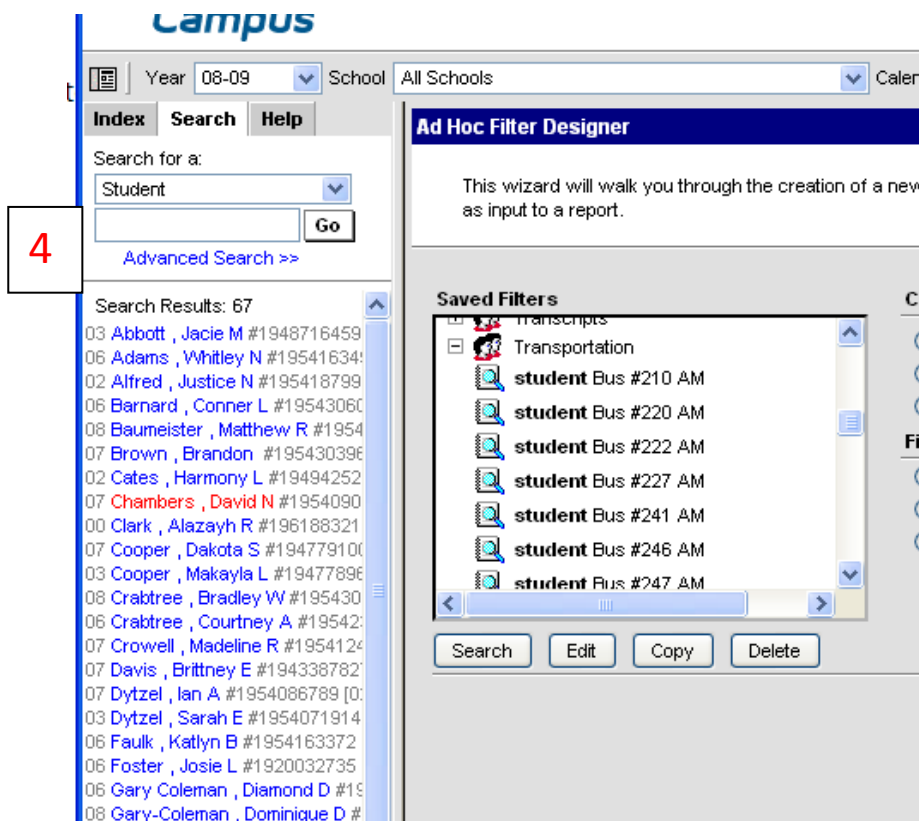# Keeping Transportation Accurate

To tell which students ride particular buses:

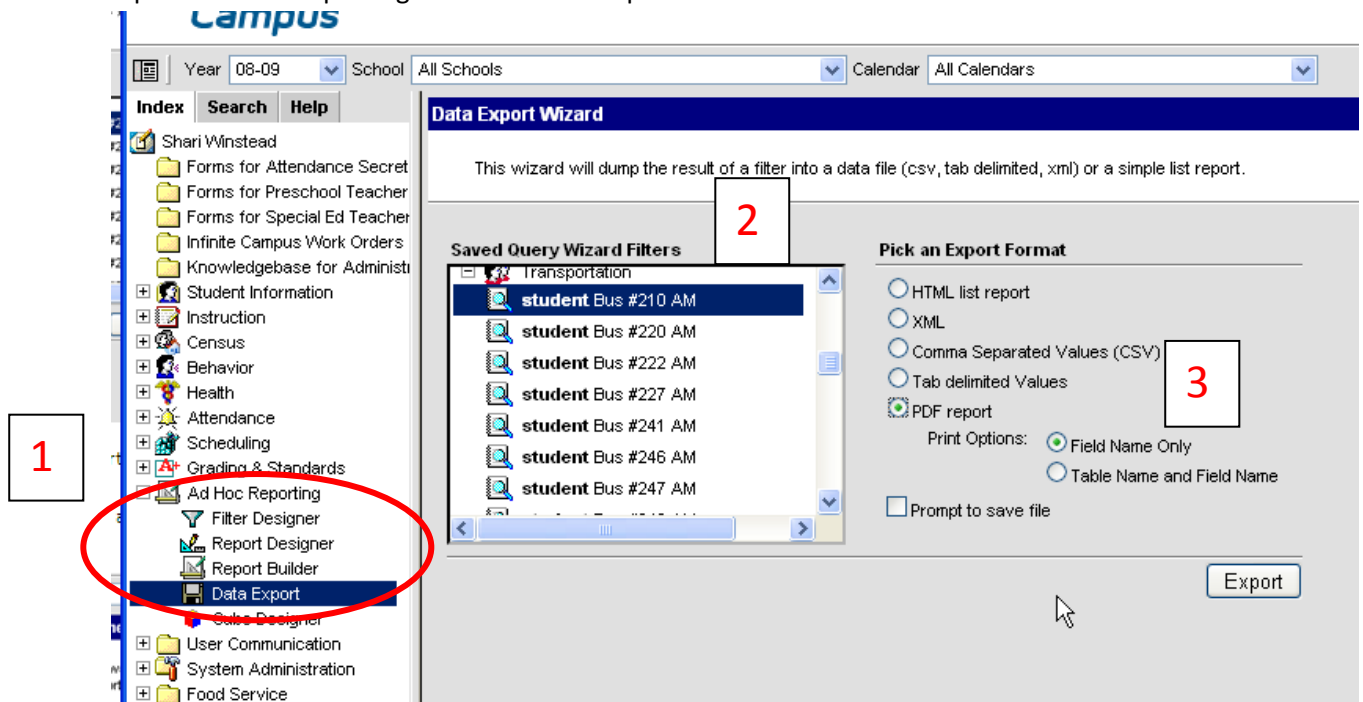1. Expand Ad Hoc Reporting > Click on Filter Designer

2. Under Saved Filters, expand Transportation. Click on a bus number filter.
3. Click Search.
4. Student names who ride that bus will appear in the Search Pane.

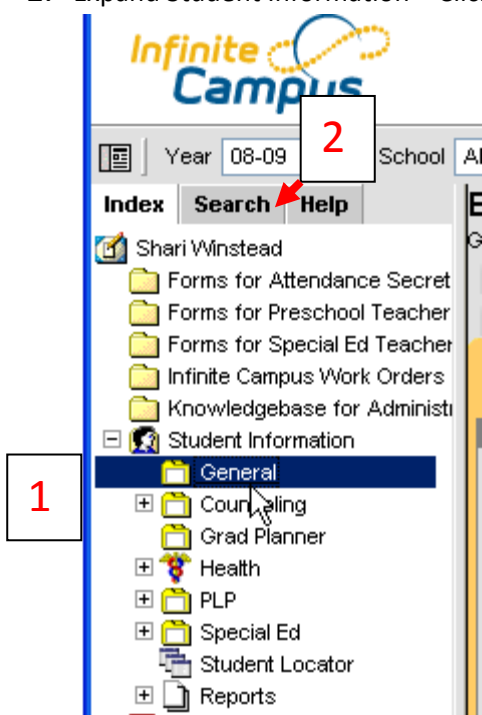## To print a list of students who ride particular buses:

1. Expand Ad Hoc Reporting > Click on Data Export

2. In the Saved Query Wizards Filters screen, expand Transportation. Click on a saved filter.
3. Under 'Pick an Export Format', select PDF. Click Export.

To change bus numbers for particular students:

1. Expand Student Information > Click on General.

2. Click the Search tab. Type in the student's last name with a common. Then first name. Click the GO button.

3. Click the Transportation tab. Double click on the current calendar inside the white box.

Change the bus numbers here. Then click the SAVE button.

To change a BUS NUMBER: (Use this when, for example, Bus 100 changes to Bus 200.)

1. Expand System Administration > Transportation > Buses
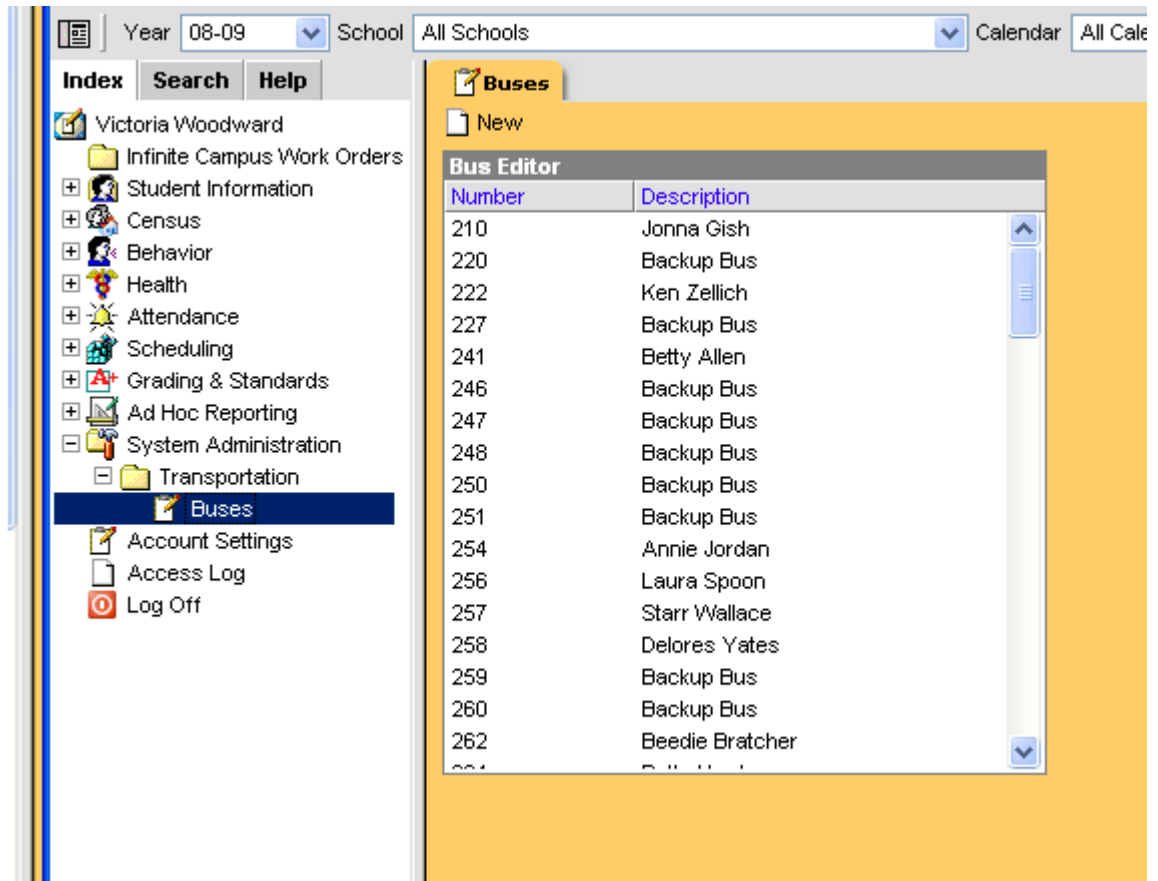
2. Double click on a bus number. Change the number and click Save.