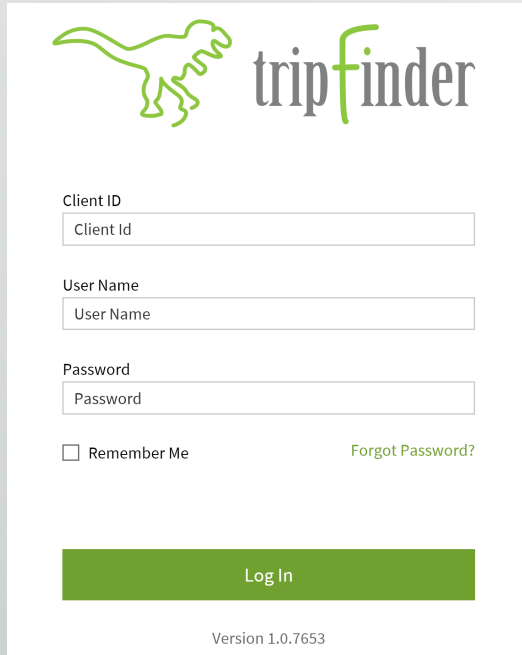




tripfinder

**TripFinder is the field-trip/
activity trip request software.**

TripFinder the new web-based product to manage Field Trips. Request can be submitted, managed, and viewed from any web browser on the computer or mobile device. This product has replaced **InfoFinder le**.



Client ID
Client Id

User Name
User Name

Password
Password

Remember Me [Forgot Password?](#)

Log In

Version 1.0.7653

The URL to connect to TripFinder is:

<https://plus.transfinder.com/tripfinder/>

To Log into *TripFinder*:

1. Enter the Client ID **ccsdut**
2. Enter your username
3. Enter your password
4. Click the **"Log In"** button.

To reset your password for *TripFinder*:

1. Enter the Client ID **ccsdut**
2. Enter your username
3. Click on the **"Forgot Password?"** Link.
4. A link will be emailed to you to reset your password. (please check your *SPAM* folder!)

If you have forgotten your username please
the Transportation Department

435-792-7640

The screenshot shows the 'tripfinder' application interface. On the left is a dark sidebar with navigation options: 'Search Trips...' (1), 'Field Trips' (2), 'My Submitted Requests' (3), 'Reports' (4), 'Settings' (5), 'Messages' (6), and 'Log Out' (7). The main area is titled 'FIELD TRIPS' and contains a table with columns for Public ID, Status, and School. A 'Submit New Request' button is in the top right. A filter bar shows 'Filter: None, Layout: Default (modified)'. A table of field trips is displayed below, with rows for Public IDs 00100 through 00110 and various statuses like 'Transportation' and 'Level 1 - Request'.

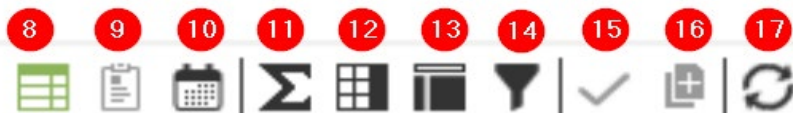
Public ID	Status	School
00100	Transportation	D0001
00100	Transportation	D0001
00102	Transportation	D0001
00103	Transportation A	D0001
00104	Transportation A	D0001
00105	Transportation A	D0001
00106	Level 1 - Request	D0001
00107	Transportation	D0001
00108	Transportation	D0001
00109	Transportation	D0001
00110	Canceled	D0001

Navigation

- 1. Search Trips:** This will list results based upon the terms typed in.
- 2. Field Trips:** A grid will show all the Field Trips your account has access to
- 3. My Submitted Requests:** A grid will list all the trips that you have submitted.
- 4. Reports:** Will list the reports that you can run.
- 5. Settings:** Shows your data source and allows for you to change your password.
- 6. Messages:** Shows the current system messages. This also shows when you log on.
- 7. Log Out:** Logs out of current session.

- 8. Grid View.**
- 9. Details View**
- 10. Calendar View**
- 11. Summary Bar**
- 12. Show/Hide Columns**
- 13. Layouts**
- 14. Filter**
- 15. Change Status**
- 16. Copy Trip**
- 17. Refresh**

FIELD TRIPS



This screenshot shows the 'FIELD TRIPS' toolbar and the beginning of the table. The toolbar icons are numbered 8 through 17. The table header shows columns for Public ID, Status, and School. The first row of data shows Public ID 00100, Status 'Transportation', and School 'D0001'.

Public ID	Status	School
00100	Transportation	D0001

Submitting Field Trip Request

When you first log on you will see the *Field Trip* grid screen. Here you will see all the field trips that have been submitted for your school.

Click on the **Submit New Request** button in the top right-hand corner to start a new request.

Submit New Request

Submit New Request

Add Field Trip

Template

None

Field Trip Name *

School *

Department

An **Add Field Trip** form will open on the right-hand side of the screen. Any field with a red asterisk (*) is required. There are several types of fields on the form. Some require a text entry, others will have a drop-down menu to choose from, or a date/time picker.

Save and Submit: Choose the appropriate save method at the bottom of the form.

Save: Submit your field trip request for approval.

Save as Template: Save the form field entries to auto-populate. **THIS IS SYSTEM WIDE PLEASE DO NOT USE THIS OPTION**

Save & Close: Submit request for approval and close the form.

Close: Exit form without saving or submitting your request.

Notes *

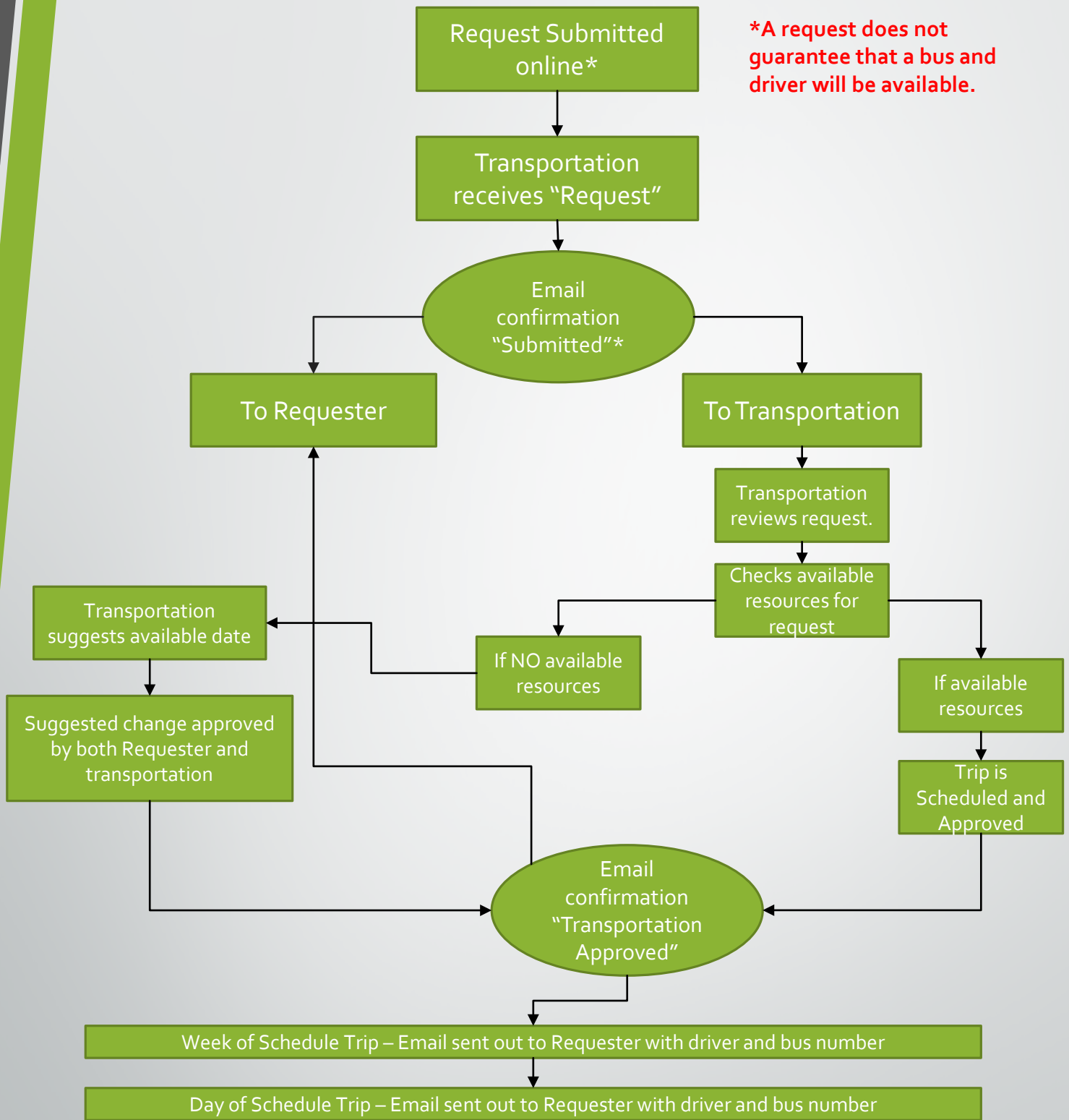
Save

Save as Template

Save & Close

Close

***A request does not guarantee that a bus and driver will be available.**



Requester can view status of trip request at <https://plus.transfinder.com/tripfinder/>