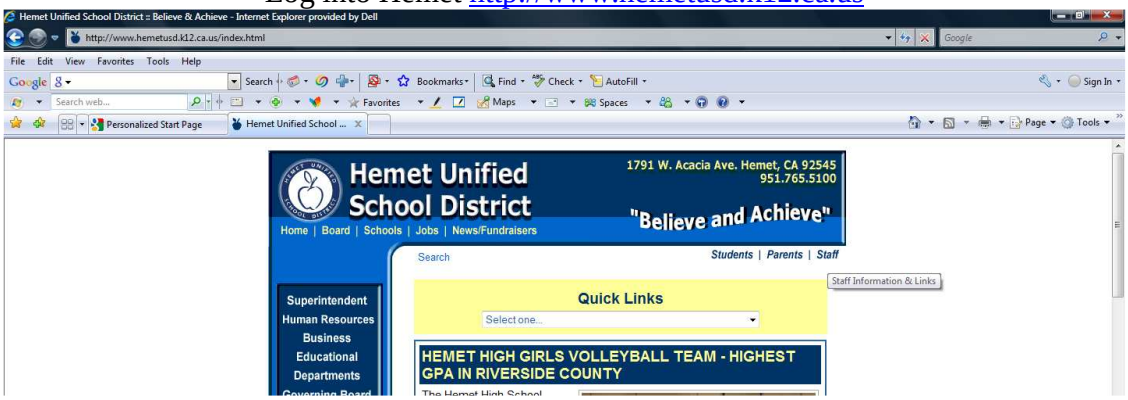
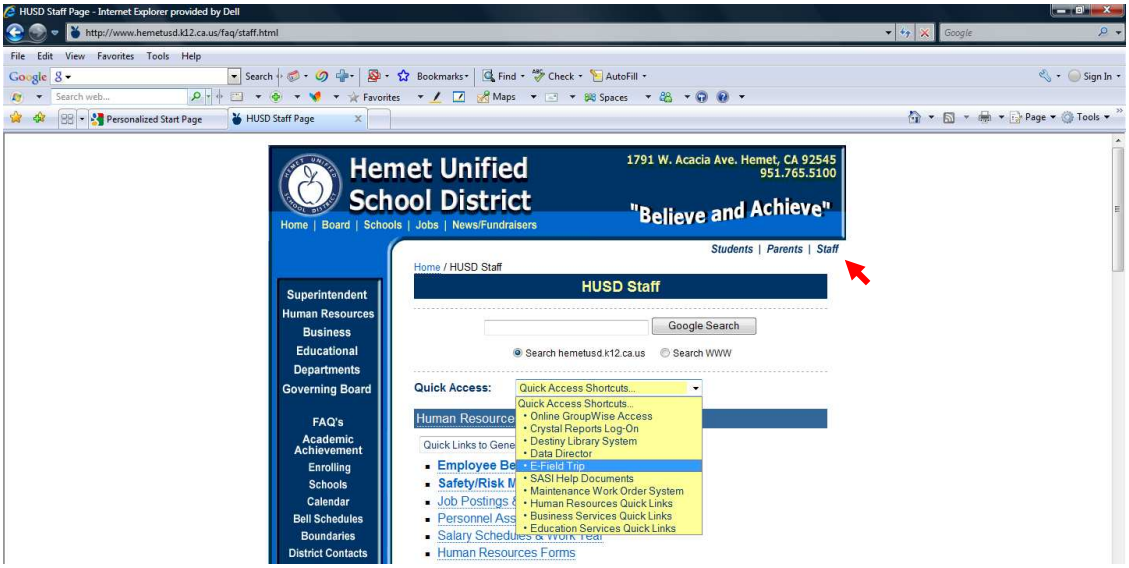
E-TRIP

REQUEST INSTRUCTIONS

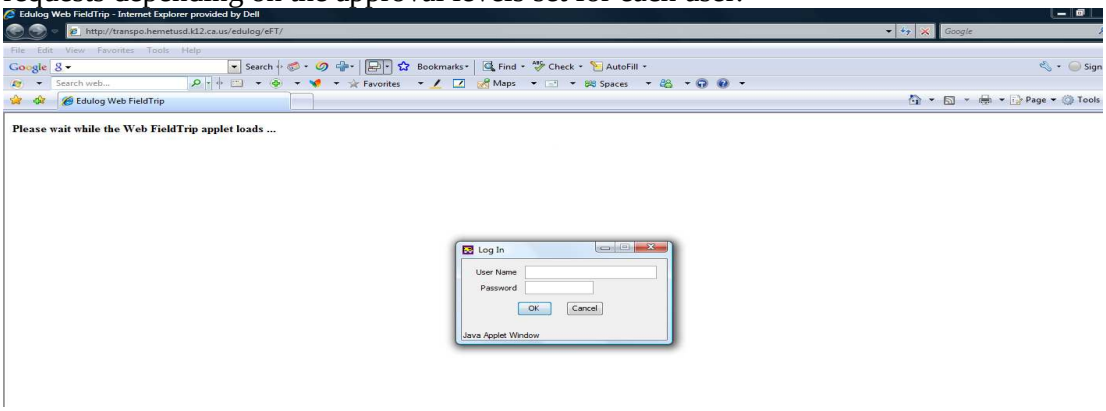
Log into Hemet http://www.hemetusd.k12.ca.us



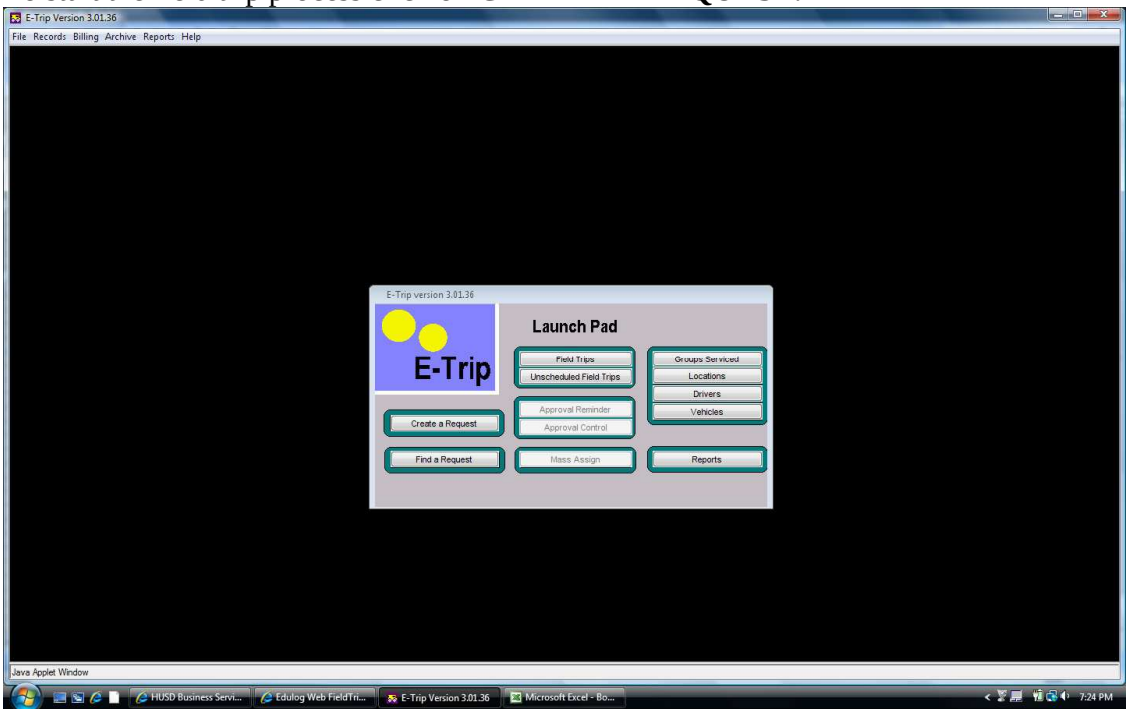
Click on **STAFF.**
Click on **QUICK ACCESS SHORTCUTS.**
Click on **E-FIELD TRIP.**



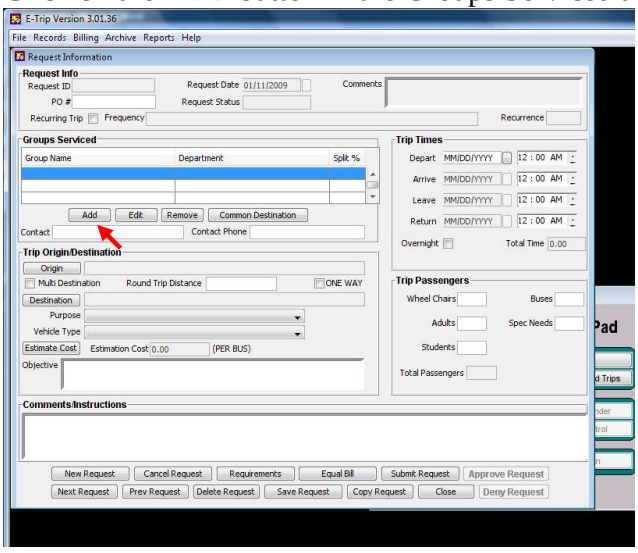
Enter your **USER NAME** and **PASSWORD**, click **OK.**
You are now logged into the E-Trip program and can enter, submit and approve field trip requests depending on the approval levels set for each user.



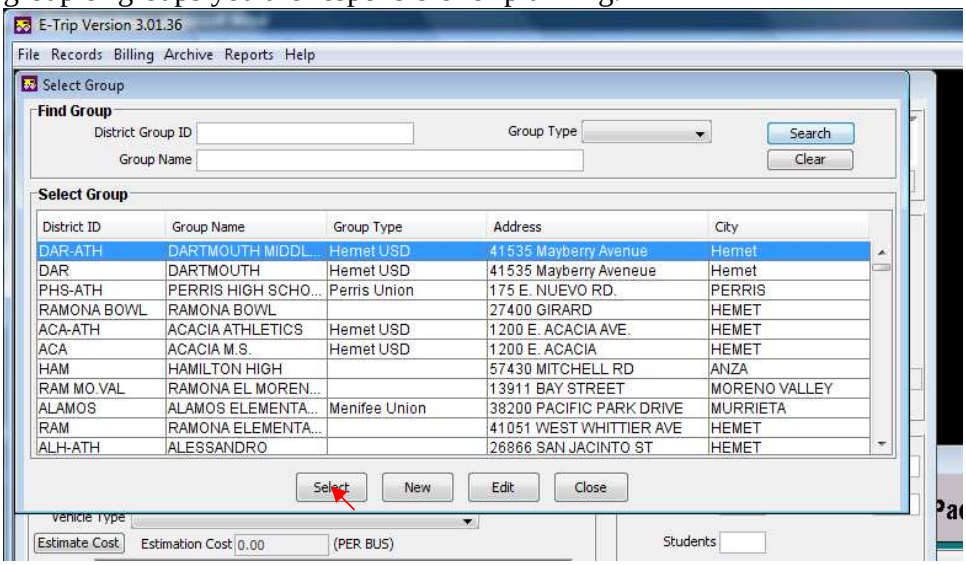
To start the field trip process click on **CREATE A REQUEST.**



Click on the **ADD** button in the Groups Serviced area.

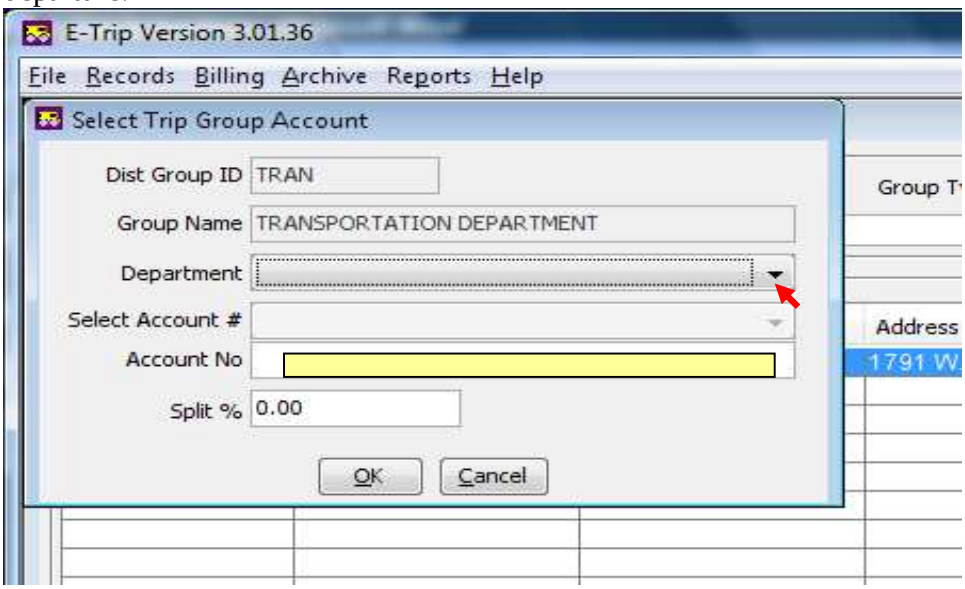


Select the group or site by highlighting and clicking **SELECT**. You should only see the group or groups you are responsible for planning.

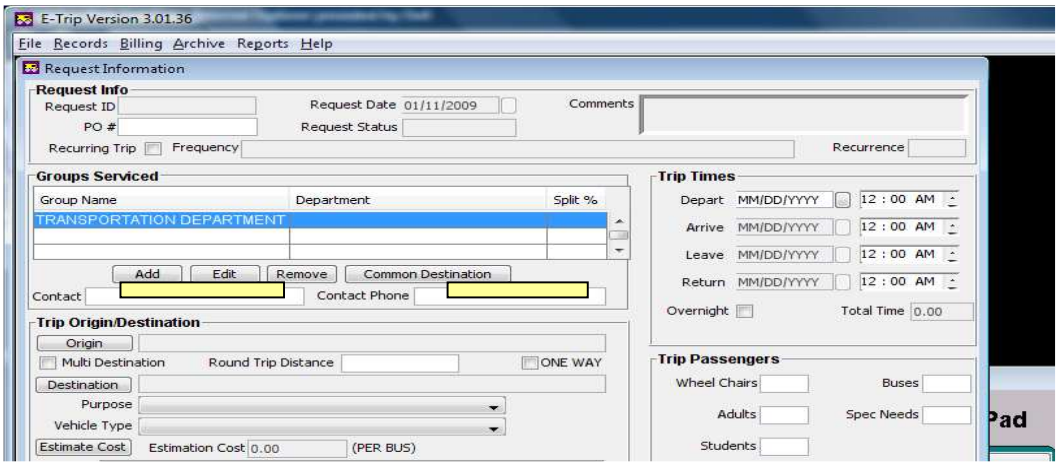


After selecting your group, you will get the **Select TRIP GROUP ACCOUNT** screen. You will need to enter the budget code number in the **ACCOUNT NO** field for your group's field trip. The budget code is a required field and must be entered before you can proceed to the next step. Click **OK** after entering the budget code.

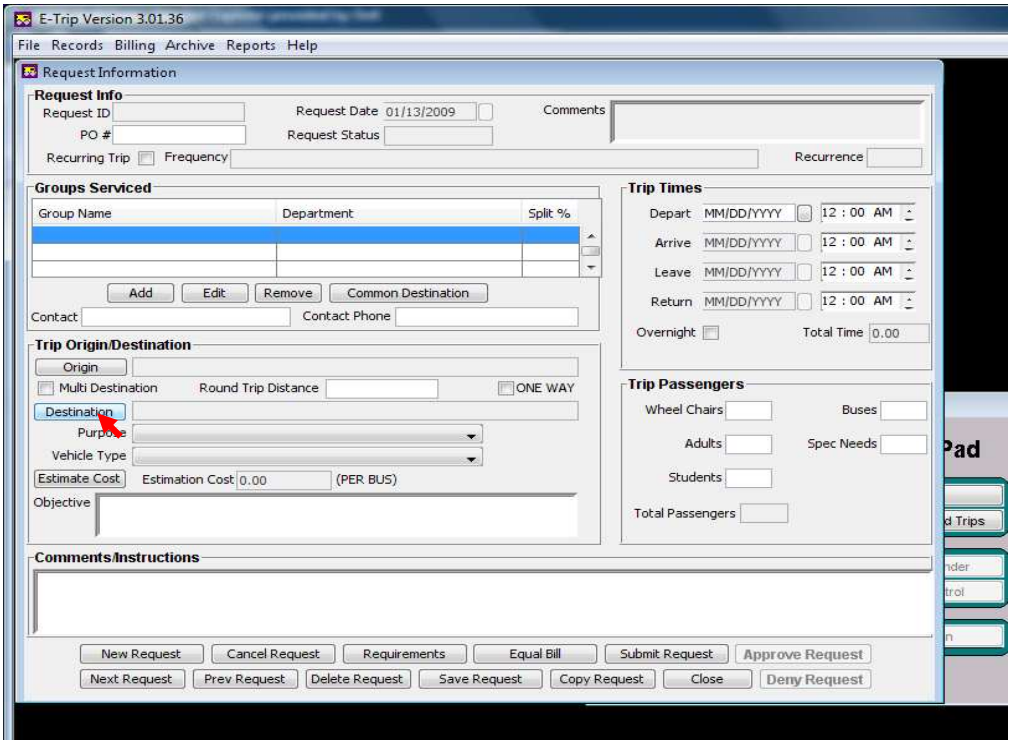
Athletics groups will click on **DEPARTMENT**, choose the athletic team that is being transported and the account number field will fill in with the proper budget code. Click **OK** after entering the department. If there is more than one team being transported on this bus, repeat steps above for each team. The information about teams will print on the driver's trip report, allowing the driver to insure all teams are loaded on the bus before departure.



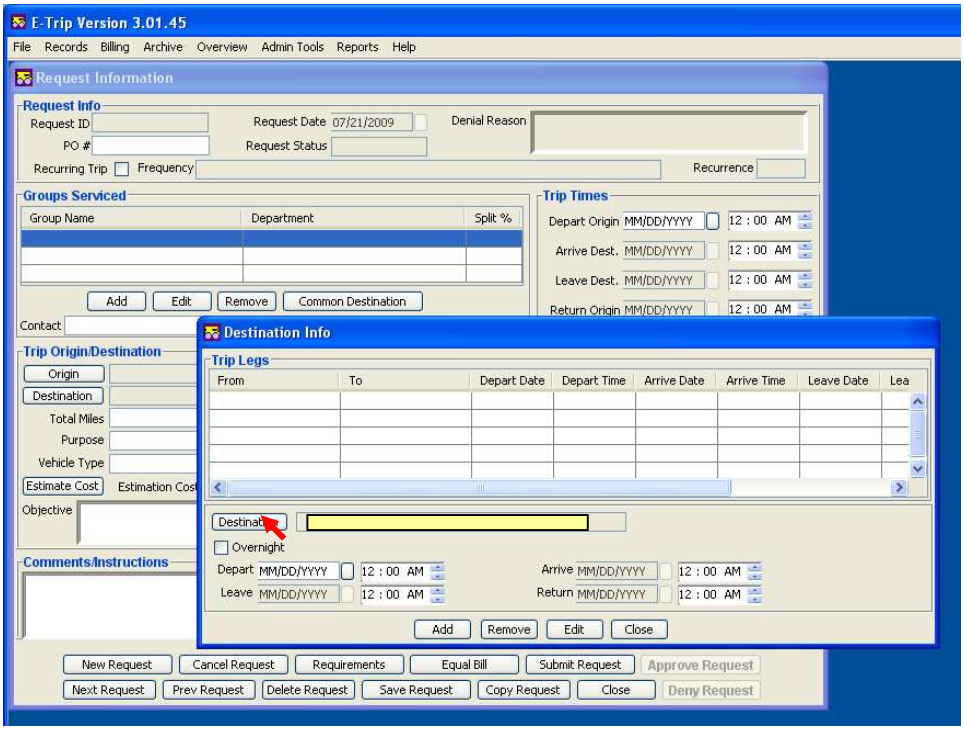
Check to insure the **CONTACT** and **CONTACT PHONE** number are correct. This is normally the Office Manager, or Athletic Director. If not correct, enter **CONTACT NAME** and **PHONE NUMBER.**



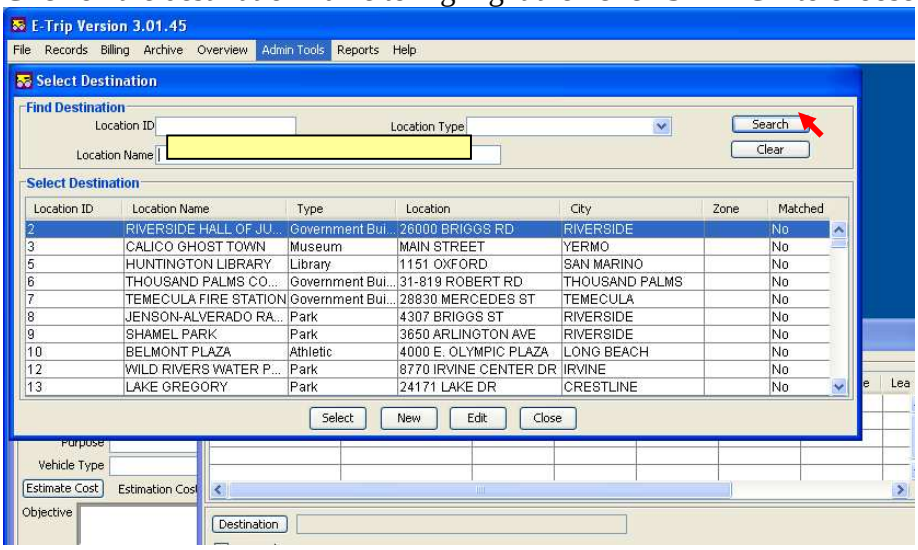
Click on **DESTINATION.**



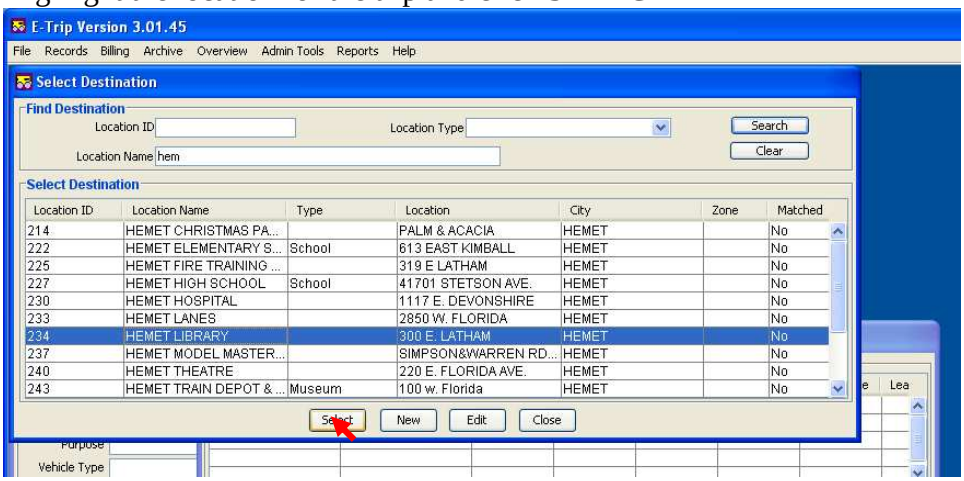
Click on DESTINATION.



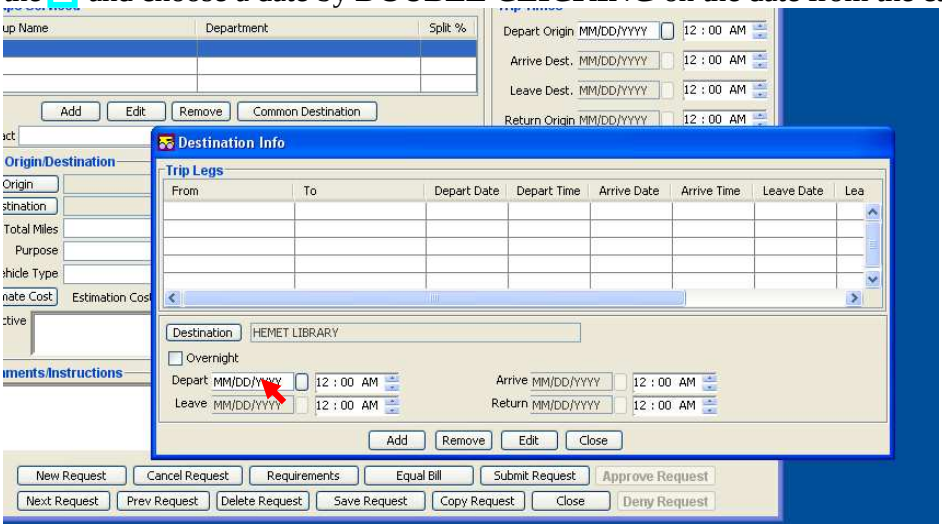
To find a destination enter the first few letters of the destination in the **LOCATION NAME** box and click on **SEARCH** .
Click on the destination name to highlight then click **SELECT** to choose the destination.



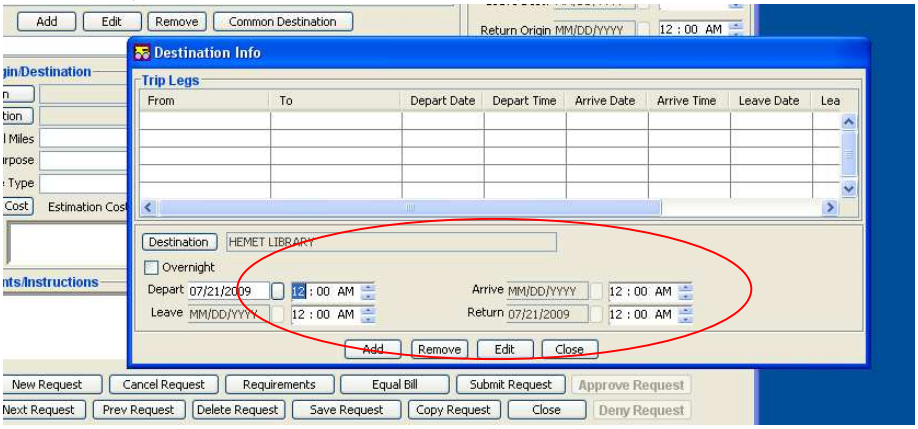
Highlight the location for the trip and click **SELECT**



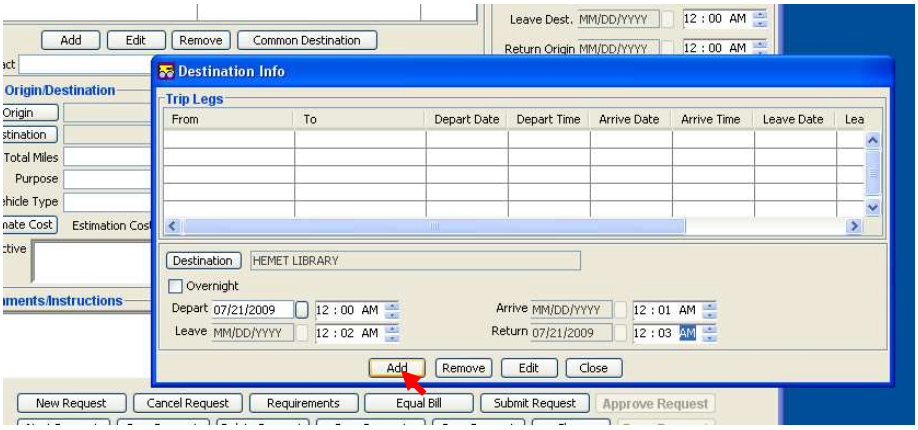
Enter the departure date by typing in **DEPART DATE MM/DD/YYYY** field or click on the ☐ and choose a date by **DOUBLE CLICKING** on the date from the calendar.



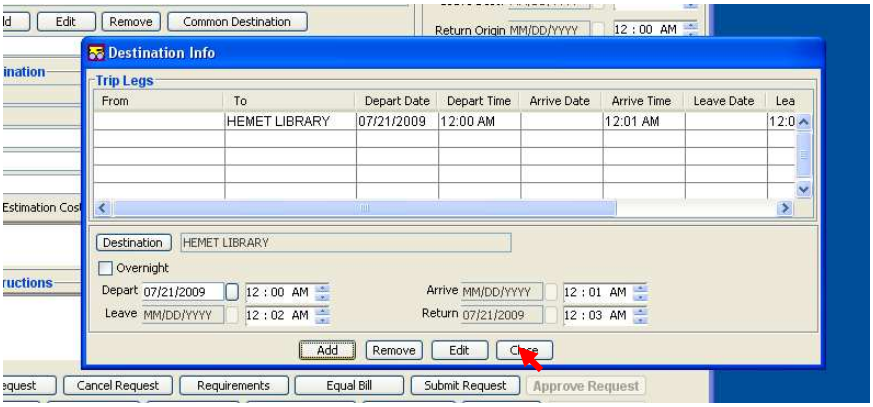
Enter the Trip Times.
Enter the **DEPART TIME**, this is the time the trip is to leave the site.
Enter the **ARRIVE TIME**, this is the expected arrival time at the destination.
Enter the **LEAVE TIME**, this is the time to leave the destination.
Enter the **RETURN TIME**, this is the time expected to return back at the site.
Make sure the **AM PM** are correct, if not you will get a error message.
If the times are TBA enter the **DEPART TIME** as 12:00 AM, the **ARRIVE TIME** as 12:01 AM, **LEAVE TIME** as 12:02 AM, and **RETURN TIME** as 12:03 AM.



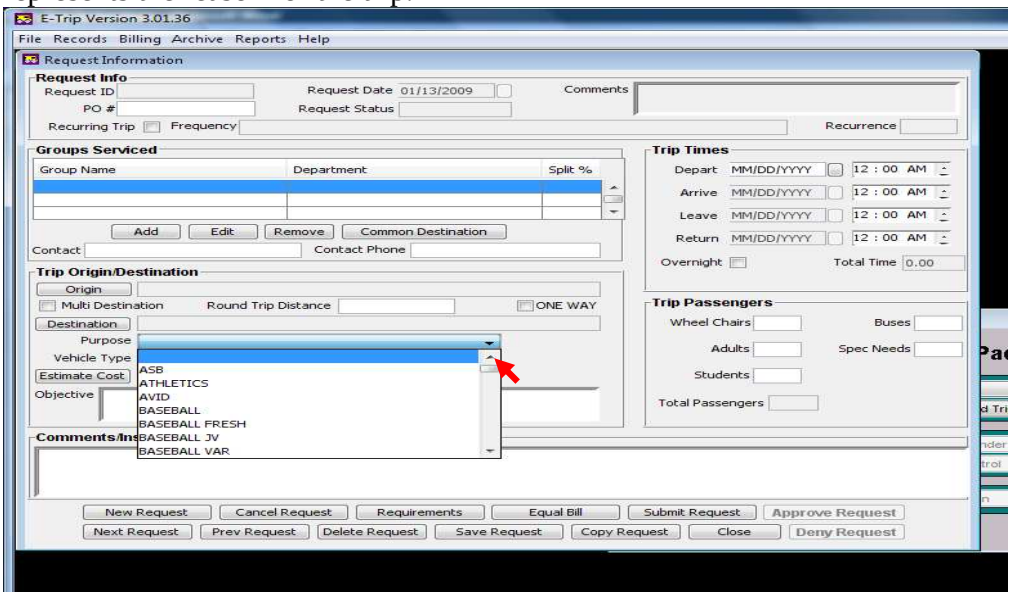
Click on **ADD**



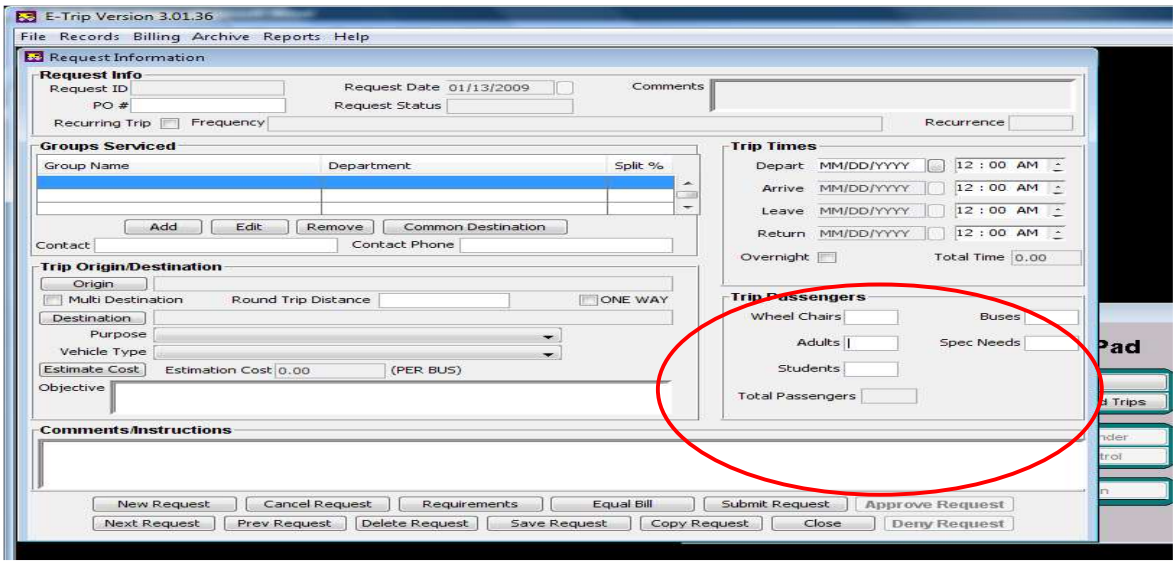
Click on **CLOSE**



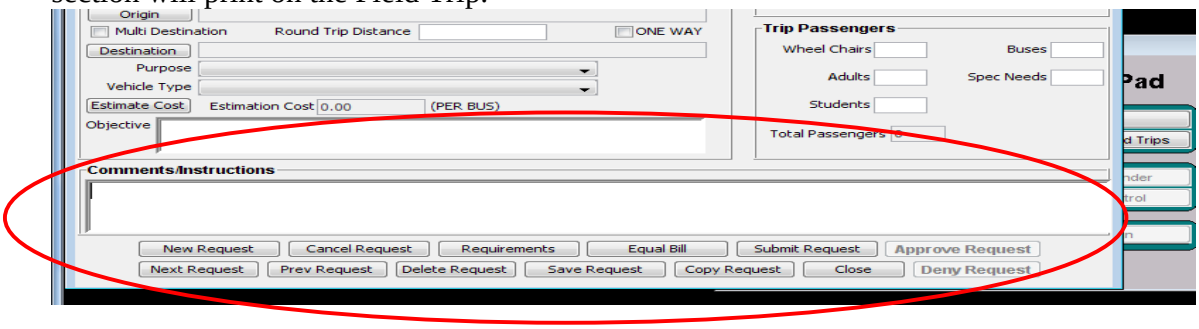
Click the drop down arrow for the **PURPOSE** box and click on the purpose that most represents the reason for the trip.



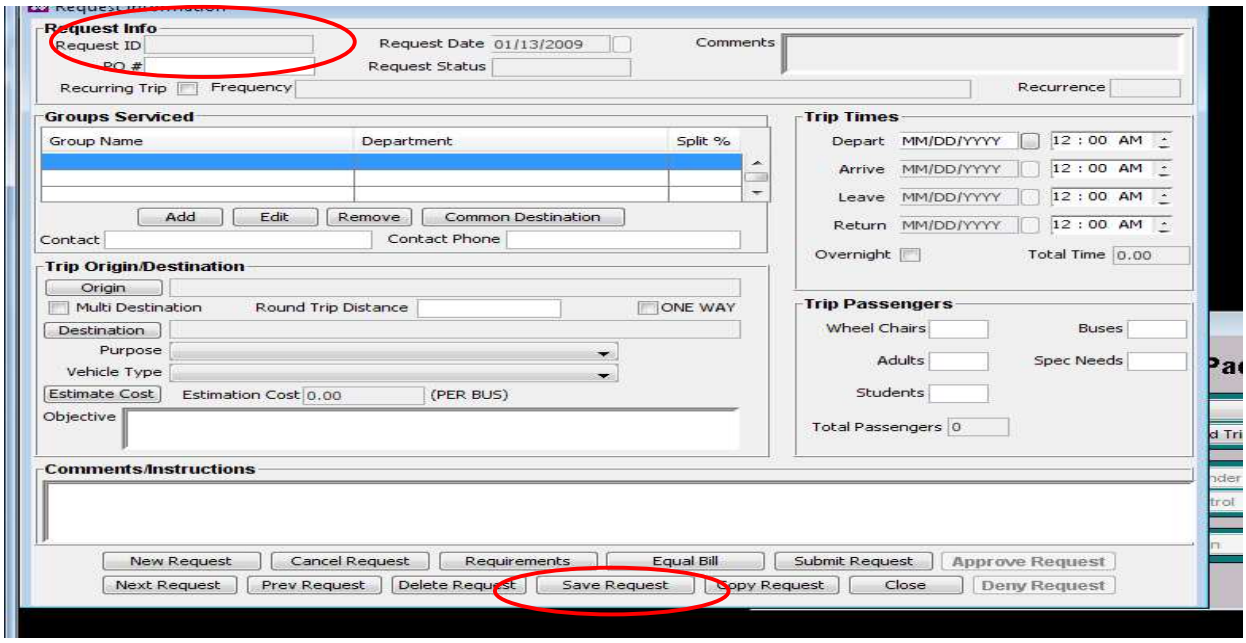
Enter the **TRIP PASSENGERS.**
Enter the number of **WHEEL CHAIRS.**
Enter the number of **BUSES** (62 passengers max per bus).
Enter the number of **ADULTS.**
Enter the Number of **SPEC NEEDS** students (this number should include the number of Wheel Chairs).
Enter the number of **STUDENTS.**



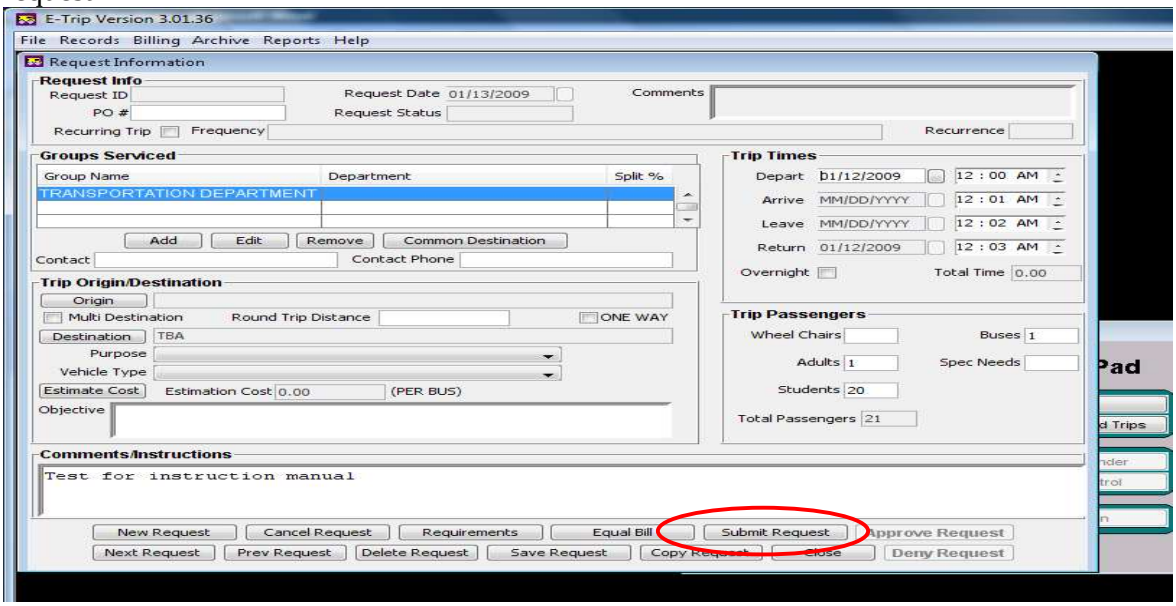
Enter any comments or instructions about the trip that will help the Transportation Department better serve your needs. Anything in the **COMMENTS/INSTRUCTIONS** section will print on the Field Trip.



Any time during the entering of a request click on **SAVE REQUEST**, the request will be assigned a **REQUEST ID**. The **REQUEST ID** is the confirmation number that can be used to find the field trip in the system. If the request needs a date, time or other changes, it should be saved only at this point. **THE REQUEST SHOULD BE SUBMITTED 2 WEEKS PRIOR TO THE TRIP DATE.**

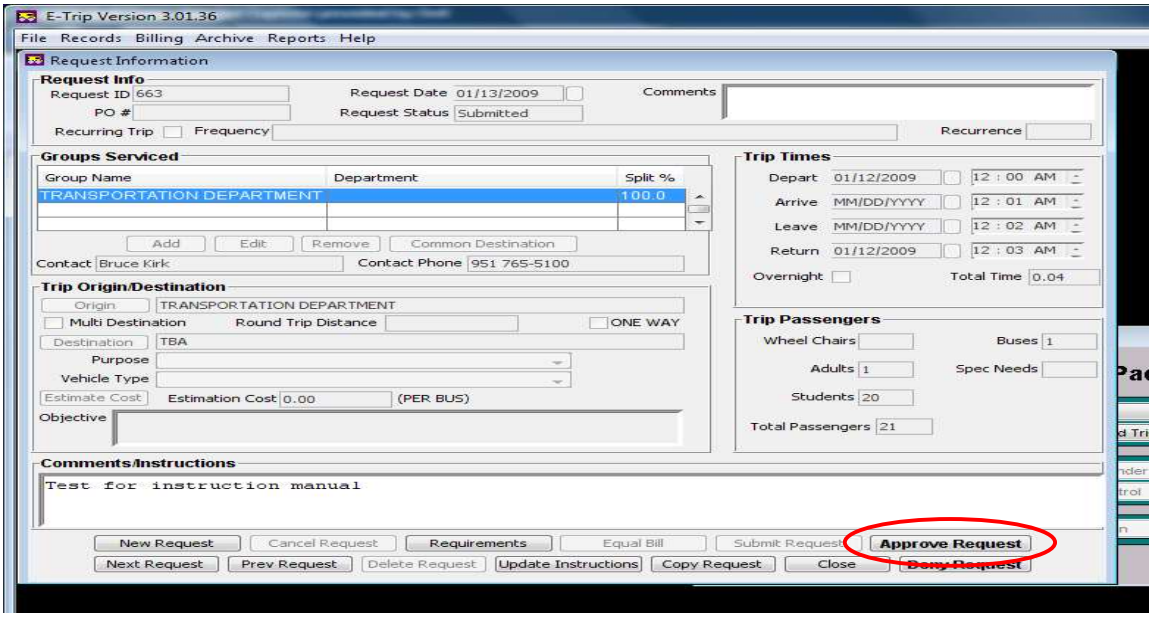


To submit a completed request click on the **SUBMIT REQUEST** button. The system will save the request, click **OK**. The **ARE YOU SURE YOU WANT TO SUBMIT THIS REQUEST** box will pop up. Click **YES** if you want to complete submitting the request



After submitting the request it must be approved by the person at the site responsible for approving before the Transportation Department gets the field trip request to be scheduled.

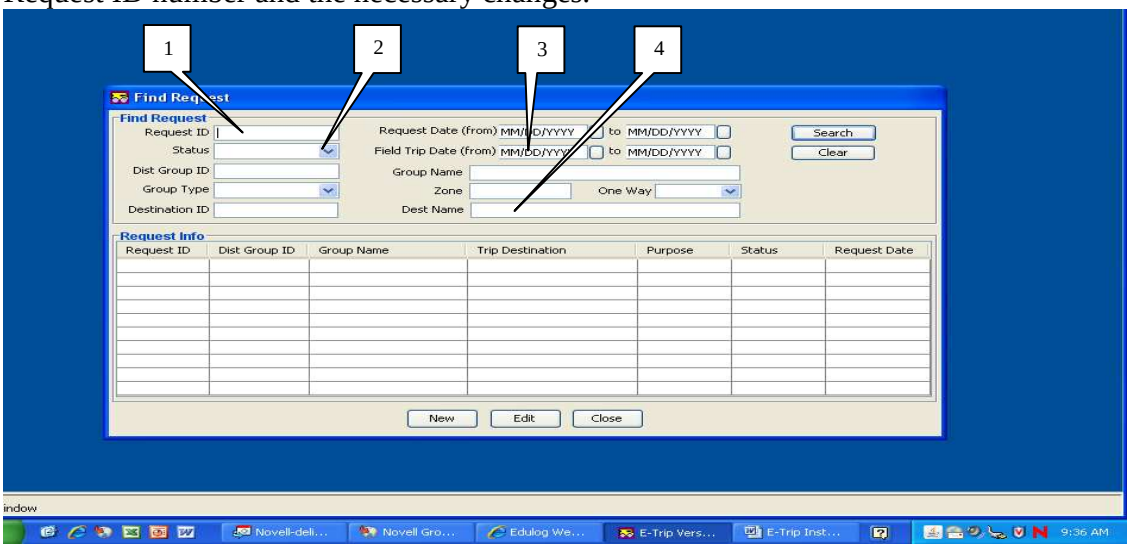
To approve a request click on the **APPROVE REQUEST** button, the **Are you sure you want to approve this request and create the necessary field tip record?** button pops up. Click **YES** if you want the request approved. Enter your name in the pop up box asking for the **Name of Approver** to be entered, then click **OK**.



The Transportation Department is now responsible for the field trip and the necessary planning. Any changes that need to be done to the trip at this time must be emailed or called into the Transportation Department. Send in the requisition number and what changes are needed.

To find a requisition click on **FIND A REQUEST.**

To find an individual request where the request ID is known, type the request ID number in the **REQUEST ID** box (1).
To find all submitted, but not approved request click on the **STATUS** (2) box choice and choose **Submitted.** The search can be narrowed down by entering using the **FIELD TRIP DATE** field(3), or the **DEST NAME**(4) name field.
Remember, once a request has been submitted it can not be changed (only Approved or Denied) by the users. You will need to contact Transportation by E-Mail with the Request ID number and the necessary changes.



Click **CLOSE** when done until back to the Launch Pad.
To close out the **E-Trip** program click **FILE** and **EXIT.**