



▶ ▶ ▶ INFOFINDER *le*

EMPOWER DISTRICT PERSONNEL



What is Infofinder le?

infofinder le is a web-based solution from transfinder that automates the process of requesting and approving Field Trips. With infofinder le, you can eliminate all of the time-consuming paperwork for teachers, coaches and administrators in budgeting and arranging for field trips across your district.

- Completely automate the process of requesting, budgeting, approving, and scheduling Field Trips
- Enable district personnel to monitor the status of their requests
- Allow coaches and teachers to request vehicles for Field Trips, verify approvals, and see trip schedules on a calendar

The following procedure provides step-by-step instructions for completing the Field Trip Request Form and submitting a request. The various types of form fields are as follows:

Text box - Manually enter a single line of text into this type of field.

Text area - Manually enter multiple lines of text into this type of field.

Drop-down list - Use your mouse or the up and down arrows on your computer keyboard to scroll through a drop-down list. Typing the first letter of the value that you are searching for will populate the field with the first option in the list beginning with that letter. You can then scroll down through the list to locate the appropriate option. Click on an option to select it.

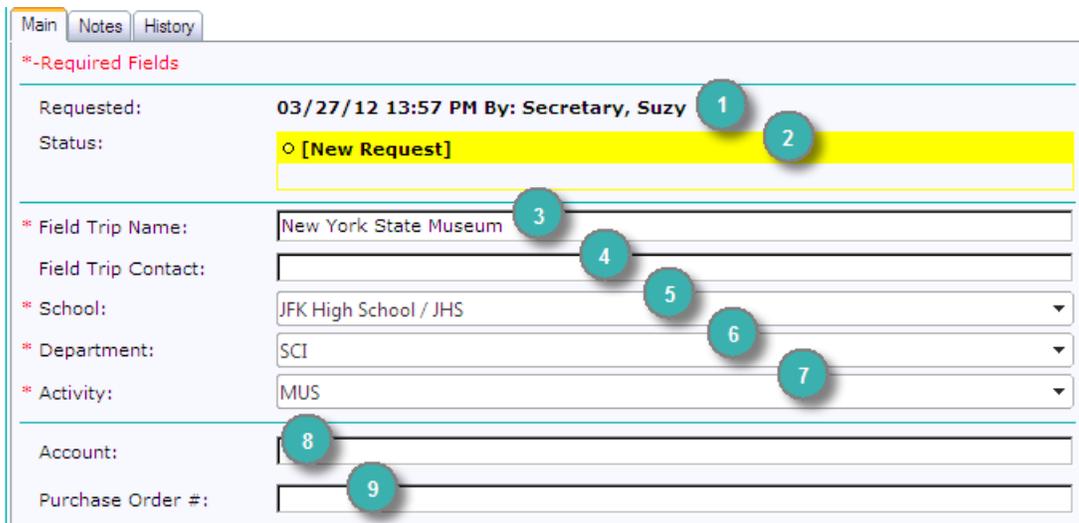
Combo box - Use your mouse or the up and down keys on your computer keyboard to scroll through the items in the drop-down list of a combo-box. Enter the first few letters of a value into the text box and click on the drop-down arrow, and only those options in the list that begin with the letters entered will be listed. You must then scroll through the new list to locate the desired option. When you find it, click on it to select it. If the appropriate option does not already exist, manually enter it into the text box. The valued entered will be added to the list for future use.

Date field - Manually enter the date or use the drop-down calendar to select the date. The format is MM/DD/YYYY.

Time field - Begin manually entering a time and the time field will auto fill. Then use the up and down arrows on your computer keyboard to select the exact time, and whether it is in the morning or afternoon.

Number field - Manually enter a number or use the control to increment or decrement the value by one.

***Note:** Some fields cause the screen to post-back; meaning that the page will refresh, but the cursor will remain in the field, and you must press the Tab key to advance to the next field.*



The screenshot shows a web form titled "FIELD TRIP REQUEST FORM [NEW REQUEST]". At the top left, there are tabs for "Main", "Notes", and "History". Below the tabs, there is a section for "Required Fields" marked with an asterisk. The form contains the following fields:

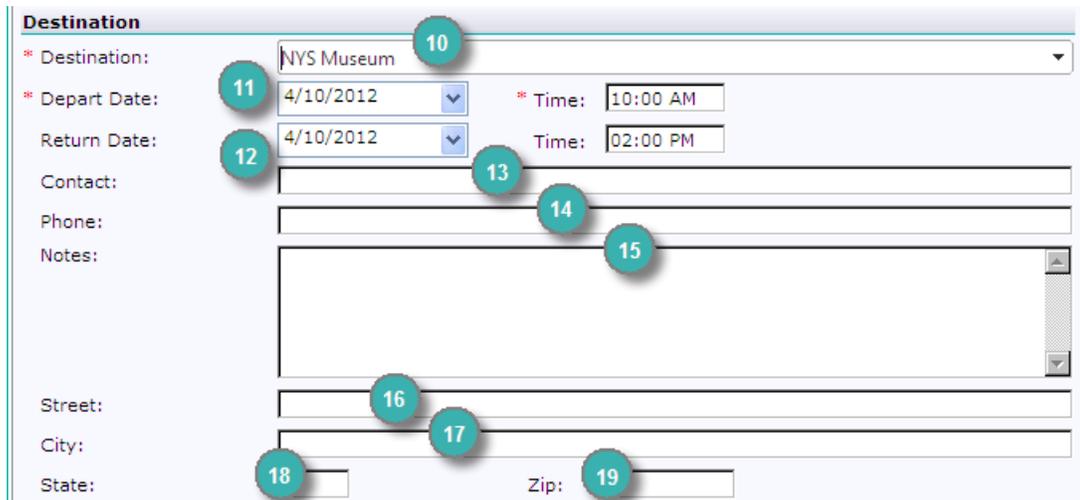
- Requested:** 03/27/12 13:57 PM By: Secretary, Suzy (Callout 1)
- Status:** [New Request] (Callout 2)
- * Field Trip Name:** New York State Museum (Callout 3)
- Field Trip Contact:** (Callout 4)
- * School:** JFK High School / JHS (Callout 5)
- * Department:** SCI (Callout 6)
- * Activity:** MUS (Callout 7)
- Account:** (Callout 8)
- Purchase Order #:** (Callout 9)

Main

Required fields are determined by the Site Administrator and are indicated by an asterisk (*).

- 1 The date and time that you logged into *infofinder le* and your name appear in the **Requested** field.
- 2 The current status of the request appears in the **Status** field. This is a [New Request].
- 3 Enter the name of the Field Trip into the **Field Trip Name** text box.
Example: NYS Museum, Boston Aquarium, Ski Trip, Track Meet 06/10/12, etc.
- 4 Enter the name of the person to contact with questions about the request into the **Field Trip Contact** text box.
- 5 Select your **School** from the drop-down list.¹
- 6 Select the **Department** that you are requesting a Field Trip for from the drop-down list.
- 7 Select an **Activity** from the drop-down list.
- 8 Depending upon how the field was configured by the Site Administrator, you will either need to manually enter the **Account** billing code into a text box or the field will automatically be populated when a Department/Activity is selected.
- 9 Enter a **Purchase Order #** into the text box.

¹ Causes the screen to post-back.



The screenshot shows a web form titled "Destination" with the following fields and callouts:

- 10: Destination (dropdown menu)
- 11: Depart Date (calendar icon)
- 12: Return Date (calendar icon)
- 13: Contact (text box)
- 14: Phone (text box)
- 15: Notes (text area)
- 16: Street (text box)
- 17: City (text box)
- 18: State (text box)
- 19: Zip (text box)

Fields marked with an asterisk (*) are required. The form also includes time selection boxes for departure and return times.

Destination

Required fields are determined by the Site Administrator and are indicated by an asterisk (*).

- 10 This is a combo box, so you have the option of manually entering a new **Destination** into the text box, or selecting an existing one from the drop-down list.^{1 2 3}
- 11 Manually enter the **Depart Date** into the date field, or select it using the drop-down calendar, followed by manually entering the departure **Time** into the text box.¹
- 12 Manually enter the **Return Date** into the date field, or select it using the drop-down calendar, followed by manually entering the return **Time** into the text box.
- 13 Enter the name of your **Contact** at the destination into the text box.
- 14 Enter the **Phone** Number at the destination into the text box.
- 15 Enter other pertinent information about the destination into the **Notes** text area.
- 16 Enter the **Street** address of the destination into the text box.³
- 17 Enter the **City** where the destination is located into the text box.³
- 18 Enter the two letter **State** abbreviation where the destination is located at into the text box.³
- 19 Enter the **Zip** Code into the text box.³

¹ Causes the screen to post-back.

² Will also pre-fill the Destination Contact, Phone, Notes, Street, City, State and Zip fields, if the Destination was added with those fields populated. However; all of these fields can be edited. If Strict Destinations is enabled, only the destinations that are available via the drop-down list can be used, and only the Contact, Phone and Notes fields can be updated; all of the address fields (Street, City, State, Zip) are locked.

³ Locked when Strict Destinations is enabled.



Departure

Depart from School: [Select One] 20

Notes/Directions: 21

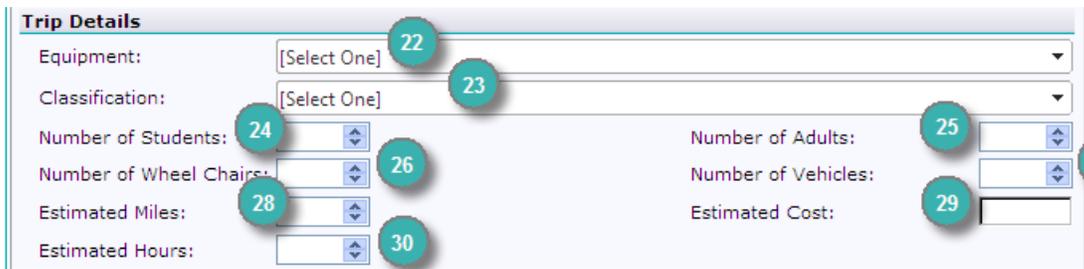
Departure

Required fields are determined by the Site Administrator and are indicated by an asterisk (*).

20 Select a **Depart from School** from the drop-down list.

21 Enter **Notes/Directions** or other pertinent information as it relates to the Departure school into the text area.⁴

⁴ These are located on the Destination tab of the Field Trip module within Routefinder Pro.



Trip Details

Equipment: [Select One] 22

Classification: [Select One] 23

Number of Students: 24

Number of Adults: 25

Number of Wheel Chairs: 26

Number of Vehicles: 27

Estimated Miles: 28

Estimated Cost: 29

Estimated Hours: 30

Trip Details

Required fields are determined by the Site Administrator and are indicated by an asterisk (*).

- 22 Select any **Equipment** that needs to be transported from the drop-down list.
- 23 Select the Field Trip **Classification** from the drop-down list.
- 24 Manually enter the **Number of Students** requiring transportation into the text box or select it using the control.
- 25 Manually enter the **Number of Adults** requiring transportation into the text box or select it using the control.
- 26 Manually enter the number of special needs Students in wheelchairs requiring transportation into the **Number of Wheelchairs** text box or select it using the control.
- 27 Manually enter the **Number of Vehicles** required into the text box or select it using the control.
- 28 Manually enter the **Estimated Miles** into the text box or select it using the control.
- 29 Manually enter the **Estimated Cost** of the transportation into the text box.
- 30 Manually enter the **Estimated Hours** into the text box or select it using the control.



FIELD TRIP REQUEST FORM [NEW REQUEST]

A screenshot of a web application interface. At the top, there are three tabs: "Main", "Notes", and "History". The "Notes" tab is currently selected and highlighted. Below the tabs is a large, empty rectangular text area with a vertical scrollbar on the right side, intended for entering notes.

Notes

Corresponds with the *Notes* tab in the Field Trip module within *routefinder pro*. This can be used any way that you wish to use it. Notes entered through *infofinder le* will appear in *routefinder pro* and vice versa.



FIELD TRIP REQUEST FORM [NEW REQUEST]

Date	Status	User	Notes
3/28/2012 10:55:39 AM	Level 1 - Request Submitted	Secretary, Suzy	

History

Corresponds with the *History* tab in the Field Trips module within *routefinder pro* and lists all of the events that have occurred to the Field Trip request. Therefore; it will be blank until after the request has been submitted. Once submitted, the events will be listed in chronological order on *infofinder le* and reverse chronological order within *routefinder pro*.



FIELD TRIP REQUEST FORM [NEW REQUEST]

*Map It!

When you click on the ***Map It!** button, if you have address information entered for the *Destination* - Google Maps will launch and provide you with directions from the *Depart From School* (based upon it's geocode location within Routefinder Pro) to the destination.⁵

Cancel/Return to List

Click on the **Cancel/Return to List** button to cancel the Field Trip request; you will be redirected to a list of previously requested Field Trips.

Save

Click on the **Save** button to save and submit the Field Trip request.

Your field trip has been submitted:

Reference #00011

When you submit the request, you will receive a Reference #. Click on the **Close** button; you will be redirected to a list of previously requested Field Trips.

Close

⁵ *Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or the mapping services.



FIELD TRIP REQUEST FORM [NEW REQUEST]

Customer Support Department 1-888-427-2403, Option 2

www.mytransfinder.com