













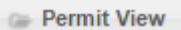


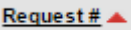



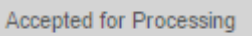

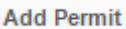
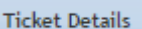
# Compass Field Trip Administrator User Quick Reference Guide

IF YOU ARE A TRANSPORTATION USER/ADMINISTRATOR:	Administrators will see every trip in Compass Field Trips and the trip's current status.
 Dashboard	Click to return to the Dashboard/Calendar screen. All data on the Dashboard applies to all trips.
 Inbox	Click to go to the Inbox.
 Bulk Schedule	Create a bulk schedule for an entire sports season at one time. (Permissions may be given to an Athletic Director for this function)
 Trip Calendar	A monthly, weekly, or daily calendar showing the duration of ticketed trips, driver, vehicle and link to trip.
 Cost Calculator	Click to go to a dialog box to estimate the costs of a trip being planned for submission. This calculator is also on the Estimated Expenses tab in the trip form.
 Options	Click to change password and inbox settings and other options directly related to the original permissions for the user.
 Reports	Click to open the Report creation box.
 Administration	Click to open the page of links to Management/user/vehicle maintenance tools, List Maintenance tools, and Application Configuration tools.
 Help	Open the help files: Trip Requestor's Manual, Trip Approver's Manual, Administrator's Manual. All manuals are available for download.
 SignOut	Sign out to exit the application properly.
	On the Inbox page, use the Filter button to query for a certain trip, or array of trips by status, date, date range, vehicle, driver, school, or activity.
	Copy a trip by selecting a previously created trip and then editing dates and other information. Bulk trips easily duplicated such as an entire season for a sport.
	Select any trip and print the information in the system for that trip.
	Exports all records in the user's Compass Field Trip to Excel
	Changes Inbox configuration to show Vehicle and Driver assignments.
	Only shows when in Permit View and will make the screen revert to original Inbox configuration.
	Create a new trip.
	The Trip ID # for any trip created. Click on any trip ID to open the trip.


<u>Any Field Name</u>	Click on any underlined field name to sort the data by the entries in that field.
 Permits	A tab is visible to Admin personnel to open the screen to Add a permit and all activities related to creating a trip ticket.
Add Permit	Click to open the form to assign the driver, vehicle, create bid sheet, print the trip ticket and more!

## Quick Tips for Compass Field Trips

### How to Prepare a Trip to Give to Your Driver in Compass Field Trips:

1. Open a trip that has been . Click on the  Permits tab in the trip.
2. Click on . A form will open which has the trip information already in the  area that was provided by the requestor.

3A—If your Drivers bid for the trips: (Otherwise go on to Step 3B)

- a. Click on . The ticket information will be populated so that a bid sheet can be produced for driver inspection and sign up.



- b. Print the bid sheet by clicking on .
- c. After the driver has been determined for the trip, continue on to Step 3B, a.

3B—If you assign the trips by availability, seniority or other criteria:

- a. Assigning a vehicle—the number can either be manually typed in or selected for the search function. (Assignment of a vehicle is NOT mandatory and the ticket can be completed without this information.)

Vehicle Type   
 Location

- b. Selecting the vehicle location from the drop down  
(This field is mandatory and you will be reminded if left blank.)

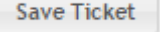

- c. Assigning a driver—either by typing in the name or using the search function.
- d. You can copy and paste driver directions into the Directions box:

Personnel Name  
 Bucky

Directions:

- e. Add notes for the driver that may be helpful up to 512 characters.



- f. Save the ticket  and  the ticket to give to your driver for the trip.