










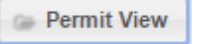
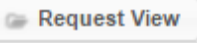

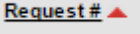
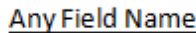

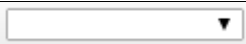
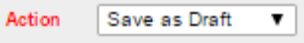




Compass Field Trip Requestor Quick Reference Guide

IF YOU ARE A TRIP REQUESTOR:	
 Dashboard	Click to return to the Dashboard/Calendar screen.
 Inbox	Click to go to the user's Inbox.
 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.
 Help	Open the help files: Trip Requestor's Manual, Trip Approver's Manual, Power User'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 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 underlined field name to sort the data by the entries in that field.
	In the Create Trip Form, any field in red is mandatory and must be completed to be able to submit the trip.
	Fields with a down arrow have a list of options to choose from. An administrator must add new entries if your entry is not available.
	Complete the form and either save it as a draft or submit for approval.
	Click the Save button in the lower right hand corner for final submission or to save as draft.
	If you have incomplete mandatory fields, a dialog box showing fields to be completed will open.

Quick Tips for Compass Field Trips

How to Create a Trip in Compass Field Trips:



1. After signing into Field Trips, click on the **Inbox** icon to open your inbox. Only the trips for the user will be shown.



2. Click on the icon to open the field trip form to create your new field trip.

3. Complete the form filling all the blanks. Please note: All fields with their field name in **RED** are mandatory fields and you will not be able to submit the form with any of these field incomplete.

Action

Submit Request ▼

Save

4. When the form is complete, and . An email will automatically be submitted to the subsequent level of approval, which is stored in your user profile. If you get interrupted, you

Action

Save as Draft ▼

Save

are able to and . You will be able to finish the request later and the work that you've begun will not be lost.

5. Your trip has been assigned a Request # and will now be in your Field Trip Inbox with all of the information you completed in the form and a status of **Awaiting Principal's Approval**.

Request Approvals

6. If you reopen your trip request, you will see an additional tab . This screen will show you the progress of what is happening every step of the way with your trip such as:

Status	Comments	Date
Invoice Generated		5/7/2014 12:37:52 PM
Bill Under Preparation		2/19/2014 11:30:06 AM
Ticket(s) Issued		12/12/2013 11:02:43 AM
Accepted for Processing		12/12/2013 11:02:39 AM
Awaiting Athletics Director's Approval		12/10/2013 2:11:36 PM

The most recent action will be on the top of the list.

7. As your trip progresses through the district's process, you will be notified by email of approvals, assignment of driver and vehicle, final cost of the trip and billing per the information you provided when you submitted the trip.