


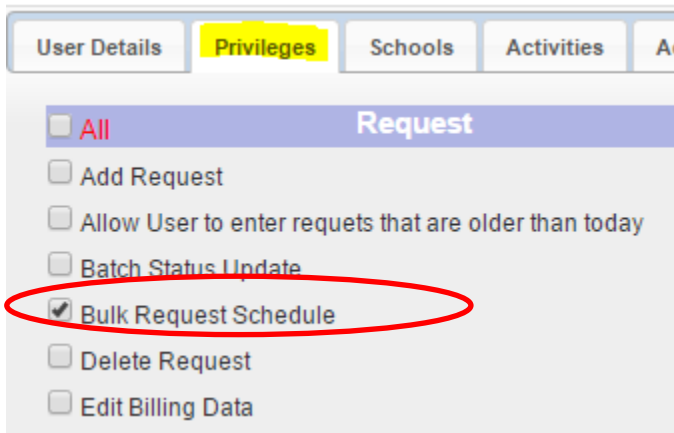
Bulk Scheduling

A Requester with the appropriate permissions, an Athletic Director, or Transportation User can create Bulk Schedules to accommodate full-season athletic or activity schedules. This ability allows the User to enter the information into a basic request form and then add the needed number of lines with the dates of each of the events and the location to which the group will travel. Bulk scheduling lets users avoid filling out redundant forms.

Add the Bulk Scheduling Permission

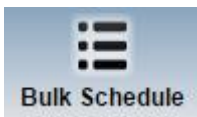


1. In the Administration area, Search for the User that is to have new or additional permissions. Click  to change or add permissions to their record.
2. Under the Privileges tab, select Bulk Request Schedule. Make sure and Save the change before leaving the User's record.



Creating a Bulk Schedule



1. Click on  to open the Bulk Scheduling screen in Field Trip. Users with this permission will have the Bulk Schedule option at the top of their Field Trip screen along with Dashboard, Inbox, and Administration icons.

Bulk Schedules						
No.	Title	Academic Year	School	Activity	Active	Edit
1	Coach		Campobello Gramling School	Football - Varsity	Active	

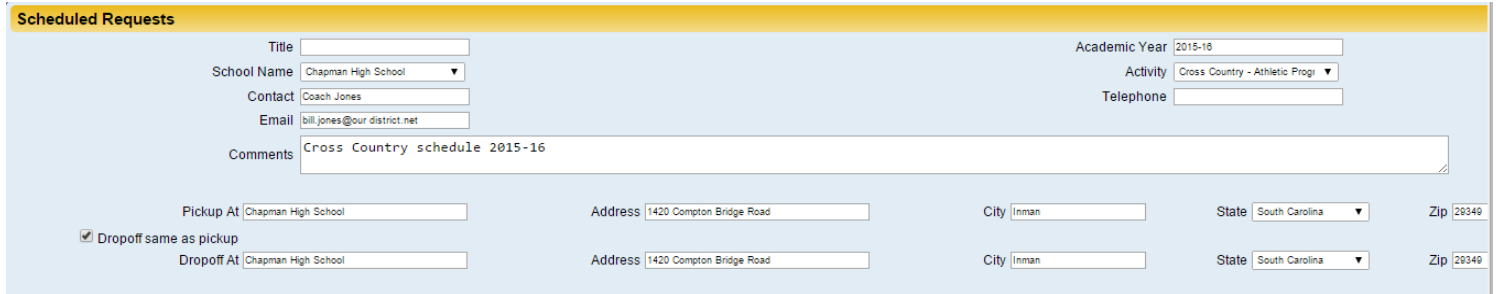
Show Expired Bulk Schedules Show Deleted Bulk Schedules

[Add New Schedule](#)

Any existing bulk schedules will be there for review and edit.

2. Click  to add a new bulk schedule.

3. The Scheduled Requests for bulk scheduling will open and look like this:



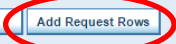
Complete the information in the form. The basic information should be the same for the entire schedule such as the school name, activity, email address, pick up and drop off areas.

4. When the Scheduled Requests page opens, three lines will also appear in the form. Complete each line by adding the date for each event, pick up and drop off times, destination, etc. If the destinations are in your list of destinations, the address, city, state and zip will populate automatically.


Request Number	Bill To	Start Date*	End Date*	Pick-up Time*	Drop-off Time*	Destination*	Address*	City	State	Zip	# Students*	# Adults*	# Wheel Chairs*	# Car Seats	Vehicle Type	S.I	# Buses	Status	Ac
	Chapman High School	9/9/2015	9/9/2015	2:00 PM	8:30 PM	Campobello Gramling School	250 Fagan Avenue	Campobello	South Carolina	29322	25	4	0	0	Regular Bus		1		
	Chapman High School	9/18/2015	9/18/2015	2:00 PM	8:30 PM	Blacksburg High School	201 W Ramseur Road	Blacksburg	South Carolina	29702	25	4	0	0	Regular Bus		1		
	Chapman High School	9/23/2015	9/23/2015	2:00 PM	8:30 PM	Dreher HS	1345 Millwood Ave	Columbia	South Carolina	20901	25	4	0	0	Regular Bus		1		
									South Carolina										
									South Carolina										

Override Code

Record(s) will be saved only if all the cells marked * in the grid rows are populated. Check grid column headers. Once submitted, requests cannot be edited by the requestor. Please contact transportation services administrator to edit any requests that are submitted already.


Save 

Click on Add Request Rows to have rows added 2 at a time to the rows originally on the form.





Click Save  to complete your bulk schedule. Each entry will be given a request # and now shows as Awaiting Athletics Director's Approval or Awaiting Principal's Approval.

2306	06/17/2015	9/4/2015 4:30 AM	9/4/2015 10:30 PM	Campobello Gramling School	Westside High School	Transportation User	55	Football - Varsity	Awaiting Athletics Director's Approval
2333	08/14/2015	9/9/2015 9:00 AM	9/9/2015 12:00 PM	Holly Springs Motlow Elem School	Landrum High School	Transportation User	21	Academic	Awaiting Principal's Approval
2334	08/24/2015	9/9/2015 2:00 PM	9/9/2015 6:30 PM	Chapman High School	Campobello Gramling School	Transportation User	29	Cross Country	Awaiting Athletics Director's Approval
2307	06/17/2015	9/11/2015 4:30 AM	9/11/2015 10:30 PM	Campobello Gramling School	Blacksburg Middle School	Transportation User	55	Football - Varsity	Awaiting Athletics Director's Approval
2335	08/24/2015	9/16/2015 2:00 PM	9/16/2015 6:30 PM	Chapman High School	Blacksburg High School	Transportation User	29	Cross Country	Awaiting Athletics Director's Approval
2308	06/17/2015	9/18/2015 4:30 PM	9/18/2015 10:30 PM	Campobello Gramling School	Boiling Springs High School	Transportation User	55	Football - Varsity	Awaiting Athletics Director's Approval

The above example shows bulk trips for both Cross Country and Varsity Football.

5. The User can easily filter all trips by date range, activity, requesting school and then assign drivers, buses in advance using the protocol or bid process for assigning drivers. 

Filters

Start Date: <input type="text" value="09/01/2015"/> 	End Date: <input type="text" value="06/30/2016"/> 
Request No: <input type="text"/>	Permit No: <input type="text"/>
Vehicle No: <input type="text"/>	Requesting School: <input type="text" value="▼"/>
Activity: <input type="text" value="Select options"/> 	Driver: <input type="text"/>
Status: <input type="text" value="19 selected"/> 	Location: <input type="text" value="▼"/>