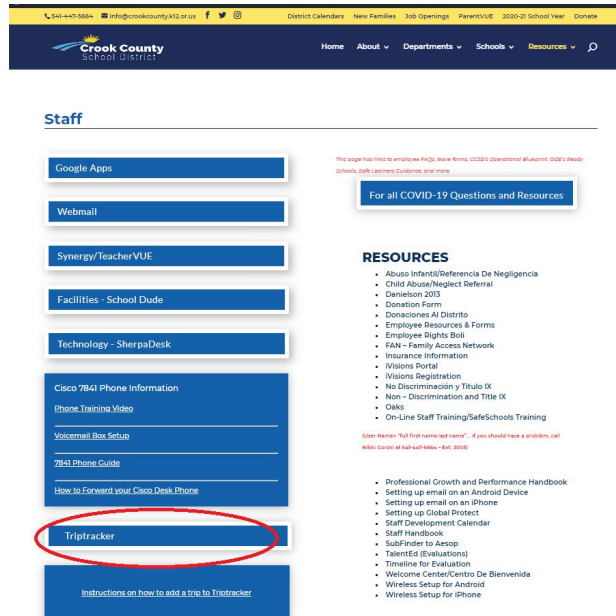
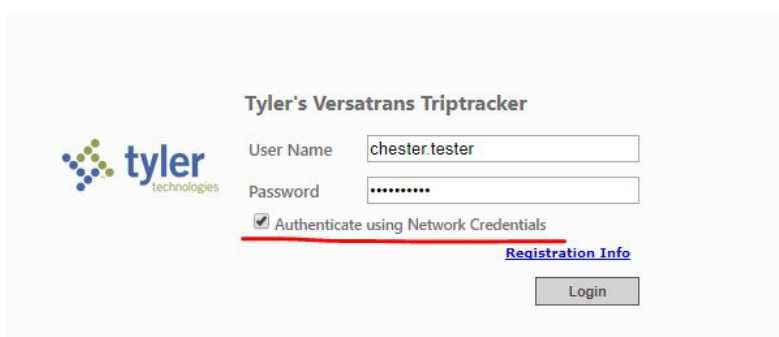


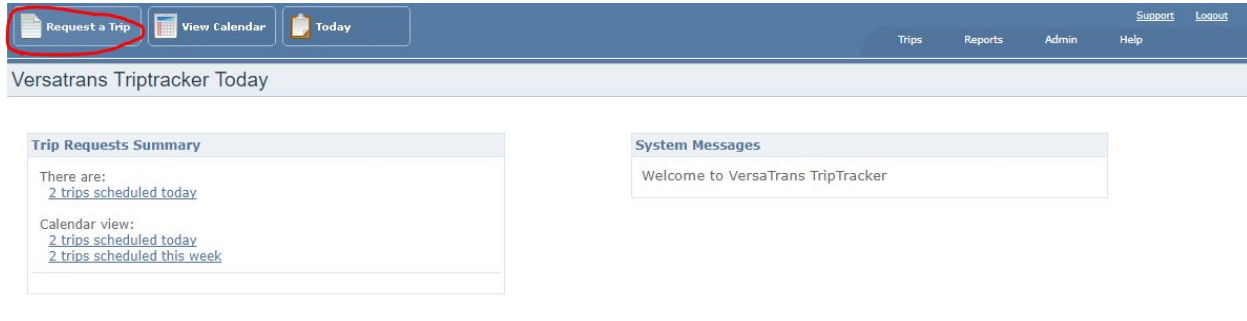
On the Resources tab of the Crook County home page select Versatrans Trip Tracker:



It will take you to the Trip Tracker login page where you will sign in using your Windows credentials like so (make sure to select the “Authenticate using Network Credentials” checkbox):



From the Trip Tracker homepage, you can request a trip from the upper left-hand corner.



Make sure you fill out the fields with pertinent information (descriptions below):

**Trip Details**

Trip Name:	<input type="text" value="test trip"/>	Trip Date:	<input type="text" value="1/3/2018"/>
Trip Type:	<input type="text" value="CCSD Student"/>	Activity Type:	<input type="text" value="Field Trip - Classroom"/>
Reason for Trip:	<input type="text"/>		
Account:	<input type="text" value="Non CCSD Bill To: (Add info in Budget Code)"/>		
Requester:	<input type="text" value="Walker, Ian"/>	<input checked="" type="checkbox"/> Expand Requester List	
Account Notes:	<input type="text"/>		
PO Number:	<input type="text"/>		
Origin:	<input type="text" value="District Office"/>	<input type="checkbox"/> One-Way Trip	
Departure Date:	<input type="text" value="1/3/2018"/>	Departure Time:	<input type="text" value="08:00 AM"/>
Return Date:	<input type="text" value="1/3/2018"/>	Return Time:	<input type="text" value="05:00 PM"/>

Trip Name: Something descriptive about the trip to help identify it.

Trip Date: The date of the trip.

Trip Type: Indicates who is going on the trip.

Activity Type: Indicates what you are doing on the trip.

Account: Use drop down list. This is to indicate how it is paid. Choose by school and if you cannot find it listed, use "Can't Find?" and then put in information into the budget code at the bottom of the page. If it is to be billed to an outside entity, use "Bill To" and put the billing information into the budget code field.

Requester: Make sure you select "Expand Requester List" to select who the requester is (most likely yourself).

Account:

Requester:   Expand Requester List

Account Notes:

Press Add to add each destination.

Destination:

Arrival: 

Date	<input type="text" value="1/4/2018"/>	Time	<input type="text" value="10:00 AM"/>
------	---------------------------------------	------	---------------------------------------

Departure: 

Date	<input type="text" value="1/4/2018"/>	Time	<input type="text" value="04:00 PM"/>
------	---------------------------------------	------	---------------------------------------

Click "Add" to add the select location to the list of destinations for this trip.

It will appear underneath the location selection:

Destination:  [Can't find y  
Click here to](#)

Arrival: Date:  Time:

Departure: Date:  Time:

Click "Add" to add the select location to the list of destinations for this trip.

Destination	Arrival Date/Time	Departure Date/Time
BROTHERS ELEMENTARY SCHOOL	1/4/2018 10:00 AM	1/4/2018 4:00 PM

Choose the corresponding number of people for the request:

Adults Students Wheelchairs Vehicles

Number Of:      Special Accommodations

Contact Name:  Contact Phone:

Notes:

Press Submit and you're done! You will receive updates for the trip via email.