

Field Trips

To look up information about a Field Trip or to request a new Field Trip, click on the **Field Trips** link on the navigation bar across the top of any page.

The Field Trips search form will display.

1. Enter and/or select as little or as much search criteria as you'd like. The more criteria that you enter/select, the more narrow the search results will be.
2. Click on the Clear button to clear the form.
3. Click on the Search button to start the search.



The screenshot shows the 'Field Trips' search interface. At the top right is the 'infofinder le' logo. Below it is a navigation bar with links: Home, Students, Trips, Field Trips, Reports, and Options. A message reads: 'Enter the criteria by which to view field trips by or click the "New Field Trip" button to create a new field trip.' The main form is titled 'Field Trips' and includes a 'New Field Trip' button. Under 'Display Existing Field Trips', there are dropdown menus for Request Status, School, and Department, and input fields for From, To, Trip ID, and Trip Name. An 'Additional Filter' section has a Filter dropdown set to '[None]'. The 'Display Options' section has a View dropdown set to 'List'. 'Clear' and 'Search' buttons are at the bottom of the form. The footer contains the text '© 2015 - 2016 GEN ED 508' on the left and 'Copyright © 2016, Transfinder All Rights Reserved v12.3.33033' on the right.

A list of Field Trips matching your search criteria will display, and basic information about the Field Trip, such as Field Trip Reference #, Name, Destination, Status, Requested date, Departs date and time, and Requestor will be returned.

1. The status of each Field Trip is indicated by a specific color, a legend appears in the upper right-hand corner of the page.

2. Click on the Page numbers to navigate from page to page.
3. Each Field Trip Reference # and Name is a hyperlink to the Field Trip request. Click on the link to access detailed information about a request.
4. Click on the New Copy icon to make a copy of a Field Trip request that can be used to create a new Field Trip request.

The screenshot shows the 'infofinder le' website interface. At the top right is the logo. Below it is a navigation menu with links: Home, Students, Trips, Field Trips, Reports, Options. Below the menu is a 'Field Trips' section with buttons for 'New Field Trip', 'New Search', and 'View Calendar'. A legend indicates status icons: Request Submitted, Level 2 Approved, Level 3 Approved, Level 4 Approved, Denied, Transportation Approved, Cancelled, Completed. Below the legend, it says '4,171 Record(s)(418/page)' and 'Page: [1] 2 3 4 5 6 7 8 9 10'. The main table has the following columns: Trip, Name, Destination, Status, Requested, Departs, Requestor.

Trip	Name	Destination	Status	Requested	Departs	Requestor
20103	Woodmen Hills Rec Center	Skate City (Austin Bluffs)	Completed - Request	07/01/10	07/09/10	Ch
20103	20103	Skate City (Austin Bluffs)	Completed	12:05PM	11:30AM	Ch
20103	20103	Skate City (Austin Bluffs)	Completed - Request	07/01/10	07/09/10	Ch
20103	20103	Skate City (Austin Bluffs)	Completed	12:05PM	11:30AM	Ch
20105	SCHS Band	Mile High Stadium	Completed - Request	07/01/10	07/10/10	Ph
20105	20105	Mile High Stadium	Completed	12:17PM	3:00PM	Ph
20105	20105	Mile High Stadium	Completed - Request	07/01/10	07/10/10	Ch
20105	20105	Mile High Stadium	Completed	12:17PM	3:00PM	Ch
20104	Woodmen Hills Rec Center	Brunswick Zone	Completed - Request	07/01/10	07/13/10	Ch
20104	20104	Brunswick Zone	Completed	12:11PM	9:00AM	Ch
20104	20104	Brunswick Zone	Completed - Request	07/01/10	07/13/10	Ph
20104	20104	Brunswick Zone	Completed	12:11PM	9:00AM	Ph
20107	20107	SPED	Level 2 - Request	07/06/10	07/16/10	Ch
20108	20108	SPED	Declined	10:25AM	7:00AM	Ch
20108	20108	SPED	Level 1 - Request	07/09/10	07/19/10	Ph
20108	20108	SPED	Submitted	8:19AM	7:00AM	Ph
20109	20109	SPED	Level 1 - Request	07/09/10	07/19/10	Ch
20109	20109	SPED	Submitted	8:19AM	7:00AM	Ch
20109	20109	VRHS	Cancelled - Request	07/13/10	07/26/10	Ph
20109	20109	VRHS	Cancelled	10:02AM	7:00AM	Ph
20109	SCHS FB @ VRHS	VRHS	Cancelled - Request	07/13/10	07/26/10	Ph
20109	20109	VRHS	Cancelled	10:02AM	7:00AM	Ph
20112	FHS Cheer @ Greeley	University of Northern Colorado in Greeley	Completed - Request	07/21/10	07/27/10	Ch
20112	20112	University of Northern Colorado in Greeley	Completed	12:04PM	7:00AM	Ch
20112	20112	University of Northern Colorado in Greeley	Completed - Request	07/21/10	07/27/10	Ph
20112	20112	University of Northern Colorado in Greeley	Completed	12:04PM	7:00AM	Ph
20113	FHS Cheer @ Greeley	University of Northern Colorado in Greeley	Completed - Request	07/21/10	07/30/10	Ch
20113	20113	University of Northern Colorado in Greeley	Completed	12:19PM	9:00AM	Ch
20113	20113	University of Northern Colorado in Greeley	Completed - Request	07/21/10	07/30/10	Ch
20113	20113	University of Northern Colorado in Greeley	Completed	12:19PM	9:00AM	Ch

5. Click on the View Calendar button to view Field Trip requests on a monthly calendar.
6. Hover over a Field Trip request, and the departure time will pop-up.
7. Click on the New Field Trip button to request a Field Trip.
8. Click on the New Search button to return to the Field Trips search form.
9. Click on the View List button to return to the list view.

Field Trips

New Field Trip New Search View List

Request Submitted Level 2 Approved Level 3 Approved Level 4 Approved
 Denied Transportation Approved Cancelled Completed

October 2018						
Mon	Tue	Wed	Thu	Fri	Sat/Sun	
39	Sep 26	27	28	29	30	Oct 1
40	3	4	5	6	7	8
41	10	11	12	13	14	15
42	17	18	19	20	21	22
43	24	25	26	27	28	29
44	31	Nov 1	2	3	4	5
					22204 Home Carems - (2) 22303 Home Carems 9:00am - 9:30am 22303 Home Carems	6