Tripfinder Quick Start Guide

1: Log In

https://tripfinder.transfinder.com/tr ipfinder/

Client ID: westsalem **User Name**: First initial of 1st name followed by last name. Ex: mquinn **Password**: 123456 (change in settings)

Check **Remember Me** if you want to save your login credentials. Click the Log In button to begin creating your field trip request.

2: Start a New Field Trip Request

When you first log in, you will find yourself on the **Field Trips** grid. Here you can see all the field trips submitted for your school.

Click the Submit New Request

button in the top right-hand corner of the page.

When you click Submit New Request the **Add Field Trip** form will appear.

3: Fill Out Form

Enter the details for your field trip in the appropriate fields on the **Add Field Trip** form.

Any field with an asterisk (*) is required.

There are different types of fields on the form. Some require a text entry, others will have a drop-down menu to choose from, or a date/time picker.

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4: Save and Submit

Choose the appropriate save method at the bottom of the form.

Save: Submit your field trip request for approval.

Save as Template: Save the form field entries to auto-populate a request form in the future.

Save and Close: Submit request for approval and close the form.

Close: Exit form without saving or submitting your request.

Save Save as Template Save & Close Close



Add Field Trip Form: Save Options

5: My Submitted Requests

After saving and submitting your field trip request, navigate to **My Submitted Requests** to view field trip requests you have submitted. You can easily track your requests through the grid.

Refer to the **Status** column to see the current status of your requests.

You will be able to make edits to your field trip request up until it has been reviewed by the first approver. To edit a request, select the record you want to work with in the grid, right click and select the **Edit Trip** option from the **Right Click Menu**.

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My Submitted Requests Grid

Navigation

The **Main Navigation Panel** on the left hand side of the screen will allow you to move between the grids and features available in Tripfinder.

You can expand this panel to see the menu labels, collapse it to display only the icons.



Collapsed Navigation

Expanded Navigation