

# Tripfinder Quick Start Guide

## 1: Log In

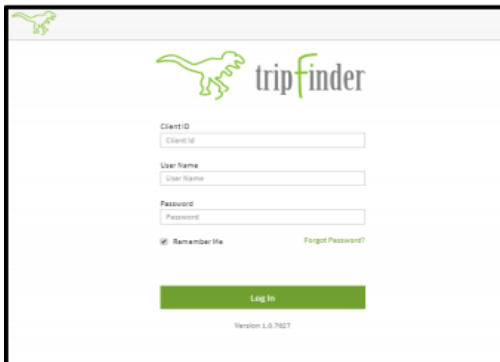
<https://tripfinder.transfinder.com/tripfinder/>

**Client ID:** westsaalem

**User Name:** First initial of 1<sup>st</sup> name followed by last name. Ex: mqinn

**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.

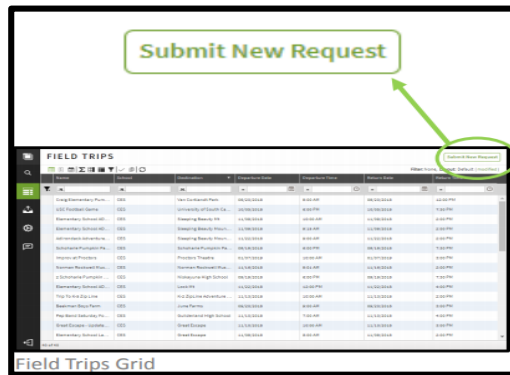


## 2: Start a New Field Trip Request

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.



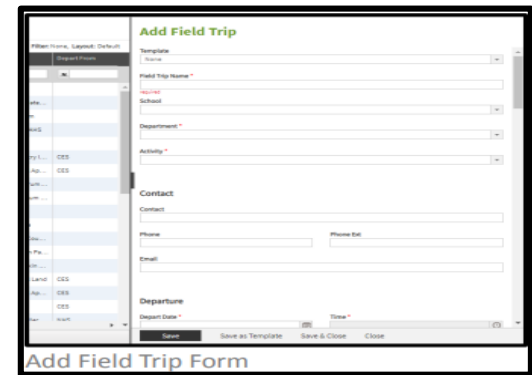
Name	Department	Location	Date	Status
University of Oregon	CEC	University of Oregon	03/20/2018	Approved
University of Oregon	CEC	University of Oregon	03/20/2018	Approved
University of Oregon	CEC	University of Oregon	03/20/2018	Approved
University of Oregon	CEC	University of Oregon	03/20/2018	Approved
University of Oregon	CEC	University of Oregon	03/20/2018	Approved
University of Oregon	CEC	University of Oregon	03/20/2018	Approved
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## 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.



#### 4: Save and Submit

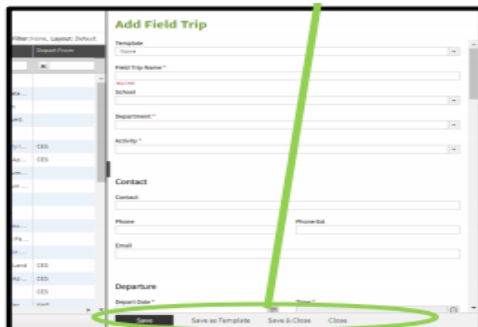
Choose the appropriate save method at the bottom of the form.

**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.



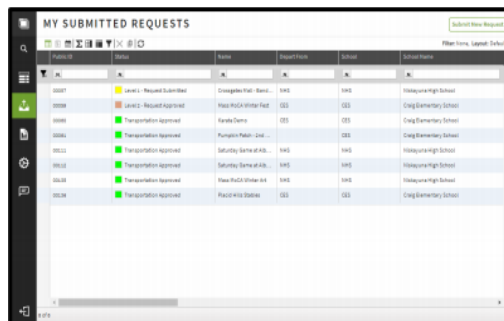
Add Field Trip Form: Save Options

#### 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**.



Request ID	Status	Name	Depart Date	Status	School Name
22027	Link 1 - Request Submitted	Coastal Nat. Park	1/4/25	1/4/25	Halsey High School
22028	Link 2 - Request Approved	Peak Pacer Winter Fest	1/5/25	1/5/25	Craig Elementary School
22029	Request Approved	Winter Days	1/5/25	1/5/25	Craig Elementary School
22030	Request Approved	Funghi Field Day	1/6/25	1/6/25	Craig Elementary School
22031	Request Approved	Sanity Day at OS	1/6/25	1/6/25	Halsey High School
22032	Request Approved	Sanity Day at OS	1/6/25	1/6/25	Halsey High School
22033	Request Approved	Peak Pacer Winter Fest	1/4/25	1/4/25	Halsey High School
22034	Request Approved	Peak Pacer Winter Fest	1/5/25	1/5/25	Craig Elementary School

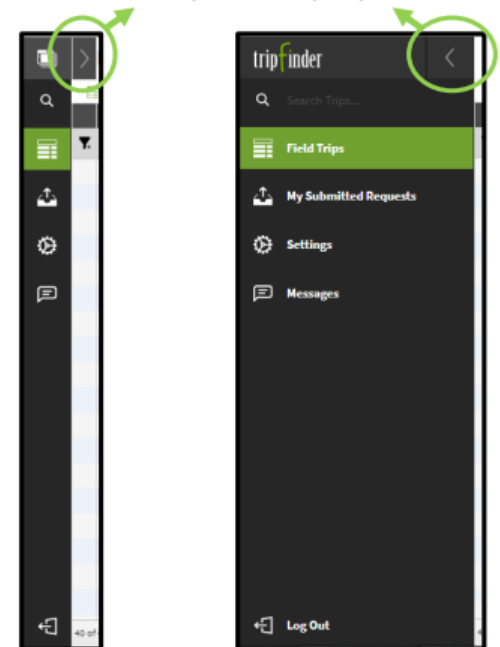
My Submitted Requests Grid

#### 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.

Click to expand/collapse panel



Collapsed Navigation

Expanded Navigation