

Welcome to TripDirect

Your department has established you as the person of authority to approve expenditures on the organization (Org #) code provided for “trip requests” (requests for Motor Pool vehicles). Now that your account has been established with TripDirect, “trip requests” will start coming to you. As a “Site Administrator” for your department, all trip requests made for your department will be routed to you for approval. Facilities Services will not activate a trip request without your approval. This short “how to” guide will explain how the trip approval process works and how you can do your part in getting those “trips” on the road.

Go to

<http://www.schooldude.com/>

Welcome to TripDirect

Now What?



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5 what's this?

Internet 150%

The Login Page

As a Site Administrator for your department, you will receive an email alerting you to the submitted “trips” awaiting your approval. The email will contain a link to the “TripDirect” Login page.

Log into your account using your full GMU email address as the “Login Name”. Your password is gmud123. Choose “Trip Direct” from the drop down menu next to the words “Go To” and click “sign in”.



Account Login

Login Name

Password

Go to

[→ sign-in](#)

[Forgot Login?](#)



Approving Your Department's Vehicle Requests

Once you've logged in with your user name and password, your Home page should look like this.

The screenshot shows the TRIP DIRECT web application interface. At the top, there is a navigation bar with the George Mason University logo on the left, a search bar, and links for 'Go To', 'Quick Links', 'SERVICES', 'LOGOUT', 'MY ACCOUNT (198557072)', and 'HELP'. Below this is a secondary navigation bar with tabs for 'Home', 'Calendar', 'New Trip Request', and 'Account Setup'. A search bar is also present in this section.

The main content area is divided into several sections:

- Quick Launch:** Includes links for 'New Trip', 'MySchoolBuilding', and 'Users Forum'.
- Recent Changes:** Lists recent updates with user names like 'Green Machine Leadership Retreat', 'Brad Gla:felter', 'Peter Stearns', 'Test', 'GMU-TV Team building', and multiple instances of 'Naveia Kennedy'.
- Login Here:** A personalized message: 'Hello Terri Russell! If you are not Terri Russell please click [here](#).'
- Trip Requests:** The central section, titled 'Waiting Your Approval' and 'Waiting Your Estimate'. It features a 'Period' dropdown menu set to 'All' and a 'Trips' table with the following data:

Category	Count
Submitted	3
Approved	1311
Pending	107
Canceled	0
Declined	247
Duplicated	31
Estimate	13
Estimate Pending	0
Estimate Requested	0
Estimate Pending	0
Estimate Complete	0

A pie chart is partially visible, showing a small slice of purple (Submitted) and a larger slice of blue (Approved). A legend below the chart identifies the colors: Submitted (purple), Approved (blue), Pending (orange), Canceled (red), Declined (green), Duplicated (yellow), Estimate (light blue), Estimate Pending (dark blue), and Estimate (light green). A 'Refresh Pie' button is located below the table. A note states: 'Counts are based on the Trip Departure Date for each selected period.'
- Active Trips:** Shows '5 In Progress', '3 Today', '6 This Week', and '1 Completed'.
- Actual Costs:** Displays 'This Month: \$3,544.25' and 'Last Month: \$10,915.24'.
- To Do Tasks:** Shows 'Prev 7 Days | Next 7 Days' with dates '8/12/2011-8/19/2011' and 'No Tasks Listed'. An 'Add New Task' button is present.
- Information Analysis:** A list of categories including 'Budgets', 'Calendar Event Types', 'Drivers', 'Locations', 'Organizations', 'Saved Actions', 'Transactions', 'Transportation Types', 'Trip Packages', 'Trips', 'Vehicles', 'Vendors', 'Food Services', 'Maintenance Services', and 'IT Services'.

The bottom of the page shows a browser window with the address bar and a taskbar.

*(Note: You won't see the pie chart until after the first trip request has been submitted.)

For the purposes of this guide, we will not address the reporting functions of this application. For information on this subject, call Facilities Services at 3-2442.

To start approving submitted trip requests, click on the **number** of requests under the words “Waiting Your Approval” This link will take you to the actual “Approve Trip Request” page.

George Mason University | Go To: - Quick Links - | SERVICES | LOGOUT | MY ACCOUNT (198557072) | HELP

TRIP DIRECT

Home | Calendar | **New Trip Request** | Account Setup

Search For: **GO**
Advanced Search | Help

Quick Launch
New Trip
MySchoolBuilding
Users Forum

Recent Changes
Previous | Next

- Green Machine Leadership Retreat
- Brad Gla:felter
- Peter Stearns
- Test
- GMU-TV Team building
- Naveia Kennedy
- Naveia Kennedy
- Naveia Kennedy
- Naveia Kennedy
- Naveia Kennedy
- Naveia Kennedy

Login Here
Hello Terri Russell!
If you are not Terri Russell please click [here](#).

Trip Requests

Waiting Your Approval
2

Waiting Your Estimate
0

Period: All

Trips

- 3 Submitted
- 1311 Approved
- 107 Active
- 0 Inactive
- 1204 Closed
- 19 Pending
- 247 Canceled
- 31 Declined
- 13 Duplicated
- 0 Estimate Requested
- 0 Estimate Pending
- 0 Estimate Complete

Active Trips

- 5 In Progress
- 3 Today
- 6 This Week
- 1 Completed

Actual Costs

- This Month: \$3,544.25
- Last Month: \$10,915.24

To Do Tasks
Prev 7 Days | Next 7 Days
Date: 8/12/2011-8/19/2011
No Tasks Listed

Information Analysis

- Budgets
- Calendar Event Types
- Drivers
- Locations
- Organizations
- Saved Actions
- Transactions
- Transportation Types
- Trip Packages
- Trips
- Vehicles
- Vendors

Food Services
Maintenance Services
IT Services

Counts are based on the Trip Departure Date for each selected period.

Upcoming Events
Location:

The “Approve Trip Request” page will only let you view one trip at a time. From the drop-down menu next to the words “Waiting Your Approval”, choose the trip you wish to address first.

George Mason University

Go To - Quick Links - SERVICES LOGOUT MY ACCOUNT (198557072) HELP

TRIP DIRECT

Home Calendar **New Trip Request** Account Setup

Search For: GO
Advanced Search | Help

Trip Shortcuts

Account Setup	Add New Trip	List My Trips	Approve Trip Requests	Batch Close Trips
Batch Cancel Trips	List My Bookings	Graph My Trips	Print My Trips	

Approve Trip Request

Waiting Your Approval 1722 - Naveia Kennedy

Trip ID	Location	Package Name	Organization
1722 Naveia Kennedy 8/15/2011 8:00 AM	Fairfax Car 8/15/2011 5:00 PM	Education Objectives	# Students # Adults Total Attendees Contact Name Phone Number Facilities Management 0 0 0 NaveiaKennedy

Process/Approve Now

Cancel Notify Book By
 Decline Notify Contact Person
 Duplicate

When the page refreshes, the trip will be listed, showing basic information. If the information shown is enough to base your approval decision, you may click on “Process/Approve Now”, or select Cancel* or Decline (by clicking on the circle next to the desired action). Click the “Save” button.

The “Duplicate” option is not used.

***DO NOT USE THE CANCEL/DECLINE OPTIONS FOR TRIPS THAT HAVE BEEN APPROVED PREVIOUSLY**

If you require more information on the requested trip or need to make changes to the trip before it is approved, you may click on the “Trip Name”. Clicking on either the “Process/Approve Now” or “Trip Name” links will take you to the trip request itself.



Search For: [Advanced Search](#) | [Help](#)

Trip Shortcuts

Account Setup	Add New Trip	List My Trips	Approve Trip Requests	Batch Close Trips
Batch Cancel Trips	List My Bookings	Graph My Trips	Print My Trips	

Approve Trip Request

Waiting Your Approval 1722 - Naveia Kennedy

Trip ID	Location	Package Name	Organization
Trip Name Departure Date Departure Time Drop Off Location	Transportation Type Return Date Return Time Pick Up Location	Education Objectives	# Students # Adults Total Attendees Contact Name Phone Number
1722 Naveia Kennedy 8/15/2011 8:00 AM	Fairfax Car 8/15/2011 5:00 PM		Facilities Management 0 0 0 NaveiaKennedy





Process/Approve Now

- Cancel
- Decline
- Duplicate
- Notify Book By
- Notify Contact Person

From the trip request page you can make changes to the Booking Details, Trip Contact, Attendees, or Transportation Type. We recommend that you note any changes made to the request in the "Approval Notes" field at the bottom of the page.

George Mason University Go To - Quick Links - SERVICES LOGOUT MY ACCOUNT (198557072) HELP



Home Calendar **New Trip Request** Account Setup

Search For: **GO**
Advanced Search | Help

Trip Request Shortcut

Account Setup	Add New Trip	Booking Details	Attendees
Categorization	Required Services	Scheduled Stops	Costs
Transportation Information	Approvals	Print Trip Details	Print Driver Ticket
Print Trip Directions	Renew Trip		

Quick Links

- Trip List
- Process New

Legend: Indicates required information.

Booked By

<input checked="" type="checkbox"/> First Name <input type="text" value="Naveia"/>	<input checked="" type="checkbox"/> Last Name <input type="text" value="Kennedy"/>	<input checked="" type="checkbox"/> Email <input type="text" value="nkenned2@gmu.edu"/>
Phone <input type="text" value="703-993-2526"/>	Pager <input type="text"/>	Cellular <input type="text"/>

Booking Details


Trip ID 1722 Save View/Change Declined Reason Back to Top

Status Submitted

Notify Booked By
 Notify Contact
 Notify Driver

Created Date 8/12/2011 7:08 AM
Trip State Inactive

Trip Name Naveia Kennedy



If you agree with all the trip details and choose to approve the request, click the check box next to the word "Approved?" and then the "Save" button.

DO NOT select a "User" from the "Route To Next" drop-down menu.

DO NOT click the check box next to the "Activate Trip Request?"

The trip request has now been automatically sent to Facilities Services for vehicle assignment and trip activation.

Assigned Vehicles [Select Vehicle](#)

Vehicle Number	Capacity
No Record Found.	

Assigned Vendors [Select Vendor](#)

Vendor Name	Contact Name	Phone Number
No Record Found.		

Actual Costs [Back To Top](#)

1 - 0 of total 0 listed [First](#) [Previous](#) [Next](#) [Last](#)

Date	Type	Description	Unit Cost	Quantity	Total
No Record Found.					
				Total Vehicle Cost	\$0.00
				Total Driver Cost	\$0.00
				Total Purchase Cost	\$0.00
				Total Vendor Cost	\$0.00
				Grand Total	\$0.00

Scheduled Steps [Back To Top](#)

Current List of Scheduled Steps

Description	Notes
No Record Found.	

Approval [Back To Top](#)

Current Route To Russell, Terri

Approval Process

Date Approved	Approved By	Note
No Record Found.		

Approved? **Route To Next** [-- Select User --](#)

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

Activate Trip Request?

[Save](#) [Reset](#)