



▶▶ INFOFINDER *le*

DISTRICT PERSONNEL OVERVIEW

EMPOWER DISTRICT PERSONNEL



DISTRICT PERSONNEL OVERVIEW

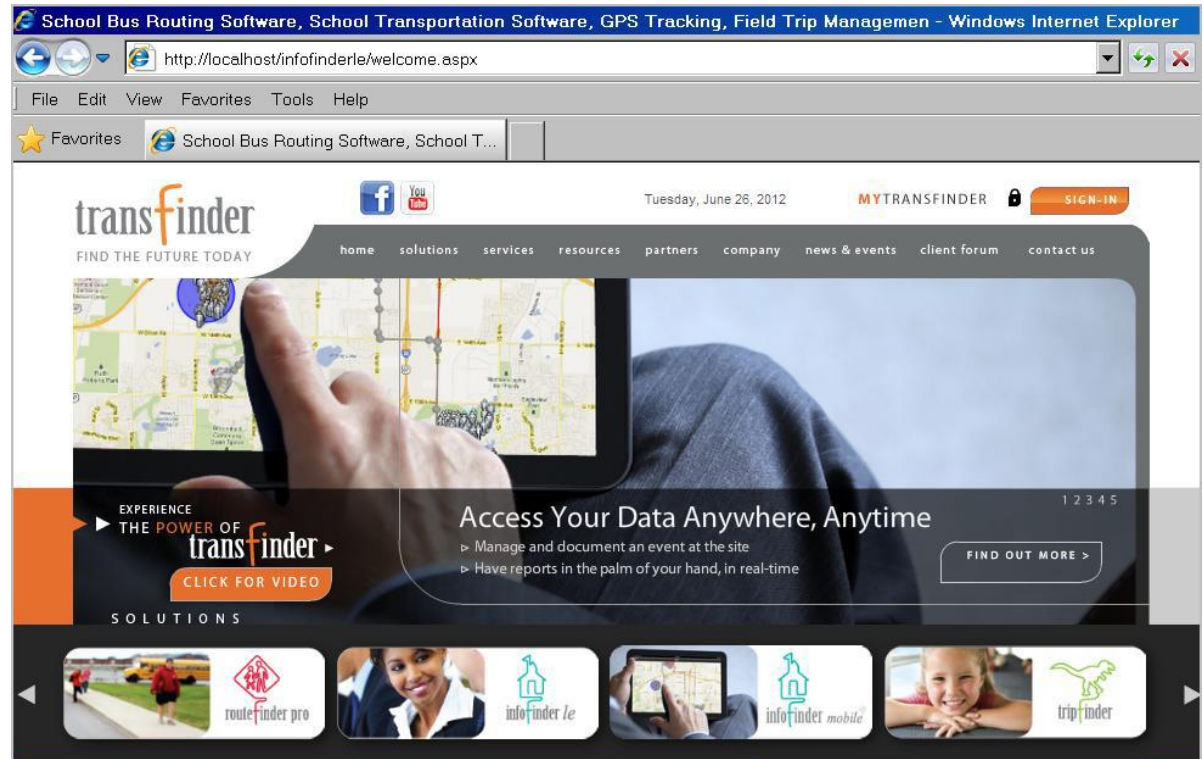
Infofinder *le* is a web-based solution from Transfinder that leverages our district's investment in Routefinder Pro to communicate with district personnel via district's intranet.

With Infofinder *le*, you can lookup Student and Trip data, run reports, and request and approve Field Trips.

If you have any questions or concerns please contact the Bus Garage at 436-7411.

To access your Infofinder *le* website:

1. Launch your web browser (Internet Explorer, Netscape, Chrome, Safari, Firefox, etc.)
2. In the **Address** field, type the URL:
`http://ccsd2-trans-as1/InfofinderLE.`
3. Press the **Enter** key, and the Infofinder *le* login page will display.





For quicker access to this page in the future, you may want to add it to your *Favorites*, bookmark it, or create a shortcut to it on your computer desktop.

Enter the **User ID** and **Password** that your Transportation Department created for you, into their respective fields, and then click on the **Login** button, and the Infofinder *le* homepage will display.

DISTRICT PERSONNEL OVERVIEW

A screenshot of the login page for infofinder le. The page features the infofinder le logo in the top right corner. Below the logo, the text "Welcome to Infofinder /e!" is displayed, followed by the instruction "Please type your user id and password below to gain access." A login form is centered on the page, containing two input fields labeled "User ID:" and "Password:", and a blue "Login" button. At the bottom right of the page, there is a copyright notice: "Copyright© 2012, Transfinder All Rights Reserved v10.0.8016".

infofinder le 

Welcome to Infofinder /e!
Please type your user id and password below to gain access.

Login

User ID:

Password:

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If the site administrator has granted you access to more than one data source, you will need to select the correct database from the **Select Database** drop down list, and then click on the **Open** button.

Transfinder CSD



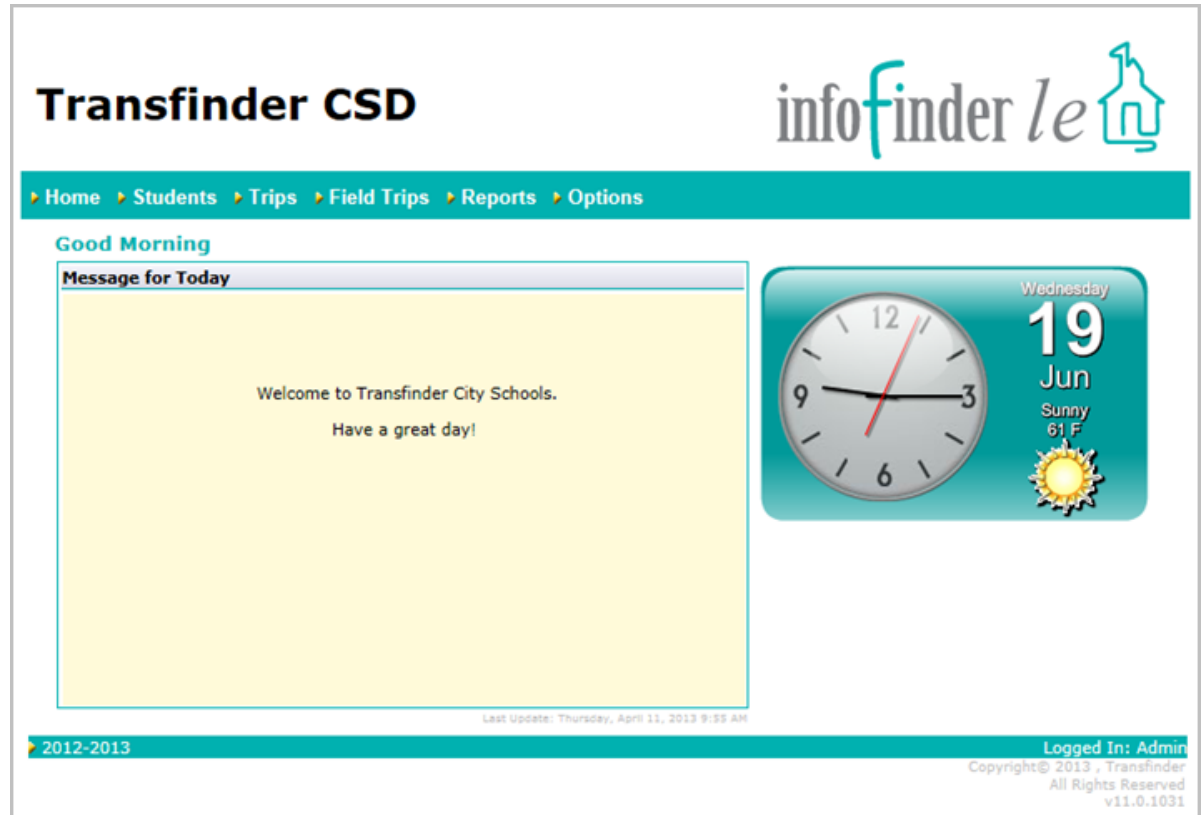
Please select the database you would like to work with.

Select Database

Database:

Logged In: Admin
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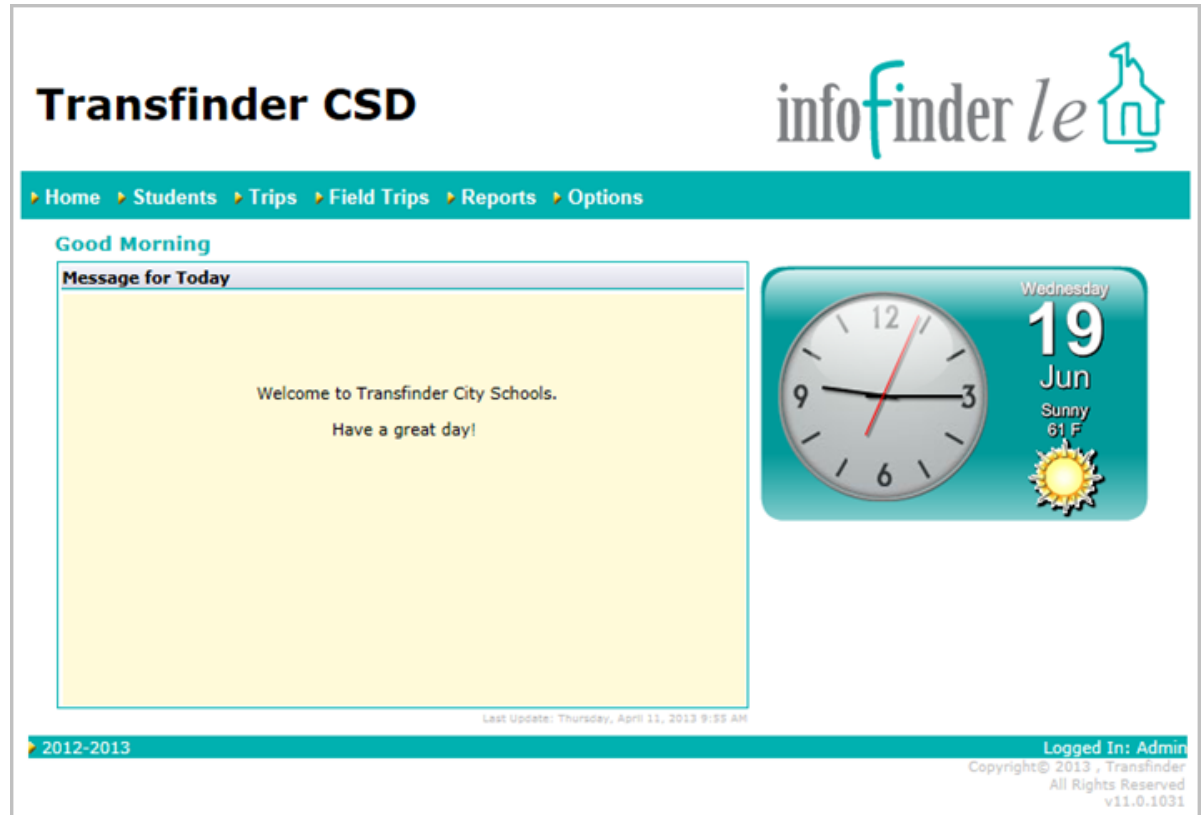
From the homepage, some of you can potentially look-up information about Students, Trips and Field Trips; request, approve, and decline Field Trips, run transportation Reports, change your password, and logout of the application. Click on the **Home** link on any page to return to the homepage.



The screenshot shows the Transfinder CSD application interface. At the top left is the title "Transfinder CSD" and the "infofinder le" logo. A navigation bar contains links: Home, Students, Trips, Field Trips, Reports, and Options. Below the navigation bar is a "Good Morning" section with a "Message for Today" box containing the text: "Welcome to Transfinder City Schools. Have a great day!". To the right of the message box is a weather widget showing a clock, the date "Wednesday 19 Jun", and weather conditions "Sunny 61 F". At the bottom left, it says "2012-2013" and "Last Update: Thursday, April 11, 2013 9:55 AM". At the bottom right, it says "Logged In: Admin", "Copyright© 2013 , Transfinder", "All Rights Reserved", and "v11.0.1031".

Important messages from the Transportation Department will appear in the *Message for Today* window.

The current date, time, and weather appear to the right, if the site administrator has enabled that option.




The screenshot shows the Transfinder CSD website interface. At the top left is the "Transfinder CSD" logo. To the right is the "infofinder le" logo with a house icon. Below the logos is a teal navigation bar with links: Home, Students, Trips, Field Trips, Reports, and Options. The main content area is titled "Good Morning" and contains a "Message for Today" window with a yellow background. The message reads: "Welcome to Transfinder City Schools. Have a great day!". To the right of the message is a weather widget showing a clock, the date "Wednesday 19 Jun", and the weather "Sunny 61 F" with a sun icon. At the bottom left, it says "2012-2013". At the bottom right, it says "Logged In: Admin", "Copyright© 2013 , Transfinder", "All Rights Reserved", and "v11.0.1031".



For those of you that have the Student tab. Click on the **Students** link on the navigation bar across the top of any page, and the *Student Search* form will display.

DISTRICT PERSONNEL OVERVIEW

Transfinder CSD




Home ▶ Students ▶ Trips ▶ Field Trips ▶ Reports ▶ Options

Good Morning

Message for Today

Welcome to Transfinder City Schools.
Have a great day!

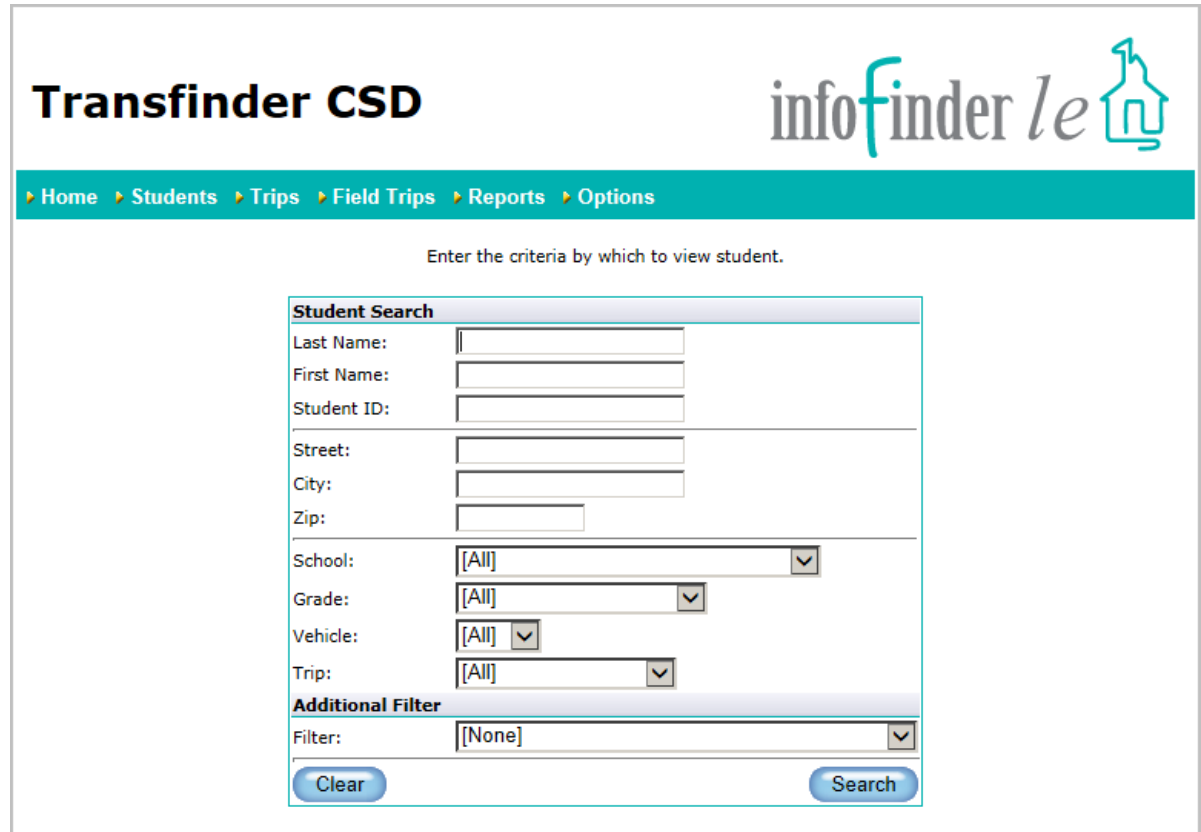


Wednesday
19
Jun
Sunny
61 F

2012-2013

Logged In: Admin
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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 and begin a new search.
3. Click on the **Search** button to begin the search.



The screenshot shows the 'Transfinder CSD' web application interface. At the top right is the 'infofinder le' logo. Below it is a navigation menu with links: Home, Students, Trips, Field Trips, Reports, and Options. The main heading reads 'Enter the criteria by which to view student.' Below this is a 'Student Search' form with the following fields: Last Name, First Name, Student ID, Street, City, Zip, School (dropdown menu), Grade (dropdown menu), Vehicle (dropdown menu), Trip (dropdown menu), and an 'Additional Filter' section with a 'Filter' dropdown menu. At the bottom of the form are 'Clear' and 'Search' buttons.

Note: If you do not select any search criteria, and the number of Student records in the database exceeds the Maximum Student Results threshold, you will be prompted to refine your search.

A *Summary List* of Students matching your search criteria will display, and basic information such as *Address*, *Phone*, *School* and *Grade* will be returned for each of them.

1. Click on the **New Search** button to return to the *Student Search* form to begin a new search.
2. Click on the **Page** numbers to navigate from page to page.
3. Each Student's name is a hyperlink to their Student record. Click on a link to access details about a specific Student.



Home ▸ Students ▸ Trips ▸ Field Trips ▸ Reports ▸ Options

Students New Search

View: Page: [1] 2 3 4 5 6 7 8 9 10 ...

Student	Address	Phone	School	Grade
ARDUINI, TYLER	21 ALVA ROAD NISKAYUNA, NY, 12309	(518)634-5925	Van Antwerp Middle School (VAMS)	08
ASURU, ARIEL	15 HILLCREST VILLAGE E APT B 3 Niskayuna, NY, 12309	(518)351-4486	Van Antwerp Middle School (VAMS)	07
ASURU, DESMIN	15 HILLCREST VILLAGE E APT A-1 NISKAYUNA, NY, 12309	(518)351-4486	Van Antwerp Middle School (VAMS)	07
AUSTIN, ELIZABETH	2200 STORY AVE NISKAYUNA, NY, 12309	(518)591-7895	Van Antwerp Middle School (VAMS)	06
AUSTIN, WADAH	1362 MYRON ST NISKAYUNA, NY, 12309	(518)373-4335	Van Antwerp Middle School (VAMS)	08
AYERS, VISHNU	1255 VAN ANTWERP RD NISKAYUNA, NY, 12309	(518)486-6824	Van Antwerp Middle School (VAMS)	07
AZER, BREE	2070 ORCHARD PARK DR NISKAYUNA, NY, 12309	(518)137-1152	Van Antwerp Middle School (VAMS)	06
AZER, LEANNE	2070 ORCHARD PARK DR NISKAYUNA, NY, 12309	(518)137-1152	Van Antwerp Middle School (VAMS)	07
AZZARETTI, CHRISTOPHER	2319 DEAN ST NISKAYUNA, NY, 12309	(518)797-8984	Van Antwerp Middle School (VAMS)	06
AZZARETTI, NIMRAT	1508 KEYES AVE NISKAYUNA, NY, 12309	(518)203-7028	Van Antwerp Middle School (VAMS)	07
BACCHIA, AREFA	2494 ANGELINA DR NISKAYUNA, NY, 12309	(518)191-2991	Van Antwerp Middle School (VAMS)	07
BAGLEY, GARY	1127 PALMER AVE NISKAYUNA, NY, 12309	(518)707-1011	Van Antwerp Middle School (VAMS)	08
BAGLEY, KAYLE	1127 PALMER AVE NISKAYUNA, NY, 12309	(518)707-1011	Van Antwerp Middle School (VAMS)	08
BAGLEY, MADELINE	2033 MORROW AVE NISKAYUNA, NY, 12309	(518)134-1340	Van Antwerp Middle School (VAMS)	07
BAJAYO, TRISHA	2179 STORY AVE NISKAYUNA, NY, 12309	(518)470-5788	Van Antwerp Middle School (VAMS)	07
BARCZAK, CHARLES	1342 DEAN ST NISKAYUNA, NY, 12309	(518)424-2044	Van Antwerp Middle School (VAMS)	07
BARKLEY, ELIZABETH	1088 REGENT ST NISKAYUNA, NY, 12309	(518)721-5458	Van Antwerp Middle School (VAMS)	07
BARKLEY, MOHAMMAD	2333 Story Ave Niskayuna, NY, 12309	(518)340-1230	Van Antwerp Middle School (VAMS)	07
BARKLEY, SHAKEMA	1243 MYRON STREET NISKAYUNA, NY, 12309	(518)748-5119	Van Antwerp Middle School (VAMS)	06
BEATTIE, BRADLEY	989 BALLTOWN RD Niskayuna, NY, 12309	(518)182-4713	Van Antwerp Middle School (VAMS)	07
BEAUDETTE, ADDISON	2078 ORCHARD PARK DR NISKAYUNA, NY, 12309	(518)187-2455	Van Antwerp Middle School (VAMS)	08
BEAUDETTE, LIAM	2078 ORCHARD PARK DR NISKAYUNA, NY, 12309	(518)187-2455	Van Antwerp Middle School (VAMS)	06

Detailed information about the Student is displayed across various tabs. Click on each tab to access that information.

Example:

The *Schedule* tab provides detailed information about the Student's transportation schedule. The *Trip* name is a hyperlink to more detailed information about the Trip that the Student is assigned to. Click on the link to access the Trip record.

Click on the **Return to List** button on any tab to return to the search results.

Student: KYLE, ALDO F

Local ID: 00690	Grade: 08
School: Van Antwerp Middle School (VAMS)	District:
Gender: Male	Date of Birth: 4/17/1995
Disabilities:	Ethnic Code:
<input checked="" type="checkbox"/> Eligible for Transport	<input type="checkbox"/> Require Bus Aide
<input checked="" type="checkbox"/> Eligible for Aid	<input type="checkbox"/> Disabled

[Address](#) | [Schedule](#) | [Contact](#) | [Notes](#) | [Picture - Not on file](#) | [User Defined](#) | [Map](#)

Schedule	Type	Trip	Stop	Days	Time	Driver (Vehicle)
Primary	Pickup	50 AM Van Antwerp	Newport Ave		8:44 AM	ISOPO, KEVAN (174)
Primary	Drop-Off	50 PM Van Antwerp	Knolls Rd & Newport Ave & Providence Ave		3:49 PM	ISOPO, KEVAN (174)
■ -Exceptions ■ -Shuttle						

Trip: 50 AM Van Antwerp

Vehicle: 174	Scheduled From/To: 8:26 AM - 9:01 AM (35 min)
Driver: ISOPO, KEVAN	Capacity: 66
Bus Aide:	Wheel Chair Capacity: 0
Alias Name: Van Antwerp	Total Assigned: 2
Description:	Max On Bus: 2
	Distance: 7.96 mi.

[Criteria](#) | [Notes](#) | [Stops](#) | [Students](#) | [User Defined](#) | [Map](#)

Trip Type:	To School
Transports Students:	<input checked="" type="checkbox"/> Home To School <input type="checkbox"/> Home to Transfer <input type="checkbox"/> Shuttle (Transfer School to School)
Trip Requirements:	<input type="checkbox"/> Bus Aide <input checked="" type="checkbox"/> Non-Disabled Students <input checked="" type="checkbox"/> Disabled Students
Schools:	Van Antwerp Middle School (VAMS)

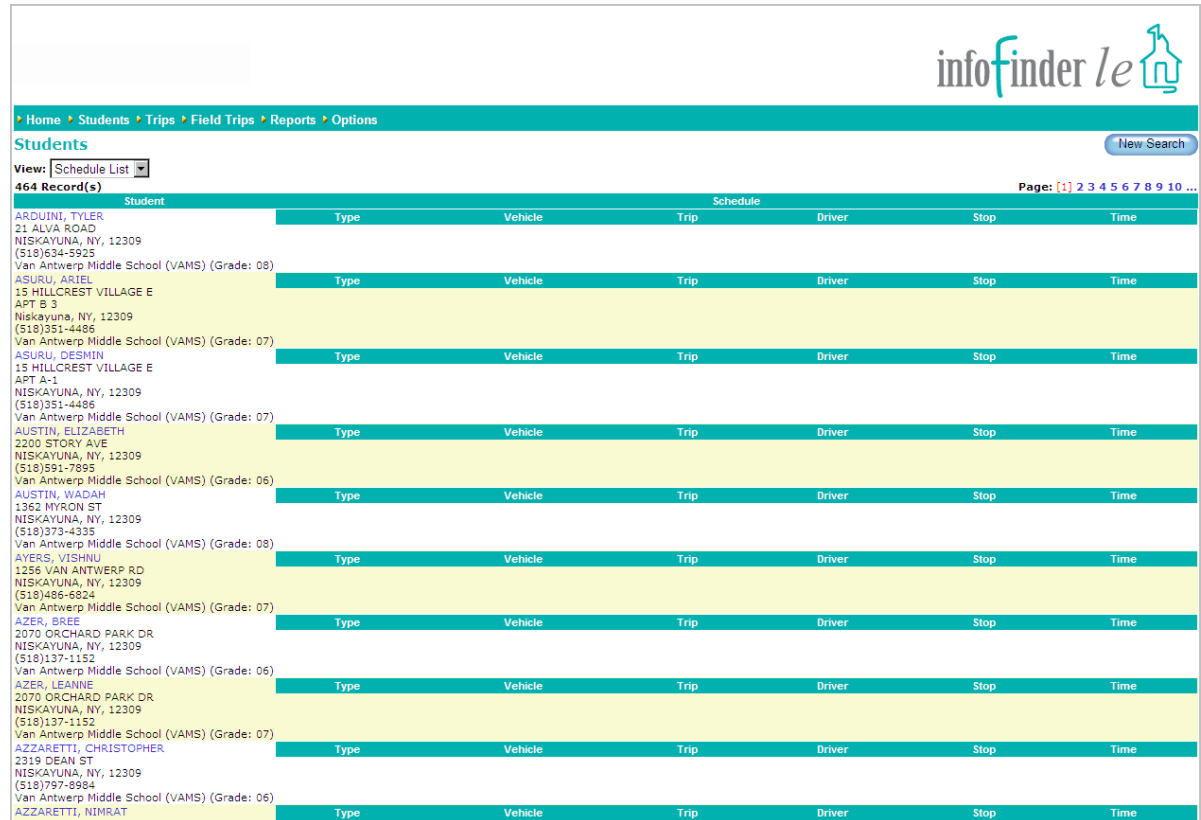
[Return to List](#)

[Return to List](#)

You may also choose to view this information by transportation schedule.

Select **Scheduled List** from the *View* list box.

1. Click on the **New Search** button to return to the *Student Search* form to begin a new search.
2. Click on the **Page** numbers to navigate from page to page.
3. Each Student's name is a hyperlink to their Student record. Click on a link to access details about a specific Student.



The screenshot shows the 'Students' page in the infofinder le system. At the top right is the 'infofinder le' logo. Below it is a navigation bar with links: Home, Students, Trips, Field Trips, Reports, Options. A 'New Search' button is on the right. The page title is 'Students'. Below the title is a 'View:' dropdown menu set to 'Schedule List'. A '464 Record(s)' indicator is shown. On the right, there is a 'Page:' indicator with numbers 1 through 10. The main content is a table with columns: Student, Type, Vehicle, Trip, Driver, Stop, and Time. The table lists 10 students, each with their name, address, phone number, and school information. The 'Student' column contains hyperlinks to individual student records.


Student	Type	Vehicle	Trip	Driver	Stop	Time
ARDUINI, TYLER 21 ALVA ROAD NISKAYUNA, NY, 12309 (518)634-5925 Van Antwerp Middle School (VAMS) (Grade: 08)						
ASURU, ARIEL 15 HILLCREST VILLAGE E APT B 3 Niskayuna, NY, 12309 (518)351-4486 Van Antwerp Middle School (VAMS) (Grade: 07)						
ASURU, DESMIN 15 HILLCREST VILLAGE E APT A-1 NISKAYUNA, NY, 12309 (518)351-4486 Van Antwerp Middle School (VAMS) (Grade: 07)						
AUSTIN, ELIZABETH 2200 STORY AVE NISKAYUNA, NY, 12309 (518)591-7895 Van Antwerp Middle School (VAMS) (Grade: 06)						
AUSTIN, WADAH 1362 MYRON ST NISKAYUNA, NY, 12309 (518)373-4335 Van Antwerp Middle School (VAMS) (Grade: 08)						
AYERS, VISHNU 1256 VAN ANTWERP RD NISKAYUNA, NY, 12309 (518)486-6824 Van Antwerp Middle School (VAMS) (Grade: 07)						
AZER, BREE 2070 ORCHARD PARK DR NISKAYUNA, NY, 12309 (518)137-1152 Van Antwerp Middle School (VAMS) (Grade: 06)						
AZER, LEANNE 2070 ORCHARD PARK DR NISKAYUNA, NY, 12309 (518)137-1152 Van Antwerp Middle School (VAMS) (Grade: 07)						
AZZARETTI, CHRISTOPHER 2319 DEAN ST NISKAYUNA, NY, 12309 (518)797-8984 Van Antwerp Middle School (VAMS) (Grade: 06)						
AZZARETTI, NIMRAT						



DISTRICT PERSONNEL OVERVIEW

For those of you that can view Trip information, click on the **Trips** link on the navigation bar across the top of any page, and the *Trip Search* form will display.

Transfinder CSD




▶ Home ▶ Students ▶ Trips ▶ Field Trips ▶ Reports ▶ Options

Good Morning

Message for Today

Welcome to Transfinder City Schools.
Have a great day!




Last Update: Thursday, April 11, 2013 9:55 AM

▶ 2012-2013

Logged In: Admin
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v11.0.1031

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 and begin a new search.
3. Click on the **Search** button to begin the search.

Transfinder CSD



Home ▶ Students ▶ Trips ▶ Field Trips ▶ Reports ▶ Options

Enter the criteria by which to view trips.

Trip Search	
School:	[All] ▼
Trip Type:	[All] ▼
Trip:	[All] ▼
Vehicle:	[All] ▼
Stop Location:	<input type="text"/>
Additional Filter	
Filter:	[None] ▼
<input type="button" value="Clear"/> <input type="button" value="Search"/>	

2012-2013 Logged In: Admin
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All Rights Reserved
v11.0.1031

A Summary List of Trips matching your search criteria will display, and basic information about the Trip, such as *Trip Name*, *Driver*, *Start Time*, *Finish Time* and the *# Assigned*, will be returned.

1. Click on the **Page** numbers to navigate from page to page.
2. Click on the **New Search** button to return to the *Trip Search* form to begin a new search.
3. Each *Trip Name* is a hyperlink to a Trip record. Click on a link to access details about a specific Trip.



The screenshot shows the 'Trips' section of the infofinder le interface. It includes a navigation menu, a search button, and a table of trip records. The table has columns for Trip Name, Driver, Start Time, Finish Time, and # Assigned. Below the table, there are page navigation options and a footer with copyright information.

Trip Name	Driver	Start Time	Finish Time	# Assigned
31 AM Van Antwerp	BORGER, MELANA	8:16AM	9:04AM	0
31 PM Van Antwerp	BORGER, MELANA	3:35PM	4:02PM	0
33 AM Van Antwerp	NEALON, COLTON	8:19AM	8:54AM	0
41 AM Van Antwerp	HING, KEES	8:24AM	9:02AM	3
41 PM Van Antwerp	HING, KEES	3:35PM	4:16PM	3
50 AM Van Antwerp	ISOPO, KEVAN	8:26AM	9:01AM	2
50 PM Van Antwerp	ISOPO, KEVAN	3:35PM	3:58PM	2
52 AM Van Antwerp	MCCULLEN, DHANYA	8:17AM	9:03AM	2
52 PM Van Antwerp	MCCULLEN, DHANYA	3:35PM	4:13PM	2
55 AM Van Antwerp	COSO, JESS	8:24AM	9:05AM	2
55 PM Van Antwerp	COSO, JESS	3:35PM	4:02PM	2

Detailed information about the Trip is displayed across various tabs. Click on each tab to access that information.

Example:

The *Map* tab displays a geographic map of the driving path, stop boundaries, and the geocode location of the Students assigned to the Trip. The *Stops* tab provides a list of all of the stops for a Trip.

Click on the **Return to List** button on any tab to return to the search results.

Trip: 50 AM Van Antwerp

Vehicle: 174
Driver: ISOPO, KEVAN
Bus Aide:
Alias Name: Van Antwerp
Description:

Scheduled From/To: 8:26 AM - 9:01 AM (35 min)
Capacity: 66
Wheel Chair Capacity: 0
Total Assigned: 2
Max On Bus: 2
Distance: 7.96 mi.

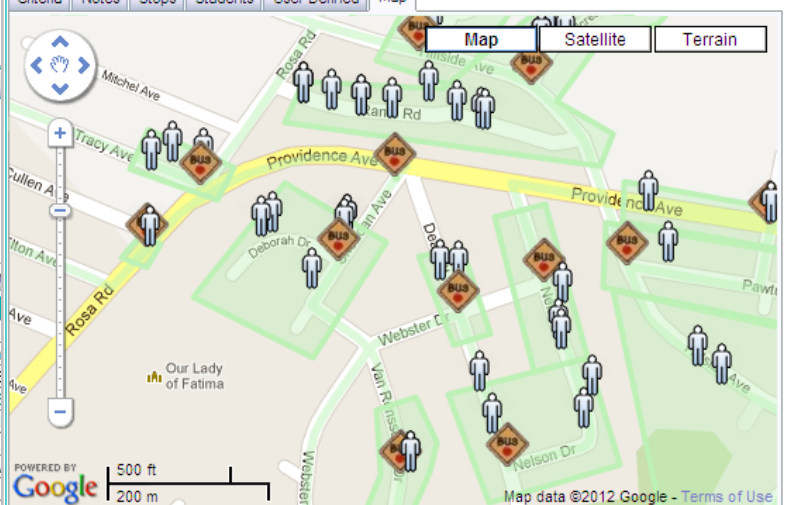
Criteria Notes Stops Students User Defined **Map**

Trip: 50 AM Van Antwerp

Vehicle: 174
Driver: ISOPO, KEVAN
Bus Aide:
Alias Name: Van Antwerp
Description:

Criteria Notes **Stops** Students User Defined

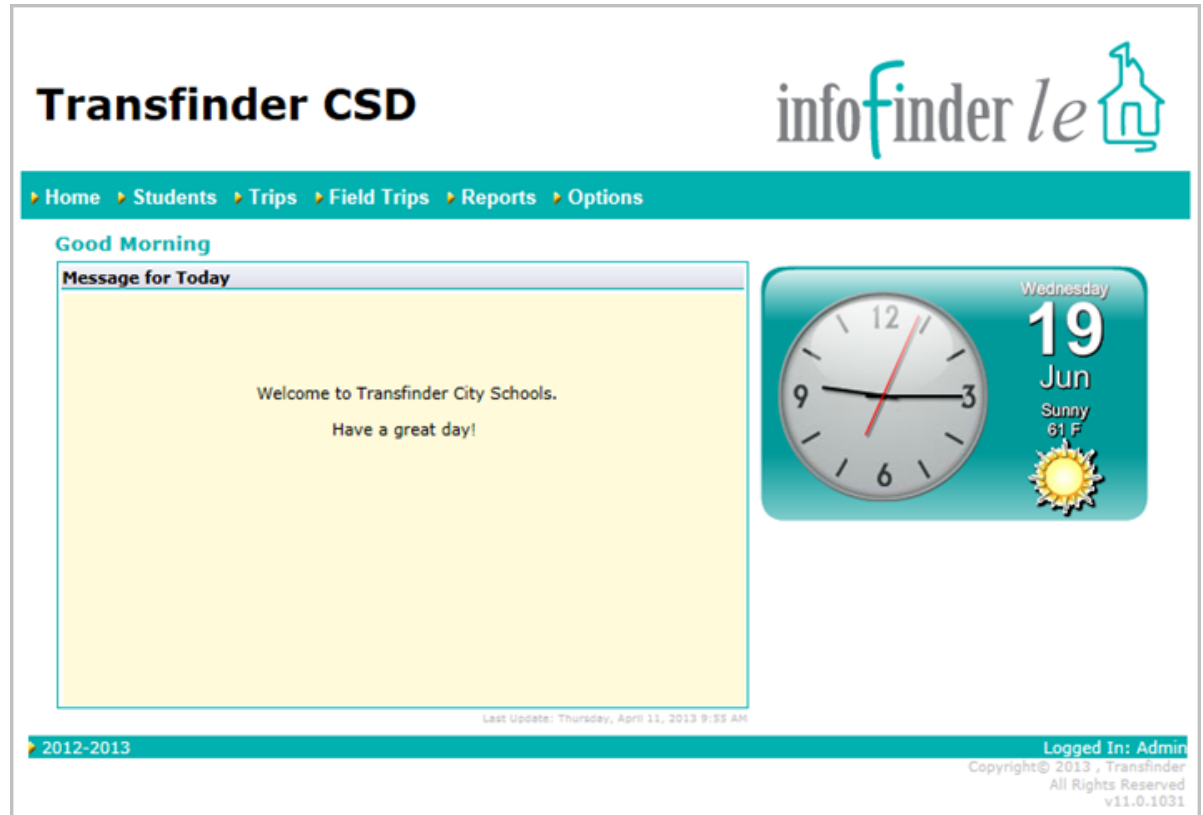
	Time	
1	8:26 AM	Bus Garage
2	8:28 AM	Banker Ave & Hillside Ave
3	8:30 AM	1224 HILLSIDE AVE
4	8:31 AM	1346 HILLSIDE AVE
5	8:32 AM	Connor Court & Hillside Ave
6	8:33 AM	Hillcrest Village E & Hillside Ave
7	8:34 AM	Rosa Rd & Tracy Ave
8	8:36 AM	826 ROSA RD
9	8:37 AM	1682A PROVIDENCE AVE
10	8:38 AM	Deborah Dr & Sherman Ave
11	8:39 AM	2258 VAN RENSSSELAER AVE
12	8:41 AM	Dean St & Webster Dr
13	8:41 AM	Dean St & Nelson Dr
14	8:42 AM	Nelson Dr & Webster Dr
15	8:43 AM	Hillside Ave & Pawtucket Ave
16	8:44 AM	Newport Ave
17	8:46 AM	Hillside Ave & Niskayuna Dr
18	8:51 AM	Van Antwerp Middle School
19	9:01 AM	Bus Garage



Map data ©2012 Google - Terms of Use

[Return to List](#)

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

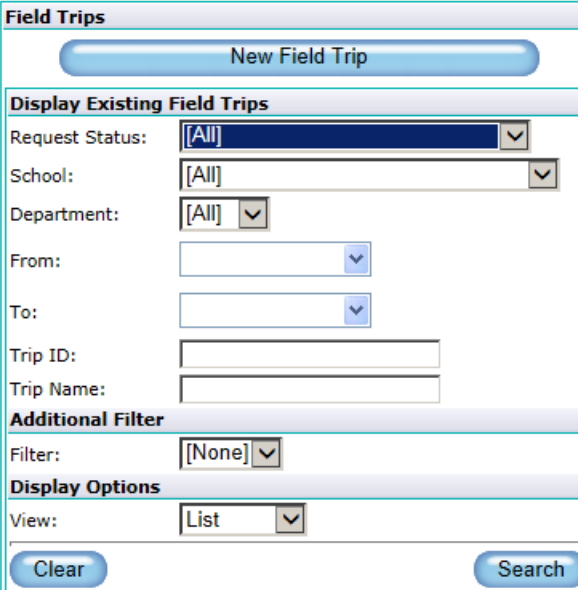


The screenshot shows the Transfinder CSD website interface. At the top left is the "Transfinder CSD" logo. To the right is the "infofinder le" logo with a house icon. Below the logos is a navigation bar with links: Home, Students, Trips, Field Trips, Reports, and Options. The main content area is titled "Good Morning" and contains a "Message for Today" box with the text: "Welcome to Transfinder City Schools. Have a great day!". To the right of the message box is a weather widget showing a clock, the date "Wednesday 19 Jun", and the weather "Sunny 61 F" with a sun icon. At the bottom left, there is a "2012-2013" link. At the bottom right, it says "Logged In: Admin" and "Copyright © 2013 - Transfinder All Rights Reserved v11.0.1031".

To request a Field Trip, click on the **New Field Trip** button. The *Field Trip* request form will display; refer to the Field Trip Request Form document for more information on completing and submitting a Field Trip request.

DISTRICT PERSONNEL OVERVIEW

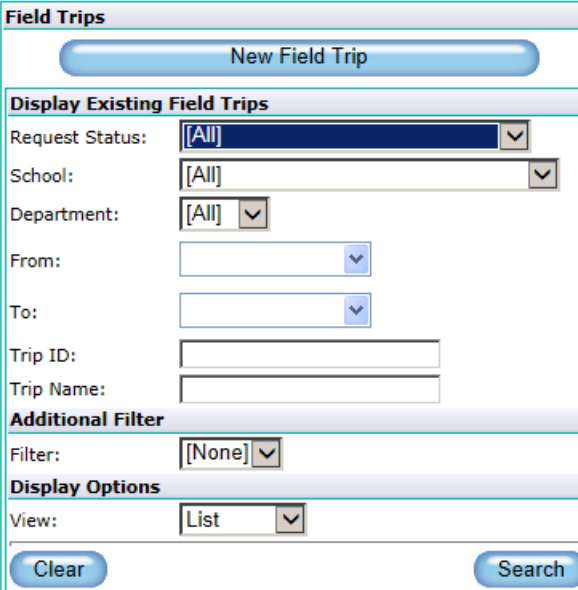
Enter the criteria by which to view field trips by or click the "New Field Trip" button to create a new field trip.



The screenshot shows a web interface for managing field trips. At the top, there is a 'Field Trips' header with a 'New Field Trip' button. Below this is a section titled 'Display Existing Field Trips' containing several search filters: 'Request Status' (dropdown menu), 'School' (dropdown menu), 'Department' (dropdown menu), 'From' (dropdown menu), 'To' (dropdown menu), 'Trip ID' (text input), and 'Trip Name' (text input). Below these is an 'Additional Filter' section with a 'Filter' dropdown menu. At the bottom, there is a 'Display Options' section with a 'View' dropdown menu. The interface also includes 'Clear' and 'Search' buttons.

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 and begin a new search.
3. Click on the **Search** button to begin the search.


Enter the criteria by which to view field trips by or click the "New Field Trip" button to create a new field trip.



The screenshot shows a web interface for managing field trips. At the top, there is a 'Field Trips' header with a 'New Field Trip' button. Below this is a section titled 'Display Existing Field Trips' containing several search filters: 'Request Status' (dropdown menu set to '[All]'), 'School' (dropdown menu set to '[All]'), 'Department' (dropdown menu set to '[All]'), 'From' (dropdown menu), 'To' (dropdown menu), 'Trip ID' (text input field), and 'Trip Name' (text input field). Below these is an 'Additional Filter' section with a 'Filter' dropdown menu set to '[None]'. At the bottom is a 'Display Options' section with a 'View' dropdown menu set to 'List'. There are 'Clear' and 'Search' buttons at the bottom of the form.

A list of Field Trips matching your search criteria will be returned. Basic information such as *Name*, *Destination*, *Status* and *Requestor* will be displayed.

1. Each *Trip Reference #* and *Name* is a hyperlink to the Field Trip request. Click on a link to access detailed information about a specific request.
2. The status of each Field Trip is indicated by a specific color, a legend appears in the upper right-hand corner of the page.



[Home](#) > [Students](#) > [Trips](#) > [Field Trips](#) > [Reports](#) > [Options](#)

Field Trips

[New Field Trip](#) | [New Search](#) | [View Calendar](#)

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

13 Record(s) Page: [1]

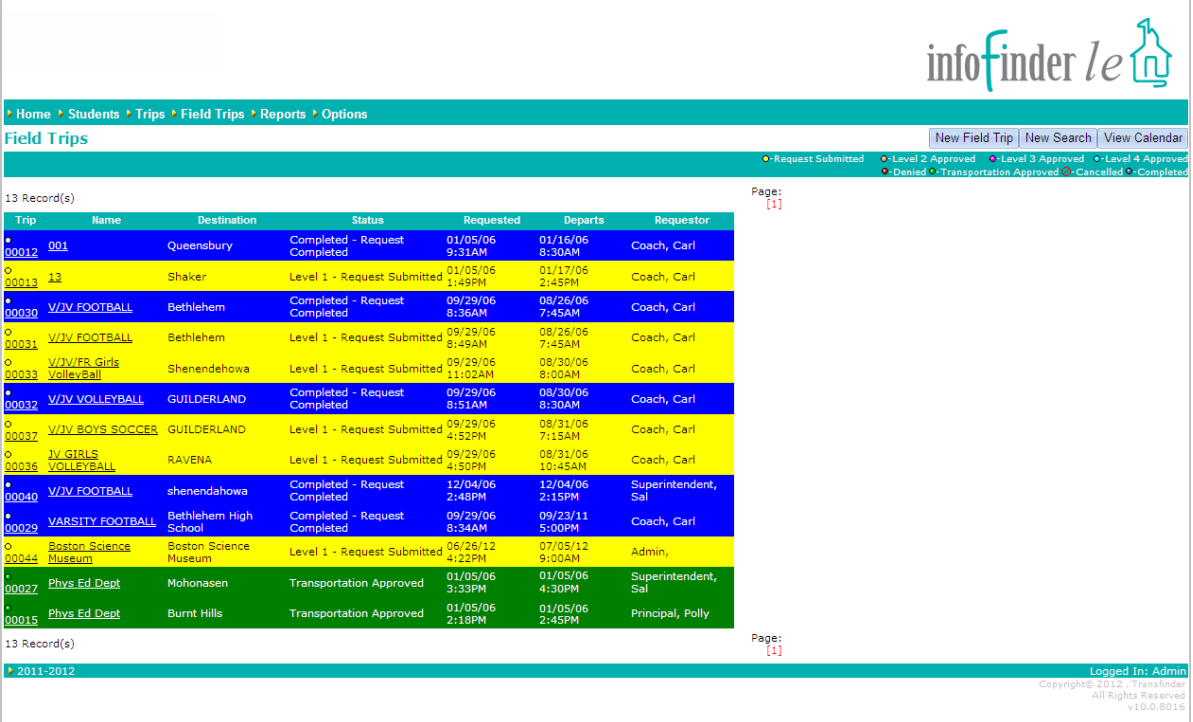
Trip	Name	Destination	Status	Requested	Departs	Requestor
00012	001	Queensbury	Completed - Request Completed	01/05/06 9:31AM	01/16/06 8:30AM	Coach, Carl
00013	13	Shaker	Level 1 - Request Submitted	01/05/06 1:49PM	01/17/06 2:45PM	Coach, Carl
00030	VJV FOOTBALL	Bethlehem	Completed - Request Completed	09/29/06 8:36AM	08/26/06 7:45AM	Coach, Carl
00031	VJV FOOTBALL	Bethlehem	Level 1 - Request Submitted	09/29/06 8:49AM	08/26/06 7:45AM	Coach, Carl
00033	VJV/FR Girls VolleyBall	Shenendehowa	Level 1 - Request Submitted	09/29/06 11:02AM	08/30/06 8:00AM	Coach, Carl
00032	VJV VOLLEYBALL	GUILDERLAND	Completed - Request Completed	09/29/06 8:51AM	08/30/06 8:30AM	Coach, Carl
00037	VJV BOYS SOCCER	GUILDERLAND	Level 1 - Request Submitted	09/29/06 4:52PM	08/31/06 7:15AM	Coach, Carl
00038	JV GIRLS VOLLEYBALL	RAVENA	Level 1 - Request Submitted	09/29/06 4:50PM	08/31/06 10:45AM	Coach, Carl
00040	VJV FOOTBALL	shenendehowa	Completed - Request Completed	12/04/06 2:48PM	12/04/06 2:15PM	Superintendent, Sal
00029	VARSITY FOOTBALL	Bethlehem High School	Completed - Request Completed	09/29/06 8:34AM	09/23/11 5:00PM	Coach, Carl
00044	Boston Science Museum	Boston Science Museum	Level 1 - Request Submitted	06/26/12 4:22PM	07/05/12 9:00AM	Admin,
00027	Phys.Ed.Dept	Mohonasen	Transportation Approved	01/05/06 3:33PM	01/05/06 4:30PM	Superintendent, Sal
00015	Phys.Ed.Dept	Burnt Hills	Transportation Approved	01/05/06 2:18PM	01/05/06 2:45PM	Principal, Polly

13 Record(s) Page: [1]

[2011-2012](#)

Logged In: Admin
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 v10.0.8016

3. Click on the **New Copy** icon to create a copy of the Field Trip to use to create a new Field Trip.
4. Click on the **Page** numbers to navigate from page to page.
5. Click on the **New Field Trip** button to go to the *Field Trip* request form, to request a new field Trip.
6. Click on the **New Search** button to return to the *Field Trip* search form to begin a new search.
7. Click on the **View Calendar** button, to view field Trip requests on a monthly calendar.



The screenshot shows the 'Field Trips' page in the infofinder le system. The page includes a navigation menu with 'Home', 'Students', 'Trips', 'Field Trips', 'Reports', and 'Options'. Below the menu, there are buttons for 'New Field Trip', 'New Search', and 'View Calendar'. A legend indicates the status of requests: Request Submitted (yellow), Level 2 Approved (orange), Level 3 Approved (green), Level 4 Approved (blue), Denied (red), Transportation Approved (purple), Cancelled (grey), and Completed (dark blue). The main table displays 13 records with the following columns: Trip, Name, Destination, Status, Requested, Departs, and Requestor. The records are as follows:

Trip	Name	Destination	Status	Requested	Departs	Requestor
00012	001	Queensbury	Completed - Request Completed	01/05/06 9:31AM	01/16/06 8:30AM	Coach, Carl
00013	13	Shaker	Level 1 - Request Submitted	01/05/06 1:49PM	01/17/06 2:45PM	Coach, Carl
00030	V/JV FOOTBALL	Bethlehem	Completed - Request Completed	09/29/06 8:36AM	08/26/06 7:45AM	Coach, Carl
00031	V/JV FOOTBALL	Bethlehem	Level 1 - Request Submitted	09/29/06 8:49AM	08/26/06 7:45AM	Coach, Carl
00033	V/JV/FR Girls VolleyBall	Shenendehowa	Level 1 - Request Submitted	09/29/06 11:02AM	08/30/06 8:00AM	Coach, Carl
00032	V/JV VOLLEYBALL	GUILDERLAND	Completed - Request Completed	09/29/06 8:51AM	08/30/06 8:30AM	Coach, Carl
00037	V/JV BOYS SOCCER	GUILDERLAND	Level 1 - Request Submitted	09/29/06 4:52PM	08/31/06 7:15AM	Coach, Carl
00038	JV GIRLS VOLLEYBALL	RAVENA	Level 1 - Request Submitted	09/29/06 4:50PM	08/31/06 10:45AM	Coach, Carl
00040	V/JV FOOTBALL	shenendahowa	Completed - Request Completed	12/04/06 2:48PM	12/04/06 2:15PM	Superintendent, Sal
00029	VARSITY FOOTBALL	Bethlehem High School	Completed - Request Completed	09/29/06 8:34AM	09/23/11 5:00PM	Coach, Carl
00044	Boston Science Museum	Boston Science Museum	Level 1 - Request Submitted	06/26/12 4:22PM	07/05/12 9:00AM	Admin,
00027	Phys.Ed.Dept	Mohonasen	Transportation Approved	01/05/06 3:33PM	01/05/06 4:30PM	Superintendent, Sal
00015	Phys.Ed.Dept	Burnt Hills	Transportation Approved	01/05/06 2:18PM	01/05/06 2:45PM	Principal, Polly

The page also shows '13 Record(s)' and 'Page: [1]'.

8. Hover over a request, and the departure time will pop-up.
9. The status of each Field Trip is indicated by a specific color, the legend appears in the upper right-hand corner above the calendar.
10. Click on the **View List** button to return to the list.

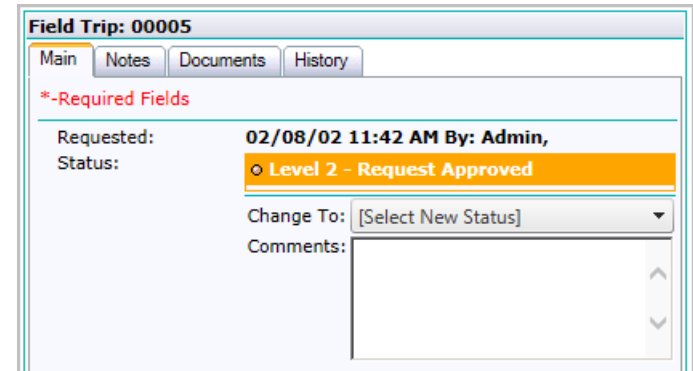


The screenshot shows the 'Field Trips' section of the infofinder le application. It features a calendar for January 2010 with a legend in the top right corner. The legend includes: Request Submitted (yellow), Level 2 Approved (green), Level 3 Approved (red), Level 4 Approved (blue), Denied (grey), Transportation Approved (orange), Cancelled (purple), and Completed (pink).

January 2010						
	Mon	Tue	Wed	Thu	Fri	Sat/Sun
52	Dec 28	29	30 00002 Christmas Concert	31	Jan 1 00001 Tule Festival	2
1	4	5	6	7	8	9
2	11 00004 Indian Ladder Farms	12	13	14	15	16
3	18	19	20	21	22	23
4	25	26 100029 Boston Science Museum 100030 Drama Club Trip 1	27	28	29	30
5	Feb 1	2	3	4 100031 Indian Ladder Farms	5	6
						7

Select users have the ability to approve and decline Field Trip requests, and they will receive an e-mail notification when there is a pending request that requires their review.

1. Select the correct Status from the **Change To** drop-down list box.
2. Enter comments into the **Comments** free-form text area if you'd like.
3. Click on the **Save** button to save changes to the Field Trip request.



The screenshot shows a web interface for a Field Trip request. The title is "Field Trip: 00005". There are four tabs: "Main", "Notes", "Documents", and "History". Below the tabs, there is a red asterisk followed by the text "*-Required Fields". The "Requested:" field shows "02/08/02 11:42 AM By: Admin,". The "Status:" field is a dropdown menu with "Level 2 - Request Approved" selected and highlighted in orange. Below the status field is a "Change To:" dropdown menu with "[Select New Status]" as the current selection. At the bottom is a "Comments:" text area with a vertical scrollbar.

DISTRICT PERSONNEL OVERVIEW

Some users may have the ability to edit and/or delete Field Trip requests:

1. Click on the **Delete Request** button to delete the Field Trip request.
2. Click on the **Cancel/Return to List** button to return to the list without saving any changes.
3. Click on the **Save** button to save changes to the field Trip request.

Delete Request

*Map It!

Cancel/Return to List


Save



Select users have access to various reports. Click on the **Reports** link on the navigation bar across the top of any page, and the *Reports* page will display.

DISTRICT PERSONNEL OVERVIEW

Transfinder CSD




Home ▶ Students ▶ Trips ▶ Field Trips ▶ Reports ▶ Options

Good Morning

Message for Today

Welcome to Transfinder City Schools.
Have a great day!




Wednesday
19
Jun
Sunny
61 F

2012-2013

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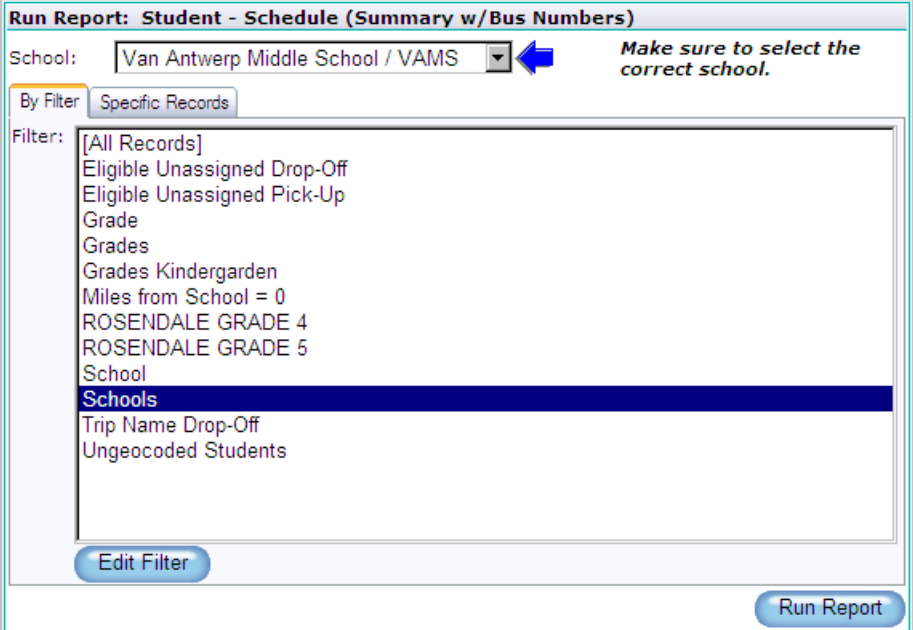
1. Click on the plus (+) and/or minus (-) signs to expand or collapse the list of reports available beneath each category.
2. Click on the name of a report within a list to highlight it.
3. Click on the **Run Report** button, the *Run Report* dialog box will open.





The screenshot shows the 'Reports' section of the infofinder le interface. The breadcrumb trail is 'Home > Students > Trips > Field Trips > Reports > Options'. The 'Reports' section has a 'Run Report' button in the top right. Below this is a table with two columns: 'Report Name' and 'Description'. The table is organized into categories: 'Student (5)' and 'Trip (7)'. Under 'Student (5)', the reports listed are: 'Detail', 'Mailing Labels', 'Post Card - Trip Name (2 per page) PU/DO w/ Mailing Address', 'Schedule (Summary w/Bus Numbers)', and 'Summary'. The 'Schedule (Summary w/Bus Numbers)' report is highlighted in blue. Under 'Trip (7)', no reports are visible. At the bottom of the page, there is an Adobe Reader icon, the year '2011-2012', a 'Logged In: Admin' status, and copyright information: 'Copyright © 2012, Transfinder All Rights Reserved v10.0.8016'. A second 'Run Report' button is located at the bottom right of the report list area.

Report Name	Description
Category: Student (5)	
Detail	Detail Report - Designed for Weekly Data Sources One page per Student. Includes all fields.
Mailing Labels	Student Mailing Labels - 1 x 2 5/8 Designed for the following Avery Labels: 5160, 5260, 5960, 8160, 8...
Post Card - Trip Name (2 per page) PU/DO w/ Mailing Address	Post Card - 2 per page (4 x 6) Pick Up and Drop Off Assignments. Fields included: Name, Address an...
Schedule (Summary w/Bus Numbers)	One line per record -- Alphabetical Student Schedule Summary with Bus Information Fields included: ...
Summary	Summary Report - One Line Per Record Fields Contained in Report: Name, Address, Phone Number, ...
Category: Trip (7)	

4. You can run a report By Filter or Specific Records:
 - A. Click on the **By Filter** tab to select it, and then click on a **Filter** to highlight it. Click on the **Edit Filter** button to edit the filter, if necessary.
 - B. Click on the **Specific Records** tab to select it, and use the search form and slider list to search for and select a specific record or records to report on.
5. Click on the **Run Report** button.



Run Report: Student - Schedule (Summary w/Bus Numbers)

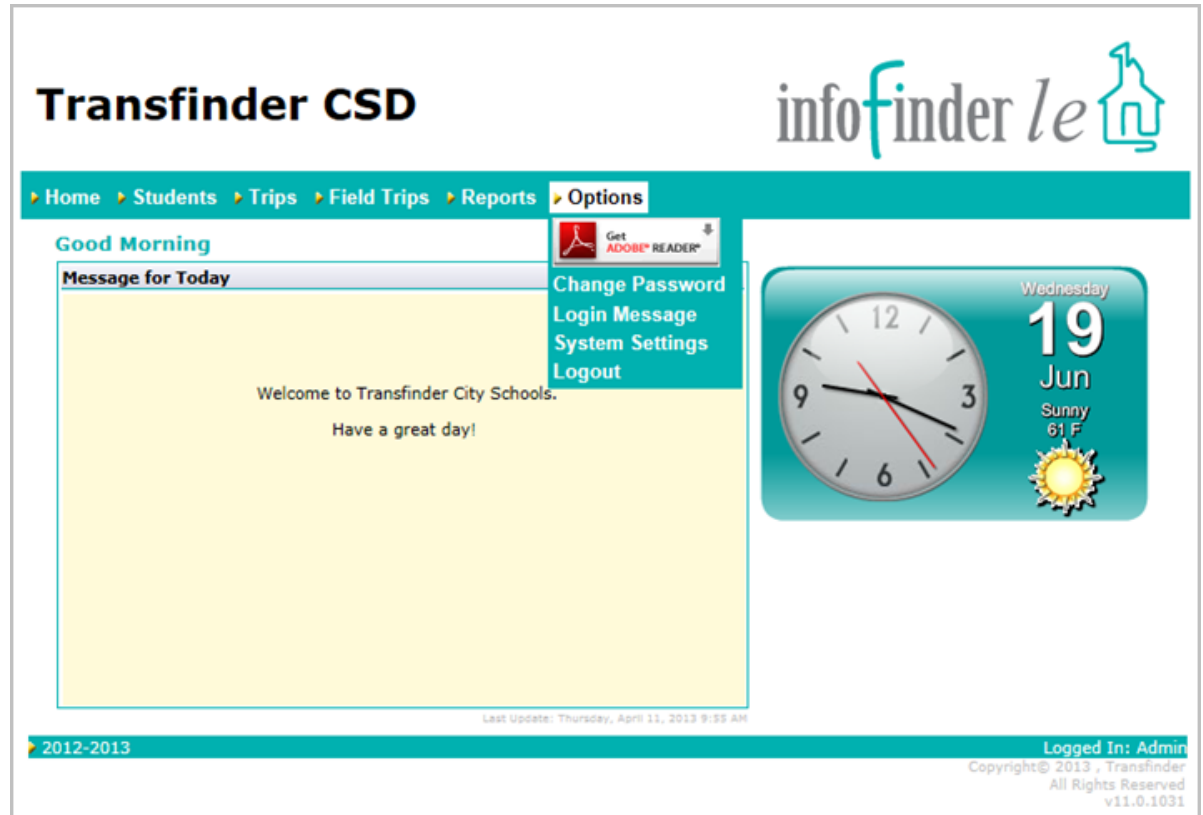
School:   *Make sure to select the correct school.*

By Filter: **Specific Records**

Filter:

- [All Records]
- Eligible Unassigned Drop-Off
- Eligible Unassigned Pick-Up
- Grade
- Grades
- Grades Kindergarden
- Miles from School = 0
- ROSENDALE GRADE 4
- ROSENDALE GRADE 5
- School
- Schools**
- Trip Name Drop-Off
- Ungeocoded Students

Click on the **Options** link on the navigation bar across the top of any page, followed by the **Change Password**, **Get Adobe Reader**, or **Logout** link to perform any of those functions.



The screenshot shows the Transfinder CSD website 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. The 'Options' menu is open, showing links for Change Password, Login Message, System Settings, and Logout. A 'Get Adobe Reader' button is also visible. The main content area has a 'Good Morning' header and a 'Message for Today' section with a yellow background containing the text: 'Welcome to Transfinder City Schools. Have a great day!'. To the right is a weather widget showing a clock, the date 'Wednesday 19 Jun', and weather conditions 'Sunny 61 F'. At the bottom, there is a footer with '2012-2013', 'Last Update: Thursday, April 11, 2013 9:55 AM', and 'Logged In: Admin Copyright © 2013 - Transfinder All Rights Reserved v11.0.1031'.

To change your password:

1. Enter your current password into the **Current Password** field.
2. Enter your new password into the **New Password** field.
3. Enter your new password into the **Confirm New Password** field.
4. Click on the **Change** button.

Note: If the value in the *Confirm New Password* field does not match the value in the *New Password* field, you will receive an error message, rather than a confirmation message.

Transfinder CSD

▶ Home ▶ Students ▶ Trips ▶ Field Trips ▶ Reports ▶ Options

Change Password	
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
<input type="button" value="Change"/>	

▶ 2012-2013

Logged In: Admin

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End of Process