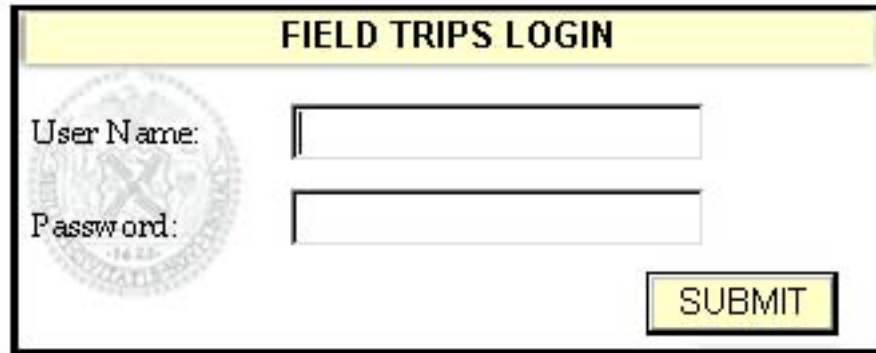


## Login:

### Login Screen

The first screen displayed is the *Login* screen. The user will not be allowed to access any of the specific features for the application until the login activity is completed.



The screenshot shows a web application login screen titled "FIELD TRIPS LOGIN". On the left side, there is a circular seal of the State of Michigan. The main area contains two text input fields: "User Name:" and "Password:". To the right of the "Password:" field is a yellow "SUBMIT" button.

The user is to enter data in the following fields:

1. User Name – Enter the assigned user name, and press **[Tab]**.
2. Password – Enter the assigned password, and click on Submit.

### Log Out:

Logging out prevents another person from using the user's browser without the user's knowledge. It also tells the application that the user is no longer in need of the *options* available.

There are two ways to log out of the system:

1. Click **Logoff** from the functions at the top of any of the Field Trip screens.
2. Close the browser by clicking the box on the top right corner of the window marked with an **X**.

### User Sessions:

The user session lasts from the time the user logs on to the time the user logs out. If the user is not requesting new pages periodically, or clicking refresh on the browser, the system may automatically log the application out for security reasons. If this happens, the user is redirected to the Login screen. To re-establish the connection, re-enter the user name and password.

# View Field Trips

The following screen is displayed as soon as the user logs in to the system:

FIELD TRIP ID#	DESTINATION	ONGOING?	START DATE	END DATE	EDUCATION TYPE	DEPARTURE FROM SCHOOL	ARRIVAL AT SCHOOL
<a href="#">0000145</a>	CASTLE HILL LEARNING CENTER	NO	11/ 5/ 2003		SPECIAL	10:00	01:30
<a href="#">0000147</a>	PS 110	NO	11/ 5/ 2003		BOTH	12:06	01:30
<a href="#">0000158</a>	OFFICE OF SCHOOL FOOD AND NUTRITION CENTER	NO	11/ 12/ 2003		SPECIAL	09:30	09:32
<a href="#">0000167</a>	BRONX MUSEUM OF ARTS	NO	12/ 3/ 2003		GENERAL	09:30	01:30
<a href="#">0000169</a>	AMERICAN MUSEUM OF NATURAL HISTORY	NO	12/ 17/ 2003		GENERAL	09:30	01:30
<a href="#">0000170</a>	AMERICAN MUSEUM OF NATURAL HISTORY	NO	12/ 18/ 2003		GENERAL	09:30	01:30

The list of trips displayed can be refined by selecting one of the available status types. To display a list of field trips for a particular status type, click on the down arrow to the right of the field labeled, "Please select field trip status". The following choices are displayed:

Please select field trip status: PLEASE SELECT

- PLEASE SELECT
- C---CANCELLED
- D---DENIED BY OPT**
- F---COMPLETED
- S---ASSIGNED FIELD TRIPS

Select a status by moving the cursor over the desired status name to highlight it, and clicking the mouse. The displayed list will contain only field trips of that status. For example, if C ---Cancelled is selected, the following would be displayed:



**FIELD TRIPS**

DISPLAY FIELD TRIP REQUESTS | ENTER FIELD TRIP REQUESTS | CANCEL FIELD TRIP REQUESTS | CHANGE INFORMATION | LOGOUT

▼ **VIEW FIELD TRIPS**

Please select field trip status:

LIST OF FIELD TRIPS CANCELLED FOR SCHOOL 01110

FIELD TRIP ID#	DESTINATION	ONGOING?	START DATE	END DATE	EDUCATION TYPE	DEPARTURE FROM SCHOOL	ARRIVAL AT SCHOOL
<a href="#">0000146</a>	PS 110	NO	12/ 28/ 2003	BOTH		12:06	01:30

Detailed information about a particular field trip can be displayed by clicking on the link in the Field Trip ID# field. When a link is clicked, the following information is displayed:



**FIELD TRIPS**

DISPLAY FIELD TRIP REQUESTS | ENTER FIELD TRIP REQUESTS | CANCEL FIELD TRIP REQUESTS | CHANGE INFORMATION | LOGOUT

**DETAILS FOR FIELD TRIP ID # 0219078**

**SCHOOL DETAILS**

School number: 01110  
School name: PS 110  
School address: 285 DELANCEY STREET , New York , NY , 10002-

ONGOING FIELD TRIP?	DAYS OF THE WEEK	START DATE	END DATE
NO	WED	2001-04-03 00:00:00	2001-04-03 00:00:00

**CLASS/TIME INFORMATION**

Class: 207,208,209  
Depart: 09:30  
Return: 01:30

*Note: Departure Time cannot be before 9:30  
All the buses must be back at school by 1:30*

**TRIP COORDINATOR INFORMATION**

Name: ALLISON LEE  
Phone: (212)674-2690

**PICKUP INFORMATION**

Name: PS 110  
Address: 285 DELANCEY STREET , New York , NY , 10002-

**DESTINATION INFORMATION**

Name: Town Hall  
Address: 123 WEST 43 STREET NYC

**COMMENTS**

\*\*\*FIELD TRIP CANCEL 4-2-01 RESCHEDULE FOR 4-3-01 AS PER SCHOOL\*\*\*

**RIDERSHIP INFORMATION**

GENERAL ED RIDERSHIP		SPECIAL ED RIDERSHIP	
No. of pupils:	58	No. of pupils:	0
No. of adults:	15	No. of adults:	0
		No. of wheelchairs:	0

**RUN ASSIGNMENT INFORMATION**

BUS COMPANY	TELEPHONE	VEHICLE TYPE	ROUTE NUMBER
VARSITY TRANSIT INC.	718-335-3077	SB	M034
VARSITY TRANSIT INC.	718-335-3077	SB	M082

*\*Return Time reflects the time the bus must arrive at the school.  
\*Drivers are not responsible for the payments of tolls and parking.*

## Screen Functions

The following functions can be performed from this screen:

Display Field Trip Requests - **Select** to display a list of all field trips entered into the system for the school. This includes all assigned, cancelled, completed, and denied field trips.

Enter Field Trip Requests - **Select** Enter Field Trip Requests to display enter a field trip into the system.

Cancel Field Trip Requests - **Select** Cancel Field Trip Requests to cancel an already scheduled field trip.

Change Information - **Select** Change Information to change the information in select fields.

Logout - **Select** Logout to exit from the current application and return to the *Field Trips Login* screen.

## Enter Field Trip Requests

The following form is displayed when the user selects *Enter Field Trip Requests*:

DISPLAY FIELD TRIP REQUESTS | ENTER FIELD TRIP REQUESTS | CANCEL FIELD TRIP REQUESTS | CHANGE INFORMATION | LOGOUT

**FIELD TRIP REQUEST ENTRY - FOR SINGLE DAY TRIP**

FIELD TRIP ID#: 11/19/2003 3:13:29 PM 01110  
Status: NEW  
Program type: Ten month

Single day trip  Ongoing trip  
TRIP DATE:    
NOTE: TRIP DATE OF THE FIELD TRIP MUST BE 2 WEEKS FROM NOW!

**SCHOOL INFORMATION**  
OPT SCHOOL CODE: 01110 SCHOOL NAME: PS 110  
SCHOOL ADDRESS: 285 DELANCEY STREET, New York, NY, 10002.

**PICKUP INFORMATION**  School  Field trip location  
PLEASE ENTER A SCHOOL CODE:   
name:   
Address:   
City:  State:   
Zip:  Boro:

**DESTINATION INFORMATION**  School  Field trip location  
PLEASE SELECT A FIELD TRIP LOCATION:   
name:   
Address:   
City:  State:   
Zip:  Boro:

**RIDERSHIP INFORMATION**  General education  Special education  Both

GENERAL ED RIDERSHIP	SPECIAL ED RIDERSHIP
No. of gen ed pupils: <input type="text"/>	No. of spec ed pupils: <input type="text"/>
No. of gen ed adults: <input type="text"/>	No. of wheelchairs: <input type="text"/>
	No. of spec ed adults: <input type="text"/>

**TIME INFORMATION** Time of departure:    
Note: Departure Time cannot be before 9:30  
Return trip:  YES  NO  
Time of return:    
Note: All the buses must be back at school by 1:30

**TRIP COORDINATOR INFORMATION**  
Classes:      
Coordinator:   
Phone:

**COMMENTS**

## Enter Data

Data is entered as follows:

1. Single Day Trip or Ongoing Trip - Check the type of field trip.
2. Trip Date - To enter the date for a single day trip, click on the greyed box at the right of the date field. A calendar is displayed:

November 2003						
≤						≥
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	<u>21</u>	22
23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29
30						

Select the month for the field trip by clicking on the  $\geq$  at the right of the displayed month and year to advance forward through the calendar months or by clicking on the  $\leq$  at the left of the displayed month and year to advance backward through the calendar months until the desired calendar month and year is displayed at the top. Select the day by clicking on the desired day in the displayed calendar month.

For ongoing trips, select the starting and ending dates by clicking on the greyed box at the right of the `Start Date` and `End Date` fields. A calendar is displayed:

November 2003						
≤						≥
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	<u>21</u>	22
23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29
30						

Select the month for the field trip by clicking on the  $\geq$  at the right of the displayed month and year to advance forward through the calendar months or by clicking on the  $\leq$  at the left of the displayed month and year to advance backward through the calendar months until the desired calendar month and year is displayed at the top. Select the day by clicking on the desired day in the displayed calendar month. Once the beginning and ending dates have been entered, select the days of the week (one or more) on which the field trips will occur by clicking on the check box at the left of each of the desired days.

**Single day trip**    **Ongoing trip**

START DATE:  END DATE:

DAYS OF WEEK:

MON    TUE    WED    THU    FRI

**NOTE: TRIP DATE OF THE FIELD TRIP MUST BE 2 WEEKS FROM NOW!**

1. 3. Pickup/Destination Information - Enter the following information if
3. the pickup and destination is a school:

### School:

- PLEASE ENTER A SCHOOL CODE - Enter the five-digit ATS school code (e.g., 01110). The name and address of the school is automatically displayed in the appropriate fields.

### Field Trip Location:

- If the pickup or destination of the field trip is other than a school location, click on *Other Location*. A list of boroughs is displayed. Select the desired borough to display a list of pre-established locations for field trips. For example, if Brooklyn were to be selected, the following locations will be displayed:

## FIELD TRIP DESTINATIONS

Select

Close

[MANHATTAN](#) [BRONX](#) [BROOKLYN](#) [QUEENS](#) [STATEN ISLAND](#)

### DESTINATION NAME

- BROOKLYN AQUARIUM
- BROOKLYN ACADEMY OF MUSIC
- BROOKLYN BOTANICAL GARDEN
- BROOKLYN CHILDRENS MUSEUM
- BROOKLYN HISTORICAL SOCIETY
- BROOKLYN MUSEUM
- KINGS PLAZA SHOPPING MALL
- LEFFERTS HOMESTEAD
- NEW YORK TRANSIT AUTHORITY MUSEUM
- PROSPECT PARK ENVIRONMENTAL CENTER
- MUSEUM OF THE BORO OF BROOKLYN
- BROOKLYN BOROUGH HALL
- BROOKLYN HEIGHTS PROMENADE
- HARBOR DEFENSE MUSEUM

4. Ridership Information - In this section, information is entered relating to the type of student who will participate in the field trip.

GENERAL ED RIDERSHIP		SPECIAL ED RIDERSHIP	
No. of gen ed pupils:	<input type="text"/>	No. of spec ed pupils:	<input type="text"/>
No. of gen ed adults:	<input type="text"/>	No. of wheelchairs:	<input type="text"/>
		No. of spec ed adults:	<input type="text"/>

### General Education:

- No. of gen ed pupils - Enter the number of General Education pupils participating in the field trip.

- `No. of gen ed adults` - Enter the number of adults who will be accompany the children on the field trip.

### Special Education:

- `No. of spec ed pupils` - Enter the number of Special Education pupils participating in the field trip.
- `No. of wheelchairs` - Enter the number of wheelchairs required for the field trip.
- `No. of spec ed adults` - Enter the number of adults who will be accompany the children on the field trip.

5. `Time Information` - In this section, information is entered relating to the time required for the field trip.

TIME INFORMATION	TRIP COORDINATOR INFORMATION
Time of departure: <input type="text" value="09"/> <input type="text" value="30"/> Return trip: <input checked="" type="radio"/> YES <input type="radio"/> NO Time of return: <input type="text" value="01"/> <input type="text" value="30"/>	Classes: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Coordinator: <input type="text"/> Phone:

Data is entered in the following fields:

- `Time of departure` - Enter the hour and minutes for the departure time by clicking on the down arrow to the right of each field, placing the cursor over the desired number, and clicking the mouse.
  - `Classes` - Enter the range of classes that will be participating in the Field Trip.
  - `Return trip` - Indicate whether or not the bus(s) will be required to return the children to the departure location by selecting the appropriate reply.
  - `Coordinator` - Enter the name of the person who will act as coordinator for the field trip.
  - `Time of return` - Enter the hour and minutes for the return time by clicking on the down arrow to the right of each field, placing the cursor over the desired number, and clicking the mouse.
6. `Comments` - This is a free-format text box in which any pertinent information relating to the field trip can be entered.

When all of the required data has been entered, click on `PROCESS FIELD TRIP REQUEST`.

## Change Information

The following screen is displayed when Change Information is selected:

The screenshot shows the 'CHANGE FIELD TRIP INFORMATION' web interface. At the top, it features the New York City Department of Education logo and navigation links: 'FIELD TRIPS', 'DISPLAY FIELD TRIP REQUESTS', 'ENTER FIELD TRIP REQUESTS', 'CANCEL FIELD TRIP REQUESTS', 'CHANGE INFORMATION', and 'LOGOUT'. A yellow banner on the right contains the 'OPT' logo and a school bus icon.

The main form area is titled 'CHANGE FIELD TRIP INFORMATION' and contains the following sections:

- PLEASE ENTER A FIELD TRIP ID#**: A text input field followed by a 'GET FIELD TRIP DETAILS' button.
- 11/28/2003 10:48:12 AM**: Status information.
- START DATE**, **END DATE**, **DAYS OF WEEK**: Date and time fields.
- PROGRAM TYPE**: TEN MONTH.
- SCHOOL INFORMATION**: Fields for 'OPT SCHOOL CODE', 'SCHOOL ADDRESS', and 'SCHOOL NAME'.
- PICKUP INFORMATION**: Fields for 'NAME', 'ADDRESS', 'CITY', 'STATE', 'ZIP', and 'BORO'.
- DESTINATION INFORMATION**: Fields for 'NAME', 'ADDRESS', 'CITY', 'STATE', 'ZIP', and 'BORO'.
- NO. OF GEN ED PUPILS:**, **NO. OF GEN ED ADULTS:**, **NO. OF SPEC ED PUPILS:**, **NO. OF WHEELCHAIRS:**, **NO. OF SPEC ED ADULTS:**: Numerical input fields for student counts.
- TIME INFORMATION**: 'Time of departure' (dropdown), 'Return trip' (radio buttons for YES/NO), and 'Time of return' (dropdown).
- TRIP COORDINATOR INFORMATION**: 'Classes' (dropdown), 'Coordinator' (text input), and 'Phone' (text input).
- COMMENTS**: A large text area for notes.

At the bottom, there are two buttons: 'SAVE CHANGES' and 'CANCEL CHANGES'. A red note at the bottom of the form reads: '\*Return Time reflects the time the bus must arrive at the school. \*Drivers are not responsible for paying tolls.'

To change the data for a particular field trip, enter the field trip number in the PLEASE ENTER A FIELD TRIP ID# field, and click GET FIELD TRIP DETAILS. The following screen is displayed:



FIELD TRIPS

DISPLAY FIELD TRIP REQUESTS | ENTER FIELD TRIP REQUESTS | CANCEL FIELD TRIP REQUESTS | CHANGE INFORMATION | LOGOUT

CHANGE FIELD TRIP INFORMATION

PLEASE ENTER A FIELD TRIP ID#

GET FIELD TRIP DETAILS

11/28/2003 11:16:14 AM  
STATUS ROUTES ASSIGNED  
PROGRAM TYPE TEN MONTH

START DATE 12/03/2003  
END DATE  
DAYS OF WEEK

SCHOOL INFORMATION

OPT SCHOOL CODE: 01110  
SCHOOL ADDRESS: 285 DELANCEY STREET, New York, NY, 10002-

SCHOOL NAME PS 110

PICKUP INFORMATION

SCHOOL  FIELD TRIP LOCATION

PLEASE SELECT A FIELD TRIP LOCATION

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

BORO:

DESTINATION INFORMATION

SCHOOL  FIELD TRIP LOCATION

PLEASE SELECT A FIELD TRIP LOCATION

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

BORO:

NO. OF GEN ED PUPILS:

NO. OF SPEC ED PUPILS:

NO. OF GEN ED ADULTS:

NO. OF WHEELCHAIRS:

NO. OF SPEC ED ADULTS:

TIME INFORMATION

Time of departure:

Return trip:

YES  NO

Time of return:

*Note: All the buses must be back at school by 1:30*

TRIP COORDINATOR INFORMATION

Classes:

Coordinator:

Phone: (212)674-2690

COMMENTS

*\*Return Time reflects the time the bus must arrive at the school.  
\*Drivers are not responsible for paying tolls.*

RUN ASSIGNMENT INFORMATION

BUS COMPANY	TELEPHONE	VEHICLE TYPE	ROUTE NUMBER
AMBOY BUS COMPANY, INC	718-585-8592	SB	M1237

SAVE CHANGES

CANCEL CHANGES

## Change Fields

Data in the following fields may be changed:

Pickup/Destination Information - Enter the following information if the pickup and destination is a school:

## School:

- PLEASE ENTER A SCHOOL CODE - Enter the five-digit ATS school code (e.g., 01110). The name and address of the school is automatically displayed in the appropriate fields.

## Field Trip Location:

- If the pickup or destination of the field trip is other than a school location, click on *Other Location*. A list of boroughs is displayed. Select the desired borough to display a list of pre-established locations for field trips. For example, if Brooklyn were to be selected, the following locations will be displayed:

### **FIELD TRIP DESTINATIONS**

Select

Close

**MANHATTAN** **BRONX** **BROOKLYN** **QUEENS** **STATEN ISLAND**

#### **DESTINATION NAME**

- BROOKLYN AQUARIUM
- BROOKLYN ACADEMY OF MUSIC
- BROOKLYN BOTANICAL GARDEN
- BROOKLYN CHILDRENS MUSEUM
- BROOKLYN HISTORICAL SOCIETY
- BROOKLYN MUSEUM
- KINGS PLAZA SHOPPING MALL
- LEFFERTS HOMESTEAD
- NEW YORK TRANSIT AUTHORITY MUSEUM
- PROSPECT PARK ENVIORNMENTAL CENTER
- MUSEUM OF THE BORO OF BROOKLYN
- BROOKLYN BOROUGH HALL
- BROOKLYN HEIGHTS PROMENADE
- HAVOR DEFENSE MUSEUM

1. **Time Information** - In this section, information is entered relating to the time required for the field trip.

TIME INFORMATION	TRIP COORDINATOR INFORMATION
Time of departure: 09 30	Classes: [ ] [ ] [ ] [ ]
Return trip: <input checked="" type="radio"/> YES <input type="radio"/> NO	Coordinator: [ ]
Time of return: 01 30	Phone: [ ]

Data is entered in the following fields:

- **Time of departure** - Enter the hour and minutes for the departure time by clicking on the down arrow to the right of each field, placing the cursor over the desired number, and clicking the mouse.
  - **Return trip** - Indicate whether or not the bus(s) will be required to return the children to the departure location by selecting the appropriate reply.
  - **Coordinator** - Enter the name of the person who will act as coordinator for the field trip.
  - **Time of return** - Enter the hour and minutes for the return time by clicking on the down arrow to the right of each field, placing the cursor over the desired number, and clicking the mouse.
3. **Comments** - This is a free-format text box in which any pertinent information relating to the field trip can be entered.

## Screen Functions

The following functions can be performed from this screen:

**SAVE CHANGES** - Click **SAVE CHANGES** to write the new information to the database.

**CANCEL CHANGES** - Click **CANCEL CHANGES** to exit to the previous screen without saving any of the changes made.

## Cancel Field Trip Requests

The following form is displayed when the *Cancel Field Trip Requests* function is selected:

The screenshot shows a web interface for the New York City Department of Education. At the top, there is a header with the department's name and logo, and a navigation bar with options like 'FIELD TRIPS', 'DISPLAY FIELD TRIP REQUESTS', 'ENTER FIELD TRIP REQUESTS', 'CANCEL FIELD TRIP REQUESTS', 'CHANGE INFORMATION', and 'LOGOUT'. A 'CANCEL FIELD TRIP' button is highlighted. Below the header, a note states: 'NOTE: FIELD TRIPS CAN BE CANCELLED UPTIL 3:00PM THE DAY BEFORE THE TRIP START DATE'. The main form area is titled 'CANCEL FIELD TRIP' and contains several sections: 'PLEASE ENTER A FIELD TRIP ID#' with an input field and a 'GET FIELD TRIP DETAILS' button; 'TRIP INFORMATION' with fields for 'START DATE', 'END DATE', and 'DAYS OF WEEK'; 'SCHOOL INFORMATION' with fields for 'OPT SCHOOL CODE' and 'SCHOOL NAME'; 'PICKUP INFORMATION' and 'DESTINATION INFORMATION' with fields for 'NAME' and 'ADDRESS'; 'GENERAL EDUCATION' and 'SPECIAL EDUCATION' with fields for 'NO. OF GEN ED PUPILS', 'NO. OF GEN ED ADULTS', 'NO. OF SPEC ED PUPILS', 'NO. OF WHEELCHAIRS', and 'NO. OF SPEC ED ADULTS'; 'TIME INFORMATION' with fields for 'Time of departure:' and 'Time of return:'; and 'TRIP COORDINATOR INFORMATION' with fields for 'Classes:', 'Coordinator:', and 'Phone:'. At the bottom, there is a 'COMMENTS' section with a text area and a 'CANCEL FIELD TRIP REQUEST' button.

## Cancelling The Trip

To cancel a field trip, enter data in the following fields:

1. Field Trip ID# - Enter the field trip identification number, and click Get Field Trip Details. The following information is displayed:



**FIELD TRIPS**

DISPLAY FIELD TRIP REQUESTS | ENTER FIELD TRIP REQUESTS | CANCEL FIELD TRIP REQUESTS | CHANGE INFORMATION | LOGOUT

**CANCEL FIELD TRIP**

NOTE: FIELD TRIPS CAN BE CANCELLED UPTIL 3:00PM THE DAY BEFORE THE TRIP START DATE

PLEASE ENTER A FIELD TRIP ID#

11/19/2003 3:07:31 PM 01110  
STATUS ROUTES ASSIGNED  
PROGRAM TYPE TEN MONTH

START DATE 12/03/2003  
END DATE  
DAYS OF WEEK

**SCHOOL INFORMATION**

OPT SCHOOL CODE: 01110

SCHOOL NAME PS 110

SCHOOL ADDRESS 285 DELANCEY STREET , New York , NY , 10002-

**PICKUP INFORMATION**

NAME: ABIGAIL ADAMS SMITH MUSEUM

ADDRESS: 421 East 61 Street, New York, NY - 10021

**DESTINATION INFORMATION**

NAME: BRONX MUSEUM OF ARTS

ADDRESS: 1040 Grand Concourse At 165 Street, Bronx, NY - 10467

**GENERAL EDUCATION**

NO. OF GEN ED PUPILS: 10

NO. OF GEN ED ADULTS: 12

**SPECIAL EDUCATION**

NO. OF SPEC ED PUPILS:

NO. OF WHEELCHAIRS:

NO. OF SPEC ED ADULTS:

**TIME INFORMATION**

Time of departure: 09:30

Time of return: 01:30

**TRIP COORDINATOR INFORMATION**

Classes:

Coordinator: claudia

Phone: (212)674-2690

**COMMENTS**

**RUN ASSIGNMENT INFORMATION**

BUS COMPANY	TELEPHONE	VEHICLE TYPE	ROUTE NUMBER
AMBOY BUS COMPANY, INC	718-585-8592	SB	M1237

- Comments - Enter a brief statement explaining why the field trip was cancelled.
- Click on Cancel Field Trip Request to cancel the field trip.