Submitting a Field Trip Request

http://quecentre2.cnyric.org/tstboces/Login.aspx

Log In Screen

Username: Type your username. (same as your network username)
Password: Type your password. (same as your network password) Click Login.

Gear Icon – My Account

Set Favorites

Favorite Service Area: Users can choose a favorite service area. This is the service area that will be the default selection on forms where you must select a department. Make the selection from the drop down box.

Favorite Location: Users can choose a favorite location. This is the location that will be the default selection on forms where you must select a location. Users will only see locations they are associated with. Make the selections from the dropdown boxes.

Update: Click the Update button to save any changes you have made.

Enter a Field Trip Request

Work Orders: Create Work order
Work Order Contact: Automatically entered based on your login.
Service Area: Select Field Trip using the drop down box
Campus: Select your location: TST BOCES Warren Road or TST BOCES Off Campus
Building, Floor, Room: Select the building, floor, and room in which you are located using the drop down boxes. This may be filled in if a user has selected favorites.
Location: N/A
Description: Type a brief description of your field trip.
Status: Status stays as "new"
Additional Information: Fill out this section as appropriate. No box can be left blank. Use N/A if not applicable.
Save: Click the Update button to save and submit the request you have created

School Bus Needed?:	Select	If no, indicate mode of travel:	
Driver Needed?:	Select	If no, include driver's name:	
Nurse Needed?:	Select	Number of staff riding on the bus:	
Number of ambulatory students:		Number of students in manual wheelchairs:	
Number of students in motorized wheelchairs:		Trip Date:	
Rain Date:		Trip return date:	
Person on bus in charge of event:		Begin loading at BOCES (time):	
Estimated arrival time back at BOCES:		Preferred Loading Area:	Select
Trip destination and address:		If a BOCES bus is not available, contract bus?:	Select
List any equipment to be transported on bus:		Instructional goals/objectives:	

Routing of your Field Trip Request

Once your request has been submitted it is routed to your supervisor's email for approval. Your supervisor will review it, add comments if necessary, and then approve or deny it. You will get an email stating that your request has been "supervisor approved" or "denied". If approved by your supervisor it is routed to the Facilities Department. The Facilities department will approve or deny the request. If approved, you will receive another email indicating the assigned driver and Bus #. If denied, you will receive an email to indicate that.

Check the Status of Your Field Trip Request

Work Orders – View My Work Orders
This screen shows new or in progress work orders that you have put in the system.
Number: Indicates the number of a work order. Clicking the number of a work order will take you to the Update Work Order Screen for that work order.
Status: Indicates the current status of a work order (work orders that have been rejected or are closed will not appear).
Description: Shows the request as it was entered on the Request Screen and indicates any special condition boxes checked.
Location: Indicates the Building, Floor and Room of the work order as they were entered on the Request Screen.
Updated: Indicates the last person to act on the work order and the date/time the action took place.
Requested: Indicates the person who requested the work order and the date/time of the request.