

Q and A for Travel Tracker Software

What do I do if my Print buttons don't work?

Normally this is caused by a pop-up blocker on your computer as the print option opens a new window to use for the printing. You will want to ALLOW pop-up windows for app-garden.com

I have a field trip with the wrong dates listed, how do I correct this?

If the field trip has not been approved, the trip request can be edited and the dates changed by requester/admin. If the trip has been approved, the trip will need to be rescheduled by the requester or admin.

How do I change pickup/return times after a vehicle has been assigned?

Once a vehicle has been assigned, it will need to be removed from the trip and reassigned to change the pickup and return times in order to insure that the vehicle is still available with the adjusted times. You must be a vehicle owner or a transportation administrator to make this adjustment.

How do you add a vehicle once the trip has been approved and the vehicles have been assigned but the trip has not occurred?

Only a Transportation Administrator can make changes to a trip once it has been approved and vehicles assigned.

When a driver signs on, they have access to the tabs shown at the right.



Viewing your assigned trips

Drivers can see trips that are assigned to them (even if electronic bidding is not utilized). Drivers must be registered to use the Travel Tracker with the email address that is listed in the driver setup table by your transportation administrators



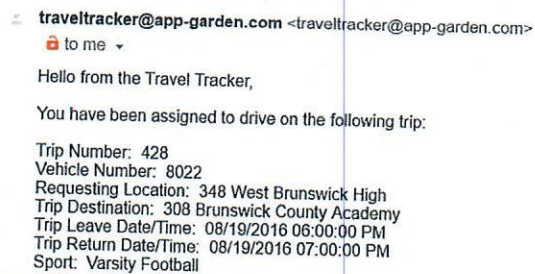
Select Your Vehicle Assignments to view trips for which you are assigned to drive.

851
326 North Brunswick High
cdeveloper

You can print the trip ticket for individual trips by clicking on the Download Trip Ticket button or print all the trip tickets for your trips by clicking on the Print Trip Tickets for All button.



You will get an email informing you that you have been assigned to a trip. Below is example of what the email should look like.



traveltracker@app-garden.com <traveltracker@app-garden.com>
to me
Hello from the Travel Tracker,
You have been assigned to drive on the following trip:
Trip Number: 428
Vehicle Number: 8022
Requesting Location: 348 West Brunswick High
Trip Destination: 308 Brunswick County Academy
Trip Leave Date/Time: 08/19/2016 06:00:00 PM
Trip Return Date/Time: 08/19/2016 07:00:00 PM
Sport: Varsity Football

Entering Mileage/ Driver Hours

Drivers can enter the beginning and ending odometer readings and the drive hours for trips that have been completed.

Under the DRIVER TAB select the option Enter Mileage/Driver Hrs

