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 pri1t 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 an9 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 ensure that the vehicle is still available with t e 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 h1s 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.

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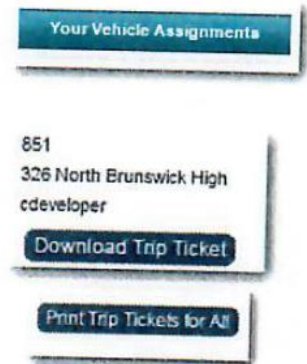
You will get an email informing you that you have been assigned to a trip. Below is example of what the email should look like.

traveltracker@app.garden.com <lravell(acker@app-garden.com>

Hello from the Travel Tracker,

Youhavebeen assigned to drive on the ! lowing trip:

TripNumber: 428
Vehicle Number: 8022
Requesting Location: 348 West Brunswd
High Trip Qestinalion: 308 Brunswick County
Atademy TripLeave Oatemme: 08/1912016
06:00:QOPM TripReturn Datemme: 08/1912016
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