

## HOW TO CREATE A NEW FIELD TRIP

### THIS IS TO REQUEST A FIELD TRIP AND SCHEDULE THE TRANSPORTATION

- 1) A link has been placed under on the General McLane website under Central Office – forms – Service Center – Use of Bus/Van Application
- 2) Follow the link to Infofinder LE
- 3) Log in – your user ID is your full name with no spaces, all lower case (i.e., robertsmith) and your password is the word password.
- 4) On the green tool bar click on Field Trips.
- 5) In the dialogue box, click on the 'New Field Trip' bar at the top
- 6) Complete all required fields (designated by an asterisk)
- 7) In notes, **list the reason for the field trip**
- 8) Once all required fields are completed, go to the bottom of the form and click save

The request then goes to the next level in the approval hierarchy. You will receive an email at each level. Once you receive an email from the Transportation Dept. your trip is fully approved and scheduled.

If you would like to watch a video training follow this link

[http://mytransfinder.com/mytf/training/field\\_trip\\_request\\_form\\_v11/field\\_trip\\_request.htm](http://mytransfinder.com/mytf/training/field_trip_request_form_v11/field_trip_request.htm)

#### NOTE:

FIELD TRIPS MUST BE REQUESTED A MINIMUM OF THREE WEEKS PRIOR TO THE DATE OF THE TRIP