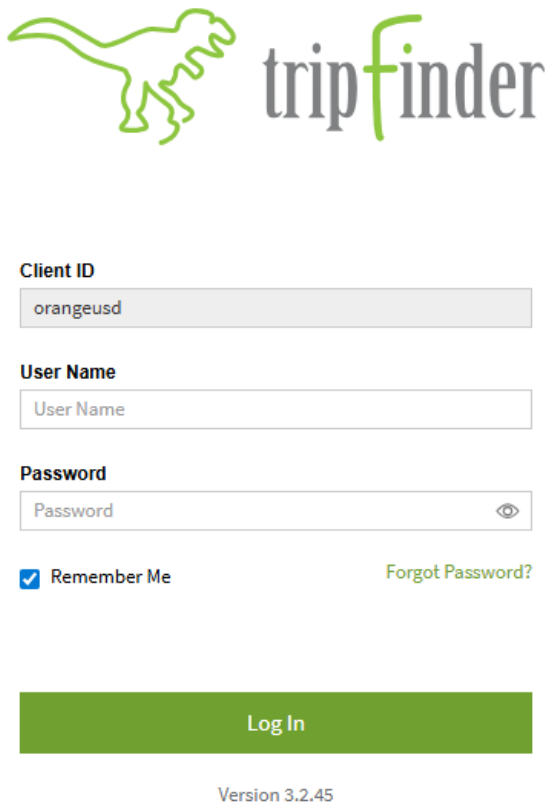
Reference Guide

Tripfinder Login

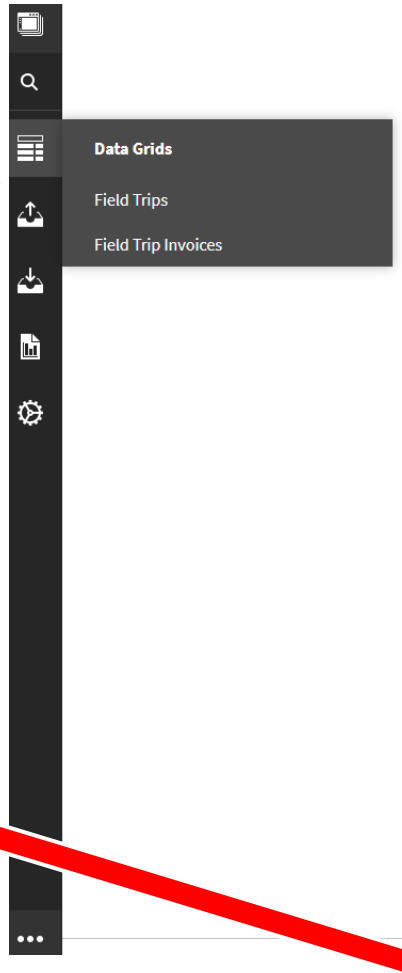
- Client ID: **orangeusd**
- Username: first initial of your first name, then your last name
  - Example: Erik Marquez
    - emarquez
- Password: if this is your first time logging in, press Forgot Password
- Check Remember Me
- Bookmark the website for future use
  - The link should be added to the OUSD Dashboard soon



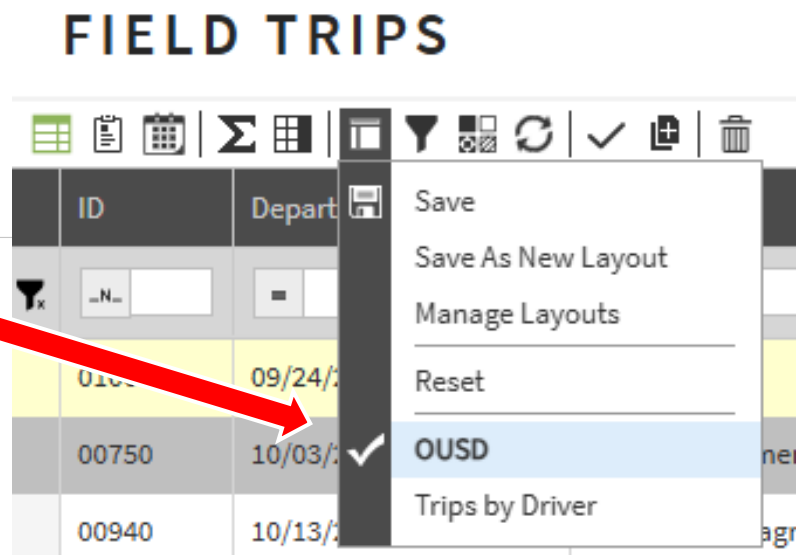
orangeusd.transfinder.com/tripfinder

Field Trip Data Grid

- Click the Data Grid Icon
- Select Field Trips
  - **Field Trips Grid:** displays all field trips for the school the user is assigned
- Select OUSD Layout
- You can sort the layout based on your preference
  - Click, hold, drag, drop the columns



tripfinder



Submit New Request

Level 1 Approvers (Office Manager/Athletic Dir.)

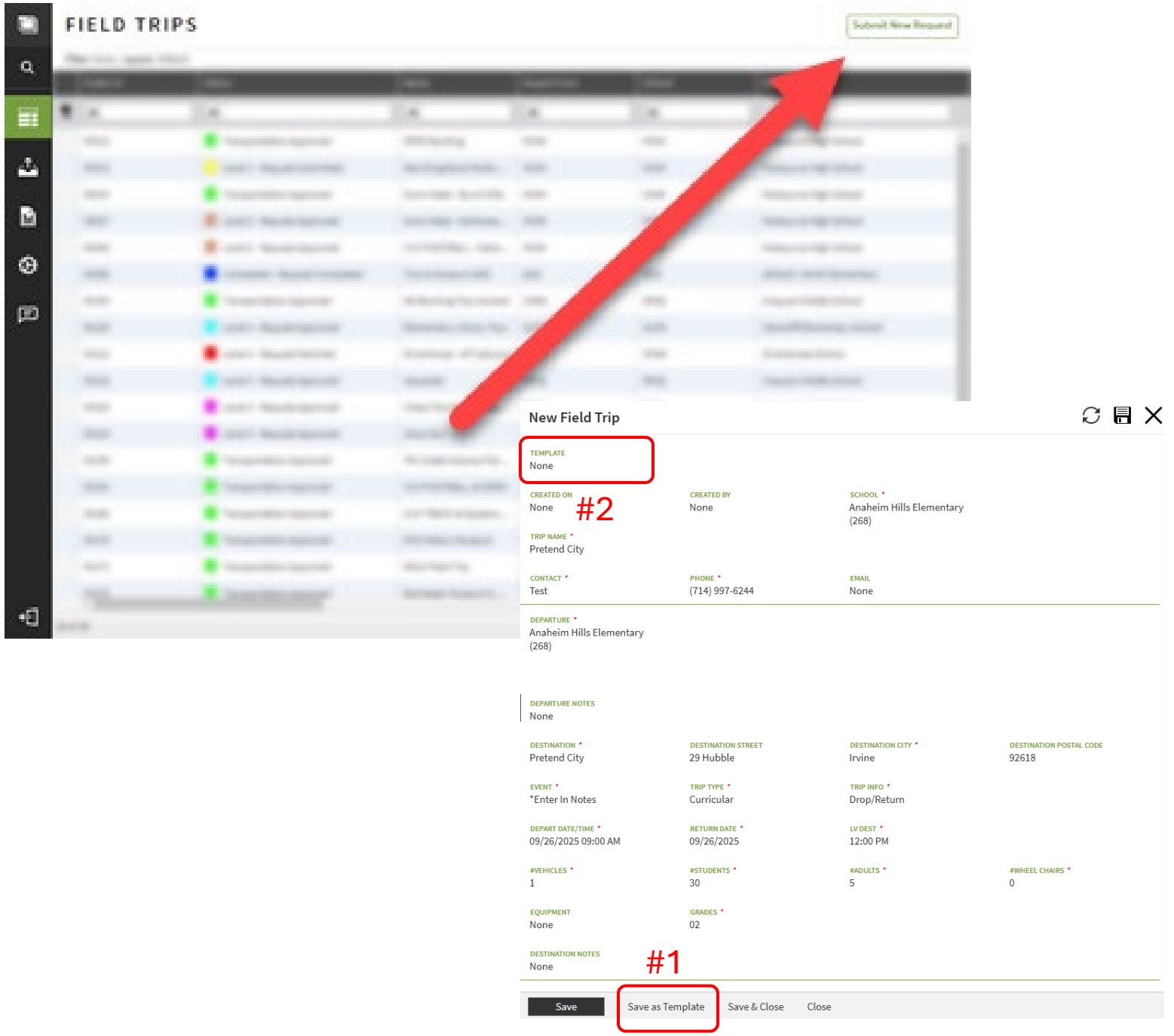
Submit New Request

- Enter all required fields (*)
- Click Save to submit the request

Status will show as follows:

Level 1 - Request Submitted

Field trip requests can also be created by selecting a template you already saved



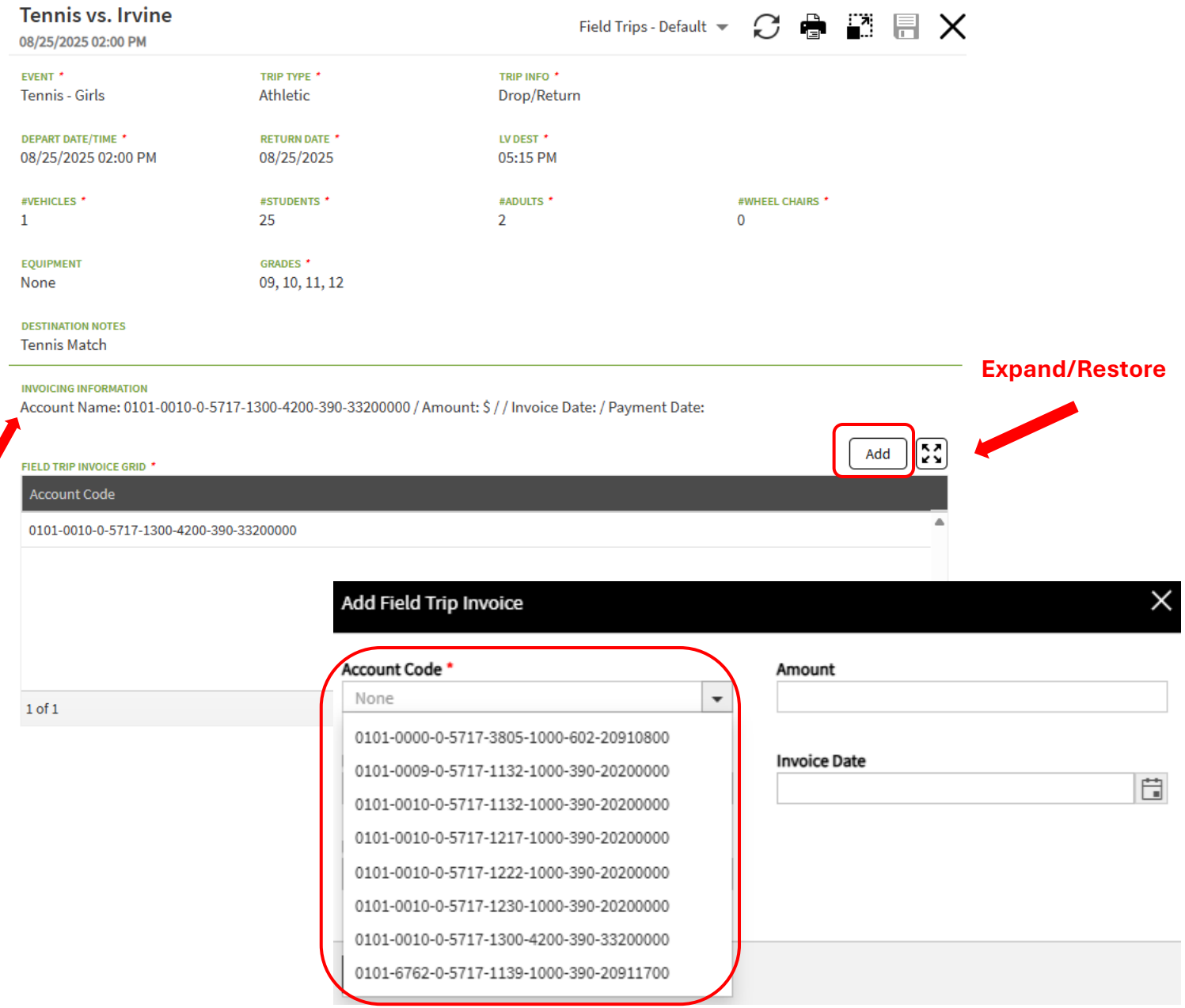
Field Trip Invoice Grid

Field Trip Invoice Grid - required field (*)

- Click Add
- Select the appropriate budget number for your trip
    - If your site has more than one budget number, select it from the drop-down menu

The Invoicing Information section will show the budget number selected.

The Amount: $ and Invoice Date: fields will show 3-5 business days after the trip is completed.

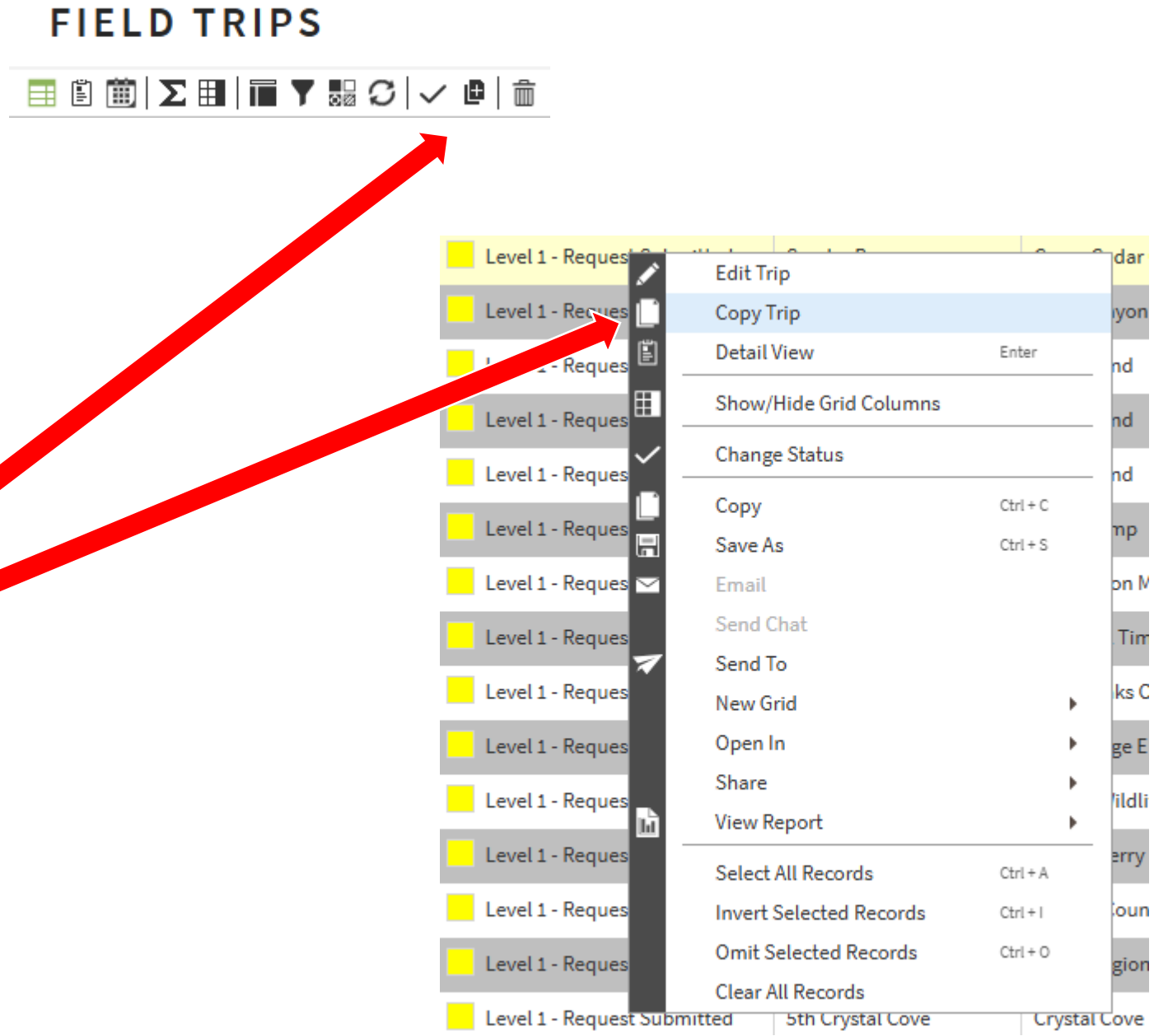


Copy an Existing Field Trip

Generate a new field trip by copying an existing trip.

- Select the field trip from the grid
- Click Copy & New from the grid toolbar
  - The Copy & New tool is also available by right clicking on the trip

An exact copy of the selected field trip, including dates and times, will be created. Make sure to review the new field trip's details and make any edits that are necessary



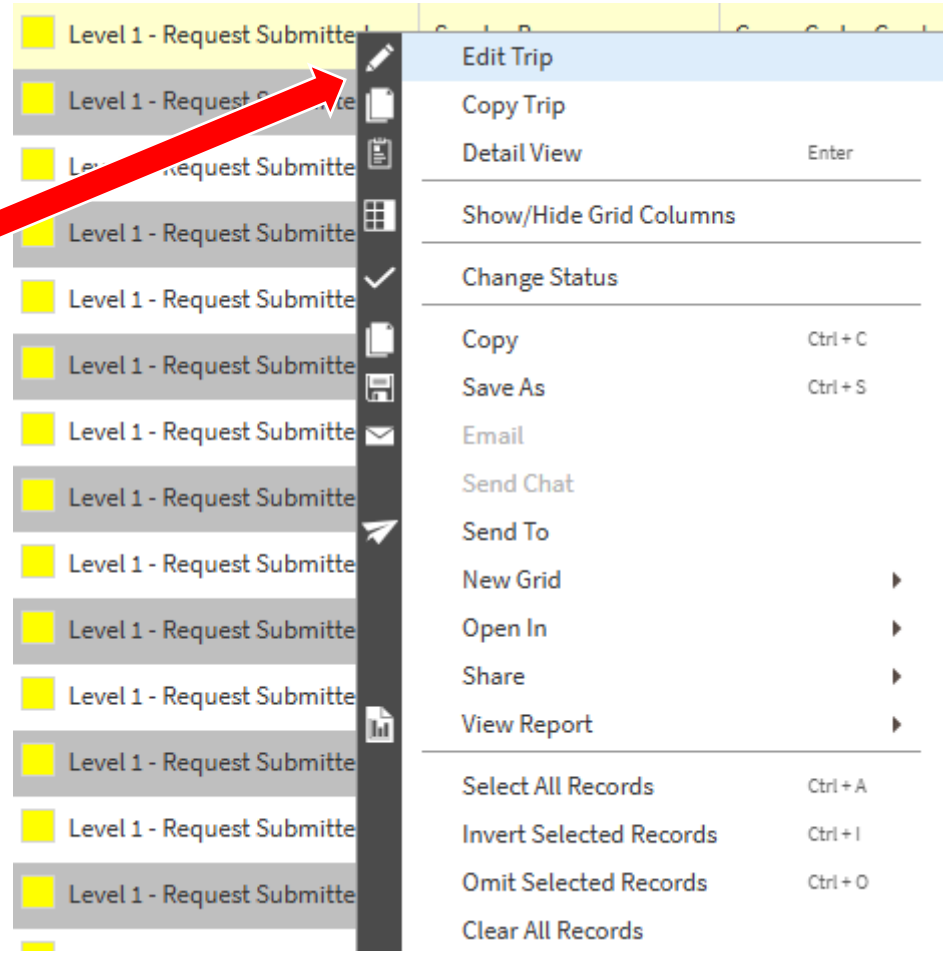
Edit an Existing Field Trip

Make changes to details for an existing field trip request

- Select the field trip to be edited
- Right click and select Edit Trip
- Change the fields in the Edit Field Trip form as needed
- Click Save to apply changes

Restrictions

The field trip status must be at or below the current user's level for them to edit a field trip

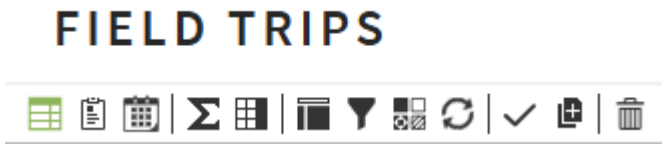


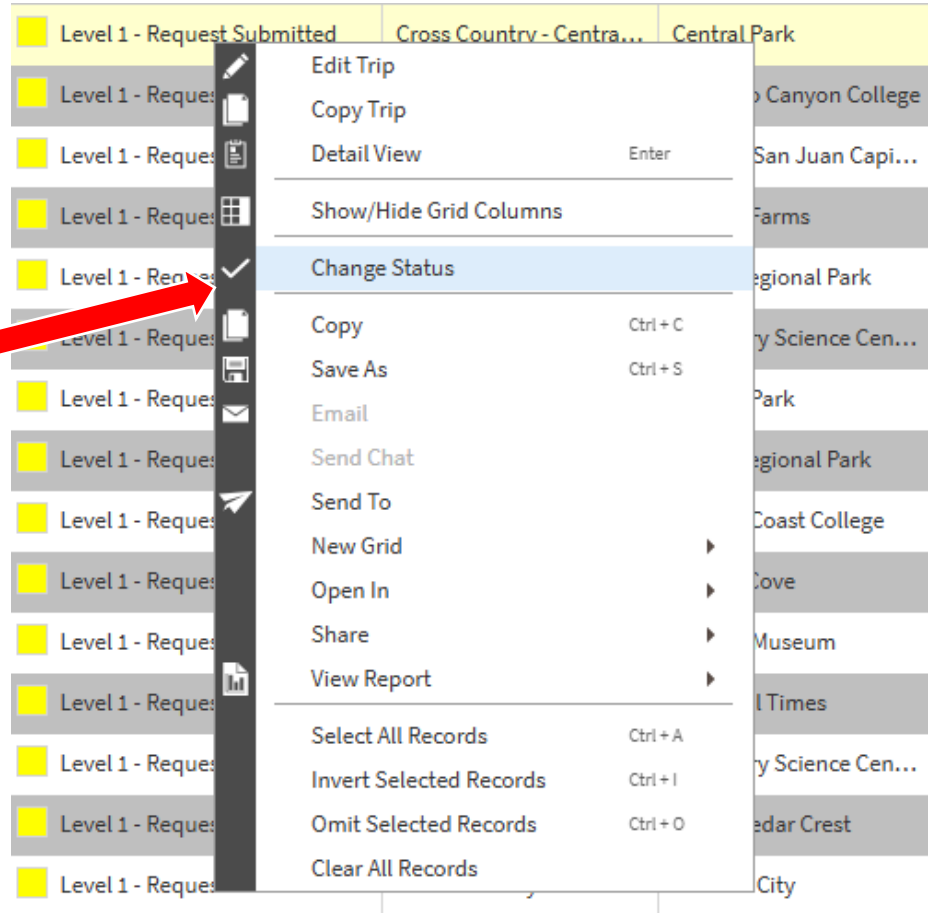
Change Status

Level 2 Approvers (Principal)

Two ways to Change Status

1. Checkmark icon in the grid toolbar
2. Highlight the trip (or all trips), right click, and select Change Status





Change Status Cont.

Level 2 Approvers (Principal)

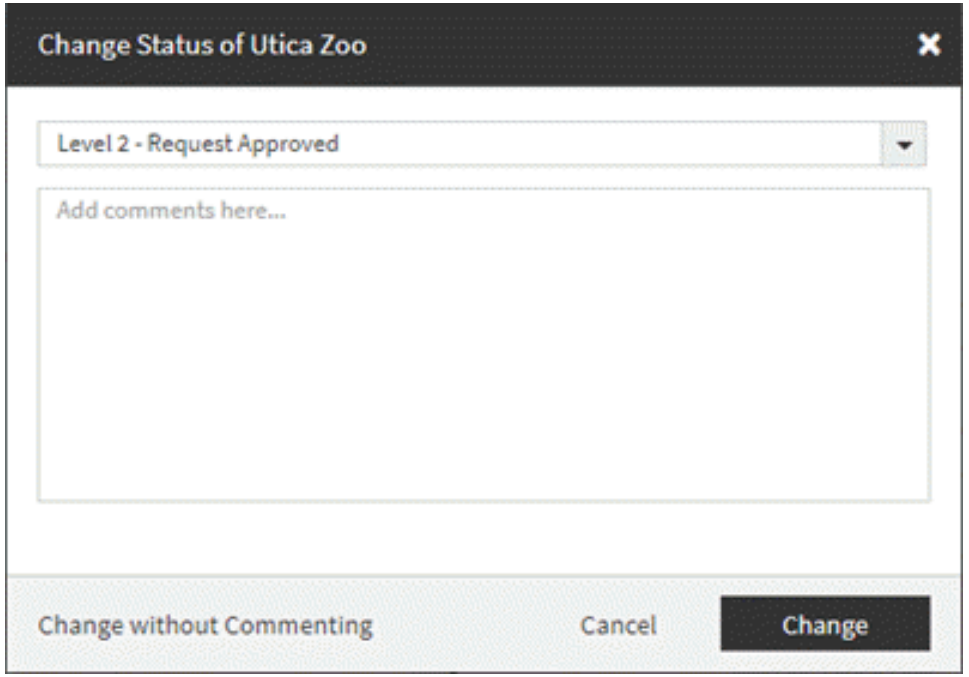
Change Status ✓

- Level 2 – Request Approved
- Level 2 – Request Declined

Status will show as follows:

Level 2 - Request Approved

- Optional: add a comment to support the status change reason
- Click **Change**

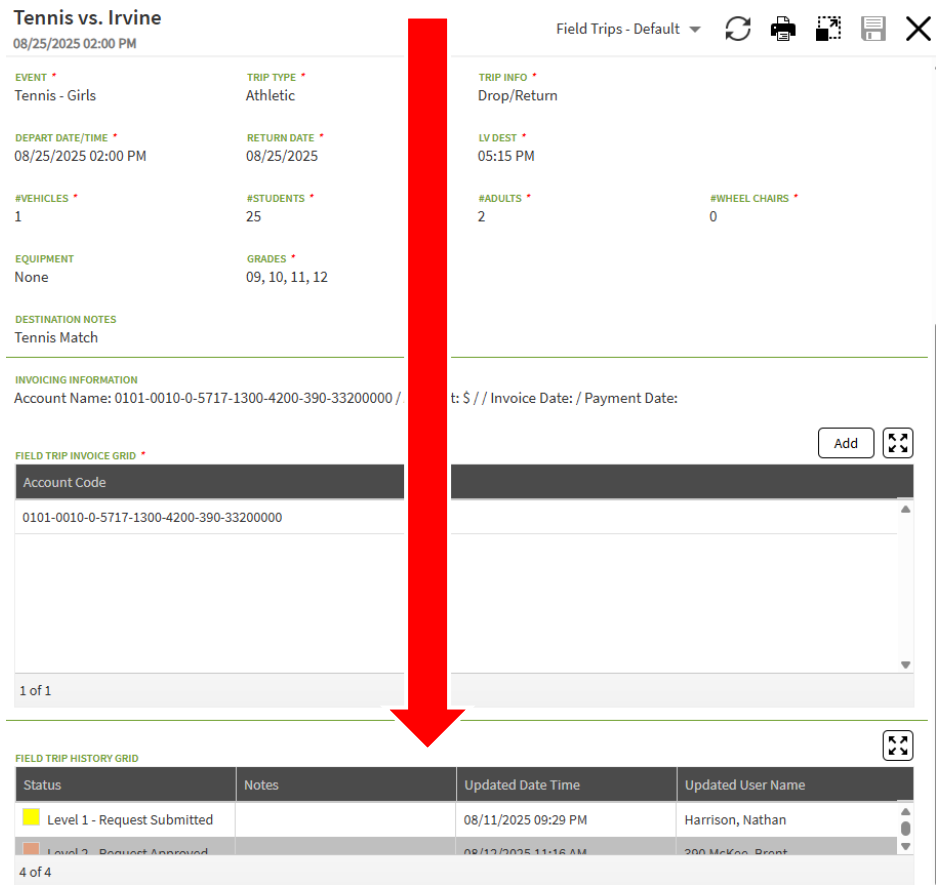


Field Trip History Grid

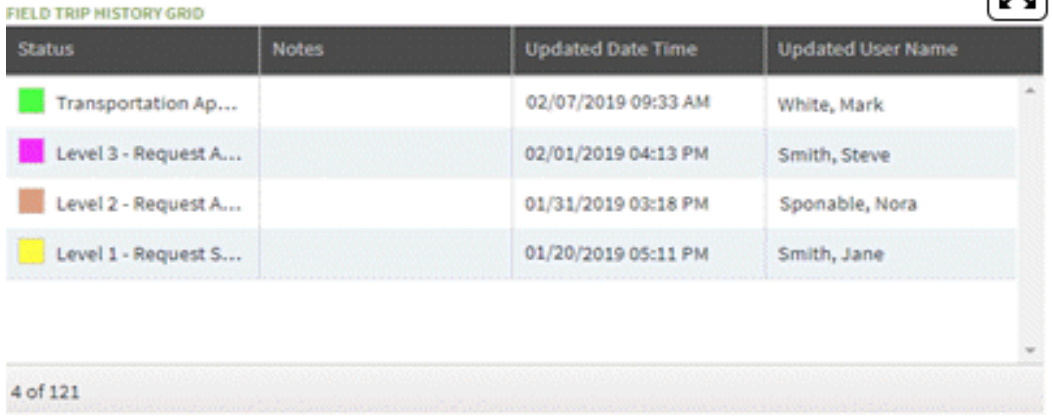
Approvers

- Level 1 – Office Manager/Athletic Dir.
- Level 2 – Principal
- Level 3 – Budget Department
  - Arlene Magana
  - Jami Lopez
  - David Nguyen
- Level 4 - Transportation

This shows information about who and when the field trip status changed throughout the approval process.



Expand/Restore

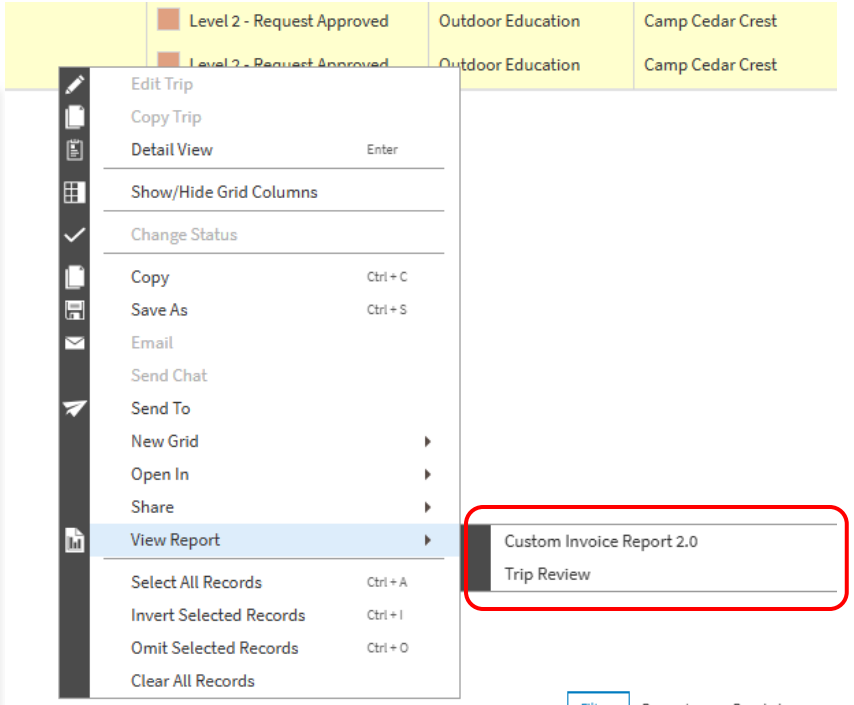


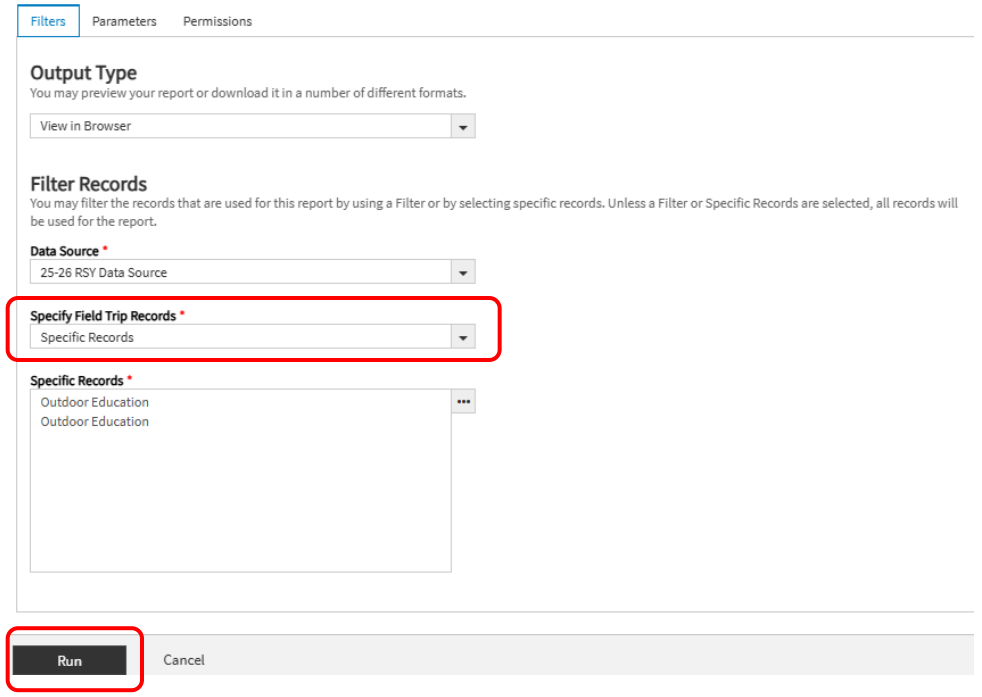
Reports – Invoices and Trip Review

In the data grid, select the field trips you would like to run a report for

- Right Click on the highlighted trips
- Highlight View Report
- Select one of the following options:
  - Custom Invoice Report 2.0
  - Trip Review
- Specific Field Trip Records *
  - Select Specific Records
- Press Run

The report will generate on another tab





Black Out Dates

If a specific date is entered in the system as a “black out” date, it will appear as follows:

- Depart Date falls on a holiday: 10/30/2025.
  - The system will not allow you to enter the field trip
- Call or E-mail Sharon Breland, Field Trip Dispatcher for assistance

Some dates may not be holidays, but they are restricted in the system due to the number of buses already scheduled for that day.