Welcome to TripDirect

Your department has established you as the person of authority to approve expenditures on the organization (Org #) code provided for “trip requests” (requests for Motor Pool vehicles). Now that your account has been established with TripDirect, “trip requests” will start coming to you. As a “Site Administrator” for your department, all trip requests made for your department will be routed to you for approval. Facilities Services will not activate a trip request without your approval. This short “how to” guide will explain how the trip approval process works and how you can do your part in getting those “trips” on the road.

Go to

http://www.schooldude.com/

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Now What?

Affordable Online Management Tools Designed for Education: Facility, Maintenance, Utility, IT, and Business Operations

SchoolDude helps over 5,000 institutions and more than 980,000 education professionals save money, manage support services, and make a difference by streamlining maintenance work order management, scheduling preventive maintenance tasks, providing IT helpdesk tools, easing inventory management, maximizing facility scheduling, utility tracking and much more.

Webcasts, podcasts, white papers, case studies, data sheets and more in the new SchoolDude Resource Library!
The Login Page

As a Site Administrator for your department, you will receive an email alerting you to the submitted “trips” awaiting your approval. The email will contain a link to the “TripDirect” Login page. Log into your account using your full GMU email address as the “Login Name”. Your password is gmu123. Choose “Trip Direct” from the drop down menu next to the words “Go To” and click “sign in”.

![Login Page Screenshot](image-url)
Approving Your Department’s Vehicle Requests

Once you’ve logged in with your user name and password, your Home page should look like this.

*(Note: You won’t see the pie chart until after the first trip request has been submitted.)*

For the purposes of this guide, we will not address the reporting functions of this application. For information on this subject, call Facilities Services at 3-2442.
To start approving submitted trip requests, click on the number of requests under the words “Waiting Your Approval.” This link will take you to the actual “Approve Trip Request” page.
The “Approve Trip Request” page will only let you view one trip at a time. From the drop-down menu next to the words “Waiting Your Approval”, choose the trip you wish to address first.

When the page refreshes, the trip will be listed, showing basic information. If the information shown is enough to base your approval decision, you may click on “Process/Approve Now”, or select Cancel* or Decline (by clicking on the circle next to the desired action). Click the “Save” button.

The “Duplicate” option is not used.

*DO NOT USE THE CANCEL/DECLINE OPTIONS FOR TRIPS THAT HAVE BEEN APPROVED PREVIOUSLY
If you require more information on the requested trip or need to make changes to the trip before it is approved, you may click on the “Trip Name”. Clicking on either the “Process/Approve Now” or “Trip Name” links will take you to the trip request itself.
From the trip request page you can make changes to the Booking Details, Trip Contact, Attendees, or Transportation Type. We recommend that you note any changes made to the request in the “Approval Notes” field at the bottom of the page.
If you agree with all the trip details and choose to approve the request, click the check box next to the word “Approved?” and then the “Save” button.

**DO NOT** select a “User” from the “Route To Next” drop-down menu.
**DO NOT** click the check box next to the “Activate Trip Request?”

The trip request has now been automatically sent to Facilities Services for vehicle assignment and trip activation.