

## New features for Book a bus online program

- **Verify and Hide / Show cancelled requests**

**Requests for Transportation** [Settings](#)

School:

Date Required (year-MM-dd) From:  To:  Req. #  Activity  Destination  Total 2 records found

☐ Show Submitted ☒ Show Cancelled ☒ Hide verified cancellations

#	Req #	Activity	Destination	Date Required	Arrival Time	School Name	Requestor	Submitted Date	Principal	Principal Authorized	Manager Approved	Requestor Cancelled
1		Grade 7 Camp		2022	10:00 AM			2021	15:01:00			
2		Grade 7 Camp		2022	2:45 PM			2021	15:12:00			

100 per page | << First [1] Last >> | - select one - | 2 on P#1, 2 on 1 pages

**Legend:**

- = Edit or display a request detail information
- = Waiting for principal's authorization
- = Waiting for transportation approval
- = Approved by transportation manager
- = Refused by principal or declined by manager
- = Approved by manager but Cancelled by requestor
- = Cancelled by requestor and Verified by manager

Manager may use command to Verify (hide) or Un-Verify (show) the selected cancelled requests in bulk

100 per page | << First [1] Last >> | - select one - | 2 on P#1, 2 on 1 pages

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**Dropdown Menu:**

- select one -
- select one -
- Pending for Approval
- Approved Requests
- Requests not Approved
- Bus Driver's Work Order
- Copy selected ones to NEW
- Verify selected cancellations**
- UN-verify selected cancellations

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Manager may check or uncheck the checkbox for a cancelled request.

**CANCELLED** ☒ ☐ Verified?

- **Acknowledge checkbox:**

"I acknowledge the requested times are outside of the SD35 bussing availability (refer to home page for details) please provide me with a charter quote for this trip. If this box is left unselected I acknowledge my trip request will be declined"

This checkbox is a mandatory field in this release.

- **Request Carry On Items**

This checkbox with its text box (500 characters limitation) are optional inputs.

☐ I acknowledge the requested times are outside of the SD35 bussing availability (refer to home page for details) please provide me with a charter quote for this trip. If this box is left unselected I acknowledge my trip request will be declined

☐ Request carry on items

# Point of departure Time Teacher in charge Buses Edit