**BusOps Easy Guide**

**Dispatch > TRPT Trips Report Menu**

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### Step by Step Instructions

**Login to TSD BUSOPS**

Click the link to access BUSOPS using SSO userid/password [http://busops.lausd.net/Login.aspx](http://busops.lausd.net/Login.aspx)

1. Click **Dispatch** and select **TRPT Trips Report Menu** from menu bar
2. Enter search parameters (ABS NO, Receiver Order #, BEGIN/END DATE, APPLICATION NO, DOCUMENT NO, SCHOOL, or Trip Types), if applicable
3. Click **Search** to display trips in data grip
4. Click **+Add new record** to add/create trip(s)
5. Click on column title to sort records in ascending/descending/default order
6. Enter partial or full filtering data in the text box to filter records accordingly
7. Hover trip status icon to show trip status (e.g. cancelled, historical, trip web id, etc.)
8. Click **A No** to display and edit trip data affecting one trip
9. Click **D No** to display and edit trip data affecting all the trips under the same document number
10. Click ‘**Book**’ or ‘**R nnnn**’ button to edit/update trip booking module in popup window
TRIPS – Creating single trip
Guide

Filepath: Dispatch > TRPT

1. Navigate to “Dispatch > TRPT Trips Reports Menu”
2. Click + Add new record
3. In the Trip Type popup, select trip type (SINGLE, RECURRING, MULTIPLE), specify trip date(s), and number of buses (MULTIPLE BUS). Click Continue to display Trip Data popup window.
4. Select or type SCHOOL CODE
5. Enter Receiver Order No
6. Select GRADE
7. Select BOOKING CD
8. Select PICKUP LOC and DEST LOC. Verify location names auto populated in PICKUP DESC and DEST DESC.
   - If PICKUP LOC or DESC LOC is not found in the dropdown list, ensure to enter/type the info in PICKUP DESC or DEST DESC, and in COMMENT, PICKUP INFO, DROP OFF INFO
9. Select PICKUP TIME
10. Select RETURN TIME
11. Enter COUNT for PUPIL and/or ADULT (one of the counts is required)
12. Enter additional information in other fields, if applicable
13. Click Add to create the trip or Close to exit. Click Fax to send a fax to recipient.
TRIPS – Booking to Bus

1. Navigate to “Dispatch > TRPT Trips Report Menu” and search for the trip needs to be booked.
2. Click on Book link under “Book” column (next to trip’s Document number) screen automatically looks up and displays all available buses that trip can be booked on.
3. Select GARAGE.
4. Modify trip’s capacity in CAPACITY, if applicable.
5. Click Search to display all available buses.
6. In grid on the right, select (double click) desired bus number in BUS # column, or
7. In Assign Bus field, type in desired bus number from the right grid.
8. Click Trip Assign button.
9. Click OK in the confirmation popup to exit trip booking screen.

Step by Step Instructions

Filepath: Dispatch > Trips > Book Column
Step by Step Instructions

Filepath: Dispatch > Trips > Book column

1. Navigate to “Dispatch > TRPT Trips Report Menu” and search for the trip needs to be booked.
2. Click on Book link under “Book” column (next to trip’s Document number). Screen automatically looks up and displays all available routes for trip.
3. Modify S-Zone Loc to a different location (or delete value in field), if applicable.
4. Modify Start Time and End time, if applicable. (Note: Any route that starts its pm run at 2pm will not be considered for any trip that returns after 2pm)
5. Modify trip Capacity value. (Note: Any route whose capacity is less then trips’ capacity will not be considered qualified)
6. Click Search to display all available routes.
7. In grid on the left, select  (double click) desired route number (use the navigation buttons to go through entire list), or
8. In Assign Route field type in desired route value from the grid.
9. Click Trip Assign to assign route to trip.
10. Click OK in the confirmation popup.
BusOps Easy Guide
Dispatch > Trip Fax Confirmation - Search

Step by Step Instructions

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Searching, displaying, and sending trip fax confirmation in BusOps

1. Click Dispatch and select Trip Fax Confirmation from menu bar
2. Enter search parameters (Begin/End Date, Begin/End School Code, Begin/End Route), if applicable
3. Click Search
4. Hover over icon to show status message (e.g. preview (818) 951-4541 of 1894002).
   Click on the icon to display fax preview in popup window
5. Hover over icon to display fax status of the trip record.
   (e.g. Send fax to (213) 241-1879 – No fax sent) or
   (e.g. No fax confirmation required – No fax sent)
   Click on the icon to show popup window ‘Sending Trip confirmation Fax’ for sending fax.
   Press ‘OK’ button to send the fax.
6. Click ‘Test Fax’ button to send a test fax to the designated TSD fax machine
BusOps Easy Guide
Dispatch > Trip Fax Confirmation – Batch Fax Send

Step by Step Instructions

Login to TSD BUSOPS
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Sending batch trip fax confirmation in BusOps

1. Click Dispatch and select Trip Fax Confirmation from menu bar
2. Select all or individual trips to be faxed
   a. Click the check box in column header to select all the trips in the data grid page to send fax to (Note: only the trips shown in the current page will be highlighted and selected)
   b. Click individual check box in the data grid to highlight and select trips to send fax to
3. Click ‘Fax Selected’ button to send fax in batch mode
BusOps Easy Guide
Dispatch > Trip Fax Log

Login to TSD BUSOPS
Click the link to access BUSOPS using SSO userid/password [http://busops.lausd.net/Login.aspx]

Trip fax log in BusOps
1. Click Dispatch and select Trip Fax Log from menu bar
2. Enter search parameters and click ‘Search’ button to display desired records in lower data grids
3. Upper data grid displays the log records of trip fax sent in batch mode
4. Lower data grid displays detailed fax records for trip fax log selected in the upper data grid
5. Click ‘Print Batch Log’ to print the fax logs
6. Hover over the various icons to display fax tus and action options
   • To display fax preview, click on the icon
   • To resend a fax, click on the icon