BusOps – First Time Login

1. Open Internet Explorer by going to Start > All Programs > Internet Explorer and clicking once
2. Go to “Tools” (Alt+X) and select “About Internet Explorer”
3. In about popup, verify version shown is 10 or higher. Close the popup (Contact your administrator if your version of Internet explorer is less then version 10)
4. In the URL field,
   - **BusOps PROD**: type [http://busops.lausd.net](http://busops.lausd.net) and press Enter key
   - **BusOps TEST**: type [http://tran2da.lausd.net/testA/login.aspx](http://tran2da.lausd.net/testA/login.aspx) and press Enter key
5. Save BusOps’ login page for future reference by either adding it to your “favorites”, saving it to your desktop as a link, or making it your home page.
6. Login to BusOps by using your single sign on (SSO) credentials (Type only your username and not “@lausd.net”)
7. Verify your name appears on top right side of the screen
8. Once logged in, select various screens and reports to verify you have proper access (Contact your supervisor if you don’t see a screen/report or can’t perform needed function)
9. To log out, select “Logout” link in top right corner (Below LAUSD logo)
Login to TSD BUSOPS

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

Searching for garages in BusOps

1. Click Fleet and select Garage from menu bar
2. Enter search parameters, if applicable
3. Click Search to display garage records in the data grid

Optional
4. Clicking column heading to sort by ascending, descending, default order of the column
5. Entering full or partial data in the text box for filtering data records to be displayed
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)

Adding new garage in BusOps

1. Click **Fleet** and select **Garage** from menu bar
2. Click **+ Add new record**
3 – 14 Enter data in required fields (field with *)
15. Click **Add** to create new record or **Cancel** to cancel
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)

Editing garage data in BusOps

1. Click Fleet and select Garage from menu bar
2. Click Edit
3. Modify data in the fields, if applicable
4. Click Update to save or Cancel to cancel
BusOps Easy Guide
Fleet > Garage - Delete

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)

Deleting garage record in BusOps (NOTE: This action is based on user role permission)
1. Click Fleet and select Garage from menu bar
2. Click Delete
3. Click OK to delete or Cancel to cancel
BusOps Easy Guide
Fleet > Bus - Search

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)

Searching for bus in BusOps
1. Click Fleet and select Bus from menu bar
2. Enter search parameters, if applicable
3. Click Search to display bus records in the data grid

Optional
4. Clicking column heading to sort by ascending, descending, default order of the column
5. Entering full or partial data in the text box for filtering data records to be displayed
BusOps Easy Guide
Fleet > Bus - Add

Step by Step Instructions

Login to TSD BUSOPS

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

Adding new bus in BusOps

1. Click Fleet and select Bus from menu bar
2. Click + Add new record
3. Enter data in required fields (i.e., fields marked with *) from 3 – 7
8. Enter data in non-required fields, if applicable
9. Select BUS TYPE from dropdown list
10. Click Add to save or Cancel to cancel
BusOps Easy Guide
Fleet > Bus - Edit

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)

Editing bus in BusOps
1. Click Fleet and select Bus from menu bar
2. Click Edit
3. Modify data in the fields, if applicable
4. Click Update to save or Cancel to cancel
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)

Deleting bus in BusOps

1. Click **Fleet** and select **Bus** from menu bar
2. Click **Delete**
3. Click **OK** to delete or **Cancel** to cancel
Login to TSD BUSOPS

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

Searching vehicles in BusOps

1. Click Fleet and select Vehicle Master from menu bar
2. Enter search parameter, if applicable
3. Click Search to display records in data grid
4. Click View to display record detail data in popup window
5. Click Close when done

(NOTE: Vehicle data in BusOps is view only and cannot be modified)
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)

Searching for bus maintenance schedule in BusOps

1. Click Fleet
2. Click Bus Maintenance Schedule
3. Click Search

Optional

4. Searching by entering BUS NO, GARAGE LOCATION, FROM DATE, and TO DATE
5. Clicking column heading to sort by ascending, descending, default order of the column
6. Entering full or partial data in the text box for filtering data records to be displayed
BusOps Easy Guide
Fleet > Bus Maintenance Schedule – Add new record

Adding new bus maintenance schedule in BusOps
1. Click Fleet and select Bus Maintenance Schedule from menu bar
2. Click + Add new record
Enter data in required fields (fields with *)
3. Select BUS NO
4. Select SERVICE TYPE (PCHP FLAG and GARAGE BASIS will be auto-populated accordingly)
5. Select SCHEDULE DATE
6. Select SCHEDULE TIME
7. Select SCHEDULED AT GARAGE (initially set to maintenance garage according to bus PARKING LOCATION but can be overridden by selecting a different garage from dropdown; system auto-populates default maintenance locations)
8. Click Add or Cancel

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)
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)

Editing bus maintenance schedule in BusOps

1. Click **Fleet** and select **Bus Maintenance Schedule** from menu bar
2. Enter search parameters, if applicable, then click **Search**
3. Click **Edit** on the record to be modified
4. Modify record data shown in the popup window, if applicable
5. Click **Update** or **Cancel**
### 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)

**Deleting bus maintenance schedule in BusOps**

1. Click **Fleet** and select **Bus Maintenance Schedule** from menu bar
2. Enter search parameters, if applicable, then click **Search**
3. Click **Delete** on the record to be deleted
4. Click **OK** or **Cancel** in the popup window to confirm or cancel the deletion
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 **Fleet > Reports > Bus Maintenance Schedule** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
   - **GARAGE** – Select the garage location where bus maintenance is performed at. After garage selection, the DATE parameter field will become activated.
   - **DATE** – Select the date of the maintenance. If WEEKLY, this will be treated as the starting date.
   - **DAY/NIGHT** – Select day or night or all maintenance.
   - **SERVICE TYPE** – Select bus maintenance service type.
   - **DAILY/WEEKLY** – Select the report format of daily or weekly.
3. Click **View Report** button to produce and display the report on screen

NOTE: When a bus maintenance schedule is marked as complete in MCMS, after 2 minutes, a new maintenance schedule can be entered in BusOps Bus Maintenance Schedule.
BusOps Easy Guide
Fleet > Reports > Out-of-Service Buses

Step by Step Instructions

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

1. Click Fleet > Reports > Out-of-Service Buses from menu bar
2. Select search parameters, if applicable, then click Search
   1. When Current Location Code is selected, Service Status of ‘Out of Service’ will be pre-set for the report
3. Click View Report button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
6. By default, report records are grouped by Location and bus capacity
BusOps Easy Guide
Fleet > Reports > Bus Report

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 **Fleet > Reports > Bus Report** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
3. Click **View Report** button to produce and display the report on screen
4. Click on the arrow icon to navigate pages of the report
5. Click on the disk icon to export report to PDF or Excel format
6. Click on refresh icon to refresh the report on screen
7. Click on the printer icon to send report to a printer connected to the computer
8. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
9. Hover mouse over the report header column to see a tool tip popup describing the column
Login to TSD BUSOPS

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

1. Click **Fleet > Reports > B14 Spare Bus** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
3. Click **View Report** button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
BusOps Easy Guide
Fleet > Reports > B15 Bus Service Status

Step by Step Instructions

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

1. Click Fleet > Reports > B15 Bus Service Status from menu bar
2. Enter search parameters, if applicable, then click Search.
3. Click View Report button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
**BusOps Easy Guide**  
**Fleet > Reports > B19 Buses – Location and Route**

---

**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 **Fleet > Reports > B19 Buses – Location and Route** from menu bar
2. Enter search parameters, if applicable, then click **Search**.
3. Click **View Report** button to produce and display the report on screen
4. Click on the up/down arrow on the report header to sort report in ascending/descending/default order
5. Hover mouse over the report header column to see a tool tip popup describing the column
6. By default, report records are grouped by Location and bus capacity