

# **TRANSPORTATION MODULE**

## **USER DOCUMENTATION FOR REQUESTING EXTRA TRIPS**



## Table of Contents(FAQs)

### Requesting Extra Trips

1. <a href="#">How can I request an Extra Trip? .....</a>	4
2. <a href="#">How can I cancel an Extra Trip Request?.....</a>	6
3. <a href="#">How can I know the status of my request?.....</a>	8
4. <a href="#">Can I know the details of the vehicle allotted for the trip?.....</a>	9

### Approving Extra Trips

1. <a href="#">Which are the approval levels for an Extra Trip request?.....</a>	11
2. <a href="#">How can HOD forward/reject an existing request?.....</a>	11
3. <a href="#">How can Transport Manager forward/reject an existing request?.....</a>	13
4. <a href="#">How can Principal forward/approve/reject an existing request?.....</a>	15
5. <a href="#">How and when can Director approve/reject an existing request?.....</a>	16

### Allotting vehicles for Extra Trips

1. <a href="#">Who and when can allot vehicles for Extra Trip?.....</a>	19
2. <a href="#">How are vehicles allotted for extra Trip?.....</a>	19
3. <a href="#">Can the Supervisor allot more than one vehicle for the same request and how?</a>	20
4. <a href="#">Can the Supervisor cancel an allotments if found unnecessary?.....</a>	21

### Approving Cancellations - Before Allotment

1. <a href="#">What are the approval levels, for cancellation of trip?.....</a>	22
2. <a href="#">What happens when requester initiates cancellation of an Extra Trip request?..</a>	22

### Approving Cancellations - After Allotment

1. <a href="#">What are the approval levels, for cancellation of trip?.....</a>	23
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2. [What happens when requester initiates cancellation of an allotted trip?.....](#) 23

**Sending Email Circulars**

1. [Who can send email circulars regarding Extra Trips?.....](#) 24

2. [How to get a PDF report of the circular?.....](#) 24

3. [How to send email circular to all staff?.....](#) 26

4. [How to send email only to the requester?.....](#) 26

**Logging Extra Trips**

1. [How to log details of Extra Trips?.....](#) 28

**Getting Excel Reports of Extra Trips**

1. [How to get Excel Reports of Extra Trips?.....](#) 31

## REQUESTING EXTRA TRIPS

### 1. How can I request an Extra Trip?

**Step 1 :** Login to Vidyaerp, select Transportation Module

Only staffs of Vidya can request an Extra Trip

The screenshot shows the Vidya ERP dashboard with the 'Transportation' module selected in the top navigation bar. The main content area displays the 'Bus Pass' management interface, which includes a 'Create' button and a table with columns: Boarding Point, Amount, Route, Name, Designation, Status, Date of Approval, and Date of Cancellation. In the left sidebar, the 'Request Extra Trip' option under the 'Extra trip' category is highlighted with a red box.

**Step 2 :** Select 'Request Extra Trip' menu under Extra Trip. Then click on 'Create' button.

The screenshot shows the 'Request Extra Trip' form in the Vidya ERP interface. The top navigation bar now shows 'Transportation' as the active module. The left sidebar menu has 'Request Extra Trip' highlighted with a blue bar. The main form area features a 'Create' button and a table with columns: Name, Designation, Department, Purpose, and Status. A 'Compose new Message' button is visible in the top right corner of the form area.

**Step 3 :** Fill in the required field , then ‘Save’ and click on ‘Submit’ button.

The screenshot shows the 'Extra trip Re... / New' form in the Vidya ERP system. The form is divided into several sections:

- Employee Details:** This section is titled 'Verify Name and other details'. It contains the following information:
 

Name	Salitha K K	Emp Code	EMP613
Designation	Assistant Professor, Computer Science & Engineering	Department	Computer Science & Engineering
- Trip Details:** This section is titled 'Please specify time in 24Hr format'. It contains the following information:
 

Requested Date	01/04/2019 14:40:03
From Date	01/04/2019
To Date	05/04/2019
Start Time	9.00
End Time	16.00
No. of Passengers	10
- Journey Spans multiple days:** A checkbox labeled 'Journey Spans multiple days' is checked. A note above it states: 'If the journey starts on a day and ends on another day, please check this box'.
- Journey From:** VAST
- Journey To:** TCR
- Purpose:** NSS
- Remarks:** Please specify other details like type of vehicle, more details about timings

## Notes

- The timings must be given in 24 Hr format.
- If journey starts on a day and ends on another day. Journey spans multiple day must be checked.

**Step 4 :** After clicking submit a line for each date is generated. The requester can edit details of these lines if necessary.

Extra trip Re... / FDP/Brahmavidya/NSS etc

Save or Discard

To Submit Submitted First Approval Second Approval Approved Allotted Bus

Please specify time in 24Hr format

### Employee Details

Name	Beena M V	Designation	Assistant Professor, Computer Science & Engineering
Emp Code	EMP101	Department	Computer Science & Engineering

### Trip Details

Requested Date	26/04/2017	To Date	29/04/2017
From Date	27/04/2017	End Time	16:00
Start Time	09:00	Journey To:	VAST
Journey From:	Pathans-TCR	Purpose	FDP/Brahmavidya/NSS etc
No. of Passengers	20		
Remarks	Test		

Click edit to edit these details if necessary, then save

#### Date Wise Trip Details

Travel Date	Journey From:	Journey To:	Start Time	End Time	No. of Passengers	Purpose	Status
27/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
28/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
29/04/2017	Pathans-TCR	VAST	9.00		20	FDP/Brahmavidya/NSS etc	To Approve

## 2. How can I cancel an Extra Trip Request?

**Step 1 :** Under Transportation Module ->Extra Trip select ‘Cancel Extra Trip’ menu

All The requests initiated by you, which are either cancelled, to be cancelled and which can be cancelled will be listed there.

From the list select the record you want to cancel.

Refer attached screenshot.

Extra trip Cancellation Request

PDF or Excel 1-2 of 2

Name	Designation	Department	Purpose	Status
<input type="checkbox"/> Beena M V	Assistant Professor, Computer Science & Engineering	Computer Science & Engineering	qwerty	Cancellation Request
<input type="checkbox"/> Beena M V	Assistant Professor, Computer Science & Engineering	Computer Science & Engineering	FDP/Brahmavidya/NSS etc	Submitted

Select the request to be cancelled

The requests that are waiting to be cancelled and those can be cancelled will be listed here

**Step 2 :** In the request select the dates that are to be cancelled, if you want to cancel the whole request select all the dates, then click on ‘Cancel’ button.

Extra trip Ca... / FDP/Brahmavidya/NSS etc

Edit More 2 / 2

To Submit Submitted First Approval Second Approval Approved Allotted Bus

### Employee Details

Name	Beena M V	Designation	Assistant Professor, Computer Science & Engineering
Emp Code	EMP101	Department	Computer Science & Engineering

### Trip Details

Requested Date	26/04/2017	To Date	29/04/2017
From Date	27/04/2017	End Time	16:00
Start Time	09:00	Journey To:	VAST
Journey From:	Pathans-TCR	Purpose	FDP/Brahmavidya/NSS etc
No. of Passengers	20		
Remarks	Test		

Select and Cancel Here

Cancel

Select	Travel Date	Nature of Day	Journey From:	Journey To:	Start Time	End Time	No:of Passengers	Purpose	Status
<input type="checkbox"/>	27/04/2017	Thursday	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
<input type="checkbox"/>	28/04/2017	Friday	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
<input type="checkbox"/>	29/04/2017	Saturday	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve

**Step 3 :** When clicking cancel the request gets cancelled based on the status,

- If in submitted state it gets cancelled without any approval.
- If in first approval status, it gets cancelled by the HOD.
- If in second approval, it gets cancelled by Transportation Manager.
- If in Director Level, it gets cancelled by Principal.
- If in approved state, gets cancelled by Transportation Manager.

Extra trip Ca... / FDP/Brahmavidya/NSS etc

Save or Discard 2 / 2

To Submit Submitted First Approval Second Approval Approved Allotted Bus

### Employee Details

Name	Beena M V	Designation	Assistant Professor, Computer Science & Engineering
Emp Code	EMP101	Department	Computer Science & Engineering

### Trip Details

Requested Date	26/04/2017	To Date	29/04/2017
From Date	27/04/2017	End Time	16:00
Start Time	09:00	Journey To:	VAST
Journey From:	Pathans-TCR	Purpose	FDP/Brahmavidya/NSS etc
No. of Passengers	20		
Remarks	Test		

Select and Cancel Here

Cancel

Select	Travel Date	Nature of Day	Journey From:	Journey To:	Start Time	End Time	No:of Passengers	Purpose	Status
<input checked="" type="checkbox"/>	27/04/2017	Thursday	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	Cancelled
<input type="checkbox"/>	28/04/2017	Friday	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
<input type="checkbox"/>	29/04/2017	Saturday	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve

### 3. How can I know the status of my request?

Student can view the status of the request on the header.

Save or Discard

To Submit Submitted First Approval Second Approval Approved Allotted Bus

Please specify time in 24Hr format

### Employee Details

Name	Beena M V	Designation	Assistant Professor, Computer Science & Engineering
Emp Code	EMP101	Department	Computer Science & Engineering

### Trip Details

Requested Date	26/04/2017	To Date	29/04/2017
From Date	27/04/2017	End Time	16:00
Start Time	09:00	Journey To:	VAST
Journey From:	Pathans-TCR	Purpose	FDP/Brahmavidya/NSS etc
No. of Passengers	20		
Remarks	Test		

The states are as follows

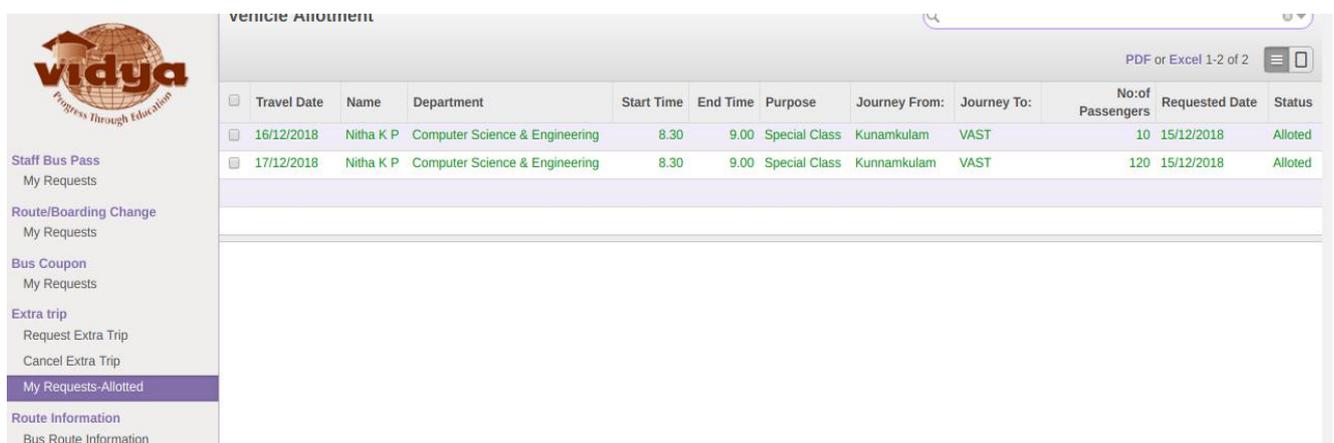
- To Submit : This request is editable and yet to be submitted.
- Submitted : The request is submitted to HOD for approval.
- First Approval : The request is verified by HoD.
- Second Approval : Transportation Manager verified the request.

- Director Level Approval : This request approved by Principal and is waiting the approval of the Director.(ED/FD)
- Approved : The request is approved by the authorities. Vehicles can now be allotted by the Supervisor.
- Rejected : Once of the approving authority rejected the request.
- Cancellation Request : The requester has initiated cancellation of an extra trip request and is waiting approval.
- Director Level Cancel : The requester has initiated cancellation of an extra trip request and is waiting approval from the Director.
- Cancelled : The cancellation has been approved.
- Allotted : The vehicle supervisor has allotted vehicle for one/more of the requested dates.

#### 4. Can I know the details of the vehicle allotted for the trip?

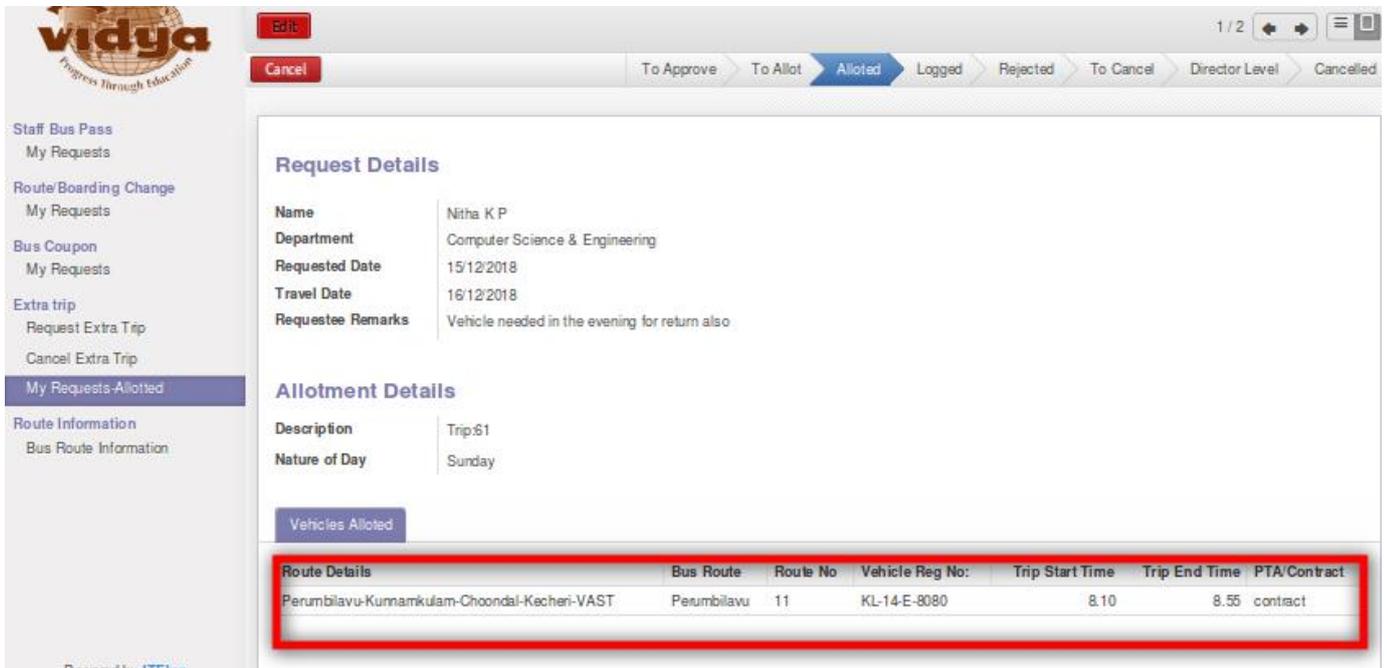
Once the request is in allotted state the requester can log in to their account and view the details of the trip.

**Step 1:** Go to “My Requests-Allotted” menu. Where the allotted requests are shown in green colour with status ‘Allotted Bus’



Travel Date	Name	Department	Start Time	End Time	Purpose	Journey From:	Journey To:	No:of Passengers	Requested Date	Status
16/12/2018	Nitha K P	Computer Science & Engineering	8.30	9.00	Special Class	Kunamkulam	VAST	10	15/12/2018	Allotted
17/12/2018	Nitha K P	Computer Science & Engineering	8.30	9.00	Special Class	Kunnamkulam	VAST	120	15/12/2018	Allotted

**Step 2:** Click on the record. Details of the vehicle allotted for this trip will be shown at the bottom of the page.



The screenshot displays the Vidya ERP interface. The top navigation bar includes buttons for 'Edit', 'Cancel', and a status flow: 'To Approve', 'To Allot', 'Allotted' (highlighted), 'Logged', 'Rejected', 'To Cancel', 'Director Level', and 'Cancelled'. The left sidebar contains menu items for 'Staff Bus Pass', 'Route/Boarding Change', 'Bus Coupon', 'Extra trip', and 'My Requests-Allotted'. The main content area is divided into 'Request Details' and 'Allotment Details'.

**Request Details:**

- Name: Nitha K P
- Department: Computer Science & Engineering
- Requested Date: 15/12/2018
- Travel Date: 16/12/2018
- Requestee Remarks: Vehicle needed in the evening for return also

**Allotment Details:**

- Description: Trip:51
- Nature of Day: Sunday

**Vehicles Allotted:**

Route Details	Bus Route	Route No	Vehicle Reg No:	Trip Start Time	Trip End Time	PTA/Contract
Perumbilavu-Kunnankulam-Choondal-Kecheri-VAST	Peumbilavu	11	KL-14-E-8080	8.10	8.55	contract

## APPROVING EXTRA TRIPS

### 1. Which are the approval levels?

- First Level Approval : By HOD of the requester.
- Second Level Approval : By Transportation Manager.
- If normal cases there are only two levels of approval. But if found necessary the Transportation Manager can forward the request to Principal.
- Principal can either approve the request or forward it to the Director.

### 2. How can HOD forward/reject an existing request?

**Step 1:** Head of the departments can view request waiting for their approval, under the menu “Requests HOD Approval”.

The screenshot shows the 'Requests HOD Approval' interface in the Vidya ERP system. The top navigation bar includes buttons for 'Edit', 'Create', and 'More'. Below this, there are buttons for 'Forward' and 'Reject', which are highlighted with an orange box. The main content area displays the following details:

**Employee Details**

Name	Beena M V	Designation	Assistant Professor, Computer Science & Engineering
Emp Code	EMP101	Department	Computer Science & Engineering

**Trip Details**

Requested Date	26/04/2017	To Date	29/04/2017
From Date	27/04/2017	End Time	16:00
Start Time	09:00	Journey To:	VAST
Journey From:	Pathans-TCR	Purpose	FDP/Brahmaavidya/NSS etc
No. of Passengers	20		
Remarks	Test		

At the bottom of the main content area, there are two tabs: 'Reason for Rejection' and 'Date Wise Trip Details'. The 'Date Wise Trip Details' tab is currently selected.

**Step 2:** Detailed request will be shown under tab, ‘Date Wise Trip Details’.

To forward the request, click on the ‘Forward’ button.

Requests to ... / FDP/Brahmavidya/NSS etc

Save or Discard

Forward Reject To Submit Submitted First Approval Second Approval Approved Allotted Bus

Please specify time in 24Hr format

### Employee Details

Name: Beena M V Designation: Assistant Professor, Computer Science & Engineering  
 Emp Code: EMP101 Department: Computer Science & Engineering

### Trip Details

Requested Date: 26/04/2017 To Date: 29/04/2017  
 From Date: 27/04/2017 End Time: 16:00  
 Start Time: 09:00 Journey To: VAST  
 Journey From: Pathans-TCR Purpose: FDP/Brahmavidya/NSS etc  
 No. of Passengers: 20  
 Remarks: Test

Reason for Rejection Date Wise Trip Details

Travel Date	Journey From:	Journey To:	Start Time	End Time	No:of Passengers	Purpose	Status
27/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	Cancelled
28/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
29/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve

**Step 3:** When approved the status changes to First Approval.

Requests to ... / FDP/Brahmavidya/NSS etc

Save or Discard

To Submit Submitted First Approval Second Approval Approved Allotted Bus

Please specify time in 24Hr format

### Employee Details

Name: Beena M V Designation: Assistant Professor, Computer Science & Engineering  
 Emp Code: EMP101 Department: Computer Science & Engineering

### Trip Details

Requested Date: 26/04/2017 To Date: 29/04/2017  
 From Date: 27/04/2017 End Time: 16:00  
 Start Time: 09:00 Journey To: VAST  
 Journey From: Pathans-TCR Purpose: FDP/Brahmavidya/NSS etc  
 No. of Passengers: 20  
 Remarks: Test

Date Wise Trip Details

Travel Date	Journey From:	Journey To:	Start Time	End Time	No:of Passengers	Purpose	Status
27/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	Cancelled
28/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
29/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve

**Step 4:** To reject a request, first fill in the ‘Reason for Rejection’ field, then click on ‘Reject’ button. Then the status changes to ‘Rejected’.

Dashboard Hostel Resource Academics Purchases **Transportation** Human Resources Messaging

Sunitha C (Vidya Acad...)

Requests to ... / FDP/Brahmaavidya/NSS etc

Save or Discard

Forward Reject To Submit Submitted First Approval Second Approval Approved Allotted Bus

Please specify time in 24Hr format

**Employee Details** 2. Then Click on Reject, to reject the request

Name	Beena M V	Designation	Assistant Professor, Computer Science & Engineering
Emp Code	EMP101	Department	Computer Science & Engineering

**Trip Details**

Requested Date	26/04/2017	To Date	29/04/2017
From Date	27/04/2017	End Time	16:00
Start Time	09:00	Journey To:	VAST
Journey From:	Pathans-TCR	Purpose	FDP/Brahmaavidya/NSS etc
No. of Passengers	20		
Remarks	Test		

Reason for Rejection Date Wise Trip Details

Reason for Rejection

1. Enter Reason for Rejection Here

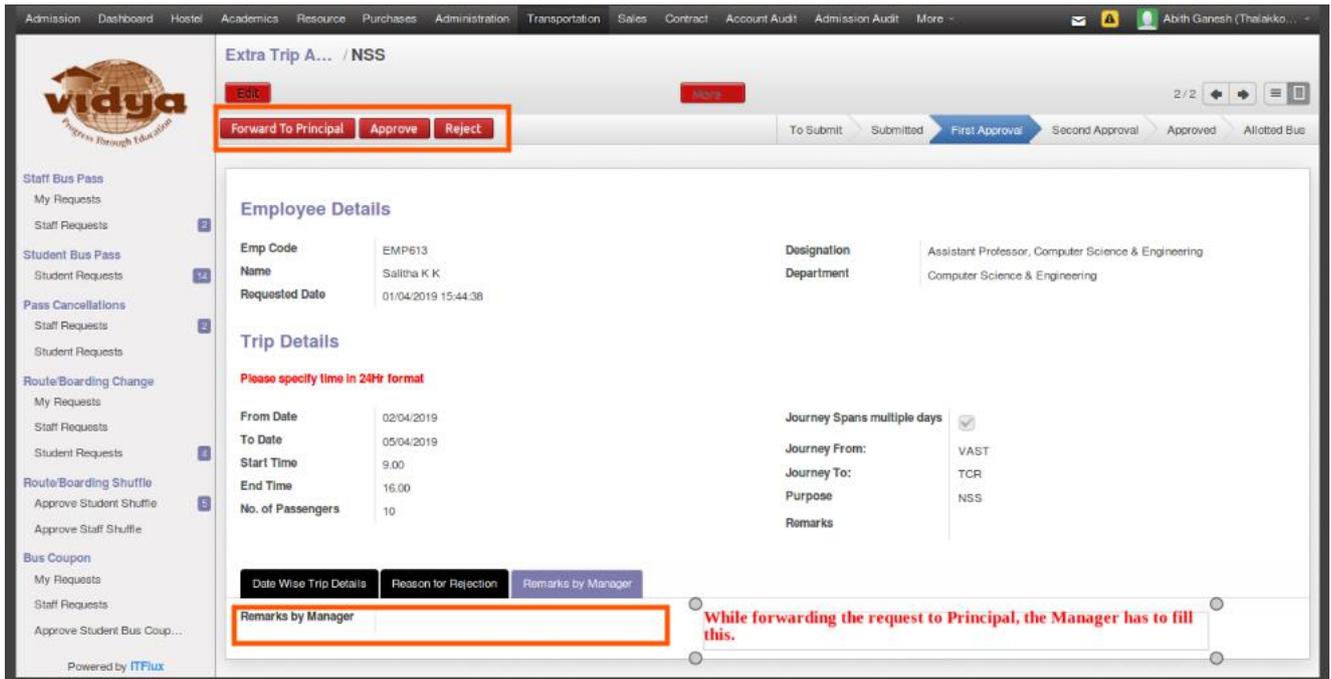
Powered by ITFlux

### 3. How can Transport Manager forward/reject an existing request?

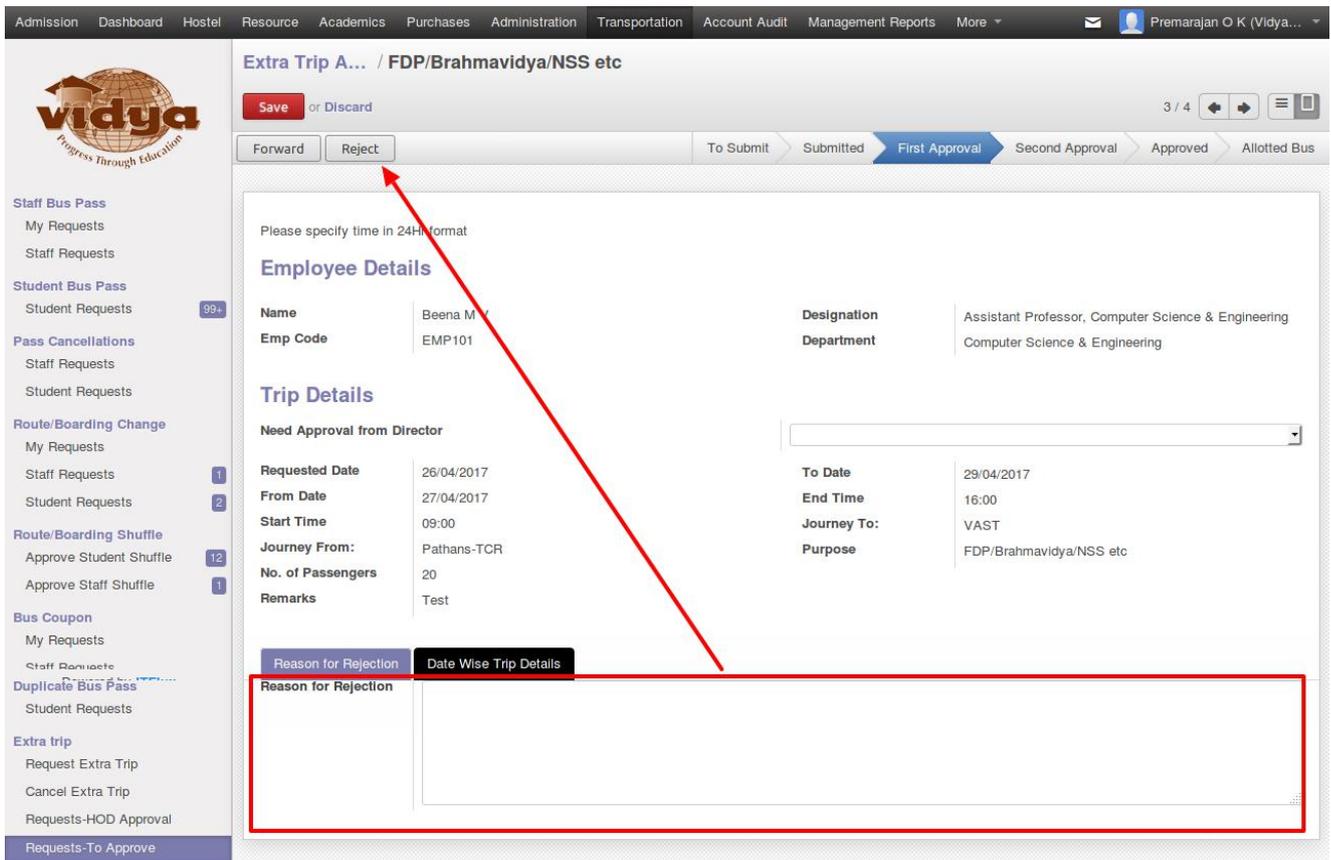
**Step 1 :** The Transportation Manager can view requests waiting for his approval, under the menu “Requests -Manager Approval”. The requests with status ‘First Approval’ is waiting to be forwarded/rejected by the manager.

**Step 2 :** The Manager can either Approve the request or Forward the request to Principal. Also the Manager can reject the request with remarks.

**Step 3:** While forwarding the request the manager has to specify the remarks by Manager .



**Step 4:** To reject a request, first fill in the ‘Reason for Rejection’ field, then click on ‘Reject’ button. Then the status changes to ‘Rejected’.



#### 4. How can Principal forward/approve/reject an existing request?

**Step 1 :** The Principal can view requests waiting for their approval, under the menu “Requests -Principal Approval. The requests with status ‘Second Approval’ is waiting to be forwarded/rejected by the Principal.

The screenshot displays the 'Extra Trip A... / NSS' page in the Vidya ERP system. The top navigation bar includes links for Dashboard, Hostel, Academics, Resource, Feedback, Purchases, Transportation, Sales, Admission Audit, Talent Management, Human Resources, and Messaging. The left sidebar contains various request categories like Staff Bus Pass, Route Boarding Change, Bus Coupon, Extra trip, and Requests-Principal Approval. The main content area shows the details of a specific request. At the top, there are buttons for 'Forward To Director', 'Approve', and 'Reject', which are highlighted with a red box. Below this, the 'Employee Details' section shows the employee's name (Salitha K K), designation (Assistant Professor, Computer Science & Engineering), and department (Computer Science & Engineering). The 'Trip Details' section includes fields for 'From Date' (02/04/2019), 'To Date' (05/04/2019), 'Start Time' (9.00), 'End Time' (16.00), and 'No. of Passengers' (10). There are also fields for 'Journey Spans multiple days', 'Journey From' (VAST), 'Journey To' (TCR), and 'Purpose' (NSS). A table at the bottom shows the 'Date Wise Trip Details' with columns for 'Travel Start Date', 'Travel End Date', 'Journey From', 'Journey To', 'Start Time', 'End Time', 'No:of Passengers', 'Purpose', and 'Status'. Red arrows point to the 'Reason for Rejection', 'Remarks by Manager', and 'Remarks by Principal' buttons, with text indicating where to enter remarks for approval or rejection.

**Step 2 :** Detailed request will be shown under tab, ‘Date Wise Trip Details’. To forward the request, click on the ‘Approve’ button. To reject a request, fill in the ‘Reason for Rejection’ field and click ‘Reject’ button.

Dashboard Resource Purchases Transportation Sales Human Resources Messaging

Dr. Sudha Balagopalan ...

Extra Trip A... / FDP/Brahmavidya/NSS etc

Edit

3 / 4

Approve Reject

To Submit Submitted First Approval Second Approval Approved Allotted Bus

Please specify time in 24Hr format

### Employee Details

Name: Beena M V  
 Emp Code: EMP101  
 Designation: Assistant Professor, Computer Science & Engineering  
 Department: Computer Science & Engineering

### Trip Details

Requested Date: 26/04/2017  
 From Date: 27/04/2017  
 Start Time: 09:00  
 Journey From: Pathans-TCR  
 No. of Passengers: 20  
 Remarks: Test

To Date: 29/04/2017  
 End Time: 16:00  
 Journey To: VAST  
 Purpose: FDP/Brahmavidya/NSS etc

Can view details of request here

Fill reason for rejection, before clicking reject button, to reject a request.

Reason for Rejection Date Wise Trip Details

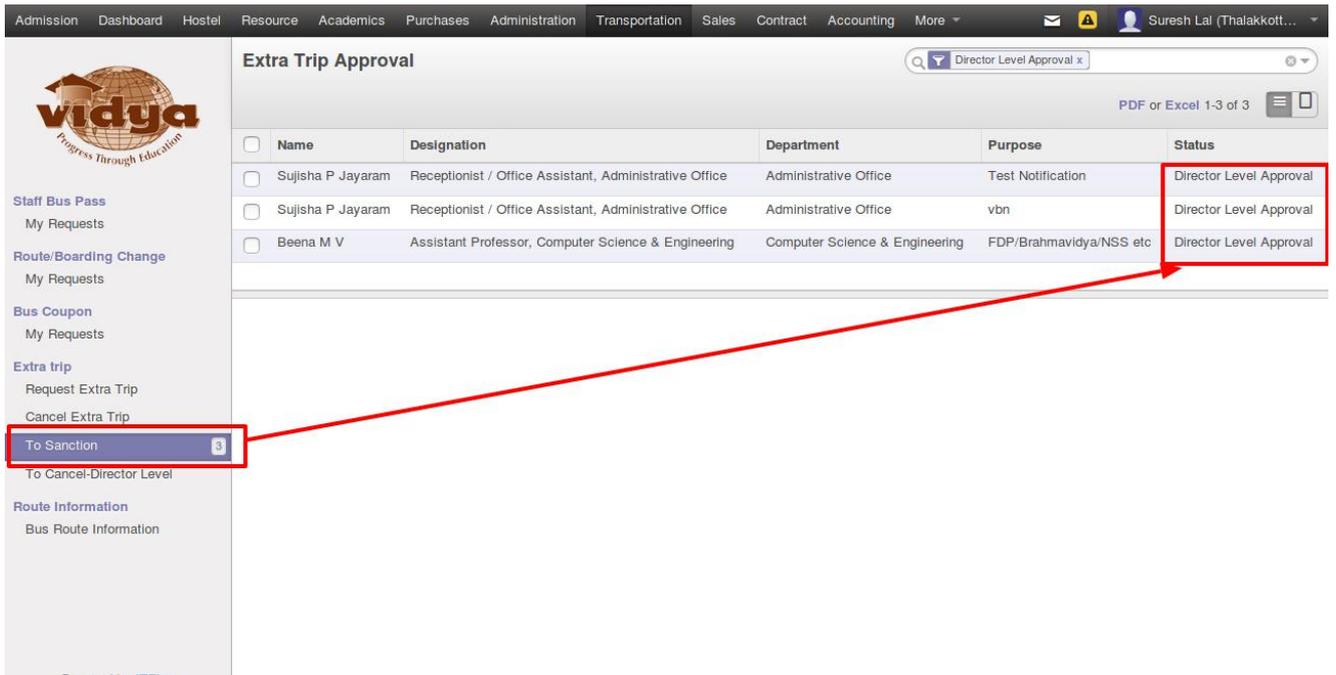
Travel Date	Journey From:	Journey To:	Start Time	End Time	No. of Passengers	Purpose	Status
27/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	Cancelled
28/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve
29/04/2017	Pathans-TCR	VAST	9.00	16.00	20	FDP/Brahmavidya/NSS etc	To Approve

Powered by ITFlux

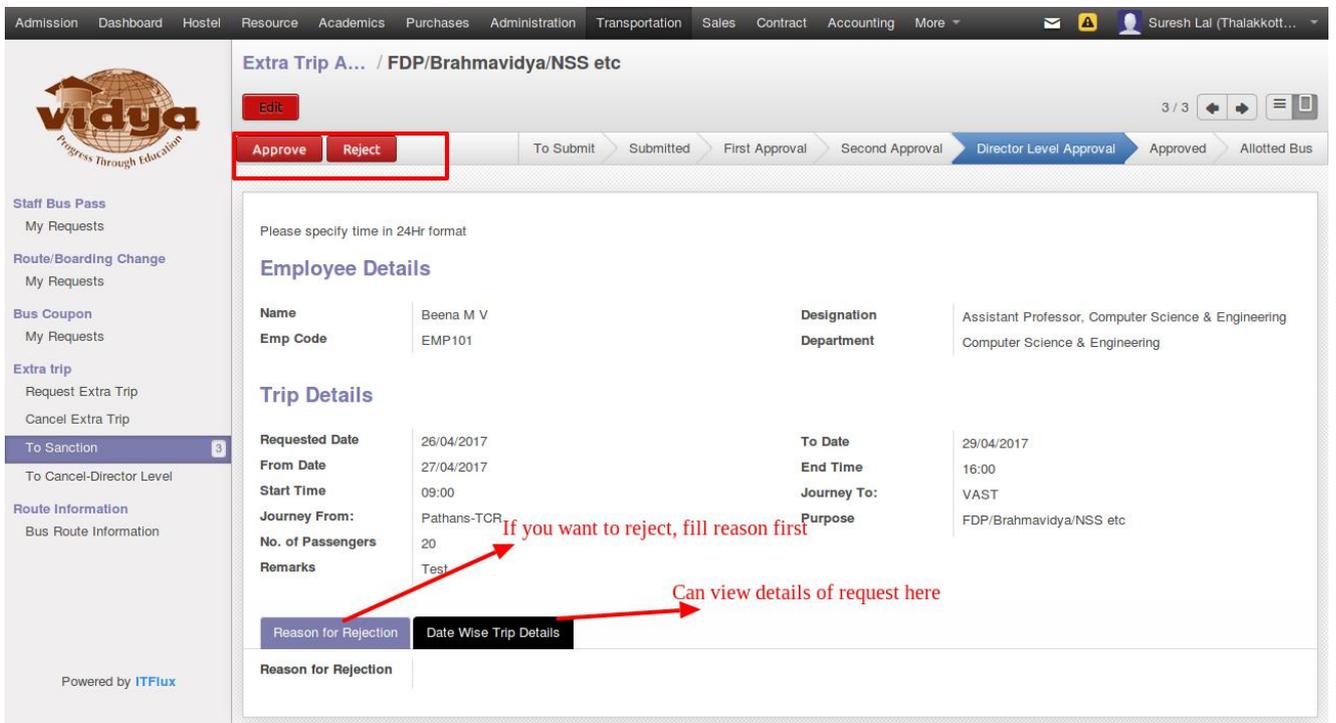
**Step 3:** Once approved if need approval from director, the status changes to ‘Director Level Approval’, otherwise to ‘Approved’.

## 5. How and when can Director approve/reject an existing request?

**Step 1 :** Director can view the requests to approve under the menu ‘To Sanction’. The requests with status, ‘Director Level Approval’ are waiting for director’s approval.



**Step 2 :** To approve a request click on the ‘Approve’ Button. To reject, fill in the reason for rejection field and click on rejected.



**Step 3:** Once approved the status changes to ‘Approved’.

**vidya**  
Progress Through Education

Admission Dashboard Hostel Resource Academics Purchases Administration Transportation Sales Contract Accounting More

Suresh Lal (Thalakkott...)

Extra Trip A... / FDP/Brahmavidya/NSS etc

Edit

3 / 3

To Submit Submitted First Approval Second Approval **Approved** Allotted Bus

Please specify time in 24Hr format

### Employee Details

<b>Name</b>	Beena M V	<b>Designation</b>	Assistant Professor, Computer Science & Engineering
<b>Emp Code</b>	EMP101	<b>Department</b>	Computer Science & Engineering

### Trip Details

<b>Requested Date</b>	26/04/2017	<b>To Date</b>	29/04/2017
<b>From Date</b>	27/04/2017	<b>End Time</b>	16:00
<b>Start Time</b>	09:00	<b>Journey To:</b>	VAST
<b>Journey From:</b>	Pathans-TCR	<b>Purpose</b>	FDP/Brahmavidya/NSS etc
<b>No. of Passengers</b>	20		
<b>Remarks</b>	Test		

Date Wise Trip Details

Travel Date	Journey From:	Journey To:	Start Time	End Time	No. of Passengers	Purpose	Status
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## ALLOTING VEHICLES FOR EXTRA TRIPS

### 1. Who and when can allot vehicles for Extra Trip?

After the request is finally approved by the Director/Principal, the date wise requests will be send to Transportation Supervisor for allotting vehicles for each day.

### 2. How are vehicles allotted for extra Trip?

**Step 1:** To allot vehicles, the Transportation Supervisor can log in to ERP, go to Transportation->Extra Trips->Allot Trips.

**Step 2:** Click the Create.

**Step 3:** Fill in the date of trip and purpose. Select the trips by clicking add button.

The screenshot shows the 'Allot Extra T... / New' form in the ERP system. The form has a header with 'Save' and 'Discard' buttons. Below the header, there are tabs for 'Allot', 'Draft', 'Alloted', and 'Cancelled'. The form contains several input fields: 'Select Date' (17/12/2018), 'Allotment Date' (15/12/2018), and 'Trip Purpose' (Special Class). Below these fields is a table for 'Trips' with columns: Travel Date, Name, Department, Start Time, End Time, Purpose, Journey From, Journey To, No. of Passengers, Requested Date, and Status. An 'Add' button is highlighted in the table. At the bottom left of the form is an 'Allot Vehicles' button.

**Step 4:** In the “Allot Vehicles” tab add details of the vehicle.

**Step 5:** Click the “Allot Button”.

Draft **Alloted** Cancelled

Select Date: 16/12/2018  
 Allotment Date: 15/12/2018  
 Trip Purpose: Special Class  
 Remarks:

Trips

Travel Date	Name	Department	Start Time	End Time	Purpose	Journey From:	Journey To:	No:of Passengers	Requested Date	Status
16/12/2018	Nitha K P	Computer Science & Engineering	8.30	9.00	Special Class	Kunamkulam	VAST	10	15/12/2018	Alloted

**Allot Vehicles**

Route Details	Trip Start Time	Trip End Time	Bus Route	Route No	Vehicle Reg No:	PTA/Contract	Remarks
Peumbilavu-Kunnamkulam-Choondal-Kecheri-VAST	8.10	8.55	Peumbilavu	11	KL-14-E-8080	contract	

### 3. Can the Supervisor allot more than one vehicle to a request, and how?

There can be cases where the supervisor have to allot more than one vehicle for same request on a particular day. For example : If the no of passengers in the request is more than that a bus can allocate.(Refer screenshot, no of passengers = 120)

**Step 1:** Transportation->Extra Trip->Allot Trip.

**Step 2:** Fill in Date of allotment, purpose and add trips

**Step 3:** In Allot Vehicles tab add details of allotment

**Step 4:** To add details of more than one vehicle. Use the **Add an item**.

**Step 5:** Then click the “Allot Button”.

## Trips

Add											
Travel Date	Name	Department	Start Time	End Time	Purpose	Journey From:	Journey To:	No:of Passengers	Requested Date	Status	
17/12/2018	Nitha K P	Computer Science & Engineering	8.30	9.00	Special Class	Kunnamkulam	VAST	120	15/12/2018	To Allot	

## Allot Vehicles

Route Details	Trip Start Time	Trip End Time	Bus Route	Route No	Vehicle Reg No:	PTA/Contract	Remarks
Perumbilavu-Kunnamkulam-Choondal-Kechei VAST	8.10	8.55	Perumbilavu	11	KL-14-E-8080	contract	
Edappal-Kunnamkulam-Choondal-Kechei	7.45	8.55	Edappal	9	KL-48-B-6808	pta	
Add an item							

#### 4. Can the Supervisor cancel an allotment if found necessary?

No, the supervisor cannot cancel an allotment but can **'Set to Draft'** an allotment if found necessary

Go to Transportation -> Extra Trip -> Allot Extra Trip.

Open the desired record and click on **'Set to Draft'** button.

## **APPROVING CANCELLATIONS - BEFORE ALLOTMENT**

### **1. What are the approval levels, for cancellation of trip?**

The approval of cancellation before allotment is based on the current status of the request.

Before placing a cancellation request if the status of request is

- Submitted : The request gets cancelled without any approval.
- First Approval : The HOD will approve cancellation.
- Second Approval : The Transportation Manager approves cancellation.
- Director Level Approval : Principal will approve Cancellation.
- Approved : Transportation Manager approves cancellation.

### **2. What happens when requester initiates cancellation of an Extra Trip request?**

When the requester initiates the cancellation by selecting the requests and clicking 'Cancel' button, the status of the request changes to 'Cancellation Request'.

The request will be send to approving authority based on the earlier status of the request.

If the requester have selected all dates in the request and applied for cancellation, after approval the status changes to Cancelled

Else the status will be the previous status.

## **APPROVING CANCELLATIONS - AFTER ALLOTMENT**

### **1. What are the approval levels, for cancellation of trip?**

After allotment,

1. If the requester initiated the cancellation of an allotted trip. The request will be cancelled at Director level.
2. The requester cannot cancel an allotted request after the start time of that trip.

### **2. What happens when requester initiates cancellation of an Extra Trip request?**

Once the requester initiates the request,

1. System checks its status, if status is logged, cancelled, rejected or to cancel, the system wont allow cancellation.
2. System checks the time of cancellation, if the user tries to cancel after the time of the trip, the system rejects.
3. System checks the date, if cancellation date is posterior to the date of the trip, system rejects.
4. If the cancellation is initiated on the same day of the trip, the request will be first forwarded to the Director.

## SENDING EMAIL CIRCULARS

### 1. Who can send email circulars regarding Extra Trips?

The Transportation Supervisor/Manager is responsible for sending email circulars regarding extra trips.

### 2. How to get a PDF report of the circular?

**Step 1:** Login to ERP, go to Transportation Module Extra Trips -> Send Email

**Step 2:** Select the date of the extra trips, give a heading to the circular then give the circular number.

The screenshot displays the 'New' form in the Vidya ERP system. The form is titled 'New' and has a 'Save' or 'Discard' button at the top. It contains three input fields: 'Select Date', 'Heading', and 'Circular Number'. Below these fields is a table titled 'Buses Allotted' with columns: Date, Purpose, Route Details, Name, Route No, Start Time, End Time, and Remarks. At the bottom of the form are four buttons: 'Generate', 'Print', 'Notify All Staff', and 'Notify Requestee'. A red arrow points from the 'Send Email' button in the left sidebar to the 'Generate' button. The 'Send Email' button and the 'Generate' button are both highlighted with red boxes.

**Step 3:** Click on ‘Generate’ button to get details of the extra trips on the selected date.

**Extra Trip on 27/04/2016**

Save or Discard

Select Date: 27/04/2017

Heading: Extra Trip on 27/04/2016

Circular Number: ADMIN/VOLI/ISSUE/123

**Buses Alloted**

Date	Purpose	Route Details	Name	Route No	Start Time	End Time	Remarks
27/04/2017	FDP/Brahmavidya/NSS etc	Pathans -> Amala -> Kaiparamb	Beena M V	15	9.00	16.00	Test

Generate Print Notify All Staff Notify Requestee

Send a message or Log a note

Following

One follower Add others

Sujisha P Jayaram

**Step 4:** Click ‘Print’ button to print the pdf report. A PDF as shown below will be generated.

**Vidya Academy of Science & Technology Thalakkottukara Thrissur**

ADMIN/VOLI/ISSUE/123 Circular Number 27/04/2017

**BUS CONVEYANCE**

The following buses have been detailed to operate on the date mentioned below:-

SI No	Route No	Route Details	Start Time	End Time	Purpose	Remarks
1	15	Pathans -> Amala -> Kaiparamb	9.00	16.00	FDP/Brahmavidya/NSS etc	Test

Sd/-  
Principal

### 3. How to send email circular to all staff?

After generating the pdf click on 'Notify All Staff' button to send email circular to all staff.

The screenshot displays the 'Extra Trip Test' form in the Vidya ERP system. The form includes fields for 'Select Date' (27/04/2017), 'Heading' (Extra Trip Test), and 'Circular Number' (ADMINI/TEST/VOL.III/123). Below the form is a table titled 'Buses Alloted' with the following data:

Date	Purpose	Route Details	Name	Route No	Start Time	End Time	Remarks
27/04/2017	FDP/Brahma Vidya/NSS etc	Pathans -> Amala -> Kaiparamb	Beena M V	15	9.00	16.00	Test

Below the table, there are buttons for 'Generate', 'Print', 'Notify All Staff', and 'Notify Requestee'. The 'Notify All Staff' button is highlighted with a red box. A red arrow points from this button to a preview of an email notification. The email content is as follows:

**Bus Conveyance**  
 Dear Madam / Sir,  
 Please find attached, the bus conveyance details **27-04-2017**

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY**  
 ... read more

report\_bus.conveyance.report.pdf

Administrator · less than a minute ago · like

Email Thread created  
 Sujisha P Jayaram updated document · 4 minutes ago · like

On the right side of the email preview, there is a 'Following' button and a notification for 'One follower' (Sujisha P Jayaram).

A red arrow points from the email preview to the text: **Email send with pdf circular attached**

### 4. How to send email only to the requester?

To send email only to requester, click on 'Notify Requester' button after generating pdf report.

Admission Dashboard Hostel Resource Academics Purchases Administration Transportation Accounting Receive Stock More
Sujisha P Jayaram (Vid...



- Staff Bus Pass
- My Requests
- Staff Requests
- Print Bus Pass
- Student Bus Pass
- Print Bus Pass
- Student Requests
- Pass Cancellations
- Staff Requests
- Student Requests
- Route/Boarding Change
- My Requests
- Staff Requests
- Student Requests
- Route/Boarding Shuffle
- Student Shuffle
- Staff Shuffle
- Duplicate Bus Pass
- Student Requests
- Extra trip
- Request Extra Trip
- Cancel Extra Trip
- Requests-To Allot/Log
- Requests-To Cancel
- Send Email
- Export Excel Reports
- Staff Passengers
- Student Passengers
- Staff Bus Coupon Report
- Extra Trip Report
- Route Information
- Bus Route
- Bus Route Information
- Boarding
- Boarding Points
- Vehicle Information
- Vehicle
- Fuel Charges
- Mileage Calculation
- Bus Staff Details
- Profile
- Configurations
- Vehicle Types
- Service Types
- Accident Types
- Academic Year
- Email Alert Group
- Duplicate Pass Fine
- Email Alert All Staff

### Extra Trip Test

Save or Discard

Select Date:

Heading:

Circular Number:

Buses Alloted

Date	Purpose	Route Details	Name	Route No	Start Time	End Time	Remarks
27/04/2017	FDP/Brahmavidya/NSS etc	Pathans -> Amala -> Kaiparamb	Beena M V	15	9.00	16.00	Test

Generate Print Notify All Staff Notify Requestee

Send a message or Log a note

**Extra Trip**

Dear Madam / Sir,  
Please find attached, the bus conveyance details **27-04-2017**

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY**

... read more

 report.bus.conveyance.report.pdf

Administrator · less than a minute ago · like

**Bus Conveyance**

Dear Madam / Sir,  
Please find attached, the bus conveyance details **27-04-2017**

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY**

... read more

 report.bus.conveyance.report.pdf

Administrator · 2 minutes ago · like

**Email Thread created**

Sujisha P Jayaram updated document · 5 minutes ago · like

Following

**One follower** Add others

 Sujisha P Jayaram

## LOGGING EXTRA TRIPS

### 1. How to log details of an extra trip?

The supervisor is responsible for updating the log register. After the supervisor logs the details the record will be forwarded to the manager for approval.

**Step 1:** The supervisor can log in to ERP, go to Transportation Module -> Extra Trips  
-> Log Trips.

**Step 2:** Click on the 'Create' Button.

**Step 3:** Select the date of the trip to log.

**Step 4:** Select the vehicle and give a description.

The screenshot shows the 'Extra Trip Log / Test' form in the Vidya ERP system. The 'Generate' button is highlighted with a red box. The form contains the following fields and values:

- Select Date: 29/04/2017
- Select Vehicle: KL-45-B-1464
- Description: Test
- Route No: 1
- Owner: The Principal
- Total Run KM: 0.00
- Rate: 0.00
- Allowance: 0.00
- Amount: 0.00

Below the form is a table titled 'Trips of selected vehicle on selected date' with the following columns: Date, Purpose, Journey From, Journey To, Start Time, End Time, Remarks. The table is currently empty.

At the bottom of the form, there is a status bar showing 'Status: Draft -> To Log' and a 'Following' button.

**Step 5:** Click on the "Generate" Button. Then the details of allotted extra trips run by that vehicle on the selected date will be listed.

**Extra Trip Log / Test**

Save or Discard 2 / 2

Generate Log Draft To Log Logged Approved

Select Date: 29/04/2017  
 Select Vehicle: KL-45-B-1464  
 Description: Test  
 Route No: 1  
 Owner: The Principal

Total Run KM:   
 Rate:   
 Allowance:   
 Amount:

Trips of selected vehicle on selected date

Date	Purpose	Journey From:	Journey To:	Start Time	End Time	Remarks
29/04/2017	test	abc	efg	0.00	2.00	

Send a message or Log a note Following

Status: Draft -> To Log

**Step 6:** Verify the details, enter run KM, rate or allowance.

**Extra Trip Log / Test**

Save or Discard 2 / 2

Generate Log Draft To Log Logged Approved

Select Date: 29/04/2017  
 Select Vehicle: KL-45-B-1464  
 Description: Test  
 Route No: 1  
 Owner: The Principal

Total Run KM:   
 Rate:   
 Allowance:   
 Amount:

Trips of selected vehicle on selected date

Date	Purpose	Journey From:	Journey To:	Start Time	End Time	Remarks
29/04/2017	test	abc	efg	0.00	2.00	

**Step 7:** Click on “Log” Button. Then the status will be changed to ‘Logged’ and amount will be shown. Also the status of the listed trips will be changed in the ‘Requests-To Allot’ menu.

**Step 8:** The manager can click on the “Approve” Button to approve the log.

The screenshot shows the Vidya ERP interface for managing extra trips. On the left is a navigation menu with categories like Staff Bus Pass, Student Bus Pass, Pass Cancellations, Route/Boarding Change, Route/Boarding Shuffle, Bus Coupon, Duplicate Bus Pass, Extra trip, and Log Trips. The main area is titled 'Extra Trip Log' and contains a table of logs. An orange arrow points from the 'Log Trips' menu item to the 'Approve Log' button in the detailed view of a log entry.

**Table 1: Extra Trip Log List**

Select Date	Select Vehicle	Description	Select Date	Amount	Status
<input type="checkbox"/>	06/05/2017	KL-45-A-1320	TEST	06/05/2017	0.00 To Log
<input type="checkbox"/>	29/04/2017	KL-45-B-1464	Test	29/04/2017	600.00 Logged

**Table 2: Detailed View of Log Entry (29/04/2017)**

Select Date	29/04/2017
Select Vehicle	KL-45-B-1464
Description	Test
Route No	1
Owner	The Principal
Total Run KM	60.00
Rate	10.00
Allowance	0.00
Amount	600.00

**Table 3: Trips of selected vehicle on selected date**

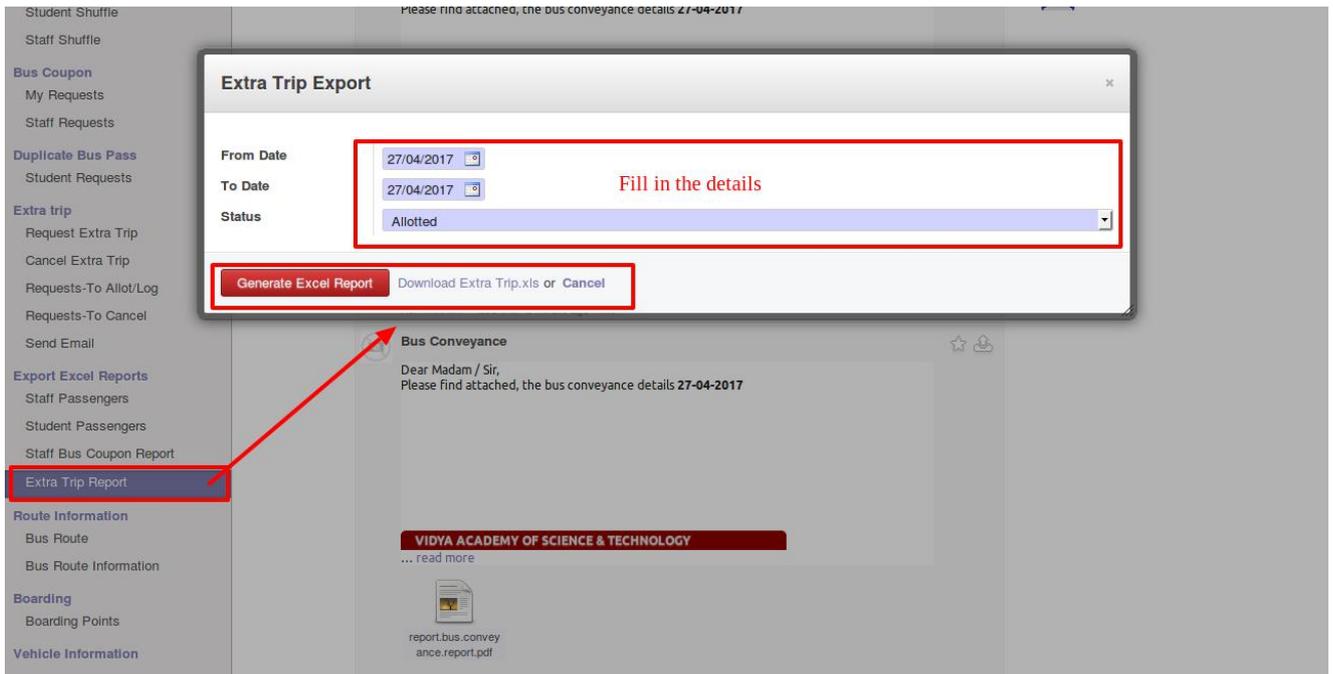
Date	Purpose	Journey From:	Journey To:	Start Time	End Time	Remarks
29/04/2017	test	abc	efg	0.00	2.00	

## GETTING EXCEL REPORTS OF EXTRA TRIPS

### 1. How to get Excel Reports of Extra Trips?

The supervisor/Manager can get excel reports of extra trips.

**Step 1:** Select 'Extra Trip Report' menu under Export Excel Reports.



**Step 2:** Select from and to dates, select status from the drop down.

**Step 3:** Click Generate Excel Report

**Step 4:** Click on the generated link "Download Extra Trip.xls"

