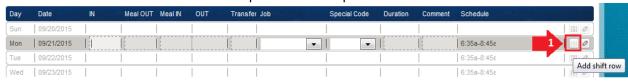
## **HOW TO ENTER A FIELD TRIP**

- 1 Select "Add Shift Row" which is located to the far right of each day's "home" row.
- 2 -- Under the TRANSFER column enter the start time of the trip.
- 3 -- Under the JOB column select which trip applies. (Academic / Athletic)
- **4** -- Type a brief description in the COMMENT column.
- 5 -- Under the OUT column enter the stop time of the trip.



Day	Date	IN	Meal OUT	Meal IN	OUT	Transfer Job	Special C	ode Duration	Comment
Sun	09/20/2015								
Mon	09/21/2015	6:35a			8:45a	1 2			
		2:15p			4:30p				4
				5	915p	431p		<b>-</b>	FB to Dalton
Tue	09/22/2015				T	Bus Di	Bus Driver.Academic/Field Trip Bus Driver.Athletic Field Trip Bus Driver.Midday-Addtl Route		
Wed	09/23/2015					Bus Di			
Thu	09/24/2015						river.Midday-Addii Route river.Regular Route		