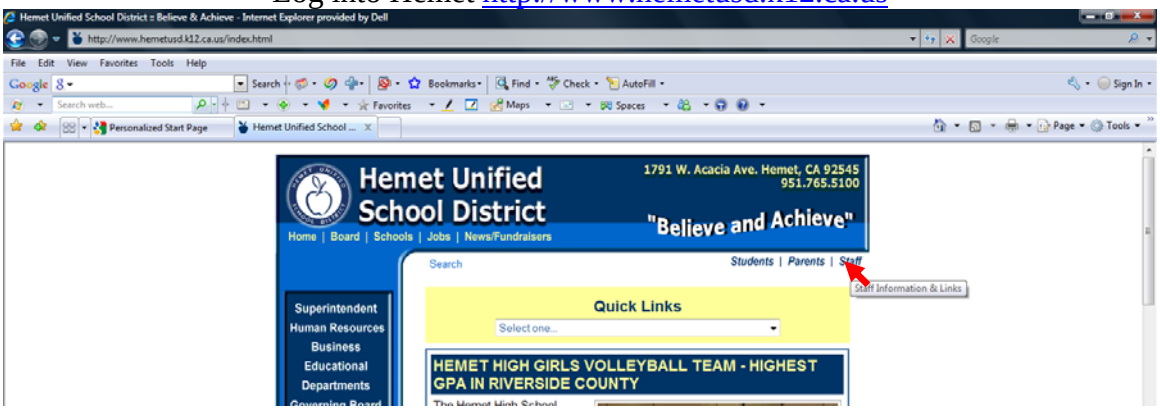
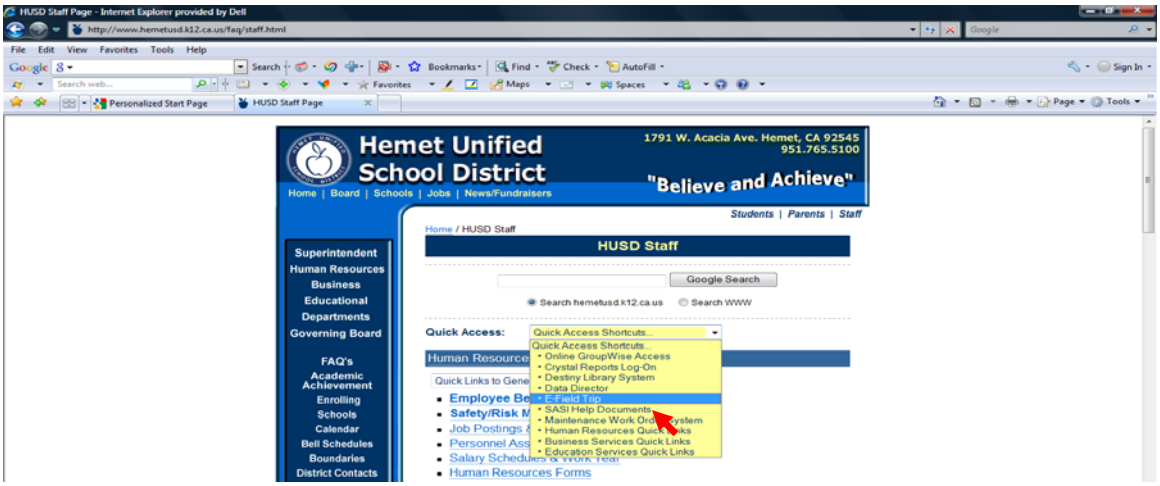
E-TRIP

REPORT INSTRUCTION

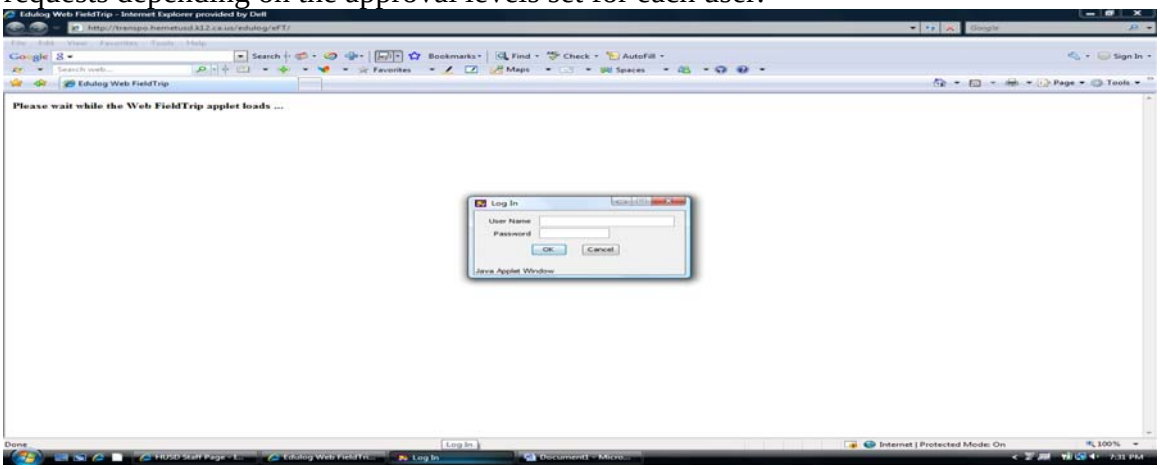
Log into Hemet http://www.hemetusd.k12.ca.us



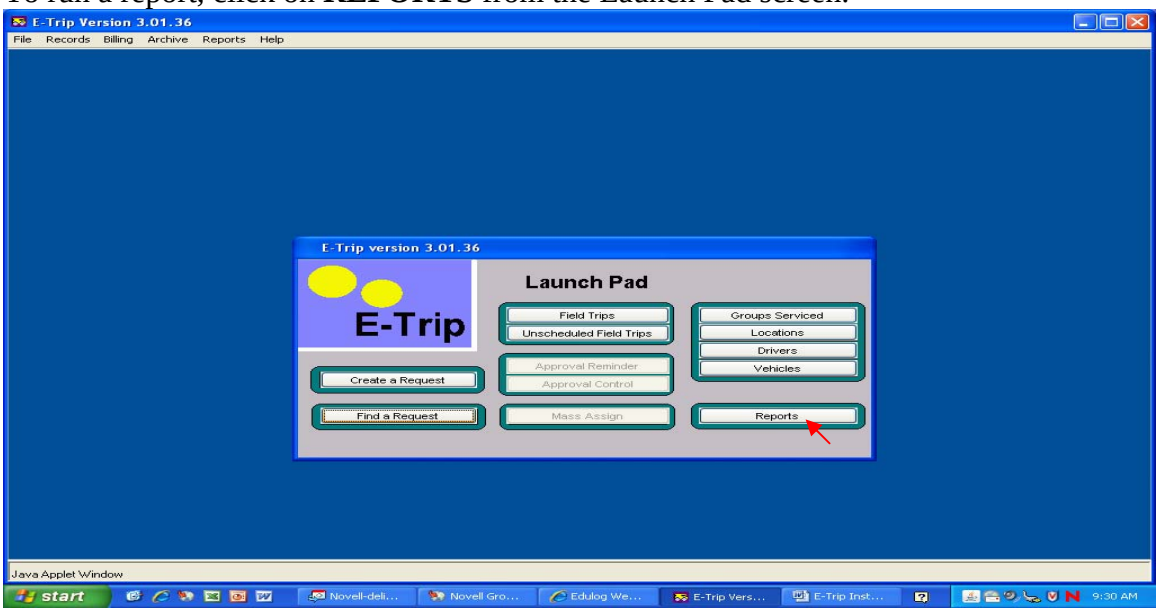
Click on **STAFF**
Click on **QUICK ACCESS SHORTCUTS**
Click on **E-FIELD TRIP**



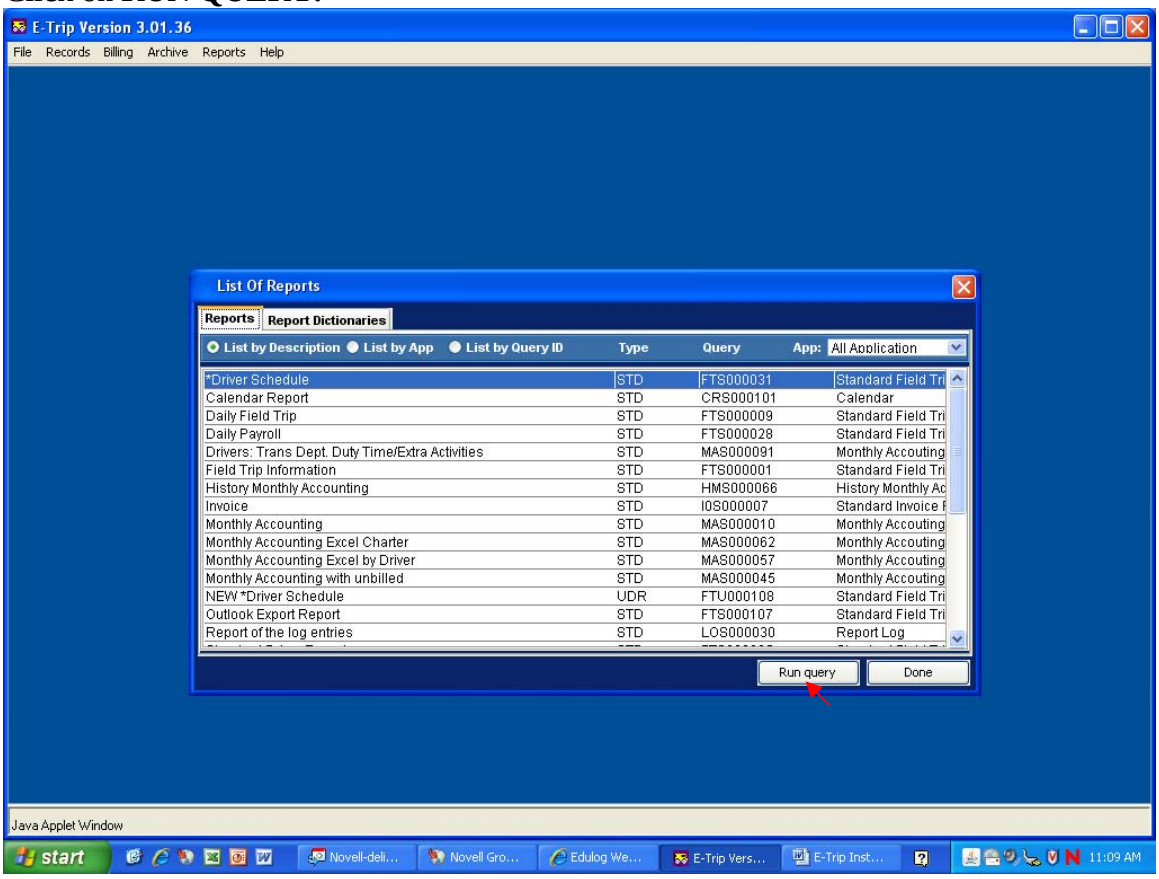
Enter your **USER NAME** and **PASSWORD**, click **OK.**
You are now logged into the E-Trip program and can enter, submit and approve field trip requests depending on the approval levels set for each user.



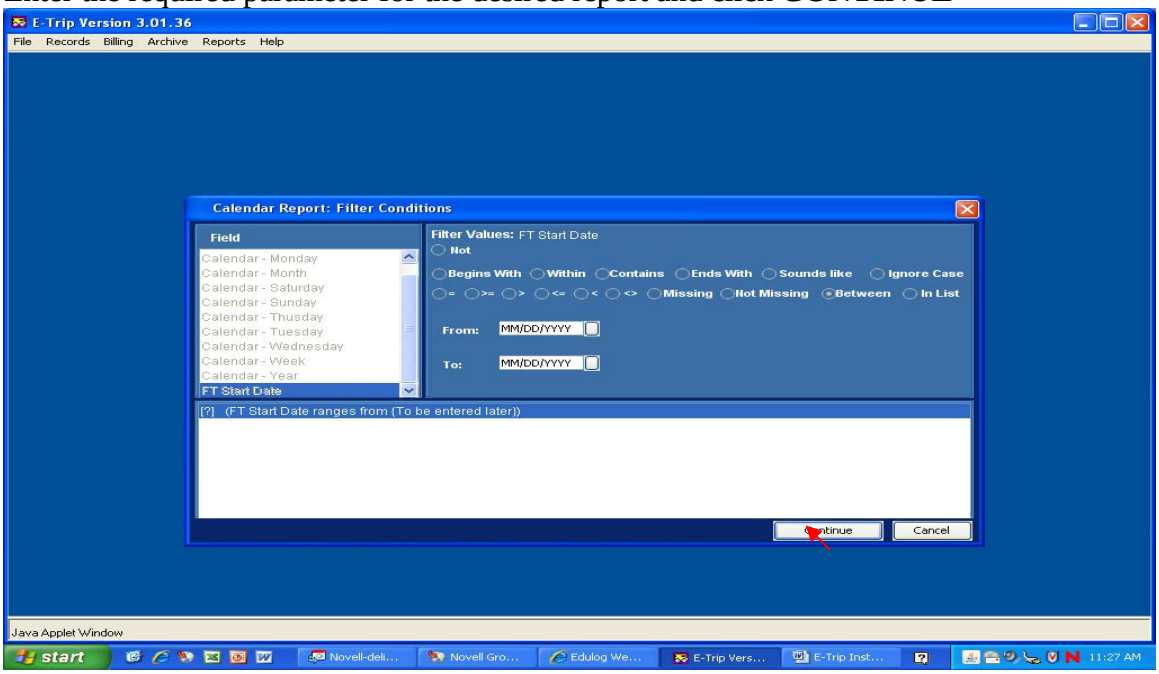
To run a report, click on **REPORTS** from the Launch Pad screen.



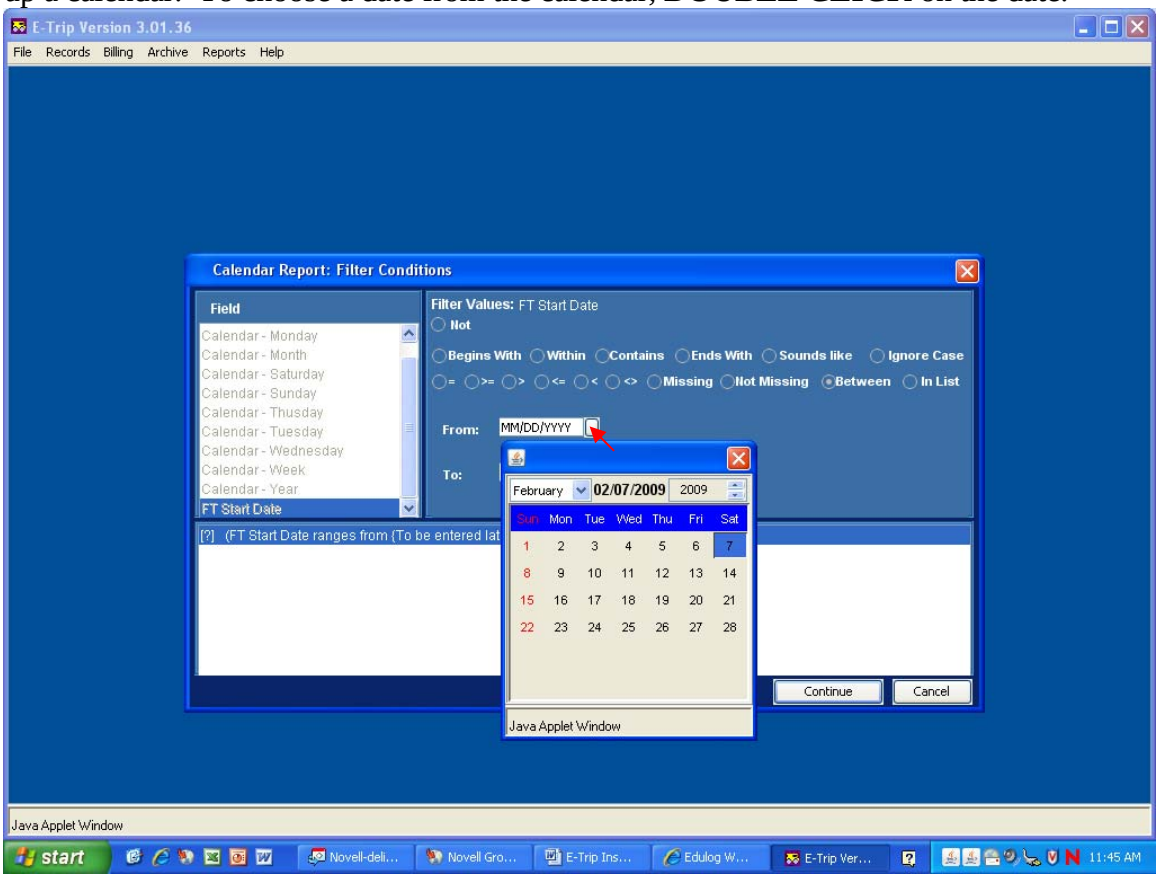
This will display the list of reports that are active for the log on.
Click to highlight the report to be run.
Click on **RUN QUERY.**



Enter the required parameter for the desired report and click **CONTINUE**

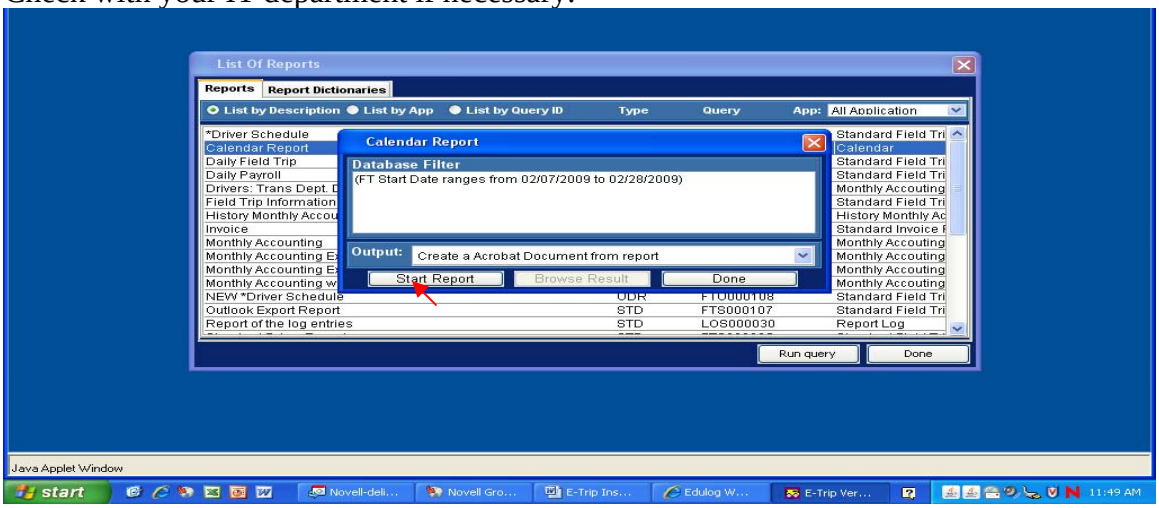


For dates you can type the date in the **MM/DD/YYYY** field or click on the box and bring up a calendar. To choose a date from the calendar, **DOUBLE CLICK** on the date.



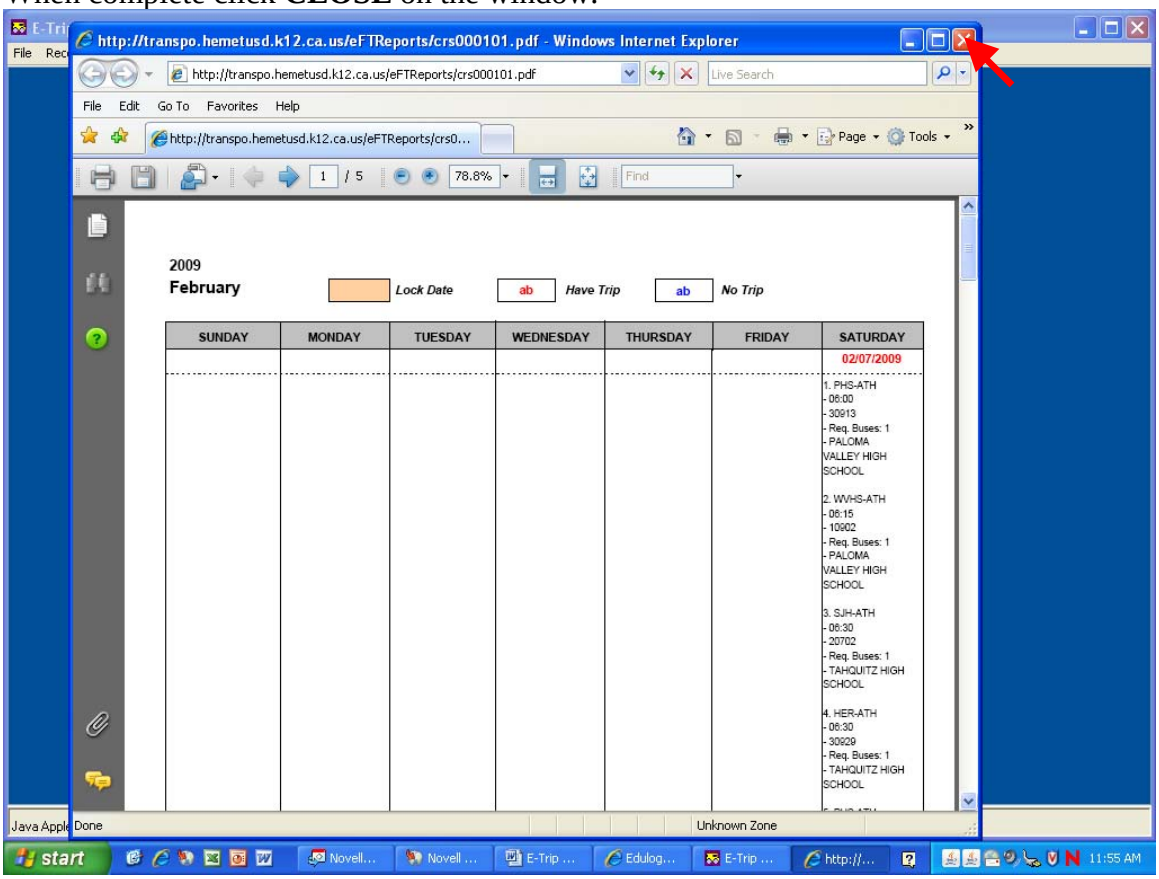
Click **START REPORT**

If the report does not appear in your internet window, your internet system may be set to block “pop ups” and you will need to allow pop ups from the Hemet USD web site. Check with your IT department if necessary.

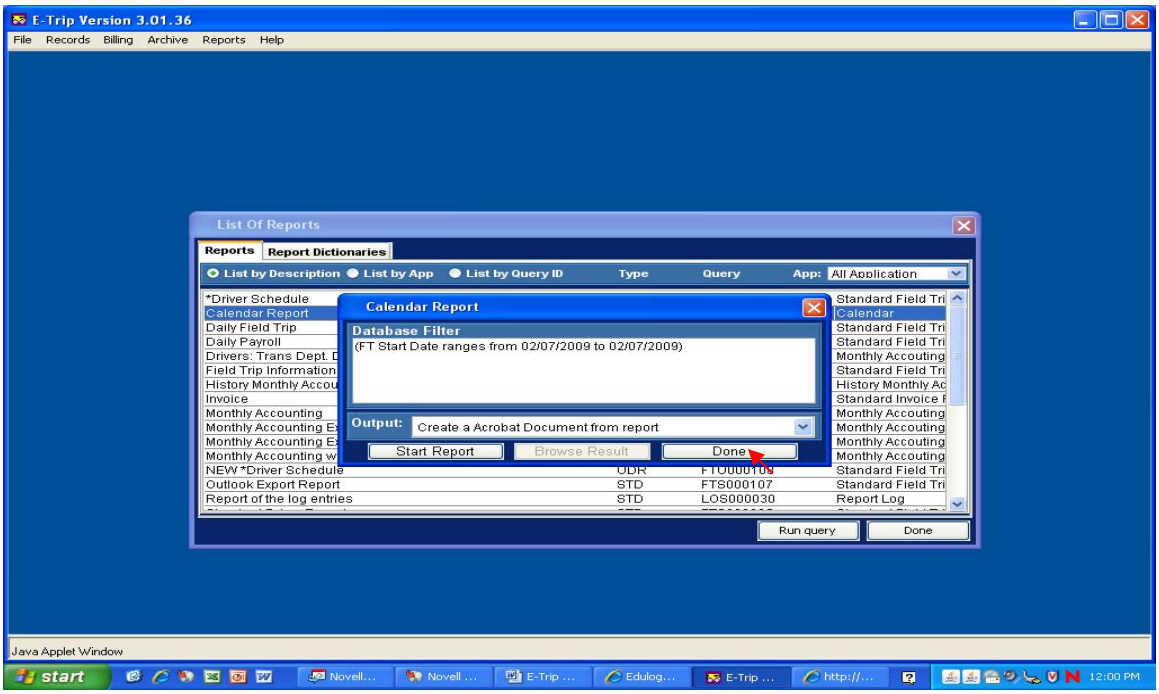


Print the report or view.

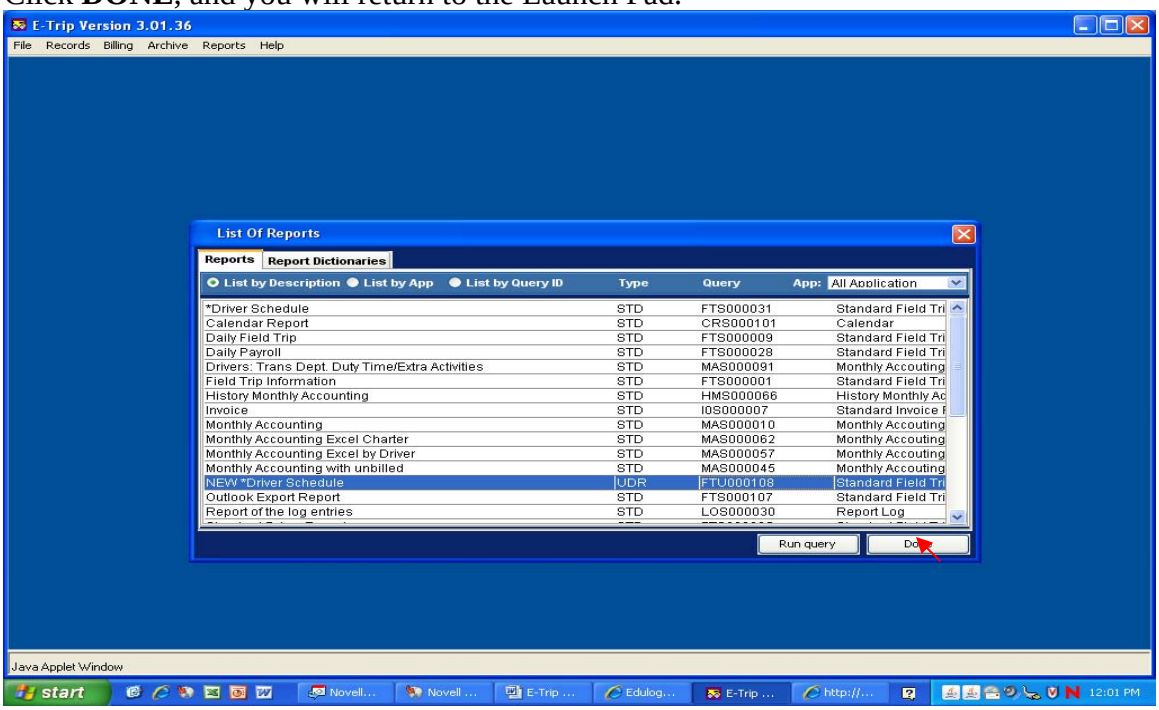
When complete click **CLOSE** on the window.



Click **DONE.**



Click **DONE**, and you will return to the Launch Pad.



To end the E-Trip program click **FILE**, and then click **EXIT.**