

Edulog Field Trip

<http://nsd-edulog.nashua.edu/edulog/eFTremote/login.jsp>

(**Link will be on Aspen Announcements Page and NSD Website under Staff tab**)

URL is case sensitive

Must have Java 7 installed. (Uninstall any other Java versions as they will block program.)

Program asks to Run Active X first time used.

URL will work outside of the district

Staff Login: **complete NSD email address** (i.e. marquisla@nashua.edu)

Password: **teacher** (lower case)

The screenshot shows a web browser window displaying the login page for eFT Remote. The page has a blue header with the text 'eFT Remote' and 'Education Logistics, Inc.' Below the header, it says 'Version 3.02.72'. The main content area is titled 'Login' and contains a form with two input fields: 'User Name' (containing 'marquisla@nashua.edu') and 'Password' (containing 'teacher'). There is a 'Log In' button and a 'Forgot password' link. A yellow box on the left contains instructions: 'Enter your user name and password, then choose Login to start the eFT Remote program. If you have forgotten your password, enter your username and click Forgot Password. Your password will be sent to the email address specified for the username.' At the bottom of the page, there is a small dialog box asking 'Would you like to store your password for nsd-edulog?' with 'Yes' and 'Not for this site' buttons.

eFT Remote
Education Logistics, Inc.

Logged in as: lberridge

Select Application

The Remote Request feature is a client version of eFT (eField Trip) which allows schools and other groups to send requests for field trip service to the transportation department (which may be located in a separate facility) and examine information on the field trips for their site.

The buttons allow you to create new field trip requests, approve submitted requests, examine existing requests, and work with field trip locations in the data. You can also examine field trip records, though you cannot modify them in this client version of the program

Click to request a field trip

Enter New Request	Approval Reminder
Find Request	Approval Control
Request Reminder	Find Field Trip
Location	Cancel Field Trip
Change Password	Logout

Would you like to store your password for nsd-edulog? [Why am I seeing this?](#) Yes Not for this site x

Click corresponding button on Launch Pad to complete task.

Example: Click on “Enter New Request” to submit a field trip request.

NOTE: Users will only see button they need– set by role.

[http://nsd-edulog/edulog/eFTremote/eFTRemote](#) New/Edit Request

eFT Remote
 Education Logistics, Inc.

[Launch Pad](#) | [Logout](#) | [Help](#)

Welcome lberridge

Request ID
 User ID
 Request Date
 Request Status

Group Serviced #1 **#2**

Group Serviced
 Departments
 Accounts
 Share %

Group Serviced	Departments	Accounts	Share

Select Contact
 Enter Contact
 Phone

General Info

Adults
 Students
 Spec Needs
 Wheel Chairs
 Total Passengers

Vehicle Type
 Requested Buses
 Purpose
 PO #

Overnight Trip
 Bus Waits
 UD Label Num
 UD Label Char

Field Trip Legs

Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
Delete Birch Hill Elementary	Click on a Location				

Location Name
 Location ID
 Location Type

#1 Group Service- Use the drop down button to select school, Click to select your school

#2 Tab over to Share % and type in 100 click the add button (All teachers will fill in "100%" for percentage of trip even if sharing a bus)

Once you have clicked the Add button you will see your school appear in the Group Serviced section below Departments and Accounts will be left blank.

Request ID User ID Request Date Request Status

Group Serviced

Group Serviced Departments Accounts Share %

Group Serviced	Departments	Accounts	Share
Delete BIRCH HILL			100.0

#3

Select Contact Enter Contact Phone

General Info

Adults Students Spec Needs Wheel Chairs Total Passengers

Vehicle Type Requested Buses Purpose PO #

Overnight Trip Bus Waits UD Label Num UD Label Char

Field Trip Legs

Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
Delete Birch Hill Elementary	Click on a Location				

Location Name Location ID Location Type

Loc ID	Location name	Location type	Location	City	Zone
1	Discovery Museum			Acton	
2	Amesbury Sport Park			Amesbury	
3	Berklee Performance Center			Boston	
4	Blue Man Group			Boston	

#3 Please select your contact

NOTE: If you need to enter a new contact please enter into the Enter Contact Box along with a phone number that you can be reached if the bus is late.

Request ID User ID Request Date Request Status

Group Served

Group Served Departments Accounts Share %

	Group Served	Departments	Accounts	Share
Delete	BIRCH HILL			100.0

Select Contact Enter Contact Phone

General Info

Adults Students Spec Needs Wheel Chairs **Total Passengers**

Vehicle Type Requested Buses Purpose PO #

Overnight Trip **Bus Waits** UD Label Num UD Label Char

Field Trip Legs

	Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
Delete	Birch Hill Elementary	Click on a Location				

Location Name Location ID Location Type

Loc ID	Location name	Location type	Location	City	Zone
1	Discovery Museum			Acton	
2	Amesbury Sport Park			Amesbury	
3	Berklee Performance Center			Boston	
4	Blue Man Group			Boston	

#4 Please enter the number of adults, students any special needs and/or wheel chairs that may be needed for your trip. It will total the number of passengers automatically.

#5 Next go to the Vehicle Type hit the drop down menu to pick desired bus, then tab over to the requested number of busses and enter how many busses you would like. Next please use drop down menu to state the purpose of your field trip. I.e. Athletic or Educational experience. Leave all three other boxes blank.

NOTE: Don't forget to click the button if you would like the bus to wait during your field trip.

http://nsd-edulog/edulog/eFTremote/eFTRemote New/Edit Request

General Info

Adults Students Spec Needs Wheel Chairs Total Passengers

Vehicle Type Requested Buses Purpose PO #

Overnight Trip Bus Waits UD Label Num UD Label Char

Field Trip Legs

#6

	Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
Delete	Birch Hill Elementary	Boston Children's Museum	09/11/2018	07:00 AM	09/11/2018	08:00 AM
	Boston Children's Museum	Click on a Location				

Location Name Location ID Location Type Search Clear

Loc ID	Location name	Location type	Location	City	Zone
5	Boston Children's Museum			Boston	0
6	Boston City Hall Plaza/Circus of senses			Boston	0
7	Boston College, Suffolk, Emerson			Boston	0
8	Boston Cruise			Boston	0
9	Boston Federal Reserve Bank			Boston	0
10	Boston Freedom Trail			Boston	0
11	Boston Garden			Boston	0

Miles Total Time Objective

Estimate Cost Other Costs Total Estimate Cost Comments/Instructions

#6 In this section you will type in the "Legs" of your field trip.

To find the destination of your field trip please type in the location name and hit search. Below you will find the name or a list of names that best match your location. Click on the blue underlined name and that will move your location into the destination box where you will then have to enter the depart date the depart time and the arrive time.

Overnight Trip Bus Waits UD Label Num UD Label Char

Field Trip Legs

	Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
Delete	Birch Hill Elementary	Boston Children's Museum	09/11/2018	07:00 AM	09/11/2018	08:00 AM
Delete	Boston Children's Museum	Birch Hill Elementary	09/11/2018	12:05 PM	09/11/2018	01:05 PM

Location Name Location ID Location Type Search Clear

Loc ID	Location name	Location type	Location	City	Zone
428	Birch Hill Elementary		17 BIRCH HILL DR	Nashua	0

Miles Total Time

Estimate Cost

Other Costs

Total Estimate Cost

Objective

Comments/Instructions

Save Request Submit Request Attach Close

#7 points to the '428' link in the location table.
#8 points to the 'Submit Request' button.

#7 You will want to repeat the same steps as in #6 except type in the location of where you are returning to i.e. school or a different location. If you are going to multiple locations please type in each one separately to ensure you have each leg logged.

Then again enter your depart date, depart time and arrive time. This will create the “Legs” for your trip, you should at least have two legs in order to complete your trip. If you don’t have a returning trip or “leg 2” the field trip will be denied and you will have to resubmit your trip.

#8 After you have completed the field trip form please hit submit request button to submit your field trip.

NOTE: Please make sure you put in an objective if need be for you trip.

You will receive notification via email through out the approval process.