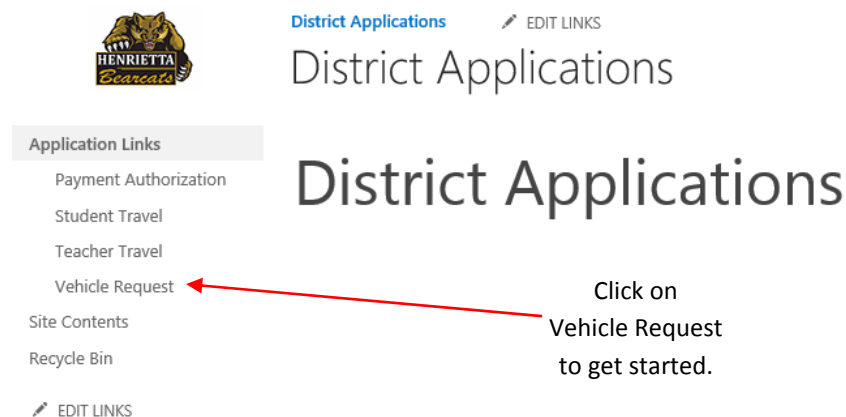


VEHICLE REQUEST PROCESS

TO RESERVE A VEHICLE

To reserve a vehicle or a bus you will be going to the district Sharepoint site. You can either click on this link - [HISD SHAREPOINT](#) or you can visit the Technology section of the school website. From the Technology page look towards the left for the Employee Links page. Click on that link and you will be taken to a page where you can see the link to District Apps. These links will only work when you are on a computer at school, they WILL NOT work from outside the school buildings.

You can create a shortcut to District Apps from here. Right click your mouse in one of the white areas of the page. Select Create Shortcut. It will ask you if you want to create a shortcut on your desktop. Select yes. The shortcut will be created after that. It will be named District Applications. You will be required to login to your Office 365 account to access the site. (Username - 5letterlogin@henrietta-isd.net password – normal computer login password)



District Applications

EDIT LINKS

District Applications

Application Links

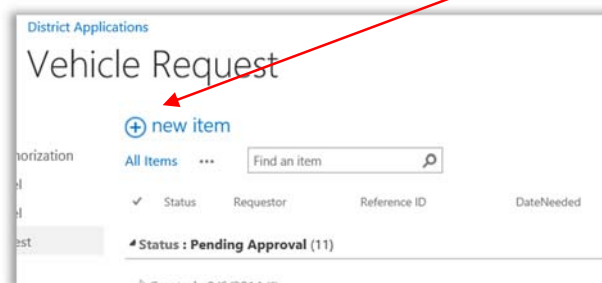
- Payment Authorization
- Student Travel
- Teacher Travel
- Vehicle Request
- Site Contents
- Recycle Bin

EDIT LINKS

Click on Vehicle Request to get started.

TO GET STARTED

To get started on a vehicle request click on the + sign by the words “new item” in the upper left hand corner.



District Applications

Vehicle Request

+ new item

All Items Find an item

✓	Status	Requestor	Reference ID	Date Needed
Status : Pending Approval (11)				

Created: 8/5/2014 10:00 AM

Then you will see the new request form.

FILL IN THE REQUIRED INFORMATION.

All of the fields marked with an * are required fields. The form will not submit without information being added to these fields.

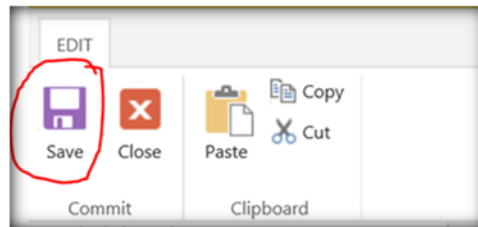
The screenshot shows a web form for requesting a vehicle. The form is divided into two main columns. The left column contains the following fields: No., Date Needed (with a calendar icon and a red asterisk), Time Needed (with a red asterisk), Return Date (with a calendar icon and a red asterisk), Return Time (with a red asterisk), Campus (dropdown), Destination (with a red asterisk), Organization (dropdown), Requestor (with a red asterisk and a user selection icon), Occupants (dropdown), Total # Occupants, Need Driver Yes Or No (dropdown with a red asterisk), Start Mileage, End Mileage, and Notes. The right column contains: Vehicle (dropdown with a red asterisk), Special Comments - Reason For Trip (text area), and a blue link labeled 'Vehicle Availability Calendar'. At the bottom right, there is a button that says 'Click here to attach a file'.

Do not forget to check availability of the vehicle

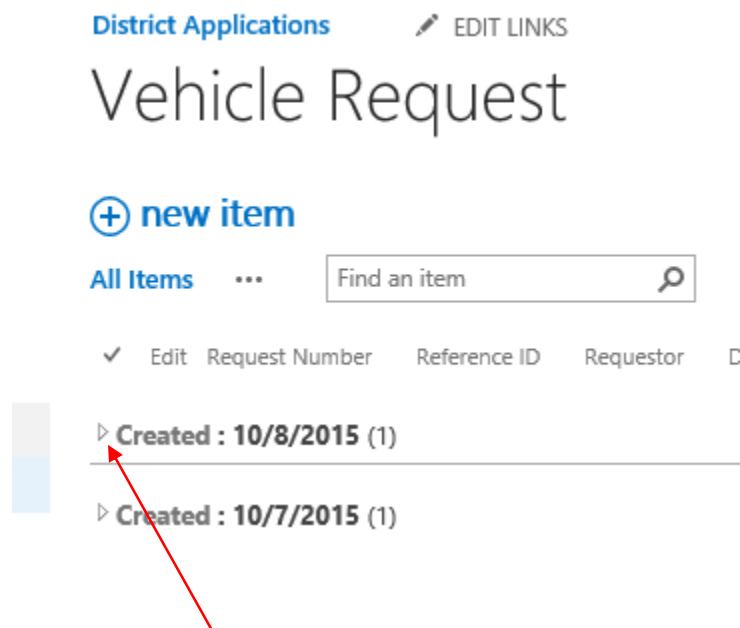
When filling out the requested information one difference you will notice is a difference with the Organization list. The list now contains numbers. These numbers will not cause any changes for you. They are there to help with some reports that must be run by administration. So do not focus on them as part of your submission.

This screenshot shows the same 'Vehicle Request' form, but with the 'Organization' dropdown menu open. The menu lists the following options: 10 Vocational Ag, 35 Food Service, 50 Athletics, 80 Bands, 101 Elementary Admin (highlighted in blue), 111 Elementary Instructional, 211 Middle School Admin, 211 Middle School Instructional, 301 High School Administration, 311 High School Instructional, 700 Administration, 801 COOP Admin, 901 Maintenance, 950 AEP, 951 SPEC ED, and 952 W.F. SPED. The rest of the form fields are filled out with example data: Date Needed is 8/8/2014, Time Needed is 8:00:00 AM, Return Date is 8/8/2014, Return Time is 4:00:00 PM, Campus is Henrietta ISD, and the 'Vehicle Availability Calendar' link is visible at the bottom right.

THE REQUEST IS NOT SUBMITTED UNTIL YOU HAVE CLICKED ON THE SAVE BUTTON.

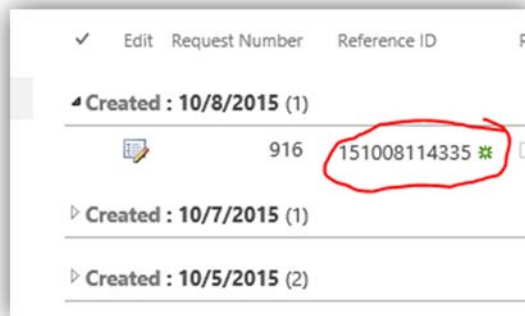


After saving the request you will notice that you have completed Vehicle Request on your Vehicle Request screen.

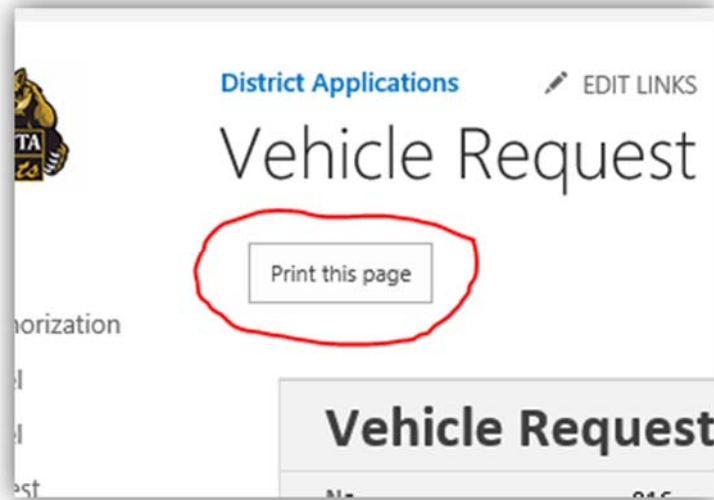


To see more details about a submitted request use the arrows to expand the information.

To print your form, click on the number of the request and reopen it.



You will then see an active print button in the upper left quadrant. Click on the button and print your request. You will then need to turn it in to the proper person for signatures and submission.



Lori will have the copy of the request for pick up at the administration building when you get the keys for the vehicle. You will need the form to enter your starting and ending mileage from your trip.

****If a driver is required it would be a good idea to verify that with Eddie Hill.**