## infoFinder le

This system gives building officials access to the bus information for the students in their building.

URL to access site: http://192.168.0.44:8080/InfofinderLE *Initial Log – In Screen* you will be taken to: Jefferson City School District info**f**inder *le* 🟠 e to Infofinder /e! infoFinder le Home Page: Jefferson City School District info finder le Looking up student data: Home 
 Students 
 Reports 
 Options Select Students from the menu bar A Student Search box will display: Enter the criteria that you would like to search the system by. For example, last name. Once you have the search criteria entered, click on Search Search In the search results you will notice that the student name is a link.



Clicking the student link will take you to information for that specific student



Return to



The trip link takes you to a screen providing more information on the bus route.

Criteria Tab:			Stops Tab:		
Trip: 003b AM BELR			Trip: 003b AM BELR		
Vehicle: 3 Driver: Weners, Susan Bus Alde: Alias Name: Description: Belair Elementary	Scheduled From/To: Capacity: Wheel Chair Capacity: Total Assigned: Max On Bus: Distance:	7:57 AM - 8:45 AM (48 min) 84 0 80 80 14.48 mi.	Vehicle: 3 Driver: Wondro, Rusan Hales Almon Cates Street Cates Stre	Kithendeled     Y177AH : 0-45 AH (48 m     Vitreal Char     Vitreal     Vitreal Char     Vitreal     Vitreal	
Trip Type: To School Transports Students: Home to Sci Home to Tra Shuttle (Tra	hool ansfer nafer School to School)		6 0:12 AM DRIAK VILLAGE CT 6 7 0:13 AM PORET PARK CT 0 H 8 0:16 AM 2120 Hery 179 Own a 9 0:21 AM 2120 Hery 179 Own a 9 0:21 AM 2120 Hery 179 CROCK HILL 10 0:22 AM 2120 HER DR ADVATHE 11 0:24 AM DEAN DR A DVATHE 12 0:26 AM DEAN DR & DVATHE 13 0:26 AM DOR BAY OR & SAVAY	INTY 179 (ROCK HILL RD) INY 179 Found in diversively RD) & ROCK HILL CT DR DR DR DR DR DR	
Trip Requirements: Bus Aide on Non-Disable Disabled Str	this Trip id Students udents		1.1 0.25 Add Dubling Tell & TROY 1.8 0.21 Add Dubling Tell & TROY 1.9 0.31 AM 0.23 Diskey Dy 1.9 0.31 AM 0.57 Diskey Dy 1.9 0.32 AM 0.68 Diskey Dy 1.9 0.37 AM 0.68 Disk 5 CHUM 1.9 0.37 AM 0.68 Diskey Tell & SCHUM 2.0 0.38 Add 0.58 Diskurstein Chapter 2.0 0.34 Diskey	DR S ATE CHAPEL RD ATE CHAPEL RD I SA	
Schools: Belair Elementa	ery (BELR)	Return to List	21 8-39 AM PLANDERS RD & BCH 22 8-39 AM 813 Boltmarks Chape 23 8-41 AM 527 Stee Dr 24 8-42 AM 618 Stee Dr 25 8-45 AM Defeir Elementary	NATE CHAPEL RD	

## Trips link:



Take you to a Trip Search screen where you can view bus trips pertaining to your building.

Trip Search           School:         [Al]           Trip Trype:         [Al]           Trip:         [Al]           Vehicle:         [Al]           Step Location:         Additional Title           Additional Title:         Nonel           Filter:         [None] •				
School: [Al]  This Type: [Al] This Type: [Al] This: [Al] Vehicle: [Al] Step Location: Additional File Filer: [None]  Clear Search	Trip Search			_
Tro Type:         [Al]           Tro:         [Al]           Velicle:         [Al]           Step Location:         Additional Title           Additional Title:         Nonej           Clear         Search	School:	[All]	- <	
Trig: [Al]  Vehicle: [Al]  Vehicle: [Al]  Xd(ittonal riter Additional riter Tilar: [None]  Clear Search	Trip Type:	[All] -		
Vehicle: [Al] • Step Location: Additional Filter Filter: [None] • Clear Search	Trip:	[All]	•	
Step Location: Additional Filter Filter: None] • Clear Search	Vehicle:	[All] -		
Additional Filter Filter: [None] • Clear Gearch	Stop Location:			
Clear Search	Additional Filt	er		
Clear Search	Filter:	[None] -		
	Clear		Search	

Under school, the school you are assigned to should appear in the drop down menu. Select the school and click Search.

This will pull up the trip names assigned to your building:

Home + Students + Trips + Reports + Options					
Trips					New Search
13 Record(s)					Page: [1]
Trip Name		Start Time	Finish Time	# Assigned	
001b AM BELR	Morgan, Jessi	8:08AM	8:49AM	81	
001b PM BELR	Morgan, Jessi	4:00PM	4:46PM	66	
002b AM BELR	Jaramilio, Ken	8:23AM	8:50AM	82	
002b PM BELR	Jaramilio, Ken	4:00PM	4:37PM	83	
003b AM BELR	Wieners, Susan	7:57AM	8:45AM	80	
003b PM BELR	Wieners, Susan	4:00PM	4:52PM	78	
028b AM BELR	Anderson, Brent	8:12AM	8:48AM	18	
055b AM BELR, ECSE	Wallace, Diane	8:0SAM	8:52AM	5	
059b PM BELR	Smith, Steven	4:10PM	4:27PM	4	
076b PM BELR	Streng-Farris, Katharina	4:00PM	4:40PM	33	
1 First Student Trainee Route		S:00AM	5:00AM	0	
BELR WALK ZONE		9:00AM	9:00AM	86	
BELR WALK ZONE PM		4:00PM	4:00PM	85	
13 Record(s)					Page: [1]

You will notice the Trip Name is once again a link.

Once again, clicking the Trip Name will take you to the screen providing more information on the trip:



## **Reports Link**:

Home Students Trips Reports Reports you have access to:

*Category: School – Report: School Student List –* shows all students, the bus number, time, and contact phone number

Click on + Next to Category: School

Click in the box to the left of School Student List

Report Name			Description	
Category : School (1) School Sudert Lat			Lists al students at school with AM_PM_AM_Exc. and PM_Exc. Info	
	Click Run Report Select Run Report again.			
	Res Report. 5 Monthal - School Lad	Even though the filter shows All Records, the report should only generate for students in your building		

*Category:* Student – Report: Post Card – Bus Number – Provides two post cards per page containing the students pick up and drop off assignments.

Report: Schedule Bus Detail - List students and the information relating to their bus

assignment.

When you click on Report, you will be taken to the following screen:



Your school should automatically appear in the box next to Schools

Category: Trip – Report: Detail (No Directions)

Report: Stop List – List street name, Stop Time and Location, Driver Name

Report: Stop List (by Time) - sorts by stop time

- Report: Summary By Bus Number Lists bus number, stop time and location
- Report: Summary By Trip lists trip information

When clicking on Report, you will be taken to the following screen:



## *To log out of the system*: Click on Options

