

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:



infoFinder le Home Page:



Looking up student data:



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

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

The address tab will display the students address and information related to the address.

The schedule tab gives information about the student's bus routes.

The contact tab should show a number for the student.

On the schedule tab, the Trip is also a link.

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

Criteria Tab:

Stops Tab:

Trips link:

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

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:

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:



Reports you have access to:

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

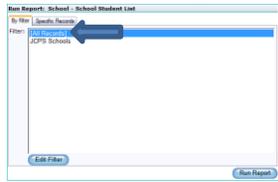
Click on + Next to Category: School

Click in the box to the left of School Student List



Click **Run Report**

Select **Run Report** again.



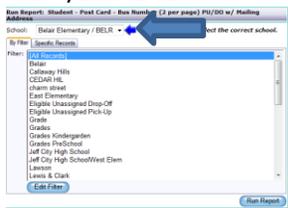
Even though the filter shows All Records, the report should only generate for students in your building

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.

assignment.

When you click on **Run 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)

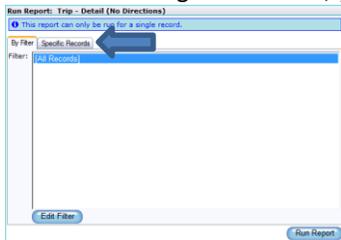
Report: Stop List – List street name, Stop Time and Location, Driver Name

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

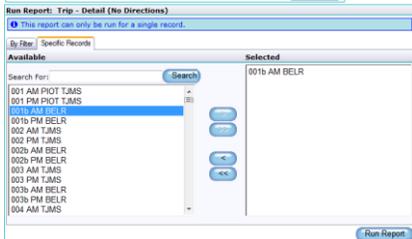
Report: Summary By Bus Number – Lists bus number, stop time and location

Report: Summary By Trip – lists trip information

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



To run a report for a certain bus route, click on the Specific Records Tab



Under the Specific Records tab, all bus routes will be listed. Select the route for your building that you would like to view and click the **+** to add the route under the Selected Column. Once the route has been added, select Run Report. Please note that only one route can be selected at a time.

To log out of the system:

Click on Options

Home > Students > Trips > Reports > Options

Options



Change Password

Logout

Click Logout from the list to be taken back to the log in screen.