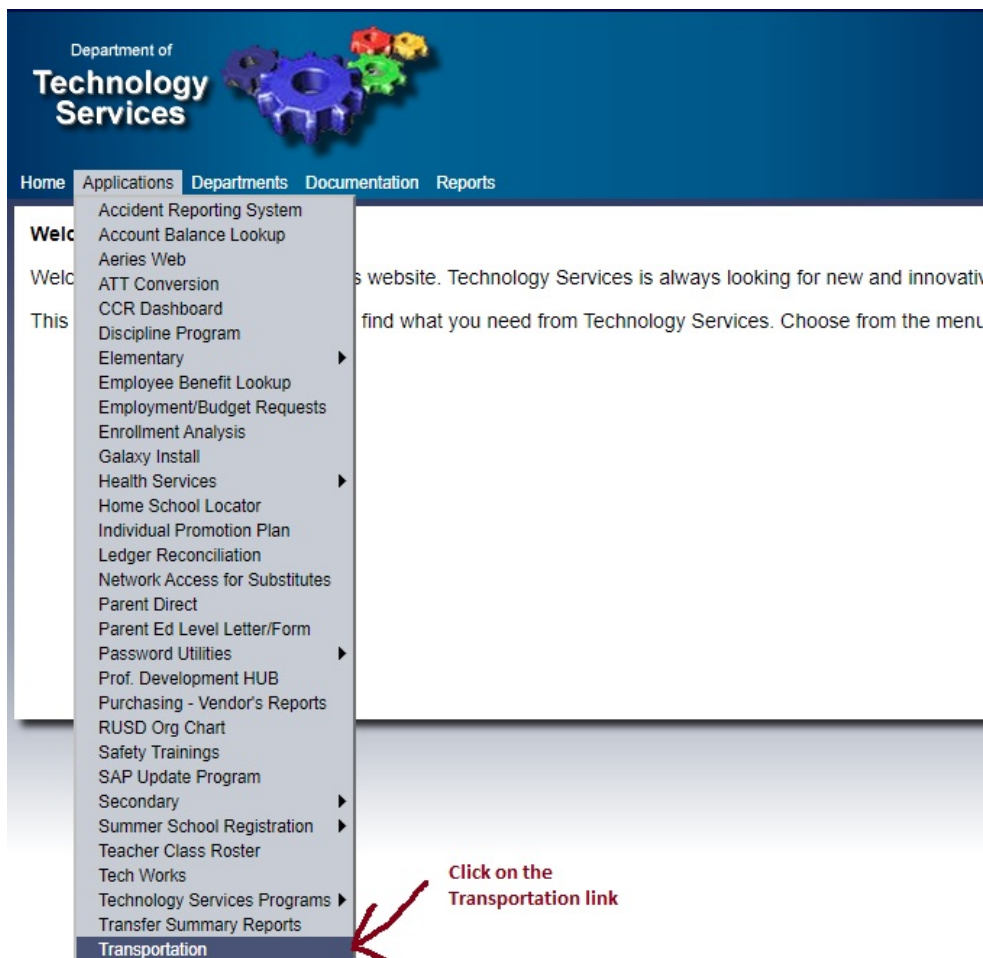


RUSD Transportation Program Document

The RUSD Transportation program was created by the Technology Services Computing Services department at RUSD for various functions. The program allows schools to print various reports necessary for students to be bused to and from school. The program can also be used by the transportation department to search and update street and stop information similar to the way they update the information using the Street and Stop atoms in SASI.

The program can be accessed by going to the Technology Services webpage at <https://webapps.riversideunified.org> using their local browser. Once at the site, the user can choose the applications menu near the top of the page and then click on the Transportation link under the list of the applications. The figure below shows this information:



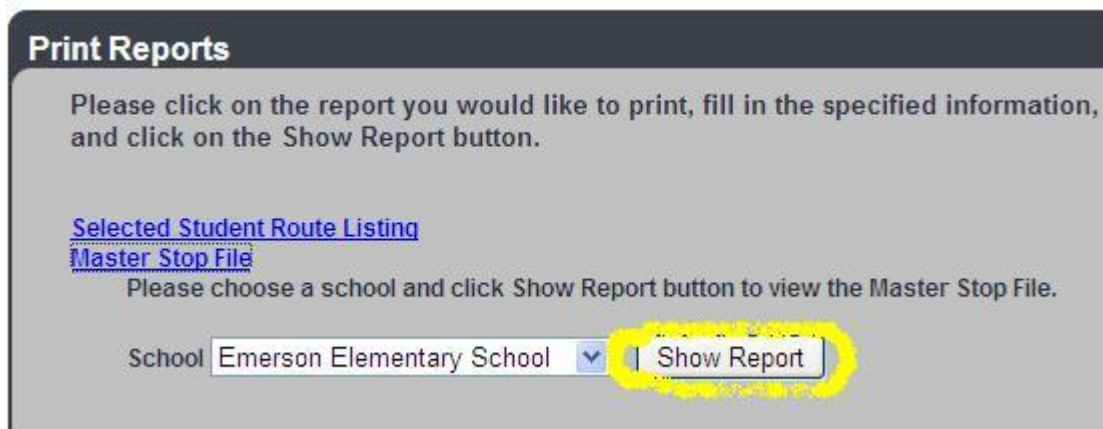
The user will now be at the transportation login page. Users can log into the program using their windows user ID and password and by clicking the login button.

The screenshot shows the login page for the Riverside Unified School District Transportation Department. The header includes the district name and logo on the left, and the date and time (Thursday, May 06, 2010, 9:18 AM) on the right. The main content area is divided into two sections: 'Program Menu' on the left and 'Login Page' on the right. The 'Login Page' section contains instructions for logging in, fields for 'Username:', 'Password:', and 'Database:' (with a dropdown menu set to 'Current - 2009'), and a 'Login' button.

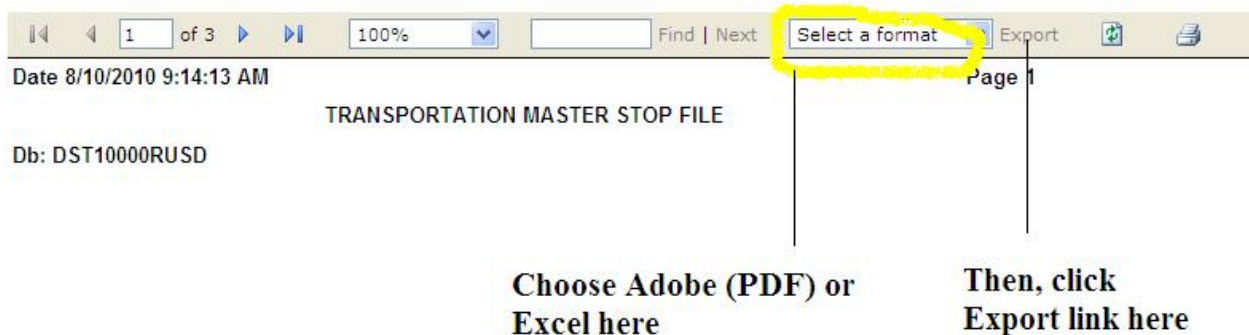
For users at a specific school site, the users will be guided to the Home page. The Home page has basic instructions for using the program. To print reports, click on the print reports link on the menu on the left side of the screen as shown below:

The screenshot shows the Home page for the Riverside Unified School District Transportation Department. The header is identical to the login page, showing the district name and logo on the left, and the date and time (Thursday, May 06, 2010, 9:15 AM) on the right. The main content area is divided into two sections: 'Program Menu' on the left and 'Home Page' on the right. The 'Program Menu' section lists 'Home', 'Print Reports', and 'Log Out', with 'Print Reports' highlighted in yellow. The 'Home Page' section contains a welcome message and instructions for using the program.

The user is then guided to the transportation reports that they can print. You can click on the report name, enter the information required and then click the show report button. For example, to print the Master Stop File report, click on the Master Stop File link. For employees working at multiple sites, users will have to choose the school for which they want to print the report using the drop down menu given. For most employees, this will not be the case and they can just click the Show Report button.



A new browser window will display the report. The user can review the report, export the report to either PDF or Excel file, and then print the report. To do this, please choose 'Adobe (PDF) File' or 'Excel' in the 'Select a format' drop down menu as seen in the figure below. Then, click on the Export link. A dialog box will open asking to 'Open', 'Save', or 'Cancel' the file. Click or choose 'Open.' This will open the report as a PDF or Excel application file.



At any time, you can log out of the program using the log out link on the program menu as seen on the next page. It is important to log out when not using the system. This makes the application more secure and enables more resources to be available for other users of the system.

