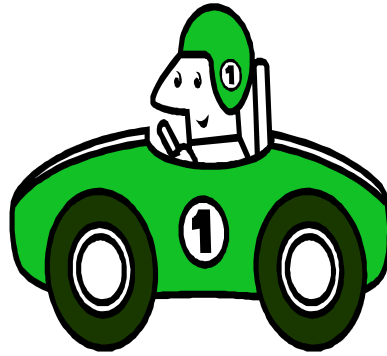


# Jones County Junior College



## **TRANSPORTATION SYSTEM**



College Vehicle Request Documentation

September 14, 2009

## SUBMITTING/UPDATING A REQUEST

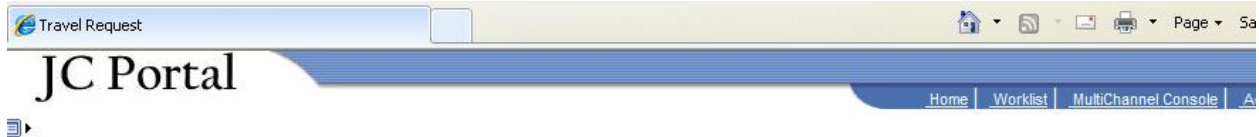
### Add yourself as a User.

JC Custom → JC Custom –Transportation → Use → Travel Request

Select “Add a New Value” tab...enter your Emplid...click ADD.

Complete the information on the page. Click SAVE....

\*\*You will only need to add yourself once...For future requests you would select “Find Existing Value” tab...update your personal information (if necessary).



#### User Profile

[Find an Existing Value](#) [Add a New Value](#)

EmplID:

[Find an Existing Value](#) | [Add a New Value](#)

#### User

Employee ID 0142277      Latoria Thomas

[Add/Update Request](#)

#### Drivers License Information

\*Number       \*State        \*Renewal Year

\*Type        CDL Endorsement        2nd Endorsement

\*Email Addr

\*Work Phone  9999999999      Cell Phone  9999999999

Emergency Contact Name and Phone

Comments

Status Active

## Add/Update a Request.

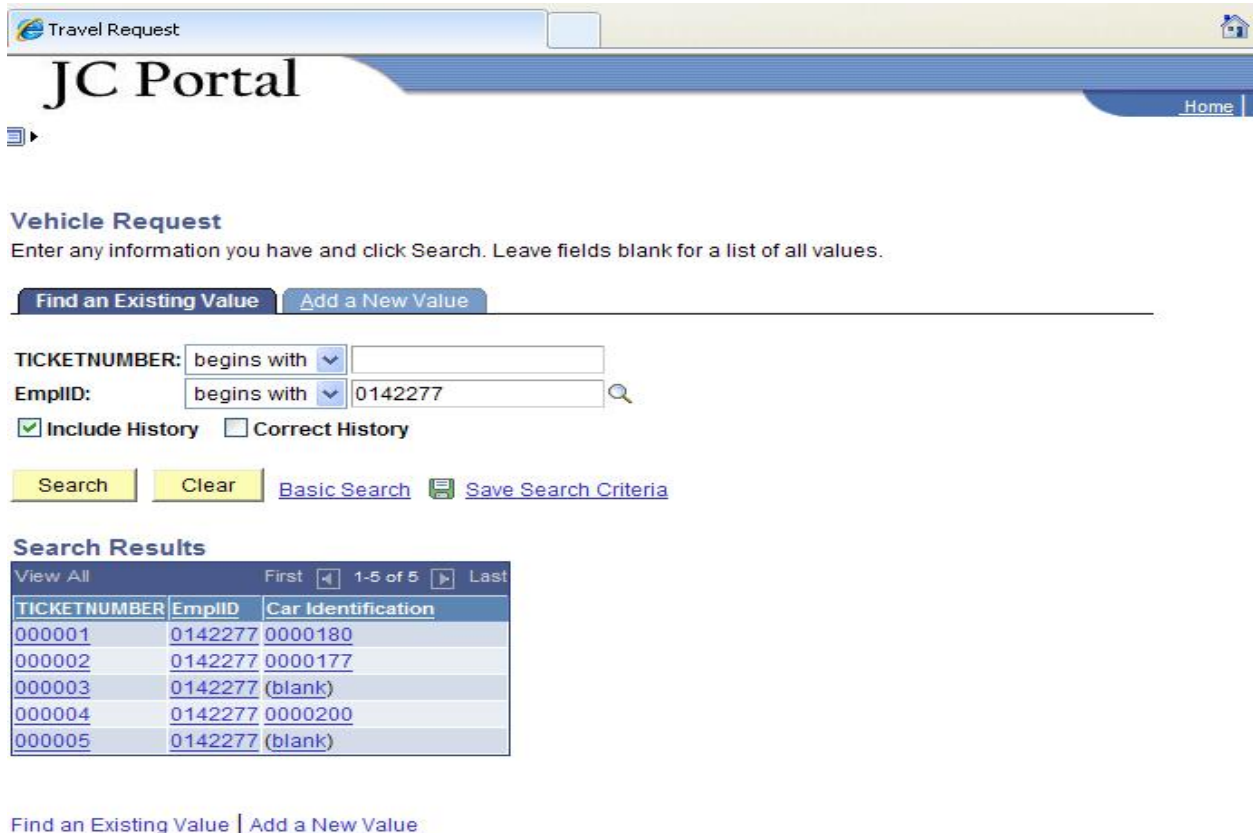
Click "Add/Update Request" link.

*New Requests* - select "Add a New Value" tab. Complete the request form and hit "Submit Request" button.



The screenshot shows the 'JC Portal' interface. At the top, there is a 'Travel Request' tab. Below the header, the 'Vehicle Request' section is active. Two tabs are visible: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. The form contains two input fields: 'TICKETNUMBER:' with the value '000000' and 'EmplID:' with the value '0142277'. A magnifying glass icon is next to the EmplID field. Below the fields is a yellow 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

*Modify Requests* – select "Find Existing Value" tab. Click 'SEARCH'. Make necessary changes and hit "Submit Request" button.



The screenshot shows the 'JC Portal' interface with the 'Home' link in the top right. The 'Vehicle Request' section is active, and the 'Find an Existing Value' tab is selected. Below the tabs, there is a search form with two dropdown menus: 'TICKETNUMBER:' set to 'begins with' and 'EmplID:' set to 'begins with', followed by a search icon. There are two checkboxes: 'Include History' (checked) and 'Correct History' (unchecked). Below the form are three buttons: 'Search', 'Clear', and 'Basic Search', followed by a link 'Save Search Criteria'. Below the search form, the 'Search Results' section is displayed. It includes a navigation bar with 'View All', 'First', '1-5 of 5', and 'Last'. The results are shown in a table with three columns: 'TICKETNUMBER', 'EmplID', and 'Car Identification'.


TICKETNUMBER	EmplID	Car Identification
<a href="#">000001</a>	<a href="#">0142277</a>	0000180
<a href="#">000002</a>	<a href="#">0142277</a>	0000177
<a href="#">000003</a>	<a href="#">0142277</a>	(blank)
<a href="#">000004</a>	<a href="#">0142277</a>	0000200
<a href="#">000005</a>	<a href="#">0142277</a>	(blank)



Find an Existing Value | Add a New Value


**Vehicle Request**


Employee ID 0142277      Name Latoria Thomas

Ticket #       Date Entered 08/20/2009     


\*Department/Club   Admin Computer Services      \*Account

\*Depart Date        \*Time       24HR e.g. 0800      \*Division  


\*Return Date        \*Time       24HR e.g. 1500

\*Destination       \*State  

\*Purpose of Travel

\*Vehicle Type  

\*Nbr of Passengers  (including yourself)

Additional Driver  

If any issues arise from the request, you will receive an email stating so.

Once the request reaches the desk of the approving managers, you will receive an email stating that the request was Approved or Denied. Once the request has Level 1 and Level 2 approval, a vehicle will be assigned.

*\*\*Note: Once the request has obtained Level 2 approval, no updates can be made. The user will have to cancel the request and submit a new one.*

## View/Print/Cancel a Request.

JC Custom → JC Custom Transportation → View/Cancel → Existing Requests

Choose your request/ticket number. From this page you have the option of printing the request form or canceling the request. Once you hit the PRINT button, it will process for a minute...then a new window should appear with the completed form in which you can print.

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Employee ID 0142277    Latoria Thomas    [PRINT](#)    [Cancel Request](#)

<b>Ticket #</b>	000007	<b>Date Entered</b>	08/20/2009	<b>Approval Status</b>	Approved
<b>Department/Club</b>	11370	Art			
<b>Depart Date</b>	08/24/2009	09:00	<b>Account</b>	11-11370	
<b>Return Date</b>	08/24/2009	16:30	<b>Division</b>	BUS SERVICES	
<b>Destination</b>	ridgeland	MS			
<b>Purpose of Travel</b>	TRAINING WORKSHOP				
<b>Vehicle Type</b>	Car	0000177	Nissan	Altima	
<b>Nbr of Passengers</b>	2	<b>Additional Driver</b>	0181635	Jennifer Musgrove	
<b>EE Comments</b>	<input type="text"/>				

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A copy of your completed request form is required to be left in the vehicle when you return it. When you pick up the vehicle please record the mileage on the section labeled 'Beginning Mileage'. Once your trip is over and you return the vehicle, record the mileage on the section labeled 'Ending Mileage'. There is also a section on the form for any comments or concerns that the mechanic needs to address.

## Division Chair and Vice President

### Approve a Request

JC Custom → JC Custom – Transportation → Process → Approve Request

Enter Ticket Number and hit "SEARCH".

### Approvals

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

TICKETNUMBER:

EmplID:

Include History

[Basic Search](#)

Level 1 is designated for Division Chairperson. Level 2 is designated for VPs. After selecting the Action for your Level, click 'SAVE' and you are done.

#### Approvals

This transaction requires an action on your part.  
Select Approve or Deny and Click Save.

Employee ID	0142277	Latoria Thomas		
Ticket #	000006	Department/Club	17220	Student Fees
Depart Date	08/24/2009 11:00	Account	11-17220	
Return Date	08/25/2009 16:30	Division	BUS SERVICES	
Destination	MOBILE	AL		
Purpose of Travel	TRAINING			
Vehicle	Bus			
Nbr of Passengers	23	Additional Driver	0100106	Melanie James

#### Choose Action from Drop-Down

Level 1:   08/20/2009 10:19:36

Level 2: