IFieldTrip How to Clone a Trip

## What does it mean to clone a field trip request on iFieldTrip?

When you clone a field trip, the information from your original request is copied onto a new field trip request. A new reference number will be generated, and the copied information can be edited before it is resubmitted for certification.

\*For general guidance on how to fill out a field trip request on iFieldTrip, see job aid <u>Request Non-Athletic</u> <u>Trip</u>.

## How to clone, update, and resubmit a field trip request.

- 1. Go to <u>ifieldtrip.lausd.net</u>
- 2. Sign in with your LAUSD SSO (full email and password).



3. Click on the **'Create/View the FieldTrip Requests**' tab. (this tab may not be visible to all users). Your iFieldTrip **dashboard** will appear.



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4. Select the original trip request that you intend to make changes to. Then click the 'Clone' button.

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•		RefNo 🛩	School	Destination	Trip ≎ Start	LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent	Trans-Acctg	Trans-Dispatch	Original Request	Modification
(	8	23-		GETTY CENTER	09/30/202	0		•		-	-		-	-			-				SUBMITTED	)
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5. A pop-up alert will populate. It will indicate that you have successfully cloned your original field trip request. Please note the new reference number and then select and click 'OK.'

Success!
Success! Your cloned trip may be found on the dashboard under Reference No: 23- You may edit any section of the clone and submit for certification.

6. Go back to your iFieldTrip dashboard and select the field trip request that you just cloned (it will have a new reference number).

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	RefNo	v School	Destination	≎ Trip Start ≎	LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent	Trans-Acctg	Trans-Dispatch	Original Reguest	Modification				
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7. Go through all tabs in your new field trip request and make the necessary changes.

Intert Information	ation	Transportation			6
Contact Information	Parucipants	nansportation	Documents	Certification	
Are you the main contact du	ring the trip?*				
Yes O No	Ŭ,				
Main Contact Details*					
Employee Name:					
Employee ID:					
Employee Cell#:	(123) 456-7890				
School Taking Trip*					
Cost Center Code:					

Tip: In the 'Certification' tab, you can mention your original reference number in the 'Comments (Optional)' box. This is helpful if your original trip request has already been certified by some departments.

Conside Information Destination	Processo introportion Documenta Costration
Requester Certification	
Funding - LAUSD Bus	
Note: Bus cancellations must	: be done at least 24 hours prior to trip to avoid charges
Cost Center (Select one)*:	1940DDI BENERTS ADMIN
Funding Type (Select one)*:	
Reimbursable	
Student Body Funds	
Title 1	iB&T
Program	-70-72
Comments (Optional):	
The original reference	rumber for this trip was 23
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IMPORTANT: Please CLICK	HEET to review try details before submitting. Once you submit your request, you can only update participant notions and documents. All other lings the existing request and submitting a new request.
changes will require cancel	
Previous	Save Subr



8. Next, click the 'Submit' button located in the bottom right corner of the Certification tab.

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9. Cancel your original field trip request. For guidance on how to cancel your original field trip request, see job aid, iFieldTrip How to Cancel a Trip.