

## Dashboard View

<https://butlertech.campus.swoca.net>

Campus works best in Google Chrome

## How To

### Login

Go to [butlertech.campus.swoca.net](https://butlertech.campus.swoca.net), enter your username (last name and first initial, e.g. murphyd), and your password, and **Click** the **LOGIN** button and you will be taken to the **Dashboard**.

If you need to reset your password, **Click I forgot my password**, under the **LOGIN** button. Enter your username and Butler Tech email address, then **Click SEND REQUEST**. After a few minutes, you will receive instructions by email. Follow the instructions to reset your password, then repeat the Login process.

### Submit a Transportation Request

**Click** on the **Case Launcher** at the top of the screen, then **Transportation** from the Case Menu. Complete the request form, taking in to account that the fields with a \* (red asterisk) next to them are required.

### Requestor Information

For **Requestor Phone** please provide the best phone number in which to reach you.

### Trip Information

Select the **Purpose Request** from the drop-down list or **other** if one of the choices does not describe your purpose. If you need a **Departure location** other than the one listed, choose **other** and enter the address.

### Dates and Times

Please select the **Date and Time** information by clicking on the icons at the end of each row. 📅

### People Information

Please include the names of all Butler Tech adults in the **Teacher/Coach in Charge** field. You do not need to upload a student roster, but do need to indicate the

number of students and adults that will be traveling in the vehicle.

### Vehicle Information

Choose a **Vehicle Type** from the drop-down list based on the total number of people traveling.

Use the **Additional Vehicle Information** field to notate any special instructions like tolls, parking fees, drop off only, etc.

### Additional Information

Check the boxes next to the appropriate **Food Service** options and enter the details under **Food Stop**.

Use the drop-down menus to Indicate if you have need **Special/Media Needs**, a **Handicapable Bus**. If you have **Equipment Space Needs**, please provide details like size and weight in the box that appears.

### Comments

Any additional details you feel are relevant to your request can be included under **Comments**.

If you realize that you do not have all of the information you need for the request, you can save it as a **Draft** and pick up where you left off later. Can may also save it as a **Template** if you will have multiples of the same request over different days. Both can be found in the **Navigation Pane**. If your request is complete, **Click Submit**.

### Case Status

Current User	Status	Meaning
Case Creator	Draft	Case has NOT submitted
Supervisor	TO_DO	Awaiting supervisor approval
Supervisor	COMPLETED	The case has been approved