



Tyler's VersaTrans e-Link User's & Administrator's Guide

VersaTrans e-Link[®] 9.13

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Telephone Support

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E-mail Support

Application Support is also available via e-mail at: versatrans.support@tylertech.com.

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Chapter 1

Introduction to VersaTrans e-Link

Topics In This Chapter:

What is VersaTrans e-Link?, 2

Navigating the VersaTrans e-Link Pages, 4

Before Installing VersaTrans e-Link, 10

What is VersaTrans e-Link?

Welcome to Tyler's VersaTrans e-Link, a browser-based program that provides you with access to VersaTrans RP routing information on-line. VersaTrans RP is the state-of-the-art bus routing and planning software system used by school districts and bus companies. School secretaries, administrators, teachers, parents, students, and even real estate professionals can use VersaTrans e-Link to locate bus stops, check travel times, find the address of a particular student, and generate lists of students by school, grade or other criteria. The system administrator controls who sees what information in VersaTrans e-Link to ensure there is no unauthorized access to the routing and student information. The system administrator sets the security for all of the users with access to this information.

While VersaTrans RP can work without VersaTrans e-Link, e-Link is completely dependent upon VersaTrans RP for the student and bus routing information it displays.

Overview of Conventions Used in this Manual

To make it easier, we follow some typical Windows and browser system conventions throughout this manual to assist you in using and administering VersaTrans e-Link. The layout of this manual is fairly straight-forward and the table of contents and index are comprehensive.

Button Conventions

Where ever possible, we use the button face to indicate the buttons. For other buttons that we use all the time, we bold them like this **OK**, **CANCEL**, **SAVE**, etc. so they stand out.

Path Conventions

In this manual you always know where you are. We begin all of our instructions with a “Path:” entry that takes you from wherever you are to the screen we are talking about. If you are already in the screen, you can ignore the path. The information in the URL line in our screen is specific to our installation of VersaTrans e-Link. Do not try to enter that information into your URL line as you will get errors!

Getting Technical Support

As always, Tyler’s VersaTrans Solution is committed to your success. If you have checked the Help system and consulted the manual and you still need assistance, do not hesitate to call us!

Technical support is available Monday through Friday, 8:30 a.m. to 7 p.m., Eastern time year-round. You can call us at: 1-800-775-5556 or E-mail us at versatrans.support@tylertech.com.

Navigating the VersaTrans e-Link Pages

If you are familiar with your browser, you will find VersaTrans e-Link easy to use. After you log into the VersaTrans e-Link user site, the Main Screen and Menu displays.

Main Screen & Menu

The screenshot displays the main interface of the VersaTrans e-Link system. At the top, there is a blue header bar containing three primary action buttons: 'School/Transportation' (with a magnifying glass icon), 'Find Students' (with a group of people icon), and 'Add Student' (with a green plus icon). To the right of these buttons are links for 'Home' and 'Logout'. Below the header is a navigation menu with tabs for 'Students', 'Reports', 'Options', 'Administration', and 'Help'. The main content area is titled 'VersaTrans e-Link Online Information System' and lists four key functional areas, each with an icon and a brief description: 'Work with Students' (people icon) for finding and editing student information; 'Run Reports' (report icon) for viewing student and transportation data; 'Set Options' (gear icon) for configuring user preferences; and 'Perform Administrative Functions' (key icon) for managing users and groups. A disclaimer at the bottom states that the information is current as of 12/19/2007. The footer includes the VersaTrans logo and copyright information for VersaTrans Solutions, Inc. (2005, 2007).

School/Transportation Find Students Add Student

[Home](#) [Logout](#)

Students Reports Options Administration Help

VersaTrans e-Link Online Information System

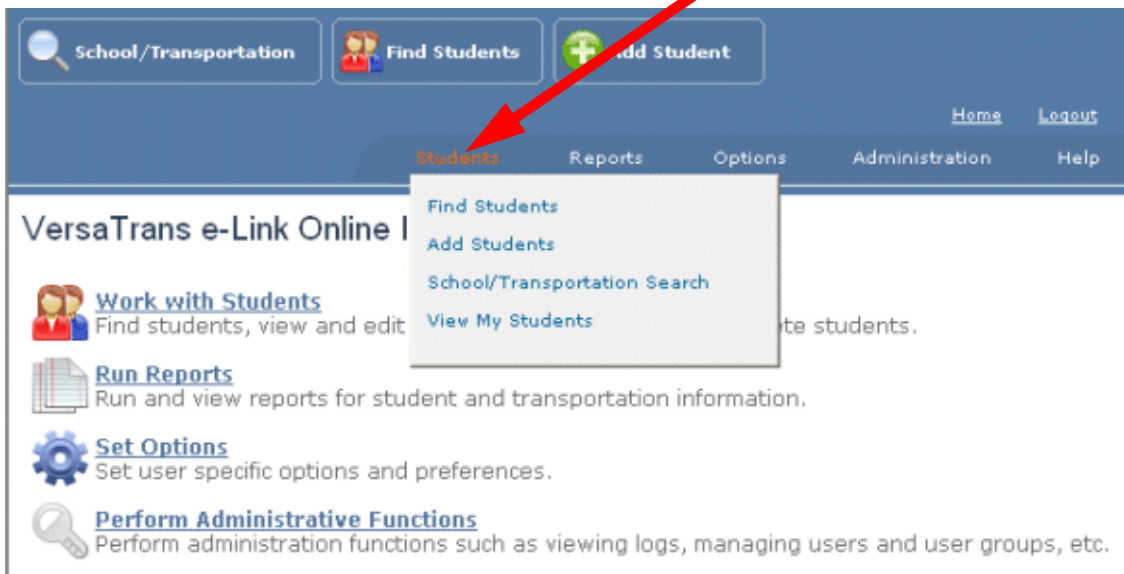
-  **[Work with Students](#)**
Find students, view and edit student information, add and delete students.
-  **[Run Reports](#)**
Run and view reports for student and transportation information.
-  **[Set Options](#)**
Set user specific options and preferences.
-  **[Perform Administrative Functions](#)**
Perform administration functions such as viewing logs, managing users and user groups, etc.

The information on this site represents the status of routes as of 12/19/2007. The transportation offices reserve the right to make changes to this information as they meet the changing needs of the student population.

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From this screen, you have access to the entire VersaTrans e-Link user site. What the users see depends upon the user group permissions granted by the system administrator.

You move the cursor over a menu item (Students, Reports, etc.) to display a menu containing a list of options.

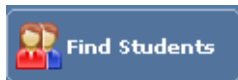


To select a menu option, move the cursor over your selection, so that the text is highlighted in gray and the cursor is hovering over the actual text.

Note: If the cursor slides off the menu, the menu will disappear. Move the cursor back over the menu item to display the menu again.



Displays the School/Transportation search screen where you can enter pertinent grade, program, and address information and retrieve relevant transportation information.



Displays the Student Search screen where you can find, retrieve, and edit student information.



Displays the Add Student screen where you can add a new student.

Students

This option allows users to search for a particular student's record, edit student information, add a new student in VersaTrans RP, and perform a school/transportation search.

Reports

This option allows users to print reports about students or transportation information, (i.e. Student List Report and Route Stop Locations Report).

Options

This option allows users to select a new password, and, if your group has permission, switch the student file.

Administration

This option allows you to access the most often used administrative functions of VersaTrans e-Link.

Help

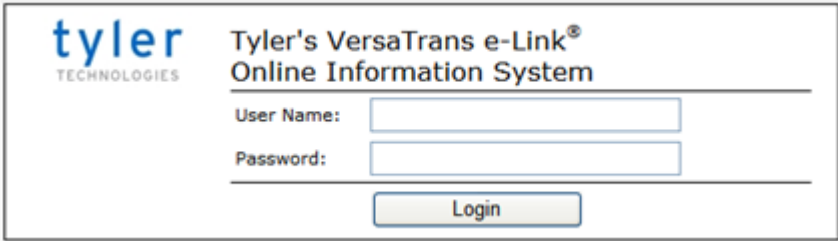
This option allows you to display a context sensitive help file. You can click the entries in the Contents or Index tabs for more information about VersaTrans e-Link or type a word in the Search tab to display topics that are related to your question.

Logging Into VersaTrans e-Link

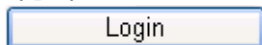
When password retrieval is enabled using the VersaTrans e-Link Administration Utility (Options > System), VersaTrans e-Link will require an email address that can be used to provide password retrieval. Upon login, if no email address is detected for the user account, a password retrieval dialog will be displayed. Completion of the password retrieval information is not required in order to use VersaTrans e-Link. However, the password retrieval dialog will continue to be displayed each time the user logs in until a valid email address and security question is entered.

To log into VersaTrans e-Link:

1. Launch the software/web browser that you use to access the World Wide Web.
2. Enter the VersaTrans e-Link URL and go to that address. The VersaTrans e-Link Login dialog displays.

The image shows a login window titled "Tyler's VersaTrans e-Link® Online Information System". On the left is the "tyler TECHNOLOGIES" logo. To the right of the logo are two input fields: "User Name:" and "Password:". Below these fields is a "Login" button. The entire login area is enclosed in a rectangular border.

3. Type your User Name and Password in the fields provided and click



If you have enabled password retrieval and an email address is not detected for the user account, the Setup Password Retrieval dialog is displayed.

Setup Password Retrieval:

Enter information needed for password retrieval:

Username: mcelroye

Email address:

Confirm Email address:

Choose Security Question: What is your mother's maiden name? ▼

Answer Security Question:

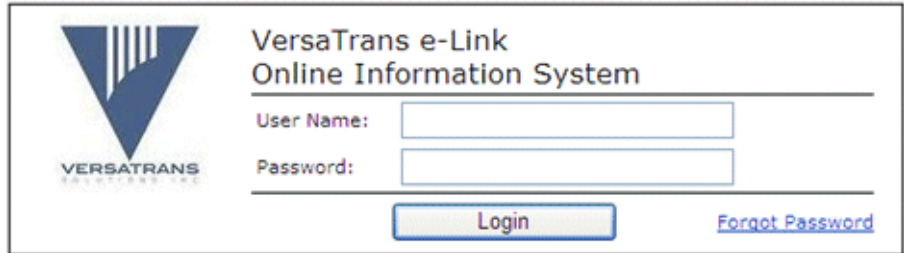
4. Enter a valid e-mail address where you want your password sent in the event that it is forgotten.
5. Enter the same e-mail address again in the **Confirm Email** address box.
6. Click the drop-down button in the **Choose Security Question** box to display a list of security questions. Choose a security question.
7. Enter an answer for the security question in the **Answer Security Question** box.
8. Click . The VersaTrans e-Link Online Information System screen displays

Retrieving a Lost Password

In the event that you forget your password, it can be retrieved if you have enabled password retrieval using the VersaTrans e-Link Administration Utility (Options > System) and then entered the information for password retrieval as outlined in *Logging Into VersaTrans e-Link* on page 12.

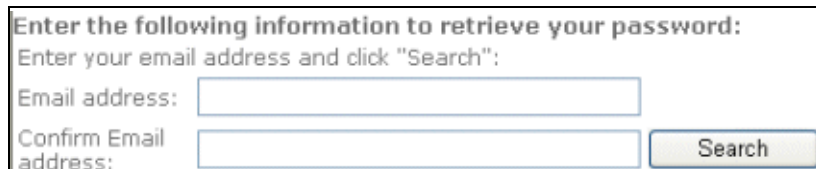
To retrieve a lost password:

1. Launch the software/web browser that you use to access the World Wide Web.
2. Enter the VersaTrans e-Link URL and go to that address. The VersaTrans e-Link Login dialog displays.

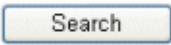


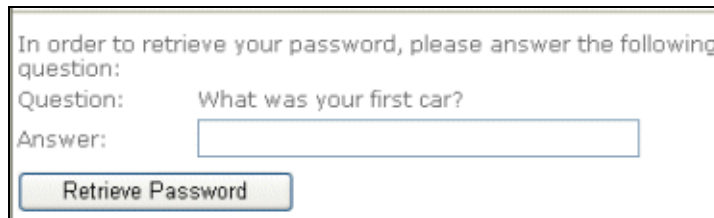
The image shows the VersaTrans e-Link Online Information System login dialog. On the left is the VersaTrans logo, which consists of a blue triangle with white vertical lines inside, and the text 'VERSATRANS SOLUTIONS LLC' below it. To the right of the logo, the text 'VersaTrans e-Link Online Information System' is displayed. Below this text are two input fields: 'User Name:' and 'Password:'. Below the 'User Name' field is a 'Login' button. To the right of the 'Login' button is a link that says 'Forgot Password'.

3. Click [forgot password](#).



The image shows a dialog box titled 'Enter the following information to retrieve your password:'. Below the title is the instruction 'Enter your email address and click "Search":'. There are two input fields: 'Email address:' and 'Confirm Email address:'. To the right of the 'Confirm Email address' field is a 'Search' button.

4. Enter and confirm your e-mail address.
5. Click 



The image shows a dialog box titled 'In order to retrieve your password, please answer the following question:'. Below the title is the question 'Question: What was your first car?'. There is an input field for the answer, labeled 'Answer:'. Below the input field is a 'Retrieve Password' button.

6. Enter the answer for the security question.

7. Click 

Your password has been sent to your email address.

You will receive an e-mail message similar to the one below containing your password.

Thank you for requesting the password to your VersaTrans e-Link user account registered to this email address.

The password is: SPRINGTIME

This email is never sent unsolicited. This request was initiated from the following IP address: 10.0.0.158

If you think you've received this email in error, please contact us at: 533-1873



Chapter 4

Using VersaTrans e-Link

Topics In This Chapter:

Working with Student Records, 68

Generating User Reports, 90

Managing the User Options, 96

Working with Student Records

Welcome to VersaTrans e-Link! This section provides support to VersaTrans e-Link users who want to work with student records in the VersaTrans e-Link system. It shows you how to use the VersaTrans e-Link system to find, add, update, and delete student records. If you do not see the menu options listed in these instructions, please check with your system administrator to ensure you are part of the appropriate user group.

The VersaTrans Suite is a full service school information solution for bus routing, planning, and data sharing.

Using the School/Transportation Search Feature

The School Transportation/Search feature allows you to display a student's bus assignment. You can perform a simple search by entering a grade and an address or you can perform an advanced search by entering grade, school, home, pickup, and dropoff address.

Using the Simple Search

To find a student's bus assignment using the simple search:

Path:) **Students > School Transportation/Search**

1. The system default is the simple search. If the Simple Search link is displayed, click on *Simple Search*.
2. Select the student's grade from the *Select a grade* drop down list.
3. Type the student's *House #*, *Street*, and *Zip Code* in the appropriate fields.

- Click **Find School/Transportation Info**. VersaTrans e-Link retrieves the pertinent transportation information including the VersaTrans RP routing map.

School/Transportation Information

[Simple Search](#) | [Advanced Search](#) |

Simple Search:
Grade = '09'
Home Address = '61 2nd at 12189'
The information displayed below is subject to confirmation by the transportation or district office.

School/Transportation Information

Your school of residence is **WATERVLIET HS**
You attend **WATERVLIET HS**
You live 2.65 mi. from your school.

On the way to School
You Ride.
You have to walk this far: 0.35 mi.
You are assigned to this bus stop: 6TH ST @ BROADWAY [E]
Where bus number 106 (Route 133175 - The Morning HS Route) arrives at 5:55 AM

On the way from School
You Ride.
Where bus number 122 (Route 133175OB) arrives at 2:24 PM
You are assigned this bus stop: BROADWAY @ 6TH ST [NW]
You have to walk this far: 0.35 mi.

[View Detailed Results](#)

The information on this site represents the status of routes as of 4/8/2008. The transportation offices reserve the right to make changes to this information as they meet the changing needs of the student population.

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School

Student's Home

Bus Stop

To learn how to manipulate the map see *Manipulating the Map and Viewing Area* on page 7.

5. You can click the View Detailed Results link to display more detailed transportation information.

School/Transportation Information
[Simple Search](#) | [Advanced Search](#) |
Simple Search:
Grade = '09'
Home Address = '61 2nd st 12189'
The information displayed below is subject to confirmation
by the transportation or district office.

School/Transportation Information

Grade:	09	School of Residence:	WATERVLIET HS
Program:	PUBLIC SCHOOLS	School of Attendance:	WATERVLIET HS
Home to School Distance:	2.65 mi.		

Inbound Information

Walk/Ride Status:	Ride	Walk Distance:	0.35 mi.
Bus Stop:	6TH ST @ BROADWAY [E]	Time:	7:19 AM
Route:	133175	Bus:	106
Route Description: The Morning HS Route			

Outbound Information

Walk/Ride Status:	Ride	Walk Distance:	0.35 mi.
Bus Stop:	BROADWAY @ 6TH ST [NW]	Time:	2:23 PM
Route:	133175OB	Bus:	122
Route Description:			

Address Information

Home:	61 2nd st 12189
Pickup:	
Dropoff:	

[View Simple Results](#)

Using the Advanced Search

To find a student's bus assignment using the advanced search:

Path:) **Students > School Transportation/Search**

1. The system default is the simple search. Click on *Advanced Search*.
2. Select the student's grade from the *Grade* drop down list.
3. Select the student's school from the *School* drop down list.
4. Select the student's program from the *Program* drop down list.
5. Enter the student's *Home, Pickup and Dropoff Address* in the appropriate fields.
6. Click . VersaTrans e-Link retrieves the pertinent transportation information.

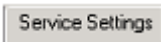
Using Existing Student Data to Perform a Search

As an alternative to the default School/Transportation Search functionality, you have the option of using existing student data to perform the search. The use of existing student data can provide increased accuracy for School/Transportation Search results.

To gain access to this functionality, a district must contact VersaTrans Technical Support to receive a special registration code. Please have the registration code available before proceeding.

To use existing student data to perform a search:

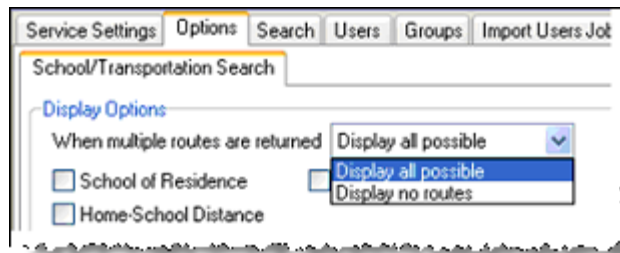
Path:) **Start > Programs > VersaTrans Suite > e-Link RP**

1. Select the VersaTrans e-Link Administrator Utility.
2. Click the  tab.

Display Options

When multiple routes are returned

When entering a grade/address combination that would qualify as a curb-to-curb stop, the School/Transportation Search can return multiple routes in an exact address match when there are multiple bus routes passing the house address. A school district can limit the routes that are displayed by selecting 'Display all possible routes' or 'Display no routes' when multiple routes are returned. This option defaults to 'Display all possible'.



Selecting 'Display no routes' will cause the system to omit the routes from the results display. All other fields, including bus stop information will be displayed and will not be affected by this display option.

Finding a Student in VersaTrans e-Link

The Find Students option allows you to access a student's record by performing either a basic search or an advanced search.

To find a student record using the basic or advanced search:

Path:) **Students > Find Students**

1. Follow the path above to display the Student Search screen.

2. The system default is the basic search. If the Basic Search link is displayed, click on *Basic Search*.
3. Type student information in the fields provided and/or use the drop-down lists to select student information.
4. If you want to enter more specific criteria, click the **ADVANCED SEARCH** link. For each parameter, you can select a field, operator, and value.
5. click **Add** to add a parameter to the search criteria. You may specify additional parameters, using logical operators.
6. Click the **SORT RESULTS BY** drop down list to display a list of sort options and select the desired sort option.

Sort Results By:	Grade	Ascending	
		Ascending	
		Ascending	
		Ascending	
		Ascending	

[Clear Search Criteria](#)

7. Select Ascending or Descending. The results will be displayed accordingly.
8. Click . The system displays the Student Search Results page. If your user group is restricted to viewing students from a specific school, that school name will be the default.

Note: *The maximum number of records returned is 200. If your search generates more than 200 records, it is recommended that you further narrow your search criteria.*

The following is an example of the results displayed from a Student Search:

Search Results

Search:
'Student ID' equals '1040'
Search returned 1 of 1 total records found...

Student Name	School	Grade
AUGSTEIN, TIM	WATERVLIET HS	10

Page: 1 of 1 |

To search again, use:
[Basic Search](#) to conduct a simple search
[Advanced Search](#) for more complex search options

9. For more information about a particular student's record, click on the student's name.

e-Link displays the basic information for that student in the View Student Information screen. This screen is read only.

View Student: TIM AUGSTEIN

[Display PDF](#) | [Return to Student List](#) | [View Previous Student](#) | [View Next Student](#)

Viewing Record 3 of 6

Student Information

First Name: TIM

Last Name: AUGSTEIN

Student ID: 1040

Middle Name:

Grade: 10

Last Name Suffix:

School: WATERVLIET HS

Legal Name:

Program: PUBLIC SCHOOLS

Birth Date: 1/1/2000

Gender:

Home Phone: 888-855-5875

Family ID

[Hide Transportation Information](#)

Transportation Information

Transportation Information

Request Information:

Type: IN

Status: Ride

From: 6TH ST @ BROADWAY [E]

Days: All

Walk Dist: 0.37 mi.

To: WATERVLIET HS

7:45 AM

From

Time

Route

Bus Days

To

Time

6TH ST @ BROADWAY [E]

5:55 AM

133175 106 MTWHF

WHS SOCCER FIELDS

7:45 AM

Request Information:

Type: SH-IN

Status: Ride

From: SCHOOL 13

Days: All

Walk Dist: 0.00 mi.

To: WATERVLIET HS

1:00 PM

From

Time

Route

Bus Days

To

Time

SCHOOL 13

12:51 PM

ShutIn 116 MTWHF

WHS SOCCER FIELDS

1:00 PM

Request Information:

Type: SH-OUT

Status: Ride

From: WATERVLIET HS

Days: All

Walk Dist: 0.00 mi.

To: SCHOOL 13

12:00 PM

From

Time

Route

Bus Days

To

Time

WATERVLIET JUNIOR HIGH SCHOOL

12:00 PM

ShutOut 111 MTWHF

SCHOOL 13

12:01 PM

Request Information:

Type: OUT

Status: Ride

From: WATERVLIET HS

Days: All

Walk Dist: 0.37 mi.

To: BROADWAY @ 6TH ST [NW]

2:20 PM

From

Time

Route

Bus Days

To

Time

WHS SOCCER FIELDS

2:20 PM

1331750B 122 MTWHF

BROADWAY @ 6TH ST [NW]

2:24 PM

Inbound

Shuttle Inbound

Shuttle Outbound

Outbound

10. Click the *Show Basic Information* link to expand the screen and display information including info fields and emergency contacts for the selected student.

The screenshot shows a web form for a student's information. At the top, there is a link "Hide Basic Information". Below it is the section "Other Information" with fields for "Transportation Comment:" and "Notes:". The next section is "Emergency Contact Info", which contains three rows of fields for "Contact Name:", "Phone:", and "Relationship:". The final section is "Address Information", with fields for "Home:", "Pickup:", "Dropoff:", "Additional:", and "Mailing:". At the bottom of the form are two buttons: "Edit Student" and "Delete Student".

Saving and Editing a Filter

Depending on the filter rights that your administrator has set, you can have the ability to save a new filter or edit an existing filter for both basic and advanced filters. The process for saving and editing a filter is the same for both the Find Students and Student List Report functions in both the basic and advanced filters.

To save and edit a filter:

Path:) **Students > Find Students**

OR

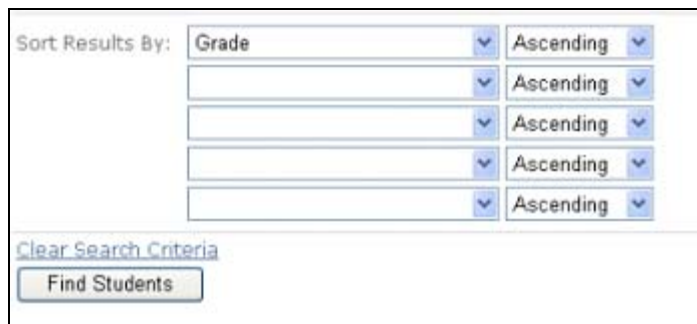
Path:) **Reports > Student List Report**

1. Follow the path above to display the Student Search screen.

Before you can save a filter, you must first create the criteria for that filter. You can create the criteria for a filter from scratch or you can use the criteria of a filter that has already been saved.

2. Perform steps 1 thru 7 in *Finding a Student in VersaTrans e-Link* on page 77 to create filter criteria from scratch or populate the search window with criteria from a saved filter as described in *Using a Saved Filter* on page 83.

The following screen is an example of the search screen populated with search criteria.

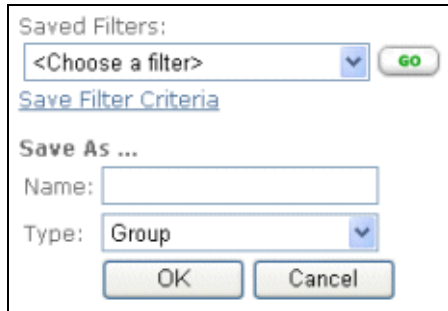


The screenshot shows a search interface with the following elements:

- Sort Results By:** A label followed by a table of criteria.
- | | |
|-------|-----------|
| Grade | Ascending |
| | Ascending |
| | Ascending |
| | Ascending |
| | Ascending |
- [Clear Search Criteria](#)
-

3. If this criteria came from an existing filter, you can remove or add criteria as desired.

4. When you are finished adding or removing criteria, click [Save Filter Criteria](#).



5. If you have used an existing filter, you can either enter the name of the exiting filter which will write over that filter with the new criteria or you can create a new filter by entering a new name for the filter.
6. Click on the **TYPE** drop-down button to display the 3 available types:

Group

Viewable by all users with the same user group as the creator

Private

Viewable only by the creator

Public

Viewable by any system user with reporting privileges

7. Select a **TYPE** and click **OK** to save the filter.

Using a Saved Filter

To use a saved filter:

Path: **) Students > Find Students**

OR

Path:) **Reports > Student List Report**

1. Follow the path above to display the Student Search screen.
2. Click on the **SAVED FILTERS** drop- down button to show a list of available saved filters.

Saved Filters:	
last name <Group> ▼	GO

3. Select a filter and click . The search screen is populated with the criteria from the saved filter.

Last Name ▼	Ascending ▼
Pickup Bus Number ▼	Ascending ▼
First Name ▼	Ascending ▼
▼	Ascending ▼
▼	Ascending ▼

4. Click . The system displays the Student Search Results page based on the criteria contained in the saved filter.

Generating User Reports

The rights to generate user reports are granted by the system administrator. You can generate the following user reports:

- Student List Report
- Route Stop Locations Report

The Student List Report is a report that teachers and administrators might run to obtain a list of students and their pertinent transportation information.

The Route Stop Locations Report shows all of the bus stops for specific routes. The report includes, bus number and/or route number, route number, bus driver, school, route description, route mileage, route time, bus stop name, time at stop, students at stops.

Generating the Route Stop Locations Report

To generate the Route Stop Locations Report:

Path:) **Reports > Route Stop Locations Report**

1. Follow the path described above to display the Route Stop Locations Report (Selection) screen.

Route Stop Locations Report

Report Filter:
Select route to report on:

ShutIn
ShutOut
133175
133175OB
1331829
1331830
1331831
1331832
1331834
1331835
1331836
1331837
1331845
1331847
1331848

You may filter the route list by Vehicle and School:

Vehicle:

School:

Day:

Generate Report

2. Select the route you want to report on.
3. Click the Day drop-down list and select a day.

You can filter the route list by Vehicle and/or School. If your user group is restricted to viewing students from a specific school, that school name will be the default.

4. Click the Vehicle drop-down list and select a vehicle and/or click the School drop-down list and select a school.

5. Click the **Generate Report** button to display the Route Stop Locations report.

Route Stop Locations Report

[Create New Report \(return to filter\)](#) | [Display PDF Version](#) |

Report:

☒ Show students at stops ☐ Show route map

☐ Show days for students

Day = Monday

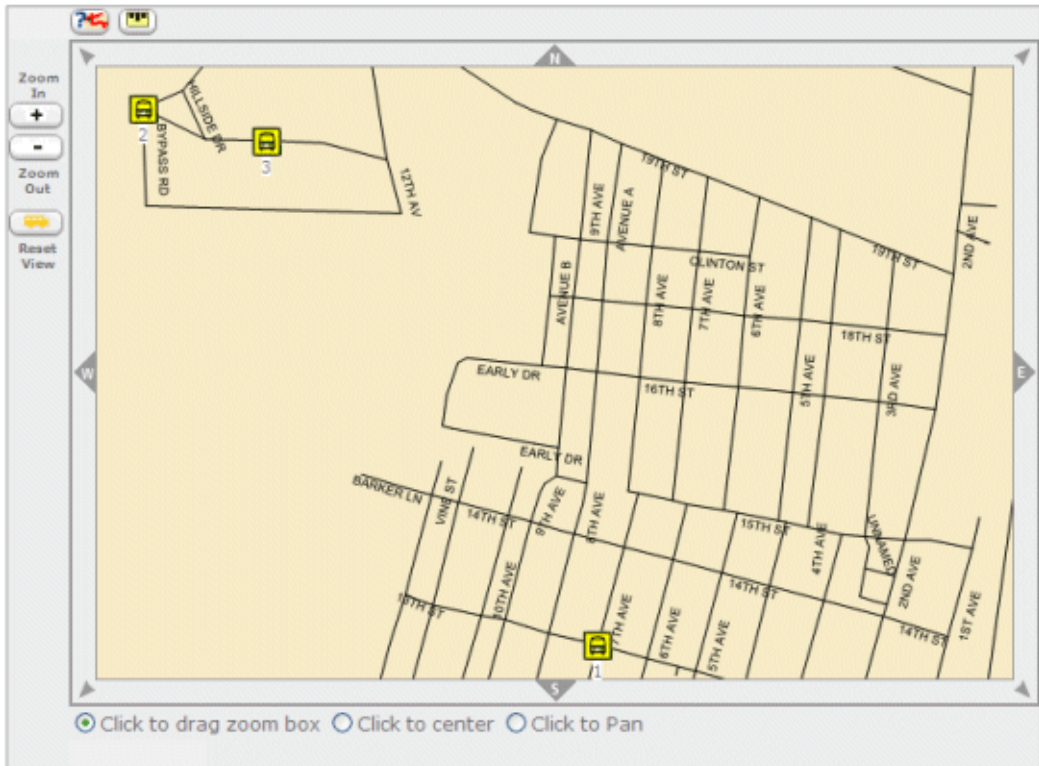
Route Stop Locations

ShutIn

Bus: **116** Driver: **ROBERT NORTON** Mileage: **1.77** Time: **5:54** Anchor: **WHSS**

Time	Stop	Pickup	Dropoff
12:51 pm	7TH AVE@4TH AVE	0	0
12:51 pm	(1) SCHOOL 13	5	0
	Students	Grade	School
	ADAM ALEXANDER	10	WHS
	ADAM ALIX	09	WHS
	TIM AUGSTEIN	10	WHS
	ADRIAN BELL	10	WHS
	AARON HAUPT	10	WHS
12:56 pm	(2) WATERVLIET JUNIOR HIGH SCHOOL	0	1
	Students	Grade	School
	ADAM ALIX	09	WHS
12:57 pm	(3) WHS SOCCER FIELDS	0	4
	Students	Grade	School
	ADAM ALEXANDER	10	WHS
	TIM AUGSTEIN	10	WHS
	ADRIAN BELL	10	WHS
	AARON HAUPT	10	WHS

6. If you want to show days for students, check this option and the report will be regenerated displaying that information.
7. If you want to display the routing map, check this option and the routing map will display.



To learn how to manipulate the map see *Manipulating the Map and Viewing Area* on page 7.

8. Use the scroll bar to move through the report. You can print this report by clicking the [DISPLAY PDF VERSION](#) link at the top of the screen.

Note: The map is not part of the PDF, just text.

Generating the Student List Report

To generate the Student List Report:

Path:) **Reports > Student List Report**

1. Follow the path described above to display the Student List Report (Selection) screen.

The screenshot shows the 'Student List Report' selection interface. At the top, there's a header 'Student List Report' with a link to 'Advanced Filter'. Below this is the 'Basic Filter' section with input fields for 'First Name:', 'Last Name:', 'Student ID:' (containing '1040'), 'Family ID:', 'Grade:', 'School:', and 'Incomplete/Unfulfilled Requests:'. To the right of these fields is a 'Saved Filters:' dropdown menu currently set to '<Choose a filter>', a 'go' button, and a 'Save Filter Criteria' link. Below the basic filters is a 'Sort Results By:' section with five rows, each having a dropdown menu and a sort order dropdown (all set to 'Ascending'). At the bottom left, there are links for 'Clear Filter Criteria' and a 'Create Report' button.

2. Select the appropriate options in the fields provided and click

Create Report

Note: *If your user group is restricted to viewing students from a specific school, that school name will be the default.*

The system generates the report using the criteria you selected. By default, the report shows transportation information.

Student List Report				
AUGSTEIN, TIM		Grade: 10	Home Phone: 888-855-5875	
Dir	Status	School	From	Time
I	Ride	WATERVLIET HS	BROADWAY@6TH ST	7:19 am
SH-I	Ride	WATERVLIET HS	SCHOOL 13	12:52 pm
SH-O	Ride	WATERVLIET HS	WATERVLIET JUNIOR HIGH SCHOOL	12:00 pm
O	Ride	WATERVLIET HS	WATERVLIET HIGH SCHOOL	2:20 pm

Shuttle Outbound

Shuttle Inbound

3. If you want emergency contact information, check the *Show emergency contact information* box.
4. If you do not want transportation or emergency contact information displayed in the report, uncheck the desired option and the report will be regenerated without that information.
5. Use the scroll bar to move thru the list. You can click on a student's name to view detailed information for that student.
6. You can print this list by clicking the [DISPLAY PDF VERSION](#) link at the top of the screen.

Managing the User Options

The user **Options** allow you to do following:

- Specify the number of records that display on each screen as the result of a student search and user search.
- Change your password.
- Switch student files.

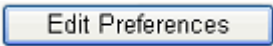
You need special permission to change the password or switch the Student file.

Specifying the Number of Records that Display

You can specify the number of records that are displayed on each screen as the result of a student search and user search.

To specify on-screen record display:

Path:) **Options > Preferences**

1. Click .
2. Enter the number of records that you want to display per screen.
3. The maximum number of records is 200 per screen.
4. Click .

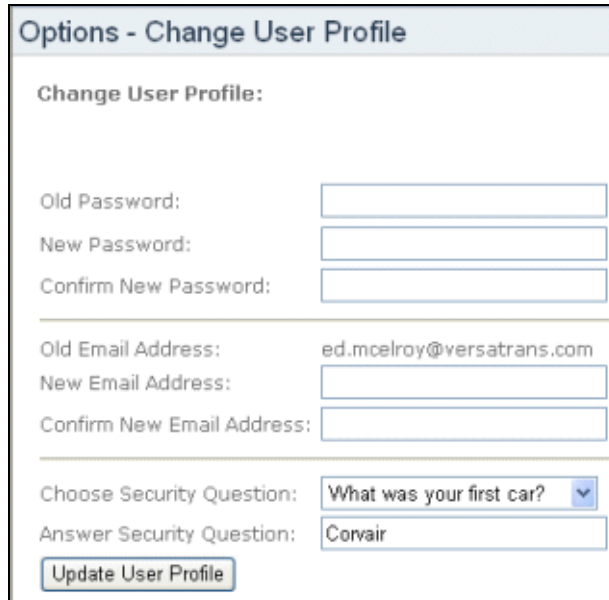
Changing Your User Profile, E-mail & Security Question

You can change your system password, e-mail, and security question if your user group permissions allow you to.

To change your user profile:

Path:) **Options > Change User Profile**

1. Follow the above path to display the Change User Profile page.



The screenshot shows a web form titled "Options - Change User Profile". The form is divided into sections by horizontal lines. The first section is labeled "Change User Profile:". It contains three input fields: "Old Password:", "New Password:", and "Confirm New Password:". The second section contains three input fields: "Old Email Address:" (with the value "ed.mcelroy@versatrans.com"), "New Email Address:", and "Confirm New Email Address:". The third section contains a "Choose Security Question:" dropdown menu (with the value "What was your first car?") and an "Answer Security Question:" input field (with the value "Corvair"). At the bottom of the form is a button labeled "Update User Profile".

2. Complete the following fields to change your password:

Old Password

Type the old password in this field.

New Password

Type the new password in this field.

Note: Your password must be between 4 and 40 characters in length.

Confirm new password

Type the new password in this field to confirm your entry in the previous field.

3. Complete the following fields to change your e-mail:

Old E-mail Address

Type the old e-mail address in this field.

New E-mail Address

Type the new e-mail address in this field.

Confirm E-mail Address

Type the new e-mail address in this field to confirm your entry in the previous field.

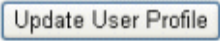
4. Complete the following fields to change your security question:

Choose Security Question

Click the Security Question drop-down button to display a list of questions. Select a question from the list.

Answer Security Question

Type an answer to the security question.

5. After you complete these entries, click . If there are no errors, the system displays the message confirming the change(s).

Note: Your password must be between 4 and 40 characters in length.

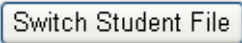
Switching the Student File

You can change the student file you are working with, if your user group permissions allow you. You might want to switch your student file if you have created a new file with more up-to-date data in it.

Note: This change will only take effect for the duration of the session. The next time you log into VersaTrans e-Link the Student File will revert back to the Student File defined in your User Group.

To change your student file:

Path:) **Options > Switch Student File**

1. Click the *Switch To:* drop-down button and select the new file from the list that displays.
2. Click . If there are no errors, the system displays the message, *Student file switched successfully* at the top of the page.



Glossary of e-Link Terms

A

About e-Link

This option gives users some build information about the VersaTrans e-Link application itself.

Add Student

Click this option to allow users in this group to add additional student records to the VersaTrans RP system (through e-Link).

Admin (Menu Option)

This option allows you access to the administrative functions of the VersaTrans e-Link system.

Administrator

In e-Link, the System Administrator is responsible for handling user security and the global settings.

Administrator Rights

These rights should be reserved for system administrators or other power users only.

C***Change User Profile***

Click this option to allow the users in this group to change their e-mail address and security question if applicable.

Confirm Password

Retype the default password for this user record in this field.

D***Delete Student***

Click this option to allow users in this group to remove student records from the student file. Use this option carefully, as deleting a student's record removes them from the database.

E***Edit Student***

Click this option to allow users in this group to change VersaTrans RP student records in the system. Use this option carefully, as the changes these users make become a permanent part of the student's record.

F***Family ID***

On the Find Students screen, this allows you to look for all students with the same Family ID. When creating new users, specifying a Family ID restricts the user to viewing only students with that ID.

Find Student

This option allows users to search for a particular student's record in the VersaTrans RP system.

I***Import Users from Student File***

This option allows you to create student user accounts from the student file records to save time and effort.

L***Logoff***

This option allows users to close the VersaTrans e-Link system and log off the application.

M***Miscellaneous Rights***

These rights are neither student- nor administrator-specific rights.

O***Options (Menu Option)***

This option allows users to select a new password, and, if your group has permission, switch the student file.

P***Password***

Type the default password for this user record in this field.

Preferences

This user option allows you to specify the number of records that are displayed on each screen as the result of a student search and user search.

R

Reports

This option allows users to print reports about the information in either the student database or other information in the VersaTrans RP system.

Route Stop Locations Report

The Route Stop Locations Report shows all of the bus stops for specific routes.

S

School/Transportation Search

This option allows users to check bus stop information for a particular address.

Session Time-out Length

In the web.config file, enter the number of idle time minutes you want to allow the user before logging them out of the system. You can think of idle time as the amount of time that elapses between when the user selects a screen and then selects the next screen.

Shuttle

A shuttle provides a student with transportation to and/or from a location which is not their school of attendance.

Student File

Select the Student File you want the User Group to use. All users who access the e-Link system will use the file you select here.

Student ID

On the Find Students screen, this allows you to look for the student with this ID. When creating new users, specifying a Student ID restricts the user to viewing only the student with that ID.

Student List Report

The Student List Report is a report that teachers and administrators might run to obtain a list of students and their pertinent transportation information.

Switch Student File

Allows users in this group to switch the student file itself. You might want to do this if you needed to view and possibly edit different student files.

U***User Groups***

Select the user group appropriate for this user in this field. Make sure that this user requires the level you are granting!

User Name/User ID

Type the user name the user will use to identify him or herself to the system in this field. Usually, user names are emcelroy or mcelroye for Ed McElroy, but you are free to come up with your own naming convention. In fact, for security reasons, we encourage it!

V***View Activity Log***

The activity log contains information about student record changes by VersaTrans e-Link users.

View Admin Reports

Click this option to allow users in this group to view the administrative reports which are available in the Admin screen.

View Current Users

This option allows you to displays all of the currently active VersaTrans e-Link users.

View Import Log

This log displays a history of users that were created through the “Import Users from Student File” option.

View My Students

This option restricts the user to seeing only students that are associated with the Student ID and/or Family ID specified on their user account.

View Students

This option displays “**All**” the students in the database. USE THIS OPTION ONLY WHEN ABSOLUTELY NECESSARY!

W***Work with Users and Users Groups***

Click this option to allow users in this group to view, add, edit, and delete users. USE THIS OPTION SPARINGLY!



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