Trip Request System: A new system for filing a trip request using Microsoft's PowerApps and PowerAutomate

To use the new Trip Request System (TRS), use the link below:
https://apps.powerapps.com/play/f5938eeb-be25-4b9f-af68-6238867e01e8?tenantId=4ff12c1b-95ee-428e-be06-8b38728a4fdc

The image above shows the form you have to fill up to submit a request. Scrolling down, you'd be able to see who will have to approve your requests, depending on the selected school and zone in the form.

If the logged in user is an administrator with permissions to reject or deny requests, an "Approval List" button is visible to the user. The button can be found at the top right corner of the form, as shown:
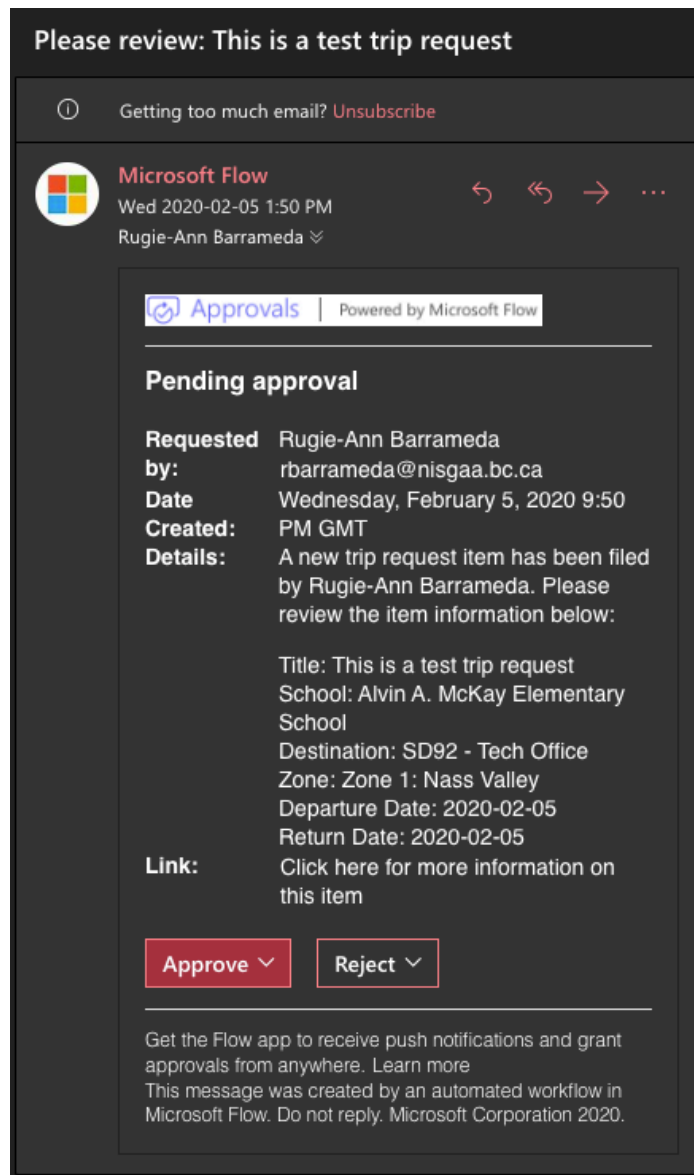
Once you've submitted a request, it will go through an automated process of sending it to the approvers one at a time. The request will go to the school administrator first, then to the maintenance administrators. If the request requires the approval of the district administrator, the request will only be sent if the school and maintenance administrators have already approved the request.

Any request rejection will result in the end of the automation process. You will be notified through email for all the decisions and comments made by the administrators.

For the Administrators

If you're an administrator and your account is given access to approving trip requests, you'll receive an email notification with every created trip request.

Clicking on the link attached to the approval will redirect you to a page that includes more information about the request.

SD92 List Share... > Trip Requests List > This is a test trip request

Title *
This is a test trip request

Supervising Adults
N/A

Request By
Rugie-Ann Barrameda

Educational Objective
To test the new Trip Request System

Request Status
Pending

Special Needs
Must successfully go through the automation process

Request Created
2/5/2020

Risks and Concerns
Automation process might stop due to an error

Date of Decision
Enter value here

To Be Approved By
aamesadmin Members

Destination Address
SD92 - Tech Office

School
Alvin A. McKay Elementary School

Zone
Zone 1: Nass Valley

Maintenance Approval
Maintenance Admin Members

Departure Date
2/5/2020

Superintendent Approval
Enter a name or email address

Return Date
2/5/2020

Needed Approvals
2

Vehicle
1

Received Approvals
0

Students
3

Adults
3

Faculty
N/A

If you've missed the email notification, you can access the list of pending requests from your Approvals under Action items. You can access your Approvals by clicking on the Approval List from the Trip Request System.

Approvals

Received   Sent   History

Request				Received	Details	Requester
○ Please review: This is a test trip request	✓	✕	⋮	Feb 5, 01:50 PM (2 d ago)	A new trip request item has been file...	Rugie-Ann Barrameda