

## 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 screenshot shows the 'Trip Requests System' form. It features a red header bar with the title 'Trip Requests System'. Below the header, the form is organized into several sections: a 'Title' text box; 'Destination Address' and 'School' (with a dropdown menu) text boxes; 'Zone' (with a dropdown menu), 'Departure Date' (with a calendar icon), and 'Return Date' (with a calendar icon) text boxes; 'Vehicle', 'Students', and 'Adults' text boxes; 'Faculty' and 'Supervising Adults' text boxes; and an 'Educational Objective' text box. At the bottom, there are two buttons: 'Clear Form' (grey) and 'Submit' (red).

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.

Request By

Rugie-Ann Barrameda

To Be Approved By

AAMES Admin

Maintenance Adm...

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:

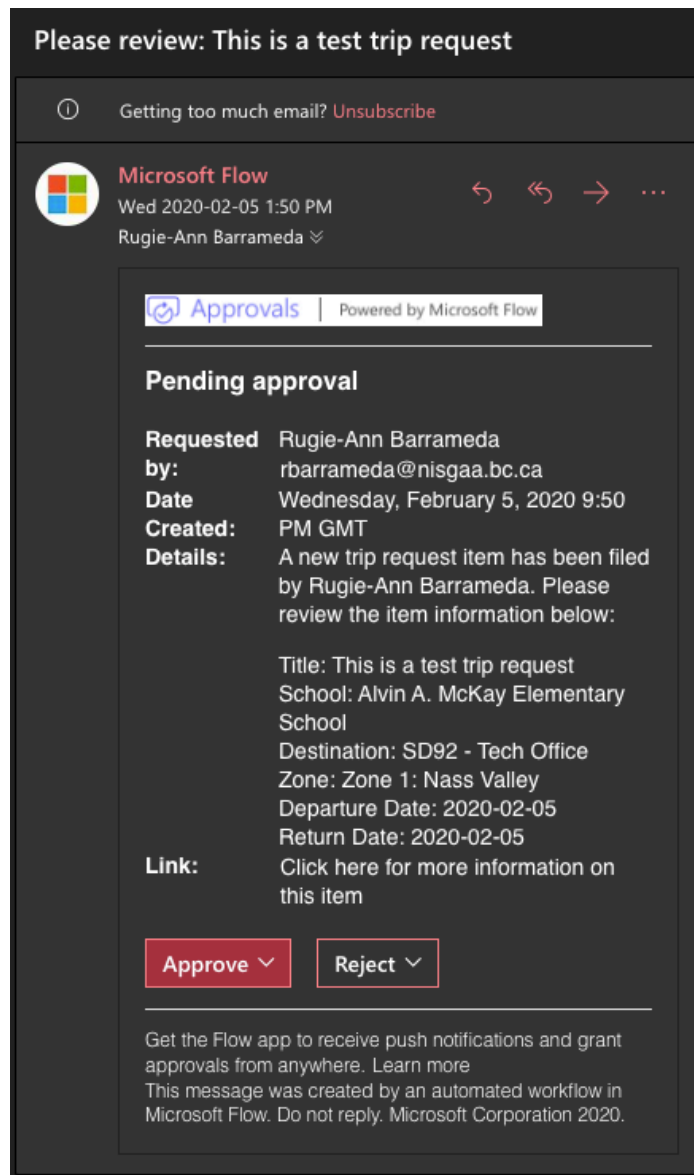
This screenshot shows the top right corner of the 'Trip Requests System' form. It features a red header bar with the title 'Trip Requests System' and a white button labeled 'Approval List'.

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.



**Please review: This is a test trip request**

Getting too much email? [Unsubscribe](#)

**Microsoft Flow**  
Wed 2020-02-05 1:50 PM  
Rugie-Ann Barrameda

**Approvals** | Powered by Microsoft Flow

**Pending approval**

**Requested by:** Rugie-Ann Barrameda  
rbarrameda@nisgaa.bc.ca

**Date Created:** Wednesday, February 5, 2020 9:50 PM GMT

**Details:** A new trip request item has been filed by Rugie-Ann Barrameda. Please review the item information below:

Title: This is a test trip request  
School: Alvin A. McKay Elementary School  
Destination: SD92 - Tech Office  
Zone: Zone 1: Nass Valley  
Departure Date: 2020-02-05  
Return Date: 2020-02-05

**Link:** [Click here for more information on this item](#)

[Approve](#) [Reject](#)

Get the Flow app to receive push notifications and grant approvals from anywhere. [Learn more](#)  
This message was created by an automated workflow in Microsoft Flow. Do not reply. Microsoft Corporation 2020.

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
<input type="radio"/> 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