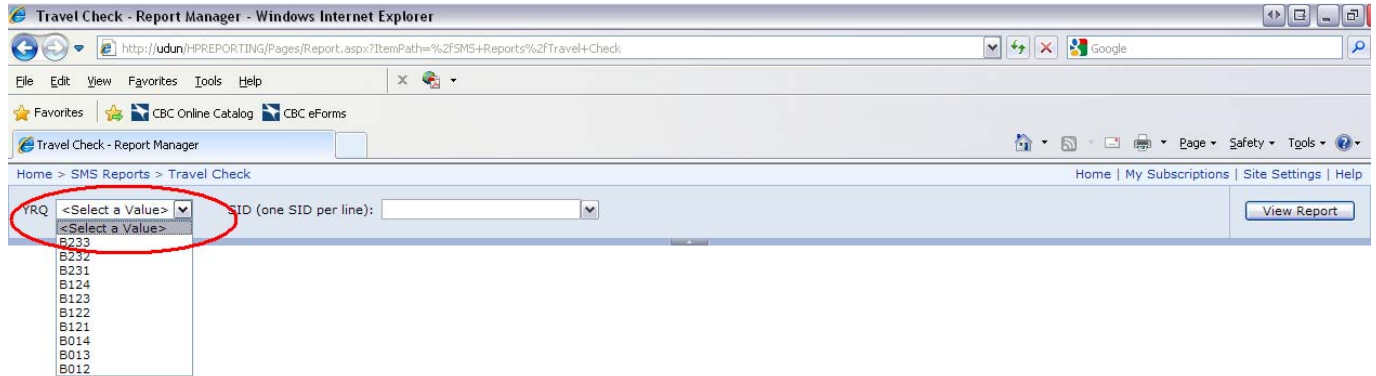


1. Go to: <http://udun/HPREPORTING/Pages/Report.aspx?ItemPath=%2fSMS+Reports%2fTravel+Check>. This can only be accessed from CBC computers.

2. Select the YRQ you plan to travel from the drop-down menu.



Travel Check - Report Manager - Windows Internet Explorer

http://udun/HPREPORTING/Pages/Report.aspx?ItemPath=%2fSMS+Reports%2fTravel+Check

File Edit View Favorites Tools Help

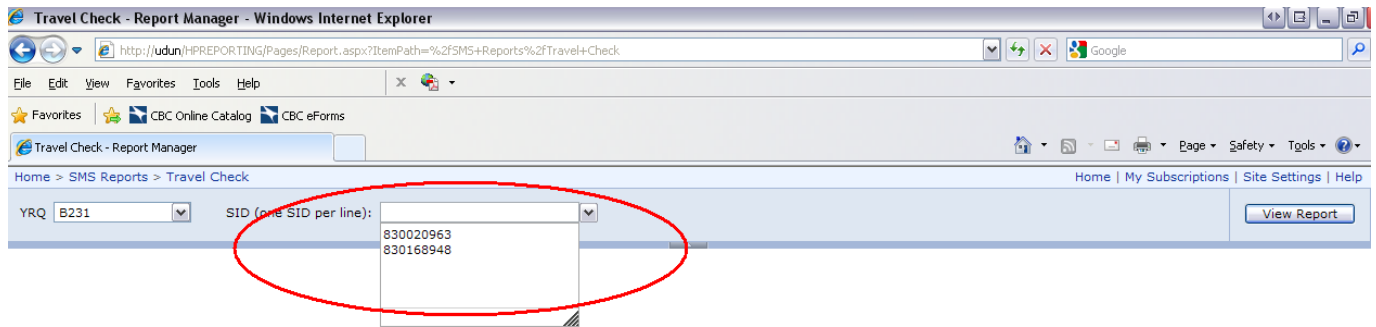
Home > SMS Reports > Travel Check

YRQ: <Select a Value> SID (one SID per line):

View Report

- B233
- B232
- B231
- B124
- B123
- B122
- B121
- B014
- B013
- B012

3. Enter the SIDs for each student traveling. Only one SID per line: type one, hit enter, type the next, repeat.



Travel Check - Report Manager - Windows Internet Explorer

http://udun/HPREPORTING/Pages/Report.aspx?ItemPath=%2fSMS+Reports%2fTravel+Check

File Edit View Favorites Tools Help

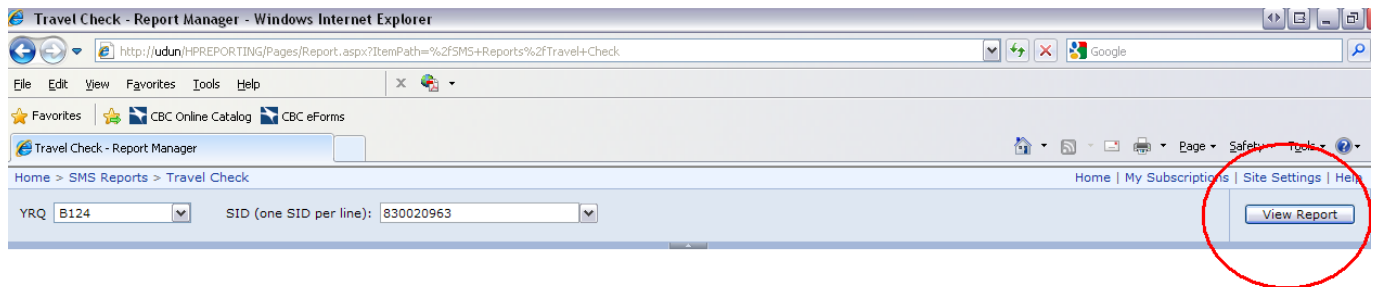
Home > SMS Reports > Travel Check

YRQ: B231 SID (one SID per line):

View Report

- 830020963
- 830168948

4. When all SIDs are entered, hit View Report.



Travel Check - Report Manager - Windows Internet Explorer

http://udun/HPREPORTING/Pages/Report.aspx?ItemPath=%2fSMS+Reports%2fTravel+Check

File Edit View Favorites Tools Help

Home > SMS Reports > Travel Check

YRQ: B124 SID (one SID per line): 830020963

View Report

- The list of students will display and you can check their eligibility. If Unusual Action is blank, that means they don't owe anything and they have no unusual actions (it only pulls unusual actions that would prevent them from traveling: VP hold, Business office hold, or Parking hold). If they have an unusual action, there will be an X in that column. If a student has a question about their unusual action, please have them contact Hawk Central. If the student pays an outstanding balance, be sure they request that the hold be removed immediately.

- Click on the save icon and choose Excel.

- Once in Excel, you can remove students from the spreadsheet or add a notes column where you can comment if they will not be traveling because they don't meet the eligibility criteria, etc.

- Print and attach with the rest of the travel paperwork.

***Note:** This report pulls directly from the ODS which is updated nightly from the HP. That means that if a student registers, pays, or has an unusual action removed on the same day you run the report, it will not display until the following day.