

### **Reservations Screen Functionality**

1. Provides the ability to view past, current and future trips with the calendar filter
2. The "Actions" buttons on the Reservation screen allows you to un-assign, and manually complete a trip
3. You have the ability to access the Order Info screen by selecting a trip of your choosing
  - a. The "Info" tab on the Order Info screen provides you with student and trip details
  - b. The "Trip Info" tab allows you to view the Driver's GPS on a Completed/No Show trip
  - c. The "Notes" and "Dispatch Notes" tab allows you to view any notes that may be on file for the student
  - d. The "History" tab allows you to view the status updates, and changes that occur on a trip. Each event has a date and time stamp