

# HOW TO SEND A ROUTING REQUEST

IN THIS VIDEO YOU WILL LEARN HOW TO EFFICIENTLY SEND A ROUTING REQUEST USING BEACON CONNECT. FROM ADDING NEW REQUESTS TO EXPORTING DATA, THIS GUIDE WILL WALK YOU THROUGH THE PROCESS.

Sending a routing request through Beacon Connect gives you access to the process of routing in real time. You can add full routes or quickly make updates to individual students throughout the school year, making this a simple way to manage all of your routing needs.

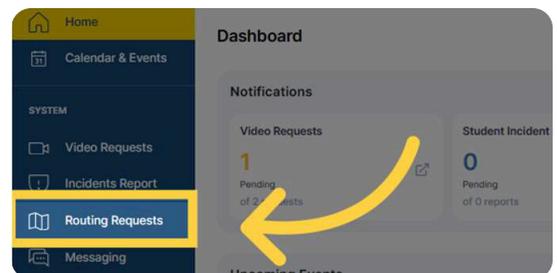
## 1. Expand your system tools

Start by expanding the system tools menu, if it is not already open.



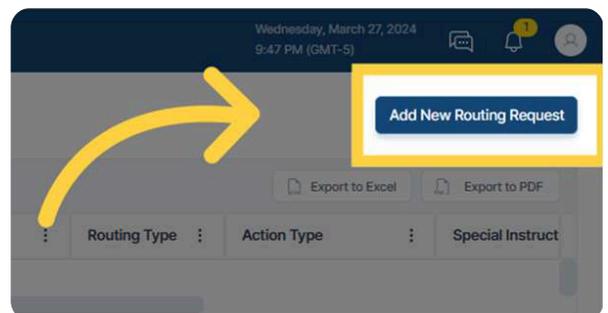
## 2. Select the Routing Request Tool

Choose *Routing Requests* from the system tools menu to open the routing request page.



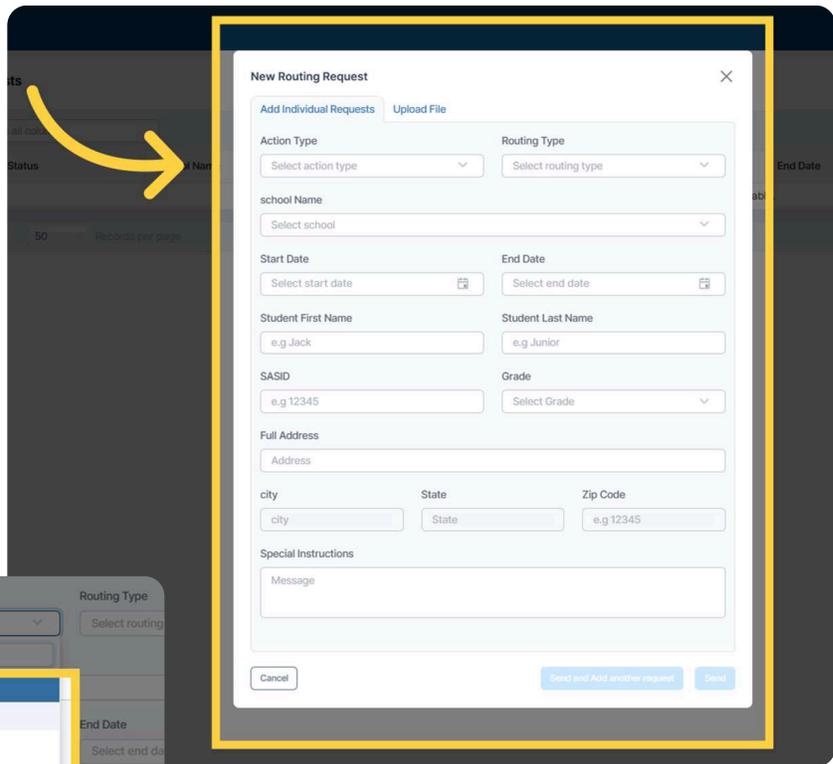
## 3. Select the Routing Request Tool

On the routing request page you will see a list of previous requests and a tab to begin a new request. Click *Add New Routing Request* to initiate a new routing request



## 4. Fill out the Routing Request form

Begin filling out each item on the *add individual request* tab. To send a full routing request, you will upload a file on the next tab.

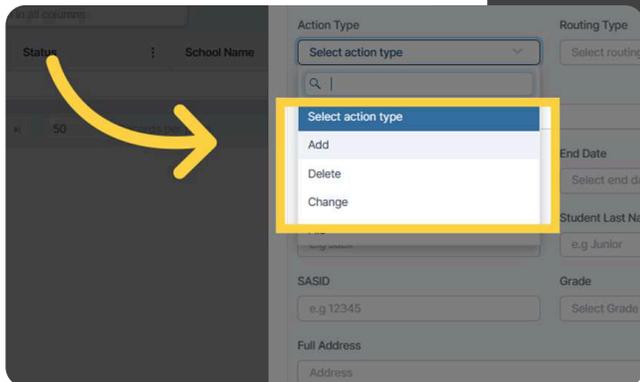


The screenshot shows the 'New Routing Request' form with a yellow box highlighting the entire form area. An arrow points from the 'Add Individual Requests' tab to the form. The form fields include:

- Action Type: Select action type
- Routing Type: Select routing type
- School Name: Select school
- Start Date: Select start date
- End Date: Select end date
- Student First Name: e.g Jack
- Student Last Name: e.g Junior
- SASID: e.g 12345
- Grade: Select Grade
- Full Address: Address
- City: city
- State: State
- Zip Code: e.g 12345
- Special Instructions: Message

## 5. Action Type

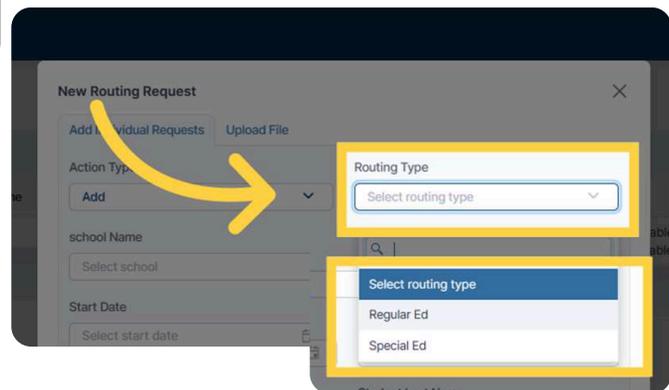
From the drop down you can choose to *add*, *delete*, or *change* a route request.



The screenshot shows the 'Action Type' dropdown menu with a yellow box highlighting the options: Add, Delete, and Change. An arrow points from the 'Action Type' field to the dropdown menu.

## 6. Routing Type

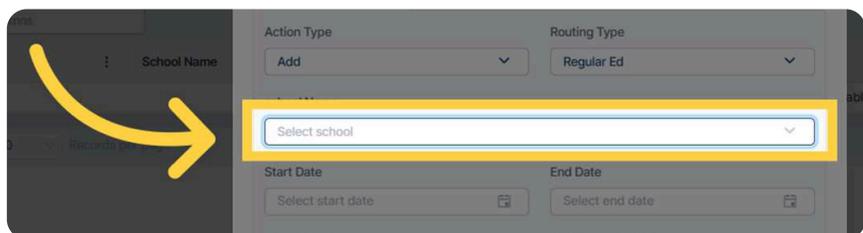
Select routing type, will provide a drop down. You can then choose the routing type by selecting *Regular Education* or *Special Education* as your routing type.



The screenshot shows the 'Routing Type' dropdown menu with a yellow box highlighting the options: Regular Ed and Special Ed. An arrow points from the 'Routing Type' field to the dropdown menu.

## 7. Select the School

Select the corresponding school for the route from the drop down menu.

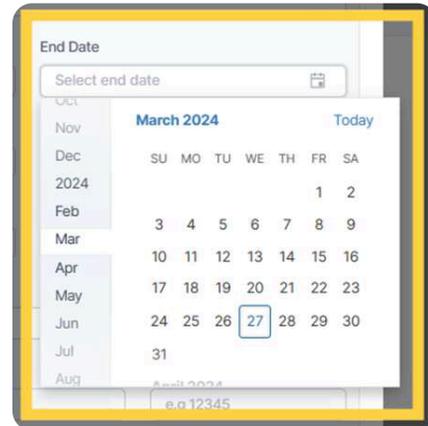
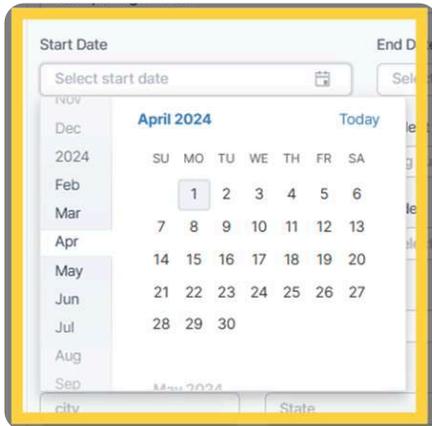


The screenshot shows the 'School Name' dropdown menu with a yellow box highlighting the 'Select school' option. An arrow points from the 'School Name' field to the dropdown menu.

## 8. Start and End Dates

The next field to fill-in is the *Start Date*, when selecting this field a calendar is available for you to choose the start date for the route request.

After you have selected the start date you can select the next field, *End Date*. Select the date for the routing request to end on.



## 9. Student Name

Type in the Student's first and last name.



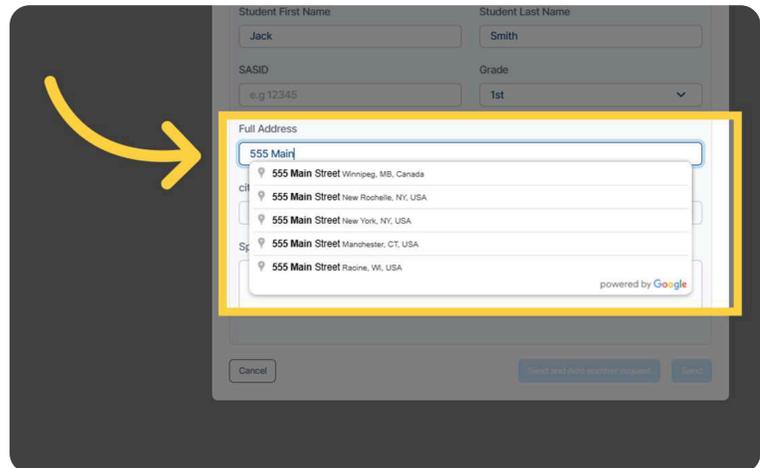
## 10. Student ID and Grade

Type in their student ID and grade. Please note, student ID is a required field.



## 11. Address

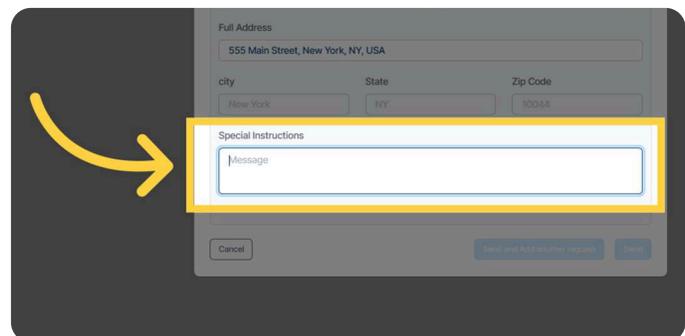
The student's address is entered in the *Address Field*. The address must be verified by google, so just begin typing the address and choose from the dropdown when you see it appear.



A screenshot of a mobile application interface for entering a student's address. The form includes fields for Student First Name (Jack), Student Last Name (Smith), SASID (e.g. 12345), and Grade (1st). The Full Address field contains "555 Main" and a dropdown menu is open, showing suggestions: "555 Main Street Winnipeg, MB, Canada", "555 Main Street New Rochelle, NY, USA", "555 Main Street New York, NY, USA", "555 Main Street Manchester, CT, USA", and "555 Main Street Racine, WI, USA". A yellow arrow points to the dropdown menu. The text "powered by Google" is visible at the bottom right of the dropdown.

## 12. Special Instructions

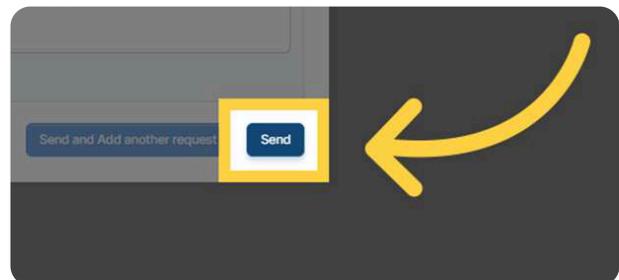
If you have any special instructions you can add them here before submitting your routing request.



A screenshot of the routing request form showing the Special Instructions field. The Full Address field is filled with "555 Main Street, New York, NY, USA". Below it, the city is "New York", State is "NY", and Zip Code is "10054". The Special Instructions field is a text input box with a yellow border and a yellow arrow pointing to it. The text "Message" is visible inside the box. The text "powered by Google" is visible at the bottom right of the dropdown.

## 13. Send

You are now ready to send the request. If you wish to enter another request, you can click the button that says *send and add another request*.

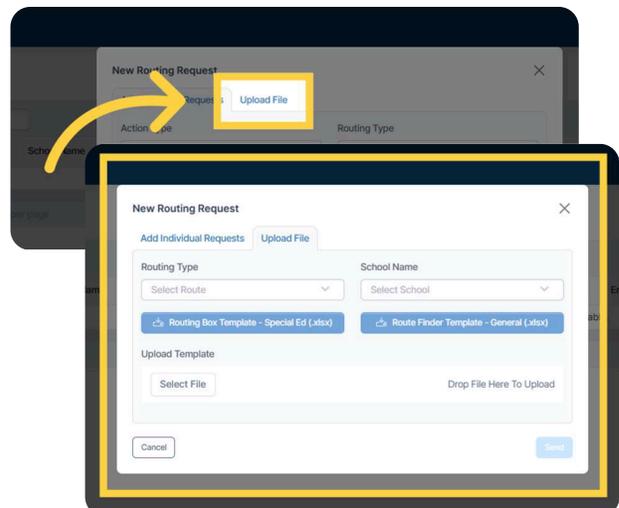


A screenshot of the routing request form showing the Send button. The button is labeled "Send" and is highlighted with a yellow box and a yellow arrow. The text "Send and Add another request" is visible to the left of the button.

## 14. Adding Multiple Requests

For a more efficient entry of large quantity requests, you can upload a file. The *Upload File* tab is second tab at the top of the New Routing Request screen.

From here you can upload files via routing box, route finder, or your own template.



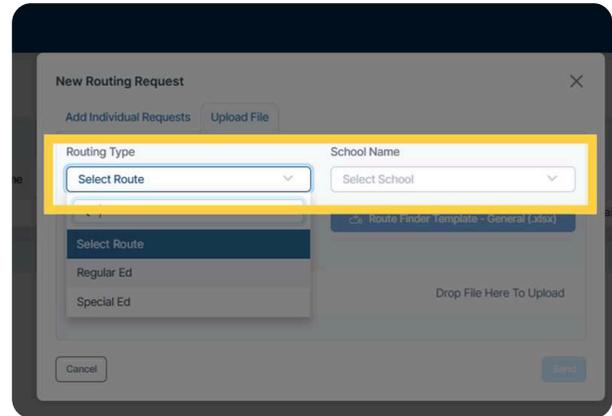
A screenshot of the New Routing Request screen. The screen is divided into two tabs: "Add Individual Requests" and "Upload File". The "Upload File" tab is selected and highlighted with a yellow box and a yellow arrow. The screen shows fields for Routing Type (Select Route), School Name (Select School), and Upload Template (Select File). There are also buttons for "Routing Box Template - Special Ed (.xlsx)" and "Route Finder Template - General (.xlsx)". The text "Drop File Here To Upload" is visible. The text "powered by Google" is visible at the bottom right of the dropdown.

## 16. Routing Type

Just like in the individual requests, you will *Select routing type*. This will provide a drop down to choose *Regular Education* or *Special Education* as your routing type.

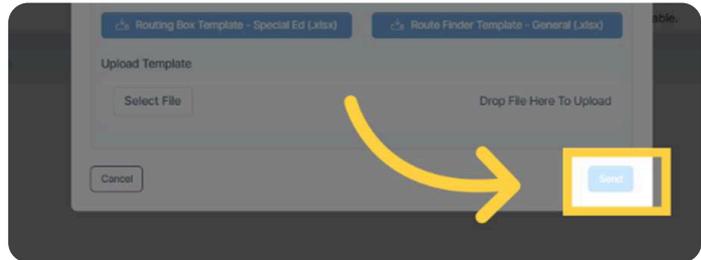
## 17. Select the School

Select the corresponding school for the route from the drop down menu.



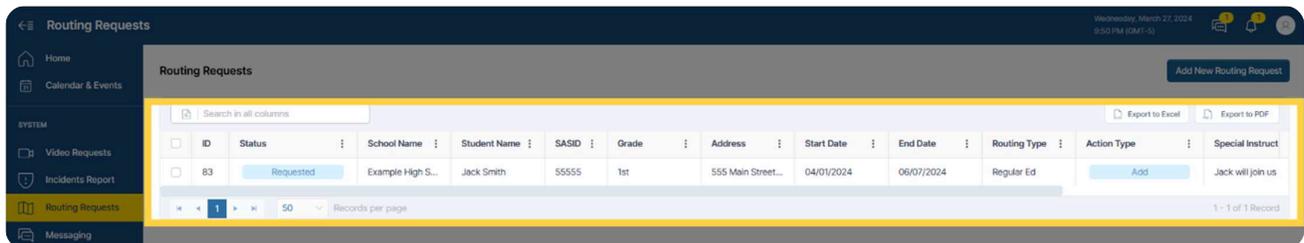
## 18. Upload File and Send

You can select or drop your file into the system. Once everything is added and uploaded, you can click *send*.



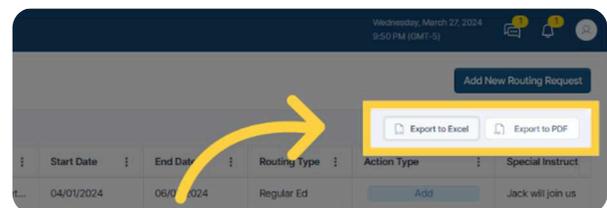
## 19. Viewing Requests

After hitting send on either type of routing request, you will be returned to the routing request page and you will see your request there. From this page you will see the status of all of your routing requests. You can sort this data as needed.



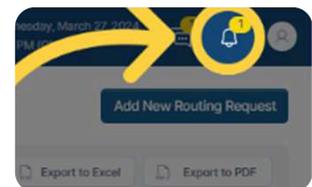
## 20. Exporting Requests

All of your requests as an excel or PDF document. Click "Export to Excel"



## 21. Notifications

Once the routing is finished, the notifications icon in the corner will alert you to a status change in your request. You can click the notification *bell icon* or the *routing request* link in *system tools* to be taken back to your request.



Thank you for sending your routing requests through Beacon Connect!