

## School use of e-Link

Click on the School E-Link web link on the Transportation’s web site to get the following logon screen.



The login screen features the Tyler Technologies logo on the left. The title is "Tyler's Versatrans e-Link". There are two input fields: "User Name" with the text "public" and "Password" with masked characters. A black "Login" button is positioned at the bottom right.

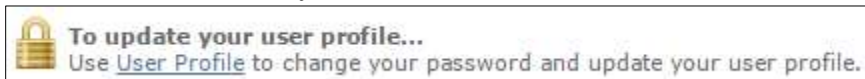
Logon with the user name and password you have been given by the Transportation Department (503-785-8536) to get to your *Home Screen*:



The home screen has a blue header with two buttons: "School/Transportation" (with a magnifying glass icon) and "Find Students" (with a person icon). Below the header, the title is "Versatrans e-Link Online Information System". There are three main menu items, each with an icon and a description: "Work with Students" (person icon), "Run Reports" (document icon), and "Set Options" (gear icon).

## Changing your Password

To change your password or other information Click on *Set Options*  
Then click on *User Profile*:



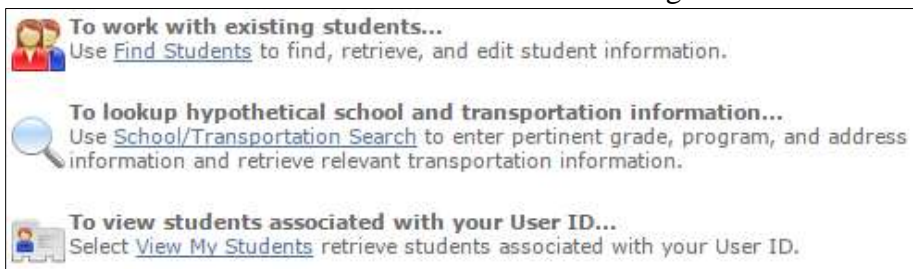
A yellow box with a lock icon contains the text: "To update your user profile..." followed by "Use [User Profile](#) to change your password and update your user profile."

Edit your password:

Old Password:	.....
New Password:	.....
Confirm New Password:	.....

## Looking up Student Data

From the *Home Screen* click *Work with Students* to go to the *Students Home*:



The "Students Home" screen has three main sections, each with an icon and a description: "To work with existing students..." (person icon), "To lookup hypothetical school and transportation information..." (magnifying glass icon), and "To view students associated with your User ID..." (person icon).

Use of School e-Link Site – OCSD#62 Transportation Department

Click on *Find Students* to get to the *Basic Search* page. You can search by any of the fields listed below. In this case we are searching based on *First Name* and *Last Name*.

**Basic Search:**

First Name:

Last Name:

Student ID:

Family ID:

Grade:

School:

Incomplete/Unfulfilled Requests:

Sort Results By:

[Clear Search Criteria](#)

Saved Filters:

With *Advanced Search* you can search by any field associated with students by the system, such as *Birth Date*:

**Advanced Search:**  
 Specify criteria below. For each parameter, select a field, operator, and value - click "Add" to add parameter to search criteria. You may specify additional parameters, using logical operators.

Logical Op:  Field:  Operator:  Value:

Search Crit:

Sort Results:

Saved Filters:

Multiple criteria may be added with *Add Criteria*:

Search Criteria Summary

'Program Description' Equals 'BILINGUAL'  
 AND 'School Description' Equals 'CANDY LANE ES'  
 AND 'First Name' Equals 'Jose'

Click on *Find Students* or on *Search*. The *Search Results* page will show ALL students matching your search. Click on *Basic Search* or *Advanced Search* to edit your criteria and search again.

**Search Results** Students Reports Calendar Options Administration

**Search:**  
 'Last Name' equals 'Doe'  
 Search returned 1 of 1 total records found...

To search again, use:  
[Basic Search](#) to conduct a simple search  
[Advanced Search](#) for more complex search options

Student Name	School	Grade
<a href="#">Doe, Jane</a>	REDLAND ES	01

Page: 1 of 1 |

Clicking on a *Student Name* will bring up the *View Student* screen. The information will show stop information as well as basic information and alternative drop off and pickup locations.

**View Student: Jane Doe** Students Reports Calendar Options

[Display PDF](#) | [Return to Student List](#) | [View Previous Student](#) | [View Next Student](#) |

Viewing Record 1 of 1

**Student Information**

First Name: <b>Jane</b>	Last Name: <b>Doe</b>
Student ID: <b>0000001</b>	Middle Name: <b>Jill</b>
Grade: <b>01</b>	Last Name Suffix: <b>Jr</b>
School: <b>REDLAND ES</b>	Legal Name: <b>Jane J. Doe Jr.</b>
Program: <b>PUBLIC</b>	Birth Date: <b>9/9/2009</b>
Eligibility: <b>B</b>	Home Phone: <b>503-555-1212</b>
Family ID: <b>503-555-1212</b>	Gender: <b>F</b>

[Hide Transportation Information](#)

**Transportation Information**

Transportation Information						
<b>Request Information:</b>		Type: <b>IN</b>	Status: <b>Ride</b>	From: <b>14430 S MAPLELANE RD</b>		
		Days: <b>All</b>	Walk Dist: <b>0.24 mi.</b>	To: <b>REDLAND ES</b>	7:41 AM	
From	Time	Route	Bus	Days	To	Time
14430 S MAPLELANE RD	7:22 AM	RES225AM	61	MTWHF	REDLAND ELEMENTARY	7:41 AM
<b>Request Information:</b>		Type: <b>OUT</b>	Status: <b>Ride</b>	From: <b>REDLAND ES</b>		
		Days: <b>All</b>	Walk Dist: <b>0.24 mi.</b>	To: <b>14430 S MAPLELANE RD</b>	2:25 PM	
From	Time	Route	Bus	Days	To	Time
REDLAND ELEMENTARY	2:25 PM	RES225PM	61	MTWHF	14430 S MAPLELANE RD	2:42 PM

[Show Basic Information](#)

Use of School e-Link Site – OCSD#62 Transportation Department

Click *Show Basic Information* to view address, emergency contacts, notes, and special needs *Info Fields*:

[Hide Basic Information](#)

**Other Information**  
 Transportation Comment: Allowed to cross street for pickup.  
 Medical Info: Allergic to bee sting  
 Notes: Uncle James J Doe may take home.

**Info Fields** [Show Info Fields](#)

**Emergency Contact Info**

Contact Name	Phone	Cell Phone	Work Phone	Email	Other	Relationship	Preferred Method
John J. Doe	503-555-1212	503-555-1234		john.doe@email.farm		father	Cell Phone
Jane Doe Sr.	555-1212				Shortwave 123.45 Mhz "DoeDOe"	mother	

**Address Information**  
 Home: 14268 maplelane ct Oregon City, OR 97045

Clicking on *Display PDF* will load a PDF file with a printing layout of the shown items:

**Jane Doe**

First Name: <b>Jane</b>	Last Name: <b>Doe</b>
Student ID: <b>0000001</b>	Middle Name: <b>Jill</b>
Grade: <b>01</b>	Last Name Suffix: <b>Jr</b>
School: <b>REDLAND ES</b>	Legal Name: <b>Jane J. Doe Jr.</b>
Program: <b>PUBLIC</b>	Birth Date: <b>9/9/2009</b>
Gender: <b>F</b>	Home Phone: <b>503-555-1212</b>
Family ID: <b>503-555-1212</b>	

---

**Request Information**

Type: <b>IN</b>	Status: <b>Ride</b>	From: <b>14430 S MAPLELANE RD</b>	Time:
Days: <b>All</b>	Walk Dist: <b>0.24 mi.</b>	To: <b>REDLAND ES</b>	Time: <b>7:41 AM</b>

From	Time	Route	Bus	Days	To	Time
14430 S MAPLELANE RD	7:22 AM	RES225A	61	MTWHF	REDLAND ELEMENTARY	7:41 AM
		M				

---

**Request Information**

Type: <b>OUT</b>	Status: <b>Ride</b>	From: <b>REDLAND ES</b>	Time: <b>2:25 PM</b>
Days: <b>All</b>	Walk Dist: <b>0.24 mi.</b>	To: <b>14430 S MAPLELANE RD</b>	Time:

From	Time	Route	Bus	Days	To	Time
REDLAND ELEMENTARY	2:25 PM	RES225P	61	MTWHF	14430 S MAPLELANE RD	2:42 PM
		M				

## Looking up hypothetical routes by address



From any system screen click  to show the *Simple School / Transportation Search* screen:

### School/Transportation Search

Students Reports Calendar Options Adm

[Advanced Search](#) |

#### Simple School/Transportation Search

**Step 1: Select a grade**  
Select a grade from the drop down below. This will be used to determine school and transportation information.

01 ▼

**Step 2: Enter address information**  
Minimally, a valid house number and street is required to obtain information. Zip/postal code may be required for certain addresses.

House #:  Street:  Zip:

**Step 3: Start the search**  
Click the "Find School/Transportation Info" button below. Versatrans e-Link will retrieve pertinent transportation information for you.

Click on Advanced Search to search by *Program* including *Special Ed* and *Bilingual*:

### Advanced School/Transportation Search

**Student Information**

Grade:

School:

Program:

**Address Information**

**Home Address**

House #:  Zip:

**Pickup Address**

House #:  Zip:

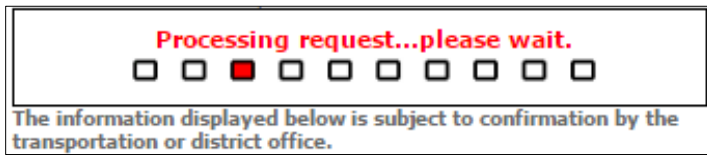
**Dropoff Address**

House #:  Zip:

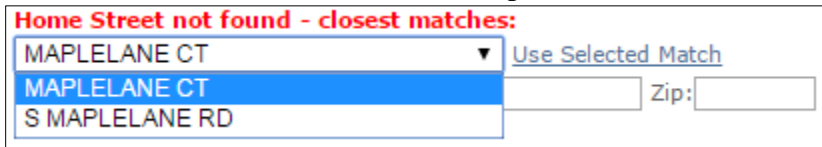
- ALTERNATIVE
- BILINGUAL
- EARLY CHILDHOOD PROGRAM
- ESY
- ESY ELL
- ESY Migrant Ed
- FOOD SERVICE
- MVP McKinney Vento Prog
- PUBLIC
- SPECIAL ED**

## Use of School e-Link Site – OCSD#62 Transportation Department

Enter the student grade and address information and Press *Find School / Transportation Info* to perform a search.



If the *Street* is not found, a selection of possible streets will be listed.



If the *Street* and *House #* is valid and yet is not found, contact Transportation at 503-758-8536 for a potential system map update. Once the search is matched the relevant information is displayed:

School/Transportation Information

Simple Search | Advanced Search |

**Simple Search:**  
Grade = '01'  
Home Address = '14260 maplelane ct'  
The information displayed below is subject to confirmation by the transportation or district office.

**School/Transportation Information**

**Your school of residence is REDLAND ES**  
**You attend REDLAND ES**  
**You live 4.58 mi. from your school.**

**On the way to School**  
You Ride.  
You have to walk this far: 0.24 mi.  
You are assigned to this bus stop: 14430 S MAPLELANE RD  
Where bus number 61 (Route RES225AM) arrives at 7:22 AM

**On the way from School**  
You Ride.  
Where bus number 61 (Route RES225PM) arrives at 2:42 PM  
You are assigned this bus stop: 14430 S MAPLELANE RD  
You have to walk this far: 0.24 mi.

[View Detailed Results](#)

Interactive map showing the Stop and the School.

An interactive map showing the Stop and the School is included.

## Running Reports

From the *Home* screen click *Run Report* to display the *Reports Home* screen:



Two report options are provided:

**Reports - Home**

 **Student List Report**  
Use [Student List Report](#) to retrieve information on students.

 **Stop Locations Report**  
Use [Stop Locations Report](#) to display key stop information for a selected route.

### Student List Report

The Student List Report *Basic Filter* and *Advanced Filter* are very similar to the Student Search and are searched the same way.

**Student List Report**

[Advanced Filter](#)

**Basic Filter**

First Name:

Last Name:

Student ID:

Family ID:

Grade:

School:

Incomplete/Unfulfilled Requests:

Sort Results By:

[Clear Filter Criteria](#)

The filter can be adjusted by clicking *return to filter*.

[Create New Report \(return to filter\)](#) | [Display PDF Version](#) |

**Student List Report:**

Show transportation information

Show emergency contact information

Print each student on a separate page (PDF version)

**71 records found.**  
'Grade' equals 'KG'  
AND 'School Description' equals 'JENNINGS LODGE ES'  
AND 'Incomplete/Unfulfilled Requests' equals 'N'

Large reports may take minutes to be generated. The report generates information in report table that can be printed out or any student can 'clicked' to display the *View Student* screen described in the *Find Students* section above. The *Print each student on a separate page* option will create a separate page for each student in the *Display PDF Version*.

# Use of School e-Link Site – OCSD#62 Transportation Department

[Create New Report \(return to filter\)](#) | [Display PDF Version](#) |

**Student List Report:**  
 Show transportation information  
 Show emergency contact information  
 Print each student on a separate page (PDF version)

**1 records found.**  
 'Last Name' equals 'Doe'

Student List Report									
Doe, Jane		Grade: 01		Home Phone: 503-555-1212					
Dir	Status	School	From	Time	Route	Bus	Days	To	Time
I	Ride	REDLAND ES	14430 S MAPLELANE RD	7:22 am	RES225AM	61	MTWHF	REDLAND ELEMENTARY	7:41 am
O	Ride	REDLAND ES	REDLAND ELEMENTARY	2:25 pm	RES225PM	61	MTWHF	14430 S MAPLELANE RD	2:42 pm

Emergency contact information may also be displayed:

Emergency Contacts	Phone	Cell	Work	Email	Other	Relationship	Preferred Method
John J. Doe	503-555-1212	503-555-1234		john.doe@email.farm		father	Cell Phone
Jane Doe Sr.	555-1212				Shortwave 123.45 Mhz "DoeDoe"	mother	

## Stop Location Report

The route *Stop Locations Report* will create a report showing all stop information for a given route or bus number. The list is very long unless a *Vehicle* or *School* filter is used:

### Route Stop Locations Report

**Report Filter:**

Select route(s) to report on:

Route list filtered on:

School = REDLAND ES

- OMS236PM
- RES202AM
- RES202PM
- RES203AM
- RES203PM
- RES209AM
- RES209PM
- RES211AS
- RES224KA
- RES225AM
- RES225PM
- RES229AM
- RES229KA
- RES229PM
- RES230AM

You may filter the route list by Vehicle and School:

Vehicle:

School:


Day:

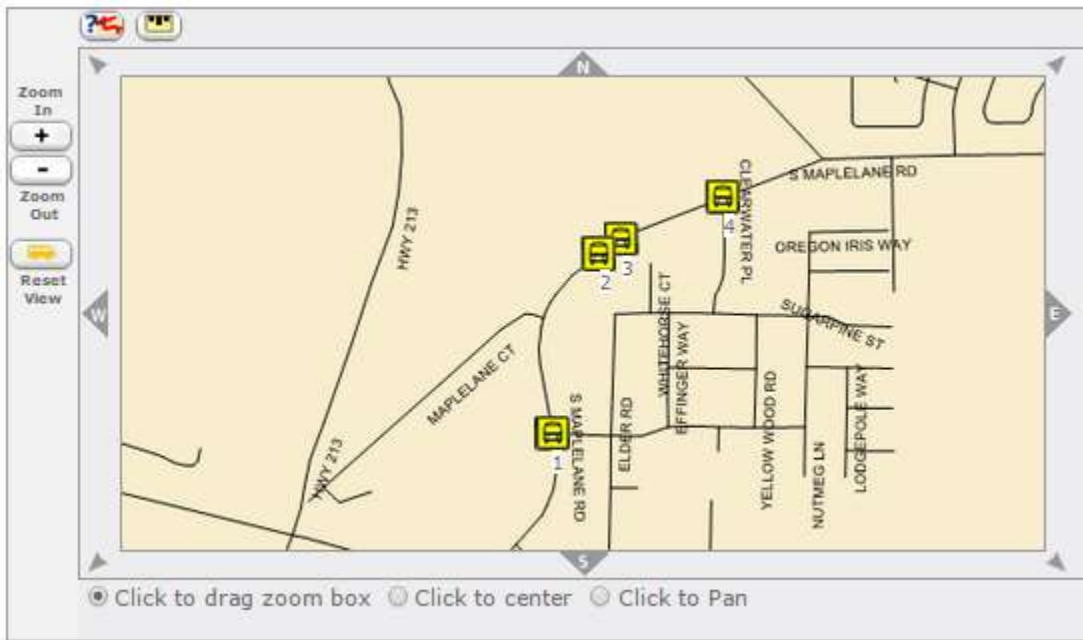


Use of School e-Link Site – OCSD#62 Transportation Department

The report lists information about the route; the starting point and time, a listing of all stops and sub-lists of all students at each stop, and ending point and time with counts and totals for pickup or dropoff students:

Route Stop Locations				
<b>RES225AM</b>		MAPLELN CNTRYVILG HOLLYLN		
Bus: 61	Driver: Beth Dudley	Distance: 8.71	Time: 25:23	Anchor: RES
Time	Stop	Pickup	Dropoff	
7:15 am	OREGON CITY HIGH SCHOOL	0	0	
7:20 am	(1) S MAPLELANE RD @ WALNUT GROVE WAY	20	0	
	<b>Students</b>		<b>Grade</b>	<b>School</b>
7:22 am	(2) 14430 S MAPLELANE RD	1	0	
	<b>Students</b>		<b>Grade</b>	<b>School</b>
	Jane Doe	01	RES	
7:41 am	(14) REDLAND ELEMENTARY	0	54	
	<b>Students</b>		<b>Grade</b>	<b>School</b>

Check  Show route map to display an interactive map where  indicate bus stop locations in numeric order:



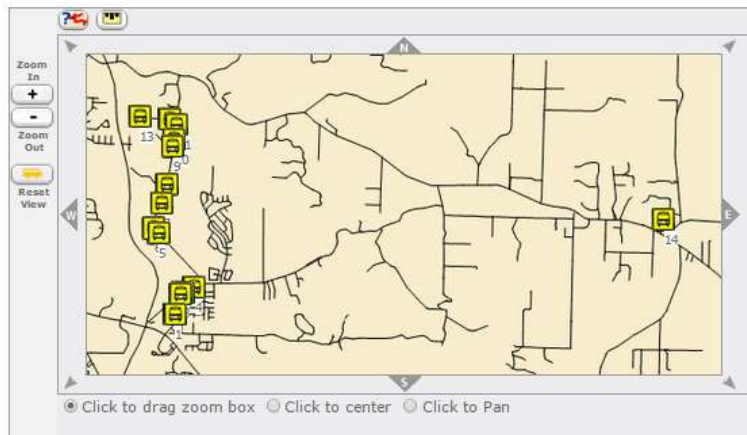
Use of School e-Link Site – OCSD#62 Transportation Department

Uncheck *Show students at stops* to report only the stops and counts:

Report:  
 Show students at stops     Show route map  
 Show days for students

Day = Monday

Route Stop Locations			
<b>RES225AM</b>		MAPLELN CNTRYVILG HOLLYLN	
Bus: <b>61</b> Driver: <b>Beth Dudley</b>		Distance: <b>8.71</b>	Time: <b>25:23</b> Anchor: <b>RES</b>
Time	Stop	Pickup	Dropoff
7:15 am	OREGON CITY HIGH SCHOOL	0	0
7:20 am	(1) S MAPLELANE RD @ WALNUT GROVE WAY	20	0
7:22 am	(2) 14430 S MAPLELANE RD	1	0
7:22 am	(3) 14455 S MAPLELANE RD	2	0
7:23 am	(4) S MAPLELANE RD @ CLEARWATER PL	20	0
7:25 am	(5) 18266 S HOLLY LN	0	0
7:25 am	(6) 18218 S HOLLY LN	1	0
7:26 am	(7) 18020 S HOLLY LN	2	0
7:27 am	(8) S HOLLY LN @ S MORTON RD	2	0
7:28 am	(9) 17589 S HOLLY LN	2	0
7:30 am	(10) 17520 S HOLLY LN	0	0
7:30 am	(11) 17397 S HOLLY LN	2	0
7:31 am	(12) 14340 S DONOVAN RD	1	0
7:32 am	(13) OGDEN MIDDLE SCHOOL @ S DONOVAN RD	1	0
7:41 am	(14) REDLAND ELEMENTARY	0	54



Click [Display PDF Version](#) to open a PDF document of the report (map not included):

Route Stop Locations			
Route Number:	<b>RES225AM</b>	Bus:	<b>61</b>
Route Description:	<b>MAPLELN CNTRYVILG HOLLYLN</b>	Driver:	<b>Beth Dudley</b>
Time:	<b>25:23</b>	Anchor:	<b>RES</b>
Distance:	<b>8.71</b>		
Time	Stop	Pickup	Dropoff
7:15 am	OREGON CITY HIGH SCHOOL	0	0
7:20 am	(1) S MAPLELANE RD @ WALNUT GROVE WAY	20	0
7:22 am	(2) 14430 S MAPLELANE RD	1	0
7:22 am	(3) 14455 S MAPLELANE RD	2	0
7:23 am	(4) S MAPLELANE RD @ CLEARWATER PL	20	0
7:25 am	(5) 18266 S HOLLY LN	0	0
7:25 am	(6) 18218 S HOLLY LN	1	0
7:26 am	(7) 18020 S HOLLY LN	2	0
7:27 am	(8) S HOLLY LN @ S MORTON RD	2	0
7:28 am	(9) 17589 S HOLLY LN	2	0
7:30 am	(10) 17520 S HOLLY LN	0	0
7:30 am	(11) 17397 S HOLLY LN	2	0
7:31 am	(12) 14340 S DONOVAN RD	1	0
7:32 am	(13) OGDEN MIDDLE SCHOOL @ S DONOVAN RD	1	0
7:41 am	(14) REDLAND ELEMENTARY	0	54