Phase 1 NPSIS Transportation Enhancements

New Changes Made to the following functions and reports

- **Negative List\Deactivate MetroCard**
- **Ridership Report**
- **MetroCard Inventory Report** *New*
- **Unassigned/Deactivate MetroCard Report**
- **Transportation Request for Multiple Students**
- **Set Transportation**

Transportation | Negative List\Deactivate MetroCard's

A. Deactivating MetroCard's
1. When deactivating a MetroCard, NPSIS will not allow you to deactivate the same number twice.
   i. If you've entered the same MetroCard number, when you click "**add to list**" you will receive the following error message "*The serial number entered has already been deactivated*".

Transportation | Ridership Report

B. Ridership Report
1. The Ridership report now contains the following additional fields
   i. **MetroCard #**: Will list the MetroCard number assigned to the student.
   ii. **Signature:** Place holder for when printed, students can sign after receiving their MetroCard.

Transportation | MetroCard Inventory Report

Year	Semester	Period	Pass Type & Description	# of Cards Shipped	# of Cards Assigned by Serial#	# of Cards Deactivated	# of Students Assigned MetroCard with No Serial#	# of Cards Remaining
2021	Ten Month	Fall	H1 - JHS & HS 3-TRIP	175	13	4	0	158

C. MetroCard Inventory Report

1. This report pulls all actions taken related to MetroCard's in NPSIS and displays it in one place.
2. It displays the total number of cards shipped, the # of cards assigned to a student, number deactivated, number of students assigned MetroCard as a form of transportation with no serial number assigned and total number of cards remaining.
   i. This report should be used to determine the number of MetroCard's your school needs when requesting additional MetroCard's (ex. # of cards remaining is in the negative). It will also be used by OPT to confirm the need requested.

## *Transportation | Unassigned/Deactivate MetroCard Report*
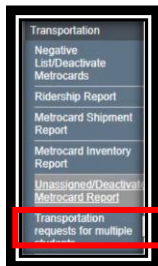
School	Year	Semester	Period	Pass Type & Description	Serial Number	Requested By	Phone	Requested Date	Deactivated or Unassigned
22897	2021	Ten Month	Fall	H1 - JHS & HS 3-TRIP	3065900620				Unassigned
22897	2021	Ten Month	Fall	H1 - JHS & HS 3-TRIP	3065900601				Unassigned
22897	2021	Ten Month	Fall	H1 - JHS & HS 3-TRIP	3065900559				Unassigned
22897	2021	Ten Month	Fall	H1 - JHS & HS 3-TRIP	3065900665				Unassigned
22897	2021	Ten Month	Fall	H1 - JHS & HS 3-TRIP	3065900673				Unassigned

D. Unassigned\Deactivate MetroCard Report

1. The report will now only display the current semesters data
2. This report displays a list of Unassigned and/or Deactivated MetroCard's
3. You can display the following:
   i. Deactivated, Unassigned, or All (Both Deactivated and Unassigned

Transportation | Transportation Request for Multiple Students
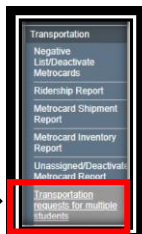
StudentID	StudentName	Grade	Distance	SpecialEd	Exception	Transportation Requested	Bus Stop	Transportation Assigned	MetroCard Serial Number	Busstop Assigned
3909875	Joseph.	12	B	NO		Metrocard 4 Trip	Please select active stop	H1	3065900538	
5009435	Stacy,	12	B	NO		Metrocard 3 Trip	Please select active stop	H1	3065900534	
3906879	Judy,	12	D	NO		Metrocard 3 Trip	Please select active stop	H1	3065900539	

E. Transportation Request for Multiple Students

1. You can now assign the MetroCard serial number provided to the student in NPSIS

i. Once the MetroCard number is entered in the "**MetroCard Serial Number**" column and saved, you can now run the "**Ridership Report**"

2. You can also choose 4-Trip MetroCard as the form of transportation

   i. When 4-Trip is requested, a message will display informing you that the "MTA Trip Planner must be sent to OPT" in order for OPT to process.

MetroCard Legend

1. **The serial number entered is not valid, confirm number and grade range (Card Type) matches.**

If the serial number you have entered is not valid, the box surrounding it will be highlighted Red.

2. **The serial number entered is associated with a MetroCard that has been deactivated.**

If the serial number you have entered has been deactivated, the box surrounding it will be highlighted Purple.

3. **The serial number entered is already assigned to another student.**

If the number you have entered is assigned to another student, the box surrounding it will be highlighted Blue.

4. **The serial number entered has already been entered on the screen for another student.**

If the number you have put in have been entered on the screen for another student the box surrounding it will be highlighted Yellow.

*To save the information, the error(s) must be corrected either by correcting the serial number or removing the serial number entirely.

How to Set Transportation – used to update transportation on an individual student level

1. The status bar lists any errors or the success of the transportation you have set
2. "Transportation Type Requested" now gives you the option to select MetroCard 4 Trip among the card types. *Must send MTA Trip Planner to OPT*
3. "MetroCard Serial #" field allows you to enter the MetroCard number assigned to the student. *Address must be validated.*

Verbiage Change

Throughout NPSIS anywhere that referenced the word "Variance" has been changed to "Exception" to align with the department who handles them.