

NM STATE PARKS

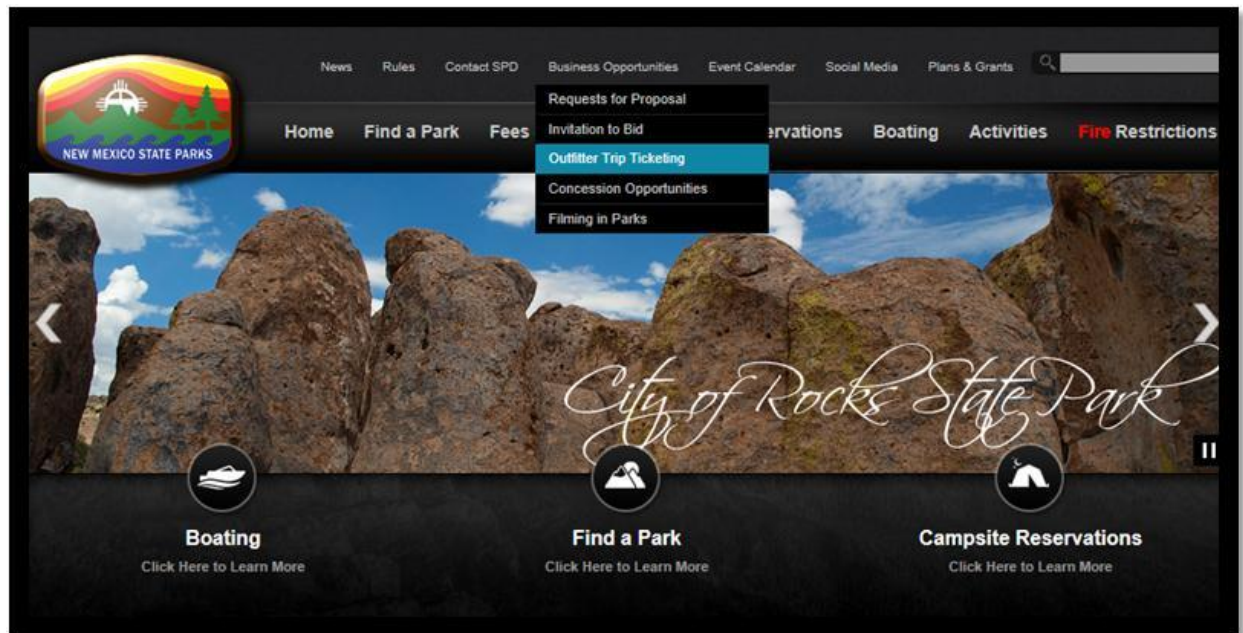
OUTFITTER TRIP TICKETING SYSTEM MANUAL

This manual has been created to provide guidance to outfitters and guides for NM State Parks to utilize the online Outfitter Trip Ticketing system to manage guide trips. This manual will instruct users as to how to log-in, change passwords, add/edit/delete trips, print trip tickets, and track guides.


Link to Outfitter Log-In Site

The first step is to go to the NM State Parks website, <http://www.emnrd.state.nm.us/spd/>, and the Outfitter web site link is at <http://wwwapps.emnrd.state.nm.us/SPD/OutfittersTripTickets/Account/Login.aspx>.

The following depicts the location of the link to the Outfitter Trip Ticketing system on the NM State Parks home page, under the “Business Opportunities” tab. This takes you to the log-in screen.



Log-In



State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

LOG IN

Please enter your username and password. Contact New Mexico State Parks Administrator to register.

Account Information

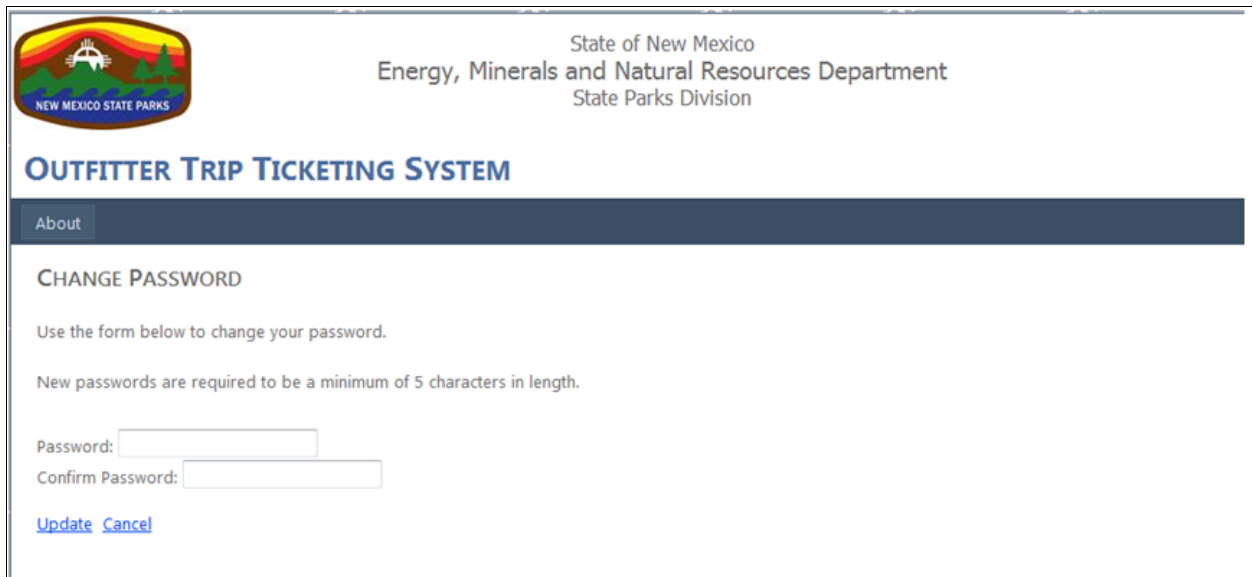
Username:

Password:

[Log In](#)

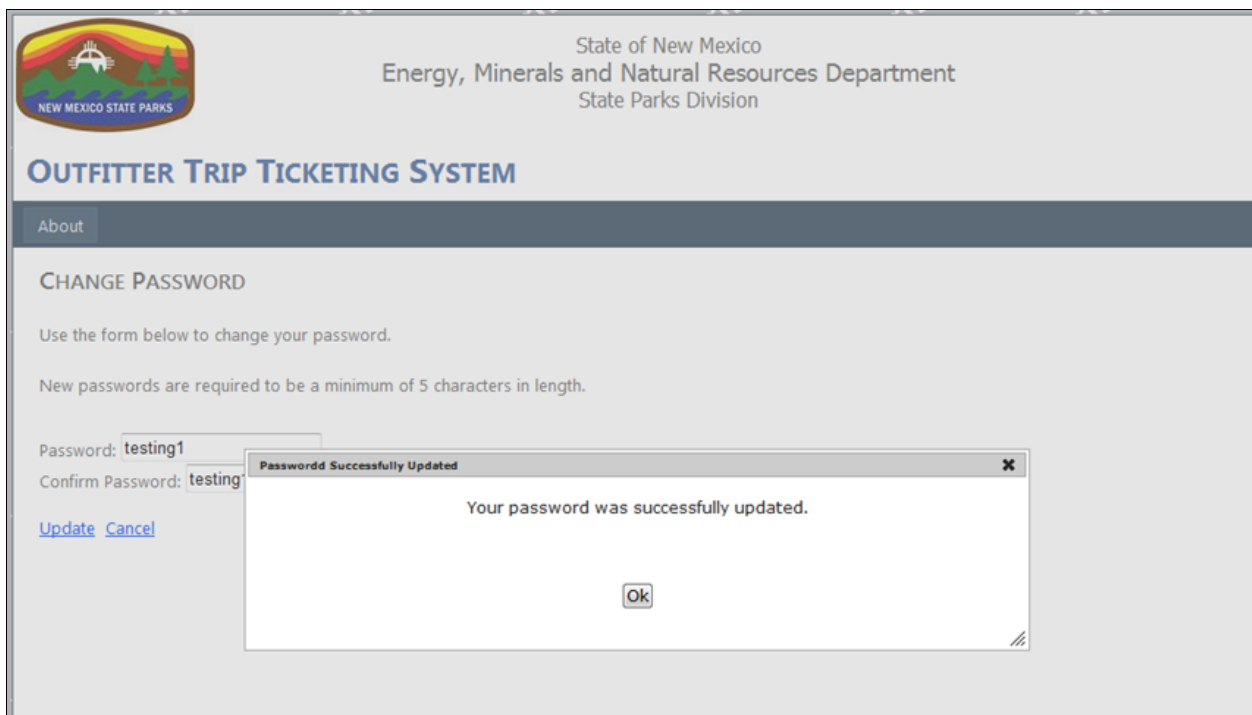
- Fill in your “Username” which is your email address.
- Fill in your “Password.” First time users will receive an email with a temporary password included. Once you enter the system you can change the password.
- Select “Log In.”

Change Password



The screenshot shows the 'CHANGE PASSWORD' page of the Outfitter Trip Ticketing System. At the top left is the New Mexico State Parks logo. To its right, the text reads 'State of New Mexico', 'Energy, Minerals and Natural Resources Department', and 'State Parks Division'. Below this is the title 'OUTFITTER TRIP TICKETING SYSTEM' and a dark blue navigation bar with the word 'About'. The main content area is titled 'CHANGE PASSWORD' and contains the instruction: 'Use the form below to change your password. New passwords are required to be a minimum of 5 characters in length.' There are two input fields: 'Password:' and 'Confirm Password:'. Below the fields are two links: 'Update' and 'Cancel'.

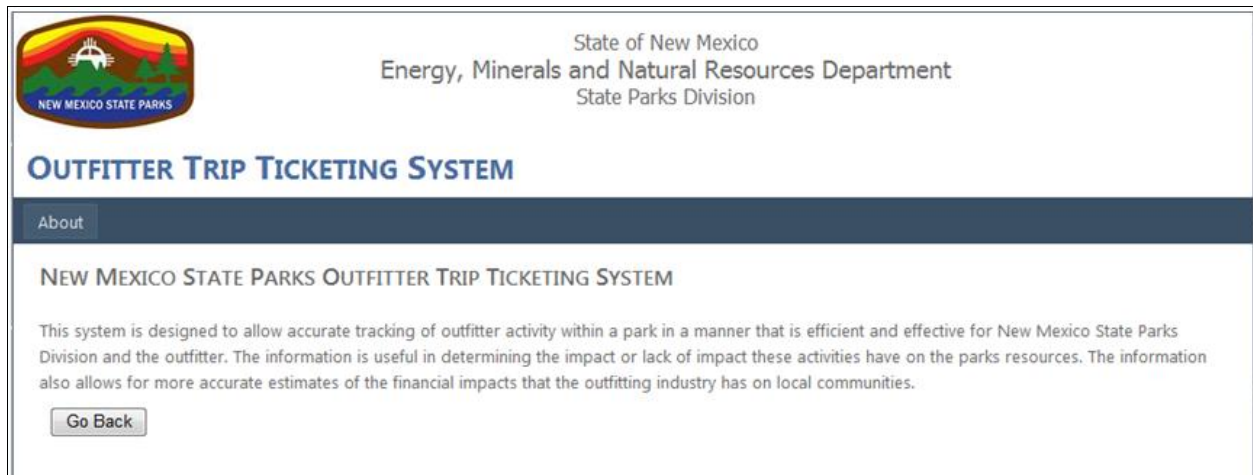
First-time users or users who request a password change will need to fill in the password, confirm and update.



This screenshot shows the same 'CHANGE PASSWORD' page as the previous one, but with the password fields filled in with 'testing1' and 'testing'. A modal dialog box is displayed in the center of the screen. The dialog has a title bar that says 'Passwordd Successfully Updated' and a close button (X). The main text inside the dialog reads 'Your password was successfully updated.' and there is an 'Ok' button at the bottom center.

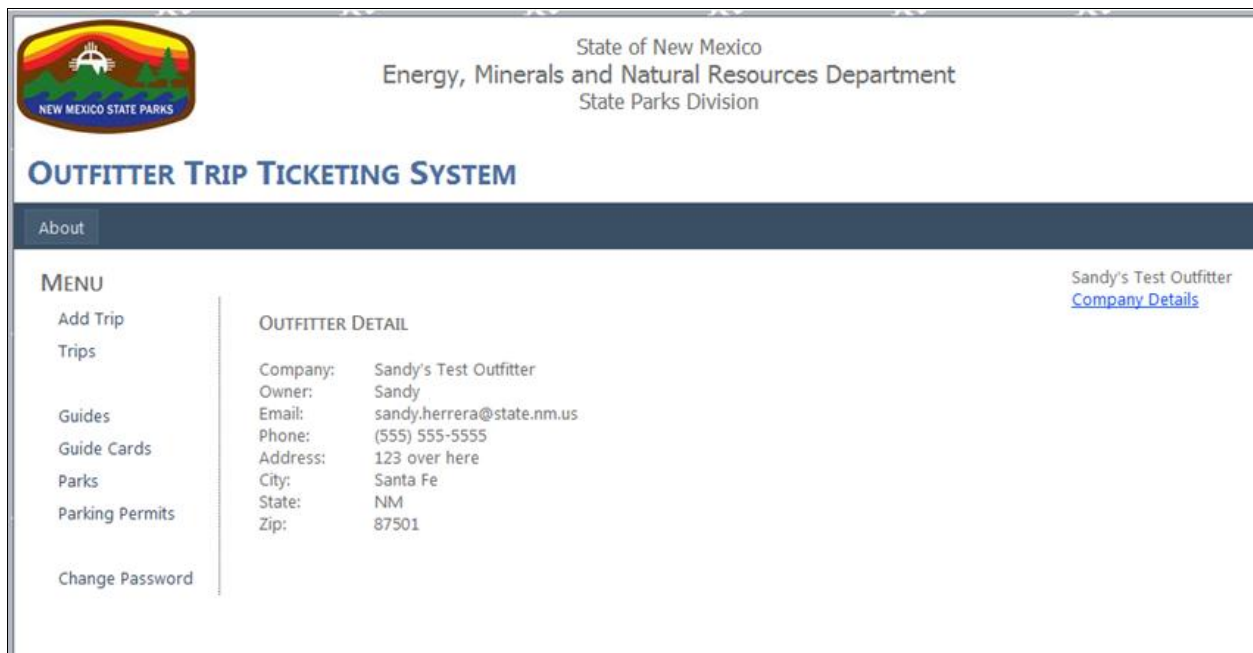
This is the screen that will indicate that your password was updated. Select "Ok."

About Outfitter Trip Ticketing



This is the screen that gives a summary of the online trip ticketing system.

Outfitter Detail Page



This is the main landing page that gives company details. The “Menu” on the left provides links to trips, guides, parking permits and your password.

Add a Trip Screen

The screenshot shows the 'Add a Trip' screen of the Outfitter Trip Ticketing System. At the top left is the New Mexico State Parks logo. To its right, the text reads 'State of New Mexico', 'Energy, Minerals and Natural Resources Department', and 'State Parks Division'. Below this is the title 'OUTFITTER TRIP TICKETING SYSTEM'. A dark blue banner contains an 'About' link on the left and 'Christys Outfitters' and 'Company Details' on the right. A 'MENU' sidebar on the left lists 'Add Trip' (highlighted with a red box), 'Trips', 'Guides', 'Guide Cards', 'Parks', 'Parking Permits', and 'Change Password'. The main area is titled 'ADD A TRIP' and contains several dropdown menus: 'Location: -- Please select a location --', 'Trip Type: -- Please select a trip type --', 'Guide: --Please select a guide--', 'Parking Permit: -- Please select a parking permit --', 'Guide Card: -- Please select a guide card --', and '# of Clients: -- Please select # of clients --'. Below these are radio buttons for 'Half Day' and 'Full Day' (selected), and a 'Trip Date' field with the value '3/7/2013'. At the bottom are 'Save' and 'Cancel' buttons.

After log in, the “Add a Trip Page” will be displayed on the screen. Your company name will display on the right side within the blue banner. This page has drop down menus that will allow you to input the needed information.

1. Location-Choose your location.
2. Trip Type-Choose from Float, Wade, Lake or Hunting.
3. Guide-You can select from the guides that you have on the list provided to the park.
 - a. Each guide can be selected for a full day trip and a half-day trip on a given date. If they are selected for more than this on a given date, you will receive an error message when you attempt to save the trip.
4. Parking Permit**(Only applicable to Navajo Lake State Park)-Choose the parking permit number that the person guiding the trip will be using.
 - a. Each parking permit number can be selected for a full day trip and a half-day trip on a given date. If they are selected for more than this on a given date, you will receive an error message when you attempt to save the trip.
5. Guide Card-Choose the guide card number that the person will be carrying during the trip.
 - a. Each guide card number can be selected for a full day trip and a half-day trip on a given date. If they are selected for more than this on a given date, you will receive an error message when you attempt to save the trip.
6. Number of Clients-Choose the number of clients to be guided on the trip.
 - a. For Float and Wade trips, you will not be allowed to select a number higher than three.
 - b. Hunting and Lake trips are allowed a maximum of 10 clients.
7. Half Day/ Full Day-Select the length of the trip.
 - a. Full day is the default setting for trip length. If the trip is a half day trip, select the half day button.
8. Trip Date-Enter the trip date
 - a. If you click on the date box a calendar will appear and allow you to choose the correct date.
 - b. You will not be able to submit trip tickets for dates that have passed. Trip tickets must be completed no later than the day on which the trip occurs.

9. Save-When all information has been added click on save.
 - a. You will receive an error message at the top of the page if there are any problems with the information entered.
 - b. If the trip ticket has complete information, a trip authorization and trip number permit will appear as well as print button in the upper right portion of the page.
10. Print-Select print and a PDF document will be generated. You can print, save to your computer and/or email this document.

The following are examples of different trip types and screen views in Add Trip:

Lake Trip Screen in Add Trip

State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

MENU

- Add Trip
- Trips
- Guides
- Guide Cards
- Parks
- Parking Permits
- Change Password

Christys Outfitters
[Company Details](#)

ADD A TRIP

Location: Navajo Lake State Park

Trip Type: Lake Trip

Guide: Aaron Carithers

Parking Permit: 1234

Guide Card: 4321

of Clients: 3


Half Day: ☐ Full Day: ☒

Trip Date: 3/8/2013

[Save](#) [Cancel](#)

- Most parks will only have lake trips.

Float Trip Screen



State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

MENU

- Add Trip
- Trips
- Guides
- Guide Cards
- Parks
- Parking Permits
- Change Password

Christys Outfitters
[Company Details](#)

ADD A TRIP

Location: Navajo Lake State Park

Trip Type: Float Trip

Launch Area: Hammond Diversion

Load Area: Other

Guide: Aaron Canithers

Parking Permit: 1234

Guide Card: 4321

of Clients: 6


Half Day: ☒ Full Day: ☐

Trip Date: 3/8/2013

[Save](#) [Cancel](#)

- Must enter launch and load areas.

Wade Trip Screen



State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

MENU

- Add Trip
- Trips
- Guides
- Guide Cards
- Parks
- Parking Permits
- Change Password

Christys Outfitters
[Company Details](#)

ADD A TRIP

Location: Navajo Lake State Park

Trip Type: Wade Trip

Primary Area: Below Cottonwood Campground

Guide: Aaron Canithers

Parking Permit: 1234

Guide Card: 4321

of Clients: 2


Half Day: ☒ Full Day: ☐

Trip Date: 3/8/2013

[Save](#) [Cancel](#)

- Must enter launch primary area to be used during trip.

Calendar View in Add Trip



State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

MENU

- Add Trip
- Trips
- Guides
- Guide Cards
- Parks
- Parking Permits
- [Change Password](#)

ADD A TRIP

Location: -- Please select a location -- ▾

Trip Type: -- Please select a trip type -- ▾

Guide: --Please select a guide-- ▾

Parking Permit: -- Please select a parking permit -- ▾

Guide Card: -- Please select a guide card -- ▾

of Clients: -- Please select # of clients -- ▾

Half Day: ☐ Full Day: ☒

Trip Date: 3/8/2013

March 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

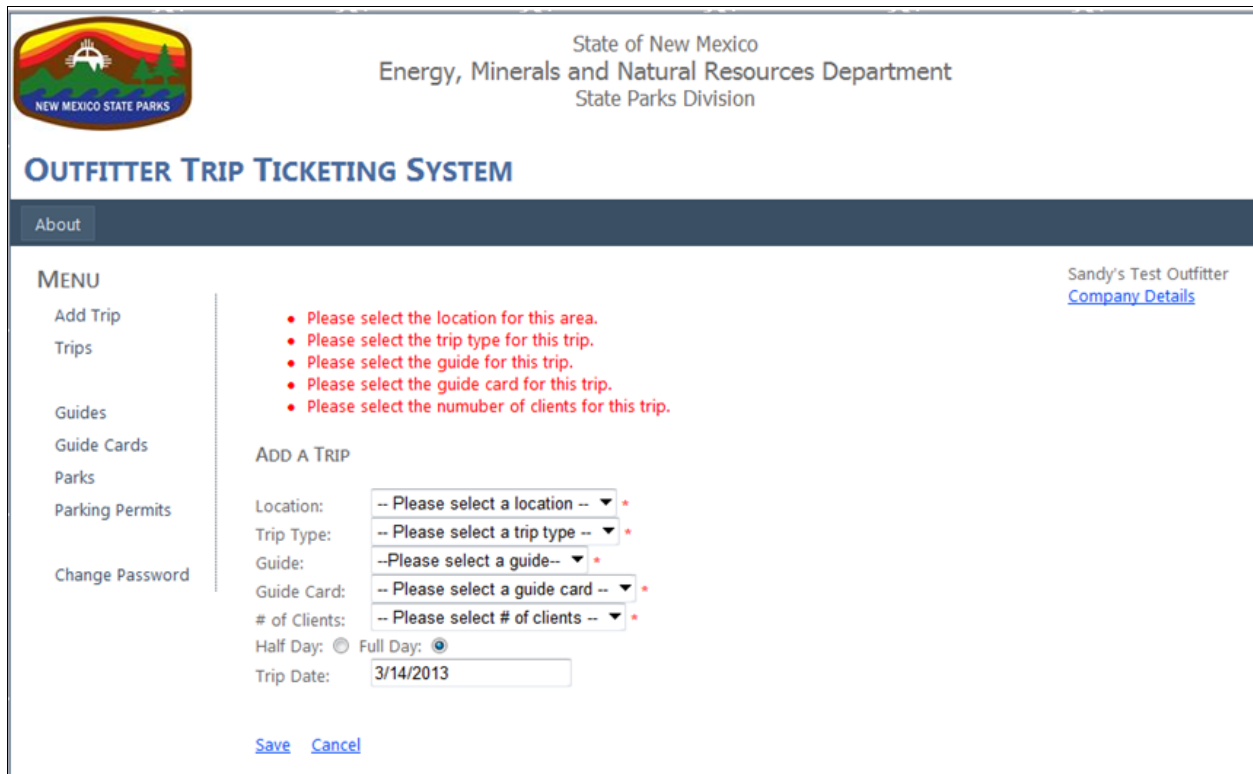
[Save](#) [Cancel](#)

Christys Outfitters
[Company Details](#)

Version 1.25.2013

- The current date appears in the Trip Date box.
- To choose another date, click in the box and a calendar will appear. Arrows move months, click on date.

Examples of Errors



The screenshot displays the 'OUTFITTER TRIP TICKETING SYSTEM' interface. At the top, the New Mexico State Parks logo is on the left, and the text 'State of New Mexico', 'Energy, Minerals and Natural Resources Department', and 'State Parks Division' is on the right. Below the logo is the title 'OUTFITTER TRIP TICKETING SYSTEM'. A dark blue navigation bar contains the word 'About'. On the left, a 'MENU' sidebar lists: 'Add Trip', 'Trips', 'Guides', 'Guide Cards', 'Parks', 'Parking Permits', and 'Change Password'. The main content area is titled 'ADD A TRIP' and contains a list of five red error messages: 'Please select the location for this area.', 'Please select the trip type for this trip.', 'Please select the guide for this trip.', 'Please select the guide card for this trip.', and 'Please select the numuber of clients for this trip.' (note the typo 'numuber'). Below these errors are five dropdown menus for 'Location', 'Trip Type', 'Guide', 'Guide Card', and '# of Clients', each with a red asterisk. The 'Half Day' and 'Full Day' radio buttons are present, with 'Full Day' selected. The 'Trip Date' is set to '3/14/2013'. At the bottom are 'Save' and 'Cancel' links. In the top right corner, the text 'Sandy's Test Outfitter' and a link 'Company Details' are visible.

State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

MENU

- Add Trip
- Trips
- Guides
- Guide Cards
- Parks
- Parking Permits
- Change Password

Sandy's Test Outfitter
[Company Details](#)

ADD A TRIP

- Please select the location for this area.
- Please select the trip type for this trip.
- Please select the guide for this trip.
- Please select the guide card for this trip.
- Please select the numuber of clients for this trip.

Location: -- Please select a location -- *

Trip Type: -- Please select a trip type -- *

Guide: --Please select a guide-- *

Guide Card: -- Please select a guide card -- *

of Clients: -- Please select # of clients -- *

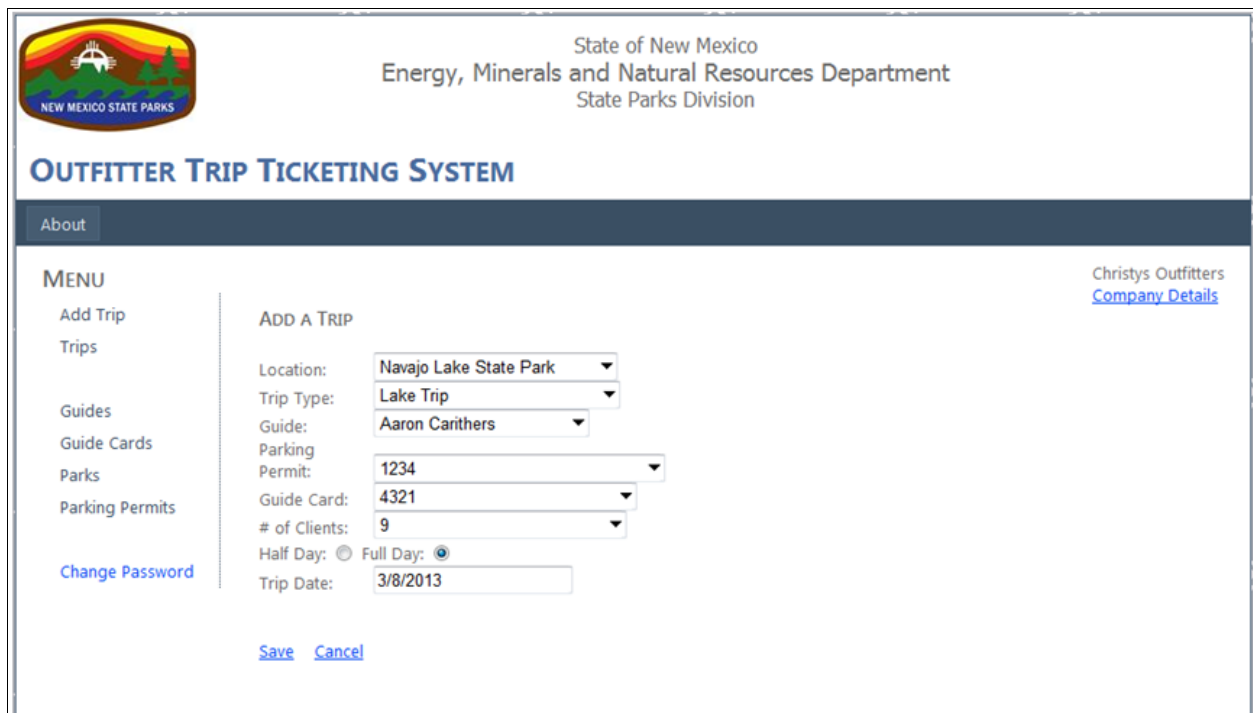
Half Day: ☐ Full Day: ☒

Trip Date: 3/14/2013

[Save](#) [Cancel](#)

All errors must be corrected before you can “Save” your trip.


Example of Added Trip with No Errors



The screenshot displays the 'OUTFITTER TRIP TICKETING SYSTEM' interface. At the top left is the New Mexico State Parks logo. The top right header identifies the 'State of New Mexico', 'Energy, Minerals and Natural Resources Department', and 'State Parks Division'. Below the header, the system title 'OUTFITTER TRIP TICKETING SYSTEM' is prominently displayed. A dark navigation bar contains an 'About' button. On the left, a 'MENU' sidebar lists options: 'Add Trip', 'Trips', 'Guides', 'Guide Cards', 'Parks', 'Parking Permits', and a 'Change Password' link. The main content area is titled 'ADD A TRIP' and contains a form with the following fields: 'Location' (Navajo Lake State Park), 'Trip Type' (Lake Trip), 'Guide' (Aaron Carithers), 'Parking' (1234), 'Permit' (4321), '# of Clients' (9), 'Half Day' (radio button), 'Full Day' (radio button, selected), and 'Trip Date' (3/8/2013). At the bottom of the form are 'Save' and 'Cancel' buttons. In the top right corner of the main area, the text 'Christys Outfitters' and a 'Company Details' link are visible.

- An example of a properly completed trip ticket after it has been saved.
- It is still possible to edit a trip ticket at this point
- Click print and a PDF document will be generated.
- You can print, save and/or email the document.

Saved, Added Trip Screen



State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

MENU

- Add Trip
- Trips
- Guides
- Guide Cards
- Parks
- Parking Permits
- Change Password

3/14/2013 TRIP

Authorization Code: KD313IC1403SANYM6
Trip Permit: 201300015

Location:

Trip Type:

Guide:

Guide Card:

of Clients:

Half Day: ☐ Full Day: ☒

Trip Date:

[Print](#)

[Void](#) [Cancel](#)

Sandy's Test Outfitter
[Company Details](#)

- Once errors are corrected and "Save" is selected, this screen appears.
- This screen displays the authorization code.
- It displays the trip permit number.
- In order to have the final trip ticket for your trip into the field, select "Print."

Printable Trip Ticket



State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

Sandys Park

DAILY GUIDE TRIP TICKET

Trip Date: 03/14/2013 Permit Number: 201300015

Authorization Code KD313IC1403SANYM6

Company: Sandy's Test Outfitter

Guide: Aaron Carithers

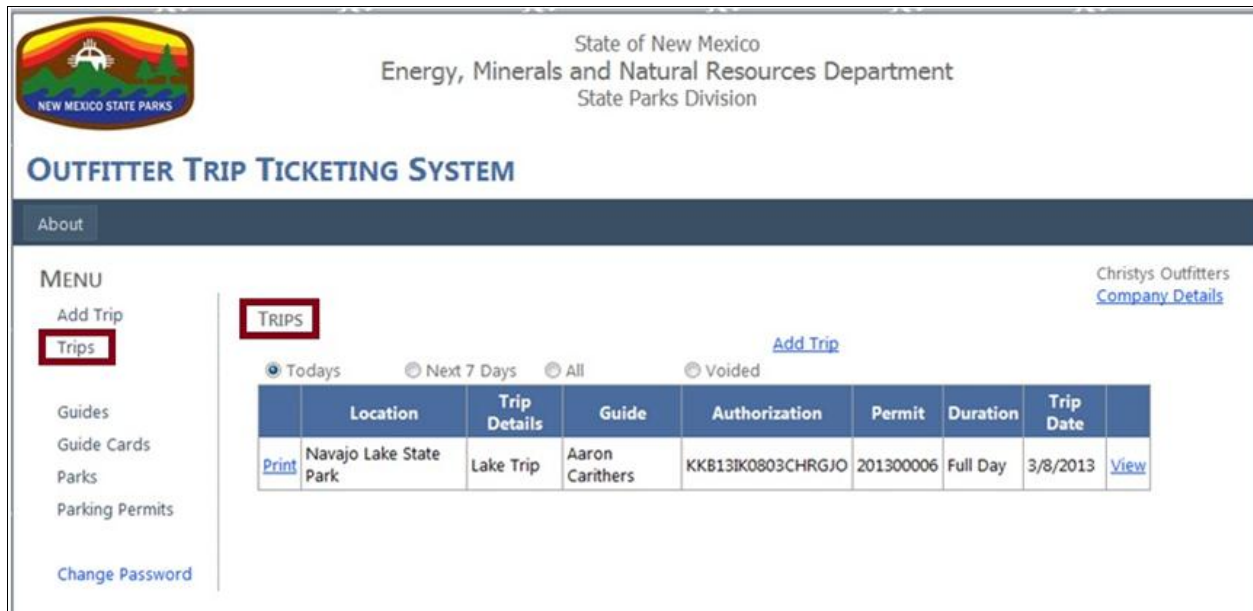
Guide Card: 654321 Parking Permit: Not Required

Half Day: ☐ Full Day: ☒ Number of Clients: 3

Trip Details: Lake Trip

- This is the ticket that outfitters and guides need to have during the trip.
- It can be saved and printed.

Trips Screen



The screenshot shows the 'Trips' screen of the Outfitter Trip Ticketing System. The header includes the New Mexico State Parks logo and the text 'State of New Mexico Energy, Minerals and Natural Resources Department State Parks Division'. The title 'OUTFITTER TRIP TICKETING SYSTEM' is prominently displayed. A navigation bar contains an 'About' button. On the left, a 'MENU' sidebar lists 'Add Trip', 'Trips' (highlighted with a red box), 'Guides', 'Guide Cards', 'Parks', 'Parking Permits', and 'Change Password'. The main content area features a 'TRIPS' tab (highlighted with a red box) and a filter section with radio buttons for 'Today's', 'Next 7 Days', 'All', and 'Voided'. An 'Add Trip' link is present. Below the filters is a table of trips:

	Location	Trip Details	Guide	Authorization	Permit	Duration	Trip Date	
Print	Navajo Lake State Park	Lake Trip	Aaron Carithers	KK613IK0803CHRGJO	201300006	Full Day	3/8/2013	View

On the right side of the screen, the text 'Christys Outfitters Company Details' is visible with a link.

- Select "Trips" under the MENU to see all trips information.
- This screen allows you to view the trips you have entered or select a trip for editing.
- You can select to view today's trips, the next 7 days trips or all trips.
- If you wish to view or edit a specific trip, select view to the right of the specific trip.
- If you need to void a trip, select view, then void and update.

Guide Screen



The screenshot shows the 'Guides' screen of the Outfitter Trip Ticketing System. The header and title are identical to the Trips screen. The 'MENU' sidebar on the left has 'Guides' highlighted with a red box. The main content area features a 'GUIDES' tab (highlighted with a red box) and an 'Export To Excel' link. Below the tab is a table of guides:

Guide	Email	Phone
Aaron Carithers		

On the right side of the screen, the text 'Christys Outfitters Company Details' is visible with a link.

- Select "Guides" under MENU and you will see guides you have listed working for your company.
- **To add outfitter, guides or parking permits contact the park.**

Guide Card Screen

The screenshot shows the 'OUTFITTER TRIP TICKETING SYSTEM' interface. At the top left is the New Mexico State Parks logo. To the right, it says 'State of New Mexico', 'Energy, Minerals and Natural Resources Department', and 'State Parks Division'. Below this is the title 'OUTFITTER TRIP TICKETING SYSTEM'. A dark blue bar contains the word 'About'. On the left is a 'MENU' with options: 'Add Trip', 'Trips', 'Guides', 'Guide Cards' (highlighted with a red box), 'Parks', 'Parking Permits', and 'Change Password'. On the right, it says 'Christys Outfitters' and 'Company Details' (a link). In the center, there is a red box labeled 'GUIDE CARDS' and a table with the following data:

Guide Card Number	Expiration Date
4321	3/31/2013

Below the table is a link 'Export To Excel' with a small icon.

- Select "Guide Cards" under MENU and you will see the guide card numbers and expiration for your company.

Parking Permit Screen – For Navajo Lake Only!

The screenshot shows the 'OUTFITTER TRIP TICKETING SYSTEM' interface. At the top left is the New Mexico State Parks logo. To the right, it says 'State of New Mexico', 'Energy, Minerals and Natural Resources Department', and 'State Parks Division'. Below this is the title 'OUTFITTER TRIP TICKETING SYSTEM'. A dark blue bar contains the word 'About'. On the left is a 'MENU' with options: 'Add Trip', 'Trips', 'Guides', 'Guide Cards', 'Parks', 'Parking Permits' (highlighted with a red box), and 'Change Password'. On the right, it says 'Christys Outfitters' and 'Company Details' (a link). In the center, there is a red box labeled 'PARKING PERMITS' and a table with the following data:

Permit Number	Expiration Date
1234	3/31/2013

Below the table is a link 'Export To Excel' with a small icon.

- Select "Parking Permits" from the MENU.
- This lists the numbers of the parking permits issued to your company.

Change Password

State of New Mexico
Energy, Minerals and Natural Resources Department
State Parks Division

OUTFITTER TRIP TICKETING SYSTEM

About

MENU

- Add Trip
- Trips
- Guides
- Guide Cards
- Parks
- Parking Permits
- Change Password**

OUTFITTER DETAIL

Company: Sandy's Test Outfitter
Owner: Sandy
Email: sandy.herrera@state.nm.us
Phone: (555) 555-5555
Address: 123 over here
City: Santa Fe
State: NM
Zip: 87501

Sandy's Test Outfitter
[Company Details](#)

- Finally, you can also change your password from the MENU.
- Select Change Password, confirm and update.