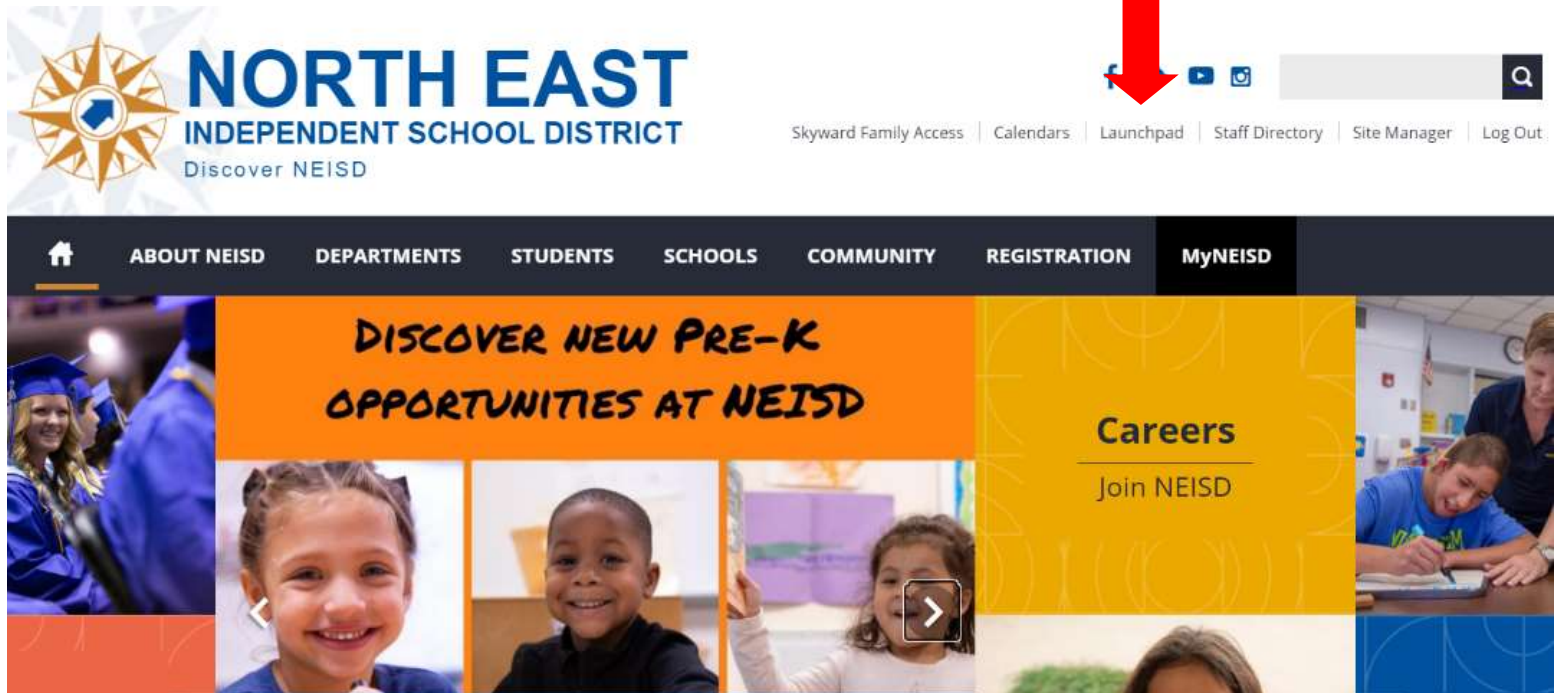


# HOW TO PRINT BUS TAGS FROM INFOFINDER LE

1. On the NEISD website click Launchpad.



2. You will see the following screen. Click Sign in.



**3. This is the main screen once you sign in. Click Employee Web Links, then click Infofinder le.**



**4. This is the log in screen. The username is your school name without any spaces. Ex: castlehills. Password is admin (lowercase). The password is the same for ALL schools.**

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infofinder le

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Welcome to Infofinder le!  
Please type your user id and password below to gain access.

Login	
User ID:	
Password:	
<input type="button" value="Login"/>	

Version: 4.0

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11/1/2019

5. Once you log in you will see the following screen. Select “SQL MAIN 2019-2020” (current SY). ALL routes are in this database.

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Please select the database you would like to work with.

Select Database:
Database: SQL MAIN COVID 2020-2021
(Select One)
SQL FIELD TRIPS 20-21
<b>SQL MAIN COVID 2020-2021</b>
SQL SPECIAL NEEDS COVID 2020-2021

Logged In: ES, Login Info  
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v12.3.2020

6. From here, click on Reports and then +Category: Student.

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Home Students Trips Reports Options

Good Morning

Message for Today

Welcome to Infofinder LE

For FIELD TRIPS please enter in Data Source: FIELD TRIPS 20-21

For the most accurate student information, use the students ID# under the students tab.

For additional assistance using this program, contact the Routing Department at 210-350-0205.

BLOCKED DATES 2020 - 2021

TRANSPORTATION SAFETY MEETING / OCTOBER 7 AND 8, 2020

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Home Students Trips Reports Options

Reports

Category: FieldTrip (1)

Category: Student (6)

Category: Trip (4)

SQL MAIN COVID 2020-2021

Logged In: ES, Login Info  
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7. Then click Custom Student Name Tags.

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Home Students Trips Reports Options

Reports

Category: FieldTrip (1)

Category: Student (6)

Report Name	Description
***Schedule Bus Assignments (w/ Trip Name - no address) with Evacuation	List students alphabetically with trip assignments with exception Fields included: Name, ID, Phone, School, Grade and PU & DO Trip Name
***Schedule Bus Detail	List students alphabetically with detailed bus assignments Fields included: Name, ID, Address, Phone, School, Grade and PU & DO Stop, Time, and Bus number, plus PU Driver name.
***Schedule Trip Detail	List students alphabetically with detailed trip assignments - 2 lines per record Fields contained: Name, ID, Address, Phone, School, Grade, and AM & PM Trip, Stop, Time, Driver and Bus
Custom Student Name Tags	Print Avery 304 Name Tag Labels 45332 - Includes bus & drop off information
CUSTOM STUDENT POSTERS	Post Card - 4 per page (4.25 x 5.5) Pick Up and Drop Off bus assignments. Fields included: Name, Address, and PU Trip, Stop, and Time. Student Mailing Address is printed on Post Card Designed for Avery Labels: 8387
Student - CUSTOM Bakery 1	Summary Report - One Line Per Record Fields Contained in Report: Name, Student
Category: Trip (4)	

**8. Click Specific Records. Enter the name of the student & click Search. Highlight student name & click top blue arrow to move student over to the “Selected” column (double clicking will not work) Then click Run Report.**

Run Report: Student - Custom Student Name Tags

By Filter Specific Records

Available Selected

Search for: Search

ADAMS, OREN  
ABUYO, ARI  
ABULAH, MELANIE  
ACULAR, TY  
AJANI, ZAID  
ALDAVE, MADDOX  
ALMANZA, LEA  
ALMORA, JOHNATHAN  
ALONSO, SANTIAGO  
ALVA, NATHAN  
ALVARADO, RYLEE  
ALVAREZ, JOSHUA  
ANDIS, BENJAMIN

>  
<>  
<  
>

Run Report

**9. The bus tags will look like this. You can click Print and print multiple bus tags at a time. There are six bus tags per page.**

1/1

BENJAMIN C ANDIS

Grade - 04  
Bus # - 538  
P.M. Stop Location:  
HARMONY HILLS ES shuttle fr C

Print  
+  
-