Safety and Employment Relations



Saving and Deleting Draft FETs

Before you submit an FET for approval, you are able to save it as a draft so that you can return and continue later or if you don't yet have all the information to complete the request. If anything changes and you no longer want to submit the FET request, you are able to delete the draft request.



TIP – for full instructions on creating a new FET request, please see the information sheet "Create a new FET Request".

Saving a Draft FET

1. When creating a new FET request, click "Draft" save icon.

	Cancel OPrevious Next Draft Help	
Fieldtrip, Event or Travel		
	Fieldtrip, Event or Travel Description	
	* Fieldtrip, Event or Travel Name Fieldtrip, Event or Travel Name Fieldtrip, Event or Travel (e.g. Study tour to New York, Collecting soil samples or Open Day)	
	* Fieldtrip, Event or Travel Description Enter a detailed description for your Fieldtrip, Event or Travel	

2. The draft will now appear under the My Draft tab.

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Deleting a Draft FET

1. In the FET register, under the Draft Tab – click the Command — and select Delete. *Please note the FET draft is not recoverable after deleting*



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2. Click OK to confirm, your FET Draft will now be deleted.