

## 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.

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

Fieldtrip, Event or Travels									
<div> <div>Active</div> <div><b>My Drafts</b></div> <div>All</div> <div>Archived</div> <div>My Peer Reviews</div> <div>Invite</div> </div> <div>Show me 20 items per page</div>									
Ref.	Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
							Current	Residual	
58	International Group Travel	13/12/2022	31/12/2022	Draft	Belinda OWEN	New York City, USA	<span style="color: green;">●</span>	<span style="color: green;">●</span>	...
53	Other Travel	29/09/2020	30/09/2020	Rejected	Benjamin KNOX	notification test	<span style="color: blue;">●</span>	<span style="color: blue;">●</span>	...

### 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\***

Fieldtrip, Event or Travels

ActiveMy DraftsAllArchivedMy Peer ReviewsInvite

Show me20 items per page

Ref.		Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
								Current	Residual	
58	<input type="radio"/>	International Group Travel	13/12/2022	31/12/2022	Draft	Belinda OWEN	New York City, USA	<div></div>	<div></div>	...
53	<input type="radio"/>	Other Travel	29/09/2020	30/09/2020	Rejected	Benjamin KNOX	notification test	<div></div>	<div></div>	...
46	<input type="radio"/>	International	09/08/2020	09/08/2020	Draft	Belinda OWEN	09/08/2020	<div></div>	<div></div>	...

- View/Edit
- Clone
- Peer Review
- Delete**
- Communications Plan
- Print
- Audit Trail
- Invite

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