

Create a New Fieldtrip, Event and Travel Request using the “Clone” function

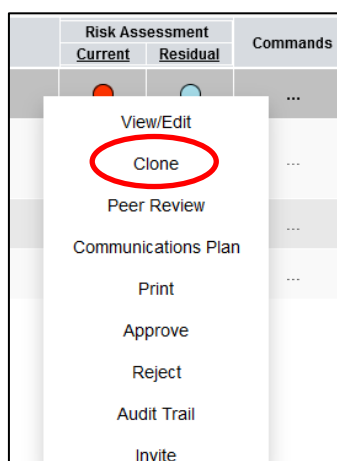
The Riskware Fieldtrip, Event and Travel (FET) module has a function that allows users to search for and then clone (copy) an existing approved risk assessment from the WHS risk register.


This function is useful where a user has trips or events of a similar nature and, rather than create a brand new request, would prefer to copy an existing request and make changes to reflect the current situation.

To clone an existing FET request:

1. Navigate to the Fieldtrip, Event and Travel Register and click the Command ... and select 'Clone' from the menu.

Fieldtrip, Event or Travels									
Active		My Drafts	All	Archived	My Peer Reviews	Invite			
								Show me 20 items per page	
Ref. ▼	Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment Current	Residual	Commands
38	Domestic Group Travel	15/09/2020	22/09/2020	New	Benjamin KNOX	The Pinnacles	●	●	...



TIP - Use the Filter  function to identify the Request in the Register by applying filters including key words, destinations and business units.

2. Once you select Clone, a new request will open. Note that it will not appear in the 'My Drafts' tab until it has been saved.

The new request will be an exact copy of the original request content except:

- There will be a new reference number once it is saved for the first time
- The status will be Draft

All other fields will remain the same. Click the button to save the request.




TIP - it is only possible to clone requests you have previously submitted. You can not clone requests submitted by other users.

3. Review the content and make changes to each field in the request that differs from the one previously cloned. It is important to check that every field, including dates and contact information is correct prior to submitting the request for approval.
4. As is the case when you create a new FET request, whilst in draft, there is the opportunity to invite one or more people to review and provide feedback on the request before it is submitted for approval.

The *Invite a User to Peer review a FET request information sheet* provides details on this process.



Ensure the request is saved before exiting if you are not submitting it for approval.

5. Once any review comments have been incorporated and the FET request is ready for approval, submit the request by selecting  button from the tool bar on Page 5. A new screen will appear.

Click Submit to submit the request for approval by the Fieldtrip, Event or Travel Approver.

The request will now appear in the register with a status of **NEW**.