

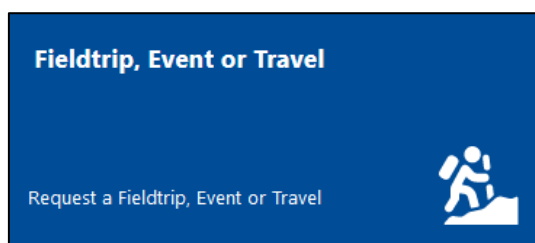
Commencing and Archiving a Fieldtrip, Event and Travel Request

The Riskware Fieldtrip, Event and Travel (FET) module has a function that allows users to indicate when a FET Request has commenced. Once the FET has finished i.e the event has ended or the Fieldtrip / Travel participants have returned, you can then finish / archive the request.



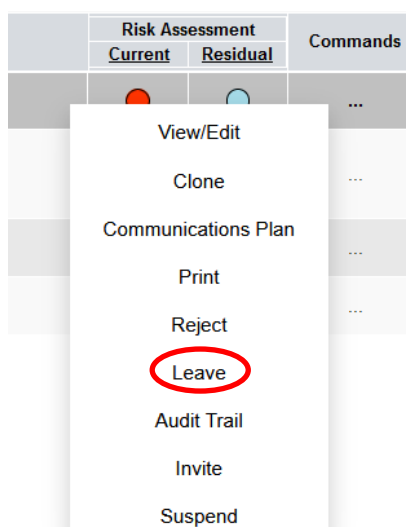
TIP – An FET request cannot be commenced until it has already been approved. For information on how to do this first, refer to the “Approve or Reject an FET request” Info Sheet.

1. To Commence an FET request; Navigate to the Fieldtrip, Event and Travel Register from the [Riskware home page](#).



2. Under the 'Active' tab in the register, find the relevant FET request and click Command ... and select 'Leave' from the menu.

| Fieldtrip, Event or Travels | | | | | | | | | |
|--|-----------------------|------------|------------|--------|-----------------------------------|---------------|-----------------|----------|----------|
| <div> <div>Active</div> <div>My Drafts</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 | |
| 38 | Domestic Group Travel | 15/09/2020 | 22/09/2020 | New | Benjamin KNOX | The Pinnacles | | | ... |



- Enter any relevant comments and click the “Leave” button

New Field Trip

Status: Approved

Date Created: 14/09/2020

Start Date: 15/09/2020

Approver: Belinda OWEN

Requested By: Benjamin KNOX

Comment:

Leave

Your FET request will now show under the “All” tab with a status of “Left”.

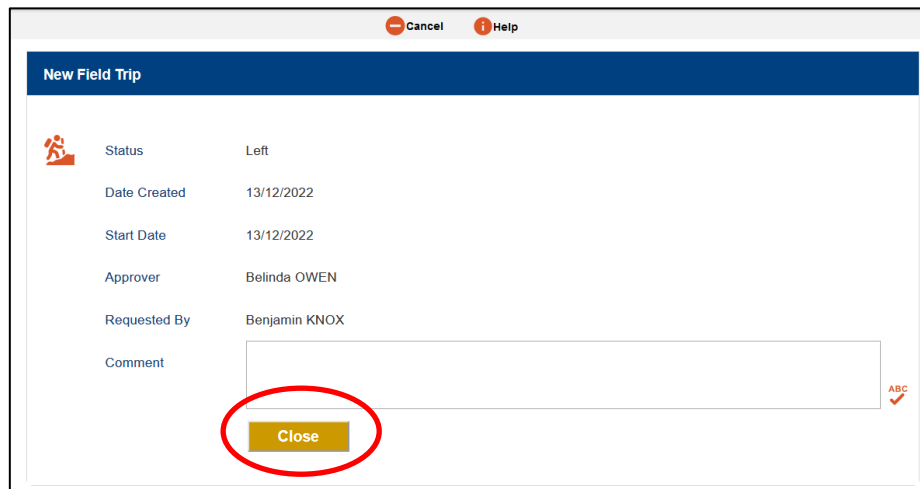
| Fieldtrip, Event or Travels | | | | | |
|-----------------------------|-----------|-----------------------|------------|-----------------|-------------|
| Active | My Drafts | All | Archived | My Peer Reviews | Invite |
| Ref. ▼ | | Type | Start Date | End Date | Status |
| 57 | ● | Domestic Group Travel | 13/12/2022 | 16/12/2022 | Left |

- To Finish and archive the FET request (once the event is complete or the fieldtrip / travel participants have returned), find the relevant FET request in the “All” tab, click Command ... and select ‘Return’ 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 |
| 57 | ● | Domestic Group Travel | 13/12/2022 | 16/12/2022 | Left | Benjamin KNOX | The Pinnacles | ● ● | ... |

| Risk Assessment | | Commands |
|---------------------|----------|----------|
| Current | Residual | |
| ● | ● | ... |
| View/Edit | | ... |
| Clone | | ... |
| Communications Plan | | ... |
| Print | | ... |
| Return | | ... |
| Audit Trail | | ... |
| Invite | | ... |

5. Type a comment on why the FET is being closed out and then hit “close”.



The screenshot shows a web form titled "New Field Trip". At the top, there are "Cancel" and "Help" buttons. The form contains the following fields and values:

| Field | Value |
|--------------|----------------------|
| Status | Left |
| Date Created | 13/12/2022 |
| Start Date | 13/12/2022 |
| Approver | Belinda OWEN |
| Requested By | Benjamin KNOX |
| Comment | <input type="text"/> |

Below the comment field is a yellow "Close" button, which is circled in red. To the right of the comment field is a small "ABC" icon with a checkmark.

This FET will now display in the “Archived” tab in the register.