

Create a Fieldtrip, Event and Travel Request

The Riskware Fieldtrip, Event and Travel (FET) module provides a clear plan when undertaking Fieldtrips, Events and Travel. This includes communication plans, check in points and emergency management to ensure that all parties participating and managing these activities understand what has been agreed in accordance with the risk assessment.



It is recommended that a Hazard Risk Assessment is created and approved in the WHS Risk Module of Riskware prior to creating a FET request.

For details on the procedures for completing Hazard Risk Assessments (HRA) please refer to the following documents available from the Health and Safety pages of the Human Resources Services website:

- *WHS Risk Assessment Procedure*

In addition, there are a variety of information sheets available on the Health and Safety pages of the Human Resources Services website that can assist with completing both the WHS Risk Module and the Fieldtrip, Event and Travel module within Riskware.




Please refer to the 'How to navigate the FET Register Information Sheet' for further information on the various functions and icons within the FET module.

New risk assessments/registers can be created in Riskware either by:

- Creating a new request
- Cloning (copying) and then editing an existing approved request from the FET Register

A) Create a New FET request:



- From the Fieldtrip, Event and Travel module home screen, select the  icon at the top of the page.









| <div> ← Back + New Filter Refresh Print Export Help </div> | | | | | | | | | |
|--|-----------------------|------------|------------|----------|-----------------------------------|---------------|------------------------------------|-------------------------------------|----------|
| Fieldtrip, Event or Travels | | | | | | | | | |
| <div> Active My Drafts All Archived My Peer Reviews Invite </div> | | | | | | | | | |
| Show me 20 items per page | | | | | | | | | |
| 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 | Approved | Benjamin KNOX | The Pinnacles | ● | ● | ... |


- This will open a new FET request and allow for entry of key information related to the request.


The ★ indicates where a field is mandatory.


3. Complete the information on the new FET request first page as below


| Field | Requirements |
|---|---|
| Fieldtrip, Event or Travel Name | <p>A short title of the FET request.</p> <div> <div>Fieldtrip, Event or Travel Description</div> <div>  * Fieldtrip, Event or Travel Name <input type="text" value="Study Tour to New York"/> </div> <div> Enter a brief name for your Fieldtrip, Event or Travel (e.g. Study tour to New York, Collecting soil samples or Open Day) </div> </div> |
| Fieldtrip, Event or Travel Description | <p>A more detailed description of the activities being undertaken. This may relate to the activities, location, dates and work area participating. This information will also appear in the <i>Description</i> bar at the bottom of the register when this item is selected.</p> <div> <div> * Fieldtrip, Event or Travel Description <input type="text" value="Health and Safety student study tour to visit facilities at New York Universities."/> </div> <div> Enter a detailed description for your Fieldtrip, Event or Travel </div> </div> |
| Fieldtrip, Event or Travel Destination | <p>Details of the main location(s) of where the activities are scheduled to take place. This information will appear under <i>Destination</i> in the FET register.</p> <div> <div> * Fieldtrip, Event or Travel Destination  <input type="text" value="New York City, USA"/> </div> <div> Enter your Fieldtrip, Event or Travel location or destination/s. Provide all that apply. </div> </div> <p>This information can be searched using filters so as this is a free text field it is recommended to ensure correct spelling and consistent language to provide information for other users.</p> |
| Fieldtrip, Event or Travel Type | <p>Please select the type most applicable to the request. This will determine future mandatory fields that have been assessed as required due to the type of hazards that may be inherent in the activities.</p> |

| | |
|--|---|
| | <div> <div>Fieldtrip, Event or Travel Type</div> <div>  <ul style="list-style-type: none"> <input type="radio"/> Domestic Group Travel <input type="radio"/> Event - Conference, Seminar or Exhibition <input type="radio"/> Event - Other Off Campus <input type="radio"/> Event - Other On Campus <input type="radio"/> Event - Student Guild or ECC <input type="radio"/> Field trip - Other <input type="radio"/> Field trip - Outdoor, Rural, Remote <input type="radio"/> International Group Travel <input type="radio"/> International Individual Travel <input type="radio"/> Other Travel </div> <div> Select the Type that best describes your Fieldtrip, Event or Travel. This will determine what further information is required for this application. </div> </div> |
| Fieldtrip, Event or Travel Dates | <p>Provide the dates of start and end of the activity. For an on-campus event, <i>departure</i> refers to the start of the event and <i>return</i> refers to the end of the event.</p> <div> <div>Fieldtrip, Event or Travel Dates</div> <div>  * Start Date: <input type="text" value="13/12/2022"/>  * End Date: <input type="text" value="31/12/2022"/>  </div> <div> Enter the start and end dates for your Fieldtrip, Event or Travel </div> </div> <p>Click the calendar button to the right of the dates to select the departure and return dates.</p> |
| Fieldtrip, Event or Travel Approver | <p>The FET Approver generally defaults to the line manager or supervisor of the person who enters the request in Riskware. This can be added or changed by clicking the search  button and choosing the appropriate person if required. A contact phone number that can be used for the duration of the request will need to be entered manually.</p> <div> <div>Fieldtrip, Event or Travel Approver</div> <div>  Name <input type="text" value="Benjamin KNOX"/>  </div> <div> Email <input type="text" value="b.knox@ecu.edu.au"/> </div> <div> Phone Number <input type="text" value="6304 2302"/> </div> <div> The person with the overall authority to approve the Fieldtrip, Event or Travel. Please note: Students are not able to approve requests. </div> </div> |
| Communications Person | <p>The Communications Person defaults to the line manager or supervisor of the person who enters the request in Riskware. This can be changed by clicking the search  button and choosing the appropriate person if required. A</p> |


| | |
|--|--|
| | <p>contact phone number that can be used for the duration of the request will need to be entered manually.</p> <div data-bbox="483 338 1455 692"> <p>Communications Person</p> <div>  <div> <p>Name</p> <input type="text" value="Benjamin KNOX"/> </div> <div> <p>Email</p> <input type="text" value="b.knox@ecu.edu.au"/> </div> <div> <p>Phone Number</p> <input type="text"/> </div> </div> <div data-bbox="1114 423 1342 490"> <p>The nominated staff member on campus to be contacted during the Fieldtrip, Event or Travel.</p> </div> </div> |
| <p>Please Respond (Communications Plan)</p> | <p>Tick the box to agree to the text. You must click this to proceed. Details of the Communications Plan will be entered on page 4 of the request.</p> <div data-bbox="483 869 1463 1025"> <p>Please Respond</p> <div> <input checked="" type="checkbox"/> <p>I have spoken to the nominated Communication Person and we have agreed on the Communications Plan for this Fieldtrip, Event or Travel.</p> </div> </div> |




4. Click the next  button at the top of the page to progress to page 2 of the request.




The request can be saved using the  **Draft** icon at any after completing the FET type on page 1, however you will be returned to the register. You can access your draft request under the “My Drafts” tab. It is recommended that you save at this point (and periodically prior to submitting) so that the request can be entered over multiple sessions and to avoid losing work should there be an internet outage.


5. Page 2 of the request takes you through the process of identifying the activities to be conducted and aligning these with hazard risk assessments in the WHS Risk Module.

| | |
|--------------------------|--|
| <p>Activities</p> | <p>Select all the boxes <input type="checkbox"/> that are relevant to the activities that are going to be undertaken as part of the Fieldtrip, Event or Travel. Use the  button to view the subcategories under each of the headings.</p> |
|--------------------------|--|



| | |
|---|---|
| | <div data-bbox="453 237 1501 600"> <p>Select all the Activities undertaken</p> <div>  <div> Activities <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Study Tour or Ambassador Program + Sports and Recreational Activities <ul style="list-style-type: none"> <input type="checkbox"/> Recreational Activities eg archery, rock climbing <input checked="" type="checkbox"/> Sports and Games + Travel <ul style="list-style-type: none"> <input type="checkbox"/> Domestic travel <input checked="" type="checkbox"/> International travel </div> </div> </div> <p>It is possible to select multiple subcategories. The selections will then be reflected in the next step.</p> |
| <p>Risk Assessments (Find Risk Assessment)</p> | <p>It is recommended that a Hazard Risk Assessment be created and approved in the WHS Risk Module related to the FET prior to completing the FET request. This is the easiest way to link a risk assessment to the request. Select the <i>Find Risk Assessment</i> button to search for your Risk Assessment.</p> <div data-bbox="453 873 1474 1348"> <p>Risk Assessments</p> <div>  <div> <ul style="list-style-type: none"> + International travel + Sports and Games + Study Tour or Ambassador Program </div> <div> <div>Find Risk Assessment</div> <div>Create Risk Assessment</div> </div> </div> </div> <p>A search pop up box will appear allowing you to search by free text fields <i>Risk Number</i>, <i>Assessment Name</i> and <i>Task/Use Keywords</i> or by <i>Risk Owner</i> using the  Search Button.</p> |








| | <div><div>Risk Assessment</div><div><div>Risk Assessment Details</div><div><div><div>Risk Number</div><div></div></div><div><div>Assessment Name</div><div></div></div><div><div>Risk Owner</div><div>Belinda OWEN</div></div><div><div>Task/Use Keywords</div><div></div></div></div><div><div>Search Risk Assessment</div></div><div><table><thead><tr><th>Ref.</th><th>Risk Owner</th><th>Assessment Name</th></tr></thead><tbody><tr><td>199</td><td>Belinda OWEN</td><td>testing create ra in fet</td></tr><tr><td>190</td><td>Belinda OWEN</td><td>Health and Safety Student Study Tour 2020</td></tr><tr><td>63</td><td>Belinda OWEN</td><td>Food trucks on Open Day</td></tr><tr><td>30</td><td>Belinda OWEN</td><td>cord on pathway v2</td></tr><tr><td>29</td><td>Belinda OWEN</td><td>cord on pathway</td></tr><tr><td>20</td><td>Belinda OWEN</td><td>transport of exam papers</td></tr></tbody></table></div></div><div><p>Click on the Search Risk Assessment button to reveal the available Risk Assessments. Note that a large search return may have results over multiple pages. Either use the page number drop down at the base of the page or refine your selection.</p><p>Clicking on the relevant Risk Assessment will link the Risk Assessment to the FET request.</p><div><div>+ Directly Linked Risk Assessments</div><div><div><div></div><div></div></div>Health and Safety Student Study Tour 2020</div></div></div><div><p>To link multiple Risk Assessments, repeat this process.</p><p>The coloured boxes to the left of the Risk Assessment title indicate the highest level of Current and Residual Risks in the Risk Assessment and are aligned to the ECU Risk Matrix.</p></div></div> | Ref. | Risk Owner | Assessment Name | 199 | Belinda OWEN | testing create ra in fet | 190 | Belinda OWEN | Health and Safety Student Study Tour 2020 | 63 | Belinda OWEN | Food trucks on Open Day | 30 | Belinda OWEN | cord on pathway v2 | 29 | Belinda OWEN | cord on pathway | 20 | Belinda OWEN | transport of exam papers |
|--|--|---|------------|-----------------|-----|--------------|--------------------------|-----|--------------|---|----|--------------|-------------------------|----|--------------|--------------------|----|--------------|-----------------|----|--------------|--------------------------|
| Ref. | Risk Owner | Assessment Name | | | | | | | | | | | | | | | | | | | | |
| 199 | Belinda OWEN | testing create ra in fet | | | | | | | | | | | | | | | | | | | | |
| 190 | Belinda OWEN | Health and Safety Student Study Tour 2020 | | | | | | | | | | | | | | | | | | | | |
| 63 | Belinda OWEN | Food trucks on Open Day | | | | | | | | | | | | | | | | | | | | |
| 30 | Belinda OWEN | cord on pathway v2 | | | | | | | | | | | | | | | | | | | | |
| 29 | Belinda OWEN | cord on pathway | | | | | | | | | | | | | | | | | | | | |
| 20 | Belinda OWEN | transport of exam papers | | | | | | | | | | | | | | | | | | | | |
| <p>Risk Assessments (Create Risk Assessment)</p> | <p>Whilst it is recommended that a Hazard Risk Assessment be created and approved in the WHS Risk Module related to the FET prior to completing the FET request, you can also select the <i>Create Risk Assessment</i> button to start a new Hazard Risk Assessment related to the FET request.</p> | | | | | | | | | | | | | | | | | | | | | |

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|---|--|
| | <div data-bbox="453 241 1473 712"> <p>Risk Assessments</p> <div>  <ul style="list-style-type: none"> + International travel + Sports and Games + Study Tour or Ambassador Program </div> <div> <input type="button" value="Find Risk Assessment"/> <input type="button" value="Create Risk Assessment"/> </div> </div> <p>This will open a new window and create a new risk assessment in the WHS Risk Module. Refer to the Create a New Risk Assessment in WHS Risk Information sheet for the step by step process to complete a New Risk Assessment.</p> <p>Once approved by the Risk Approver an email notification will be sent and appear in the WHS Risk Register. The Risk Assessment can then be directly linked using the <i>Find Risk Assessment</i> function.</p> |
| <p>Please Respond (Acknowledge the Risk)</p> | <p>Ensure that you have read and understood the risk assessment(s) linked, control measure implemented in accordance with both the current and proposed control measures and that this has been communicated to all the participants. Please then tick the box to proceed.</p> <div data-bbox="453 1189 1461 1337"> <p>Please Respond</p> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> The Fieldtrip, Event or Travel Leader has read and understood each Risk Assessment and will ensure control measures are in place and all participants are aware of the risk? </div> </div> |

6. Click the next  button at the top of the page to progress to page 3 of the request.

7. Page 3 of the request identifies the people participating in the Fieldtrip, Event or Travel, their roles and emergency contact information.

| | |
|---|---|
| <p>Fieldtrip, Event or Travel Leader</p> | <p>The Name field will auto-populate with the details of the person submitting the Fieldtrip request, however these details can be changed, as required.</p> <p>To add or change the details of the Fieldtrip, Event or Travel Leader, use the search  button to find and add the relevant person. To clear the details use the  button.</p> <p>It is a requirement to provide the details of the Emergency Contact person for the Leader. This is a free text field.</p> |
|---|---|

| | |
|---------------------|---|
| | <div> <div>Fieldtrip, Event or Travel Leader</div> <div>  <div> <div>Name</div> <div>Belinda OWEN</div> </div> <div> <div>Email</div> <div>b.owen@ecu.edu.au</div> </div> <div> <div>Phone Number</div> <div>6304 2302</div> </div> <div> <div>Business Unit</div> <div>Safety and Employment Relations</div> </div> <div> <div>Emergency Contact</div> <div>Fred Owen</div> </div> <div> <div>Contact Number</div> <div>0415 555 555</div> </div> </div> <div> <p>The person authorised to lead the Fieldtrip, Event or Travel. Please ensure that the most current emergency contact information is provided for all participants, including the Leader.</p> <p>Your Emergency Contact should be the person you want contacted if you are involved in an emergency e.g next of Kin</p> </div> </div> |
| First Aider | <p>Add a First Aider by using the Add a First Aider button and then entering the information by either using the  search button or entering free text.</p> <div> <div>* First Aider</div> <div>  <div> <div>* Name</div> <div>Email</div> <div>Phone Number</div> <div>Emergency Contact</div> <div>Contact Number</div> </div> </div> <div>  </div> </div> <p>Multiple First Aiders can be added using the Add First Aider button for each new First Aider.</p> <p>Note: This is a mandatory field for some request types such as Outdoor, Rural and Remote Fieldtrips as indicated by *.</p> |
| Participants | <p>Where possible enter all people participating the in the Fieldtrip, Event or Travel, noting that for large scale events this information may not be available. To add participants using the Add a Person button.</p> <div> <div>Participants</div> <div>  <div> <div>* Name</div> <div>Participant Type</div> <div>Employee ID</div> <div>Email</div> <div>Phone Number</div> <div>Emergency Contact</div> <div>Contact Number</div> <div>Activities</div> </div> </div> <div>  </div> </div> <p>Use the  to find a person or enter the information by free text.</p> |

Participants + Add a Person

| * Name | Participant Type | Employee ID | Email | Phone Number | Emergency Contact | Contact Number | Activities |
|---------------|-------------------|-------------|------------------|--------------|-------------------|----------------|------------|
| Adrienne SEER | --Please select-- | 230346 | a.seery@iamqa.ei | | | | |

The Participant Type can be selected using the drop down menu. Please select the most appropriate type.

--Please select Type--
 Study Tour Leader
 Event Organiser
 Skipper
 Dive Master
 Approver
 Communicator
 Consultant
 First Aider
 Proxy Leader
 Staff
 Student
 Volunteer
 --Please select--

Multiple people can be added using a file import. To do this download a copy of the .csv file by clicking on the Sample button at the top of the screen.

< Back Previous Next > Print Draft **+ Add Class** **Sample** Note Attach Help

Fieldtrip, Event or Travel Audit Note Attach

The fields in the downloaded file can be completed and saved in a folder on your computer.


| | A | B | C | D | E | F |
|---|----------------|---------------------|----------|-------------------|----------------|---|
| 1 | Name | Email | Number | Emergency Contact | Contact Number | |
| 2 | Alison Beil | Alison@yahoo.com | 44444444 | 44444444 | 44444444 | |
| 3 | Christien Joan | Christien@yahoo.com | 44444444 | 44444444 | 44444444 | |
| 4 | Dyna Helen | Dyna@yahoo.com.au | 44444444 | 44444444 | 44444444 | |
| 5 | Grace Mabell | Grace@yahoo.com.au | 44444444 | 44444444 | 44444444 | |
| 6 | | | | | | |


Use the Add Class button to find the save filed and upload to the participants list.

< Back Previous Next > Print Draft **+ Add Class** Sample Note Attach Help

Fieldtrip, Event or Travel Audit Note Attach

Select each of the people's participant type as detailed above.

Once all Participants have been added, Activities can then be added to each Participant using the  search button. These are based on the activities selected on page 2 of the request.




Select *Apply All activities to current participant* or select those relevant from the list using the check box. Selecting *Apply selected activities to all participants* and *Apply All activities to current participant* will apply all activities to all participants.



Participants have a colour rating applied to them subject to their experience with certain activities. Green indicated that they have participated in one or more of the activities more than three times, Amber three times or less and Red is where the person has not participated in any activity in previously completed fieldtrips, events or travel.



8. Click the next  button at the top of the page to progress to page 4 of the request.
9. Page 4 of the request provides the communication plan for the Fieldtrip, Event or Travel using a map to show the itinerary planned and details the requirements to communicate back to ECU.



There are some Fieldtrip, Event or Travel request types where completion of this page is mandatory. This includes all off campus activities.

10. Work through the Journey Details to provide the information for each leg of any journey associated with the Fieldtrip, Event or Travel:

a) Fieldtrip, Event or Travel details

Start Date/Time and Location

Select the location and time when the journey will commence. This may be a range of possibilities including but not limited to:

- One of the ECU campuses or work location
- The airport where the first flight may occur
- The participants home

Journey Details


Fieldtrip, Event or Travel Details

Start Date/Time

 10 PM

 00

Start Location

Use the  to search by the address of the location or the GPS coordinates.

Add Location Details

Enter details of the Location

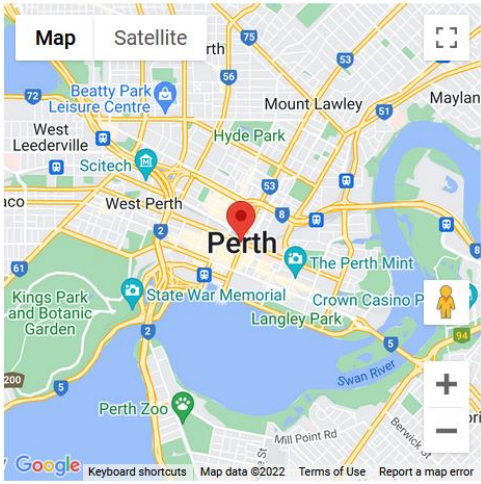
Location Search By
 Address ☒ Coordinates ☐

Location

Closest matching address
 395 Wellington St, Perth WA 6000, Australia

Latitude

Longitude


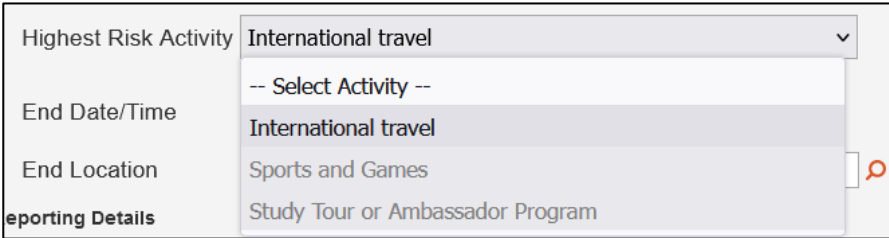
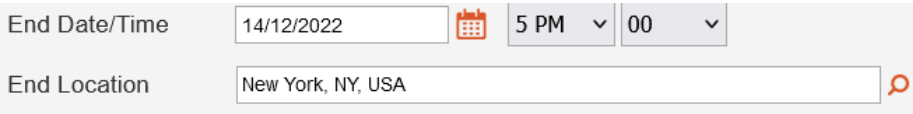



For Address: start typing the location. A drop down list will appear that changes as you enter more specific information. Select your location from this list.

For Coordinates: If the GPS coordinates of the location are known, selected the coordinates button and enter the Latitude and Longitude information. This will also automatically be populated when the address is entered.

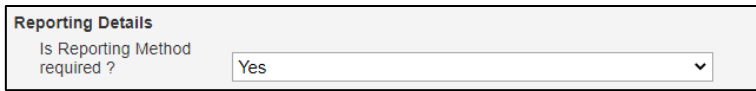
The Map can also be used to select the location. Use the + and – to zoom in and out.

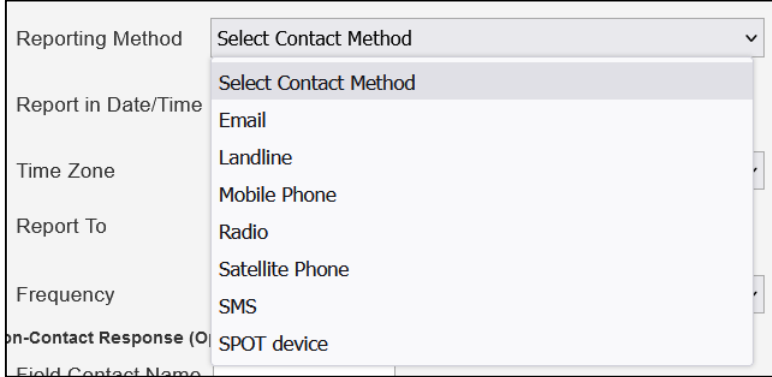

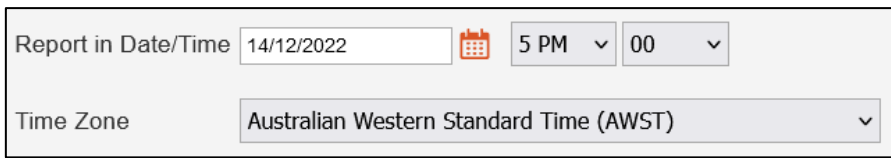

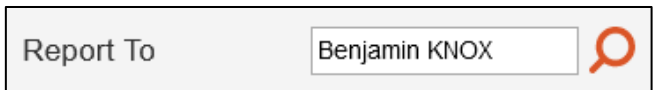
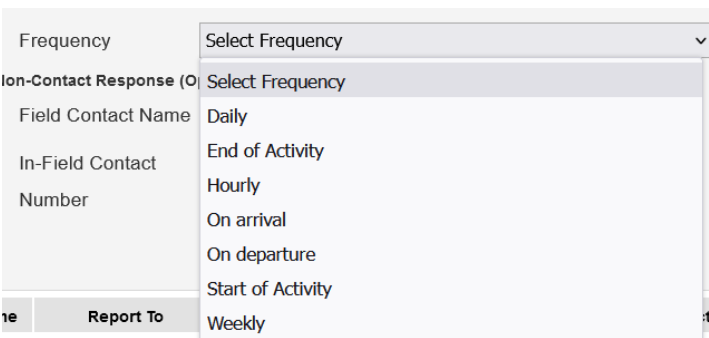
The  pin can be moved and dropped to select the exact location.

| | |
|-----------------------------------|--|
| | Click  save to retain the entered information and return to the Journey Details. |
| Highest Risk Activity | <p>Consider the highest risk activity for this part of the FET. Generally, this will be the task that is performed at the end location. The dropdown is populated from the activities selected at page 2 of the FET request.</p>  |
| End Date/Time and Location | <p>Select the location and the anticipated arrival time when this leg of the journey will end.</p>  <p>Use the  to search by the address of the location or the GPS coordinates.</p> |

b) Reporting Details

Agree with the Communication person at which points of the journey reporting back to ECU is required so that ECU can ensure that the participants remain safe. This may be at the arrival at a destination or certain times throughout the journey. Document this under Reporting Details as follows:

| | |
|--------------------------------------|--|
| Is Reporting Method required? | <p>Select whether the participants are required to check in during this leg of the journey.</p> <p>This may not be relevant in the case of some on campus events and in this case select no. The remaining fields will then appear greyed out. Proceed to c) <i>Non-Contact Response</i>.</p> <p>Otherwise, if a check in has been agreed to select “Yes”</p>  |
| Reporting Method | Select the preferred method as agreed with the Communication Person as the best way to check in using the dropdown provided. |

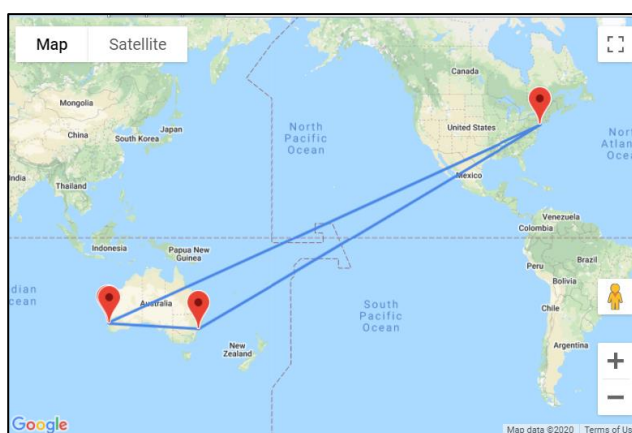
| | |
|----------------------------|--|
| |  |
| Report in Date/Time | <p>Select a date and time using the  and dropdown provided that the participant will contact the Communications person to advise that they are safe. Ensure to select the relevant Timezone.</p>  |
| Report To | <p>Use the  to search for the person that the participants will contact. This will generally be the Communication person identified at page 1.</p>  |
| Frequency | <p>Select the frequency that checking in will occur from the dropdown list. The frequency should consider the activities being undertaken and the associated risks.</p>  |

c) Non-Contact Response (Optional)

This field allows another person to be nominated as an alternative contact or back up should the Leader not check in and then is not able to be reached. For example, this may be a contact who is based at the location where the activity is occurring or another participant. Whilst this is optional, it is recommended that an alternative be provided where possible. Both the **Field Contact Name** and **In-Field Contact Number** are free text fields.


11. Click **Add** to submit this leg of the journey. This will then populate the Event Map and set the Journey Details to the previous End Location and Time.
12. Repeat steps 10 and 11 until all legs of the journey are complete.
13. All legs of the Journey will appear at the bottom of the screen and the map will be updated.

| Start Date/Time | Start Location | Highest Risk Activity | End Date/Time | End Location | Report in Date/Time | Report To | Reporting Method | Reporting Frequency | Field Contact Name | In-Field Contact | |
|------------------|--|---------------------------------------|------------------|-----------------------|---------------------|----------------|------------------|---------------------|--------------------|------------------|--|
| 01/10/2020 00:00 | 270 Joondalup Dr, Joondalup WA 6027, Australia | Taxi, ride share and charter vehicles | 02/10/2020 10:00 | New York, NY, USA | 02/10/2020 10:00 | Adrienne SEERY | SMS | On arrival | | | |
| 02/10/2020 10:00 | New York, NY, USA | Chemicals | 20/10/2020 10:00 | Sydney NSW, Australia | 20/10/2020 10:00 | Adrienne SEERY | SMS | On arrival | | | |
| 20/10/2020 10:00 | Sydney NSW, Australia | | 21/10/2020 12:00 | Perth WA, Australia | 21/10/2020 12:00 | Adrienne SEERY | SMS | On arrival | | | |



14. Click the next **Next** button at the top of the page to progress to page 5 of the request.
15. Page 5 of the request provides details of vehicles being used and any notes or attachments that support the request. Enter relevant information as follows:

| Vehicles | <p>If a vehicle(s) is being used as part of the activity, click the to add a vehicle.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Vehicles Add a Vehicle</p> <table border="1"> <thead> <tr> <th></th> <th>Vehicle Type</th> <th>Vehicle Sub Type</th> <th>Model</th> <th>Color</th> <th>Registration Number</th> <th>State</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Complete the relevant details using the dropdown boxes and free text fields (note: there are no mandatory fields and some details may not apply).</p> </div> | | Vehicle Type | Vehicle Sub Type | Model | Color | Registration Number | State | | | | | | | |
|-----------------|--|------------------|--------------|------------------|---------------------|-------|---------------------|-------|--|--|--|--|--|--|--|
| | Vehicle Type | Vehicle Sub Type | Model | Color | Registration Number | State | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Once complete, click  **save**.

Click *Add Vehicle* again for any additional vehicles.



Entries can be edited by clicking on the  button or deleted using the  button.

Attachments

Any attachments that are relevant to the request should be attached here. This may include an Emergency Management Plan. Click the “*Click to add an attachment*” button.

A pop up box will appear. Click *Select File* and choose the file to upload from your computer. Enter a description or any relevant information in the *Notes* section and submit by clicking *Upload Attachment*.













The file will appear under Attachments. To add more attachments, repeat this process.

Each attachment can be downloaded to the user's computer by clicking the  or deleted using the .

Notes

Notes can be added that may provide the users with information relevant to the Fieldtrip, Event or Travel. Click the Click to add note button.

A pop up box will appear with Note Date and Time set to the current time.


| | <p>This can be edited as required by clicking on the  for the date and using the dropdown menu for the time. Enter the details of the note under <i>Description</i> and submit by clicking <i>save</i>.</p> <p>The note will appear under Notes. To add more notes, repeat this process.</p> <div><div>Notes</div><div><div></div><div>Click to add a note</div></div><table><thead><tr><th>Note Date</th><th>Created By</th><th>Created Date</th><th>Details</th><th>Commands</th></tr></thead><tbody><tr><td>15/12/2022</td><td>Belinda OWEN</td><td>15/12/2022</td><td>A briefing for all travel participants was held today with all participants in attendance. The briefing slides and sign sheets have been attached to this request.</td><td> </td></tr></tbody></table></div> | Note Date | Created By | Created Date | Details | Commands | 15/12/2022 | Belinda OWEN | 15/12/2022 | A briefing for all travel participants was held today with all participants in attendance. The briefing slides and sign sheets have been attached to this request. |   |
|---|---|--------------|--|---|---------|----------|------------|--------------|------------|--|---|
| Note Date | Created By | Created Date | Details | Commands | | | | | | | |
| 15/12/2022 | Belinda OWEN | 15/12/2022 | A briefing for all travel participants was held today with all participants in attendance. The briefing slides and sign sheets have been attached to this request. |   | | | | | | | |
| <p>Please Respond (Emergency Plan)</p> | <p>Each note can be edited by clicking the  or deleted using the .</p> <p>There are some Fieldtrip, Event and Travel types that require an emergency plan to be submitted as part of the request. If this is the case, a <i>Please Response</i> will appear at the bottom of the page.</p> <div><div>Please Respond</div><div><div> </div><div>Emergency Plan has been attached:</div></div></div> <p>Ensure that an Emergency Plan has been attached under the Attachments section referred to above and select the box to acknowledge that this has occurred.</p> <p>The emergency plan document can be any document that outlines the plans for you in case of emergency, but if this is not already documented there is a template available on the People and Culture webpage.</p> | | | | | | | | | | |

16. Whilst the FET request is 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.

17. 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.

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Fieldtrip, Event or Travel Audit Note Attach

*** You are about to request a Fieldtrip, Event or Travel**

To complete this process, please follow the instructions below

To submit your request, click the button (located on the toolbar).

To review your information click the button (located on the toolbar).

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

The request will appear on the Fieldtrip, Event and Travel Register tab with a status of 'NEW' until it has been approved. Once in Approved status no further edits can be made. If changes are required, the Approver will need to reject the request. Once rejected, the request will appear in the My Draft tab of the Register. The Logger can then edit the request and resubmit for approval.

Further Fieldtrip, Event and Travel Module information sheets are available including:

- Clone a Fieldtrip, Event and Travel Request
- Invite someone to Peer Review
- Complete a Peer Review
- Approve or Reject a Fieldtrip, Event and Travel Request
- Commencing and Finishing the Fieldtrip, Event and Travel
- Navigating the Fieldtrip, Event and Travel Register