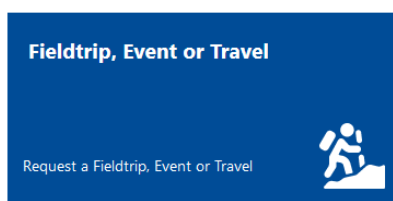# How to navigate the Fieldtrip, Event or Travel Register

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.

Click on the Fieldtrip, Event or Travel button on the Riskware home page to be taken to the Register.

Fieldtrip, Event or Travel

Request a Fieldtrip, Event or Travel

The Fieldtrip, Event or Travel Register

Ref. ▽		Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
								Current	Residual	
38	D	Domestic Group Travel	15/09/2020	22/09/2020	Approved	Benjamin KNOX	The Pinnacles	🔴	🔵	E
36	○	**Event - Conference, Seminar or Exhibition**	**2/11/2020**	**3/11/2020**	**New**	**Benjamin KNOX**	**ECU Joondalup**	🔵	🔵	...
24	○	International Group Travel	29/08/2020	31/08/2020	New	Belinda OWEN	Gin Gin, Western Australia	🟢	🟢	...
17	○	International Group Travel	1/10/2020	21/10/2020	New	Belinda OWEN	New York City, USA	🟢	🔵	...

Description

50 delegates from WA Universities attending ECU for a conference over 2 days

Note – the page view may vary depending on your security privileges. E.g. Administrators will see additional functions compared to general users.

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A. FAQ (Frequently Asked Questions)

Common questions are displayed here to provide help for particular questions related to the FET Register and related pages.

Click on the [i] icon and a pop up will appear with FAQs relevant to the page you are on.

B. Toolbar

The toolbar consists of various options that are available on the WHS Risk Register.

← Back	Return back to the previous page
+ New	Create a new FET request
▼ Filter	Filter the FET Register
⟳ Refresh	Refresh the FET Register to display any new requests
🖶 Print	Print the FET Register
⬇ Export	Export the FET Register
ⓘ Help	Online Help

C. Register Tabs

This area displays tabs showing requests in various stages of the creation, review and approval cycle. The requests that you can see in the register are subject to your level or approval. A general user will only be able to see requests associated with them.

Active	displays requests that are new (submitted for peer review or approval) or approved
Awaiting My Approval	displays requests allocated to you for review and approval
My Drafts	displays requests you have created that are in draft stage and have not yet been submitted for approval
All	displays all Requests regardless of status
Archived	displays requests that have completed
My Peer Reviews	displays risk assessments you have been invited to peer review
Invite	displays requests that you have been invited to view but not review

D. FET Requests

This area displays high level details of the FET Requests entered into Riskware.

Double clicking on the request line or clicking on the Commands ⋯ then selecting *View/Edit* will display the request in full and allow it to be edited if you have the appropriate permissions.

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E. Commands

This section provides various options available to help you manage your WHS Risk Assessments. The Command options provided depend on your security privileges.

View/Edit	Edit the request details when status is New, Draft or Rejected. (same as double-clicking on the risk)
Clone	Clone a FET request creating a new version available in My Drafts and in Draft status
Peer Review	Invite a person to peer review the request when status is New, Draft or Rejected.
Comunications Plan	View the Communication Plan associated with the FET request
Print	Print the request details
Approve	Approve the request
Reject	Reject the request. Rejected requests will appear in the logger's My drafts and All tabs.
Leave	Leaving allows the user to advise that the participants have departed or commenced the event
Return	Return allows the user to advise that the participants have returned or finished the event
Audit Trail	View the history request including any peer review feedback
Invite	Invite a person to view the request. This can be done at any status and will appear in the Invitee's invite tab
Suspend	Suspend the trip without archiving. The Status will be updated to Suspended.

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