

Invite a user to Peer Review a Fieldtrip, Event or Travel request

It may be helpful to seek the involvement of other participants with adequate knowledge and experience of activity or location to provide assistance with the development and management of a Fieldtrip, Event or Travel (FET) request.

Within the Riskware Fieldtrip, Event or Travel module, there is the function available to invite one or more subject matter experts with specific expertise or knowledge to review a draft FET request and provide feedback before it is submitted for approval.

This process is called a Peer Review.



A Peer Review can only be conducted on requests whilst they are in Draft or NEW (awaiting approval).

To invite a user(s) to conduct a Peer review prior to approval:

1. Go to the Fieldtrip, Event and Travel Register and click on 'My Drafts'
2. Identify the request you wish to invite the user to review. Click the Command ... and select 'Peer Review'.

Fieldtrip, Event or Travels

Active

My Draft

All

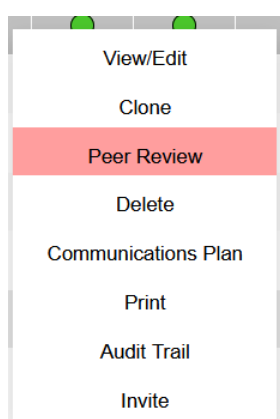
Archived

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 | | 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> | ... |



The Assign Peer Reviewers screen will be displayed.

3. Enter the first name and/or surname of the person you wish to Delegate to and click the Search button. A list of people matching your search criteria will be displayed.

Select the person you wish to assign the peer review to from the list.

Click the 'Add' button, transferring them to the 'Assigned' text box. Assigned persons can be removed by selecting the person and clicking the 'Remove' button.

Click the 'OK' button to save and send the invitation to the assigned person(s).

4. Users who have been invited to Peer Review an FET request will receive an email notification inviting them to conduct the Peer Review. A notification will also appear in their Notifications Centre on the Riskware home page.

Good afternoon Belinda

- You have 1 Task to perform.
- You have 1 Fieldtrip, Event or Travel to review.
- You have 2 WHS Risks to approve.

5. When a Peer Reviewer has completed a review, the Request Logger will receive email notification that the review has been completed.
6. Review notes are visible by clicking the Command ... and selecting 'Audit Trail'.

Requests that have been peer reviewed will display under the Active tab on the register.