

RiskWare Field Trip Module – User Guide



DOCUMENT CHANGE CONTROL

| Issue | Date | Amended By | Change |
|--------------|-------------|------------|----------------------------|
| Version 22-1 | 23 May 2021 | WHS Unit | Updated to reflect updates |

Contents

| | | |
|-------|---|----|
| 1 | What is RiskWare | 4 |
| 2 | Risk Ware Field Trip Module | 4 |
| 3 | How to Access Field Trip Module..... | 5 |
| 3.1 | Log into RiskWare..... | 5 |
| 3.1.1 | JCU Website..... | 5 |
| 4 | Exiting RiskWare..... | 7 |
| 5. | Functions of the Field Trip Register | 8 |
| | Useful Tips..... | 10 |
| 6. | Creating a New Field Trip | 10 |
| 6.1 | Enter “Field Trip Details” – Page 1 of 5..... | 10 |
| 6.2 | Enter “Activity Identification” Page 2 of 5..... | 13 |
| 6.3 | Enter “Person’s Undertaking Field Trip” Page 3 of 5 | 14 |
| 6.4 | Enter Field “Trip Itinerary/Comms Plan” Page 4 of 5 | 16 |
| 6.5 | Enter “Vehicle & Attachments” Page 5 of 5..... | 17 |
| 7 | How to request a Review | 20 |
| 8 | Review a Field Trip | 21 |
| 9 | Clone a Field Trip..... | 22 |
| 10 | Approve/Reject the Field Trip..... | 23 |
| 11 | Leave/Return..... | 24 |
| 12 | Invite a person to view trip..... | 26 |
| 13 | View invited trips..... | 27 |

1 What is RiskWare

RiskWare is a web based application that can be accessed any time of day, on or off campus and is used to manage information and actions relating to incidents, hazards and risk assessments.

It enables employees to:

- Report an incident for themselves or someone else, with or without an injury;
- Report a hazard for themselves or someone else;
- The option of confidentiality when reporting on incidents and hazards;
- Register a Risk; and
- View the Enterprise Risk Register.

2 Risk Ware Field Trip Module

- How to create a new Field Trip
 - Enter details about Field Trip including description, destination and dates.
 - Identify activities occurring on the Field Trip and link risk assessments.
 - Enter details of Field Trip leader, approver, communication person, first aid and participants individually or add a class.
 - Enter Field Trip itinerary and communication plan.
 - Provide details of vehicles and add attachments and notes to support Field Trip.

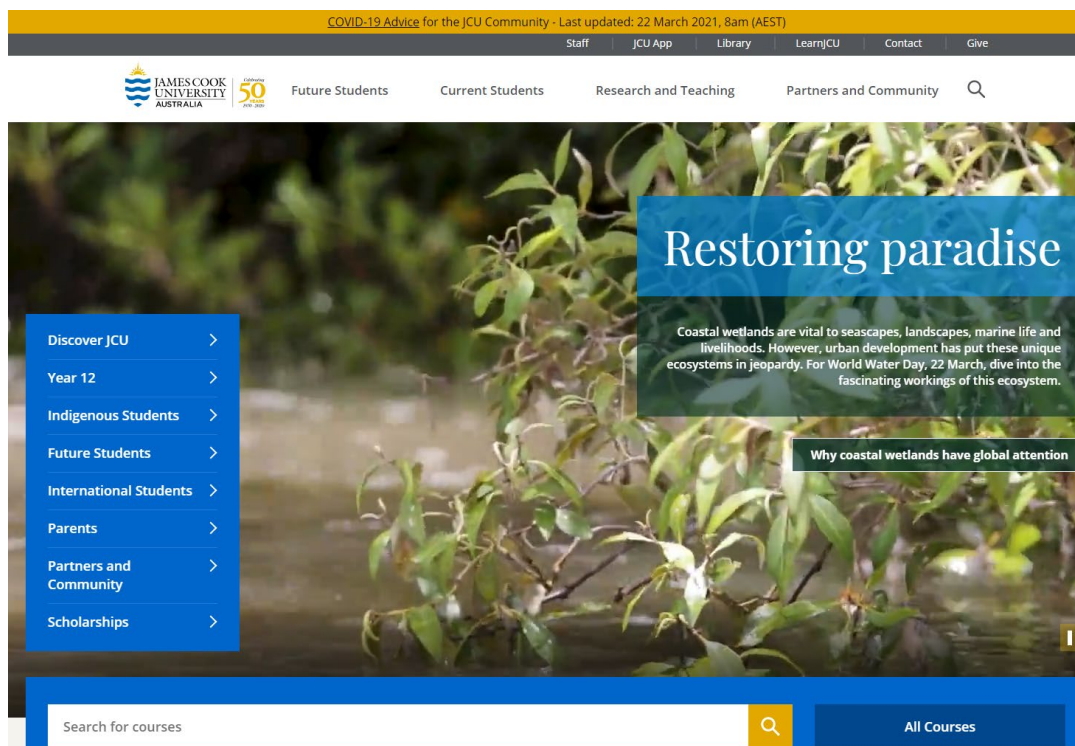
3 How to Access Field Trip Module

3.1 Log into RiskWare

3.1.1 JCU Website

- The link to RiskWare is available on the JCU website. To access the website, you will need to do the following:

Step 1 Open your Internet Explorer Browser to the JCU Homepage and click on 'Staff'. Do not use Firefox or other browsers (unless necessary) as they reduce the capability of RiskWare.



Step 2 Select 'RiskWare' under Quick Links.

STAFF

I want to

Estate

Finance

Human Resources

ICT Services

International

JCU Connect

LTSE

Marketing

Media and Communications

OneJCU

Work Health and Safety

All Services A-Z

Staff

Search the JCU Public Directory

All fields

Find people

Recruitment Process - New Vice Chancellor

At the [Vice Chancellor's Staff Forum](#) on 15 December 2020 Professor Sandra Harding AO announced her intention to retire from JCU at the end of 2021. JCU Chancellor Bill Tweddell is leading the recruitment process to appoint her successor on behalf of the Council of the University. Please [read here for more information](#).

Quick Links

- [Campus Indigenous Names](#)
- [COGNOS](#)
- [Concur - Travel Expense Management System](#)
- [COVID-19 advice](#)
- [eAcademic](#)
- [Employee Assistance Program \(EAP\)](#)
- [Important information regarding the Enterprise Agreement Variation \(EAV\)](#)
- [My HR Online](#)
- [My Requisitions](#) (requires access to the JCU network)
- [Policy Library](#)
- [Request Maintenance](#) (requires access to the JCU network)
- **[Riskware](#)**
- [Service Now](#)
- [Staff Email](#)
- [Staff Online](#)
- [Timetable and Room Booking](#)

Step 3 Scroll down to 'LOG IN TO RISKWARE' hyperlink.

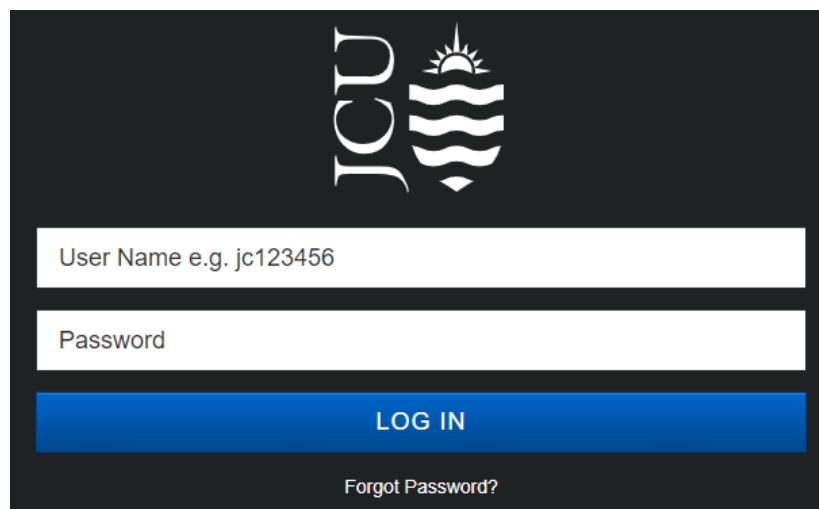
To access and use RiskWare, **staff and students must first authenticate** using their JCU username and password.

Log into Riskware

**Note, not all staff are required to watch the ERM module; if this module is applicable to your role at JCU, you will be issued formal notification by email.*

Step 4 JCU Users will use their JCU log in details to access RiskWare.

- First you will need to register for [Multi-Factor Authentication \(MFA\)](#).
- Once you have registered for MFA, you can access RiskWare
- Anyone who has a JCU number can access RiskWare



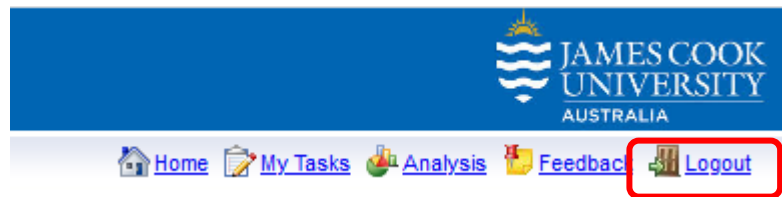
The login screen features the JCU logo at the top. Below it are two input fields: 'User Name e.g. jc123456' and 'Password'. A blue 'LOG IN' button is positioned below the password field. At the bottom, there is a link that says 'Forgot Password?'.



4 Exiting RiskWare

To exit the Web Self Service always use the LOG OUT option which is located at the top right hand side of the navigation screen.

Step 1 Log off RiskWare



5. Functions of the Field Trip Register

Field Trip Register Screen

HomeMy TasksChange PasswordFeedbackLogout



BackNewFilterRefreshPrintExportHelp

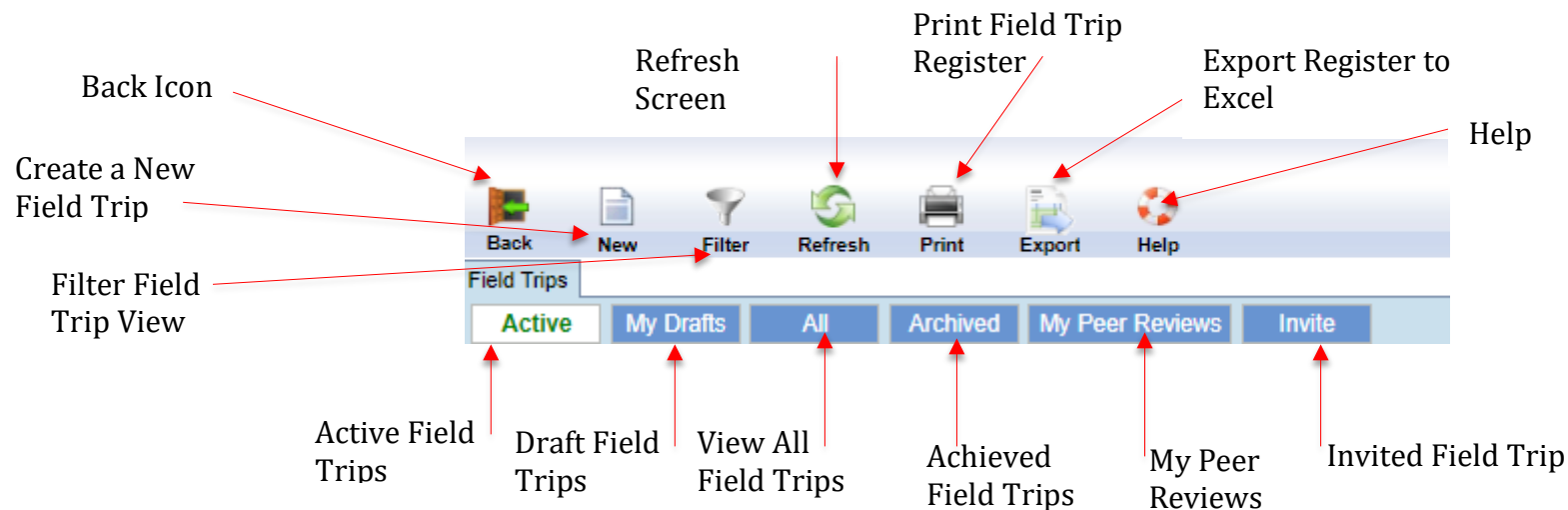
Field Trip Register

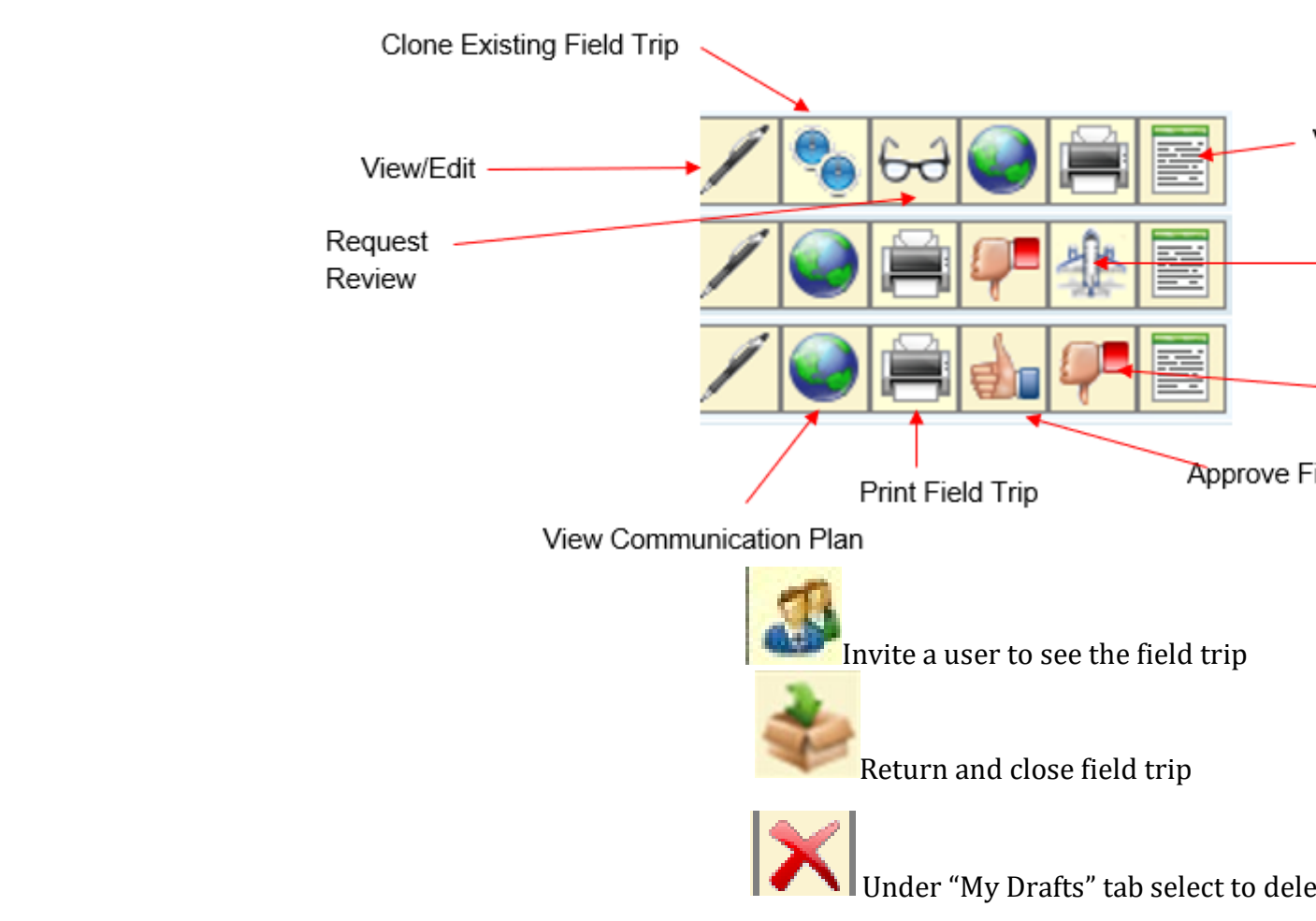
Field Trips

ActiveMy DraftsAllArchivedMy Peer ReviewsInvite











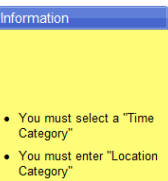

Show me 20 items per page

| Ref. ▼ | Type | Start Date | End Date | Status | Field Trip Leader | Destination | Risk Assessment | | Commands |
|--------|---------------|------------|------------|----------|--------------------|--------------------------------------|-----------------|----------|---|
| | | | | | | | Current | Residual | |
| 213 | International | 24/03/2021 | 31/03/2021 | New | FTM Training | lizard island, big ben | Low | Low |      |
| 210 | Other | 9/03/2020 | 13/03/2020 | New | Hillary Smith | Magnetic Island, QLD | High | High |      |
| 209 | International | 27/02/2020 | 29/02/2020 | New | FTM Training | alice springs,brisbane, perth | Low | Low |      |
| 207 | International | 24/07/2019 | 31/07/2019 | New | FTM Training | Conflict Islands | High | High |      |
| 206 | Other | 24/07/2019 | 29/07/2019 | New | FTM Training | work is being done, the next locaion | High | High |      |
| 199 | International | 12/12/2018 | 13/12/2018 | Approved | FTM Training | abc | Low | Low |      |
| 108 | Remote | 28/05/2017 | 31/05/2017 | Approved | Raelene Fewquandle | Alice Springs, Mac Donnell Ranges, | Low | Low |      |





Useful Tips

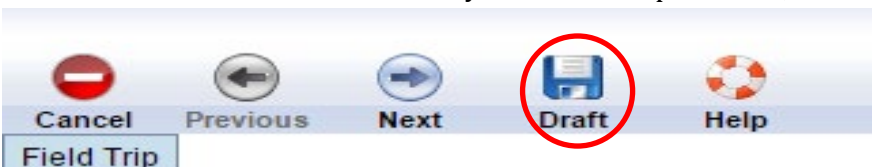
| | | | |
|---|--|---|--|
|  | Indicates a required field and must be completed |  | Used to cancel the record |
|  | Used to go back and review or amend data |  | Used to assign to approver |
|  | Used to go forward to the next page |  | Used to save as a draft in Incident Report |
|  | Access to user guides (Currently unavailable) Email safety@jcu.edu.au for assistance |  | Used to perform a search |
|  | Indicates a drop down list is available |  | Used to save as a draft in Risk Assessment |
|  | Advises what mandatory field requires information |  | Click a question to display an answer to the FAQ |

6. Creating a New Field Trip

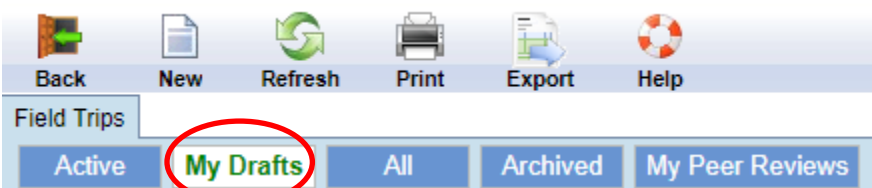
- Select the “New” icon from the Field Trip Register to log a new Field Trip.



- To save the information at any time and complete later, select “Draft” at the top toolbar.



- To view the draft Field Trips from the Field Trip Register, select ‘My Drafts’.




6.1 Enter “Field Trip Details” – Page 1 of 5

- Field Trip Name – Enter a brief name for the trip. (*Maintaining any existing naming conventions, if required*).

- Field Trip Description - Enter a detailed description for the Field Trip.

Field Trip Description




Field Trip Name

↩


Field Trip Description

↩



- Field Trip Destination – Enter the Field Trip destination/s. Use a comma to separate different locations if required.


Field Trip Destination



↩

- Field Trip Type – Select the type that best describes the Field Trip. *(Information on Field Trip Types can be found in the definitions section of the [WHS-PRO-015 Field Trip Procedure](#)).*
- - International
 - Remote
 - Other

Field Trip Type



☐ Boating and Diving

☐ International

☐ Other

☐ Remote

↩


- External Reference Number – For example boating reference number or travel ID number. This is not a mandatory field.


External Reference Number

External Reference Number (If Applicable)

- Field Trip Dates – Enter the start and end dates for the Field Trip by selecting the “Date Calendar” icon.



Field Trip Dates

Start Date: 

End Date: 

- Field Trip Approver – the person with the overall authority to approve the Field Trip (*as per [WHS-PRO-015 Field Trip Procedure](#)*). To assign a person, select the “Magnifying Glass” icon and search for the Field Trip Approver for your area. Information will populate update as required.

Field Trip Approver

 Name  Email Phone Number

Find a person

Enter one or more fields and click the search button to find a person

Search for: ☐ Supervisors/Managers ☒ Everyone

Search



First Name: Surname:

Employee ID: Login Name:

Title: Location:

| Name | Title | Login Name | Employee ID | Location |
|--------------------|-------|---------------------|-------------|------------|
| Raelene Fewquandie | | jc447781@jcu.edu.au | | Townsville |



Field Trip Approver

 Name  Email Phone Number

Raelene Fewquandie raelene.fewquandie@jcu.edu.au 47814429

- Communications Person – JCU Representative not going on the Field Trip. To assign a person select the “Magnifying Glass” and search for the Communications Person relevant to your Field Trip. The communication person may be the approver. Information will populate update as required.


Communications Person

 Name  Email Phone Number

Raelene Fewquandie raelene.fewquandie@jcu.edu.au 47814429

- Please Respond - The logger of the Field Trip must ensure they have spoken with the Communications Person about the Communication Plan for the Field Trip. By ticking the text box, the Field Trip Leader confirms that the Communications Person has been consulted.

Please Respond

 ☒ have spoken to the nominated Communication Person and we have agreed on the Communications Plan for this Field Trip.

- Once all information is complete select next to continue.


 Cancel
  Previous
  Next
  Draft
  Help

Field Trip

6.2 Enter “Activity Identification” Page 2 of 5

- Select “activity List” heading
- Select all the applicable activities undertaken on this Field Trip. Once activities are selected, approved JCU risk assessments with corresponding activities assigned to them will populate the Risk Assessment” box. Select “Add” to link the risk assessments to the Field Trip.

Select all the Activities undertaken





Activities

☒ Activity List

- ☐ 4WD
- ☐ Animal Collection
- ☐ Art exhibitions
- ☐ ATV
- ☐ Boating
- ☐ Camping
- ☐ Canyoning




Risk Assessments

 434-Art Exhibition in London surveying artists

 437-Cliffwalking on Hu Shan Mountain, China

- A risk assessment can be found by selecting - “Find a Risk Assessment” icon.
- A risk assessment can be created by selecting- “Create Risk Assessment” icon.
- The directly linked risk assessment will appear


➤ Directly Linked Risk Assessments

 8618-TV3001 Lisgar field trip  

Please respond – as the Field Trip Leader, select the text box to confirm each risk assessment for the Field Trip has been read and understood.

Please Respond





 The Field Trip Leader has read and understood each Risk Assessment and will ensure control measures are in place and all participants are aware of the risk.


6.3 Enter “Person’s Undertaking Field Trip” Page 3 of 5

- Field Trip Leader – the person authorised to lead the Field Trip. Only one Field Trip Leaders details can be entered per Field Trip.

Field Trip Leader

 Name  Email Phone Number

Business Unit

Emergency Contact Contact Number 

- First Aider – Select “Add First Aider” to populate details.

First Aider

 Name  Email Phone Number Emergency Contact Contact Number  



- Participants – you can individually add a participant one by one or add a class.
 - Individually – select “Add a Person” and enter details of participant.**








Participants

 Name  Email Phone Number Emergency Contact Contact Number   Activities



- Add Class – From a csv file you can select “Add Class” from the toolbar to populate the participants**

| | A | B | C | D | E |
|---|----------------|---------------------|----------|-------------------|----------------|
| 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 |

Field Trip

Add multiple participants ✕

Select File

Add Participants

Participants

| Name | Email | Phone Number | Emergency Contact | Contact Number |
|----------------|---------------------|--------------|-------------------|----------------|
| Alison Beil | Alison@yahoo.com | 44444444 | 44444444 | 44444444 |
| Christien Joan | Christien@yahoo.com | 44444444 | 44444444 | 44444444 |
| Dyna Helen | Dyna@yahoo.com.au | 44444444 | 44444444 | 44444444 |
| Grace Mabell | Grace@yahoo.com.au | 44444444 | 44444444 | 44444444 |

- Assign activities to individuals by selecting the magnifying glass. (optional)

Add Activities to participants ✕

 **save**

Assign Activities to person

☐ Apply selected activities to all participants

☐ DASL-Art exhibitions
☐ DASL-Cliffwalking

Activities

DASL-Art exhibitions

6.4 Enter Field "Trip Itinerary/Comms Plan" Page 4 of 5

Journey Details

Field Trip Details

Start Date/Time 12 AM 00

Start Location Alice Springs NT, Australia

Highest Risk Activity -- Select Activity --

End Date/Time 12 AM 00

End Location

Reporting Details

Is Reporting Method required ? Yes

Reporting Method Select Contact Method

Report in Date/Time 12 AM 00

Time Zone Australian Eastern Standard Time (AEST)

Report To






Frequency Select Frequency

Non-Contact Response (Optional)

Field Contact Name


In-Field Contact Number

Add **Clear**

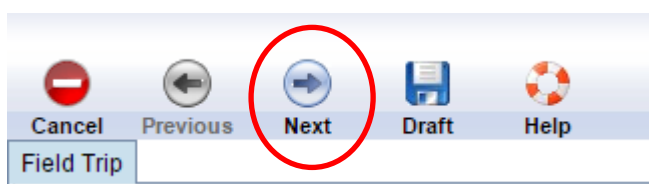
| Field | Description |
|---|--|
| Start Date | Select Field Trip date by using date  icon |
| Start Location | Select  magnifying glass icon to choose start location |
| Highest Risk Activity | Use drop down menu and select highest-risk activity on the day for the Field Trip. <i>Pre populated by risk identified in risk assessment. This box can be left blank</i> |
| End Date/Time | Select Field Trip date by using date  icon |
| End Location | Select  magnifying glass icon to choose end location |
| Reporting Details (How is the Field Trip Leader going to report into the Communication Person) | |
| Reporting Method | Use drop down menu to select method identified |
| Report in Time | Select time that reporting in will occur |
| Time Zone | Select the applicable time zone |
| Report To | This is the identified Communication Person. Can be changed by selecting  magnifying glass icon to choose another JCU staff member or free text |
| Frequency | Use the drop down menu to select the frequency of the contact |
| Non-Contact Response (who is the Communication Person going to contact in the field if no contact has been made at agreed times. | |
| Field Contact Name | Type in contact name of person in the field to contact. (Free text box) |
| In Field contact Number | Type in the identified number of persons in the field. (free text box) |

- Select “Add” to populate details into the communication plan. To clear the information, select “Clear”.



| Date | Start Location | Highest Risk Activity | End Location | Reporting Method | Report in Time | Report To | Frequency | Field Contact Name | In-Field Contact | |
|------------|----------------------------------|-----------------------|----------------------------------|------------------|----------------|--------------------|-----------|--------------------|------------------|---|
| 15/05/2017 | Mount Isa, Queensland, Australia | Art exhibitions | Miles End, Queensland, Australia | Mobile phone | 10:00 | Raelene Fewquandie | Daily | Fred | 123456 |  |

- To edit the information, select the “Edit” icon and make changes.
- Once all information is complete select “Next” to continue.



6.5 Enter “Vehicle & Attachments” Page 5 of 5

| Vehicles | | | | | | |  |
|---|------------------|-------|-------|---------------------|-------|--|---|
| Vehicle Type | Vehicle Sub Type | Model | Color | Registration Number | State | | |
|  | | | | | | | |

- Select “Add a Vehicle” and enter the information on hand into the fields. All of these fields do not need to be completed. Select “Save” once complete.

Add Vehicle Details

Save

Enter details of the Vehicle

Vehicle Type

-- Please select a Type --

Make

-- Please select a Type --

Fleet Type

-- Please select a Type --

Model

Colour

Registration Number

Registered Country

-- Please select a Country --

Registered In State

-- Please select a State --

- To add attachments click the “Add an Attachment” button, Click “Select File”, add notes if required and click “Upload Attachment”. Files can include excel, word, PDF and pictures. Examples of attachments may include; emergency response plan, details of further communication required, more detailed map of location.

Attachments

Click to add an attachment

Attachment Type

Add Attachment

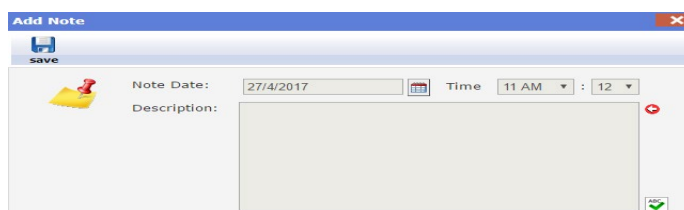
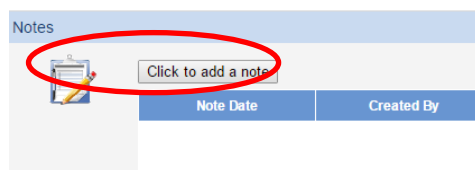
Select File

Max file size: 5MB

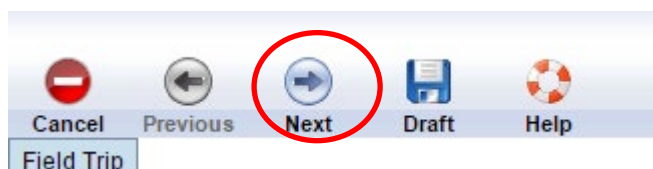
Notes:

Upload Attachment

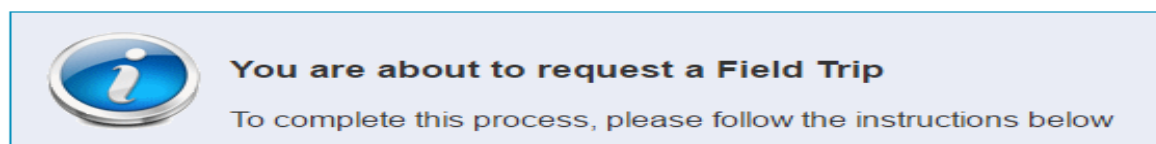
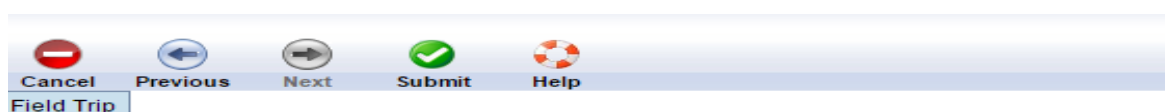
- To add notes click the “Add a Note” and add note in description field, selecting “Save” to create the note in the Field Trip. These notes are not logged in the “Audit Trail”, they are only found on this page of the Field Trip.





- Once all information is complete select: “Next” to continue.



- Submitting a Field Trip –To review any information select the “Previous” button to go back through the pages and change information as required. If all the information about the Field Trip is correct and does not require changes, select the “Submit” button for approval.
- If changes are required to be made to a trip after submitting a note can be added by the logger to advise the approver of the change. Otherwise, to make changes the field trip will need to be rejected and it will be editable in the “My Drafts” tab.
- Email notifications will be sent out.







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

- Your Reference Information” displays the unique identifier number for your Field Trip.

Your Reference Information

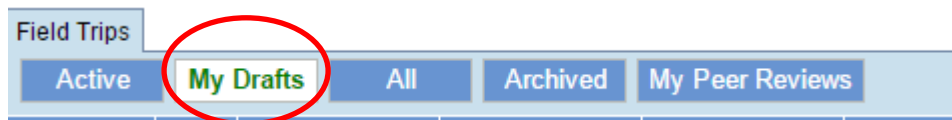
Your Field Trip has now been submitted for approval. Your Reference Number is **14**

-  [Print the Field Trip](#)
-  [Request another Field Trip](#)
-  [Home Page](#)
-  [Field Trip Register](#)

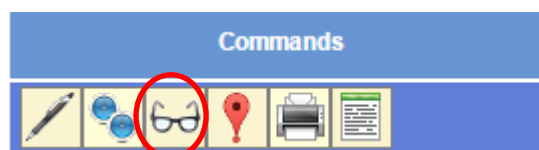
7 How to request a Review

This function allows a logger to assign another person or several people to have access to review the Field Trip prior to submitting. The Field Trip is in draft status and should be assigned to someone who has knowledge of the requirements of the risk assessment, Field Trip activities and has experience with Field Trips. This may be a delegated person in the Division.

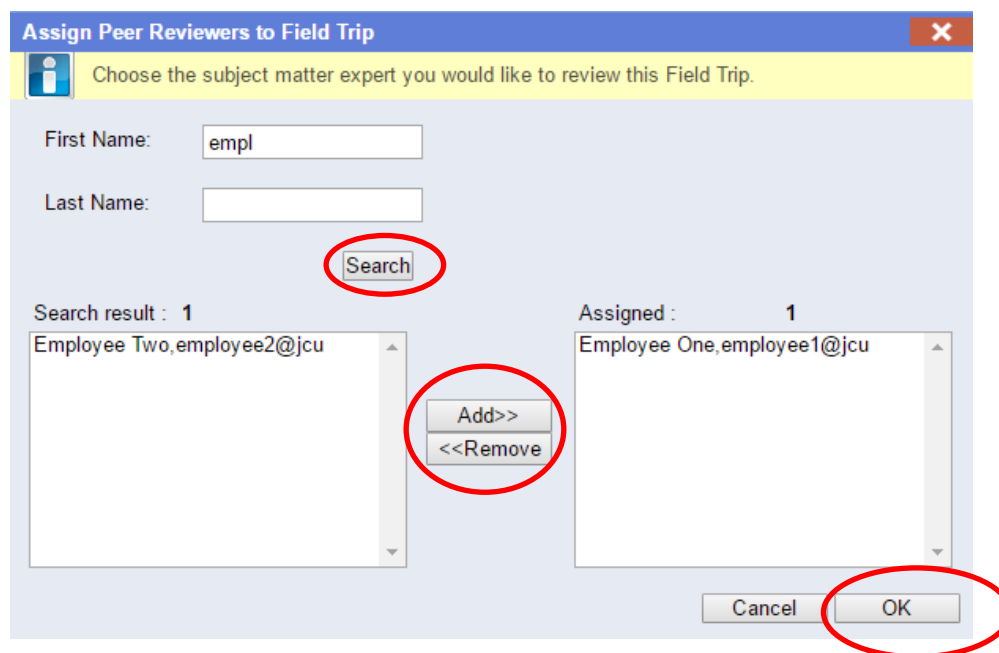
- Select the “My Drafts” tab on the Field Trip Register.



- Select the “Review” icon.



- Search for the person/s, add them and select “Ok”.
- Select “Remove” to take people off the list.
- An email notification will be sent to the person/s that have been assigned as a review and will be recorded in the audit trail.
- Once the review has been completed the logger will receive an email notification and also see the action through the audit trail as the review being completed. This may be a divisional requirement before submitting for approval.

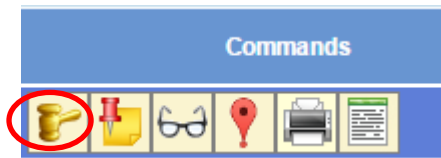


8 Review a Field Trip

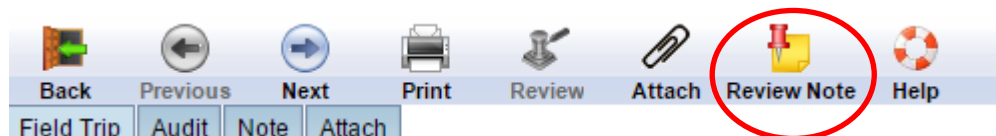
- To review the assigned Field Trip, go to the “Field Trip Register Page” select “My Peer Review”. All Field Trips that have been assigned for you to review will be listed.



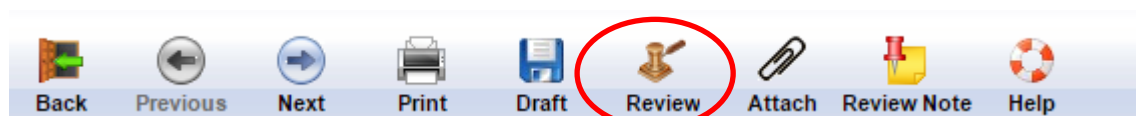
- Select the “Review Field Trip” icon to view the Field Trip.



- Use the “Next” icon to go through each page and review the information in the Field Trip.
- Use the “Review Note” icon to make suggestions to the Field Trip Logger (this is a mandatory step to complete the review). E.g. Record using the “Review Note” that as the peer review delegate, you have confirmed the Field Trip meets Field Trip requirements.



- Once a note has been added the “Review” icon can be selected.



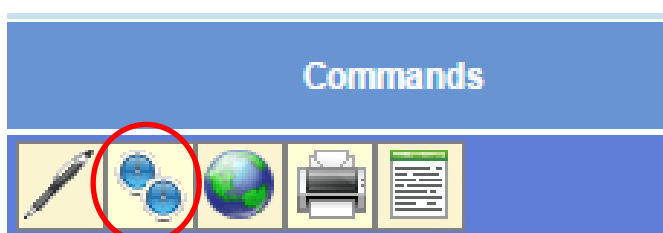
- The audit trail will demonstrate if a review has been requested, reviewed with notes added and approved.

| Audit Trial X | | | |
|--|-------------|-------------------|-----------------------|
| Audit / Workflow Activity | Action | Actioned On | Actioned By |
| Create Approved Peer Review | PEER REVIEW | 19/5/2017 9:05 AM | Raelene Fewquandie |
| Add Peer Review Note - [This field trip meets all requirements of a field trip. Proceed to submit this field trip for approval] by Raelene Fewquandie | PEER REVIEW | 19/5/2017 9:05 AM | Raelene Fewquandie |
| Raelene Fewquandie viewed this FieldTrip | VIEW | 19/5/2017 9:04 AM | Raelene Fewquandie |
| Notification [Riskware - Field Trip Peer Review request] sent to raelene.fewquandie@jcu.edu.au | EMAIL | 19/5/2017 9:04 AM | Riskware Notification |
| Raelene Fewquandie assigned as a Peer Reviewer by Annette Quagliata | PEER REVIEW | 19/5/2017 9:04 AM | Annette Quagliata |
| Annette Quagliata Created this FieldTrip | CREATE | 19/5/2017 9:03 AM | Annette Quagliata |

9 Clone a Field Trip

This function allows a logger to clone a Field Trip that they have used previously.





- Select the “Clone” icon in the command section of the Field Trip Register.



- The Field Trip is reactivated to update details as required.
- Submit for review (if applicable) and submit for approval.
- The Field Trip is assigned a new reference number on the Field Trip Register.

Your Reference Information

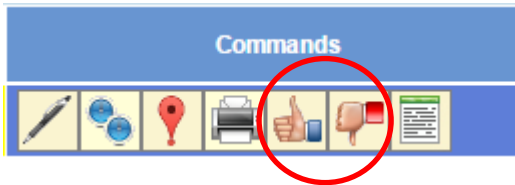
Your Field Trip has now been submitted for approval. Your Reference Number is **37**

-  [Print the Field Trip](#)
-  [Request another Field Trip](#)
-  [Home Page](#)
-  [Field Trip Register](#)

10 Approve/Reject the Field Trip

Once a Field Trip has been submitted the Field Trip Approver has access to see the Field Trip on the Field Trip Register Page.

- To approve a Field Trip, select the “Approve” icon (hands up) and add note.
- To reject the Field Trip, select the “Reject” icon (hands down) and add note.




Approve [X]

 **Approve Field Trip**
To approve this Field Trip enter any comments and click the Approve button

Approve Cancel

Reject [X]

 **Reject Field Trip**
To Reject this Field Trip enter any comments and click the Reject button

This field trip has been rejected by
This field trip does not meet requirements of a field trip as the risk assessment does not match activities identified in the plan. Resubmit field trip when the risk assessment reflects all activities identified in this field trip.

Reject Cancel

| Audit Trial | | | |
|---|---------|------------------|-----------------------|
| Audit / Workflow Activity | Action | Actioned On | Actioned By |
| Annette Quagliata approved this Field Trip [Field trip approved] | APPROVE | 5/5/2017 2:38 PM | Annette Quagliata |
| Notification [Riskware - Your field trip has now been approved] sent to averil.hill@jcu.edu.au | EMAIL | 5/5/2017 2:38 PM | Riskware Notification |
| Notification [Riskware - Your field trip has now been approved] sent to raelene.fewquandie@jcu.edu.au | EMAIL | 5/5/2017 2:38 PM | Riskware Notification |
| Notification [Riskware - Your field trip has now been approved] sent to annette.quagliata@jcu.edu.au | EMAIL | 5/5/2017 2:38 PM | Riskware Notification |
| Notification [Riskware - Your field trip has now been approved] sent to annette.quagliata@jcu.edu.au | EMAIL | 5/5/2017 2:38 PM | Riskware Notification |
| Notification [Riskware - Field Trip is Submitted] sent to raelene.fewquandie@jcu.edu.au | EMAIL | 5/5/2017 2:18 PM | Riskware Notification |
| Notification [Riskware - Field Trip is Submitted] sent to annette.quagliata@jcu.edu.au | EMAIL | 5/5/2017 2:18 PM | Riskware Notification |
| Notification [Riskware - Field Trip is Submitted] sent to annette.quagliata@jcu.edu.au | EMAIL | 5/5/2017 2:18 PM | Riskware Notification |
| Annette Quagliata modified this FieldTrip | UPDATE | 5/5/2017 2:17 PM | Annette Quagliata |
| Annette Quagliata viewed this FieldTrip | VIEW | 5/5/2017 2:17 PM | Annette Quagliata |
| Annette Quagliata modified this FieldTrip | UPDATE | 5/5/2017 2:17 PM | Annette Quagliata |
| Annette Quagliata viewed this FieldTrip | VIEW | 5/5/2017 2:14 PM | Annette Quagliata |

11 Leave/Return

Once the Field Trip has commenced select the “Leave” icon on the Field Trip Register. A note is required to be added then select “Leave”.

Commands

Cancel Help

New Field Trip

Status

Approved

Date Created

05/05/2017

Date Departure

14/05/2017

Approver

Raelene Fewquandie

Requested By

Annette Quagliata

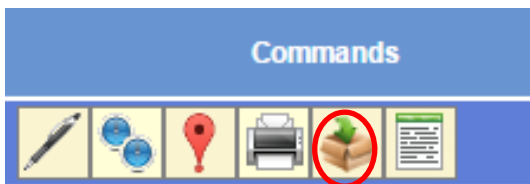
Comment

Leave

- On the Field Trip Register a green square will appear to indicate the Field Trip status has been updated to “Left”.

| | | | | | | |
|-------------|-----------|--------|----------------|-----------------|--------|------|
| | | | | | | |
| Back | New | Filter | Refresh | Print | Export | Help |
| Field Trips | | | | | | |
| Active | My Drafts | All | Archived | My Peer Reviews | | |
| Ref. ▼ | | Type | Departure Date | Return Date | Status | |
| 21 | | Remote | 14/05/2017 | 22/05/2017 | Left | |

- Select the “Return” icon once returned. A note is required to be added, and then select “Close”.



Cancel

Help

New Field Trip

Status

Date Created

Date Departure

Approver

Requested By

Comment

Left

05/05/2017

14/05/2017

Raelene Fewquandle

Annette Quagliata

Close

- The Field Trip is then closed and the Field Trip is moved to the “Archived” tab and status changed to closed.

| | | | | | | |
|-------------|-----------|--------|----------------|-----------------|--------|------|
| | | | | | | |
| Back | New | Filter | Refresh | Print | Export | Help |
| Field Trips | | | | | | |
| Active | My Drafts | All | Archived | My Peer Reviews | | |
| Ref. ▼ | | Type | Departure Date | Return Date | Status | |
| 21 | | Remote | 14/05/2017 | 22/05/2017 | Closed | |

- On the Field Trip Register, a red box will appear if the Field Trip has passed its return date.
- An email notification will be sent and the escalation process will be manually commenced by the Communications Person.

| | | | | | | |
|------|-----|--------|---------|-------|--------|------|
| | | | | | | |
| Back | New | Filter | Refresh | Print | Export | Help |

| | | | | | |
|-------------|-----------|-----|----------|-----------------|--|
| Field Trips | | | | | |
| Active | My Drafts | All | Archived | My Peer Reviews | |

| Ref. ▼ | | Type | Departure Date | Return Date | Status |
|--------|--|---------------|----------------|-------------|--------|
| 14 | | Other | 28/04/2017 | 29/04/2017 | New |
| 3 | | International | 13/04/2017 | 25/04/2017 | New |
| 2 | | Remote | 16/04/2017 | 21/04/2017 | Left |

12 Invite a person to view trip

This function allows a logger to invite a user to see the Field Trip details.

- Select the “people” icon in the command section of the Field Trip Register.



- Search for the person/s, add them and select “Ok”.
- Select “Remove” to take people off the list.
- An email notification will be sent to the person/s

Assign Peer Reviewers to Field Trip

Choose the subject matter expert you would like to review this Field Trip.

First Name:

Last Name:

Search result : 1

Employee Two,employee2@jcu

Assigned : 1

Employee One,employee1@jcu

13 View invited trips

- To view the assigned Field Trip, go to the “Field Trip Register Page” select “Invite”. All Field Trips that have been assigned for you to view will be listed.

