

User Guide – Field Trip: approving a record

Module Overview: The Field Trip module provides end users (staff and/or student) the ability to manage Field Trip activities via an online system.

Module Features: The Field Trip module is an intuitive system that can be accessed via a UniSA desktop/laptop computer or via a mobile App ROAM 5 (available at all app stores) using your staff/student login.

Accessing the Module:

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• Open browser and visit, <u>https://whs.unisa.edu.au</u> which will open your 'Dashboard'.

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Guide to Using the Module:

• Additional help - At the top of the 'dashboard' you will see your name with a drop down icon. On clicking this drop down icon you will see a 'Help' option that has several resources to assist you in using UniSAfe.

Note - Approving a Field Trip record can be performed in 2 ways, both options are outlined below.

Option 1:

To find the application click on the 'Workspaces' on your 'Dashboard' and hover over the 'Field • Trip' and select 'Field Trip'.

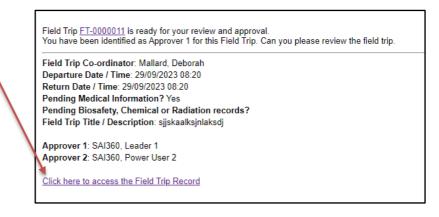
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- Using the drop down option or the 'Quick Filter' option locate the Field Trip record that you are reviewing and approving.
- Click on the **'Approval'** tab.
- In the 'Approval' section click on the approver that relates to you in the 'order' column.
- In the 'Approval status field' click on your response and click the blue 'ok' button.
- Once all approvals have been set then click the blue 'save' button at the top or bottom of the page.
- The record is now approved.

Option 2:

• The approver will receive an email from the UniSAfe system (example below). Click on the link in the email notification:



• The record to be approved will open, and you will need to click on the 'Approval' tab:

Field Trip : FT-0000001				Save X Close + New			
Field Trip	Itinerary	Contact & Em	ergency Response	Other Approvals	Risk Assessment	Participant Medical Information	Submit for Approval
Approval	Supporting D	Documentation	Cancellation				

• In the 'Approvals' section click on the approver that relates to you listed in the 'order' column.





- In the new pop up window complete each field and press the blue **'OK'** button to return to the previous page.
- Once all approvals have been set then click the blue '**save**' button at the top or bottom of the page.
- The record is now approved.