

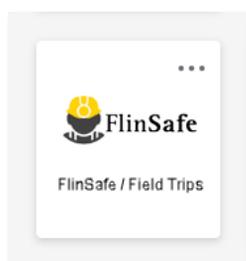
A field trip request is required to be submitted by the field trip leader for all field trips run by staff and students of the university. All submitted field trips require approval.

Note: An email will be sent to your inbox which contains a link to the field trip request that requires approval. If you click this link, please ignore steps 1-6.

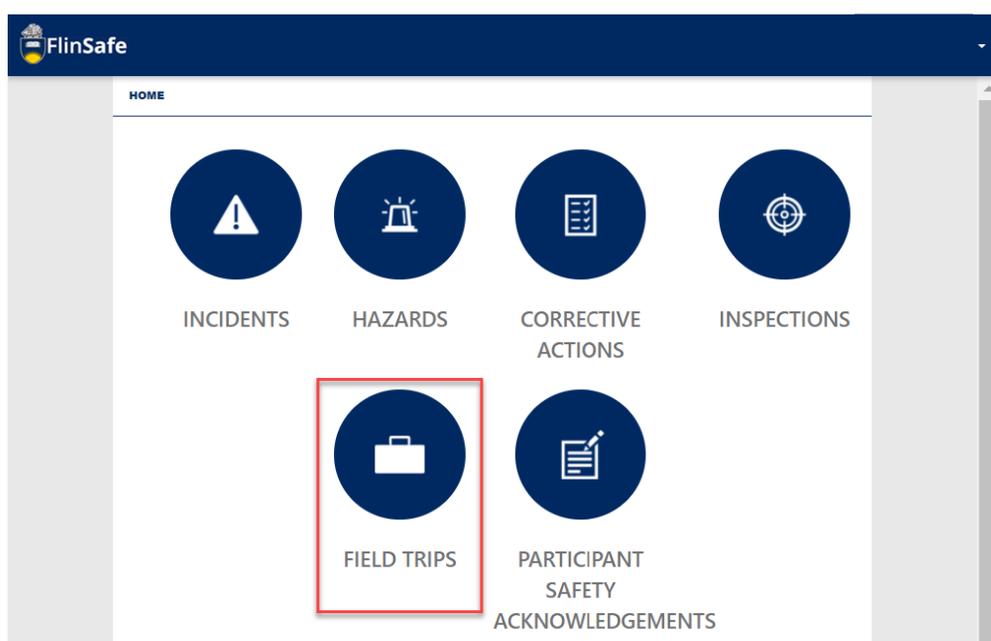
This guide steps through the process to approve field trip requests.

## Approving field trips process

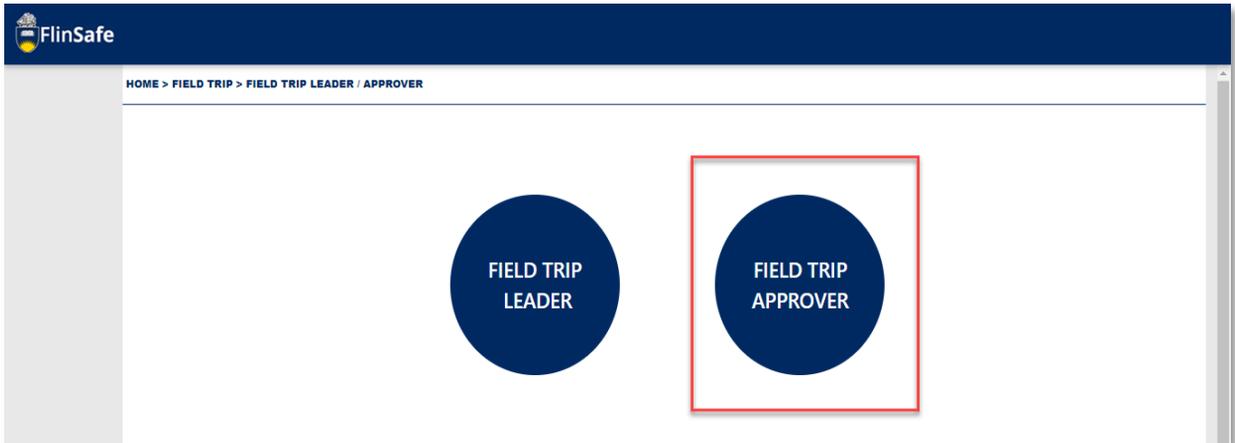
1. Open **FlinSafe** from okta dashboard.



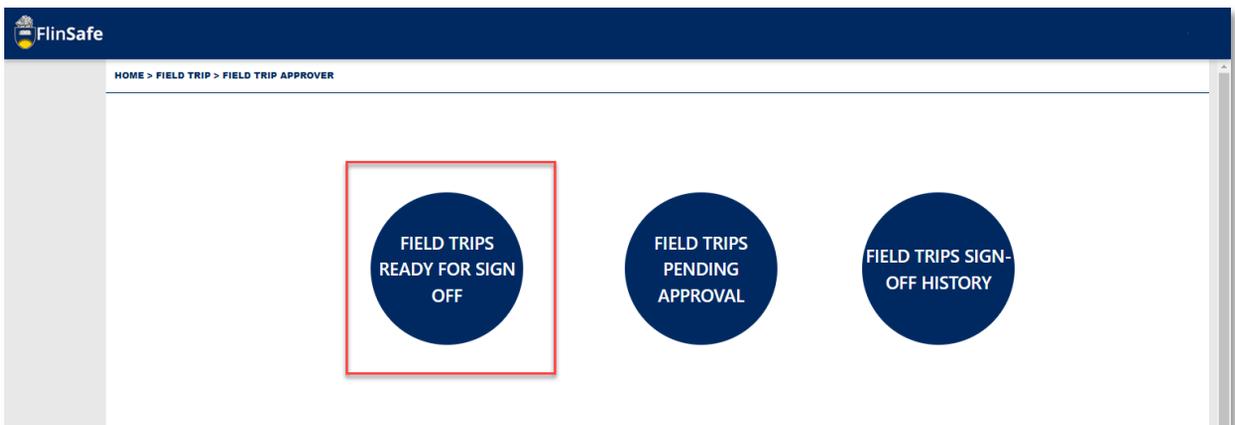
2. Select **Field Trips**.



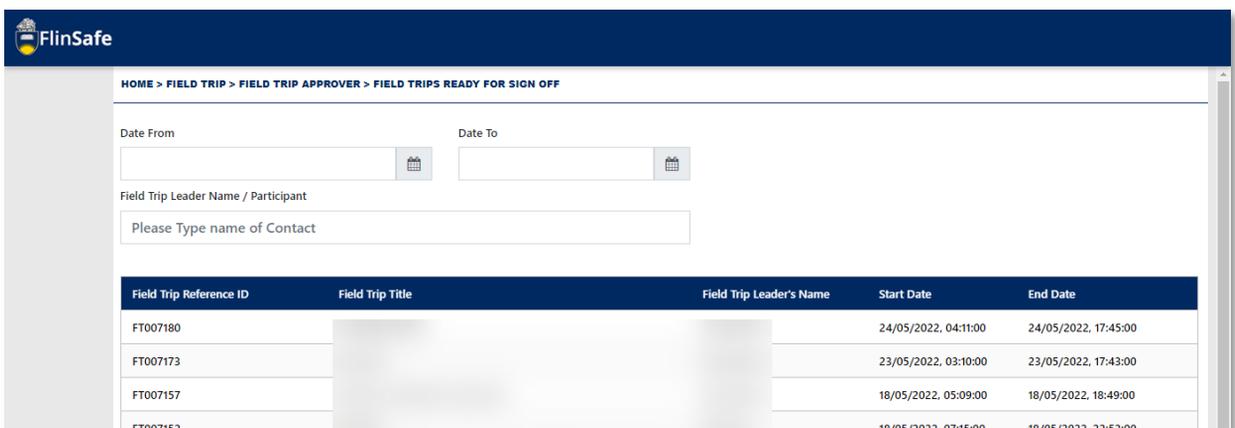
### 3. Select *Field trip approver*.



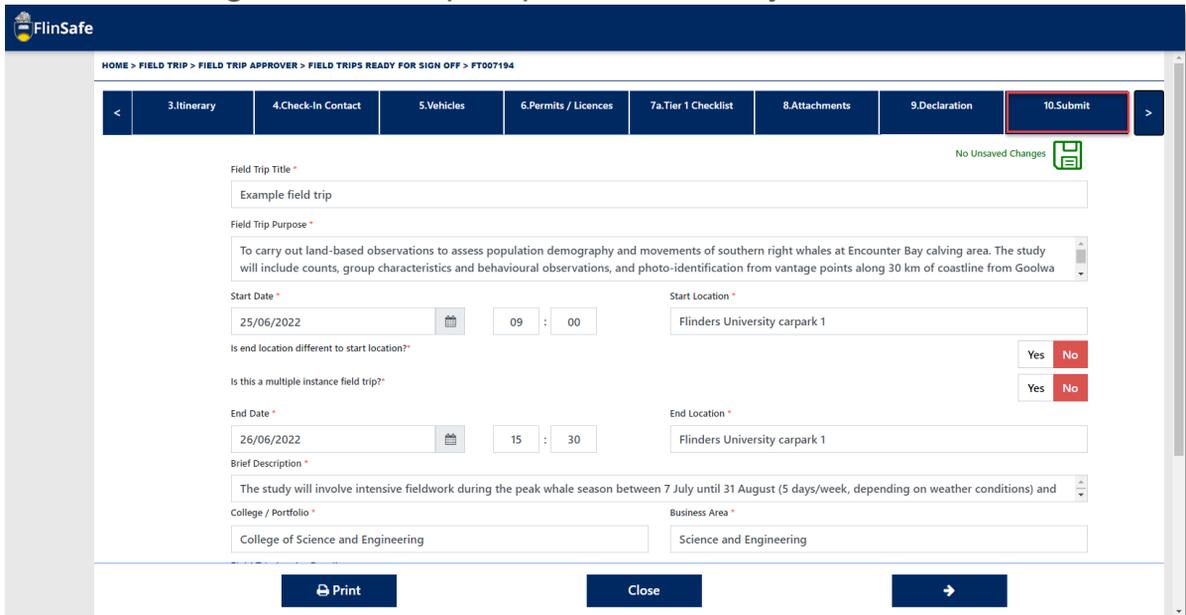
### 4. Select *Field trips ready for sign off*.



### 5. Select the field trip you wish to approve from the list.



6. Read through the field trip request tabs until you reach the Submit tab.

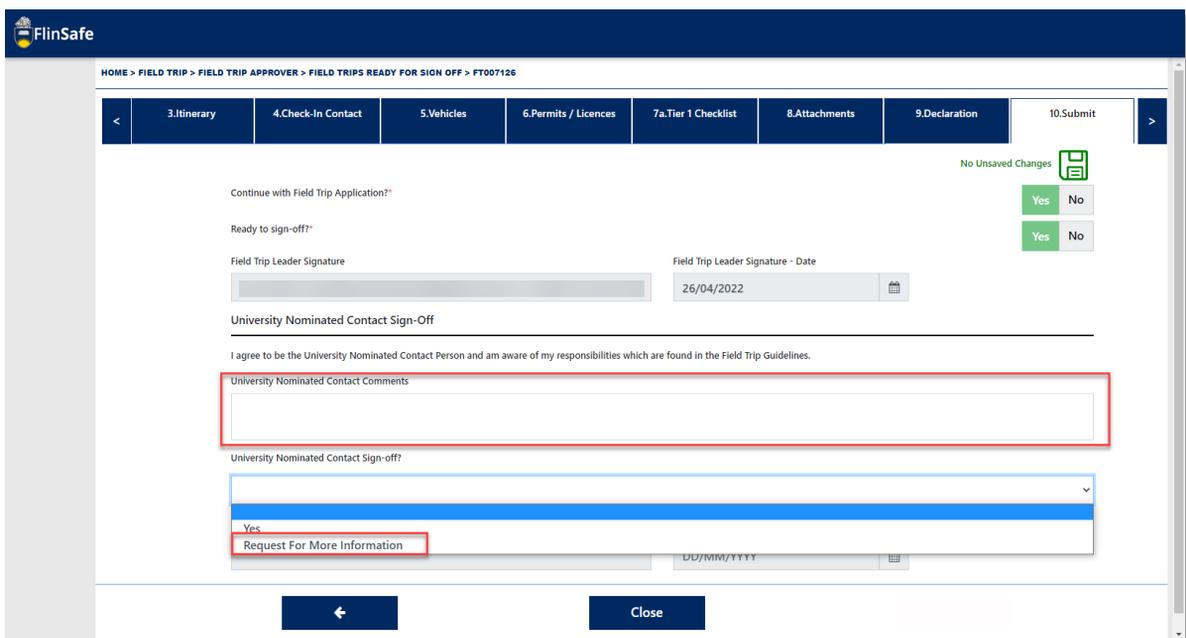


The screenshot shows the '10.Submit' tab in the FlinSafe system. The breadcrumb trail is: HOME > FIELD TRIP > FIELD TRIP APPROVER > FIELD TRIPS READY FOR SIGN OFF > FT007194. The navigation tabs are: 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 8.Attachments, 9.Declaration, and 10.Submit (highlighted in red). The form contains the following fields:

- Field Trip Title: Example field trip
- Field Trip Purpose: To carry out land-based observations to assess population demography and movements of southern right whales at Encounter Bay calving area. The study will include counts, group characteristics and behavioural observations, and photo-identification from vantage points along 30 km of coastline from Goolwa
- Start Date: 25/06/2022, Start Location: Flinders University carpark 1
- End Date: 26/06/2022, End Location: Flinders University carpark 1
- Brief Description: The study will involve intensive fieldwork during the peak whale season between 7 July until 31 August (5 days/week, depending on weather conditions) and
- College / Portfolio: College of Science and Engineering
- Business Area: Science and Engineering

Buttons at the bottom include Print, Close, and a right arrow.

7. On the Submit tab, if there is the need to have further information or clarification on the field trip, enter in the additional requirements in the Comments section for the approval step which belongs to you. Then select **Request for more information**. If all is fine, skip to step 9.

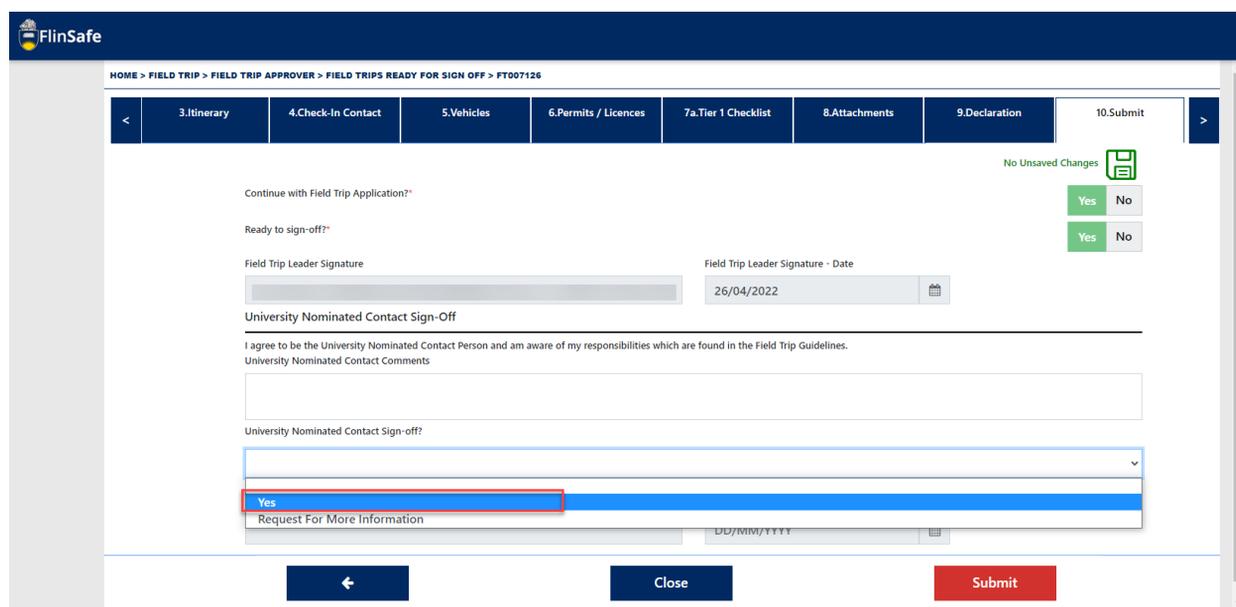


The screenshot shows the '10.Submit' tab in the FlinSafe system. The breadcrumb trail is: HOME > FIELD TRIP > FIELD TRIP APPROVER > FIELD TRIPS READY FOR SIGN OFF > FT007126. The navigation tabs are: 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 8.Attachments, 9.Declaration, and 10.Submit (highlighted in red). The form contains the following fields:

- Continue with Field Trip Application?: Yes (selected), No
- Ready to sign-off?: Yes (selected), No
- Field Trip Leader Signature: [Signature], Field Trip Leader Signature - Date: 26/04/2022
- University Nominated Contact Sign-Off: [Signature]
- I agree to be the University Nominated Contact Person and am aware of my responsibilities which are found in the Field Trip Guidelines.
- University Nominated Contact Comments: [Red-bordered text area]
- University Nominated Contact Sign-off?: [Dropdown menu with 'Request For More Information' selected]

Buttons at the bottom include a left arrow and Close.

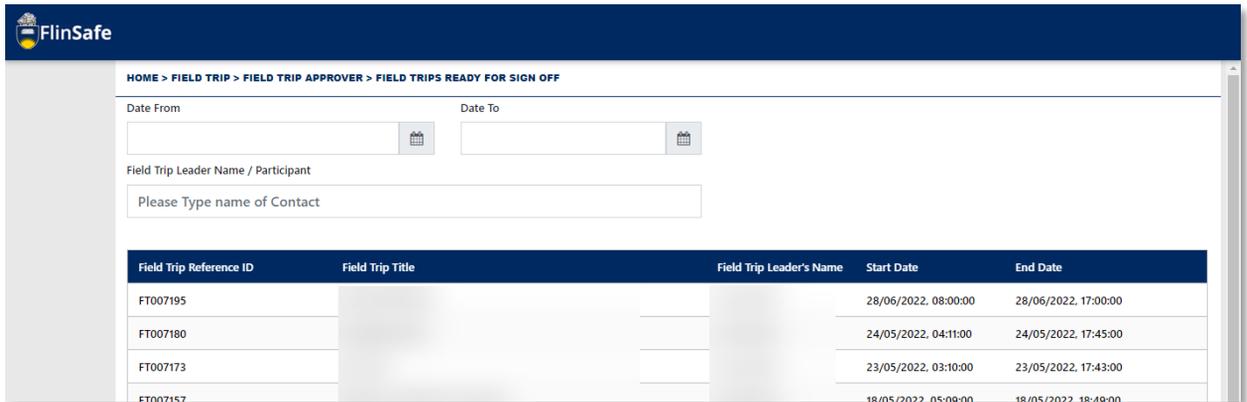
8. After a request for further information, an email will be sent to the field trip leader to add the detail in the comment field. Upon the completion of this task, you, as the approver, will receive an email to advise the changes have been made. You can either open the field trip again from the link in the email or go through steps 1 – 6 again.
  
9. If all is ok on the field trip request, on the Submit tab, select **Yes** to give your approval.  
 Note: only a Field trip supervisor, Dean, or Vice President Executive Dean can decline a field trip request.



10. Then click **Submit**.

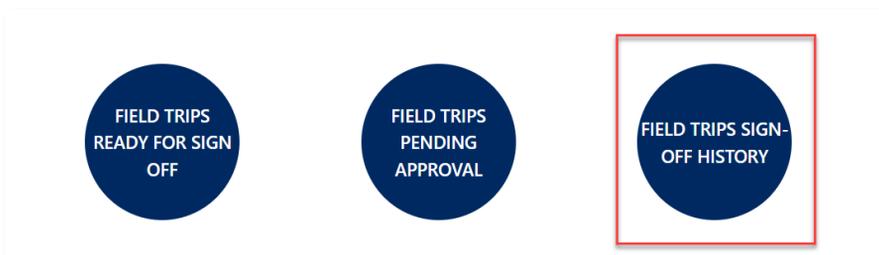


Once you have selected Submit, you will be navigated back to your *Field trips ready for sign off* list.



Field Trip Reference ID	Field Trip Title	Field Trip Leader's Name	Start Date	End Date
FT007195			28/06/2022, 08:00:00	28/06/2022, 17:00:00
FT007180			24/05/2022, 04:11:00	24/05/2022, 17:45:00
FT007173			23/05/2022, 03:10:00	23/05/2022, 17:43:00
FT007157			18/05/2022, 05:08:00	18/05/2022, 18:48:00

Note: When viewing or updating the Submit tab, you will see each of the approvals and any comments left by the previous approvers in the Submit tab. This also applies for any field trips that you have already signed off. These can be found in your field trips sign-off history.



For any questions surrounding the approval process for field trips, please speak with your work health and safety officer.

*This ends the process.*