

MC3: Master Class – Field Trip Approval process for approvers – Quick Reference

P > FIELD TRIP APPROVER > FIELD TRIPS READY FOR SIGN OFF > FT002684

1

inerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	9.Declaration	2 10.Submit
---------	--------------------	------------	----------------------	---------------------	---------------	---------------	-------------

1. Open the field trip via the email link received or through the field trip approver menu.

1a. Review each of the field trip tabs 1 - 8 relevant to your role.

2. Click the **10. Submit** tab (top of screen).

Unsaved Changes

Yes	No
Yes	No

Continue with Field Trip Application?*

Ready to sign-off?*

Field Trip Leader Signature

Matt Lindner | lind0083 | lind0083@flinders.edu.au | m: 0422555110b: 12678 23/08/2022

3

University Nominated Contact Sign-off

I agree to be the University Nominated Contact Person and am aware of my responsibilities which are f

University Nominated Contact Comments

4

Need more information about the destination emergency contacts and conforma

University Nominated Contact Sign-off?

5

Yes

Request For More Information

DD/MM/YYYY

3. Scroll down to the approval role / sign off requested.

4. Update the role **comments** (especially if requesting more information ask for the information you need).

5a. **Sign Off** = Request for More Information (*asks field trip leader to supply the extra information*).

5b. **Sign Off** = Yes (*moves to the next approver*).

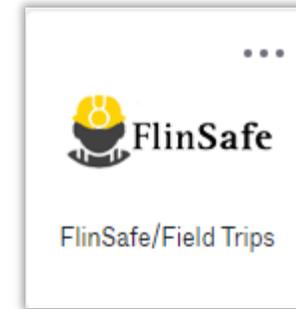
6. Click red **Submit** button to save and send your response to the field trip leader.



6



1. Open Field Trip via the email link that was received or open FlinSafe / Field Trips Portal via [Okta](#).
2. Follow the quick steps on the **previous page** to walk through the approval process as a field trip approver (someone who needs to sign off in a role for a field trip).



Tip 1 – If requesting more information this can occur several times as necessary but in the interests of time contacting the field trip leader via phone may be more efficient.

Tip 2 – Some approvers (Supervisor, Dean and Vice-President and Executive Dean) can **Sign Off = No** which means the field trip will be cancelled. Other roles can advise in comments.