



GUIDE TO FIELD TRIP TRACKER

<http://ftt.jcu.edu.au>





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Definitions

Field work is defined as any work, studies or research approved by the Head of School or nominated deputy on behalf of James Cook University...

A Field Trip Operational Details form must be completed and submitted to the School Safety Officer prior to departure on all terrestrial and freshwater field trips.

The Marine Field Trip Operational Details form must be completed for all field work involving diving and marine boating activities.

Field Trip Tracker (FTT) is an online program for submitting field trip forms.

Forms should be completed well in advance of the intended trip so as to allow time for the trip details to be properly assessed and approved!!

Field Trip forms are necessary for the following reasons:

- You are covered by the University's Insurance Policy
(See 'Section 3 – Coverage', JCU Field Work Health & Safety Policy
http://www.jcu.edu.au/policy/safety/JCUDEV_011015.html)
- You understand the risks involved in going into the field and you have taken the necessary precautions (e.g. appropriate clothing, sunscreen, water, first aid kit, etc).
- The University knows where you are in the field and how to contact you.
- If you have an accident the University can notify your next of kin.
- If you fail to return from your field trip Search & Rescue can be notified by the University and directed to your field site.



FTT components



Two components to FTT forms:

- 1 PROJECT**
- 2 FIELD TRIP**

1. PROJECT

You will need to create a project first. A project should have information about what you intend to do, how often and include operational methods.

Once your project has been approved by your supervisor you can submit your field trip forms.

Note: while you are waiting for your project to be approved you can create field trip forms.



2. FIELD TRIP FORMS

You are required to submit a field trip form each time you go into the field.

Field trip forms are to be submitted a week before going into the field. This is incase your forms need to be adjusted and to ensure all parties have time to sign off (Safety Officer, Authorised Officer & Head of School).

Note: Field trip forms can be reused.





GLOSSARY

Authorised Officer – University Contact. This person should be someone on campus (e.g. your supervisor), who you will contact on a regular basis when you are in the field. If they do not receive contact from you they will phone emergency services and arrange Search and Rescue.

Please ensure you contact your intended Authorised Officer before creating your form. Check they agree to be your AO and that they will be on campus for the duration of your field trip.

OIC - Officer in Charge in the field (the OIC should create the online form).

Principle investigator – See OIC.

Risk Assessment – Matrix outlining possible hazards you may encounter on your field trip. It also details the control measures you will take to reduce the probability and consequence of these hazards occurring.

Signing Officers – Your field trip needs to be approved by 3 people before you go into the field. This includes – Safety officer, Authorised officer and Head of School.

SIGNING OFFICERS

Safety Officer – Susan Kelly (Faculty Science & Engineering, Cairns)

Sue Reilly (School Marine & Tropical Biology, Townsville)

Rob Scott (School Earth & Environmental Sciences, TSV)

Paula Roger (School Engineering & Physical Sciences, TSV)

Authorised Officer – see description above

Heads of School –

- Jonathan Nott (School Earth & Environmental Sciences, CNS)
- Paul Dirks (School Earth & Environmental Sciences, TSV)
- Brad Congdon (School Marine & Tropical Biology, CNS)
- Michael Kingsford (School Marine & Tropical Biology, TSV)
- Darren Crayn (Australian Tropical Herbarium, CNS)
- Yinghe He (School Engineering & Physical Sciences, CNS & TSV)

GUIDE TO FIELD TRIP TRACKER

<http://ftt.jcu.edu.au>




Part 1.

How to create a **NEW PROJECT**

1. Visit <http://ftt.jcu.edu.au>
& Select 'Field Trip Tracker'.

2. Select 'Login'.



*'Login' is located
in the blue column
on the left-side.*

1.

Welcome to the FieldTripTracker host!

The current version of the fieldtrip tracker can be found here:

[Field Trip Tracker](#)

The FTT sandbox, where you can test the FTT system, is here

[Field Trip Tracker Sandbox](#)

2.

Welcome to the FieldTripTracker!

Welcome
Guest

Links

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[Login](#)

Welcome!

You'll need to make a new project before you can submit fieldtrips. To view the list of fieldtrips and project you have created or have access to, please click My Info.

3. Use your JC login number to login.

If you have not logged into FTT before you will have to create a password.

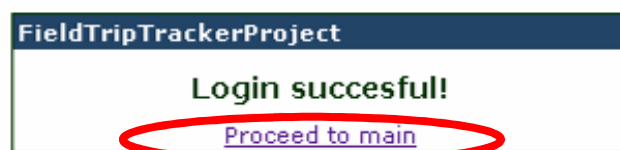
4. Select 'Proceed to main'.

3.



A screenshot of a login window titled "FieldTripTrackerProject". The window has a dark blue header bar. Below the header, there are two text input fields: "Username" and "Password". Below the "Password" field, there are two buttons: "Login" and "Clear".

4.

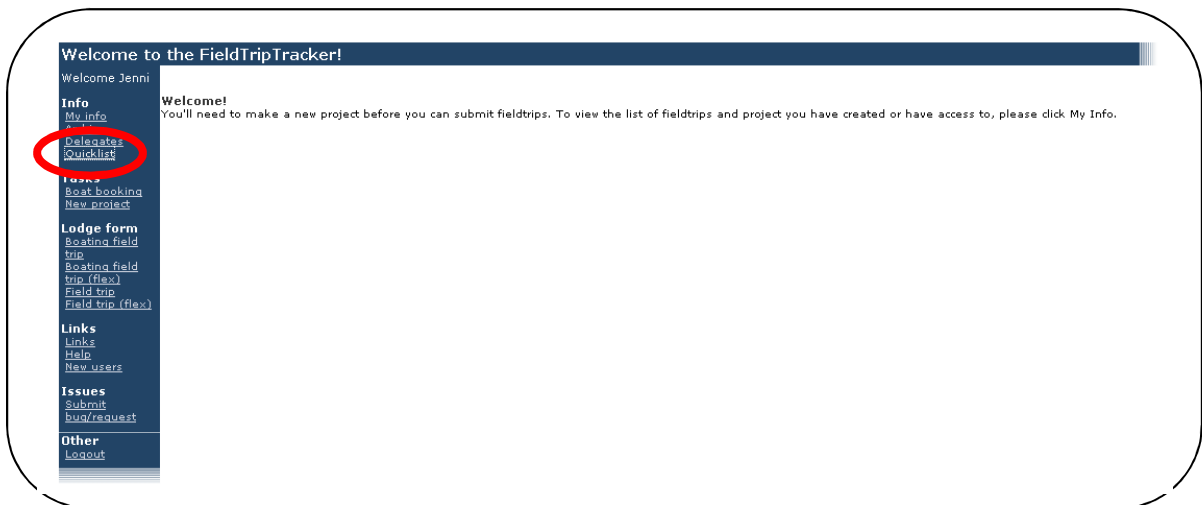


A screenshot of a login window titled "FieldTripTrackerProject". The window has a dark blue header bar. Below the header, the text "Login succesful!" is displayed in green. Below this text, the text "Proceed to main" is displayed in blue and is circled in red.

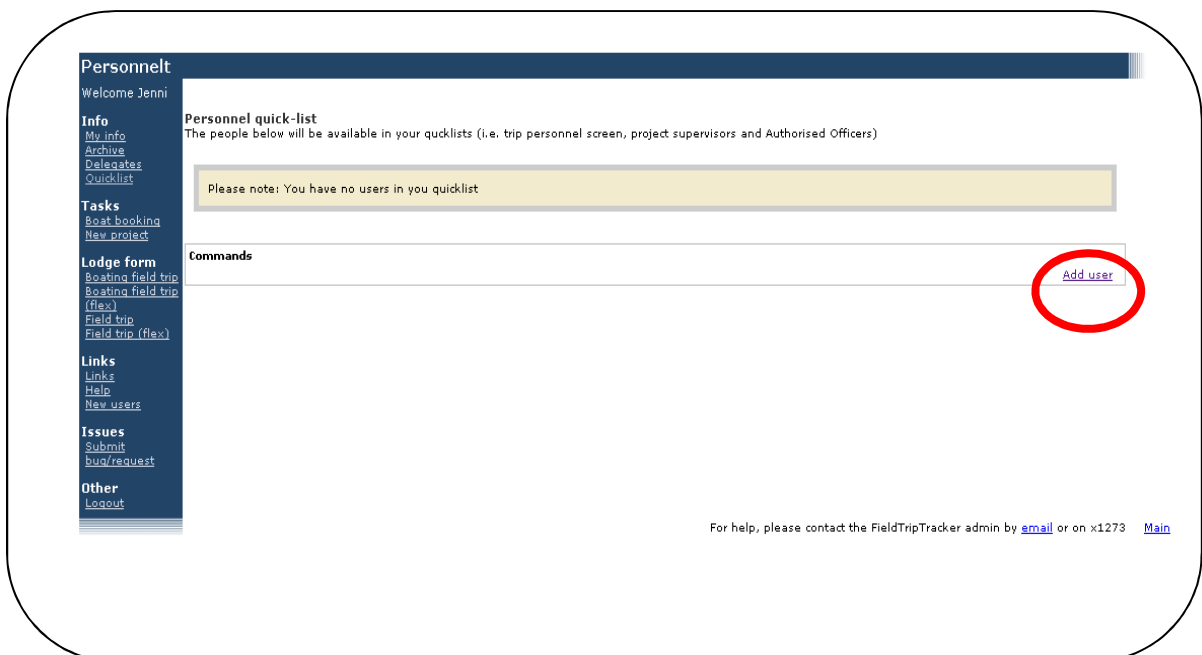
Part 1. i) Add personnel to your Quicklist

Save time by adding personnel to your 'Quicklist'...

1. Once you have logged in, go to 'Quicklist' on the left-hand-side menu.



2. Choose 'Add user' on the right-hand-side.



3. Type in their name and surname and choose which list/s to include them in (Personnel, Authorised Officer and/or Supervisor) & 'Submit'.

Add user

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Add user to quick-lists
You can add users by JCU number or by name. If the JCU number is entered, the user's name will be ignored.

JCU ID	Name	Surname	Personnel	Supervisors	Authorised	
	Kylie	Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

4. Repeat steps 1-3 above to add more personnel to your quicklist.

Personnel

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Personnel quick-list
The people below will be available in your quicklists (i.e. trip personnel screen, project supervisors and Authorised Officers)

Name (click name to select lists to appear in)	Personnel	Supervisors	AO list	
Kylie Brown	Yes			Delete

Commands

[Add user](#)

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

Part 1. ii) Lodging a Project

5. Select 'New Project'



6. Enter Project Title (e.g. BZ3400 Spider Project), Principal Investigator (You) & Your Supervisor



5.

Welcome to the FieldTripTracker!

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Jenni

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Welcome!
You'll need to make a new project before you can submit fieldtrips. To view the list of fieldtrips and project you have created or have access to, please click My Info.

6.

Submit new project

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Jenni

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Application for Project

Basic information

Project Title
Principal Investigator
Supervisor

BZ1000 Project EXAMPLE

Jenni Paul

Assign to other person

Project Errata

Is there likely to be field work in remote locations?
Will a boat be used?
Will there be free-diving or snorkelling?
Will there be SCUBA diving?

No

No

No

No

Clear

Next

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

7. For staff not on your dropdown list choose 'Assign to other person'. Click 'Next'.

8. Fill in their name & click 'Search'.

7.

Submit new project

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Application for Project

Basic information

Project Title

Principal Investigator

Supervisor

Project Errata

Is there likely to be field work in remote locations?

Will a boat be used?

Will there be free-diving or snorkelling?

Will there be SCUBA diving?

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

8.

Add Supervisor

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Search for Supervisor

Add user by name

Name Surname

Add user by jc number

jc#####

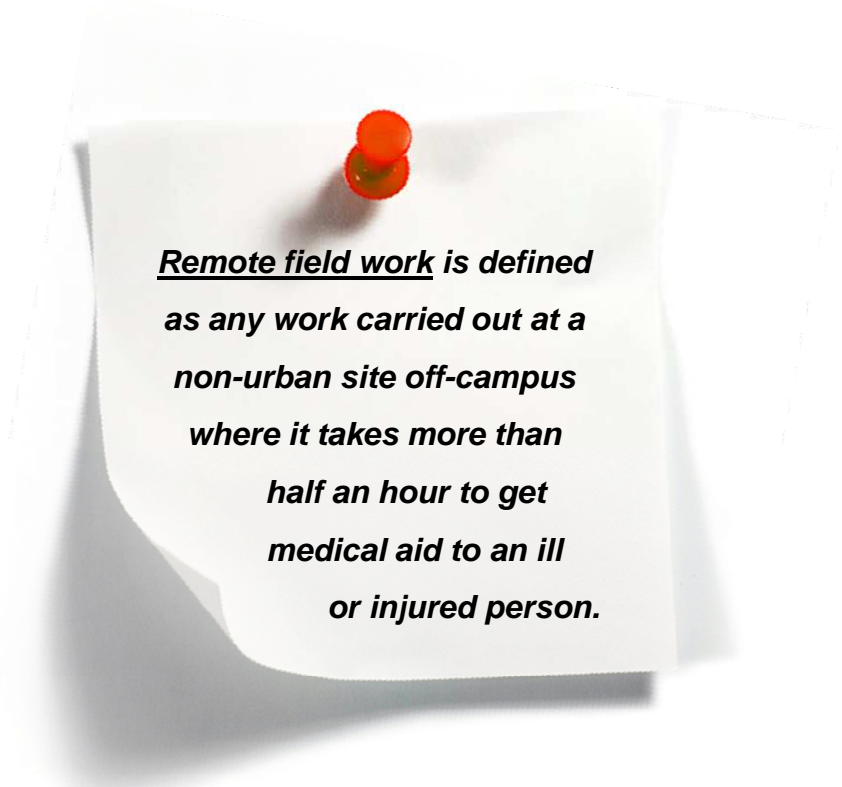
Add user by email address

JCU email

9. Indicate the correct name/email from the list & click 'Select'.

10. Indicate whether going to remote location/s, boating, etc

If all details are now correct choose 'Next'.



Remote field work is defined as any work carried out at a non-urban site off-campus where it takes more than half an hour to get medical aid to an ill or injured person.

9.

Add investigator

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Jenni

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Search results

Select result

Name

John Smith (john.smith@jcu.edu.au)

Select

Search again

Select

10.

Submit new project

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Application for Project

Basic information

Project Title

BZ1000 Project EXAMPLE

Principal Investigator

Jenni Paul

Supervisor

John Smith

Project Errata

Is there likely to be field work in remote locations?

No

Will a boat be used?

No

Will there be free-diving or snorkelling?

No

Will there be SCUBA diving?

No


Clear

Next

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

11. Fill in details for your project as per this example.

(i.e. Project activity, description, objectives & operational methods).



***Make sure your list of
operational methods is
comprehensive.***

***When you lodge a field trip
form you will only be
able to choose methods
from this list.***

Edit project

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Jenni

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Application for Project: **BZ1000 Project EXAMPLE**

Field Trip Operations

Project activity

Proposed/estimated number of:

Field trips per year:

Days per trip:

People per trip:

10

1

12

Project description

Short description of the projects purpose:

BZ1000 students and staff look at variations in distribution of individual species and estimating biodiversity in the surrounding area.

Project objectives

Please summarise the scientific objectives of your project:

To assess how individual species' distributions change along a linear gradient of physical parameters and to assess how collection effort influences estimates of biodiversity.

Operational methods

When completing this section, please leave empty any sections that do not apply to you.

Operational methods (general)

Please provide an itemised list of tasks you'll be performing. This list should include all activities you may undertake during field work, even if you will only performing some of this tasks on any given trip

Driving between JCU and field site

Set up a 50m transect using a 1m quadrat at 1m intervals, record the species of vegetation present along the transect.

Use sweep nets to collect insects in vegetation.

Save and add more

Operational methods (animal collection)

Please indicate the species of interest, the likely number of individuals affected and what you intend to do with them

Save and add more

Operational methods (chemicals)

Please indicate which chemicals you will be using and how you intend to use them

Transferring insects from sweep nets into small containers with 100mL of 70% ethanol.

Save and add more

Contact details

General emergency service contact

Police:

Air unit:

Radio channels:

Ambulance:

QLD emergency services:

Mobile phone:

Clear

Next

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

12. Review details and submit form.

Submit new project

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Jenni

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Review project

Basic information

Project Title BZ1000 Project EXAMPLE
Principal Investigator Jenni Paul
Supervisor John Smith

Project description

BZ1000 students and staff look at variations in distribution of individual species and estimating biodiversity in the surrounding area.

Project Objectives

To assess how individual species' distributions change along a linear gradient of physical parameters and to assess how collection effort influences estimates of biodiversity.

Operational methods

Driving between JCU and field site

Set up a 50m transect using a 1m quadrat at 1m intervals, record the species of vegetation present along the transect.

Use sweep nets to collect insects in vegetation.

Transferring insects from sweep nets into small containers with 100mL of 70% ethanol.

Section A: Field Trip Operations

Proposed No. of:

Field trips per year: 10
Days per trip: 1
People per trip: 12

Emergency service contacts (terrestrial operations)

Police: Ambulance:
Radio channels: Mobile phone:
Air unit: QLD emergency services:

Submit for approval

13. When your project has been approved you will receive email confirmation from Andrew Gray-Spence with the subject: “[FTT] Project Approved”

14. Or you can check the status of your project by visiting ‘My Info’, located on the menu on the left of the webpage.

Above your project will be the following:

“The following projects are awaiting approval” or “Projects that have been approved”.



13.

Subject: [FTT] Project approved

From: [Andrew Gray-Spence](#)

Date: 10/03/2009 3:27 PM

To: [Jenni Paul](#)

Hello,

Project BZ1000 Project EXAMPLE has been approved by John Smith

Thank you,
The FieldTripTracker

14.

User profile

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Jenni

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User data

Submitted projects
The following projects are awaiting approval

Date submitted 10/Mar/2009	Review/submit project BZ1000Project EXAMPLE	Other commands Grant access Withdraw
-------------------------------	----------------------------------------------------------------	-------------------------------------------------------------------------

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GUIDE TO FIELD TRIP TRACKER

<http://ftt.jcu.edu.au>

Part 2.

How to lodge a FIELD TRIP FORM



Field Trip Forms

FIELD TRIP FORMS



Field Trip Operational Details form must be completed, submitted and approved prior to departure on all field trips.

The form should be completed well in advance of the intended trip so as to allow time for the trip details to be properly assessed and approved.

BOATING FIELD TRIP FORMS



For all diving and boating activities you will need to create a Boating Field Trip Operational Details form.

FLEXIBLE FIELD TRIP FORMS



If you are unsure of your field trip date/s you should create a flexible field trip form.

For flexible field trip forms, you can create forms up to 3 months in advance.

The start and finish dates should be no more than a month apart.

Once your flexible field trip has been approved and you are certain of your field dates, you must 'activate' your flexible field trip in 'my info' and update any information.

For each flexible field trip you still need to create a new form.

1. Select ‘ Field Trip’ on the side menu

(under ‘Lodge form’ on the menu on the left-hand-side).

2. > Enter Trip Title

(try to include a reference to your location in the title,
e.g. BZ1000 Yorkeys Knob Beach_ Wk1)

> Choose your project from the list

> Position (Undergrad / Postgrad / Staff)

> Officer in Charge (You)

> Safety Officer

> Authorised Officer

> Head of School

> Date of proposed field trip.

2.

Fieldtrip

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Application for Field Trip: Section 1 (Officer in Charge)

Basic information

Trip title

BZ1000 Yorkeys Knob Beach_Week1 EXAMPLE

Project

BZ1000 ProjectEXAMPLE

Position

Staff

Signing officers

Officer in Charge

Jenni Paul

Safety Officer

Susan Kelly

Authorised Officer

Assign to other person

Head of School

Brad Congdon

Trip duration

Proposed departure date

(dd/mm/yy) 14/03/09

Proposed return date

(dd/mm/yy) 14/03/09

Additional requirements

Will you be taking non-JCU personnel (including volunteers)?

No

Additional protocols

Jellyfish

No

Firearms use (including darting)

No

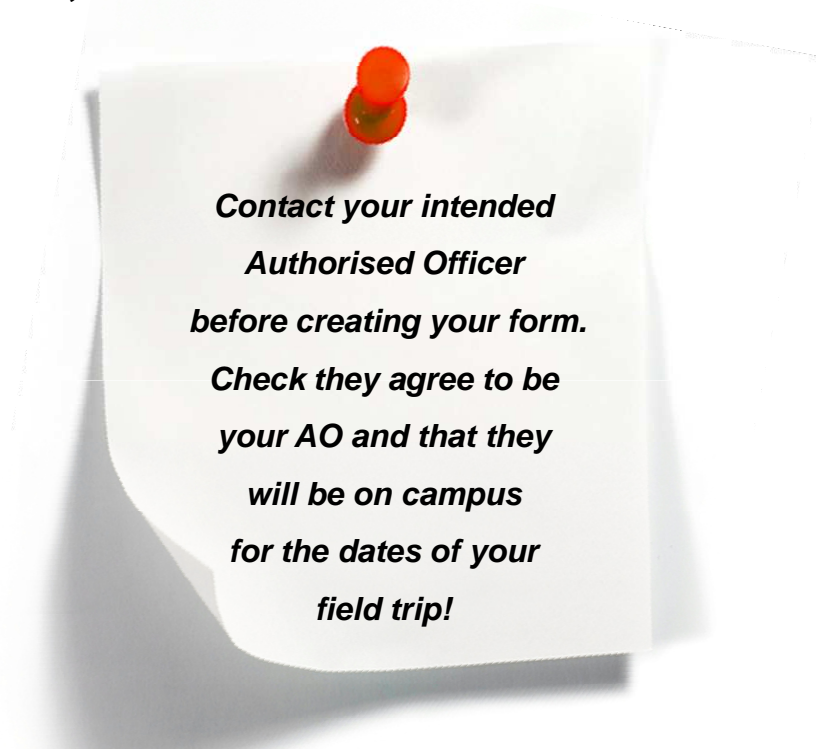
Tree climbing

No

Clear

Next

- 3. To 'assign other person' not on list provided, click 'Next', write their name/email and 'Search'.**



- 4. Select the correct name/email from list provided.**

3.

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Jenni

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Search ldap system

Search for Authorised officer

Add user by name

NameJohn

SurnameSmith

Search

Add user by jc number

jc#####

Search

Add user by email address

JCU email

Search

4.

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Jenni

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Select Officer to add

Search results

Select result

NameJohn Smith (john.smith@jcu.edu.au)

Select

Search again

Select

5. Click 'Next'.

**6. You must fill in the location/s and date/s
for your trip in Section B.**

**You can also add a '.kml' file using
google earth (Section A) or attach a
map or itinerary (Section C).**

Visit the following website for a google earth video tutorial:

<http://steampunk.jcu.edu.au/Google-Earth-Demo.mp4>

5.

Fieldtrip
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Application for Field Trip: Section 1 (Officer in Charge)

Basic information

Trip title

Project

Position

Signing officers

Officer in Charge

Safety Officer

Authorised Officer

Head of School

Trip duration

Proposed departure date (dd/mm/yy)

Proposed return date (dd/mm/yy)

Additional requirements

Will you be taking non-JCU personnel (including volunteers)?

Additional protocols

Jellyfish

Firearms use (including darting)

Tree climbing

6.

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Application for Field Trip: Section 2 (Travel details)

Please note: You must complete at least one of the sections below to submit your fieldtrip

Site Locations

Section A - Location list (KML)

Upload KML

Generate locations from KML?

Section B - List of intended worksites

Please note: Date out should only be used when you will be at the same location for more then one day

Date in	Date out (opt.)	Location name (required)	Address or co-ordinates (opt.)
14/03/09	14/03/09	Yorkeys Knob Beach	Cairns
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section C - Map or diagram of intended work sites

Upload map

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Ma](#)

- 7. Describe the purpose of your trip & indicate operational methods you will be using (these were created in your project).
Choose option 1 or 2 (below) to complete a risk assessment matrix.**

Option 1 (Attach matrix):

- >See one of the techs for an electronic copy of risk assessment matrix to attach.**
- >Choose 'No' to 'Online Risk Assessment'**

Option 2 (Online matrix):

- >Change 'Online Risk Assessment' to 'Yes'**
- > Click 'Next'.**

Fieldtrip

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Application for Field Trip: Section 3 (Methods and Risks)

Section A: Trip purpose

Describe the purpose of the trip

BZ1000 students and staff look at variations in distribution of individual species and estimating biodiversity in the surrounding area.

To assess how individual species' distributions change along a linear gradient of physical parameters and to assess how collection effort influences estimates of biodiversity.

Section B: Operational methods

Please indicate the approved operational methods that will be use this trip

Methods

Driving between JCU and field site



Set up a 50m transect using a 1m quadrat at 1m intervals, record the species of vegetation present along the transect.



Use sweep nets to collect insects in vegetation.



Transferring insects from sweep nets into small containers with 100mL of 70% ethanol.



Section C: Risk assessment

Please note: You may elect to complete a risk assessment later, but your field trip cannot be approved without one

Subsection 1: Written risk assessment

Attach written risk basement:

Browse...

Subsection 2: Online risk assessment

Complete risk assessment online

Yes

Subsection 3: HazNet assessment

Enter the HazNet process ID

Clear

Next

8. Complete Risk Assessment by describing:

- > Hazards.**
- > Risks.**
- > Severity of Risks (use chart).**
- > Control measures you will take to reduce risks.**



COURSE:		DATE OF REVIEW	
PRACTICAL NAME:		Safe Behaviour	
PRACTICAL DESCRIPTION:			
REVIEW	WHAT HAS BEEN DONE WITH THIS PRACTICAL?	RISK	CONTROL MEASURES
PHYSICAL			
Impact or crush	AS LISTED IN RISK ASSESSMENT		
Gravity	AS LISTED IN RISK ASSESSMENT		
Electrical			
Noise			
Vibration			
Exhaustion	Y		
Manual handling	Y		
Heat	Y		
Cold			
Pressure			
Fire			
Laceration	Y	R	
Lighting			
Ventilation			
Temperature	Y	R	SEE HEAD
Ergonomics			
Other			
CHEMICAL	attach MSDS	Chemicals used:	N/A
Toxicity			
Flammability			
Explosion			
Reactivity			
Corrosive			
Inhalation			
Ingestion			
Absorption			
Storage			
Spill control			
Other			
BIOLOGICAL			
Microorganisms	Y	R	AS LISTED IN RISK ASSESSMENT
Hygiene			
Animal bites/stings	Y	R	AS LISTED IN RISK ASSESSMENT
Singnificant injuries	Y	R	AS LISTED IN RISK ASSESSMENT
RADIATION			
Ionising			
Non-ionising			
PSYCHOLOGICAL			
LONG HOURS AND LARGE WORKLOAD			
SEXUAL HARASSMENT	Y	R	AS LISTED IN RISK ASSESSMENT
DRUNK AND DISORDERLY CONDUCT			
RISK - A=Acceptable, R=risk assessment required, U=unacceptable ADDITIONAL COMMENTS (attach risk assessments) PRACTICAL APPROVED/NOT APPROVED SIGN: _____ DATE: _____			

Risk Assessment Matrix																																					
Consequences How seriously can it hurt someone? 1: Fatality or permanent disability 2: Major injury 3: Average lost time injury 4: Minor injury 5: Medical treatment only or less	Probability How likely is it to hurt someone? A: Common B: Has happened C: Could happen D: Not likely to happen E: Practically impossible																																				
ACTIVITY TO BE ASSESSED: TRAVELLING BETWEEN JCU and STUDY SITE DATE: _____ ASSESSMENT TEAM: JENNI PAUL WHAT IS THE HAZARD? IMPACT OR CRUSH WHAT IS THE HAZARD EVENT? VEHICLE ACCIDENT HOW FREQUENT IS THE EXPOSURE? WHO IS EXPOSED? STAFF AND STUDENTS																																					
First Assessment: 11 Probability <table border="1"> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> <tr> <th>1</th> <td>1</td> <td>2</td> <td>4</td> <td>7</td> <td>11</td> </tr> <tr> <th>2</th> <td>3</td> <td>5</td> <td>8</td> <td>12</td> <td>16</td> </tr> <tr> <th>3</th> <td>6</td> <td>9</td> <td>13</td> <td>17</td> <td>20</td> </tr> <tr> <th>4</th> <td>10</td> <td>14</td> <td>18</td> <td>21</td> <td>23</td> </tr> <tr> <th>5</th> <td>15</td> <td>19</td> <td>22</td> <td>24</td> <td>25</td> </tr> </table> HIGH 1 TO 6 MEDIUM 7 TO 15 LOW 16 TO 25			A	B	C	D	E	1	1	2	4	7	11	2	3	5	8	12	16	3	6	9	13	17	20	4	10	14	18	21	23	5	15	19	22	24	25
	A	B	C	D	E																																
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4	10	14	18	21	23																																
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CONTROL MEASURES: WELL MAINTAINED VEHICLES, GOOD ROADS, UP QUALIFIED AND EXPERIENCED FIRST AID STAFF AND MOBILE PHONES TO ALERT ASSISTANCE TO DATE FIRST AND SECOND ASSESSMENTS																																					
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4	10	14	18	21	23																																
5	15	19	22	24	25																																
RISK ACCEPTABLE: YES / NO COMMENTS:																																					

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Application for Field Trip: Section 3A (Online risk assessment)

One method of evaluating risk is to use a **risk assessment chart**:

		Likelihood			
		Very likely	Likely	Unlikely	Highly Unlikely
Consequence	Fatality	High	High	High	Medium
	Major Injuries	High	High	Medium	Medium
	Minor Injuries	High	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

What should you do?

- List in the following table the HAZARDS you have identified that are associated with the field activities
- Briefly describe in the table the risks associated with each hazard
- Using the risk assessment chart, assess and record in the table the risk present by that hazard (HIGH, MEDIUM, LOW)
- Address the risks with HIGH rating first
- In the table, indicate what control measures are being taken to minimise the risk

Control Measures

- ELIMINATE the hazard
- SUBSTITUTE something with lesser risks. E.g. Manual handling - substitute a smaller container
- ISOLATE the hazard - e.g. proper storage of chemicals or firearms
- Use ADMINISTRATIVE CONTROLS - provide training, adequate supervision
- Provide PERSONAL PROTECTIVE EQUIPMENT - e.g. Gloves, safety boots, sunhat, sunscreen

Controls should be selected from as high up on this list as is reasonably practical to maximize effectiveness. In many cases, a combination of controls may be necessary to reduce the hazard

Online Risk Assessment

Description of hazard	Description of risk	Assessed risk	Risk control measures
Falling Over	Walking on uneven and/or slippery ground.	Low	Take first aid kit, take notice of surroundings.
Laceration	Cuts from sticks and vegetation.	Low	Wear long sleeve clothing, take first aid kit.
Insect bites	Working outside.	Low	Apply insect spray, wear appropriate clothing.
		Medium	
		Medium	
		Medium	
		Medium	
		Medium	
		Medium	
		Medium	
		Medium	

Clear

Save and add

Next

EXAMPLE HAZARDS

Description of Hazard	Description of risk	Assessed Risk	Risk Control measures
BOX JELLYFISH STING	WADING WAIST DEEP IN SEA WHILST DRAGGING NET (DURING FEBRUARY)	HIGH	WEAR STINGER SUIT; HAVE 2 L VINEGAR WITH FIRST AID KIT; FIRST AIDER PRESENT; ASSISTANT BRIEFED OF HAZARD.
CROCODILE ATTACK	Crocodiles present in lake	Medium	Aware of dangers. Staying back from water's edge. Watching out for crocodiles. Placing an object between ourselves and the water's edge where possible (e.g. rake/pole/chair, etc). Kept informed by EPA as to the presence of Crocodiles in the lake.
MANUAL HANDLING STRAINS / SPRAINS	Lifting gear in and out of vehicle	Medium	Pack gear into easily lifted containers, team lift heavy items, revise correct lifting techniques (e.g. bend knees).
SUNBURN	Standing in the sun for extended periods	Medium	Wear sunscreen and reapply every 2 hours. Wear long sleeved clothing and a hat.
SNAKE BITE	Working Outside	Medium	Take first aid kit with compression bandages. Wear long pants, boots and gaiters. Do not handle snakes.
VEHICLE ACCIDENT	Travelling to and from study site	Medium	Qualified and experienced drivers. Take first aid kit, mobile phone and drive sensibly.
HEAT STROKE	Long hours in sun/heat	Medium	Wear hat and take plenty of water to drink.
EXHAUSTION	Long hours in the field	Low	Take breaks from field work.
FALLING OVER	Walking on uneven ground	Low	First aid kit and take notice of surroundings.
LACERATION	Cuts from sticks and vegetation	Low	Wear long sleeved clothes and take first aid kit. Cover and disinfect cuts immediately.
STINGING TREE	Walking through vegetation	Low	Wax strips in first aid kit, know what plant looks like and check surroundings.
INSECT BITES	Working outside	Low	Apply insect repellent and wear appropriate clothing.

9. >Fill in your next of kin ('Contact Person') and their phone number.

> In 'New Personnel' fill in the name and surname of your project partner.

To add a class list

> go to 'Add additional personnel by search' at the bottom of the screen.

> Choose campus

> Choose status (e.g. undergraduate)

> Type in subject code (e.g. BZ1234)

> Click 'search'

> Choose 'Save and Continue'
or 'Save and Search for more'

> If you know their next of kin you can add details, otherwise leave blank, they will fill this in later.

>Click 'Next'.

10. >Choose the correct name/email of your project partner from the list.

>Choose their position (Undergrad/ Postgrad/ Staff).

>Click 'Next'.

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Application for Field Trip: Section 4 (Personnel)

Please note: Emergency contact name and phone do not need to be entered now, but must be entered before submitting form for approval

Existing Personnel

Status/position	JCU ID	Name	Contact person	Phone number	First aider	Comm officer	Driver Car	Bus	4WD
Officer in Charge	jc123456	Jenni Paul	Tracy Paul	4012 3456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New Personnel
The name and surname fields will be ignored if a JCU ID is entered

Status/position	JCU ID (if known)	Name	Surname	Contact person	Phone number	First aider	Comm officer	Driver Car	Bus	4WD
Undergrad		Kylie	Brown			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgrad						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgrad						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgrad						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quick list

Add to list	Status/position	Name	Contact person	Phone number	First aider	Comm officer	Driver Car	Bus	4WD
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional personnel
Will you be taking non-JCU personnel (including non-JCU volunteers)?

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

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Application for Field Trip: Section 4 (Personnel)

Multi-match users
The FieldTripTracker found more than one match for a user's name. Please select the correct user below

Search for: Kylie Brown found: Set selected persons position to: Undergrad

Kylie Brown (jc 654321)	kylie.brown2@jcu.edu.au	<input checked="" type="radio"/>
Kylie Brown (jc 451631)	kylie.brown3@jcu.edu.au	<input type="radio"/>
Discard		<input type="radio"/>

New Personnel

Status/position	JCU ID (if known)	Name	Surname	Contact person	Contact number	First aider	Comm officer	Driver Car	Bus	4WD
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

- 11. > Indicate which of your personnel are qualified first aiders, 4WD drivers, etc, by ticking the appropriate boxes (right-hand-side).
> Click 'Next' again.**



- 12. If you have not filled in next of kin details for your field trip party...
> Select 'Yes' in the 'Notify personnel' section.
This will send an email to the personnel to login and add their next of kin details.**

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Application for Field Trip: Section 4 (Personnel)

Please note: Emergency contact name and phone do not need to be entered now, but must be entered before submitting form for approval

Existing Personnel

Status/position	JCU ID	Name	Contact person	Phone number	First aider	Comm aiders	Driver Car	Bus	4WD	
Officer in Charge	jc123456	Jenni Paul	Tracy Paul	4012 3456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X
Undergrad	jc654321	Kylie Brown			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Personnel
The name and surname fields will be ignored if a JCU ID is entered

Status/position	JCU ID (if known)	Name	Surname	Contact person	Phone number	First aider	Comm aiders	Driver Car	Bus	4WD
Postgrad						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgrad						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgrad						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgrad						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quick list

Add to list	Status/position	Name	Contact person	Phone number	First aider	Comm aiders	Driver Car	Bus	4WD
-------------	-----------------	------	----------------	--------------	----------------	----------------	---------------	-----	-----

Additional personnel
Will you be taking non-JCU personnel (including non-JCU volunteers)?

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

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Application for Field Trip: Section 4 (Final)

Please note: You will not be able to submit this form for approval until all personnel have emergency contact details recorded. Personnel can enter their own emergency contact details.

JCU personnel

Status/position	JCU ID	Name	Contact person	Contact number	First aider	Comm aiders	Driver Car	Bus	4WD	Remove from trip
Officer in Charge	jc123456	Jenni Paul	Tracy Paul	4012 3456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove from trip"/>
Undergrad	jc654321	Kylie Brown			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove from trip"/>

Notify personnel
Would you like to send an email notification to the selected JCU personnel?

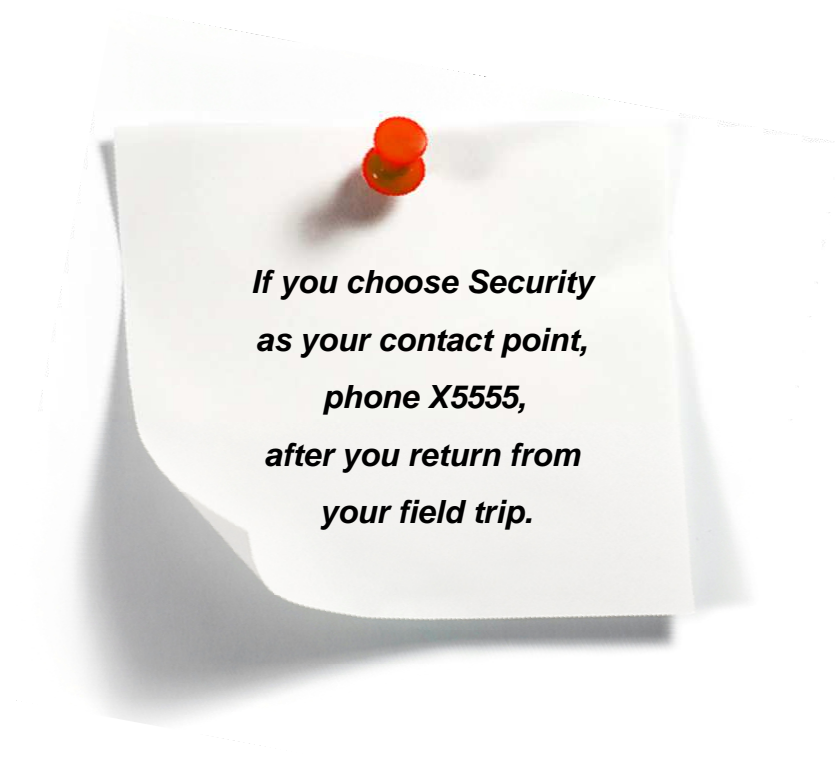
Select personnel

Jenni Paul	<input checked="" type="checkbox"/>
Kylie Brown	<input checked="" type="checkbox"/>

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

13. Enter details as per this example:

- > Your mobile & satellite phone numbers**
- > Add more contact information to**
Base of Operations section (e.g. address & contact numbers of station / farm, collaborators, etc).
- > Change pre-trip training to 'Complete'**
- > Contact point** (Authorised Officer or Security)
- > Scheduled contact frequency**
- > Emergency actions**



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Application for Field Trip: Section 5 (Communications systems)

Contact numbers for the Officer in Charge

Mobile

04 1234 5678

Satellite

Base of operations

If you will be operating in an area where normal communications are limited, please leave instructions as to how you can be contacted.
I.e. through the Park Ranger, property owner or charter boat operator.

Michael Johnson (QPWS) 04 8765 4321

Radio systems

UHF/VHF frequency/channel

MF/HF frequency/channel

27 MHz frequency/channel

Call sign

Radio Schedules(times)

Radio contact name

Contact phone number

Pre-trip training/instructions in communications procedures for personnel

Complete

Contact point

You may choose to make your scheduled contact with your authorised officer or, preferably, with Security Control.

Scheduled contacts will be with the:

Authorised Officer

Scheduled contact frequency (this section to be completed in full)

How will the scheduled contacts be made?

Mobile Phone

How often should contact be made?

Once

At what time(s) should contact be made?

Once

Emergency actions (this section to be completed in full)

JCU Authorised Officer

John Smith

Actions to be taken if a scheduled contact is missed

>Contact me directly via mobile (0412345678)

>Failing that, contact my next of kin (John Paul 40123456)

>If contact is still not established contact police and search & rescue!

Search and Rescue shall be initiated if the field party fails to return by:

Date

(dd/mm/yy) 14/03/09

Time

(HH24:MM) 19:00

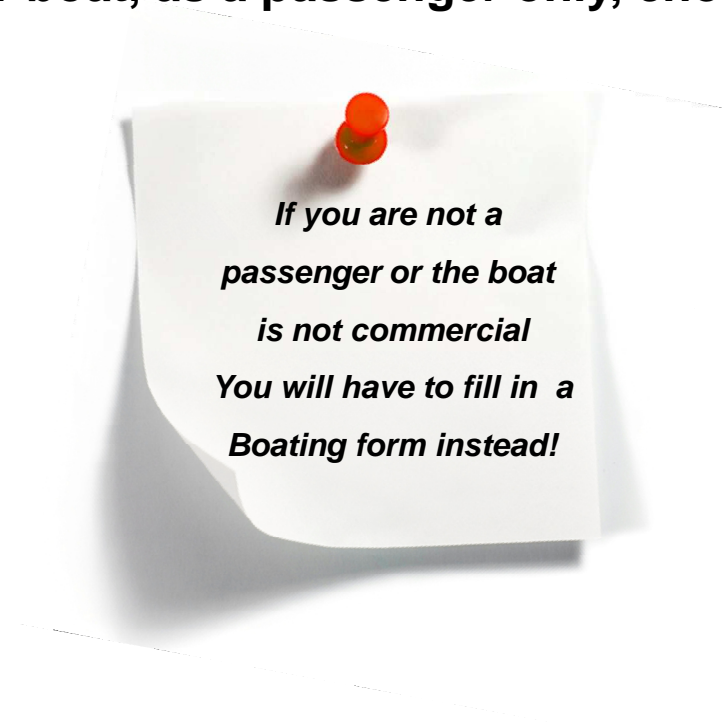
Clear

Next

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14. Indicate Personal Protective Equipment (PPE) taking on the trip & camping & vehicle equipment if relevant.
>Click 'Next'.

15. Choose mode of transport.
(Heel and Toe Express = Walking).
If you are traveling by commercial plane or boat, as a passenger only, choose 'yes'.



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Application for Field Trip: Section 6 (Safety equipment)

Personal Protective Equipment

Hats	<input checked="" type="checkbox"/>
Clothing	<input checked="" type="checkbox"/>
Footwear	<input checked="" type="checkbox"/>
Sunscreen	<input checked="" type="checkbox"/>
Personnel hydration	<input type="checkbox"/>
High-visibility vest	<input type="checkbox"/>
Other	<input type="text" value="First aid kit"/>

Camping equipment

Tents (number and size)	<input type="text"/>
Days of food	<input type="text"/>
Water (liters)	<input type="text"/>
First aid kit	<input type="checkbox"/>
Portable generator	<input type="checkbox"/>
GPS	<input type="checkbox"/>
Batteries for GPS	<input type="checkbox"/>

Vehicle equipment

Spare battery	<input checked="" type="checkbox"/>
Spare tyres	<input checked="" type="checkbox"/>
Winch	<input checked="" type="checkbox"/>
Extraction/strap kit	<input checked="" type="checkbox"/>
Tools	<input checked="" type="checkbox"/>
GPS	<input checked="" type="checkbox"/>
Batteries for GPS	<input checked="" type="checkbox"/>
First aid kit	<input checked="" type="checkbox"/>
Water (liters)	<input type="text" value="10L"/>
Spare fuel (liters)	<input type="text"/>

Advisory options - sent after approval by HoS

Email personnel with PPE requirements ☐

Email technician the proposed trip depart date:

Advise number of the following required:

Vehicle's first aid kit

Extraction kit

15.

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Application for Field Trip: Section 7 (Transport details)

Transport methods

Heel and Toe express	<input type="text" value="No"/>
Motor vehicle	<input type="text" value="Yes"/>
Aircraft (passenger)	<input type="text" value="No"/>
Commercial vessel (e.g. dive operator, trawler)	<input type="text" value="No"/>

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

16. Choose 'Add vehicle'.

17. Add vehicle details

Select 'Save and Continue'

(or 'Discard changes and continue' to delete).

16.

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Transport

Vehicles

No travel by vehicle

Rego

Boats

Date out

Date in

Rego

JCU boats

Clear

Finish

Add vehicle

Add JCU vessel

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

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Application for Field Trip: Section 7 (Transport details)

Please select the vehicle class as follows:

- JCU vehicle - if you will be using a JCU owned vehicle
- Hired vehicle - if you will be hiring a vehicle from a rental company
- Supplied vehicle - when undertaking joint research with an external entity who will supply the vehicle
- Private vehicle - when you will be using your own vehicle

If you are unable to supply full vehicle details (e.g. when using a hired or supplied vehicle) please complete the form to your best estimation, entering NA where information is wholly unavailable.

Part A (Vehicle details)

Class

JCU vehicle

Rego number (RENT1/SPLD1 as rego, if required; incrementing for additional vehicles)

009LOV

Vehicle

Make

Toyota

Model

Hiace

Type

12 Seater Bus

If the vehicle is a 4WD, has the driver completed an approved training course?

No

Vehicle contact number (the hire company or the owner or your Head of School)

40421316

Travel Request number (if applicable)

Part B (Private vehicle details - complete only if the "Private vehicle" class is selected)

The use of a private vehicle must be approved by your Head of School

Brad Congdon

Does the vehicle have a current comprehensive insurance policy?

No

Proof of payment of your insurance policy lodged in the Faculty Office

No

Reason

Disclaimer

In the event of an accident in your own vehicle whilst on University business, any insurance claim which may arise should be through your own insurers. This will NOT be a claim against the University insurers. (Mileage allowance covers the cost of maintenance, wear and tear, fuel and insurance costs)

Clear

Save and add another

Save and continue

Discard changes and continue

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

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18. Click 'Finish'.

18.

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Transport

Vehicles

Rego

Private Vehicle

[009LOV](#) [\(remove\)](#)

Boats	Date out	Date in	Rego
JCU boats			

Clear

Finish

Add vehicle

Add JCU vessel

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

19. Review your field trip. Red sections indicate where changes have to be made or information is missing.
(If your project is still awaiting approval it will also show up as a red section).



19.

Fieldtrip

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Jenni

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Application for Field Trip: Review

Submission items

[Section 1 - Officer in Charge](#)
Ok

[Section 2 - Travel details](#)
Ok

[Section 3 - Methods and Risks](#)
Ok

[Section 4 - Personnel](#)
Error

Blocking issues

A person on the trip roster is missing emergency contact details
Supply contact details or remove person

[Section 5 - Communications systems](#)
Ok

[Section 6 - Safety equipment](#)
Ok

[Section 7 - Transport details](#)
Ok

Additional protocols and forms

Submission items

Trip status
Error

Blocking issues

Project has not yet been authorised
Wait for your trip to be authorised

Other tasks

Print
[Show printable](#)

Notify personnel of trip readiness
[Select personnel](#)

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

20. Once you have completed all sections correctly, your personnel have included their next of kin and your project has been approved, you will be able to submit your field trip form.

Click 'Submit for approval'.



20.

Fieldtrip

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Jenni

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Application for Field Trip: Review

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[Section 2 - Travel details](#)
[Section 3 - Methods and Risks](#)
[Section 4 - Personnel](#)
[Section 5 - Communications systems](#)
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[Section 7 - Transport details](#)

Ok
Ok
Ok
Ok
Ok
Ok
Ok

Additional protocols and forms

Submission items

Trip status

Ok

Submit for approval

Other tasks

Print
Notify personnel of trip readiness

[Show printable](#)
[Select personnel](#)

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

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21. You will be notified by email when your field trip form has been approved.

22. You can also check the status of your form by visiting 'My info' on the left-hand-side menu and to the right of the field trip form choose 'Review'.

21.

Subject: [FTT] Fieldtrip approved

From: [Andrew Gray-Spence](#)

Date: 14/03/09

To: [Jenni Paul](#)

Hello,

Fieldtrip "BZ1000 Yorkeys Knob Beach Week1" has been approved.

You can review the fieldtrip here:

http://ftt.jcu.edu.au/ftt/trip_review?t_id=384

Thank you,

The FieldTripTracker

22.

User profile

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Jenni

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User data

Submitted projects

The following projects are awaiting approval

Date submitted	Review/submit project	Other commands
10/Mar/2009	BZ1000 Project EXAMPLE	Grant access Withdraw


Submitted field trips

The following Trips are awaiting approval

Trip #	Title	Date submitted	Commands
384	BZ1000 Yorkeys Knob Beach Week1	11/03/09	Review Reuse Cancel

23. Before each signing officer signs your form the words 'Awaiting approval' will appear to the right of their name. Once each signing officer signs your form the word 'Approved' will appear to the right of their name.

24. Your field trip has to be assessed and signed by all three signing officers before you can go into the field!



*You should submit forms
at least a week in advance
to allow trip details to be
properly assessed and
approved.*

23.

Review Fieldtrip

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Reviewing Fieldtrip Application # 384

BZ1000 Yorkeys Knob Beach _Week1

Submission items

[Section 1 - Officer in Charge](#)
[Section 2 - Travel details](#)
[Section 3 - Methods and Risks](#)
[Section 4 - Personnel](#)
[Section 5 - Communications systems](#)
[Section 6 - Safety equipment](#)
[Section 7 - Transport details](#)

Ok

Ok

Ok

Ok

Ok

Ok

Ok

Overall approval status

Safety Officer

Susan Kelly

Approved

Authorised Officer

John Smith

Awaiting approval

Head of School

Brad Congdon

Awaiting approval

Notes

No notes

[Add note](#)

Other tasks

Print

[Show printable](#)

Notify personnel of trip readiness

[Select personnel](#)

Notify personnel - pre-select personnel who haven't signed on

[Pre-select personnel](#)

Download the fieldtrips personnel list in an Excel compatible format

[Download personnel list](#)

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

24.

Review Fieldtrip

Welcome Jenni

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Reviewing Fieldtrip Application # 384

BZ1000 Yorkeys Knob Beach _Week1

Submission items

[Section 1 - Officer in Charge](#)
[Section 2 - Travel details](#)
[Section 3 - Methods and Risks](#)
[Section 4 - Personnel](#)
[Section 5 - Communications systems](#)
[Section 6 - Safety equipment](#)
[Section 7 - Transport details](#)

Ok

Ok

Ok

Ok

Ok

Ok

Ok

Overall approval status

Safety Officer

Susan Kelly

Approved

Authorised Officer

John Smith

Approved

Head of School

Brad Congdon

Approved

Notes

No notes

[Add note](#)

Other tasks

Print

[Show printable](#)

Notify personnel of trip readiness

[Select personnel](#)

Notify personnel - pre-select personnel who haven't signed on

[Pre-select personnel](#)

Download the fieldtrips personnel list in an Excel compatible format

[Download personnel list](#)

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

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25. Select 'Logout' on the left-hand-side menu to finish.



25.

Review Fieldtrip

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Reviewing Fieldtrip Application # 384

BZ1000 Yorkeys Knob Beach _Week1

Submission items

Section 1 - Officer in Charge

Section 2 - Travel details

Section 3 - Methods and Risks

Section 4 - Personnel

Section 5 - Communications systems

Section 6 - Safety equipment

Section 7 - Transport details

Ok

Ok

Ok

Ok

Ok

Ok

Ok

Overall approval status

Safety Officer

Authorised Officer

Head of School

Susan Kelly

John Smith

Brad Congdon

Approved

Approved

Approved

Notes

No notes

Add note

Other tasks

Print

Notify personnel of trip readiness

Notify personnel - pre-select personnel who haven't signed on

Download the fieldtrips personnel list in an Excel compatible format

Show printable

Select personnel

Pre-select personnel

Download personnel list

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

FieldTripTrackerProject

Logged out!

You have succesfully logged out

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GUIDE TO FIELD TRIP TRACKER

<http://ftt.jcu.edu.au>



Part 3.

Editing

Field Trip Forms

Part 3. i) How to Re-use Field Trip Forms

*You can save time filling in field trip forms
by making a copy of a completed form.*

- 1. Go to 'My info' on the left-hand-side menu. Find the form you want to copy and click 'Re-use' (located on the right-hand-side).**
- 2. Check the boxes next to sections you want to copy. Choose 'generate new field trip'.**

1.

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Boating field trip (flex)

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User data

Submitted projects

The following projects are awaiting approval

Date submitted	Review/submit project	Other commands
10/Mar/2009	BZ1000 Project EXAMPLE	Grant access Withdraw

Field trips awaiting signatures

The following Trips are awaiting approval

Trip #	Title	Date submitted	Commands
384	BZ1000 Yorkeys Knob Beach Week1	11/03/09	Review Reuse Withdraw

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

2.

Reuse fieldtrip sections

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Reuse fieldtrip 384

Select sections to reuse

Section 1 - Officer in Charge	<input checked="" type="checkbox"/>
Section 2 - Travel details	<input checked="" type="checkbox"/>
Section 3 - Methods and Risks	<input checked="" type="checkbox"/>
Section 4 - Personnel	<input type="checkbox"/>
Section 5 - Communications systems	<input checked="" type="checkbox"/>
Section 6 - Safety equipment	<input checked="" type="checkbox"/>
Section 7 - Transport details	<input checked="" type="checkbox"/>

Generate new fieldtrip

3. If the process is successful you will now have a confirmation note with the number of the new field trip form.

4. Go back to 'my info' on the menu. Find the new field trip form. Select 'Edit/Review' on the right-hand-side.

3.

Reuse fieldtrip sections

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Result-
 Your trip was created with trip id 486

4.

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User data

Submitted projects

The following projects are awaiting approval

Date submitted	Review/submit project	Other commands
10/Mar/2009	Project EXAMPLE	Grant access Withdraw

Unsubmitted field trips

The following Trips have not yet been submitted

Trip #	Title	Date submitted	Commands
486	BZ1000 Yorkeys Knob Beach Week1	Unsubmitted	Edit/Review Reuse Cancel

Field trips awaiting signatures

The following Trips are awaiting approval

Trip #	Title	Date submitted	Commands
384	BZ1000 Yorkeys Knob Beach Week1	11/03/09	Review Reuse Withdraw

6. Edit the new forms until all sections are complete.

You will need to update the following:

Section 1 – Title & Dates

Section 2 – Dates

Section 3 – Risk Assessment

Section 4 – Personnel

Section 5 – Return Date

Section 7 – Vehicles

7. Then ‘submit for approval’.

6.

Review Fieldtrip

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Reviewing Fieldtrip Application # 486
 BZ1000 Yorkeys Knob Beach Week 1

Submission items

Section 1 - Officer in Charge (edit)	Ok
Section 2 - Travel details (edit)	Ok
Section 3 - Methods and Risks (edit)	
Blocking issues	
Risk assessment not submitted	Complete the online risk assessment or submit a risk assessment document
Section 4 - Personnel (edit)	
Blocking issues	
No personnel listed in personnel roster	Add at least an OIC to the roster
Section 5 - Communications systems (edit)	
Blocking issues	
Contact details incomplete	Complete emergency contact form
Section 6 - Safety equipment (edit)	Ok
Section 7 - Transport details (edit)	Ok

Overall approval status

Safety Officer	Susan Kelly	Awaiting approval
Authorised Officer	John Smith	Awaiting approval
Head of School	Brad Congdon	Awaiting approval

Notes

No notes

[Add note](#)

Other tasks

Print

Notify personnel of trip readiness

Notify personnel - pre-select personnel who haven't signed on

Download the fieldtrips personnel list in an Excel compatible format

[Show printable](#)
[Select personnel](#)
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For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

7.

Fieldtrip

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Application for Field Trip: Review

Submission items

Section 1 - Officer in Charge	Ok
Section 2 - Travel details	Ok
Section 3 - Methods and Risks	Ok
Section 4 - Personnel	Ok
Section 5 - Communications systems	Ok
Section 6 - Safety equipment	Ok
Section 7 - Transport details	Ok

Additional protocols and forms

Submission items

Trip status	Ok
-------------	----

[Submit for approval](#)

Other tasks

Print

Notify personnel of trip readiness

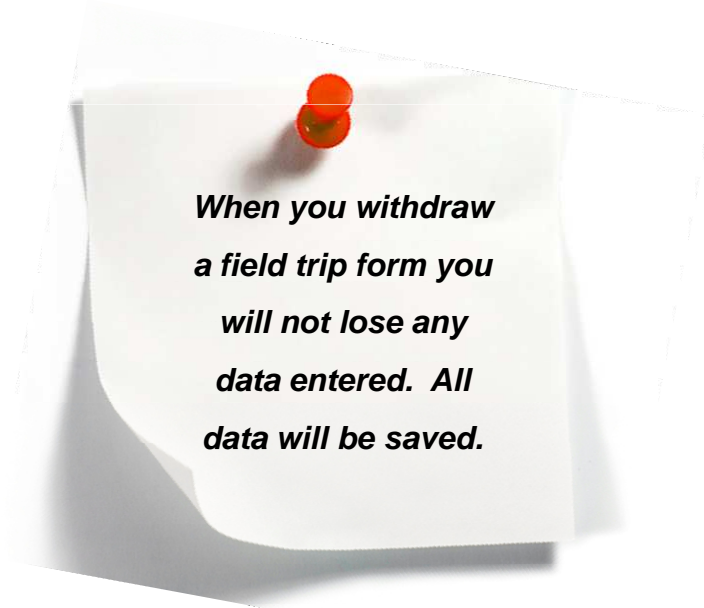
[Show printable](#)
[Select personnel](#)

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

Part 3. ii) How to Edit / Withdraw Field Trip Forms

In order to edit forms after they have been submitted, you need to first withdraw them.

- 1. Go to 'My info' on the left-hand-side menu. Find the form you want to delete and click 'withdraw'.**
- 2. Select 'Confirm withdrawal'.**



- 3. A note will display letting you know the withdrawal was successful.**

1.

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User data

Submitted projects

The following projects are awaiting approval

Date submitted	Review/submit project	Other commands
10/Mar/2009	BZ1001 Project EXAMPLE	Grant access Withdraw

Unsubmitted field trips

The following Trips have not yet been submitted

Trip #	Title	Date submitted	Commands
486	BZ1000 Yorkeys Knob Beach Week1	Unsubmitted	Edit/Review Reuse Cancel

Field trips awaiting signatures

The following Trips are awaiting approval

Trip #	Title	Date submitted	Commands
384	BZ1000 Yorkeys Knob Beach Week1	11/03/09	Review Reuse Withdraw

2.

Confirm trip withdrawal

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Withdrawal request

Withdraw fieldtrip

This will withdraw the fieldtrip from the system

Warning: The fieldtrip must be resubmitted if you proceed

Confirm withdrawal

3.

Confirm trip withdrawal

Welcome Jenni

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Withdrawal request

Withdraw fieldtrip

The trip was successfully withdrawn

[Return](#)

- 4. Edit forms by selecting 'Edit/Review' on the right-hand-side.**

- 5. Select the section you want to edit, click 'edit' and make any changes. Submit when complete.**

4.

User profile

Welcome Jenni

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User data

Submitted projects

The following projects are awaiting approval

Date submitted	Review/submit project	Other commands
10/Mar/2009	BZ1000 Project EXAMPLE	Grant access Withdraw

Unsubmitted field trips

The following Trips have not yet been submitted

Trip #	Title	Date submitted	Commands
384	BZ1000 Yorkeys Knob Beach Week 1	Unsubmitted	Edit/Review Reuse Cancel
486	BZ1000 Yorkeys Knob Beach Week 2	Unsubmitted	Edit/Review Reuse Cancel

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

5.

Review Fieldtrip

Welcome Jenni

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Reviewing Fieldtrip Application # 384

BZ1000 Yorkeys Knob Beach Week 1

Submission items

Section 1 - Officer in Charge (edit)	Ok
Section 2 - Travel details (edit)	Ok
Section 3 - Methods and Risks (edit)	Ok
Section 4 - Personnel (edit)	Ok
Section 5 - Communications systems (edit)	Ok
Section 6 - Safety equipment (edit)	Ok
Section 7 - Transport details (edit)	Ok

Overall approval status

Safety Officer	Susan Kelly	Awaiting approval
Authorised Officer	John Smith	Awaiting approval
Head of School	Brad Congdon	Awaiting approval

Notes

No notes

[Add note](#)

Other tasks

Print

Notify personnel of trip readiness

Notify personnel - pre-select personnel who haven't signed on

Download the fieldtrips personnel list in an Excel compatible format

[Show printable](#)

[Select personnel](#)

[Pre-select personnel](#)

[Download personnel list](#)

[Submit for approval](#)

For help, please contact the FieldTripTracker admin by [email](#) or on x1273 [Main](#)

Part 3. iii) How to Delete Field Trip Forms

To delete forms before they have been submitted...

1. **Go to 'My info' on the left-hand-side menu. Find the form you want to delete and click 'cancel'.**



2. **Select 'Confirm deletion'.**

3. **A note will display letting you know the deletion was successful.**



1.

User profile

Welcome Jenni

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User data

Submitted projects

The following projects are awaiting approval

Date submitted	Review/submit project	Other commands
10/Mar/2009	BZ1001 Project EXAMPLE	Grant access Withdraw

Unsubmitted field trips

The following Trips have not yet been submitted

Trip #	Title	Date submitted	Commands
486	BZ1000 Yorkeys Knob Beach Week1	Unsubmitted	Edit/Review Reuse Cancel

Field trips awaiting signatures

The following Trips are awaiting approval

Trip #	Title	Date submitted	Commands
384	BZ1000 Yorkeys Knob Beach Week1	11/03/09	Review Reuse Withdraw

2.

Confirm trip cancellation

Welcome Jenni

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Cancellation request

Cancel fieldtrip

This will delete the fieldtrip data from the system

Warning: This action cannot be undone

[Confirm deletion](#)

3.

Confirm trip cancellation

Welcome Jenni

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Cancellation request

Cancel fieldtrip

The trip was successfully deleted

[Return](#)