

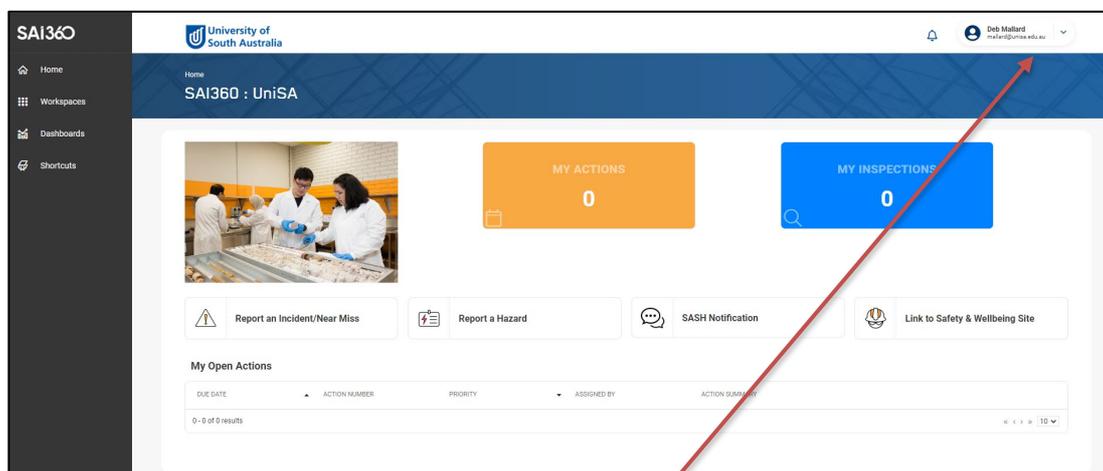
User Guide – Field Trip: approving a record

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:

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



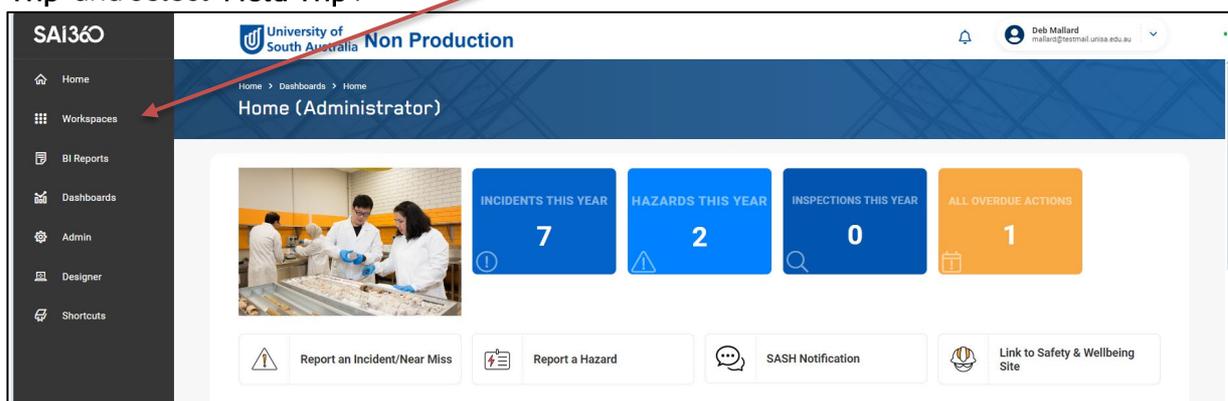
Guide to Using the Module:

- 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'.

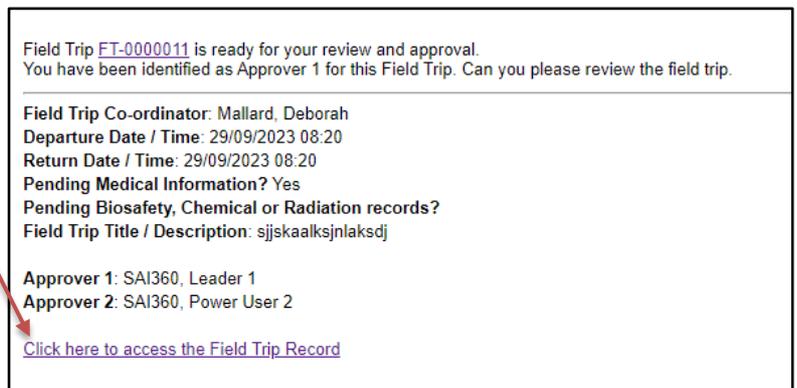




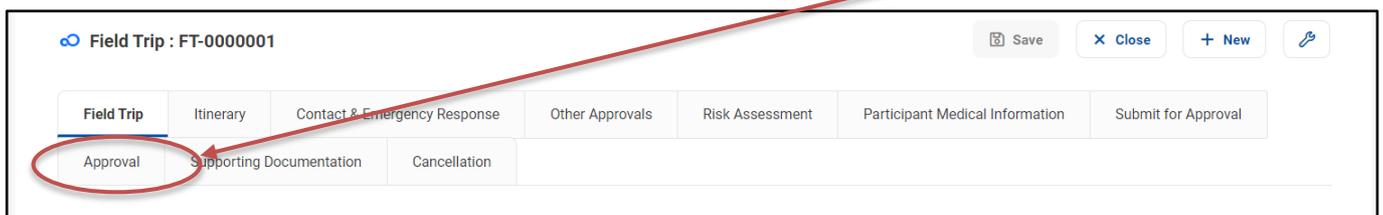
- Using the drop down option or the **'Quick Filter'** option locate the Field Trip record that you are reviewing and approving.
- Click on the **'Approval'** tab.
- In the **'Approval'** section click on the approver that relates to you in the **'order'** column.
- In the **'Approval status field'** 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:



- 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.