University of South Australia

UniSAfe

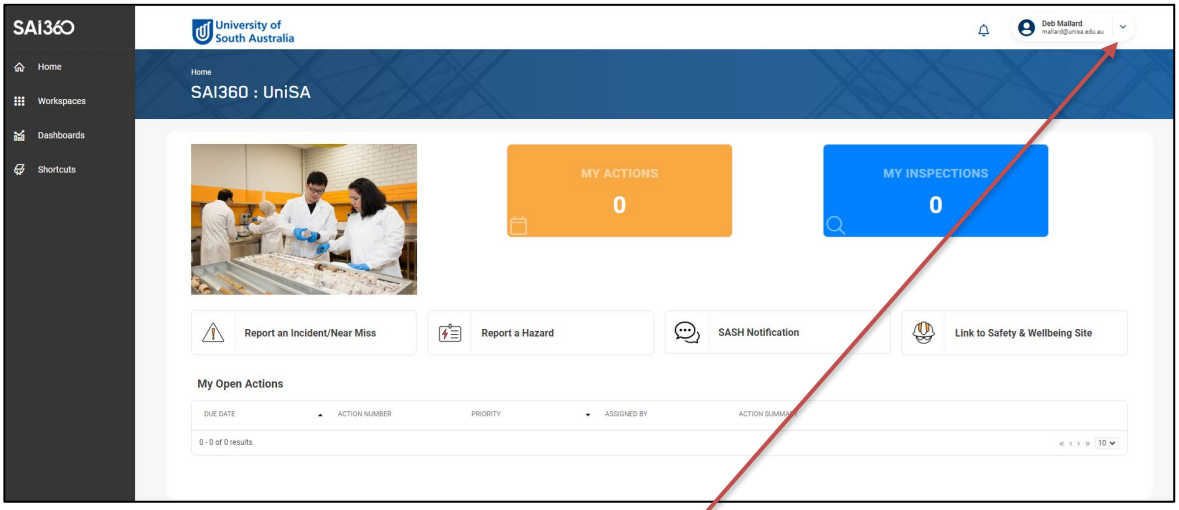
User Guide – Field Trip: creating a new record

Module Overview: The Field Trip module provides end users (staff and/or student) 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:

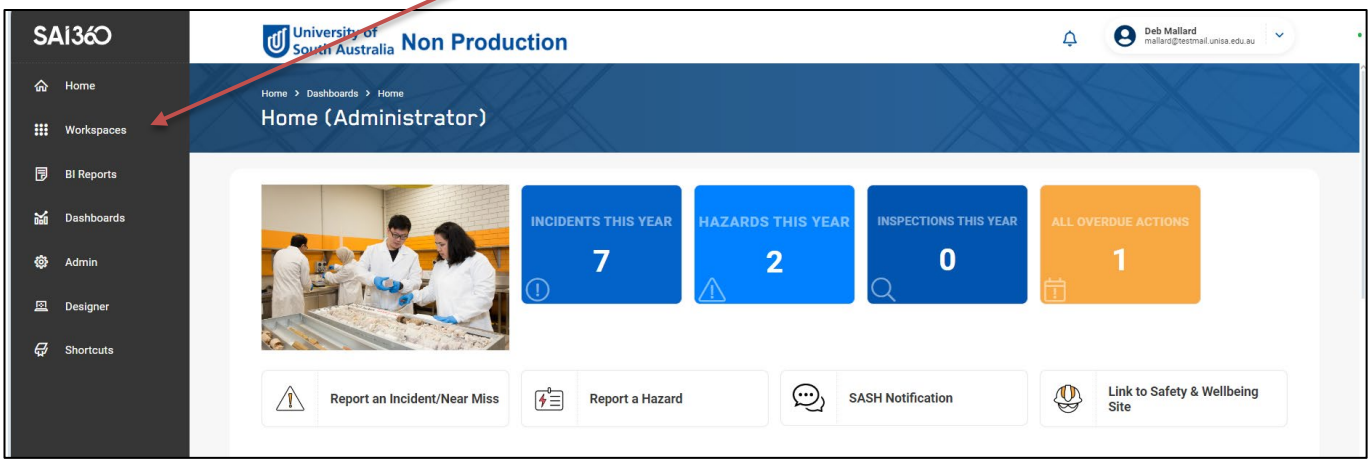
- Open browser and visit, https://whs.unisa.edu.au which will open your **'Dashboard'**.



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.

- 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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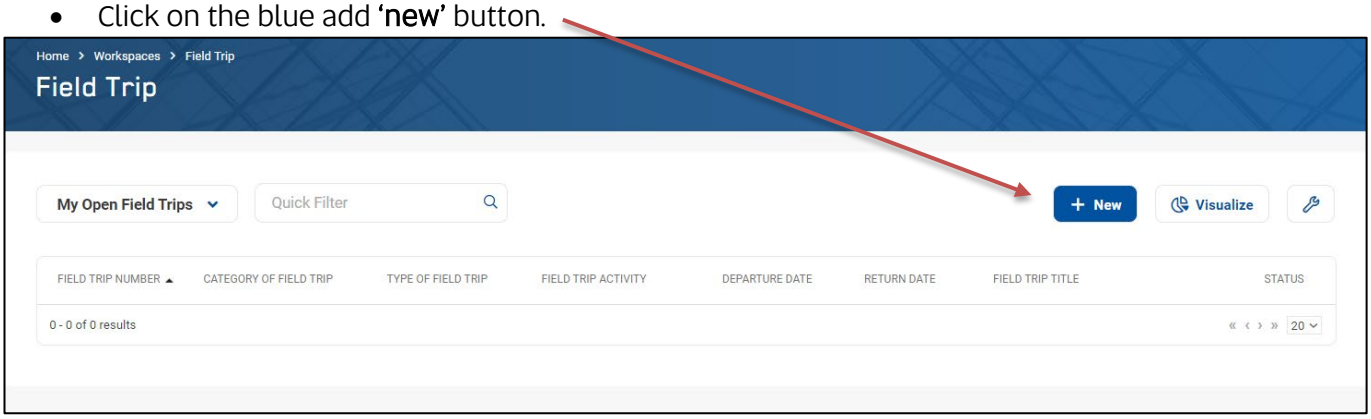
- Click on the blue add **'new'** button.



- In the **'Category of Field Trip'** field use the drop down to select the relevant option.
- In the **'Type of Field Trip'** field use the drop down to select the relevant option.
- In the **'Departure Date'** and **'Departure Time'** sections.
- Enter the **'Return Date'** and **'Return Time'.**
- In the **'Contact Number'** field add in the phone number of the person to be contacted.
- In the **'Field Trip Supervisor'** section use the drop down box or the folder icon to select the supervisor details.
- In the **'Field trip title/description'** add in free text.
- In the **'Field Trip Activities'** field use the folder selection list icon to select the to select the most appropriate activity type.
- In the **'General location/nearest town for field trip'** field use free text to type the location.
- Click on **'Location type'** drop down and select the most appropriate option. Trip
- In the **'Will students be attending?'** field select yes so that extra boxes open to be completed.
- In the **'Staff Participants'** section use the **'Selection List'** folder icon to add in the relevant staff.
- In the **'Emergency contact'** field use the folder icon to select the emergency contact person for the field trip.
- Click the blue **'Save'** button or icon at the top or bottom of this window.
- Click on the **'Itinerary'** tab and press the blue **'add new'** button.
- Complete the mandatory fields on this pop up window and click the blue **'ok'** button once all fields have been completed and you will be returned to the previous page.
- Press the blue **'Save'** button at the top or bottom of the page.
- Open the **'Contact & emergency response'** tab.
- In the **'Contact details'** field press the **'add new'** button to add in the contacts details and complete all mandatory fields and press the blue **'ok'** button.
- In the **'Emergency response'** field press the **'add new'** button.
- In the pop up page complete all mandatory fields and press the blue **'OK'** button to return to the previous page then press the blue **'Save'** icon.