Guide to Field Friendly

**Home** – your dashboard. Navigate to where you like from here. Home page will tell you any active trips you have where you are the field trip planner, the activities you are approved for and a list of projects or trips that are in either approval, review or draft status.

**My project** - where you enter your project as a general overall concept, an umbrella, of what you’re doing in the field. A project may include a variety of activities (e.g. bush walking, rock platform work and snorkelling) and a variety of localities and will encompass multiple hazards. It is under the Project umbrella that individual Trips are planned. Project must indicate a supervisor (for students).

**My Trips** – where you enter date specific field trips. The trip may have only some of the activities/hazards indicated in your Project depending on what you are doing that particular time in the field. Trip must be associated with a Project (your project or a community project). Trip is where you enter call back details, participants attending, an itinerary, accommodation, assets taken (e.g. AED, university vehicle).

**Field sites** – enter your field site into the register of approved sites. Your site will remain in the system and can be used by others. Field site information will include access, permits required, nearest emergency services, site specific hazards etc.

**Assets** – a register of assets that may be taken in the field. Primarily department fleet vehicles.

**My account** - is all about you as a fieldworker. Contains your contact information, qualifications (e.g. certificates), approved activities and your settings.

**Approvals** – A section for managers and supervisors for approving fieldwork.

**Help** – Access to support centre, bug reports, feature requests and the ‘show tips’ option.

Log in using your One ID and follow these steps....
Step 1: My Account

1. **Check your settings:**
   - Is your email address correct?
   - Is your contact number correct?
     (If no, click on My Details and you can change them through HR or eStudent **it is very important that these details are correct**)
   - Have you set your department? (this is very important for the approvals process)

   Feel free here to change the look of your FF interface and upload a picture if you so desire

2. **Enter Qualifications:**

   The qualifications page allows you to enter many different certifications, inductions, licenses etc.

   Here you will find:
   - Inductions (e.g. terrestrial/ marine fieldwork induction, vehicle induction, snorkelling induction etc)
   - First Aid (e.g. Apply First Aid, Remote First aid etc)
   - Vehicle (e.g. Drivers Licence, Certificate of Registration, 4WD certifications etc)
   - Boating (e.g. General boat license, Coxswain etc)
   - Diving (e.g. Diver induction, recreational qualifications, commercial qualifications, logbook scans, dive medicals etc)
   - Asset use (e.g. working at height certificate for elevated platform use)

   *If you have a relevant qualification that is not found in Field Friendly please log a ticket (see. ‘Getting Help’) and it can be added

3. **Activities:**

   Once qualifications are uploaded and approved you can check the activities you are approved for.

   The icons in green indicate approved activities.

   Certain Activity Roles exist as well and can be seen at the Trip phase (e.g. Field Trip first aider, Vehicle driver, Snorkel coordinator) or by viewing an activity. An individual is only approved for such Activity Roles if they have uploaded the required qualifications.
Step 2: My Project

Follow the wizard steps pressing the ▶️ to progress (Autosaves to draft)

1. Enter a title for the Project and add a few details about it in the text box. Nominate your lead organisation (may be another university or institution), and the lead department that will determine the approval process. For students ensure the MQ supervisor email is entered here.

2. Click the activities that you intend to do at any point during this project. If an activity is not present please contact the fieldwork managers to make an addition.

3. Enter any tasks that are specific to the project but do not require a new activity to be created. E.g. using a particular piece of equipment in the field, performing a particular surveying technique. This can be as detailed as you wish and is aimed at sharing information with other fieldworkers who may wish to join/ collaborate or assist with your project.

4. Add hazards associated with your overall project. If you are working with another institution and abiding by their risk assessment document or have a task specific risk assessment (e.g. for a particular chemical or particular piece of machinery) you can click YES (upload the risk assessment on the next wizard page).

   However in most cases you will nominate the hazards for your project by clicking on those that are relevant. When selecting the hazards a text box will appear that will explain the hazard, the related consequences, control measures and the risk rating associated.

5. Last step of the wizard allows you to upload a photo associated with the project if you wish and any risk assessment or project related documents (e.g. permits, safe work procedures etc) can also be uploaded.

Note: after uploading a document you must click the ✓ before the ▶️ to submit.
Step 2: Field Sites

Follow the wizard steps pressing the ➡️ to progress (Autosaves to draft)

1. Select location using inbuilt Google Maps. You can either drop a pin at your site or the area tab allows you to drop a series of pins that when joined up will define an area that encompasses your site (to join you must click back on the first pin)

![Google Maps screenshots showing pin drops and area definition]

On this same page name your site, indicate access, if remote (remote is defined as more than 2 hours from definitive care in the case of an emergency), and site use details (e.g. type of permit required)

2. Click to indicate the activities that you will be undertaking at this field site

3. Click to indicate site - specific hazards (again contact fieldwork managers if you have identified a hazard that is not present in the list)

4. Closest emergency resources to be identified. If your site has a hospital with casualty department within a certain radius this will autopopulate and you can choose from a list. If not you will have to make a manual search for the closest emergency services and enter name and contact number.

5. Enter any comments you may have about the site that others that may visit would need to know (e.g. prone to flooding, check-in with rangers required on park entry etc). Ability to attach extra site information here also (e.g. topographical/ geological maps etc)

Note: after uploading a document you must click the 📄 before the ✔️ to submit.
Step 4: Plan the Trip

Follow the wizard steps pressing the > to progress (Autosaves to draft)

1. Enter Trip name, brief description and dates.
   Trip needs to be associated with a project. This can be your project or if planning a trip using a colleagues project, add it from community projects at the bottom of the page.
   *Ensure the project is lit up green

2. Click to indicate the activities you and the participants will be undertaking on that Field Trip. The activities are listed will be those identified in the associated project.

3. Plan your itinerary. Firstly indicate where your journey starts by moving the racing flag if required and nominate departure time.

   - Click Next Step. Now indicate where you are going to on that first day of the Field Trip (may be more than one site)

Note: The flags are all the Field Sites that have been entered in Field Friendly by users. Search for yours
Flag must be GREEN
On this same Day 1 page, scroll down and click the activities you will be doing that first day and if this is a multi-day trip put in the accommodation details.

If your entire trip plan is the same as Day 1 you can click to copy to all other days.

Otherwise repeat the above process for each day of the trip.

Plan the end location. Drag the racing flag to the end location for the trip and enter the time expected for the trip to end.

Then click Finish.

Note: to use the search option for accommodation you will need to zoom in on the area in which you are staying. Small triangles will indicate accommodation options for you to choose. You may also manually enter accommodation details here.
4. Enter the time and frequency that you will check in with Campus Security. You have several options for frequency including once at the end of the trip (required for overseas fieldwork also)
   Click Add a scheduled check in
   Enter the DAILY CALLBACK (if this is not security) nominate a time and give contact details.

On this page also enter the participants you wish to invite on the field trip (note. If this is an undergraduate/postgraduate coursework trip please see Step 6 in this guide, you do not need to enter unskilled participants such as coursework students at this stage).

5. Enter any activity plans or travel plans (e.g. plan of scheduled stops for long haul driving, flight details etc). These will be prompted from you depending upon the activities you are undertaking.

6. Enter details of any communication devices you are taking (other than your registered mobile) e.g. Satellite phone obtained from fieldwork manager

   Enter any assets taken (includes the university vehicle you have booked)

7. Enter any comments you may have about the trip that participants attending the trip or approving personnel may need to know (e.g. trip may be cancelled in undesirable weather, list of items to bring for participants, extra contact numbers for personnel on site etc.). Ability to attach extra information here also (e.g more detailed itineraries, drive plans, permits etc)

Note: after uploading a document you must click the before the to submit.

Note: You can search by email address or ‘Find participants’ will search by activity approvals.

Adding participants you can see what activities they are approved for

At this stage only MQ staff and students can be added to FieldFriendly. Non MQ personnel require a OneID. Please consult with the fieldwork managers.
Step 5: Approvals

- Once Qualifications, Project, Site and Trip are submitted, the fieldwork manager(s) and supervisor (student only) will be notified by email to approve.

- As you may be asked to make revisions and resubmit for approval again this can take time.

  For new Project and Trip – leave minimum 7 days for feedback and approval
  For subsequent or repeat Trips – leave minimum 3 days for feedback and approval

**Note for students:** It is your responsibility to ensure your supervisor approves your Project and Trip as fieldwork managers will not approve until this is done.
Step 6: Participant signup

- Once Project and Trip are approved you will receive a notification and an invitation to join the trip. All participants specified in the trip plan will receive this invitation. Undergraduate and other personnel not included in the trip may be added to the trip by passing on the trip signup link (available when viewing the trip via “Roster is available” > “Trip signup link”).

Note:
FIELD TRIP IS NOT CONSIDERED COMPLETELY APPROVED UNTIL PARTICIPANTS COMPLETE SIGN UP TO TRIP
This is collecting required participant information including next of kin details and medical condition information that the trip leader and field trip first aider must know

- A calendar invite will be sent once participant sign up is completed

- Print a copy/ have a digital copy of the trip documents ready to go into the field with you. This contains all information of the Project and Trip including hazards, activities performed, site information, emergency information and participant information (medical conditions to be communicated to field trip first aider confidentially).

Note:
Field trip leader (and managers) ONLY will have access to a package with participant information. As this is confidential, other participants will not find that information in their downloadable document package.
- Once sign ups are completed you must submit your trip roster (view the trip roster via View Trip > Trip Roster available > Close and submit roster) for one last approval before your trip is ready to depart. During this last check, fieldwork managers will review your trip roster and quickly confirm you have adequate expertise in attendance to carry out the plan.
Step 7: During/ Post trip

- Collect any equipment required from fieldwork/ vehicle manager with plenty of time before departure

- Before departure check site safety, weather, site conditions if possible

- Ensure all participants are briefed on the Trip requirements, activities and hazards prior to embarking/ at the field site.

- Ensure call backs are made in accordance with the planned callback schedule. Important: remember to maintain contact with Campus Security before the nominated times and dates to avoid commencement of emergency response.

- Ensure equipment is returned in the same condition it was borrowed. This includes refuelling and cleaning vehicles and vessels, washing snorkel/ dive equipment, returning first aid kits and satellite phones etc.

- If diving or snorkelling are included in your trip activities, logs will need to be uploaded into Field Friendly upon your return. Please discuss with the University Dive Officer or Marine Fieldwork Manager.
Step 8: Debrief

What happened in the field rarely follows plan, in order to maintain an overview of what actually happened in the field a debrief is presented after each trip.

- Once returned from your trip log into Field Friendly, view your trip and follow the ‘Debrief available’ link at the top of the page.

- In completing the debrief you will be prompted for details on how the trip went, including a quick overview of whether any incidents occurred, who showed up, where you ended up going, what you ended up doing, and if any equipment used requires maintenance before being used again.

- Simply read through the prompts and click your way through. The debrief should take less than 5 minutes and once completed and submitted the trip will be closed.