



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Events Excursions Module (VTR)

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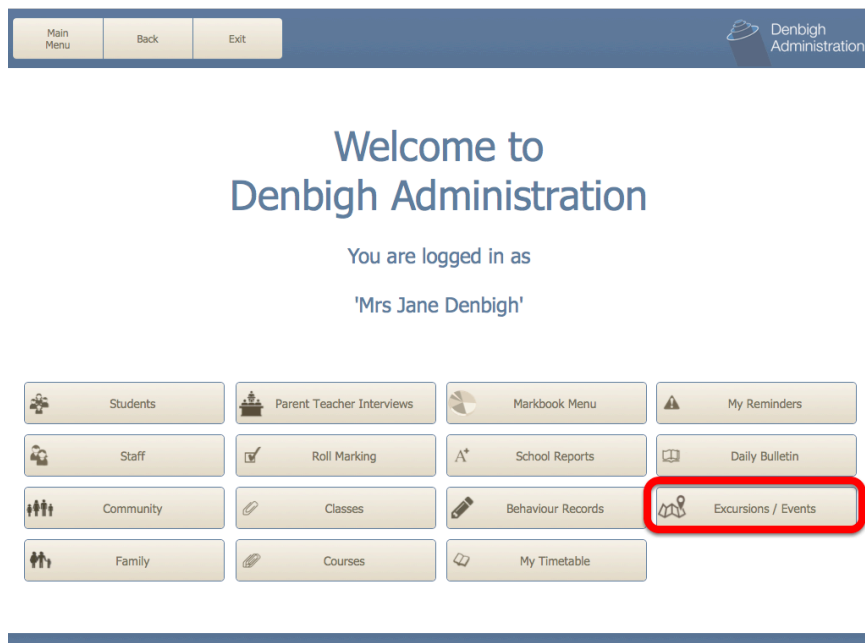
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Excursion/Events Module

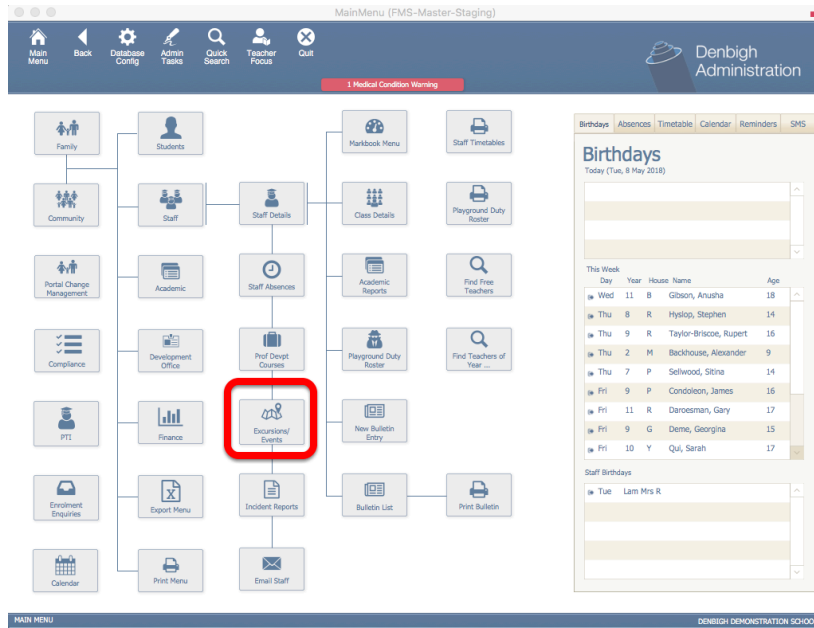
Allows staff to request a variation to their daily routine. For example excursion, incursions and any other out of school activities not part of their normal timetabled day.

Excursion/Events Module has been designed to allow staff members to request permission for an event by going through the appropriate stages. The Event Menu consists of 5 major stages, each stage consisting of multiple secondary stages. The following manual aims to explain how to correctly use the Event system. Each stage of the Event requires different access privileges, the higher the stage the more senior the position the staff member is. Please note that any reference to VTR stands for Variation to Routine the original name for this module.



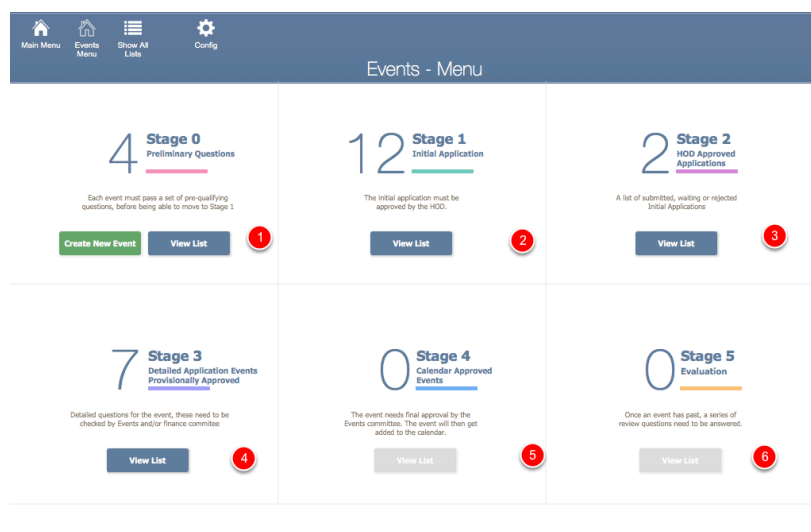
The screenshot shows the Denbigh Administration web interface. At the top, there is a navigation bar with 'Main Menu', 'Back', and 'Exit' buttons on the left, and the 'Denbigh Administration' logo on the right. The main heading reads 'Welcome to Denbigh Administration'. Below this, it states 'You are logged in as 'Mrs Jane Denbigh''. A grid of menu items is displayed, with 'Excursions / Events' highlighted by a red box. The menu items include: Students, Parent Teacher Interviews, Markbook Menu, My Reminders, Staff, Roll Marking, School Reports, Daily Bulletin, Community, Classes, Behaviour Records, Excursions / Events, Family, Courses, and My Timetable.

Denbigh Teacher Menu



Excursions/Events (VTR) can be accessed from the MainMenu on Denbigh Admin or Denbigh Teacher Focus. The Purpose of the Events Module is to allow Teachers to formally request permission for activities such as Excursions, Camps any activity outside of the normal teachers day.

Events Menu



Within the Events menu displays the different Stages that are required for creating, getting permissions and evaluating the Event.

- 1 - Preliminary Questions/Stage 0 is the initial questions to ensure that the Variation meets the appropriate criteria before requesting approval.
- 2 - Initial Application/Stage 1, once the initial questions have all been fulfilled then it can pass to the initial application. This will provide the user with basic details about the excursion and the relevant Head of Department (HOD) for the event.

3 - HOD Approval Stage/Stage 2. After the initial application has been processed the HOD is then required to provisionally approve or decline the Event.

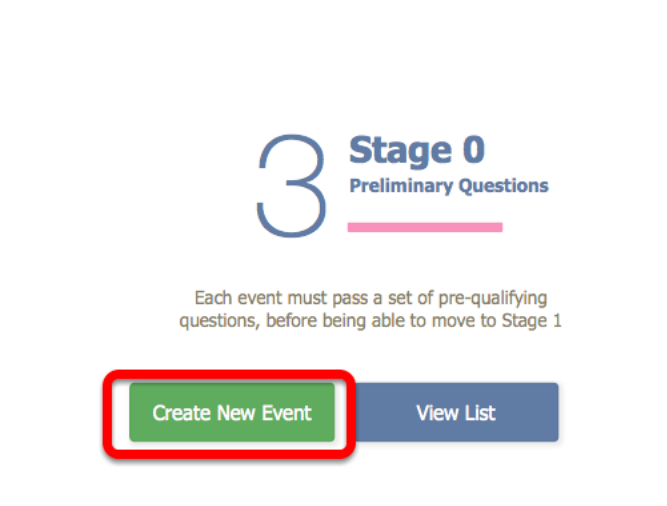
4 - Detailed Application Provisionally Approved/Stage 3, This stage collects more detailed information and creates and stores any documents related to the provisionally approved event.

5 - Calendar Approved Events/Stage 4, lists the events that have been approved and creates a record of events for the year in the calendar module.

6 - Evaluation/Stage 5, Allows staff to go back into a final section of the event after it has occurred and comment on standard evaluation questions.

The Number on the Left of the Stage represents how many events are currently within that stage. For example in stage 3 there are 7 events that have been approved.

Creating a Event - Preliminary Questions (Stage 0)



To create a Event select "Create new Event"

Event ID: 2018-000239 Stages Completed: Stage 0

Stage 0 - Initial Questions

Questions Event ID: 2018-000239

1. Is this a Event or TPL? VTR TPL *Required
2. Is this Event/TPL academic or co-curricular? Academic Co-Curricular *Required
3. Does this Event/TPL impact on any classes, supervision, co-curricular? Yes No *Required
If Yes, please provide brief details
4. Is this Event/TPL occurring in the two weeks prior to an examination period for any year group involved? Yes No *Required
5. Is this a Year 12 Event occurring between the Half Yearly exams and the Trial HSC exams? Yes No *Required
6. Are the costs for this Event to be recovered from the students? Yes No *Required
7. If Yes, which line number and budget does the Event refer to?
8. Has every attempt been made to limit staff absences for TPL and excursions to 2 days per term (on average)? Yes No *Required

Instructions
These initial questions need to be answered satisfactorily in order to proceed to the first stage of the application.

Cancel Proceed

Creating a Event record will allocate a unique ID number. This list of questions must all be checked or have information entered before being allowed to go on to stage 1 and start entering more specific information. Below the menu bar the system will indicate which stage you are currently on, when users pass on to the next stage they are still able to go back to previous stages and edit information.

In order to proceed to Stage 1 all **"*Required"** fields need to be filled in.

Please note TPL -Teacher Professional Learning is another section of Event which allows teachers to request for permission to leave school for Professional Development courses. (Feature coming soon)

Question 4: You will not be able to create an event that takes place just before exams.
Question 5: You are not be able to interfere with Year 12 Exams.

OK

If questions 4 or 5 are marked as "Yes" the user will not be able to create this even. Question 7 refers to which timetable line on the Budget or financial statement the Event expense will appear on. For example Line 17 PDHPE, the finance department to either approve or decline the Event can use this.

Activity Details

Activity Information *Required Fields

Activity Title* 1

Activity Details*

Proposed Start Date* End

Proposed Time* Periods Times

Proposed periods involved* TG 1 2 3 4 5 6

Check Calendar* Yes, I have checked the calendar for any potential clashes 4

Activity Area 5

Activity Type

Activity Location

Is this during your normal class time Yes No

7 **Next >**

Please enter title in the format: Yr/Subject abbreviation/Event Name (eg. Yr11 Geo Macquarie Marshes)
If it is a generic event you may not need to use all 3 elements (eg. P&F Fair, Yr10 Exams)

Please enter as much detail as possible.

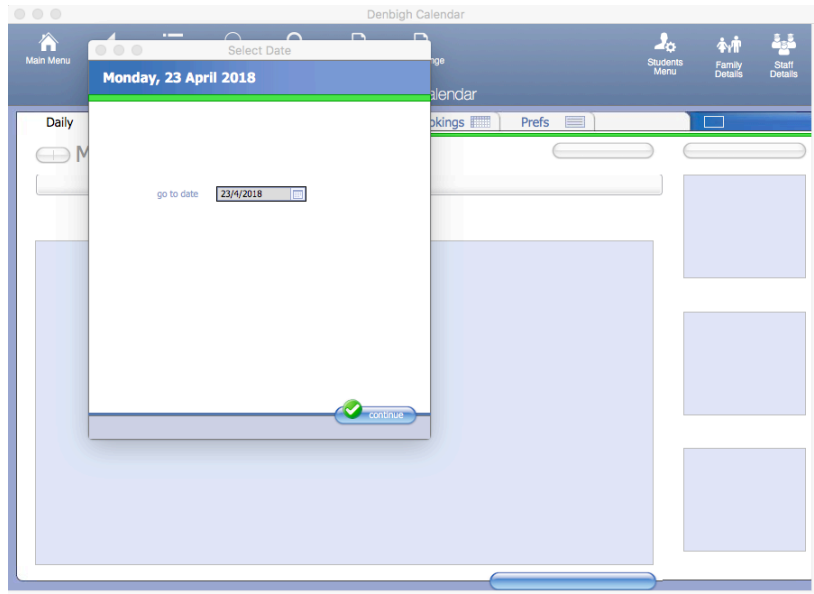
Both start date and end date must be entered!
If the event is for only one day, enter an end date the same as the start date.

You MUST enter a start time and an end time. Note: Use ':' to separate Hour and Minutes HH:MM PM/AM
If an event is "all day" enter times of 8:00 am to 5:00 pm
There is no such thing as 12:00 am or 12:00 pm, so avoid confusion by entering 11:59 or 12:01 instead

You have not supplied a End Date for the event
You have not supplied a Start Time for the event
You have not supplied a End Time for the event
You have not supplied an Event Type for the event
You have not supplied a Location for the event
You have not indicated if this is during normal class time
You have not included all necessary Staff members for the event
You have not supplied the Classes Involved for the event
You have not supplied the Year Groups for the event
You have not indicated if Accommodation is needed for the event

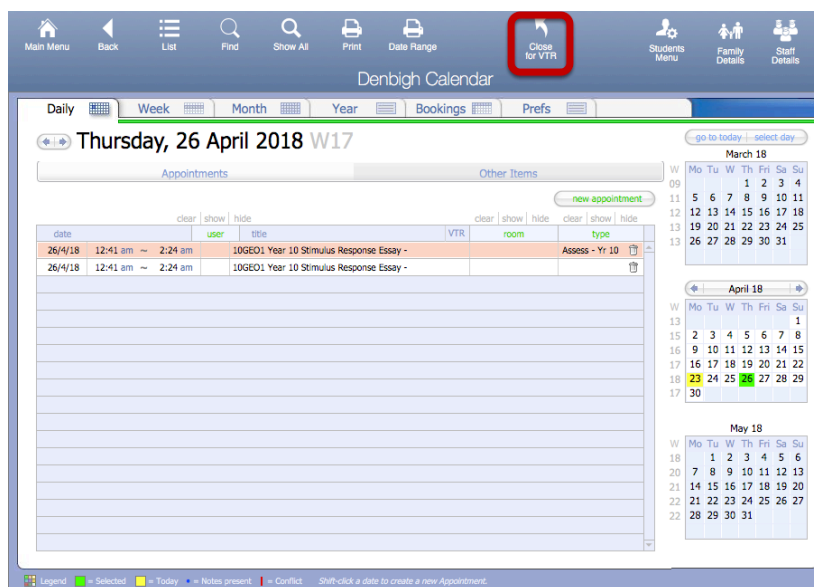
Once the initial question stage is completed, the user can then move on to the Initial Application (Stage 1). Should the user wish to edit the information in the Preliminary Questions, they can switch between completed stages. A pending Label will also appear identifying the status of the event and whether or not it has been approved yet.

- 1 - Activity Title, a specific format is required for the Activity Title. Eg. Year/ Subject Abbreviation/ Event Name. If the event is generic you may not need to use all 3 elements.
- 2 - Proposed Start Date, both start date and end date must be entered. If the event is for only one day start and end date will be the same.
- 3 - Proposed Time - either enter the Periods or Times. If entering a start time and an end time, ensure that both times are in the following format: HH:MM PM/AM. If the event is all day enter times for example 8:00AM to 5:00:PM.
- 4 - Check Calendar, This action will check the schools calendar to ensure that no clashes will occur if the Event is created. See below regarding Check Calendar function.
- 5 - Activity Area (Faculty) involved, Activity type (Calendar type), Activity Location (Calendar locations)
- 6 - Displays all the required items before moving onto the next stage. As each item is entered it will not display on this list.
- 7 - Click "Next" to go to the next required questions.



Enter the date of the proposed Activity, Click "Continue".

Calendar



Once the Calendar has been checked the user can then click the "Close for Event" which will take you back to the Event page, and then the required tick box can be checked to indicate that the calendar has been checked.

Staff Involved

At any point during the Event process the user is able to go back to the Main Event menu, this will not delete the event being created instead it remains as a draft.

1 - Staff Involved, Enter the Faculty and Staff member/s required from the drop done list. Only staff in the faculty selected will display. Choose the roll for the selected staff member. If they are doing all roles, Click "Set All Roles" button. Click "Add Staff" to ensure that the staff member is added to the portal below.

2 - Non-School Staff for any parent or casual staff member attending.

3 - Navigation back and forward between each section of the Initial Application.

Classes Involved

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5 Pending

Classes Involved

*Required Fields

Number of Students

Staff Number

Names/Codes of classes involved*

Year Groups Involved*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

0 1 2 3 4 5 6 7 8 9 10 11 12 TPL

< Back Next >

You have not supplied the Classes Involved for the event
 You have not supplied the Year Groups for the event
 You have not indicated if Accommodation is needed for the event
 You have not indicated if Resources are needed for the event
 You have not outlined the Resources needed for the event
 You have not selected a Head of Department

Enter the details regarding the classes that may be attending the Event. *The Year Group Involved is a required field.

Resources & Transport

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5 Pending

Resources & Transport

*Required Fields

Transport Requested* Yes No

Outbound Journey* To*

Inbound Journey* To*

Accommodation Required* Yes No

Other Resources Requested* Yes No

Resources requested Details

Other Expenses

Add	Item	Charge
<input type="checkbox"/>	Ferry Ticket	\$2.60 ✕
<input type="checkbox"/>	Admission	\$12.20 ✕
<input type="checkbox"/>	Tolls	\$3.40 ✕
<input type="checkbox"/>	Entry Fee	\$8.60 ✕
<input type="checkbox"/>	Museum Fee	\$7.50 ✕
<input type="checkbox"/>	Bus Driver Accom	\$100.00 ✕

Total Cost

You have not indicated if Accommodation is needed for the event
 You have not indicated if Resources are needed for the event
 You have not outlined the Resources needed for the event
 You have not selected a Head of Department

- 1 - If Transport is required further information will be required.
- 2 - Costs can be set up in the Configuration Section. (See page 34)

Staff

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5 Pending

Stage 1 - Initial Application

Submit < Back

Faculty of Person Approving VTR

Cancel
This will remove all answers from this stage.

Submit to HOD
The next stage is where the HOD either tentatively approves or rejects the event

You have not selected a Head of Department

Choose the faculty and name of the person approving the Event. The HOD can then send on the event for Approval.

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5 Pending

Stage 1 - Initial Application

Submit < Back

Faculty of Person Approving VTR

Science

Andrew Brettell
Science

Cancel
This will remove all answers from this stage.

Submit to HOD
The next stage is where the HOD either tentatively approves or rejects the event

Submit to HOD

You are about to submit and email this form to the Head of Department. If you have completed everything and are happy to continue, choose OK, else choose Cancel to revise any questions that you need.

Cancel OK

Once the "Submit to HOD" has been clicked a pop-up box will appear warning you that you are about to submit the Event to the HOD and if any changes need to be made before this, it should be done before selecting "OK". An email will be sent based on the details in the Configuration section. (see page 34)

Event List

The screenshot shows the 'Events List View' interface. At the top, there are navigation icons for 'Events Menu' and 'Show All Lists'. Below these are search and filter options. The main table lists events with columns for ID, Title, HOD, Faculty, Date, Stage, Approval Status, Staff In Charge, and Created By. Red circles with numbers 1 through 11 point to specific elements: 1 (Event ID), 2 (Title), 3 (HOD's Staff code), 4 (Faculty), 5 (Date), 6 (Current Stage), 7 (Approval Status), 8 (Staff in Charge), 9 (Created by), 10 (Administrators tools to change or update stages), and 11 (Label information).

Event ID	Activity Title	HOD	Faculty	Date	Stage	Approval Status	Staff In Charge	Created By
2018-000201	Summer Camp	DENJ	Primary School	12/04/2017	Stage 3	Provisionally	Test Staff	denbigh
2018-000206	1	PINL	History	21/04/2017	Stage 1	Pending	Jillian Merchant	denbigh
2018-000210	t	TSTAFF	Creative Arts	17/05/2017	Stage 3	Tentative	Test Staff	denbigh
2018-000217	New test Attendance	JOHP	Co-Curricular	31/05/2017	Stage 3	Approved	Lesley Pino	denbigh
2018-000220	Year 10 History Excursion	BURJ	HSIE	30/10/2017	Stage 3	Pending	Briony Lejjak	denbigh
2018-000221	City Excursion	FRIJ	History	28/02/2018	Stage 1	Pending		denbigh
2018-000222	First Aid Course		Administration	2/03/2018	Stage 1	Pending		denbigh
2018-000238	Year 7 Science Bathurst Zoo	BREA	Science	25/05/2018	Stage 3	Provisionally	Michael Harvey	denbigh

Once the request has been submitted to HOD, It will now appear on the Event List.

- 1 - Event ID
- 2 - Activity title
- 3 - HOD's Staff code
- 4 - Faculty
- 5 - Start Date
- 6 - Current Stage
- 7 - Approval Status (Pending, submitted, Declined, Tentative, professionally, Final Approved, Approved)
- 8 - Staff in Charge
- 9 - Created by
- 10 - Administrators tools to change or update stages
- 11 - Label information

The screenshot shows the 'Approval History' modal for event 2018-000238. The modal displays a table with columns for Approval Staff, Date, Stage, Status, and Reason. A red circle with the number 12 points to the information icon (i) next to the event name in the table header.

Approval Staff	Date	Stage	Status	Reason
DENB	10/5/2018	Stage 4	Approved	All approved and checked.
DENB	10/5/2018	Stage 3	Approved	All Ok.
DENB	9/5/2018	Stage 1	Provisionally	Depending on the risk assessment.

- 12 - for information, displays the approval history.

Stages and Approval Status Colour Codes

The screenshot shows a user interface for event management. At the top, there are three event entries with IDs 2018-000223, 2018-000224, and 2018-000225. Each entry has a 'Stage 0' label and a 'Pending' status. A legend below shows 'Stage Labels' from Stage 0 to Stage 5 in various colors. Below that, 'Approval Status Labels' are shown: Pending (yellow), Submitted (blue), Declined (red), Tentative (orange), Provisionally (purple), Fin Approved (green), and Approved (dark green). A user profile for 'Anne Lloyd' is visible on the right.

Click the Labels to view the Stage and Approval Label explanation.

Event List Functions

The screenshot shows the 'Events List View' interface. It includes a navigation menu, a search bar, and a table of events. Three red circles with numbers 1, 2, and 3 point to the 'Filter', 'Show All', and 'Print' buttons respectively. The table shows an event with ID 2018-000201, titled 'Summer Camp', with HOD 'DENJ', Faculty 'Primary School', Date '12/04/2017', Stage 'Stage 3', and Approval Status 'Provisionally'. Other columns include Staff In Charge and Created By.

- 1 - Enter Filter details and click Filter
- 2 - To show all after filtering
- 3 - To print the current list

HOD Tentative Approval

The screenshot shows the 'Stage 1 - Initial Application (HOD)' form. It includes a 'Submit' button and a 'Cancel' button. The form has dropdown menus for 'Faculty of Person Approving VTR' (set to Science) and 'HOD' (set to Andrew Brettell). A 'Submit to HOD' button is present. To the right, there is a 'HOD Tentative Approval' section with a text box explaining the process and an 'HOD Decision' button. A '< Back' button is also visible.

Once Stage 1 has been completed the HOD will now have to log into the Event file and go to the event requiring approval. HOD to enter details regarding the decision

HOD decision for Stage Approval

Stage Approval

Event No. **000238**
Staff in Charge: **Michael Harvey**
Current Stage: **1**
Calendar Appointment ID:

Cancel 1
Cancel the approval process

Event Title

Staff

Reason/Comment

2

Approval Log

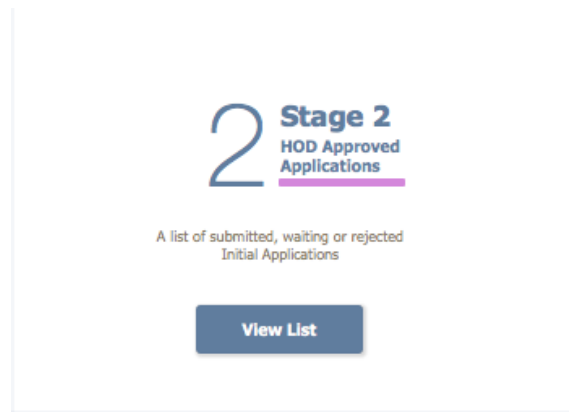
Approval Staff	Date	Stage	Status	Reason
DENB	09/05/2018	Stage 1	3	
DENB	09/05/2018	Stage 1		

4

Which online Calendar 5

- 1 - Cancel will close this window and make a record for the Approval log
- 2 - Enter and reason and then the Approval log will be updated.
- 3 - Approval log
- 4 - Click Declined or HOD Approval
- 5 - For schools that have an online Calendar that may need to be updated. Once the event is either declined or approved an email will be sent to the appropriate staff. Changes can then be made to the original event and then re submitted. When approved the event will be added to the calendar.

Stage 2



Event ID	Activity Title	HOD	Faculty	Date	Stage	Approval Status	Staff In Charge	Created By
2018-000209	test 209	MERJ	Co-Curricular	20/04/2017	Stage 2	Provisionally	Test Staff	denbigh
2018-000238	Year 7 Science Bathurst Zoo	BREA	Science	25/05/2018	Stage 2	Tentative	Michael Harvey	denbigh

Event stage 2 list with approval status.

Submit [Back](#)

HOD Tentative Approval

The HOD needs to "Tentatively" approve the Event/TPL event. This is Stage 2 of the process. The HOD can reject the event and send it back to the staff member for changes and the chance to resubmit. If the event is resubmitted the HOD will need to review again. There is no limit to the number of times an event can be resubmitted.

HOD Approved

Event Committee Approval

The Event committee need to approve the event at stage 2, before detailed information can be collected.

Event Decision

Stage 2 will then need to be approved by the Event committee.

Stage Approval

Event No. 000238

Staff in Charge: Michael Harvey

Current Stage: 1

Calendar Appointment ID: 144

Cancel


Cancel the approval process

Event Title

Staff

Reason/Comment

Approval Log

Approval Staff	Date	Stage	Status	Reason
 DENB	09/05/2018	Stage 1	Tentative	Depending on the

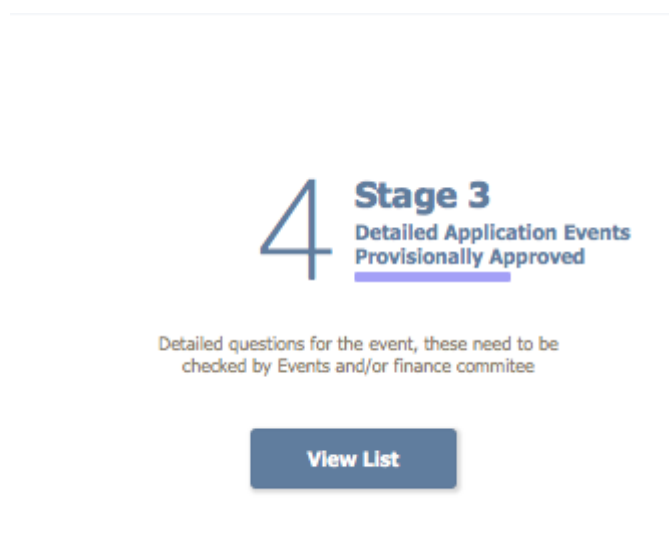
Declined

Event Approved

Which online Calendar

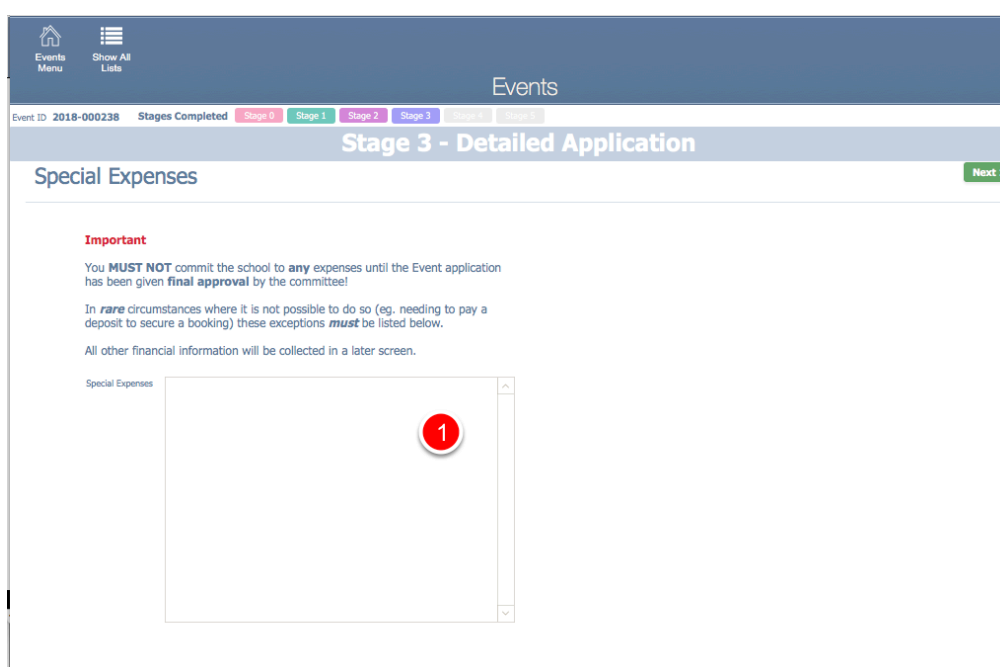
The Event Committee then enters their reason/s comments whether it is approved or declined. An email will then be sent to the appropriate staff. When approved the event will then move onto Stage 3.

Detailed Application Provisionally Approved (Stage 3)



This stage requires the Event Assistant/ Finance Administrator to go through the application and provide a more detailed description of the event including the costs and risks involved. Clicking the "view List" will take you to the Event list view where the user can then select which event needs to be processed.

Special Expenses



The first level of stage 3 requires the Event Assistant/ Financial Administrator to provide more detailed information about the event.

1 - Special Expenses to be entered. (please note the user should not commit the school to any expenses until the final Event application has been approved.)

Student Selection

Student Selection < Back Next >

Select Academic Year Yr 7 1

Available Student List Filter

Student No.	First Name	Last Name	Gender	Boarder	Academic Year
103334	Portia	Yusof	Female	Boarder	7
100040	James	Graham	Male		7
100060	Kanish	Johnson	Male		7
100107	Christopher	Jones	Male		7
100141	Angela	Croker	Female		7
106212	Alexandra	Watson	Female	Boarder	7
102809	Samuel	Robinson	Male		7
101697	Sindhusha	Reid	Female		7
100391	Caspian	Hatton	Male		7
100447	Sheenadan	Burge	Female		7
100591	James	MacLellan	Male		7
100739	Gary	Wickramasinghe	Male		7
105029	Damian	Gupta	Male	Boarder	7
102265	Simrin	Pelle	Female		7
100891	Sarah	Bryan	Female		7
106303	Andrew	Merriman	Male	Boarder	7

Move ALL to Attending

Attending Student List

Student No.	First Name	Last Name	E	Gender	Code	Boarder
0 Students in list						

Delete All

Select the appropriate students that will be going on the Event. The user is given the choice of selecting a student from different categories that being Academic Year, Classes, Co-Curricular, Sport. Once the Student selection is chosen all students will be displayed. A filter can be applied to filter according to the fields of (Student id, First Name, Last Name, Gender, Boarder).

Student Selection < Back Next >

Select Academic Year Yr 7 2

Available Student List Filter

Student No.	First Name	Last Name	Gender	Boarder	Academic Year
103334	Portia	Yusof	Female	Boarder	7
100040	James	Graham	Male		7
100060	Kanish	Johnson	Male		7
100107	Christopher	Jones	Male		7
100141	Angela	Croker	Female		7
106212	Alexandra	Watson	Female	Boarder	7
102809	Samuel	Robinson	Male		7
101697	Sindhusha	Reid	Female		7
100391	Caspian	Hatton	Male		7
100447	Sheenadan	Burge	Female		7
100591	James	MacLellan	Male		7
100739	Gary	Wickramasinghe	Male		7
105029	Damian	Gupta	Male	Boarder	7
102265	Simrin	Pelle	Female		7
100891	Sarah	Bryan	Female		7
106303	Andrew	Merriman	Male	Boarder	7

Move ALL to Attending 1

Attending Student List

Student No.	First Name	Last Name	E	Gender	Code	Boarder
104653	Tiffany	Bardsley		Female	7	Boar ✗
100891	Sarah	Bryan		Female	7	✗
100447	Sheenadan	Burge		Female	7	✗
101400	Macsen	Chen		Male	7	✗
107304	Daniel	Coates		Male	7	Boar ✗
103024	Samuel	Cook		Male	7	Boar ✗
103124	James	Crisp		Male	7	Boar ✗
100141	Angela	Croker		Female	7	✗
104415	Richard	Dalkin		Male	7	Boar ✗
106450	Stephen	Dawson		Male	7	Boar ✗
101782	Petronilla	Diamond		Female	7	✗
107647	Rebecca	Donaldson		Female	7	Boar ✗
105019	Amelia	Economopoulo		Female	7	Boar ✗
101445	Ian	Fulton		Male	7	Boar ✗
105457	Peter	Ganter		Male	7	Boar ✗
101465	Lauren	Gardiner		Female	7	✗

57 Students in list 3 Delete All 4

Once the student's have been chosen the user can then move the students going to the event to the Attending Student List. Either moving all students across through the "Move All to Attending" button can do this.

1 - Move All (in order for the user to use this button a filter cannot be used)

2 - If a filter has been applied to the available student list. The push button per student should be used to transfer students from the available list to the attending list.

3 - Displays the number of Students

4 - To delete all from the list.

Once an attending student list has been created the user may then proceed to click the "next" button.

Staff Selection

The screenshot shows the 'Staff Selection' interface for 'Stage 3 - Detailed Application'. At the top, there's a navigation bar with 'Events Menu' and 'Show All Lists'. Below that, the event ID is '2018-000238' and the progress is shown as 'Stages Completed' followed by 'Stage 0', 'Stage 1', 'Stage 2', 'Stage 3' (highlighted), 'Stage 4', and 'Stage 5'. The main heading is 'Staff Selection' with '< Back' and 'Next >' buttons. A red notification says 'Staff and Roles NOT All staff roles have been successfully added'. The 'Staff Faculty' is set to 'Science'. The 'Staff Name' is 'Michael Harvey'. A table lists 'Staff & Roles Involved' with columns for 'Staff Code', 'Staff Name', and 'E'. A dropdown menu for 'Role' is open, showing options like 'In Charge', 'Roll Marking', 'Medical Officer', 'Event Co-Ordinator', 'Student Co-Ordinator', 'Catering', 'Supervision', 'Accompanying teacher', 'Accompanying parent', 'School Contact', and 'Edit...'. An 'Add Staff' button is circled in red with a '1'. Below the table, there's a 'Non-School Staff' section with a text input, a 'Role' dropdown, and an 'Add Staff' button circled in red with a '2'. An 'Email' button is circled in red with a '3'. On the right, there's a 'Set All Roles' button and a list of 'Required Staff and Roles: Staff Member In Charge, Medical Officer, Event Co-Ordinator, Student Co-Ordinator, Catering, School Contact'. A note states: 'ALL the above listed mandatory roles MUST have a staff member associated with it and be listed on the left for ALL Event applications, irrespective of what it is. The Event cannot be approved until they are all assigned. If a staff member is responsible for multiple roles, enter their name multiple times. If one staff member is responsible for all roles they can be assigned to all by clicking on the 'Set All Roles' button after their name has been selected.'

Staff Selection of Stage 3 involves ensuring that all required staff and roles have been met.

1 - All of the following roles need to be created to ensure that the Event can be approved. If a staff member is responsible for multiple roles, enter their names multiple times.

2 - A non staff member can be added by simply entering their name and role and clicking the "Add Staff" button.

3 - An email can be sent to the staff members notifying them about the Event and the role the responsibility required.

Once all the staff members have been added and the roles match the recommended roles, proceed to the next layer by clicking "next".

Catering Numbers

Events Menu
Events

Event ID 2018-000238
Stages Completed
Stage 0
Stage 1
Stage 2
Stage 3
Stage 4
Stage 5

Stage 3 - Detailed Application

< Back
Next >

Catering Numbers Yes No Does Event Cross Meal Periods 1

Meals

Are any meals to be provided by the School Kitchen? Yes No 2

		No. of times meal type is required	No. of people	Total No. of meals required	Total cost
<input type="checkbox"/> Breakfast	Day		0	0	
	Boarders		32	0	
	Staff		1	0	
<input type="checkbox"/> Lunch	Day		0	0	
	Boarders		32	0	
	Staff		1	0	
<input type="checkbox"/> Dinner	Day		0	0	
	Boarders		32	0	
	Staff		1	0	
Kitchen Meals Required Cost Total					\$0.00

Boarder Meals

Is any Boarders Meal Money required? Yes No 3

	No. of times meal money is required	No. of Boarders	Total Meal Money Needed	Cost to School
Breakfast		32		
Lunch		32		
Dinner		32		
Boarder Meals Required Totals				\$0.00

Current Cost of Meals 4

(to be changed only by the finance department)

	Meal Money Allowance	Boarder Meal Cost	Day Meal Cost	Staff Meal Cost
Breakfast	\$10.00	\$4.50	\$10.00	\$10.00
Lunch	\$10.00	\$4.50	\$10.00	\$10.00
Dinner	\$10.00	\$4.50	\$10.00	\$10.00

Catering 5

Is External Catering Required? Yes No

	No. of times meal is required	Cost per meal	No. of Students	No. of Staff	Total number of meals required	Total Cost
<input type="checkbox"/> Breakfast			57	1	0	
<input checked="" type="checkbox"/> Lunch	1	\$12.00	57	1	58	\$696.00
<input type="checkbox"/> Dinner			57	1	0	
Catering Required Total Cost						\$696.00

Special Meals 6

Any Special Meals Required? Yes No

	No. of meals	Details (e.g. vegan)
Breakfast		
Lunch		
Dinner		

The following should be filled in if required.

- 1 - Meals - The Event Assistant/ Finance Admin should indicate which meals the students on the Event will be eating and the costs associated with the meal. This provides a total cost which is added to the total Event expense. If no meals required check no.
- 2 - Meals provided by the School kitchen
- 3 - If there are Boarder Meal, If Money is given to boarders to by meals with, then the amount of money given as well as an allocation to which meal it is for should be provided.
- 4 - Catering costs If the answer to the first question of whether the Event goes across any meal periods is "NO" then the staff member may proceed without filling out any catering information, if the answer is "yes" they must fill out all the catering fields in order to continue. (Configuration setup see page 34)
- 5 - External Catering required.
- 6 - Special Meals if they are required the "YES' box should be selected and the appropriate information should be entered, otherwise the user may proceed to the next step.

At any point during this process should the user wish to go back a step or proceed to the Event menu, they may do so and the work completed so far will be saved as a draft.

Logistics

Events Menu Show All Lists

Events

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5

Stage 3 - Detailed Application

< Back Next >

Logistics

Medical

First Aid Kit Required Yes No

Nearest Medical Centre/Hospital to Event

Name: Bathurst Hospital

Location: 64 Orange Road Bathurst

Phone: 000

Accommodation (To be filled out by the Administrative Support Assistant Only)

Accommodation Name

Accommodation Location

Accommodation Phone

Accommodation Contact Name

Accommodation Booking Confirmed Yes No

Accommodation Costs \$0.00

Transportation (To be filled out by the General Duties Officer Only)

Transport Requested Yes No

Outbound Journey: School Grounds To: Bathurst Zoo

Inbound Journey: Bathurst Zoo From: School Grounds

Event From Date: 25 May 2018 To Date: 25 May 2018

Transportation Method: Bus

Transportation Company: The Big Red Bus Company

Transportation Phone

Transportation Booking Confirmation Received Yes No

Transportation Costs \$300.00

1 - The following information is to be acquired and entered by a third party person but still needs to be completed before the teacher can submit for final approval. Each other sub sections should be completed by the Event assistant or the Finance Admin Staff.

2 - Transportation. If transport was requested in stage 1 the system will automatically tick the yes checkbox and the appropriate information as to where the transport is picking up and dropping the Event attendees. If no transport was required then the system will automatically tick "No" and the section does not need to be completed.

Once the information has been entered in correctly the user may proceed to the next step by clicking "Next".

Event Costs

Event costs should be filled in by a Event Assistant and/or Finance Admin.

- 1 - Cost to be recovered from the Students
- 2 - Estimate of Costs, All costs should be placed within this portal as it works in conjunction with step 3 to identify how much the school will charge each student to attend the Event. Even if the amount is \$0 it should can still be added.
- 3 - Print Summary Report
- 4 - Cost checklist (configuration page 34)
- 4 - Summary of Costs, This table will use the estimated costs to calculate the "Costs Charged Per Student".
- 5 - Cost Reconciled, This button can only be completed by someone who is a member of db_VTR_Finance or higher. Until the authorized person has clicked this button it is not possible to click on the "Final Decision" Button

Summary of Costs Report

10/5/2018 Summary of Costs Report Event ID: 2018-000238																				
Title: Year 7 Science Bathurst Zoo Excursion Proposed Dates: 25/5/2018 to 25/5/2018 Details: Day visit to Bathurst Zoo for year 7																				
Cost Name	Cost	Charged	Disc. Amount	Approved																
Kitchen Meals Required	\$0.00	<input type="checkbox"/>																		
Cost to School - Boarders Meals	\$0.00	<input type="checkbox"/>																		
External Catering Costs	\$696.00	<input type="checkbox"/>																		
Transportation Costs	\$300.00	<input type="checkbox"/>																		
Accommodation Costs	\$0.00	<input type="checkbox"/>																		
Drivers Meal	\$20.00	<input type="checkbox"/>																		
		<input type="checkbox"/>																		
Summary of Costs Are there any costs associated with this Event? <table style="margin-left: 20px;"> <tr> <td>Number of Attending Students</td> <td>57</td> <td></td> <td></td> </tr> <tr> <td>Total Chargeable Costs</td> <td>\$320.00 / 57</td> <td>=</td> <td>\$5.61</td> </tr> <tr> <td>Total Discounts</td> <td>\$0.00 / 57</td> <td>=</td> <td>\$0.00</td> </tr> <tr> <td>Costs Charged Per Student:</td> <td></td> <td></td> <td>\$5.61</td> </tr> </table> Are the costs for this VTR to be recovered from the students? Yes If Yes, What's the Line Number? Line 5					Number of Attending Students	57			Total Chargeable Costs	\$320.00 / 57	=	\$5.61	Total Discounts	\$0.00 / 57	=	\$0.00	Costs Charged Per Student:			\$5.61
Number of Attending Students	57																			
Total Chargeable Costs	\$320.00 / 57	=	\$5.61																	
Total Discounts	\$0.00 / 57	=	\$0.00																	
Costs Charged Per Student:			\$5.61																	

Supporting Documentation

Events Menu
Events

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5

Stage 3 - Detailed Application

Supporting Documentation

Event Documents

Document Name	Creation Date	Created User	View	Export	Remove
SummaryEventDetails	10/5/2018	denbigh			
StudentList-000238.pdf	10/5/2018	denbigh			
MedicalAlert-000238.pdf	10/5/2018	denbigh			
StaffRoles-000238.pdf	10/5/2018	denbigh			
▲ risk-assessment-report-	10/5/2018	denbigh			

Remove All

Generate Event Forms ▲ Risk Assessment File

Auto creates reports from data in this event.

Import Extra Documents

Find File Insert Doc

Safety Risk Assessment Template

Document Name	Created	Created By	View	Export	Remove
Safety Risk Assessment Template	10/5/2018	denbigh			

Publish? Which Online Calendar

Risk Assessment

Risk assessment file needs to be uploaded and approved before this event can be submitted for approval.

▲ Import Risk Assessment

Approve the risk assessment file

Approve Risk Assessment

Has the risk assessment been approved? **Yes**

Final Approval

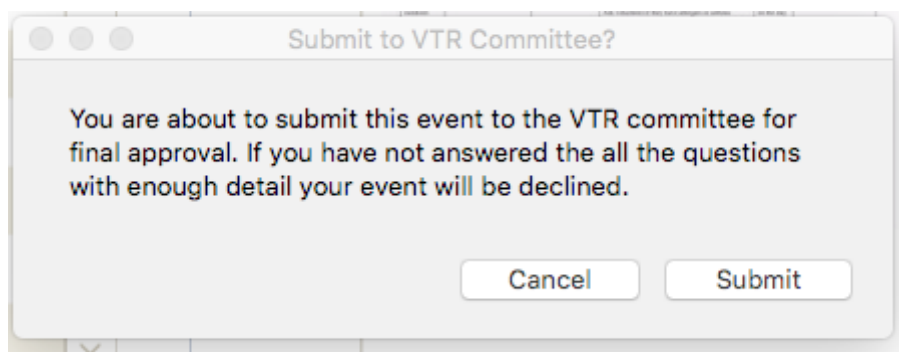
The VTR Committee needs to approve this VTR.

Cancel
Submit

For Committee Approval

Event events should be accompanied with supporting documentation. Types of supporting documents include: SummaryEventDetails, StudentList, MedicalAlerts and StaffRoles.

- 1 - Generate Event Forms - this button should be clicked in order to automatically generate the event forms.
- 2 - Extra Documents, If extra documents exist they can be added by "Find File" which can add files on your desktop and then "Insert Doc" to add the document to the Event Documents.
- 3 - Risk Assessment, Risk Assessments are to be imported into a separate area of the documentation section.
- 4 - Approve Risk Assessment, in order for the Event to be approved the risk Assessment needs to be approved by the Event committee (db_vtr_committee group)
- 5 - Cancel, if the Event Committee chooses to go back and start the approval process again he/she should press the "Cancel" button, this will delete the changes made and will take the user back to the Event list.
- 6 - Submit, once all the information is correct the Event committee can then proceed to Submit the Event where it will be Processed further by the Event Committee.



Click Submit.

The screenshot shows the "Events List View" interface. At the top, there are navigation icons for "Events Menu" and "Show All Lists". Below this is a search and filter area with "Filter List" dropdowns and "Filter", "Show All", and "Print" buttons. The main part of the image is a table with the following data:

Event ID	Activity Title	HOD	Faculty	Date	Stage	Approval Status	Staff In Charge	Created By
2018-000238	Year 7 Science Bathurst Zoo	BREA	Science	25/05/2018	Stage 3	Pending	Michael Harvey	denbigh

Once the Event has been submitted the approval status in the Event list will change from "Tentative" to "Pending"

Events

Event ID: 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5

Stage 3 - Detailed Application

Supporting Documentation [< Back](#)

Event Documents

Document Name	Creation Date	Created User	View	Export	Remove
SummaryEventDetails	10/5/2018	denbigh			
StudentList-000238.pdf	10/5/2018	denbigh			
MedicalAlert-000238.pdf	10/5/2018	denbigh			
StaffRoles-000238.pdf	10/5/2018	denbigh			
risk-assessment-report-	10/5/2018	denbigh			

Generate Event Forms
Auto creates reports from data in this event.

= Risk Assessment File

Import Extra Documents

[Find File](#) [Insert Doc](#)

Safety Risk Assessment Template

High	Medium	Low	Very Low	None

Publish? Which Online Calendar

Risk Assessment

Risk assessment file needs to be uploaded and approved before this event can be submitted for approval.

[Import Risk Assessment](#)

Approve the risk assessment file

[Approve Risk Assessment](#)

Has the risk assessment been approved?
Yes

Final Approval

The Event Committee needs to approve this VTR

[Cancel](#) [Submitted](#) [Final Decision](#)

For Committee Approval For Final Approval

7 - Finance Decision, for Finance Approval the Event Committee member should be able to click the button.

Stage Approval

Event No. 000238
Staff in Charge: Michael Harvey
Current Stage: 3
Calendar Appointment ID: 144

[Cancel](#)
Cancel the approval process

Event Title:

Staff:

Reason/Comment:

Approval Log

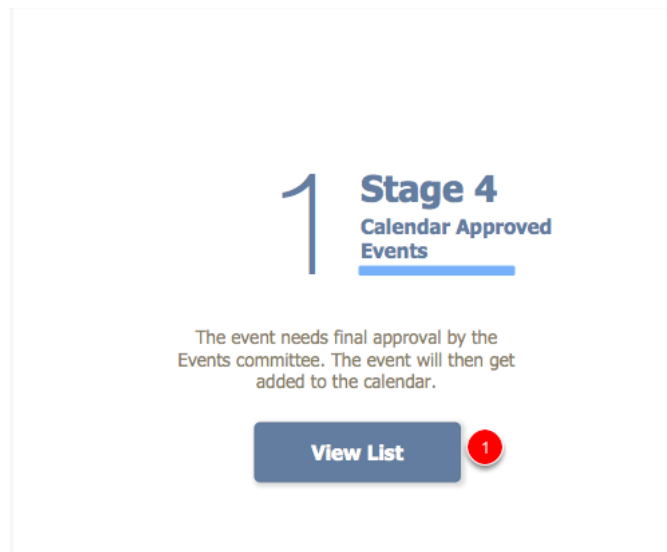
Approval Staff	Date	Stage	Status	Reason
DENB	09/05/2018	Stage 1	Provisionally	Depending on the

[Declined](#) [Final Approval](#)

Which online Calendar

A

Stage 4



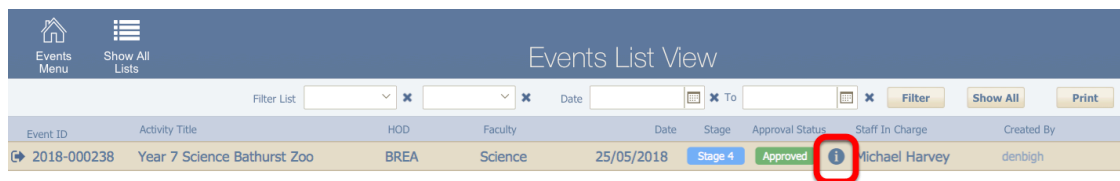
1 **Stage 4**
Calendar Approved
Events

The event needs final approval by the Events committee. The event will then get added to the calendar.

[View List](#) 1

Once Finance has been approved, the Events Committee can now give the final approval for the Event to take place in Stage 4.

1 - View List, this button should be chosen to allow the Event Committee member to identify which Event events still need further approval.



Events List View

Filter List Date To

Event ID	Activity Title	HOD	Faculty	Date	Stage	Approval Status	Staff In Charge	Created By
2018-000238	Year 7 Science Bathurst Zoo	BREA	Science	25/05/2018	Stage 4	Approved	Michael Harvey	denbigh

As can now be seen the Event event that was approved in stage 3 by the Event Assistant will now become visible in the Event List within Stage 4. The Approval Status has also been updated to "Approved". If the Finance was not approved it will not go to stage 4 instead the Event event will go back to stage 2 for the HOD to further inspect what the reason was for the event to be declined and if possible amend it so that it can be approved.

Special Expenses Review

Events Menu Show All Lists

Events

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5

Stage 4 - Detailed Application (Approved)

Special Expenses Next >

Important

You **MUST NOT** commit the school to **any** expenses until the Event application has been given **final approval** by the committee!

In **rare** circumstances where it is not possible to do so (eg. needing to pay a deposit to secure a booking) these exceptions **must** be listed below.

All other financial information will be collected in a later screen.

Special Expenses No special expenses

Once the push button has been selected to take you to the specific Event the Event committee member will be displayed with the following page, this is the same page that the Event Assistant, HOD and Teacher edited. The purpose of the Event Committee is to review the information, make sure all the expenses are in order and have been accounted for and ensure that all the appropriate documentation such as the "Risk Assessment" are available for view.

Student Selection Review

Event ID: 2018-000238 Stages Completed: Stage 0 Stage 1 Stage 2 Stage 3 **Stage 4** Stage 5

Stage 4 - Detailed Application (Approved)

Student Selection < Back Next >

Select: Academic Year Yr 7

Available Student List Filter:

Student No.	First Name	Last Name	Gender	Boarder	Academic Year	
103334	Portia	Yusof	Female	Boarder	7	↔
100040	James	Graham	Male		7	↔
100060	Kanish	Johnson	Male		7	↔
100107	Christopher	Jones	Male		7	↔
100141	Angela	Crocker	Female		7	↔
106212	Alexandra	Watson	Female	Boarder	7	↔
102809	Samuel	Robinson	Male		7	↔
101697	Sindhusha	Reid	Female		7	↔
100391	Caspian	Hatton	Male		7	↔
100447	Sheenadan	Burge	Female		7	↔
100591	James	MacLellan	Male		7	↔
100739	Gary	Wickramasinghe	Male		7	↔
105029	Damian	Gupta	Male	Boarder	7	↔
102265	Simrin	Pelle	Female		7	↔
100891	Sarah	Bryan	Female		7	↔
106303	Andrew	Merriman	Male	Boarder	7	↔

Attending Student List

Student No.	First Name	Last Name	E	Gender	Code	Boarder	
104653	Tiffany	Bardsley		Female	7	Boar	✕
100891	Sarah	Bryan		Female	7		✕
100447	Sheenadan	Burge		Female	7		✕
101400	Macsen	Chen		Male	7		✕
107304	Daniel	Coates		Male	7	Boar	✕
103024	Samuel	Cook		Male	7	Boar	✕
103124	James	Crisp		Male	7	Boar	✕
100141	Angela	Crocker		Female	7		✕
104415	Richard	Dalkin		Male	7	Boar	✕
106450	Stephen	Dawson		Male	7	Boar	✕
101782	Petronilla	Diamond		Female	7		✕
107647	Rebecca	Donaldson		Female	7	Boar	✕
105019	Amelia	Economopulo		Female	7	Boar	✕
101445	Ian	Fulton		Male	7	Boar	✕
105457	Peter	Ganter		Male	7	Boar	✕
101465	Lauren	Gardiner-		Female	7		✕

57 Students in list Delete All

The next page will take you to the student Selection where the Event Committee member can review the Attending Student List

Staff Selection Review

Event ID: 2018-000238 Stages Completed: Stage 0 Stage 1 Stage 2 Stage 3 **Stage 4** Stage 5

Stage 4 - Detailed Application (Approved)

Staff Selection < Back Next >

Staff and Roles

Staff Faculty: Science

Staff Name: Michael Harvey Role: School Contact

Staff Code	Staff Name	E	T	O	Role	Remove
HAR	Michael Harvey	0	0	0	In Charge	✕
HAR	Michael Harvey	0	0	0	Responsible for	✕
HAR	Michael Harvey	0	0	0	Medical Officer	✕
HAR	Michael Harvey	0	0	0	Event Co-ordinator	✕
HAR	Michael Harvey	0	0	0	Student Co-ordinator	✕
HAR	Michael Harvey	0	0	0	Catering	✕
HAR	Michael Harvey	0	0	0	School Contact	✕

Non-School Staff: Role:

Required Staff and Roles:
 Staff Member In Charge
 Medical Officer
 Event Co-ordinator
 Student Co-ordinator
 Catering
 School Contact

ALL the above listed mandatory roles **MUST** have a staff member associated with it and be listed on the left for **ALL** Event applications, irrespective of what it is. The Event cannot be approved until they are all assigned.

If a staff member is responsible for multiple roles, enter their name multiple times. If one staff member is responsible for all roles they can be assigned to all by clicking on the 'Set All Roles' button after their name has been selected.

Staff Selection should also be reviewed in the next step.

Catering Numbers Review

Events Menu
Events

Event ID 2018-000238
Stages Completed
Stage 0
Stage 1
Stage 2
Stage 3
Stage 4
Stage 5

Stage 4 - Detailed Application (Approved)

Catering Numbers

Meals

Are any meals to be provided by the School Kitchen? Yes No

Does Event Cross Meal Periods? Yes No

If 'Yes', how many times for each type of meal? e.g. if lunch is required on 2 days then check the 'Lunch' tick box and enter '2' into the 'Number of times meal type is required' for 'Day' if there are day students involved and '2' for 'Boarders' if there are boarding students involved.

		No. of times meal type is required	No. of people	Total No. of meals required	Total cost
<input type="checkbox"/> Breakfast	Day		0	0	
	Boarders		32	0	
	Staff		1	0	
<input type="checkbox"/> Lunch	Day		0	0	
	Boarders		32	0	
	Staff		1	0	
<input type="checkbox"/> Dinner	Day		0	0	
	Boarders		32	0	
	Staff		1	0	
Kitchen Meals Required Cost Total					\$0.00

Boarder Meals

Is any Boarders Meal Money required? Yes No

If 'Yes', how many times for each type of meal?

	No. of times meal money is required	No. of Boarders	Total Meal Money Needed	Cost to School
Breakfast		32		
Lunch		32		
Dinner		32		
Boarder Meals Required Totals				\$0.00

Current Cost of Meals
(to be changed only by the finance department)

	Meal Money Allowance	Boarder Meal Cost	Day Meal Cost	Staff Meal Cost
Breakfast	\$10.00	\$4.50	\$10.00	\$10.00
Lunch	\$10.00	\$4.50	\$10.00	\$10.00
Dinner	\$10.00	\$4.50	\$10.00	\$10.00

Catering

Is External Catering Required? Yes No

	No. of times meal is required	Cost per meal	No. of Students	No. of Staff	Total number of meals required	Total Cost
<input type="checkbox"/> Breakfast			57	1	0	
<input checked="" type="checkbox"/> Lunch	1	\$12.00	57	1	58	\$696.00
<input type="checkbox"/> Dinner			57	1	0	
Catering Required Total Cost						\$696.00

Special Meals

Any Special Meals Required? Yes No

	No. of meals	Details (e.g. vegan)
Breakfast		
Lunch		
Dinner		

Logistics Review

Events Menu
Events

Event ID 2018-000238
Stages Completed
Stage 0
Stage 1
Stage 2
Stage 3
Stage 4
Stage 5

Stage 4 - Detailed Application (Approved)

Logistics

Medical

First Aid Kit Required Yes No

Nearest Medical Centre/Hospital to Event

Name: Bathurst Hospital

Location: 64 Orange Road Bathurst

Phone: 000

Accommodation (To be filled out by the Administrative Support Assistant Only)

Accommodation Name:

Accommodation Location:

Accommodation Phone:

Accommodation Contact Name:

Accommodation Booking Confirmed Yes No

Accommodation Costs: \$0.00

Transportation (To be filled out by the General Duties Officer Only)

Transport Requested Yes No

Outbound Journey: School Grounds To: Bathurst Zoo

Inbound Journey: Bathurst Zoo From: School Grounds

Event From Date: 25 May 2018 To Date: 25 May 2018

Transportation Method: Bus

Transportation Company: The Big Red Bus Company

Transportation Phone:

Transportation Booking Confirmation Received Yes No

Transportation Costs: \$300.00

Event Costs Review

Event Costs

Costs
(To be filled out by the Administrative Support Assistant only)

Recover Costs From Students Yes No

Recover Costs Line

Estimate of Costs
(To be filled out by the Administrative Support Assistant only)

Cost Name	Cost \$	Charged	Disc. Amt \$	Remove
Kitchen Required Meal Costs	\$0.00	<input type="checkbox"/>		
Cost to School for Boarder Meals	\$0.00	<input type="checkbox"/>		
External Catering Costs	\$696.00	<input type="checkbox"/>		
Transportation Costs	\$300.00	<input checked="" type="checkbox"/>		
Accommodation Costs	\$0.00	<input type="checkbox"/>		
Other Costs Drivers Meal	\$20.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Total - Costs \$320.00 Disc. \$0.00				

Costs Check List

- School Kitchen Meal Costs
- Cost to School for Boarder Meals
- External Catering Costs
- Transportation Costs
- Accommodation Costs
- Admission Fees
- Grounds Hire
- Administration
- Equipment Hire

Summary of Costs

Number of Attending Students **57**

Total Actual Cost **\$320.00 / 57 = \$5.61**

Discounted Amount **\$0.00 57 \$0.00**

Difference Total and Discounted Cost **\$320.00**

Costs Charged Per Student \$5.61

Costs Reconciled Yes No

Have costs been reconciled? **Yes**

Are the costs for this VTR to be recovered from the students? Yes No

If Yes, What's the Line No.? **Line 5**

Event Approval

Supporting Documentation

Event Documents

Document Name	Creation Date	Created User	View	Export	Remove
SummaryEventDetails	10/5/2018	denbigh			
StudentList-000238.pdf	10/5/2018	denbigh			
MedicalAlert-000238.pdf	10/5/2018	denbigh			
StaffRoles-000238.pdf	10/5/2018	denbigh			
▲ risk-assessment-report-	10/5/2018	denbigh			

▲ = Risk Assessment File

Import Extra Documents

Find File Insert Doc

Risk Assessment

Risk assessment file needs to be uploaded and approved before this event can be submitted for approval.

Approve the risk assessment file

Has the risk assessment been approved? **Yes**

Publish? Which Online Calendar

Final Approval
The Event Committee needs to approve this VTR

For Committee Approval For Final Approval

Once the Event Committee member has gone through all the steps that the previous staff members went through, and have reviewed all the presented information making sure that it is satisfactory. The user can then click the "Final Decision" button which approves the Event to take place. The event will then move into stage 5 which can be seen in the step below.

Stage Approval

Event No. **000238**
Staff in Charge: **Michael Harvey**
Current Stage: **4**
Calendar Appointment ID: **144**

Cancel

Cancel the approval process

Event Title: **Year 7 Science Bathurst Zoo Excursion**

Staff: **DENB** Jane Denbigh

Reason/Comment

Approval Log

Approval Staff	Date	Stage	Status	Reason
DENB	10/05/2018	Stage 3	Approved	All Ok.
DENB	09/05/2018	Stage 1	Provisionally	Depending on the

Declined

Final Approval

Which online Calendar

2018-000238 Year 7 Science Bathurst Zoo BREA Science 25/05/2018 Stage 4 Approved Michael Harvey denbigh

Stage 5

1 Stage 5 Evaluation

Once an event has past, a series of review questions need to be answered.

View List

1

Once the Event event has taken place Staff member involved is required to complete Stage 5 of the Event Interface. Stage 5 is associated with survey typed questions aimed at reviewing the Event experience. 1-(View List), Click on View List to display all Event events in Stage 5 awaiting select the Event specific for the user.

Evaluation Questions

Events Menu Show All Lists

Events

Event ID 2018-000238 Stages Completed Stage 0 Stage 1 Stage 2 Stage 3 Stage 4 Stage 5

Stage 5 - Evaluation

Evaluation Questions

Self Evaluate Event

Event ID 2018-000238

Activity title Year 7 Science Bathurst Zoo Excursion

Q 1. Did the activity meet the stated outcomes? Yes No ***Required**

Recommendations

Q 2. Were the transport arrangements satisfactory? Yes No ***Required**

Recommendations

Q 3. Were the risk assessments satisfactory? Yes No ***Required**

Recommendations

Cancel Submit

The user does not need to be in any particular group to be able to edit this page. (Configuration page 34)
Once the user has filled out the necessary information they may proceed to click "next"

Configuration and settings for Events

VTR (FMS-Master-Staging)

Main Menu Events Menu Show All Lists **Config**

Events - Menu

<p>0 Stage 0 Preliminary Questions</p> <p>Each event must pass a set of pre-qualifying questions, before being able to move to Stage 1</p> <p>Create New Event View List</p>	<p>3 Stage 1 Initial Application</p> <p>The initial application must be approved by the HOD.</p> <p>View List</p>	<p>0 Stage 2 HOD Approved Applications</p> <p>A list of submitted, waiting or rejected Initial Applications</p> <p>View List</p>
<p>3 Stage 3 Detailed Application Events Provisionally Approved</p> <p>Detailed questions for the event, these need to be checked by Events and/or finance committee</p> <p>View List</p>	<p>0 Stage 4 Calendar Approved Events</p> <p>The event needs final approval by the Events committee. The event will then get added to the calendar.</p> <p>View List</p>	<p>1 Stage 5 Evaluation</p> <p>Once an event has past, a series of review questions need to be answered.</p> <p>View List</p>

Go to the Configuration

VTR Configuration

Permissions Costs Stage 1-2 Emails Stage 3 Emails Approval Emails Resource Emails Cancel/Decline Emails Questions

Staff Permissions

Code	Name	Staff	HOD	Committee	Finance	Admin
ADAD	Adams, Damien	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TADD	Address, Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TADMIN	Administrator, Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALLT	Allesch, Trevor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMPH	Amponin Jr, Hilary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANGC	Angele, Caroline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCD	Arcdiacono, ARCD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARMG	Armitage, Greg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASSET	Assets, Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TATTEND	Attendance, Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TATTENDS	AttendanceStaff,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AYRS	Avre, Siobhan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAIR	Bailey, Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALG	Balean, Genevieve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BERP	Berman, Punam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BERJ	Berzins, Julie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIRM	Bird, Michele	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLUJ	Blumer, Jody	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOLG	Bolton, Gavin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Configuration

Is this a Boarding School Yes No

Email Configuration

Format: HTML Text

Use Header Image

Use Footer Image

Use Staff Signature

Use HTML Signature

Set the permissions for each Staff member
 Boarding School - Yes or No
 Email configuration for HTML

Configuration

Permissions Costs Stage 1-2 Emails Stage 3 Emails Approval Emails Resource Emails Cancel/Decline Emails Questions

Indicative Costs

Item	Charge
Ferry Ticket	\$2.60
Admission	\$12.20
Tolls	\$3.40
Entry Fee	\$8.60
Museum Fee	\$7.50
Bus Driver Accom	\$100.00
Bus Driver Meals	\$40.00

Costs Check List

Item	Charge	Disc.
School Kitchen Meal Costs	\$0.00	\$0.00
Cost to School for Boarder Meals	\$0.00	\$0.00
External Catering Costs	\$0.00	\$0.00
Transportation Costs	\$0.00	\$0.00
Accommodation Costs	\$0.00	\$0.00
Admission Fees	\$0.00	\$0.00
Grounds Hire	\$0.00	\$0.00
Administration	\$0.00	\$0.00
Equipment Hire	\$0.00	\$0.00
Council Permits	\$0.00	\$0.00
Event Hire	\$0.00	\$0.00
Marquee Hire	\$0.00	\$0.00
Security	\$0.00	\$0.00
Traffic Control	\$0.00	\$0.00
Room Hire	\$0.00	\$0.00
Bus driver accommodation	\$0.00	\$0.00
Bus driver meals	\$0.00	\$0.00

Current Cost of Meals

	Meal Money Allowance	Boarder Meal Cost	Day Meal Cost	Staff Meal Cost
Breakfast	\$10.00	\$4.50	\$10.00	\$10.00
Lunch	\$10.00	\$4.50	\$10.00	\$10.00
Dinner	\$10.00	\$4.50	\$10.00	\$10.00

Set the Costs configuration.

Events Menu Show All Lists Archive

Configuration

Permissions Costs **Stage 1-2 Emails** Stage 3 Emails Approval Emails Resource Emails Cancel/Decline Emails Questions

Test Email Address:

Email Subject - HOD Submit
 "Notice of " & If (VTR Interface::Status = "Declined" ; "" ; "new ") & "Event " & VTR Interface::

Email Body - HOD
 "A " & If (VTR Interface::Status = "Declined" ; "" ; "new ") & "Event has been " & If (VTR Interface::Status = "Declined" ; "resubmitted" ; "submitted") & " and is awaiting your approval. Please log into Denbigh and look at the Event Stage 1 list to view."

Email Subject - Staff
 "Notice of New Event " & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.Activity Title &

Email Body - Staff
 "Please be advised you have been tentatively included in Event " & VTR Interface::VTR ID & ", scheduled to take place from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & ". Please contact " & VTR Interface::Staff for creator::Full Name & " on " & VTR Interface::Staff for creator::Mobile Phone & "."

Email Subject - HOD Approval
 "Event " & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.Activity Title & "" has been

Email Body - HOD Approval
 "Event " & VTR Interface::VTR ID & " has been given tentative approval by " & VTR Interface::Staff position HOD::Full Name & ", the head of the " & VTR Interface::zInterface Temp Faculty & " department. Your event now needs to be provisionally approved by the Event committee. They are aware of your application and you will be notified shortly of the outcome."

Email Subject - Committee Appr. Address1: Address2:
 "Event " & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.Activity Title & "" has been

Email Body - Committee Approval
 "Event " & VTR Interface::VTR ID & " has been given provisional approval by " & VTR Interface::Staff.PermissionLevel::Full Name & ". The Event has now been moved to Stage 3 where the details of the Event can now be added, ready for submitting."

Stage 1 - 2 Email set up.

Text for Emails for Submission, Approval, Staff and Committee Approval.
 Test email address field to use to sending emails when doing tests.

Events Menu Show All Lists Archive

Configuration

Permissions Costs Stage 1-2 Emails **Stage 3 Emails** Approval Emails Resource Emails Cancel/Decline Emails Questions

Address:

Email Subject - Submit to Committee
 "Event " & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.Activity Title & "" submitted."

Email Body - Submit to Committee
 "A Event has been submitted and is awaiting your approval. Please log into Denbigh and look at the Event Stage 3 list to view."

Email Subject - Committee Approval Stage 3
 "Event " & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.Activity Title & "" approved."

Email Body - Committee Approval Stage 3
 "Congratulations! Your Event submission " & VTR Interface::VTR ID & " has been given final approval by the committee."

Stage 3 email set up. Email Address fields are for any specific email address for a department instead of using a particular staff member.

Events Menu Show All Lists Archive

Configuration

Permissions Costs Stage 1-2 Emails Stage 3 Emails **Approval Emails** Resource Emails Cancel/Decline Emails Questions

<p>Email Subject - Boarding Houses Address:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - Boarding Houses</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"Please use the attached Event report for a summary of the Event, students attending and relevant boarder details." & "¶" & "¶" &</p>	<p>Email Subject - Kitchen Address:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - Kitchen</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"Please use the attached Event report for a summary of the VTR, students attending and kitchen packed meal requirements." & "¶" & "¶" &</p>
<p>Email Subject - Medical Address:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - Medical</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"Please use the attached Event report for a summary of the VTR, students attending and relevant student's medical details." & "¶" & "¶" &</p>	<p>Email Subject - Finance Address1: Address2:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - Finance</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"Please use the attached Event report for a summary of the VTR, students attending and costs charged per student." & "¶" & "¶" &</p>

Email Text for Approvals and Email address for specific approvals.

Events Menu Show All Lists Archive

Configuration

Permissions Costs Stage 1-2 Emails Stage 3 Emails Approval Emails **Resource Emails** Cancel/Decline Emails Questions

<p>Email Subject - Grounds Address:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - Grounds</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"For further information please contact the staff in charge - " & VTR Interface.Staff Role for in</p>	<p>Email Subject - Library Address:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - Library</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"For further information please contact the staff in charge - " & VTR Interface.Staff Role for in</p>
<p>Email Subject - ICT Address:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - ICT</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"For further information please contact the staff in charge - " & VTR Interface.Staff Role for in</p>	<p>Email Subject - Transport Address:</p> <p>"Notification of approved Event " & "¶" & "¶" & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1.</p> <p>Email Body - Transport</p> <p>"Please be advised of the following approved Event. " & "¶" & "¶" & VTR ID " & VTR Interface::zVTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "¶" &</p> <p>"Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & " & " & " &</p> <p>"For further information please contact the staff in charge - " & VTR Interface.Staff Role for in</p>

Resource Emails and specific email address fields.

The screenshot shows the 'Configuration' page with the 'Cancel/Decline Emails' tab selected. It contains two columns for email templates:

- Left Column (VTR Cancelled):**
 - Email Subject: "Notification of cancelled Event " & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1."
 - Email Body: "Please be advised of the following cancelled Event. " & "¶" & "Event ID " & VTR Interface::VTR_ID_cn & ", titled - " & VTR Interface::s1.Activity Title & "¶" & "Dated from " & DateInternational(VTR Interface::s1.Proposed Date From) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time From ; 12) & " to " & DateInternational(VTR Interface::s1.Proposed Date To) & ", " & TimeFormatAs (VTR Interface::s1.Proposed Time To ; 12) & "¶" & "For further information please contact the staff in charge - " & VTR Interface.Staff Role for in
- Right Column (VTR Declined):**
 - Email Subject: "Notification of declined Event " & VTR Interface::VTR ID & ", titled "" & VTR Interface::s1."
 - Email Body: "Your Event application, " & VTR Interface::VTR ID & " - " & VTR Interface::s1.Activity Title & ", requires further information before it can be finally approved for the following reason: --" & VTR Interface.Approval::Reason & "-- You can either cancel this application or make alterations and resubmit."

Cancel and/or declined emails.

Questions

The screenshot shows the 'Configuration' page with the 'Questions' tab selected. It displays two panels for managing evaluation questions:

- Left Panel (Default Evaluation Questions):** Labeled with a red circle '1'. It shows a list of 6 default questions with checkboxes for selection.

#	Question	
Q 1.	Did the activity meet the stated outcomes?	<input checked="" type="checkbox"/>
Q 2.	Were the transport arrangements satisfactory?	<input checked="" type="checkbox"/>
Q 3.	Were the risk assessments satisfactory?	<input checked="" type="checkbox"/>
Q 4.	Was the accommodation satisfactory?	<input checked="" type="checkbox"/>
Q 5.	Was the behaviour of the students satisfactory?	<input checked="" type="checkbox"/>
Q 6.	General comments and feedback	<input checked="" type="checkbox"/>
- Right Panel (Edit questions for Event 000201):** Labeled with a red circle '2'. It shows the same list of 6 questions, but with a 'Required' column containing checkboxes.

#	Question	Required
Q 1.	Did the activity meet the stated outcomes?	<input checked="" type="checkbox"/>
Q 2.	Were the transport arrangements satisfactory?	<input checked="" type="checkbox"/>
Q 3.	Were the risk assessments satisfactory?	<input checked="" type="checkbox"/>
Q 4.	Was the accommodation satisfactory?	<input checked="" type="checkbox"/>
Q 5.	Was the behaviour of the students satisfactory?	<input checked="" type="checkbox"/>
Q 6.	General comments and feedback	<input checked="" type="checkbox"/>

Evaluation Questions

1 - Default questions

2 - Edit default questions for any Event. Go to the Event and then come here to change the questions.