FIELD FRIENDLY
USER GUIDE
Where to go
mq.fieldfriendly.com

Signing in
Internal staff and students
Sign in with your institute ID username and password

External users
Sign in with your email and password

Forgotten passwords
Internal staff and students
1. Check your login details
   https://onсид.mq.edu.au/
2. Contact your institutes IT services help for a password reset if required

External users
1. Go to the password reset page
   https://mq.fieldfriendly.com/forgot
2. Follow the prompts to reset your password

1  Home
Your dashboard.
Shows any active trips (where you are the field trip planner or have been invited to attend).
Find out more

2  My Projects
Projects serve as a general container for a body of fieldwork. A project may include a variety of activities and will encompass multiple hazards. It is under the project that individual trips are planned.
Find out more

3  My Trips
Manage your trip plans, invitations, rosters and debrief reports.
A trip plan includes the projects to be worked on, field sites, participants, activities, an itinerary, assets, and a communication plan. Once approved the roster opens for participant signup and a debrief report is due from the trip leader upon return.
Find out more

4  Field sites
Enter your field sites into the register of approved sites. Your site will remain in the system and can be used by others.
Field site information includes methods of access, permits, emergency resources, site-specific hazards and more.
Find out more

5  Assets
A register of field-related equipment available to fieldworkers.
Find out more

6  My Account
Manage your fieldwork profile and credentials. Change your system settings, add qualifications, update your details and see a history of your fieldwork.
Find out more

7  Approvals
Items (e.g. trips and projects) awaiting your approval. Used mostly by fieldwork managers and research supervisors.
Find out more

8  Help
Access to the support centre. Submit bug reports, feature requests, questions and view the latest version of this user guide.
Find out more

Officially supported browsers
Google Chrome, Mozilla Firefox, Safari, Opera, Internet Explorer
Account setup

Step 1 - Add missing personal details

Any missing details will be prompted from you on the home screen. For internal staff and students, your details will have been automatically imported from your institute. To change your details go to My Account › My Details.

Step 2 - Add items to the system

To participate in some trip activities you may need to provide qualifications (see My Qualifications).

For those looking to plan fieldwork you will need to add a project to the system describing the work you intend to perform (see My Projects). Your field sites will also need to be added to the field site register (see Field Sites). A trip can then be planned using the project and sites (see My Trips).

The dashboard

Your trips and trip invitations

To join a trip you must respond to the invitation, even if you are the trip planner and leader. Your dashboard shows any active trips that you have created or been invited to participate in.

22/5/2017 to 12/6/2017

View the trip plan

Download the offline trip package

The PDF package contains the trip itinerary, activity plans, maps, risk assessments and more.
Managing your projects

A project can be used across multiple trips. Projects set out what you want to achieve in the field and which activities you will perform.

Project listing
mq.fieldfriendly.com/ff/projects

Finding a project

Projects are searchable on the following criteria:
- Author name
- Project supervisor email
- Project title
- Project summary
- Resubmission comments

Project options

- View the project
- Edit the project (will create a new draft version)
- Submit draft version for approval
- Discard draft (only drafts can be deleted)
- Add a new project

Adding a project

Enter a title and an overview of your goals in the field. Nominate your lead organisation (this may be another university or institution), and the department that will provide approval.

Select the activities that you intend to perform during this project from the list.

Enter any tasks that are specific to the project but do not require a new activity to be created.

Select the hazards associated with your project. Some may be selected as suggestions already, hover over the info circle for hazard descriptions.

Attach any risk assessment or project related documents (e.g. permits, safe work procedures) (Optional) Upload a thumbnail for the project.

Submit

For students ensure your supervisors email is entered here.

If an activity is not present please lodge a help ticket for it to be added.

Tasks are specific things you will do while conducting activities in the field, for example using a particular piece of equipment or performing a particular surveying technique.

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 and attach the risk assessment on the last page.
MY TRIPS

Field trips combine a set of projects, field sites and participants into a plan. Once planned a roster opens for participants to confirm attendance, and on return a debrief report is submitted by the trip leader.

Features
- Attachments
- Versioning
- Approvals
- Private

Trip procedure

- **Add projects**
  - Includes details on activities to be performed and activity-related hazards

- **Add participants**
  - Who will come and what will they be expected to do?

- **Add field sites**
  - Where are you planning to go? What will you do there and where will you stay?

- **Roster opens**
  - Participants confirm attendance and provide their details

- **Maintain contact**
  - Keep to contact schedules as per your trip plan

- **Deploy the trip**
  - Carry out the fieldwork plan and perform your activities

- **Debrief report**
  - Were there any incidents? Did all go as planned? What would you change next time?

Joining a trip

1. **Respond to the invitation for the trip.** If you decline you will leave after this step. Partial attendance can be indicated if the trip leader has allowed it. Note the activities you will be expected to perform.

2. **Declare your state of fitness for the trip.** Notify of any conditions, allergies or dietary requirements that may be relevant to the trip plans. Be sure to include a field response plan for any conditions you declare.

3. **Provide an emergency contact.** This person will be contacted in the event of misadventure.

4. **If prompted, provide additional details relevant to the trip activities.**

5. **Confirm your details in Field Friendly are correct.** If using a private vehicle include the registration here.

Submit
Planning a trip

1. Enter a title and an overview of your plans for the trip.
2. Provide the start and end dates for the trip.
3. Select the projects you will be pursuing. You can select multiple projects and include the projects of others who are on the trip by searching the project register.
4. Choose the activities associated with the selected projects that you will actually be doing on this trip.
5. Fill out an itinerary for your time in the field, specifying:
   - Start location and time
   - Plans for each day including field sites to visit, activities to perform at the sites and accommodation
   - Return location and time

Planning a trip cont’d

6. Enter the participants to invite on the field trip. Note: You do not need to enter non-essential participants such as coursework students at this stage (see Trip roster).
7. Enter the time and frequency that you will check in, and who you will be in contact with whilst in the field.
8. Enter any activity plans or travel plans as necessary, these will be prompted from you based on the activities you are undertaking.
9. Enter details of any communication devices you are taking and select any assets taken e.g. institutional vehicles.
10. Enter any further comments you may wish to pass on about the trip, for example a list of items to bring for participants, extra contact numbers for personnel on site.
11. Attach extra information, for example more detailed itineraries, drive plans or permits.

Submit
Managing the roster

Roster status
Once the trip plan is lodged and approved a roster will open to allow participant signup. The signup link can be shared via email or online teaching systems.

Adding participants
There are 3 options for adding participants to the trip:
1. Share the signup link with the participant
2. Enter the participant email to add them to the roster
3. Click import file of participant emails.

Roster options
Signup deadline
The roster will close at midnight on the date specified. Defaults to the day before the trip commences.

Allow partial attendance
Participants will be given the option to partly attend.

Allow open signup
Anyone with the signup link can join the trip.

Collect dietary preferences
Request dietary information from participants.

Reports
All reports are available for download or direct view and intended to provide easy oversight for the trip leader.
- Attendance summary
- Fitness, dietary and medical
- Activity and role summary

Completing the debrief report

Log any incidents experienced by the field party.

Confirm participant attendance.

Confirm which of the planned activities were actually performed and re-assess the hazards encountered on the trip.

Review the sites visited and the site-related hazards encountered on your trip. Optionally you can provide a review of the site.

Upload any activity records as required.

Tag any assets that are not available for immediate re-use (through breakage, loss or any other means).

Include any other feedback regarding the trip.

Submit
Field sites are locations where fieldwork will be conducted. A site may be an exact location or an area of operation.

Field site register
Field site listing
mq.fieldfriendly.com/ff/sites

Finding a field site
Field sites are searchable on the following criteria:
- Author name
- Site name
- Site address
- Site comments
- Resubmission comment

Field site options
- View the field site
- Edit the field site (will create a new draft version)
- Submit draft version for approval
- Discard draft (only drafts can be deleted)
- Add a new field site

Adding a field site
1. Select location using the map or via search
   - Click once - point field site
   - Click in a straight line - transect field site
   - Click an outline - area field site
   - Name your site and provide access and land ownership details.

2. Select the activities that you will be undertaking at the field site

3. Select any site-specific hazards.

4. Identify nearby emergency services

5. Any additional comments to share about the site, e.g. prone to flooding, check in with ranger(s) required on park entry.
   - Attach extra site information, e.g. topographical or geological maps.

Submit
5

ASSETS

Managing your assets

Asset listing
mq.fieldfriendly.com/ff/assets

Finding an asset

Assets are searchable on the following criteria:
- Author name
- Asset name
- Make
- Model
- Serial number
- Resubmission comments

Asset options
- View the asset
- Edit the asset (will create a new draft version)
- Submit draft version for approval
- Discard draft (only drafts can be deleted)
- Add a new asset

Adding an asset

1. Basic details on the asset, its name, quantity and type.
2. Provide specific details on the asset. Some asset types provide an exhaustive detail template.
3. Select any activities to associate the asset with.
4. Set advanced options for the asset, include any reminders and whether the asset should be monitored by the booking system.
5. Provide any attachments relevant to the asset, for example service records or operating instructions.
(Optional) Upload a thumbnail

Submit

An asset can be linked to a parent to allow quick booking on trips.

Different asset types may prompt for specific details. For example vehicles prompt for registration number, colour, make and model.

Reminders can be set for servicing, maintenance, replacement and more.

Assets can be made bookable

Features
Attachments
Versioning
Approvals
Private
Checking your bookings
1. Your asset bookings are available via Assets › My bookings
2. Hover over any day of the calendar to see the assets booked on that day.

Cancel a booking
1. Find the bookings under via Assets › My bookings (see Checking your bookings)
2. Click to edit the booking.
3. At the bottom of the booking editor click cancel the booking.

Required assets
Some activities may require certain asset types to support them in the field. These assets will be shown to you when planning a trip involving these activities.

Booking an asset
Option 1: Book during trip planning
During trip planning assets can be booked for trip dates, see Planning a trip.

Option 2: Booking assets separately

Add to a trip
Even after a trip plan has been completed assets may be added to the trip. Find the asset in the asset register and click the bookings tab to create a booking.

Free booking
Assets can be booked independently of any trip, again simply find the asset you want to book in the asset register and click the bookings tab to create a booking.

Managing your asset bookings
Managing your asset bookings

Dates you have assets booked out

Availability
Maximum quantity Available during the selected dates
Not available during the selected dates

Asset requirements will be checked off as the selected trip assets satisfy them.
**Your account**

Be sure to check that your contact details are correct and that your department, faculty or school are set.

**Preferences**

You can manage the appearance of the system via themes, note that themes do not apply on mobile devices. The date format and text size can also be set.

**Thumbnail (Optional)**

You can include a thumbnail, this will be associated with your account throughout the system and visible to others.

**Updating your details**

**Internal users**

Your details are managed via your institutes systems, follow the appropriate link. Any changes are refreshed in Field Friendly on login, when you join a trip, or if you manually click the Refresh in button here.

**External users**

Update your details using the form provided in Field Friendly. More details will be requested of you when appropriate, for example an emergency contact will be requested when you join a trip.

**Your permitted activities**

You may have to provide qualifications (see Adding your qualifications) before you can perform certain activities. Activities listed in green indicate approved activities that you are eligible to perform.

Roles exist within these activities (e.g. first aider, snorkel coordinator), be sure to check your eligibility for these roles when viewing the activity.

**Adding your qualifications**

1. Select the type of qualification you are adding. If you hold a relevant qualification that is not found in the list please log a ticket (see Support).

2. Fill the certifying organisation, and, if relevant, the examiner or invigilator.

3. Set the dates the qualification is valid for.

4. Attach any documentation to support, for example a certificate of competency.

5. Submit

Reminders will be sent leading up to the expiry date and when your qualification expires.
Approvals

Approvals may be required on some items in Field Friendly. When an item is submitted it is automatically referred to the appropriate roles for approval.

As a submitter you may be asked to make revisions and resubmit for approval. This can take time.

Remember to provide adequate time for feedback and revision when submitting trips.

Handing over approval roles

Approval roles can be handed over if you are temporarily unable to fill the role. Click My Approvals > My roles, then enter the email you will refer the approval role to and click Save.

Versioning

Most documents in Field Friendly are version controlled. These include projects, qualifications, hazards, trips, trip rosters, trip debriefing reports, activities, activity roles, hyperbaric chambers, assets and user profiles. Approval requirements will depend on the configuration in place for your institute.

New documents

All documents originate as drafts. A draft can be edited, discarded or submitted. A draft is not yet a formalised document and needs to be submitted.

Document submission

When submitted a draft will be copied over to a submission. A submission cannot be discarded and is a formal part of the document history.

Document approval

Submissions are automatically referred to any required approving staff for review. The outcome is either a request for changes or approval.

Document updates

Editing a submission will create a draft version of the document. This will start the process over.

If the document had been approved previously the approved submission will remain available for use until a new submission is approved to take its place.
Creating a ticket

mq.fieldfriendly.com/ff/support

Ticket type
Let us know what type of ticket you are lodging.

Ticket details
Give the ticket a meaningful title and provide a description of the issue. The more detail you can include in your initial communication the better.

System errors are automatically detected and reported to Field Friendly support. We will reach out if an error has been detected during your use of the system.