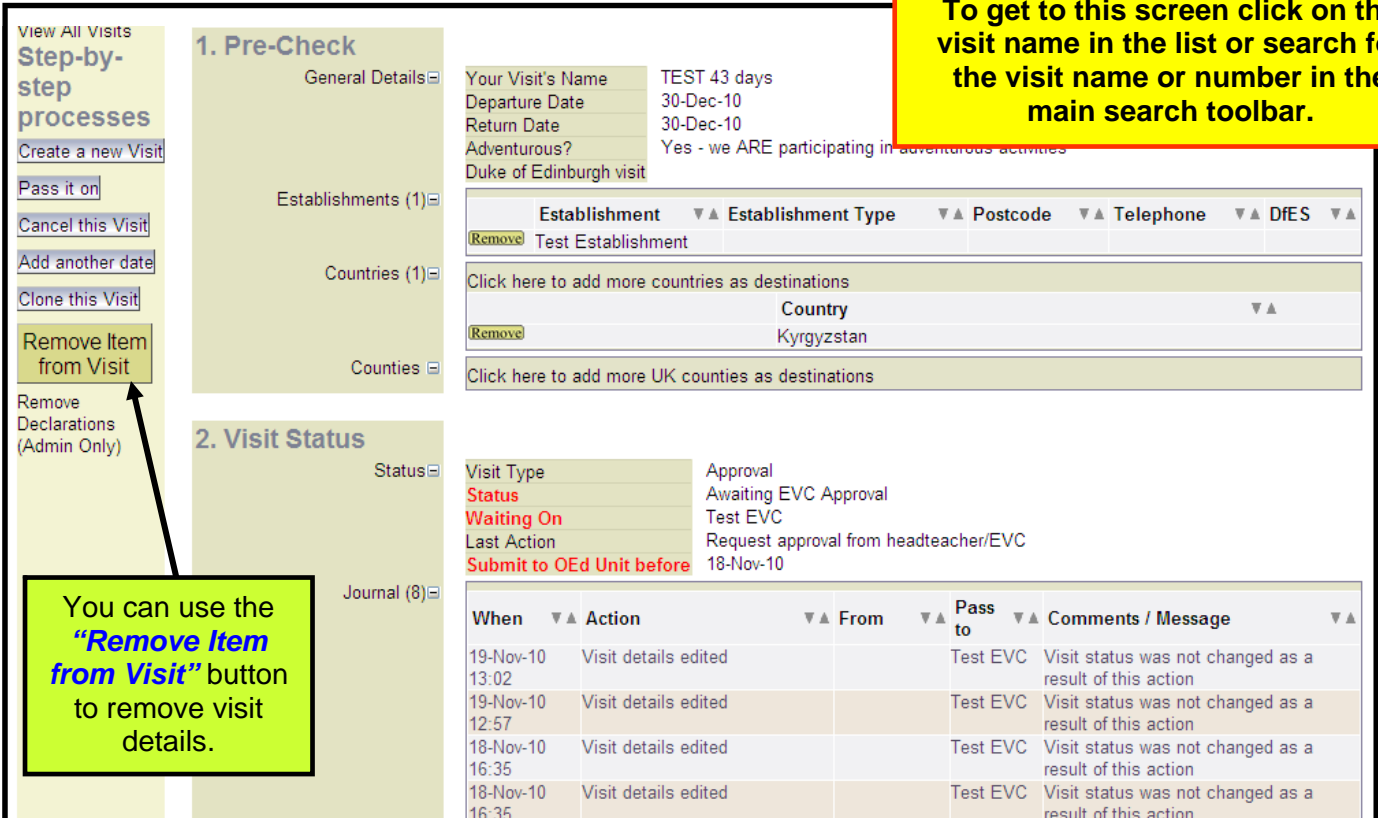


Help Sheet

Removing and Amending Visit Information

- Once a visit has been created on e-Go, visit details can be amended and removed before submission for LA Approval.
- Below is a guide on how to amend or remove details in each of the different sections on e-Go.



The screenshot displays the '1. Pre-Check' section of the e-Go system. On the left, a sidebar contains 'Step-by-step processes' with buttons for 'Create a new Visit', 'Pass it on', 'Cancel this Visit', 'Add another date', 'Clone this Visit', and 'Remove Item from Visit'. The main area is divided into '1. Pre-Check' and '2. Visit Status'. The 'Pre-Check' section includes 'General Details' (Your Visit's Name: TEST 43 days, Departure Date: 30-Dec-10, Return Date: 30-Dec-10, Adventurous?: Yes - we ARE participating in adventurous activities, Duke of Edinburgh visit), 'Establishments (1)', and 'Countries (1)'. The 'Visit Status' section includes 'Status' (Visit Type: Approval, Status: Awaiting EVC Approval, Waiting On: Test EVC, Last Action: Request approval from headteacher/EVC, Submit to OEd Unit before: 18-Nov-10) and a 'Journal (8)' table.

To get to this screen click on the visit name in the list or search for the visit name or number in the main search toolbar.

You can use the "Remove Item from Visit" button to remove visit details.

When	Action	From	Pass to	Comments / Message
19-Nov-10 13:02	Visit details edited		Test EVC	Visit status was not changed as a result of this action
19-Nov-10 12:57	Visit details edited		Test EVC	Visit status was not changed as a result of this action
18-Nov-10 16:35	Visit details edited		Test EVC	Visit status was not changed as a result of this action
18-Nov-10 16:35	Visit details edited		Test EVC	Visit status was not changed as a result of this action

Section 1 - Pre-Check Details

To amend General Details -

Click on the words **"General Details"**. Amend the details then click **"Save"**

To remove and or change Country / County -

1. **Either** use the yellow **"Remove Item from Visit"** button to the left of the screen **or**
2. Click on the yellow **"Remove"** button adjacent to the item you want to remove.
3. On the next screen click on the **"Remove"** button
4. Then click **"Remove object"**
5. Return to main home page
6. Select **"My e-Go"** in tool bar. Your visit will be at the top of your **"recently viewed items"** list. Click on the title of the visit and the full form opens.

Please note that the system will allow you to add more than one Country/County if you are travelling to more than one Country/County. You do not need to include Counties/Countries that you are only travelling through on route to your destination.

Section 2 - Visit Status and Journal

All the information and data in this section is generated automatically and cannot be removed or amended by anybody.

Section 3 - Visit Categories

To change the Visit Focus -

Follow the same process as for removing or changing Country/County.

To change the Method of Travel -

Follow the same process as for removing or changing Country/County.

Section 4 - Group Details

To change the Visit Leader -

Follow the same process as for removing or changing Country/County. If you need to change the Visit Leader on a visit that has already been APPROVED by the LA then the EVC/ AYO or Headteacher will need to contact the Outdoor Education Unit to confirm any changes to the approved details.

To change the Assistant Leader -

Follow the same process as for removing or changing Country/County.

To change the Other Staff -

Follow the same process as for removing or changing Country/County.

Please note that any person that you wish to add to the form needs to be 'created' before you can add them to the visit. You will be given the option to create them when you try to add another staff member to the visit.

To alter Participant Numbers -

1. Click on the year group name to be amended (e.g. Year 7, Age 11-12).
2. Click on the words "**General Details**".
3. Amend the details.
4. Click on "**Save**" then scroll down the page and click on the name of your visit to return to it.

Section 5 - Activities

Activities Declaration -

The activities declaration can be amended prior to LA Approval. If you need to make a change or need to add another activity after the visit has already been APPROVED by the LA then the EVC/ AYO or Headteacher will need to contact the Outdoor Education Unit to confirm any changes to the previously approved details.

To amend any Adventurous Activities that are School Staff-Led -

Follow the same process as for removing or changing Country/County.

To amend any Adventurous Activities that are Provider-Led -

Follow the same process as for removing or changing Country/County.

Section 6 - Provider details

To amend Providers -

Follow the same process for removing or changing Country/County. If you need to add another Provider to a visit that has already been APPROVED by the LA, the EVC/ AYO or Headteacher will need to contact the Outdoor Education Unit to confirm any changes to the approved details.

To amend **Pre-visit Information** details

1. Click on the words "**Pre-Visit Information**".
2. Amend the details, then click the "**Save**" button.

Section 7 - Accommodation

To amend Accommodation -

Follow the same process as for removing or changing Country/County.

Section 8 - Emergency Contacts

To amend Emergency Contacts -

Follow the same process as for removing or changing Country/County.

Section 9 - Risk Management

To amend Risk Assessment -

Follow the same process as for removing or changing Country/County.

Section 10 - Programme

To amend a Typed Programme -

1. Click on the date in the programme (e.g. 26-Jul).
2. Click on the words "General Details"
3. Amend details then click on the yellow **"save"** button, then scroll down page and click on the name of your visit to return to it.

If you are having trouble amending or removing an entry that was inadvertently entered without a date on it, contact the Outdoor Education Unit for assistance.

To remove a Typed Programme -

Follow the same process as for removing Country/County.

To amend an Attached Programme -

1. Click on the word **"download"** – on the right hand side below the heading Document. This opens the attached file.
2. Type in changes/amendments.
3. Save the file to your computer using a different filename e.g. "Programme V2 dated/09".
4. Return to Section 10 of the form
5. Click on **"Click here to attach an electronic copy"**
6. Click **"Browse"** and find the file on your computer
7. Upload the new version.

The original version can also be removed by clicking on the small **"remove"** button on the left of the title of the document and following the same procedure as remove Country/County.

To amend Departure and Return Times -

1. Click on the time that has been entered in the programme (e.g. 10:30).
2. Click on the words **"General Details"**
3. Amend details then click on the yellow **"save"** button. ***Remember to put a : (colon) between the hours and minutes (15:30).***
4. Scroll down page and click on the name of your visit to return to it.

Section 11 and 12 - Declarations

Declarations -

Please contact the Outdoor Education Unit if there are any problems with these sections.