# Australian National University

# Functions On Campus Team User Guide

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# Contents

# Introduction

Functions on Campus (FoC) is the application process for holding functions on university grounds and within university facilities. The functions may involve staff, students, or external members organizing social, cultural, fundraising, or sporting events.

This user guide outlines the features of the Functions on Campus Model-Driven Power App solution for the approvers to decide on the application submitted.

# Audience

This guide is intended for reviewers and approvers of Functions on-campus applications such as the Functions on Campus team, Chief Campus Environment Officer, Campus Environment and Delegates.

## Glossary of the Acronyms

FOC – Functions On Campus

HRMS - HR Management System

UID - University ID

# How to access the FoC Portal

The notification email will provide the link when an application is submitted as shown in the image below.
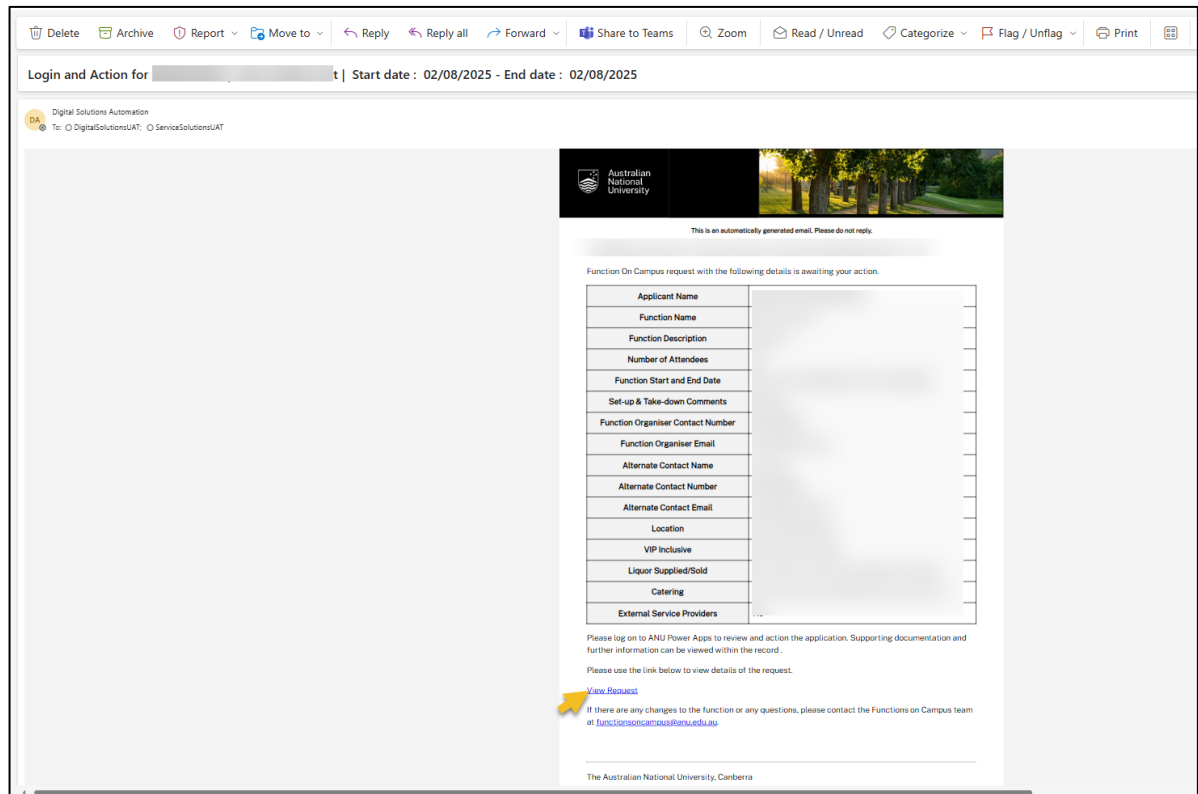


Once you "Click" on the _View Request_ link, you will be directed to the Main Menu Screen.

# General Features

Key elements on the first page in the FOC review/decision Model-driven app:

1.  Menu
    o   Summary of all the applications (Function request)

2. Column name with drop-down arrow
    o   The column Items and their order can be personalized by navigating the *edit columns* button.

3. A drop-down filtration box for each column

    o   Click *Edit Filter* or *Clear filter* to manage your preferred application list

# Accessing the application

On the Home page, a summary of all the applications submitted with their status is displayed

Active applications will be the default view.

To view any active application, click on the application number hyperlink.



To view the feedback survey results, please click on the feedback surveys link on the left side of the panel.
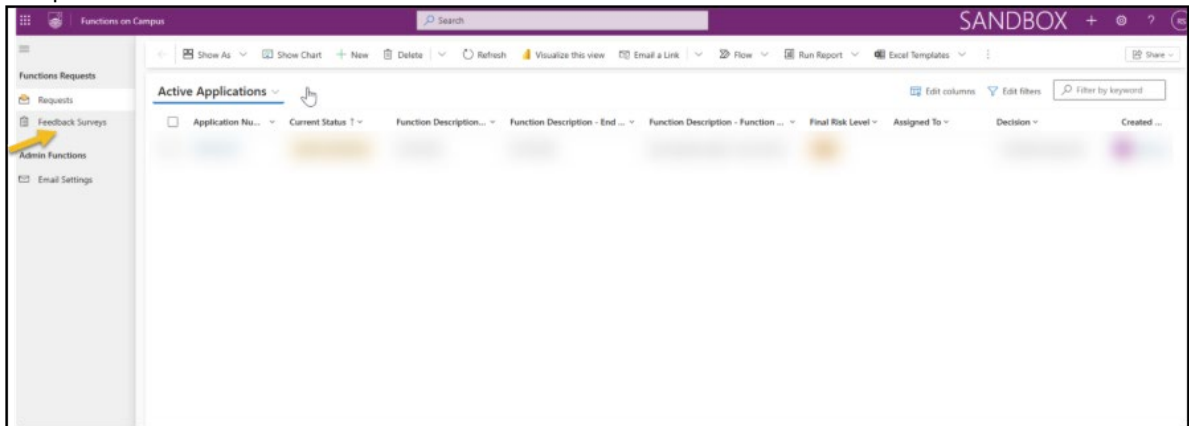


To view Inactive applications, please click on the dropdown menu and change from Active to Inactive.
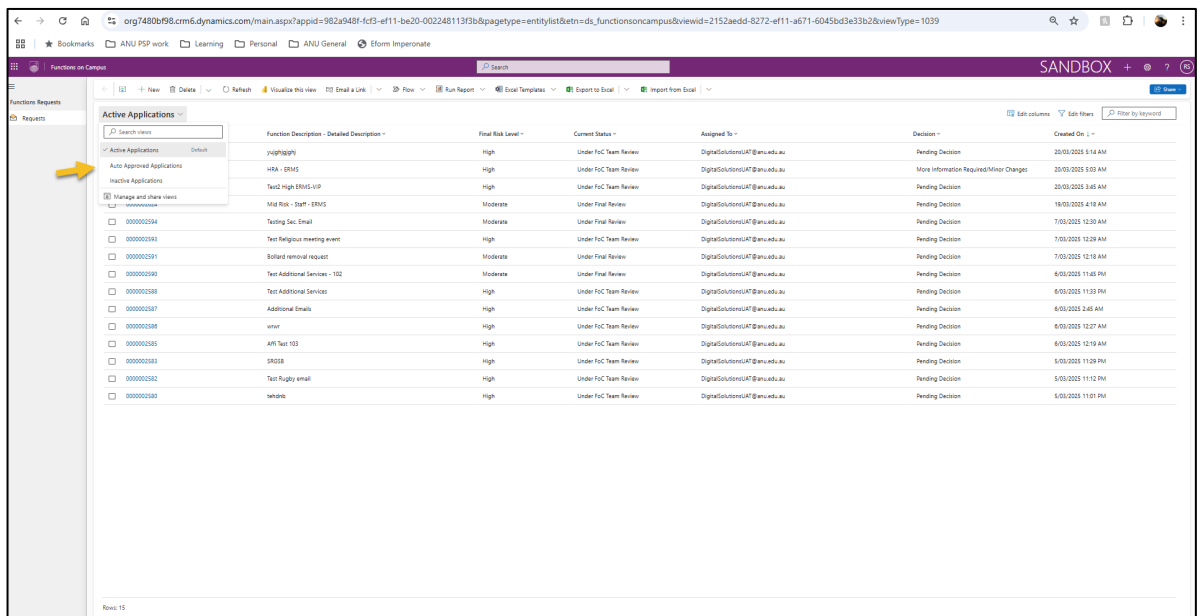
# Application UI screens

Application details UI screens are as follows:

# Contact Details

The purpose of this tab is for the reviewer/approver to review the contact details information submitted by the applicant.

The contact details tab will consist of details such as

- Applicant details that provide information such as applicant type, position, department, and affiliation type
- Primary contact details including email and phone number
- Alternate Contact details.

# Function Description

The purpose of this tab is for the reviewer/approver to review the function details provided by the applicant.

Details include Function Name, Description, Type, date and time of the function, along with the location of the function, attendee information, and advertising details.

If the applicant chooses an alternative location option, then in the model app, the location description field will contain those details.

# Liquor and Catering

This tab contains details on the supply and service of alcohol (if included in the application) such as liquor provider details, provider type, contact details, and Business name. Similarly, if any catering is included in the function, details such as provider type, contact details, business details, etc can be reviewed.

# External service providers

This tab provides details of external service providers request given by the applicant.

# Additional Info

This tab provides information about any additional services, logistics, noise, and sponsorship requested by the applicant.

Depending on the selections made by the Applicant, sections relating to these selections will be available to the reviewer/approver to provide comments and supporting documents. These sections show up in response to:
- Additional Security Requirements
- Additional Power Requirements
- Additional Cleaning Requirements
- Gardens and Grounds Impact
- Pedestrian / Vehicle Movement Impact
- Bollard Removal

# RAMP (Risk Assessment Management Plan) & Risk Assessment Matrix

This tab is for the reviewer to review the risk assessments, pre-filled RAMP and control measure details provided by the applicant.

# Summary

The **Summary** tab provides the summary of the application for a quick review by the approver. Please note that only a subset of these details is sent via notification email to the approvers. All the detailed information about the application can be viewed in this **Summary** tab.

# Approval

The Approval tab will have various options for the Functions on-campus team/ FOC approvers, Delegates

**FOC team members' view:**



| 1 | **Endorsed- for final review** – As Functions on Campus  team choose this option to send it to FOC Approver |
|---|---|
| | **Decline/Do Not Endorse** - Choose this option to decline or not endorse an application. |
| | **Function Cancelled –** If the applicant cancels the event the Functions on Campus team can then choose the cancel option and **save** it for their records purpose. |
| | **More information required /Minor Changes**– Choose this option for requesting more information from the |
| | applicant. Once the applicant resubmits the form after adding the necessary information, |
| | choose option 1 or 2 as described above. |
| | **Notification only (No need for approval)** – This option can be chosen for a Low-risk event where no approval is required( but it is not mandatory) |
| 2 | Approval History- provides details of various approvals, status, and date of approvals. |

Once the decision is made, click the **Save** or **Save & Close** option.  Once done, the corresponding emails will be triggered as per the risk identified for the event.

## FOC Approver view



| 1 | **Approve-I authorise this function**– choose this option to Approve an application, or to endorse an |
| --- | --- |
| | application, and send it to another person for approval. |
| | **Conditional Approval** – Choose this option to provide conditional approval to the applicant. Please note that when this option is chosen, the applicant can be contacted via email to provide necessary information. A Login and Action email will be triggered to the FOC approver to make a final decision. |
| | **Decline I decline this request** - Choose this option to decline or not endorse an application. |
| | **Function Cancelled –** If the applicant cancels the event the Functions on Campus team can then choose the cancel option and **save** it for their records. |
| | **More information Request/Minor Changes**– Choose this option for requesting more information from the applicant. Once the applicant resubmits the form after adding the necessary information, choose option 1 or 2 as described above. |
| 2 | Approval History- provides details of various approvals, status, and date of approvals. |

Please note that if the decision is – **'Declined' or 'Function Cancelled'** a reason must be selected and an optional comment can be added (which goes to the applicant in the outcome email)



| 1 | Click on the reviewer decision to choose the decision for the application. |
|---|---|
| 2 | If the decision is "declined" or "function cancelled", the reason must be selected from the dropdown list |

## Low risk – Auto approval

All the Low-risk applications will be auto-approved and the details can be seen under the tab as shown below.



| 1 | Click on the Active application drop down – choose Auto approved application |
|---|---|
| 2 | Provides the list of all Low-risk applications that are auto-approved. No action is required. |

# Approval Workflow & Emails

## Low risk
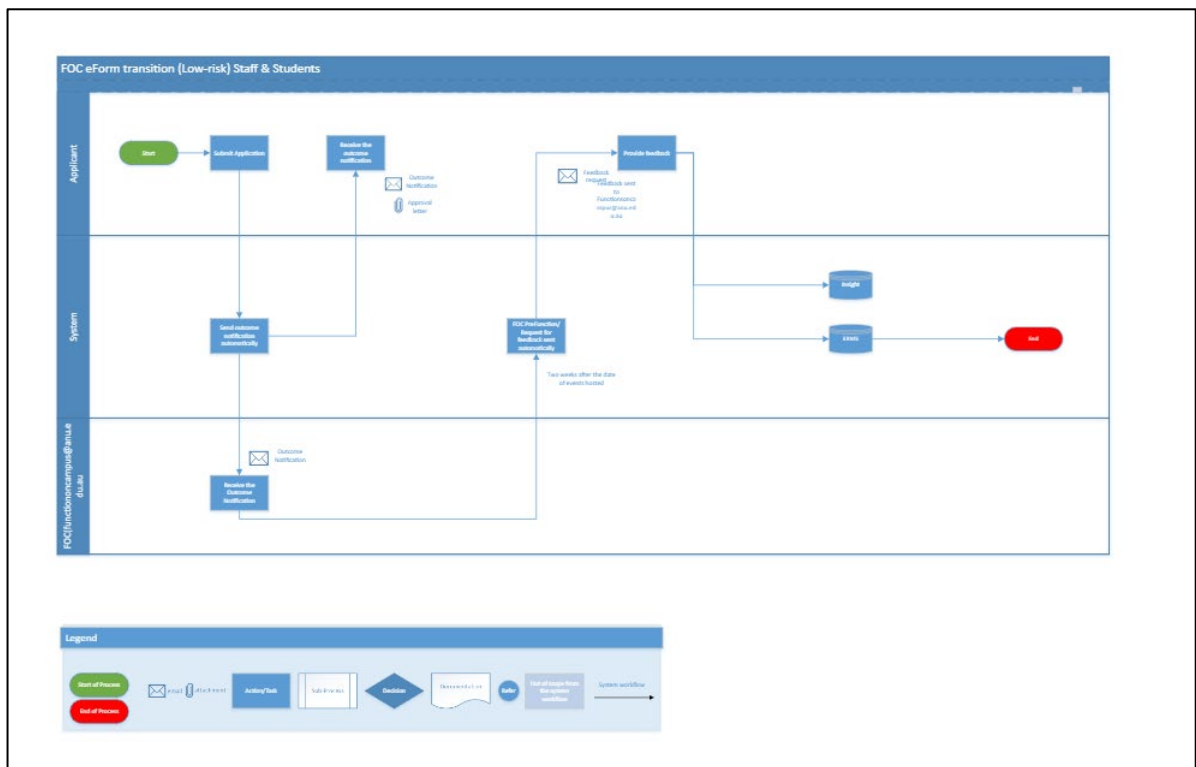


Below are the emails received by the approvers for a Low-risk event

| Email Details | Recipient |
|---|---|
| Notification email when the application is submitted | Applicant and functionsoncampus@anu.edu.au |
| Outcome notification | Applicant and functionsoncampus@anu.edu.au |

# Medium risk Workflow
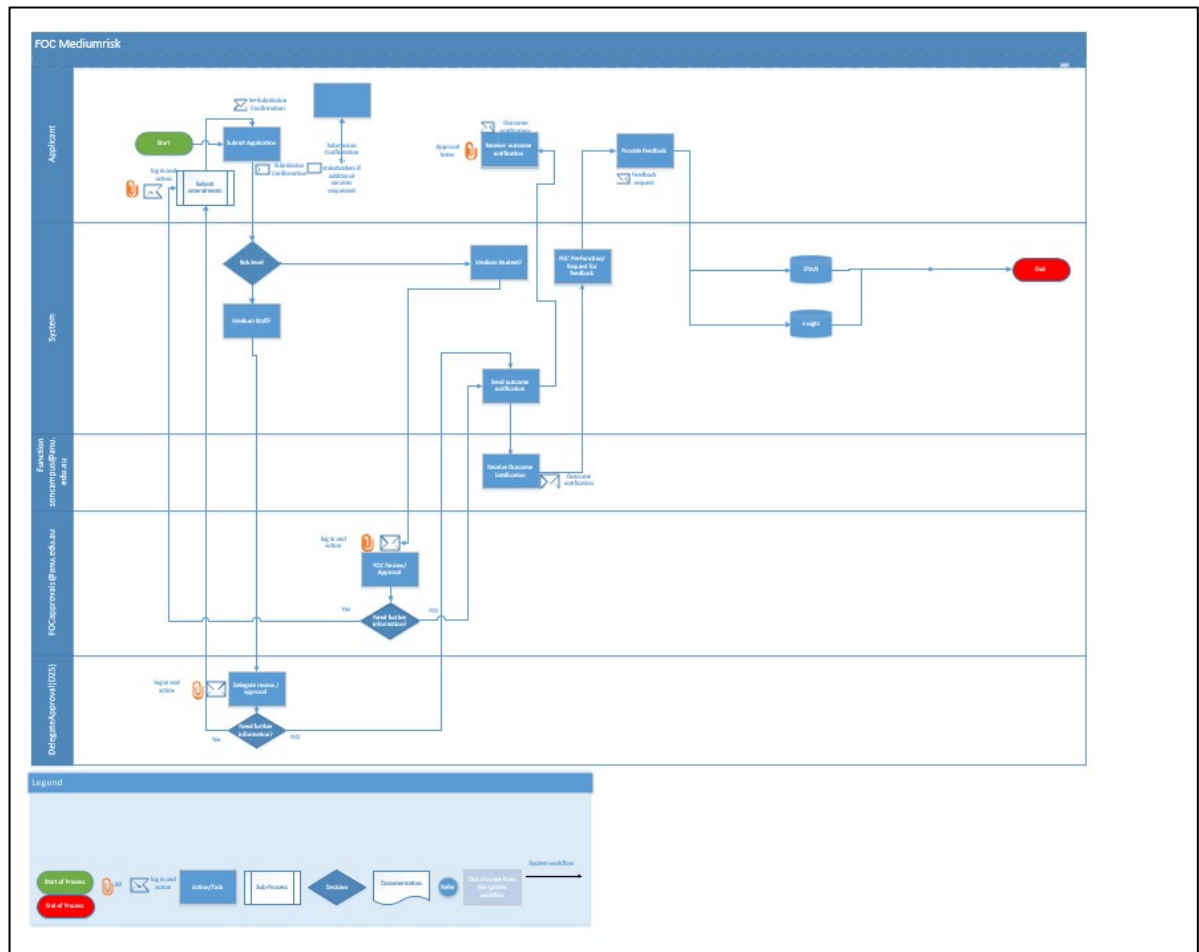
## Medium risk – Student

Below are the emails received by the approvers for a Medium-risk event where the applicant is a student.

| Email Details | Recipient |
|---|---|
| Notification email when the application is submitted | Applicant and functionsoncampus@anu.edu.au |
| Login and Action | focapprovals.fs@anu.edu.au |
| Login and Action (if more information is required) | Applicant |
| Notification email when the application is resubmitted | Applicant |
| Login and Action(after the applicant resubmits the application) | focapprovals.fs@anu.edu.au |
| Outcome notification | Applicant and functionsoncampus@anu.edu.au |

## Medium risk – Staff

Below are the emails received by the approvers for a Medium-risk event where the applicant was a staff member.

| Email Details | Recipient |
|---|---|
| Notification email when the application is submitted | Applicant and functionsoncampus@anu.edu.au |
| Login and Action | Delegates |
| Login and Action (if more information is required) | Applicant |
| Notification email when the application is resubmitted | Applicant |
| Login and Action (after the application is resubmitted) | Delegates |
| Outcome notification | Applicant and functionsoncampus@anu.edu.au |

# High risk



Below are the emails received by the approvers for a High-risk event (applicant could be student or staff)

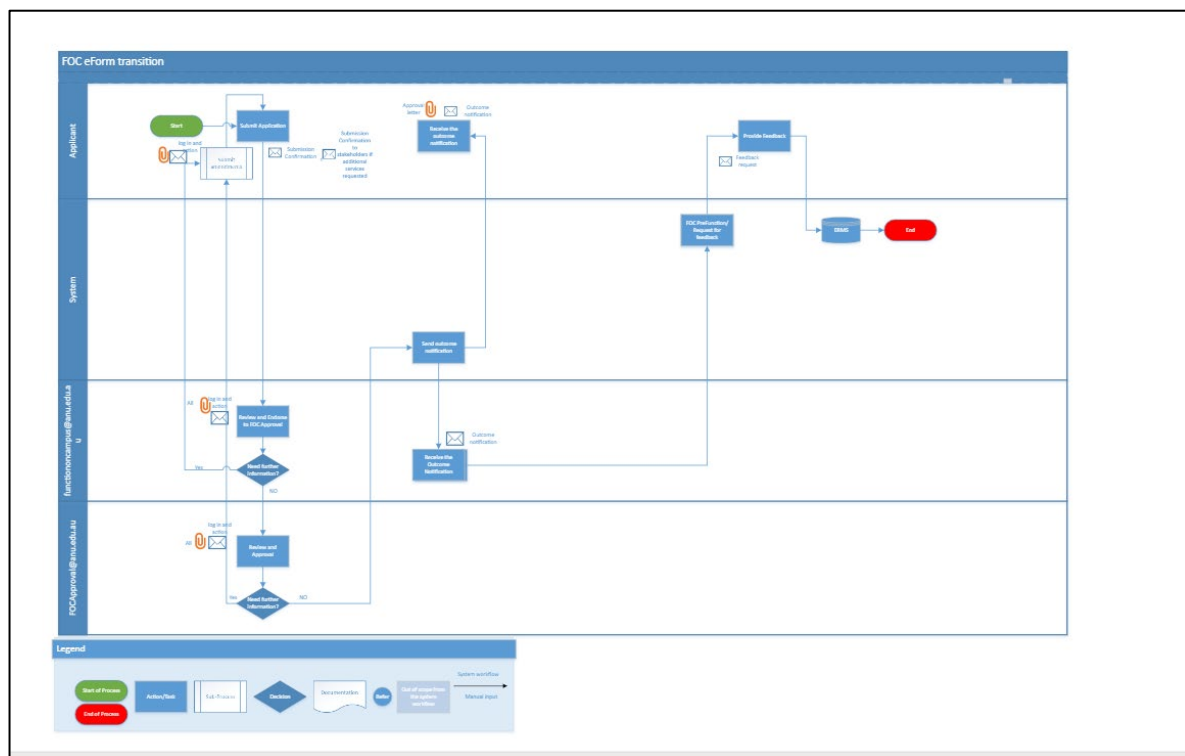| Email Details | Recipient |
|---|---|
| Notification email when the application is submitted | Applicant and functionsoncampus@anu.edu.au |
| Login and Action | functionsoncampus@anu.edu.au |
| Login and Action (if more information is required) | Applicant |
| Notification email when the application is resubmitted | functionsoncampus@anu.edu.au |
| Login and Action (after the application is endorsed by the FoC team) | focapprovals.fs@anu.edu.au |
| Outcome notification | Applicant and functionsoncampus@anu.edu.au |

# Emails for Additional Services

Depending on the applicant's application request, the following services will be notified.

| Email Details | Recipient |
|---|---|
| Notification email when VIP attend the event | vip.visits@anu.edu.au, security@anu.edu.au events@anu.edu.au |
| Notification email when additional services - Bookshop- is requested | k.pearson@harryhartog.com.au |
| Security services- is requested | security@anu.edu.au |
| Affiliation group | Affiliation services sport@anu-sport.com.au (ANUSRA) sa.admin@anu.edu.au (ANUSA) |
| Sport & Recreation Team service | Sport@anu-sport.com.au |
| Notification email when Kambri is chosen as location | Kambri.Venues@anu.edu.au |
| Notification email to additional services - Landscape and Conservation | gardens.grounds@anu.edu.au |
| Waste management services | fixmycampus.fs@anu.edu.au |
| Notification email to additional services - Parking | Parking@anu.edu.au |
| Additional Power requirement services | Power.functionsoncampus@anu.edu.au |