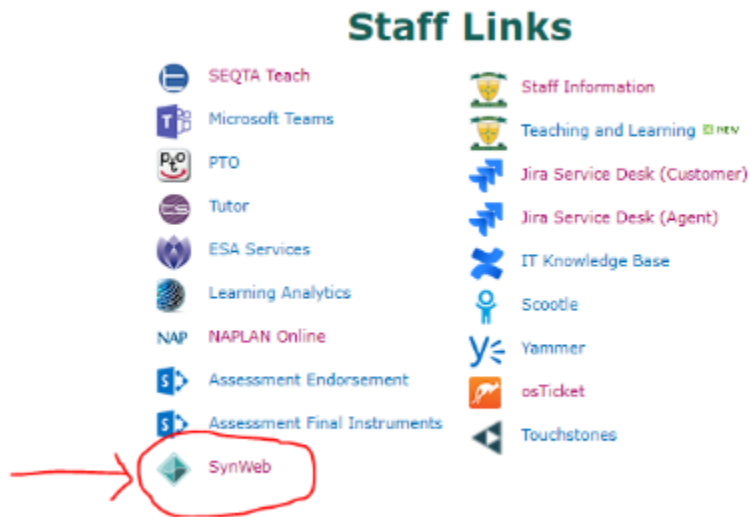
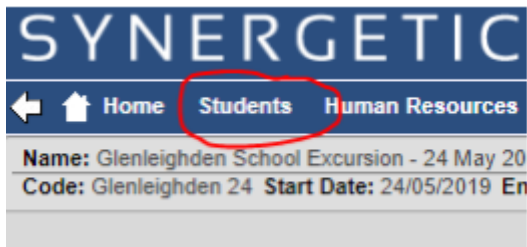


# How to access Excursion Details

1. From **BrigNet** choose **SynWeb**



2. Choose **Students**, then **Excursion Maintenance** from the drop down box



3. The following box should appear with your name as the **Organiser**. Click **Search**

A screenshot of the 'Set Excursion Search Criteria' dialog box. The dialog box has a title bar with the text 'Set Excursion Search Criteria' and a close button. It contains several input fields and a checkbox. The fields are: 'Excursion Code:', 'Description:', 'Type:', 'Organiser:', and 'Status:'. The 'Organiser' field is highlighted with a red circle. Below the fields is a checkbox labeled 'Active Only:' which is checked. At the bottom of the dialog box are four buttons: 'New', 'Search', 'Clear', and 'Cancel'.

4. On the left hand side, you will see a list of all excursions. Click on the excursion you need.

SYNERGETICS	
<a href="#">←</a> <a href="#">Home</a> <a href="#">Students</a> <a href="#">Human Resources</a>	
<b>Name:</b> Year 10 French Immersion Afternoon <b>Code:</b> 10 French <b>Start Date:</b> 30/05/2019 <b>End Date:</b> 30/05/2019	
<b>Excursion Selector</b>	
Search Filter	
10 French	Year 10 French Immersion Afternoon
12DR Caucasian	12 Drama - The Caucasian Chalk Circle
Altitude Day	Altitude Day 2019
Amnesty 2019	Year 10 Amnesty International Conference
Basketball Excu	Year 12 Basketball Stadium Excursion
Bond 2019	Bond Mooting May 2019
cross	Cross Country Squad
English Careers	Year 11 Essential English Careers Expo Excursion
French Dinner	Year 9 & Year 10 French Dinner

5. On the right hand side, click on Attendees (blue)

Details
Attributes
Organisers
Attendees

Attendee Type	Name
Not Selected	
Attendee	
Attendee	
Attendee	
Attendee	
Attendee	
Attendee	
Attendee	
Attendee	
Attendee	
Attendee	

Page 1 of 1 (10 items)
[1]

Note: Use {ctrl + left mouse key} to select multiple attendees

Update of Details
Consent
Required Resources
Web

6. From here you should be able to see:

- Who is listed to attend the excursion
- Who has been given consent
- Who has paid (if applicable)

7. By right mouse clicking anywhere in this table you will have the ability to produce a report.

	Export to Excel
	Export to Excel (all fields)
	Export to PDF
	Export to CSV
	Taq Record

8. To check the RSVP (closing date):

- Click on the Details (blue) tab

Details

Description: Glenleighden School Excursion - 24 May 2019

Objectives:

Attire: Not Selected

Event Date From: 24/05/2019 01:00 PM

To: 24/05/2019 03:10 PM

Invite Date: 14/05/2019 12:00 AM

RSVP: 22/05/2019 05:00 PM

Comment:

Attributes

9. Please seek advise before changing the date as it needs to be changed in more than one place.

