

# **Online Record Book Mimic Function**

### Introduction

To enable Award Operating Authorities and Award Leaders to have greater transparency over the ORB accounts and greater ability to assist users, a 'mimic' function has been added.

The mimic function allows the Award Leader or Award Operating Authority to be able to see the Participant's account *as they see it*.

Only Award Leaders within the Award Unit the Participant is registered to will be able to access the Participant's view ('mimic' the Participant)

#### Instructions

#### 1. To mimic a Participant

a. To see a Participant's view, you will need the email address the participant has allocated to their ORB account. This can be found by searching for the Participant in the ORB and pulling up their participant details tab (see highlighted field below):

	Keely Warner (PN000255780) Participants / Detail			Search	۹ 🌢	Kelly Wood National Open Award C
i ≡ To Do List 100	Detail Bronze Level H	tistory Log Title Miss ×▼ First Name Keely Lett Name	Overvie Age 16 Level BRKNZZ	W Organisation National Open Award Centre	Registration Date 26/08/2018	<ul> <li>Account Setting</li> <li>State</li> <li>Current</li> </ul>
C Reports	Email Religningola de 40 gina Loom	Warner				

- b. Open a new tab and open www.onlinerecordbook.org
- c. Using the *Participant* Log in Tab, log in as: {Award Leader/Participant to Mimic} + {Award Leader Password}

Participant Award Staff	Not Registered?
Participant login	Register a new account as:
Email	Award Participant
award leader email/participant email	O Award Leader
Password	
Forgot your password?	
Log in	Register



d. This will bring up the relevant Participant's ORB account *as they see it*. The information in the account should be no different from what an Award Leader or Award Operating Authority Staff can see through their own view but the layout is different.

THE DUI	es or formations and the formation of th	d Leader 🕜 User Guides	Keely Warner     National Open Award Centre
	Bronze Level Completed 0 / 4	Tennis           Completed 4 h / 13 h           LOGS         OVERVEW	
()	Cake Decorating Cake Decorating	Coaching session © 10/10/2018 © 20 down	
6	Tennis Physical Recreation	Caaching session - worked on backhand	
0	Food bank / soup kitchen C	Coaching session - focused on serve and bachand	
8	Adventurous Journey		
	Preparation and Training		
	Practice Journey +		
	Qualifying Journey +		
		-	

e. To see details of logs for each section, click into the relevant sections on the left hand side menu. Middle panel will show logs, activity and Assessor details.

For further information on the Participant view, please refer to the Participant User Manual available here on the menu on your ORB account:

	User Guides
i≡ To Do List 4	User app guide - Award Leader
A Participants	User web guide - Award Leader
<u></u> . Leaders	User web guide - Participant User app. guide - Participant
Adventurous Journey	Frequently Asked Questions (FAQs)
User Guides	
Reports	
My Organisation	



## 2. To mimic an Award Leader

a. Award Staff wishing to mimic an Award Leader will need the email address associated with the Award Leader's ORB account.

	Keira Walgutt (AL) (AL000021 Leaders / Detail	1042)	
Registrations	Detail Participants		
Payments			
R Awards		Title	
& Participants		Ms.	
2. Leaders		First Name	Middle Name
Award Units		Keira	
Adventurous lourney		Last Name	
		Waigutt (AL)	
28 Assessors	Email		
Sub-Operating Authorities	kellywood@live.com.au		Char
Provide a contraction of the con			

- b. Open a new tab and open www.onlinerecordbook.org
- c. Using the Award Staff login tab, log in as {Award Staff/Award Leader to Mimic} + {Award Staff Password}:

Participant Award Staff	Not Registered?
Award Staff login	Register a new account as:
Email	Award Participant
Staff email/Award Leader email	O Award Leader
Password	
••••••	
Forgot your password?	
Log in	Register

d. This will bring up the relevant Award Leader's ORB account *as they see it*. For more information on this view, refer to the Award Leaders user guide available on the ORB.

If you have any trouble mimicking a user, please contact the ORB Helpdesk on orb@dukeofed.com.au.