

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.

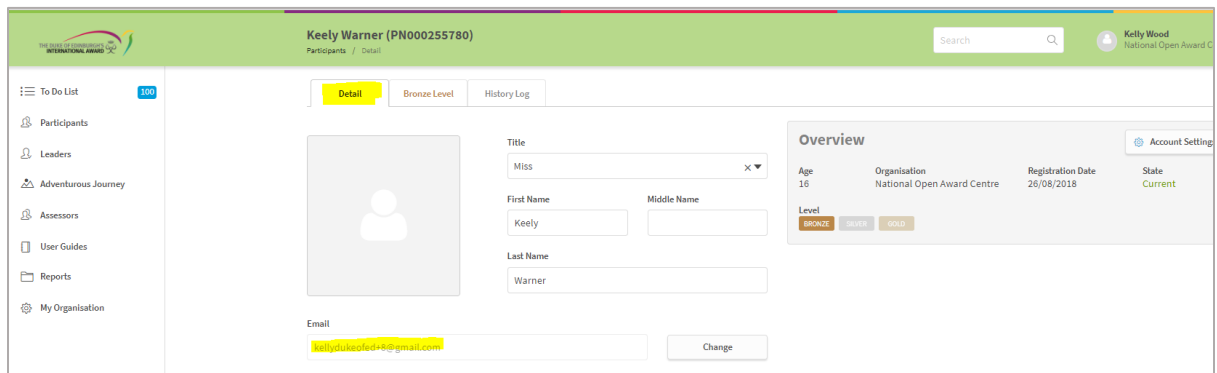
The mimic function allows the Award Leader or Award Operating Authority to be able to see the Participant's account *as they see it*.

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

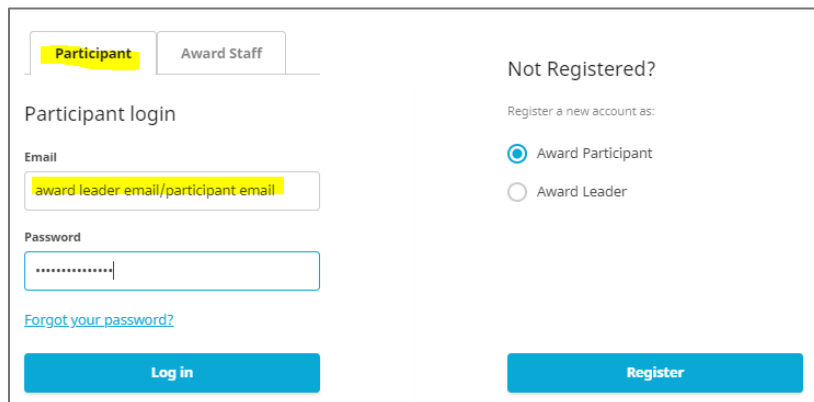
1. To mimic a Participant

- 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):



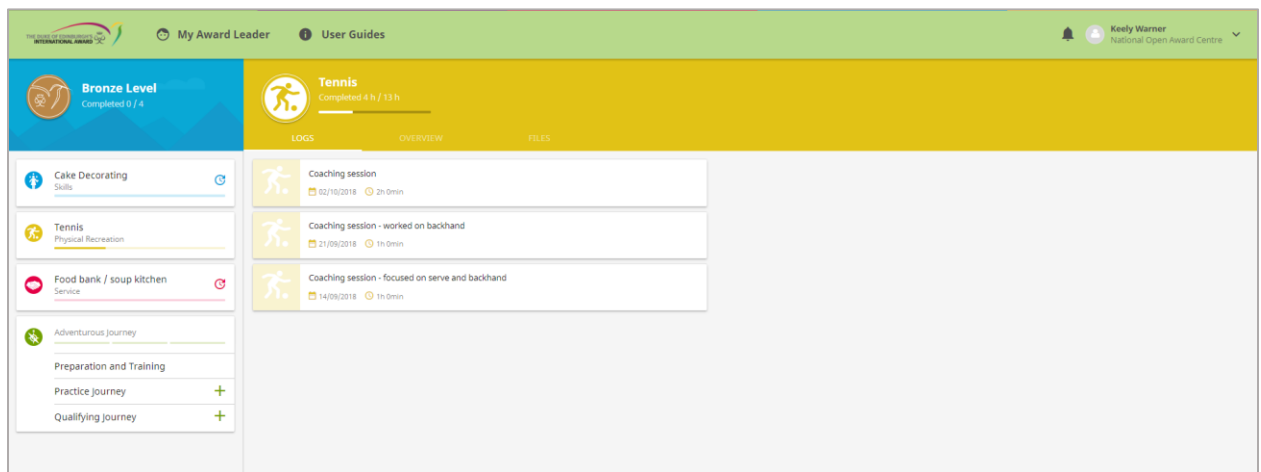
The screenshot shows the 'Detail' tab for a participant named Keely Warner. The email address 'keelydukeofed@p000255780.com' is highlighted in yellow. Other visible details include: Title (Miss), First Name (Keely), Last Name (Warner), Age (16), Organisation (National Open Award Centre), Registration Date (26/08/2018), and State (Current). The Level is shown as Bronze.

- 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}



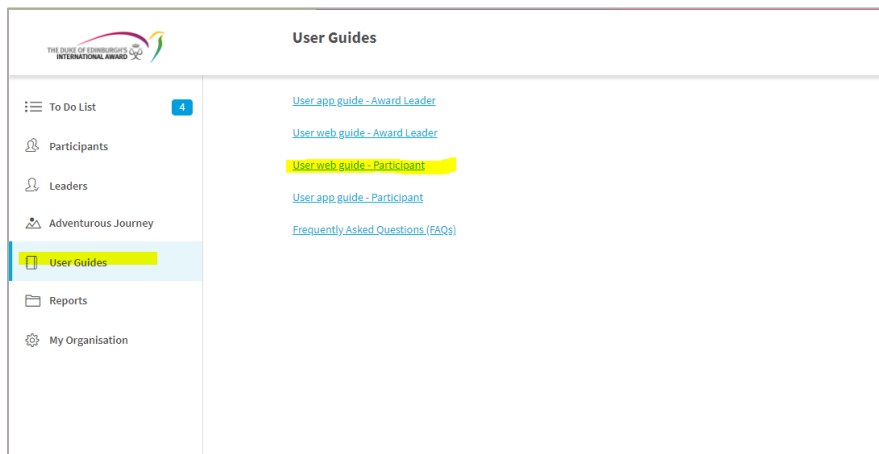
The screenshot shows the login page with the 'Participant' tab selected. The 'Email' field contains 'award leader email/participant email'. The 'Password' field is masked with dots. There are 'Log in' and 'Register' buttons. A 'Not Registered?' section offers to register as either an 'Award Participant' (selected) or an 'Award Leader'.

- 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.



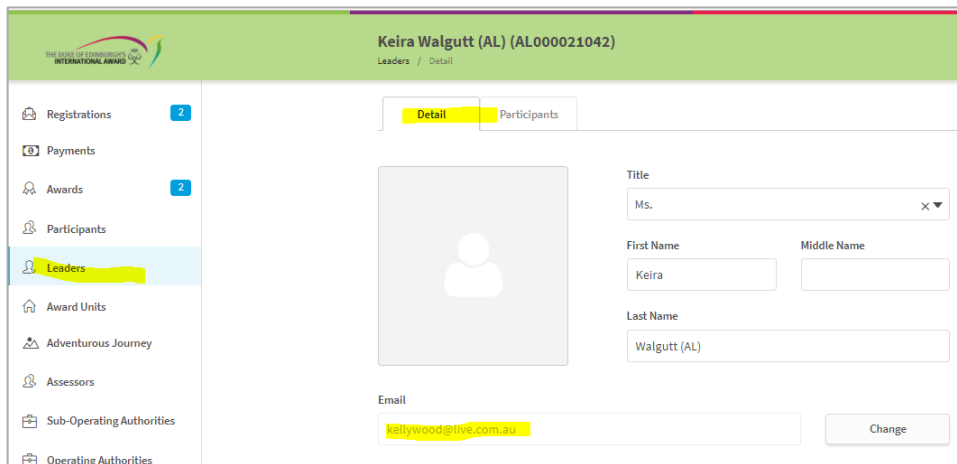
- e. To see details of logs for each section, click into the relevant sections on the left hand side menu. Middle panel will show logs, activity and Assessor details.

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

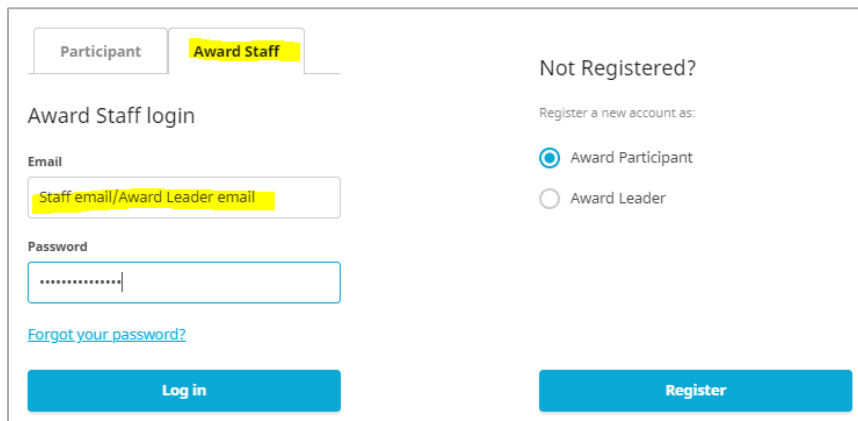


2. To mimic an Award Leader

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



- 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}:



- 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.