

# Online Record Book

---

## Award Leader App User Guide The Duke of Edinburgh's International Award Foundation

25/08/2017  
Version: 1.4

## Version control

Version	Date	Author	Notes
1.0	05/05/2017	Daniela Pozzi	First version
1.2	20/06/2017	Daniela Pozzi	Content Update
1.3	08/08/2017	Daniela Pozzi	Content Update
1.4	25/08/2017	Daniela Pozzi	No changes

### *Summary of the changes:*

*V1.2: Updated screen shots to reflect the system*

*V1.3: Updated screen shots to reflect the system*

*V1.4: No changes made to the user guide*

## Contents

---

<b>Contents .....</b>	<b>1</b>
<b>Introduction .....</b>	<b>3</b>
<b>Login Overview .....</b>	<b>3</b>
<b>Password Reset .....</b>	<b>4</b>
<b>Award Leader App Features .....</b>	<b>5</b>
<b>1. To-Do List .....</b>	<b>5</b>
<b>2. Participants .....</b>	<b>9</b>
<b>3. Adventurous Journey Events .....</b>	<b>10</b>
<b>4. My Profile.....</b>	<b>11</b>

## Introduction

---

The International Online Record Book (ORB) App is an application that allows participants to record their activities and submit their Awards. It also allows Award Leaders to monitor participants' progress and approve submitted Awards.

This document has been written for Award Leaders who are helping participants doing The Duke of Edinburgh's International Award programme and it provides detailed, step-by-step guidance on how they can use the new ORB App.

The ORB App can be downloaded for:

- Android – by navigating to the Play Store and searching for “ORB Leader”
- iPhone – by navigating to the App Store and searching for “ORB Leader”

The Apps for Online Record Book are supported on the latest versions only:

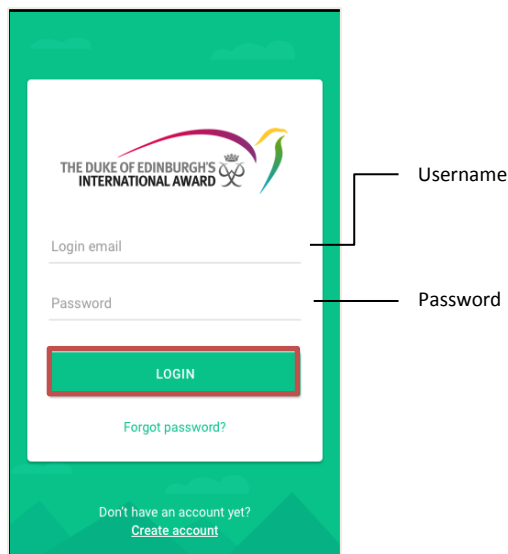
- Version 4.1 and above for Android devices
- Version 10 and above for iOS devices

## Login Overview

---

To log in to the App you need to:

1. Open the Online Record Book App on your phone
2. Insert your login details set during the registration process
3. Press “Log In”



Note: Your registration must be approved by your Award office in order for you to log in. An email notification will be sent to the email address set during the registration process informing you that your registration has been approved.

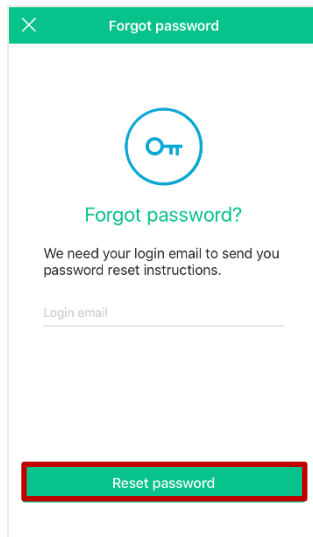
## Password Reset

---


To recover your username or reset your password, you will need to know your registered email address. This is usually the email address you used when you first registered with the Online Record Book (ORB) App.

To reset your password you need to:

1. From the ORB App Login page select “Forgot Password”
2. Insert your email address
3. Press “Reset Password”



✕ Forgot password



Forgot password?

We need your login email to send you password reset instructions.

Login email

Reset password

4. You will soon receive an email containing your username and a link to reset your password

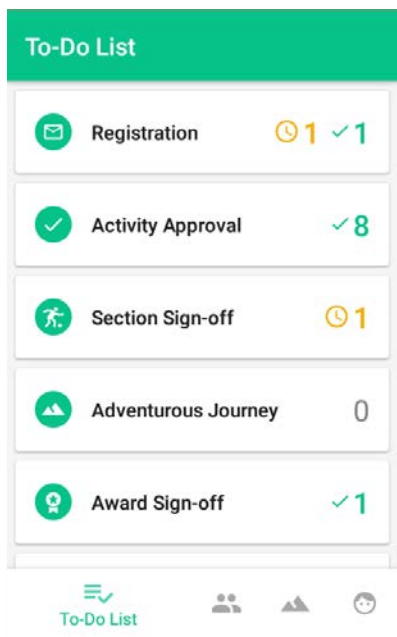
## Award Leader App Features

### 1. To-Do List (a) (b)

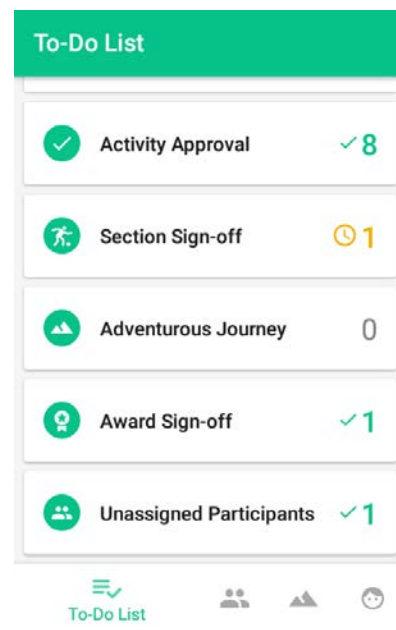
Once logged into the ORB App you will be able to view your To-Do List where you can manage different Award sections and activities such as:

- Accept new participants who have not yet been assigned to an Award Leader
- Review and approve new registrations
- Review and approve/ask for revision of any new activity request
- Review and approve/ask for revision of any requests of section sign-off (including Adventurous Journeys)
- Review and approve/ask for revision of any requests of Award sign-off

(a)



(b)



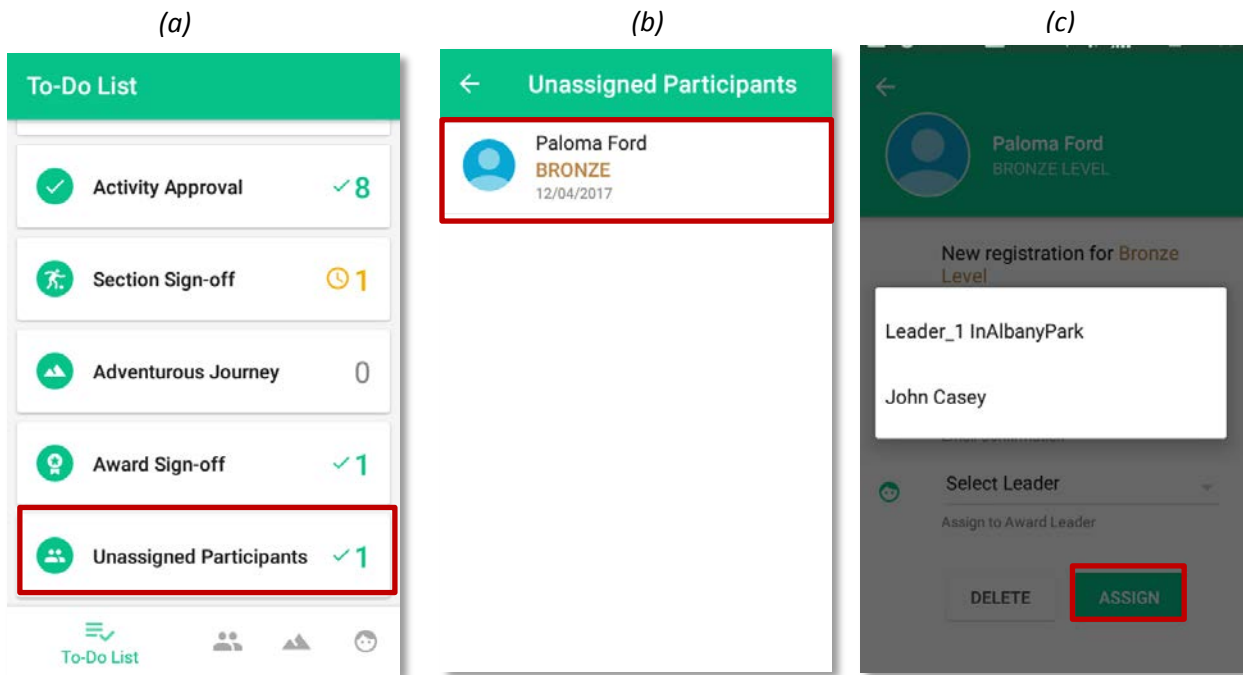
- **Unassigned participants:**

Before registration approval, participants need to be assigned to an Award Leader.

If a participant does not know who their Award Leader is when they register, their registration will be added to the group of “Unassigned participants”.

From the To-Do List select “Unassigned participants” (a)

1. Click on the name of the new participant (b)
2. Click on “Select Leader” and select an Award Leader from the list of Award Leaders available (c)
3. Click “Assign” – the registration will be then moved to the list of registrations to be reviewed (c)



- **Review and approve new registrations**

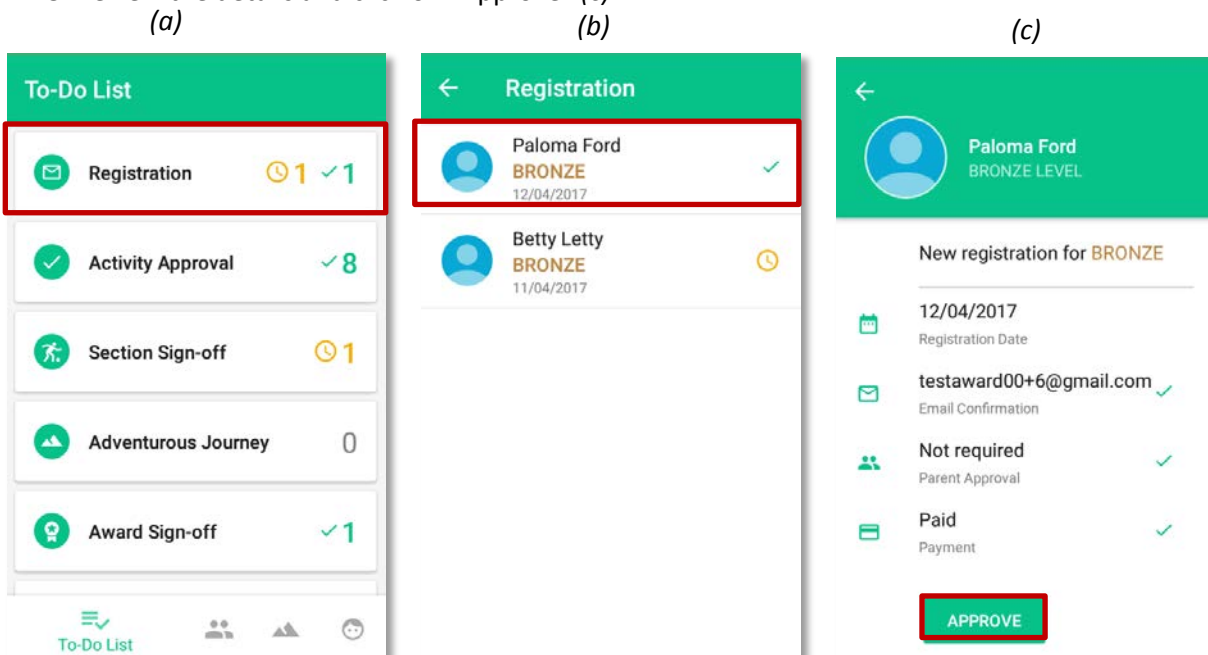
In order to be able to approve new registrations via the ORB App, participants need to have:

- confirmed their email address,
- received parental/guardian approval (if required)
- be marked as paid (or confirmed from the web that the payment will be received later, or that it is not required). If any of them are outstanding, registrations will be displayed but not approved.

1. From the To-Do-List select “Registration” (a)

2. From the list of registrations click on the name of the participant you want to review (b)

3. Review the details and click on “Approve” (c)

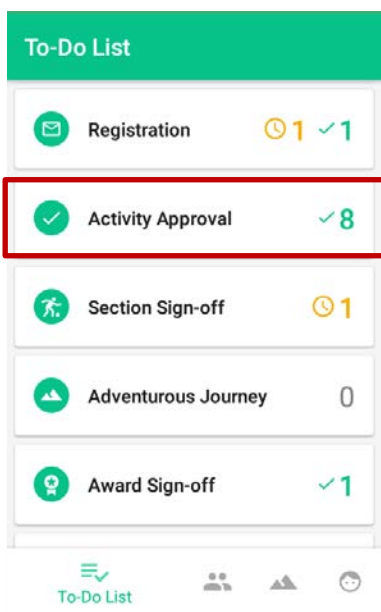


- **Review and approve/ask for revision of any new activity requests**

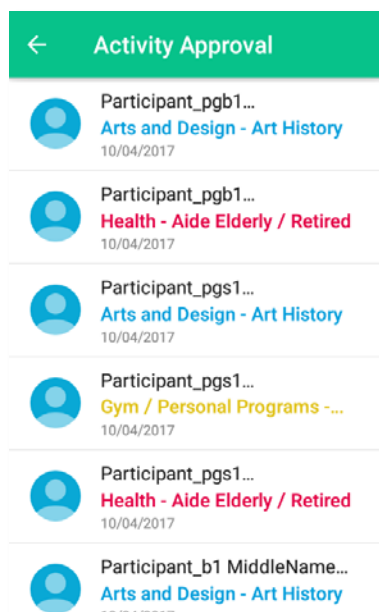
Before logging their hours, a participant needs to set up their activity and send it to you, as their Award Leader, for approval. You can review the activity details and decide whether to approve the activity request, or ask the participant to revise it and make modifications. The participant will receive a notification with your decision.

1. From the To-Do List select “Activity Approval” (a)
2. From the list of participants waiting for activity approval select the name of the participant you want to review (b)
3. Click on “Approve”, or ‘ask for revision’, after reviewing the activity request (c)

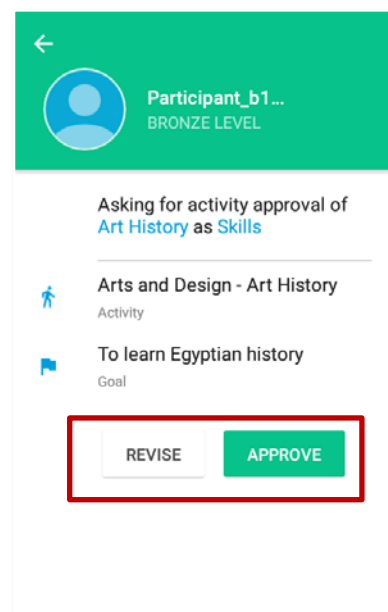
(a)



(b)



(c)



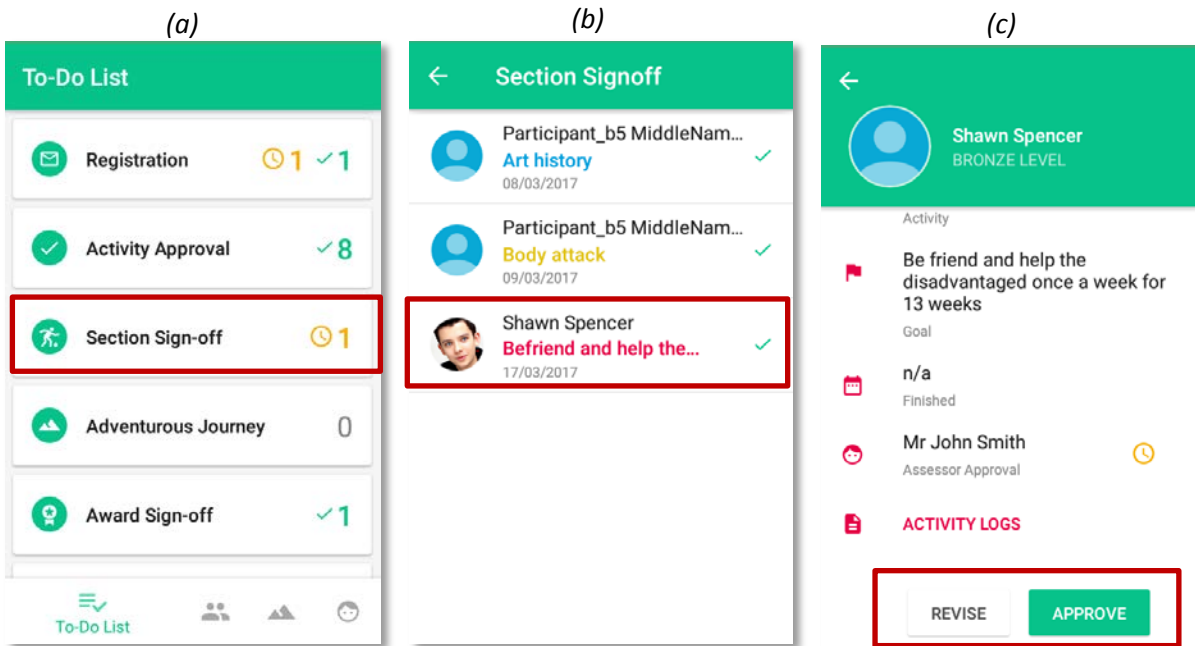
- **Review and approve/ask for revision of any requests of section Sign-off**

Once a participant has completed a section of their Award and received Assessor approval, the section is ready for Award Leader sign-off.

1. From the To-Do List select “Section Sign-off” (a)
2. Click on the participant requesting the sign-off of the section (b)
3. Review the activity and its logs
4. Click on “Approve” or “Revise” as necessary (c)

Any comments made in the dialog box, when asking for revision, will be sent to the participant along with a notification.

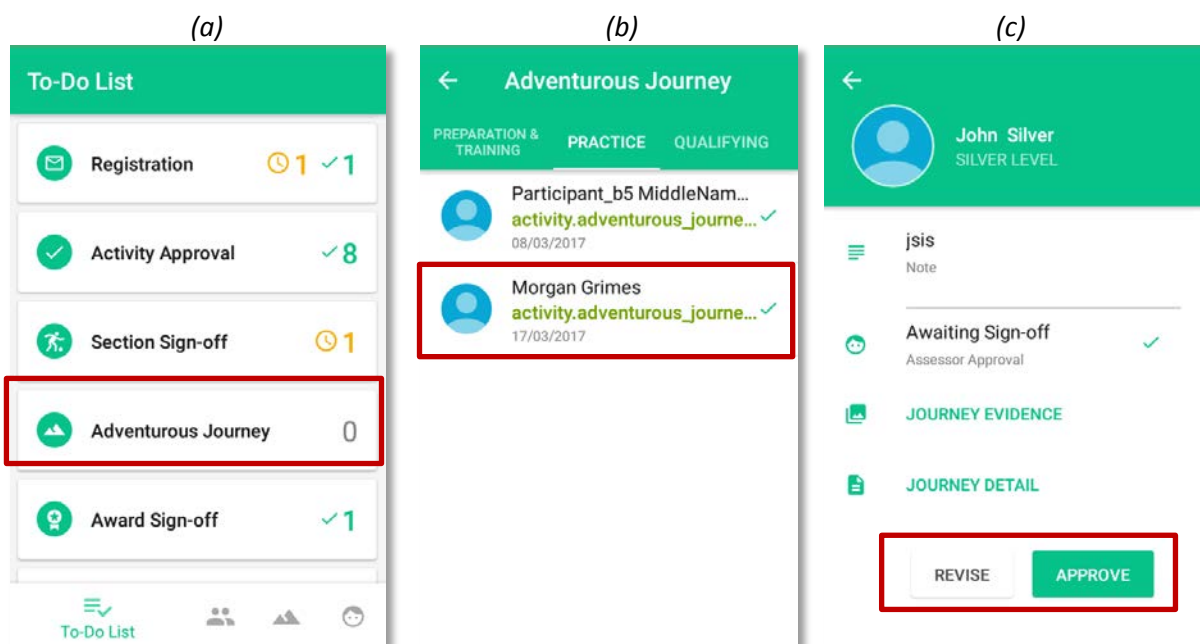




- **Review and approve/ask for revision Adventurous Journey section**

The Adventurous Journey section is divided in three parts: Preparation and Training, Practice Journey and Qualifying Journey. Each part of the Adventurous Journey needs to be approved separately.

1. From the To-Do List select “Adventurous Journey” (a)
2. Click on the tabs to find the Journeys waiting for approval (b)
3. Click on the Journey you want to review (b)
4. Review the Journey details and evidences
5. Tap on “Approve” or “Revise” as necessary (c)

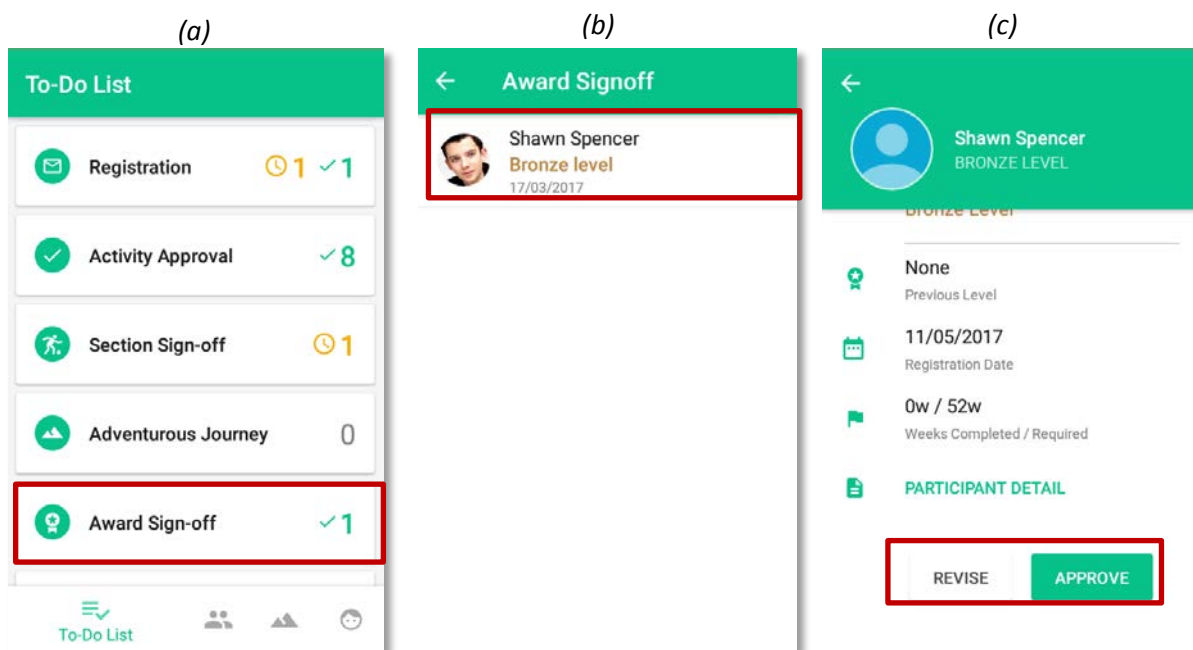


- **Review and approve/ask for revision of any requests for Award sign-off**

Once a participant has completed all four sections of their Award, the Award is ready for Award Leader's sign off.

1. From the To-Do List select "Award sign-off" (a)
2. Click on the participant requesting the sign off (b)
3. Review participant's details, activities and logs
4. Click on "Approve" or "Revise" as necessary (c)

Any comments made in the dialog box, when asking for revision will be sent to the participant along with a notification.

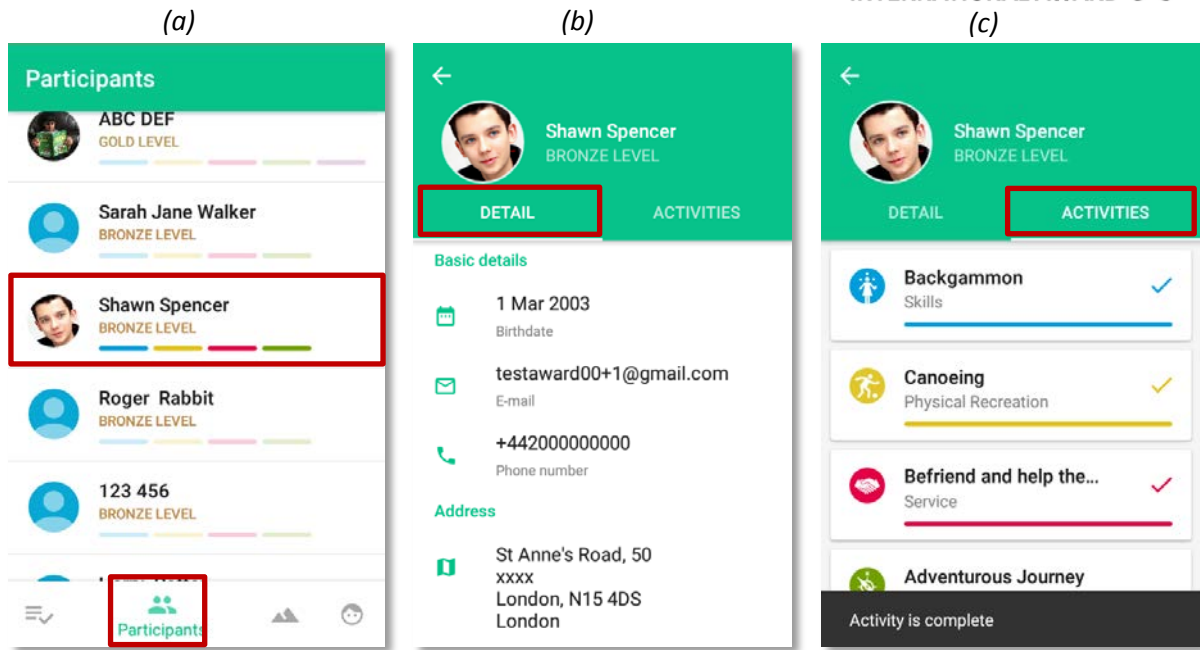


## 2. Participants

Via the Online Record Book App, Award Leaders are able to manage either all participants registered to their Unit or participants assigned to them personally, depending on the settings set by their National Operator/Regional Office.

To view and manage the progress of participants:

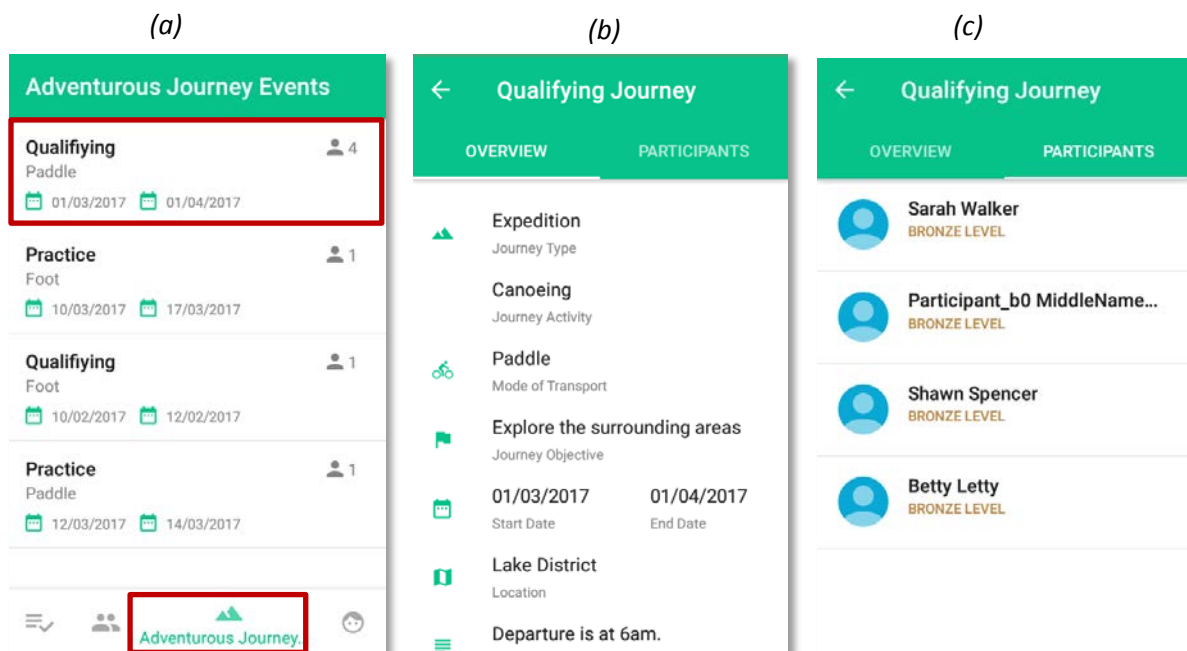
1. Select "participants" from the menu (a)
2. Scroll and click on the name of the participant you would like to view (a)
3. Click on "Details" to view their personal details (b)
4. Select "Activities" and click on sections to view the logs inserted (c)



### 3. Adventurous Journey Events

Via the ORB App, Award Leaders are able to view all the Adventurous Journey events taking place in their Units, and also which participants are taking part.

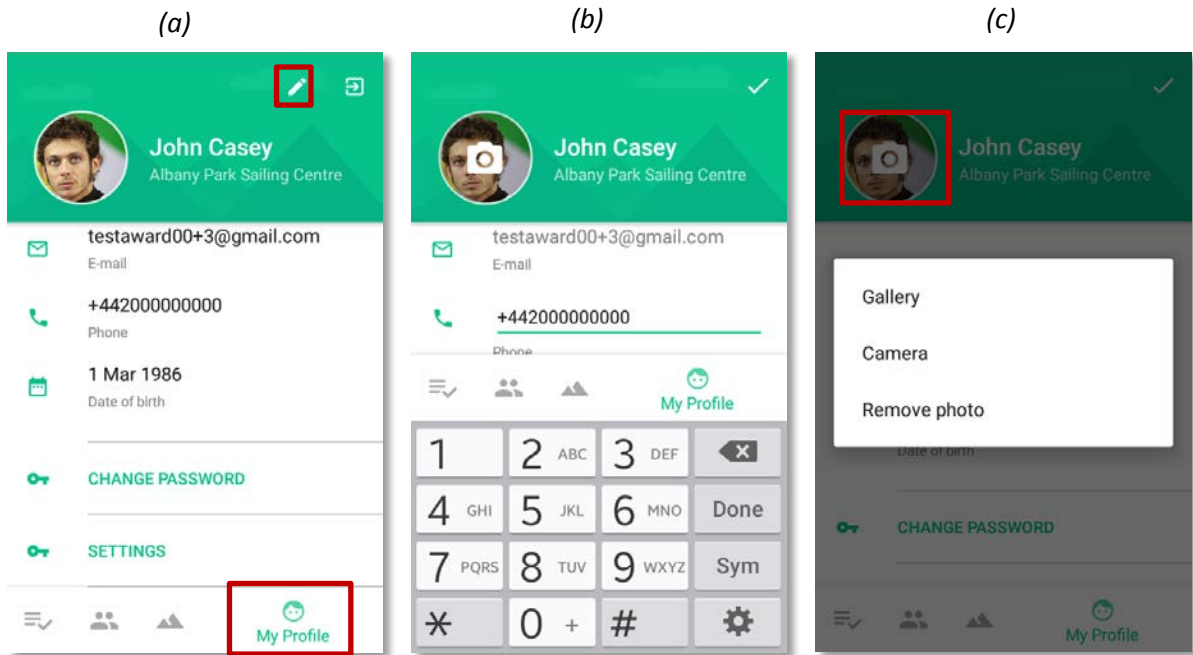
1. Select "Adventurous Journey events" from the menu (a)
2. Scroll and choose the Adventurous Journey you would like to find out more about (a)
3. Click on "Overview" to see the details of the Journey (b)
4. Select "participants" to see the participants who are taking part of the Journey (c)



## 4. My Profile

You can change your details at any stage if needed by updating your profile on the ORB App. To update personal details as well as add a new profile picture:

1. From the menu select “My Profile” (a)
2. Click on edit to be able to update the details displayed (a) (b)
3. If you want to add a profile picture, click on Edit and then click on the picture field (c)
4. You will be prompted to select a picture to be uploaded (c)



Your password can also be changed at any time by navigating to your profile and selecting “Change Password”.

To update your language settings:

- If you are using an Android device click on ‘Settings’ within your profile and select your language from the list of languages available
- If you are using an iOS device, the language displayed will be the same as the language set on your device. To update the application’s language you need to change the language of your device.