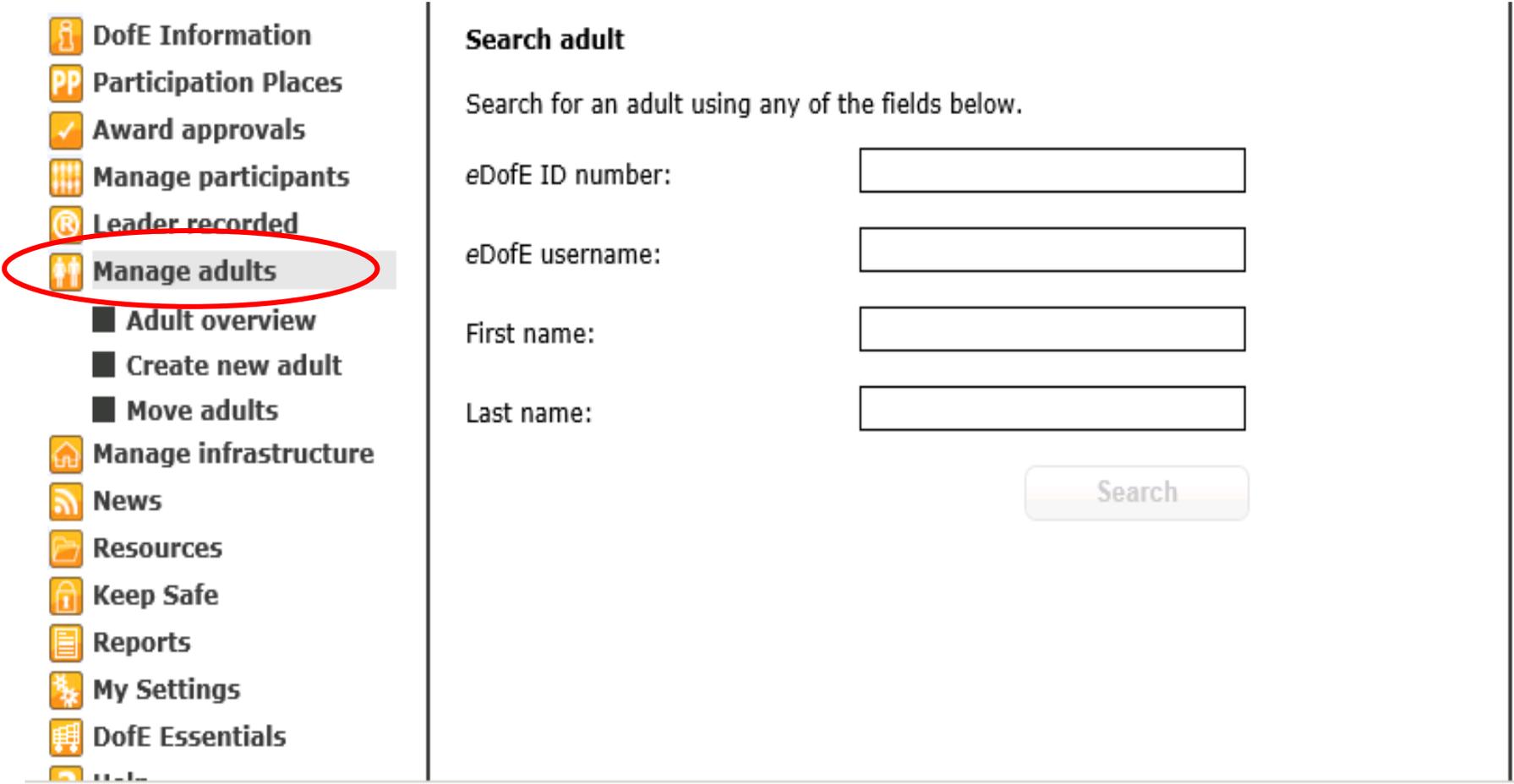




Manage Adults



The screenshot shows a web interface for managing adults. On the left is a vertical navigation menu with icons and text. The 'Manage adults' option is highlighted with a red oval. On the right is a search form titled 'Search adult' with four input fields and a search button.

- DofE Information
- Participation Places
- Award approvals
- Manage participants
- Leader recorded
- Manage adults**
- Adult overview
- Create new adult
- Move adults
- Manage infrastructure
- News
- Resources
- Keep Safe
- Reports
- My Settings
- DofE Essentials
- ...

Search adult

Search for an adult using any of the fields below.

eDofE ID number:

eDofE username:

First name:

Last name:

On the left hand side select 'Manage adults', within this section you can search adults within your centre by entering their details as listed above.

Chris Harding
ID No: 1295472
[View/edit my profile](#)

- DofE Information
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Adult overview [Communications](#)

Location

Region: Training

LO: Central England LO

Centre: Chris Harding Training

Group: Bronze

Status: (Current) ?

Note: Columns below whose headings are underlined are sortable. Click on an ID number to view an adult's profile.

Results: 1

<u>ID</u>	<u>First name</u>	<u>Last name</u>	<u>Role</u>	<u>Group</u>	<u>Location</u>	<u>Status</u>	Select all
 1310264	Chris	Harding	Co-ordinator	Bronze (Primary)	Training, Central England LO, Chris Harding Training	New	<input type="checkbox"/>

Results: 1

Select 'Adult overview', use the location drop down boxes and this will list all adults linked to groups.

You can filter this down by group to ensure the correct adult is against the right group.

These can then be downloaded to an excel sheet as shown.

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-  DofE Essentials
-  Help



1. Role

* Role:

2. Where

* Region:

* Licensed Organisation:

3. Who

Adults will update their profile with more information when they sign in.

* Title:

* First name:

* Last name:

* Gender: Male Female

Date of birth: 

* Primary language:

To create an adult select the 'Create new adult' and enter the details of the adult you want to create.

4. Safeguarding checks

Have all the necessary safeguarding checks according to your Licensed Organisation's or DofE's safeguarding policies and procedures been undertaken? Note: you will not be able to register this adult until the necessary safeguarding checks have been completed (outside of eDofE). If you select YES, you are responsible for ensuring that the checks have been completed:

* Yes:

5. Personal details

* Username:

The password will have to meet the four security requirements, so check your Caps Lock key.

* New password:

* Confirm password:

A **a** **1** **6+**
Uppercase Lowercase Number 6 or more
characters

Email:

If you have not entered an email address then you are responsible for passing on these sign in details.

6. Create Adult

Click Create adult to finish creating the account. You will then be able to set the permissions if applicable to the role.

7. History

Adults created in the last week.

No results found

Please ensure that the safeguarding requirements for the centre have been met before clicking the safeguarding option.

The system will generate a username for the adult.

Enter the email address of the adult to be created and set a temporary password.

Once submitted they will receive an email to access their new account.

Type	Permission	Allow	Deny
Manage participants	Can create a new Bronze participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can create a new Silver participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can create a new Gold participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can add a Silver Award to a participant	<input type="radio"/>	<input checked="" type="radio"/>

Once created the system will ask you to select the permissions for the adult. Please select 'Allow' or 'Deny' and then click 'Confirm.'

PLEASE ENSURE YOU SELECT THE CORRECT PERMISSIONS.

[View/edit my profile](#)

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-  Keep Safe

In transferring adults into your LO you are accepting responsibility for them and must confirm that your LO's safeguarding requirements have been met.

A report on transfers is available via the Reports tab on the left menu.

Search for an adult

eDofE ID:

Next

You can move adults from other Licensed organisations or within your centre. Under 'Manage adults' click 'Move adults'. Enter the eDofE number for the account to be transferred, click on their name when they appear in the drop down box and click 'Next'

-  DofE Information
-  Participation Places
-  Award approvals
-  Manage participants
-  Leader recorded
-  Manage adults
 -  Adult overview
 -  Create new adult
 -  Move adults
-  Manage infrastructure
-  News
-  Resources
-  Keep Safe
-  Reports
-  My Settings
-  DofE Essentials
-  Help



In transferring adults into your LO you are accepting responsibility for them and must confirm that your LO's safeguarding requirements have been met.

A report on transfers is available via the Reports tab on the left menu.

Search for an adult

Name: Jackie Bull

ID number: 704645

eDofE role: **Administrator**

DofE centre:

DofE Licensed Organisation: ZZZ Derby City Council

DofE Region: Central England

Move To

* Region:

* Licensed Organisation:

Cancel

Next

Select where the adult should be transferred to using the drop down boxes and press 'Next'

-  Award approvals
-  Manage participants
-  Leader recorded
-  Manage adults
 -  Adult overview
 -  Create new adult
 -  **Move adults**
-  Manage infrastructure
-  News
-  Resources
-  Keep Safe
-  Reports
-  My Settings
-  DofE Essentials
-  Help



Search for an adult

Name: Jackie Bull

ID number: 704645

eDofE role: **Administrator**

DofE centre:

DofE Licensed Organisation: ZZZ Derby City Council

DofE Region: Central England

Move To

* Region:

* Licensed Organisation:

Type	Permission	Allow	Deny
Manage participants	Can create a new Bronze participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can create a new Silver participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can create a new Gold participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can add a Silver Award to a participant	<input type="radio"/>	<input checked="" type="radio"/>

Select the permissions for the adult being moved and click 'Next'

- Participation Places
- Award approvals
- Manage participants
- Leader recorded
- Manage adults
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- Help



A report on transfers is available via the Reports tab on the left menu.

Search for an adult

Name: Jackie Bull
ID number: 704645
eDofE role: Administrator
DofE centre:
DofE Licensed Organisation: ZZZ Derby City Council
DofE Region: Central England

Move To

* Region:
* Licensed Organisation:

Confirmation

Have all the necessary safeguarding checks according to your Licensed Organisation's or DofE's safeguarding policies and procedures been undertaken? Note: you will not be able to register this adult until the necessary safeguarding checks have been completed (outside of eDofE). If you select YES, you are responsible for ensuring that the checks have been completed:

* Yes

Cancel

Complete

Click the safeguarding option to ensure the adult meets the safeguarding policy for your centre and click 'Complete'. The adult will then show in your adult overview list.