




Managing alerts

- Participant overview
- Create participant
- Add next level
- Manage alerts
- Assessor's Reports
- Add evidence
- Expedition set up
- Subgroups
- Leader recorded
- Manage adults
- Manage infrastructure
- News
- Resources
- Keep Safe
- Reports
- My Settings
- DofE Essentials
- Help



CEOP REPORT
ceop.police.uk

Centre:

Group:

Status:

ID number:

First name:

Surname:

Gold

All

Hide Completed Levels:

Managing Participants: Key:

ID	First name	Last name	Group	Level	Volunteering
 847719	Flap	Jack	Cake Family	B	
 848977	Dolly	Mixture	Cake Family	B	 15/08/2014
 847714	Victoria	Sponge	Cake Family	B	 28/03/2014
 776949	Bakewell	Tart	Cake Family	B	 01/01/2014

Results: 4

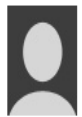
[Download to spreadsheet](#) [Archive users](#) [Change group](#) [Send message](#)

Participant overview icons ✕















Key

- Not started
- Section is in draft
- Programme planner approved and section underway
- Something needs approving
- The section is complete and awaiting approval
- Section completed, no further action needed

The 'Participant overview' screen allows you to see your participants progress. You can use the key to understand what the different symbols mean



Rachael Training
ID No: 1015799
[View/edit my profile](#)

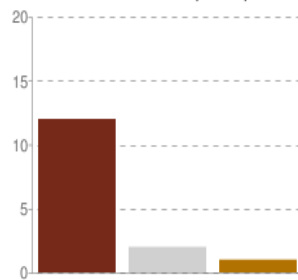
-  DofE Information
-  Participation Places
-  Award approvals
-  Manage participants
-  Leader recorded
-  Manage adults
-  Manage infrastructure
-  News
-  Resources
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-  Help



Home

My stats

Number of current participants



Participant usage



Shortcuts

- [Participant overview](#)
- [Adult overview](#)
- [Manage alerts](#)
- [Subgroups](#)
- [Resources](#)
- [Participation Places](#)

Latest news




New age range pilot - setting up participants for the next academic year
You can now set up participants to start their Bronze or Silver Awards for the new academic year. Their enrolment date must be

Communications

- [Messages: None](#)
- [Alerts: 1 \(1\)](#)
- [Assessor's Reports: None](#)
- [News](#)
- [Contacts](#)

When a participant submits a programme plan, evidence or submits a section for approval, you will receive an alert which will be indicated in red in the Communications box



DofE Co-ordinator

Find user


Home | LifeZone | Resources | Essentials | Sign out

You are here > Manage participants > Manage alerts



Rachael Training
ID No: 1015799
[View/edit my profile](#)

- DofE Information
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- Resources
- Keep Safe





Manage alerts [Communications](#)

To action alerts for an individual, click on the  symbol below. To approve multiple alerts without checking the contents use the Select column and 'Approve checked' button. The participant will receive a confirmation message.

Key

-  Programme planner or evidence alert. Approve checked
-  Section alert. Cannot be approved without viewing.

Results: 1

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
762942	Bourbon	Biscuit	Biscuit Family	B					n/a	<input type="checkbox"/>

Approve checked

When you go to the alerts page you can see from the key what has been submitted. If it is a yellow exclamation mark then either a programme plan or evidence has been submitted. If it is a red exclamation mark then it is a section that has been submitted



DofE Co-ordinator



Home


LifeZone

Resources

Essentials

Sign out

You are here > [Manage participants](#) > [Manage alerts](#)



Rachael Training
ID No: 1015799
[View/edit my profile](#)

- DofE Information
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Manage alerts

[Communications](#)

To action alerts for an individual, click on the symbol below. To approve multiple alerts without checking the contents use the Select column and 'Approve checked' button. The participant will receive a confirmation message.

Key

- Programme planner or evidence alert.
- Section alert. Cannot be approved without viewing.

[Approve checked](#)

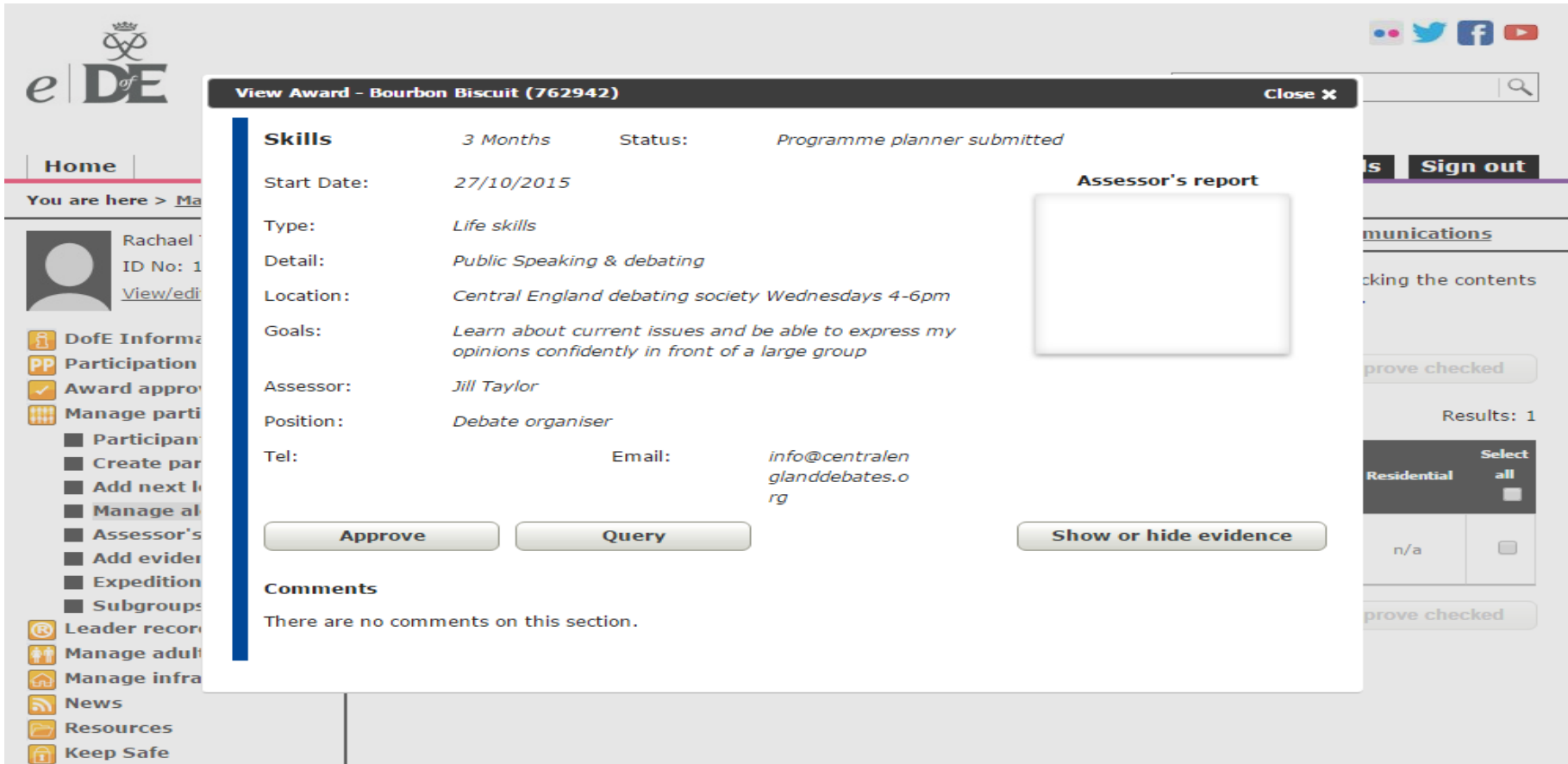
Results: 1

ID	First name	Last name	Group	Level	Volunteering	P	Alerts	Position	Residential	Select all
762942	Bourbon	Biscuit	Biscuit Family	B					n/a	<input type="checkbox"/>

Skills
Life skills
Public Speaking &
Outstanding evidence: 0
Status:
Programme planner submitted

[Approve checked](#)

You can also hover over the alert and it will tell you what has been submitted



View Award - Bourbon Biscuit (762942) Close ✕

Skills 3 Months Status: Programme planner submitted

Start Date: 27/10/2015

Type: Life skills

Detail: Public Speaking & debating

Location: Central England debating society Wednesdays 4-6pm

Goals: Learn about current issues and be able to express my opinions confidently in front of a large group

Assessor: Jill Taylor

Position: Debate organiser

Tel: Email: info@centralenglanddebates.org

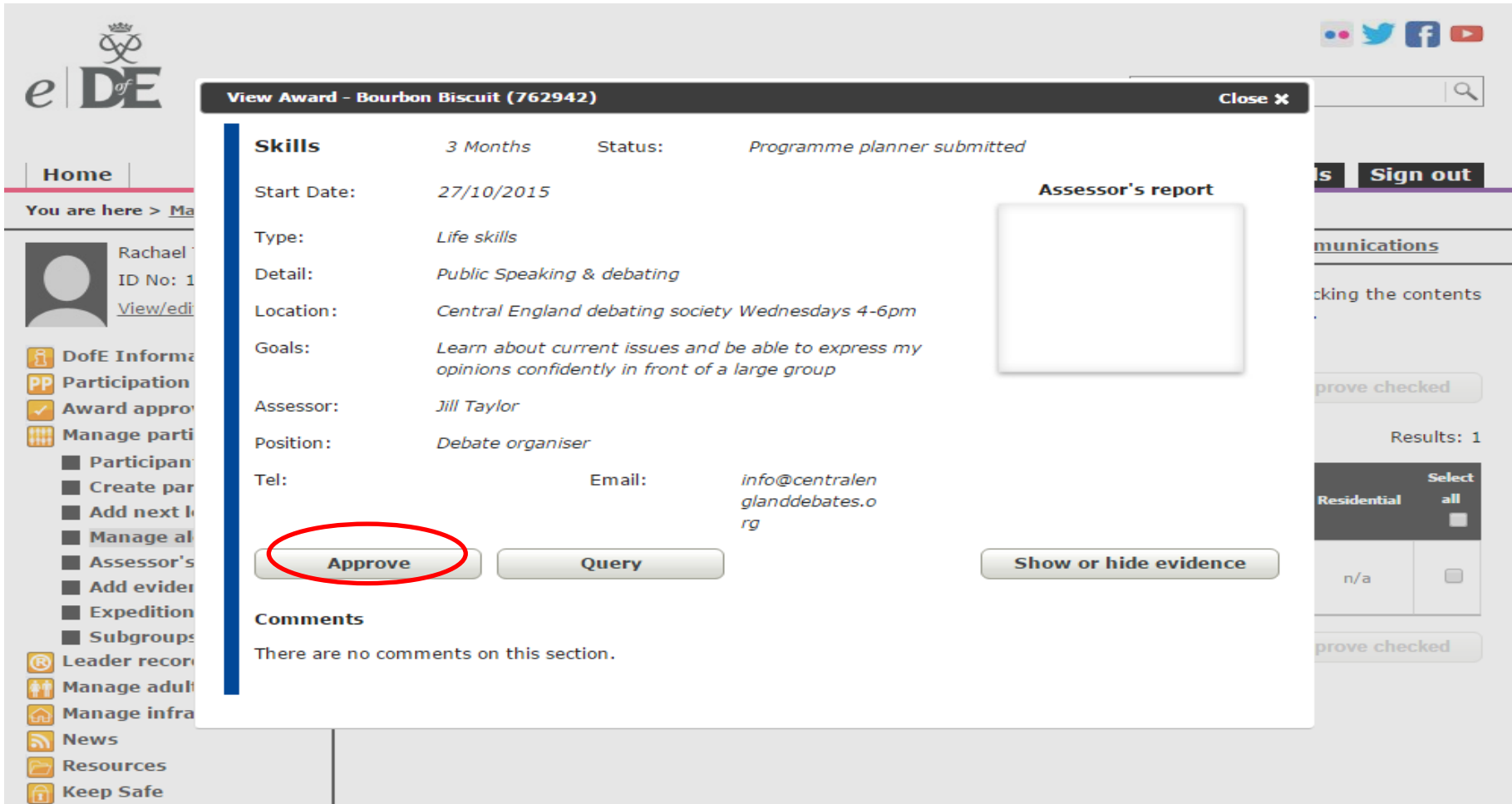
Approve **Query** **Show or hide evidence**

Assessor's report

Comments

There are no comments on this section.

Click on the alert to open the Programme planner. Read through the information to check that it is a suitable activity for the section and includes where they are going to do it and who the Assessor will be, along with their contact details

























The screenshot shows a web interface for the Duke of Edinburgh's Award. A modal window titled "View Award - Bourbon Biscuit (762942)" is open, displaying details for a programme planner. The details include:

- Skills:** 3 Months, Status: Programme planner submitted
- Start Date:** 27/10/2015
- Type:** Life skills
- Detail:** Public Speaking & debating
- Location:** Central England debating society Wednesdays 4-6pm
- Goals:** Learn about current issues and be able to express my opinions confidently in front of a large group
- Assessor:** Jill Taylor
- Position:** Debate organiser
- Tel:** (blank), **Email:** info@centralenglanddebates.org

At the bottom of the modal, there are three buttons: "Approve" (circled in red), "Query", and "Show or hide evidence". To the right of the details is a section titled "Assessor's report" with a large empty box. Below the modal, a "Comments" section states "There are no comments on this section." The background shows a sidebar with navigation options like "Home", "DofE Information", "Participation", "Award approval", and "Manage participants".

If you are happy with the programme planner press 'Approve'

-  DofE Information
-  Participation Places
-  Award approvals
-  Manage participants
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 -  Add evidence
 -  Expedition set up
 -  Subgroups
-  Leader recorded
-  Manage adults
-  Manage infrastructure
-  News
-  Resources
-  Keep Safe
-  Reports
-  My Settings
-  DofE Essentials
-  Help



ID number: 762942

Group: Biscuit Family [Change](#)

Centre: Rachael- Training Zone

Licensed Organisation: Central England LO

Region: Training

Leaders: Rachael Hewison, Rachael Training

Last sign in: 25/08/2016

Status: Active


Add level


Archive user

Awards


Award level	Enrolment date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residential
Bronze	25/04/2013	27/01/2016	 03/11/2014	 08/07/2014	 27/10/2013		n/a

Click on the title below to view and edit this participant's details.

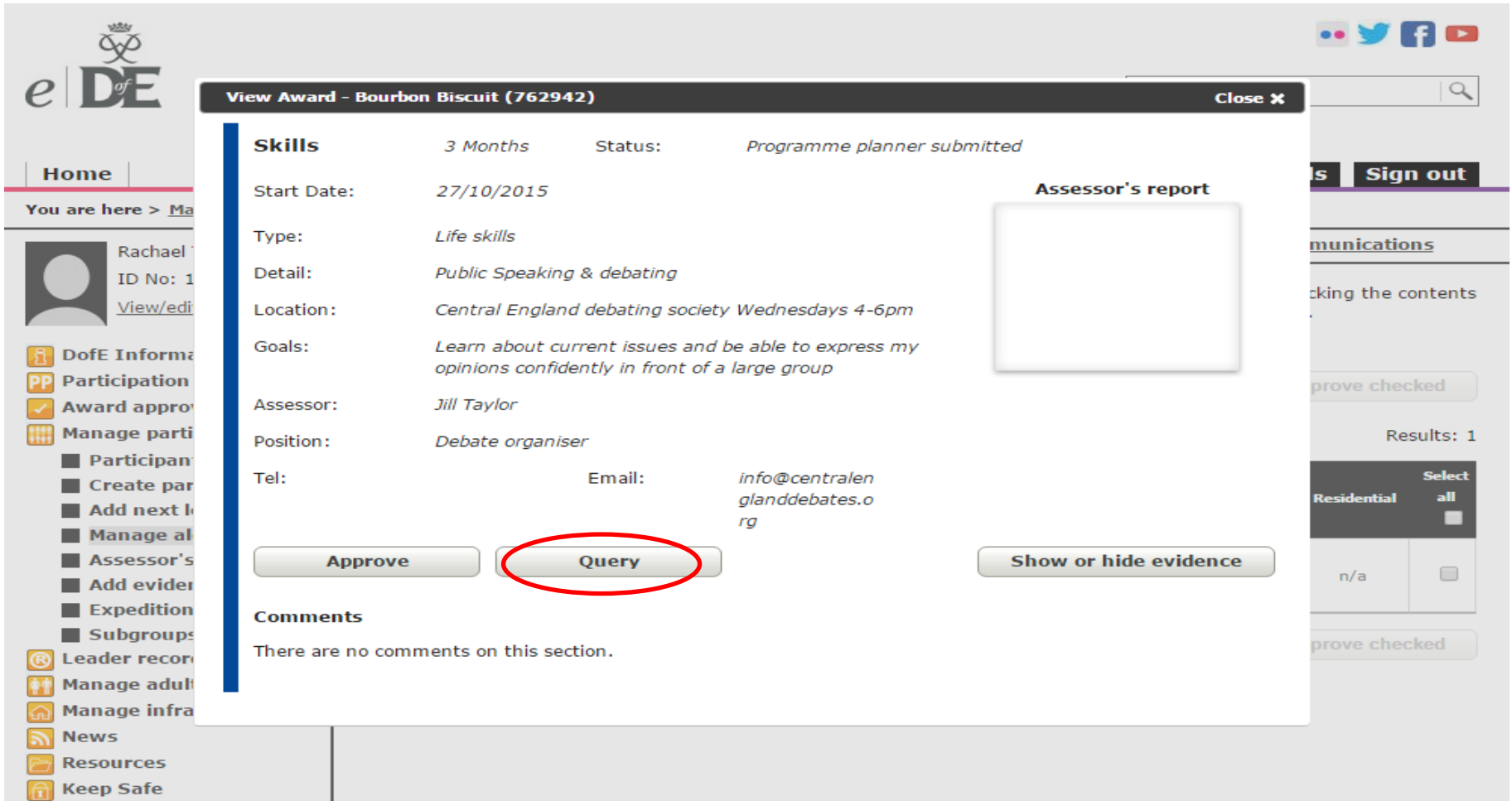
 [Account details \(show\)](#)

 [Contact details \(show\)](#)

 [Personal details \(show\)](#)

 [History \(show\)](#)

Once approved the section will show as a yellow arrow



View Award - Bourbon Biscuit (762942) Close ✕

Skills 3 Months Status: Programme planner submitted

Start Date: 27/10/2015

Type: Life skills

Detail: Public Speaking & debating

Location: Central England debating society Wednesdays 4-6pm

Goals: Learn about current issues and be able to express my opinions confidently in front of a large group

Assessor: Jill Taylor

Position: Debate organiser

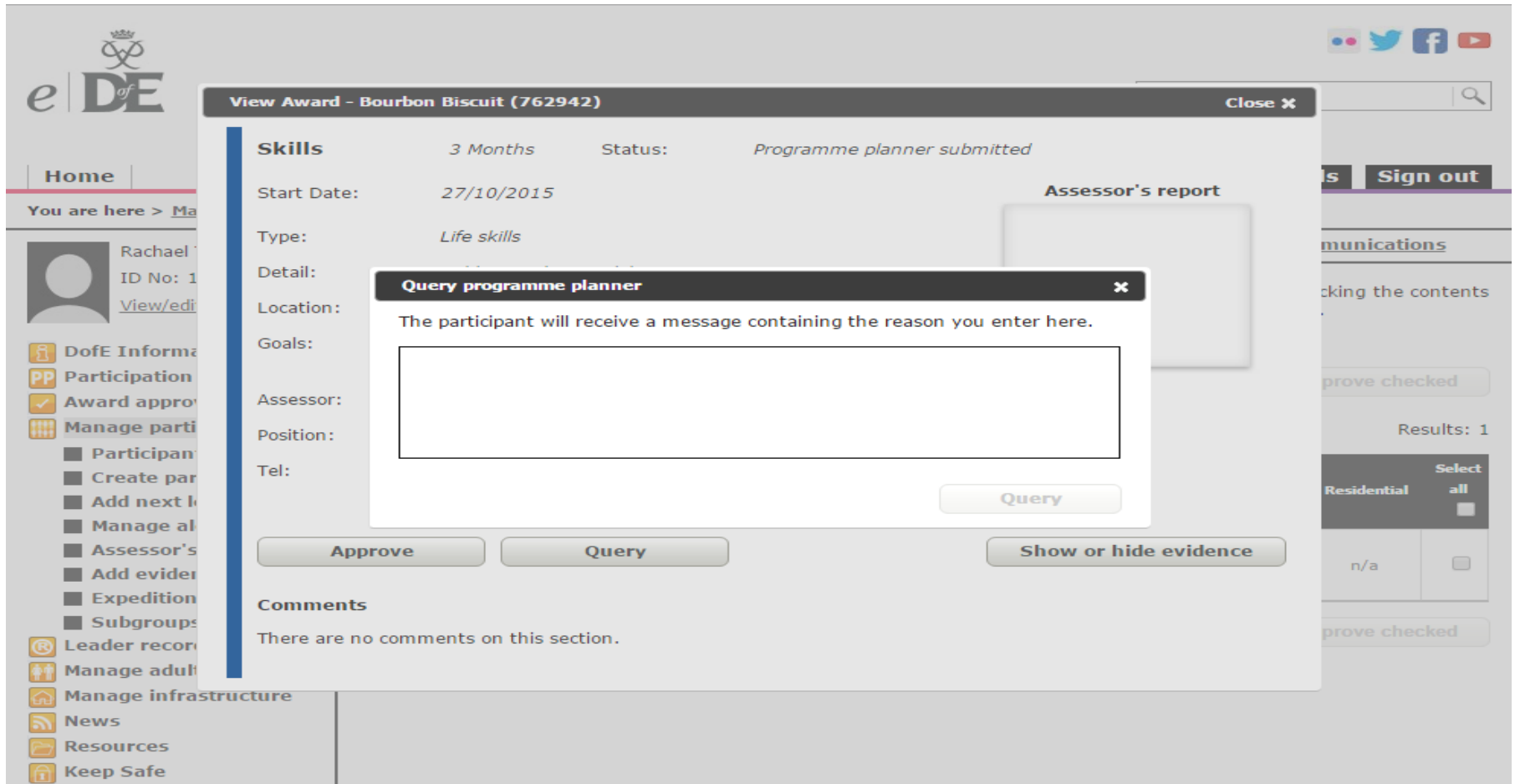
Tel: Email: info@centralenglanddebates.org

Assessor's report

Comments

There are no comments on this section.

If the activity is not suitable or is in the wrong section you can query the plan by pressing 'Query'



View Award - Bourbon Biscuit (762942) Close X

Skills 3 Months Status: Programme planner submitted

Start Date: 27/10/2015

Type: Life skills

Detail:

Location:

Goals:

Assessor:

Position:

Tel:

Assessor's report

Query programme planner X

The participant will receive a message containing the reason you enter here.























Query

Approve Query Show or hide evidence

Comments

There are no comments on this section.

You will be asked to write a reason for querying it and the message will be sent to the participant through eDofE

-  DofE Information
-  Participation Places
-  Award approvals
-  Manage participants
 -  Participant overview
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 -  Add next level
 -  Manage alerts
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-  Keep Safe
-  Reports
-  My Settings
-  DofE Essentials
-  Help



ID number: 762942

Group: Biscuit Family [Change](#)

Centre: Rachael- Training Zone

Licensed Organisation: Central England LO

Region: Training

Leaders: Rachael Hewison, Rachael Training

Last sign in: 25/08/2016

Status: Active


Add level

Archive user


Awards ?


Award level	Enrolment date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residential
Bronze	25/04/2013	27/01/2016	 03/11/2014	 08/07/2014	 27/10/2015		n/a

Click on the title below to view and edit this participant's details.

 [Account details \(show\)](#)

 [Contact details \(show\)](#)

 [Personal details \(show\)](#)

 [History \(show\)](#)

The queried section will show as 'Draft' until the participant re-submits it



DofE Co-ordinator



Home

LifeZone

Resources

Essentials

Sign out

You are here > [Manage participants](#)



Rachael Training
ID No: 1015799
[View/edit my profile](#)

- DofE Information
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Manage alerts

[Communications](#)

To action alerts for an individual, click on the symbol below. To approve multiple alerts without checking the contents use the Select column and 'Approve checked' button. The participant will receive a confirmation message.

Key

- Programme planner or evidence alert.
- Section alert. Cannot be approved without viewing.

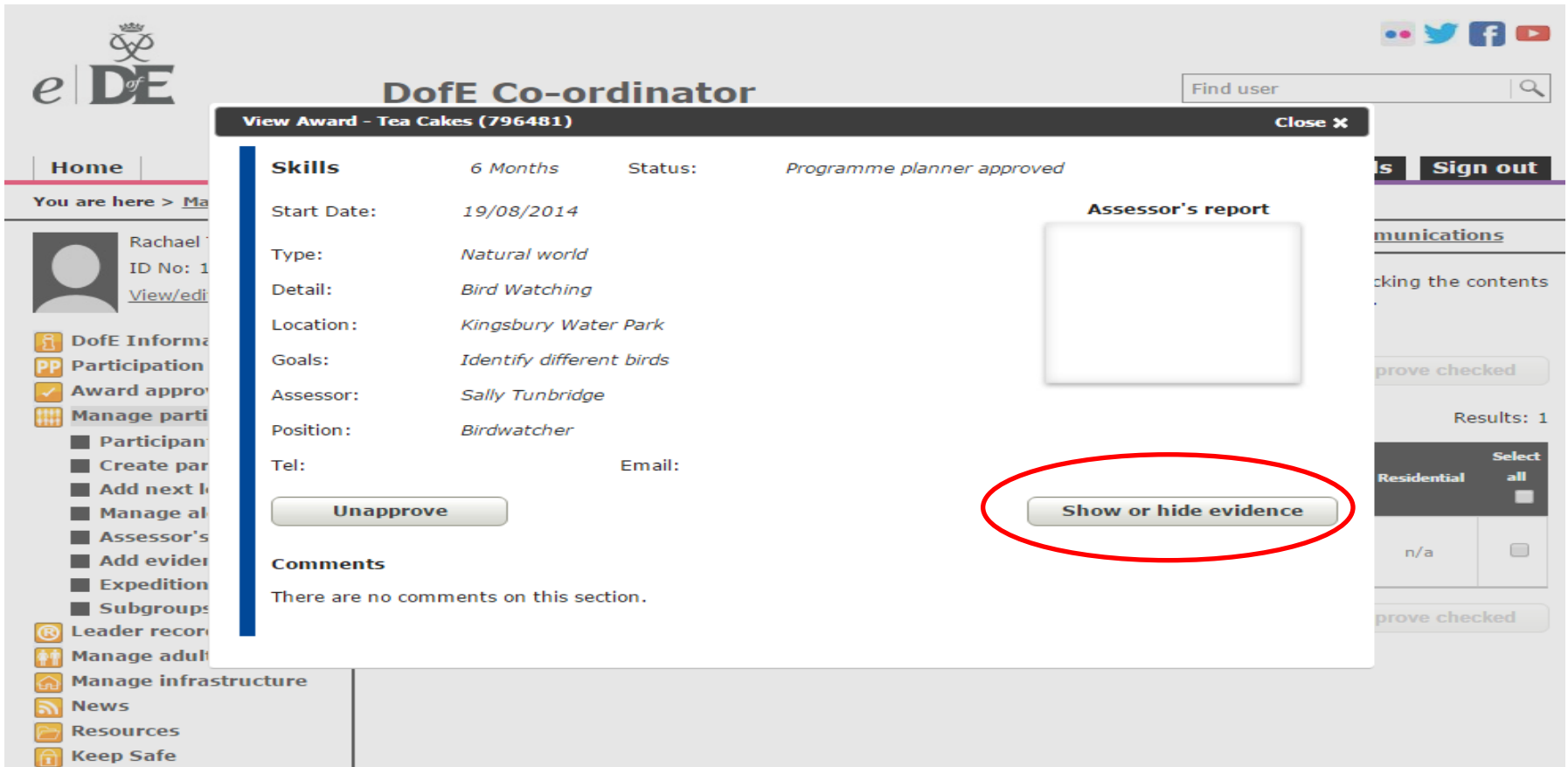
Approve checked

Results: 1

ID	First name	Last name	Group	Level	Volunteering	P	Alerts	Residential	Select all	
796481	Tea	Cakes	Biscuit Family				<div style="border: 2px solid blue; border-radius: 10px; padding: 5px;"> <p>Skills Natural world Bird Watching Outstanding evidence: 1 Status: Programme planner approved</p> </div>		n/a	<input type="checkbox"/>

Approve checked

When a participant submits a piece of evidence to you, you will receive an alert. If you hover over the alert it will tell you how many pieces of evidence have been submitted

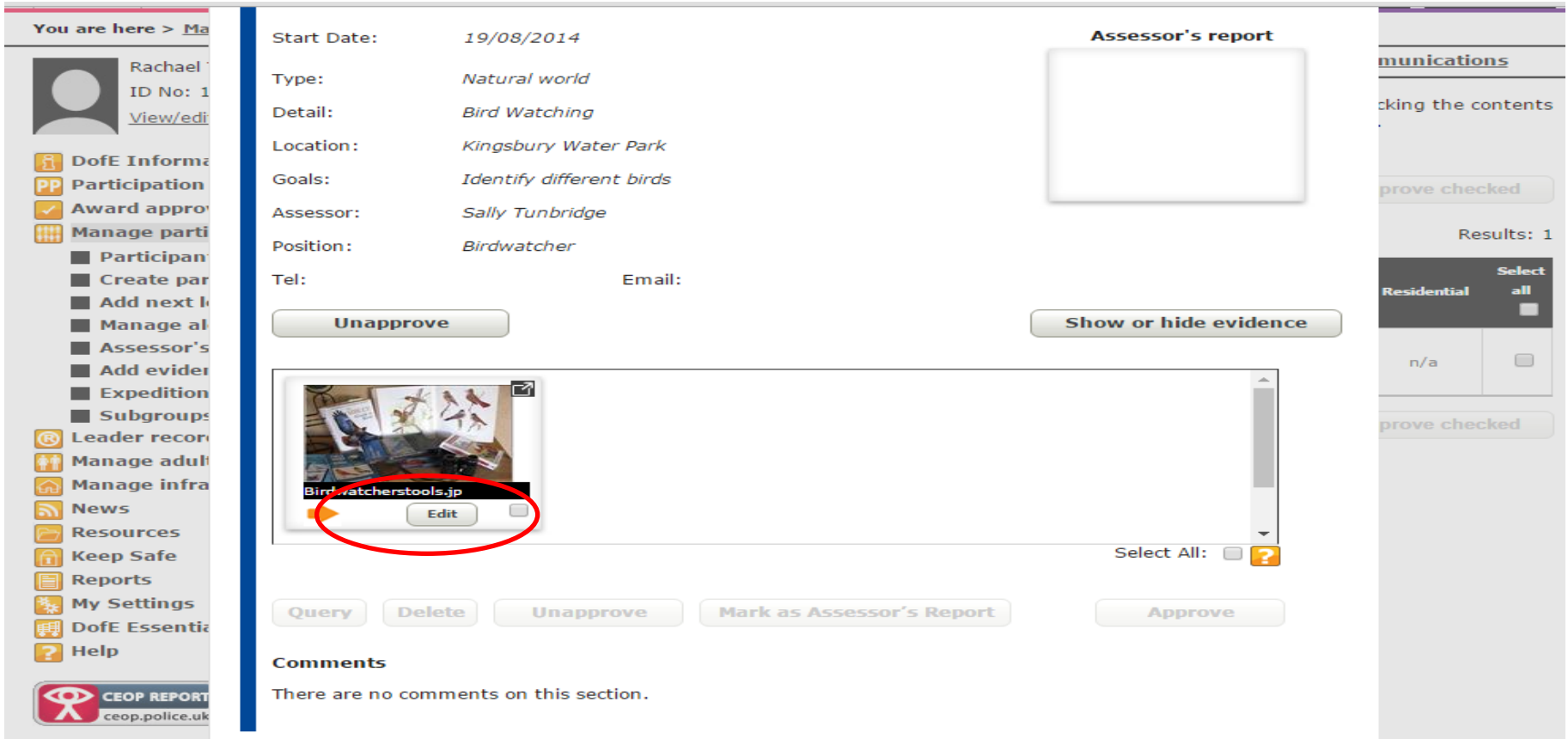


The screenshot shows the DofE Co-ordinator interface. A pop-up window titled "View Award - Tea Cakes (796481)" is open, displaying the following details:

Skills	6 Months	Status:	Programme planner approved
Start Date:	19/08/2014		
Type:	Natural world		
Detail:	Bird Watching		
Location:	Kingsbury Water Park		
Goals:	Identify different birds		
Assessor:	Sally Tunbridge		
Position:	Birdwatcher		
Tel:		Email:	

Below the details, there is an "Unapprove" button and a "Comments" section with the text "There are no comments on this section." To the right of the details, there is an "Assessor's report" section with a large empty box. A red circle highlights the "Show or hide evidence" button located below the assessor's report box.

When you click on the alert it will open the section as a pop up box. Click 'Show or hide evidence' to view the submitted evidence



The screenshot displays the DofE website interface for managing evidence. On the left is a navigation menu with options like 'DofE Information', 'Participation', 'Award approval', and 'Manage participants'. The main content area shows details for an activity: Start Date: 19/08/2014, Type: Natural world, Detail: Bird Watching, Location: Kingsbury Water Park, Goals: Identify different birds, Assessor: Sally Tunbridge, Position: Birdwatcher. Below these details are 'Unapprove' and 'Show or hide evidence' buttons. A central image gallery shows a photo of bird-watching equipment, with the filename 'Birdwatcherstools.jp' and an 'Edit' button circled in red. At the bottom are buttons for 'Query', 'Delete', 'Unapprove', 'Mark as Assessor's Report', and 'Approve'. A 'Comments' section indicates there are no comments. On the right, a sidebar shows 'Assessor's report' and a table with columns for 'Residential' and 'Select all'.

If the evidence has been uploaded sideways you can click on the 'Edit' button to rotate it

You are here > Ma

Start Date: 19/08/2014

Assessor's report

Rachael
ID No: 1
[View/edit](#)

DofE Informa
Participation
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■ Participan
■ Create par
■ Add next l
■ Manage al
■ Assessor's
■ Add eviden
■ Expedition
■ Subgroups
Leader recor
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Manage infra
News
Resources
Keep Safe
Reports
My Settings
DofE Essentia
Help

CEOP REPORT
ceop.police.uk

Type
Detail
Location
Goal
Assessment
Position
Tel:

To fit into the Achievement Pack photos must be either portrait or landscape. Select your crop by first selecting a crop type then pressing down your mouse button and dragging a rectangle. Once finished click Save.

File name: Birdwatcherstools.jp

Rotate left


Rotate right

Crop landscape

Crop portrait

Cancel

Save

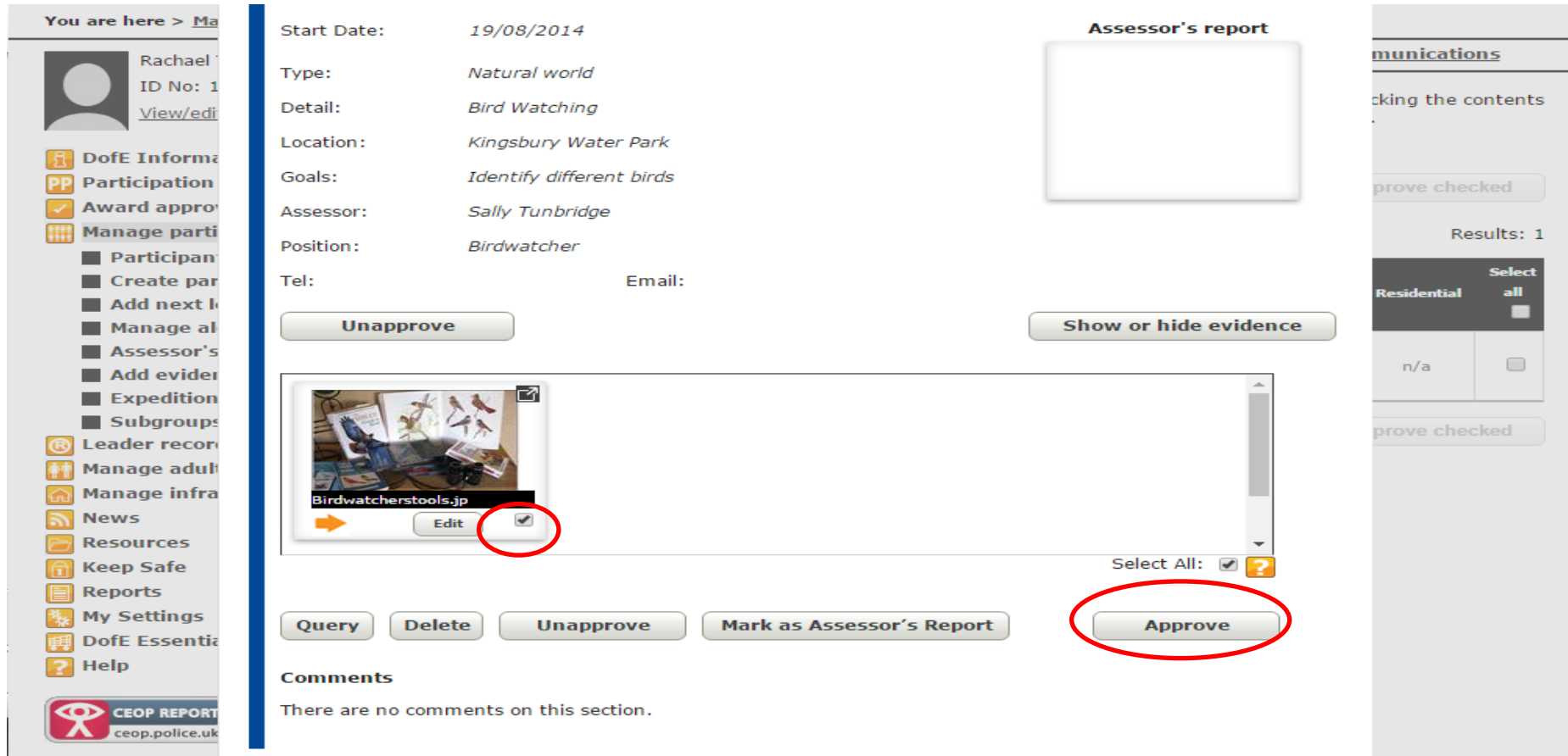


Edit Photo

There are no comments on this section.

communications
Checking the contents
approve checked
Results: 1
Select
Residential all
n/a

Click which way the evidence needs to be rotated and then press 'Save'



You are here > Ma

Rachael
ID No: 1
[View/edit](#)

- DofE Informa
- Participation
- Award appro
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- Manage al
- Assessor's
- Add eviden
- Expedition
- Subgroups
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- Manage adul
- Manage infra
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- Help

CEOP REPORT
ceop.police.uk

Start Date: 19/08/2014

Type: Natural world

Detail: Bird Watching

Location: Kingsbury Water Park

Goals: Identify different birds

Assessor: Sally Tunbridge

Position: Birdwatcher

Tel: Email:

Unapprove

Assessor's report

Show or hide evidence

Birdwatcherstools.jp

Edit

Select All: ?

Approve

Query **Delete** **Unapprove** **Mark as Assessor's Report**

Comments

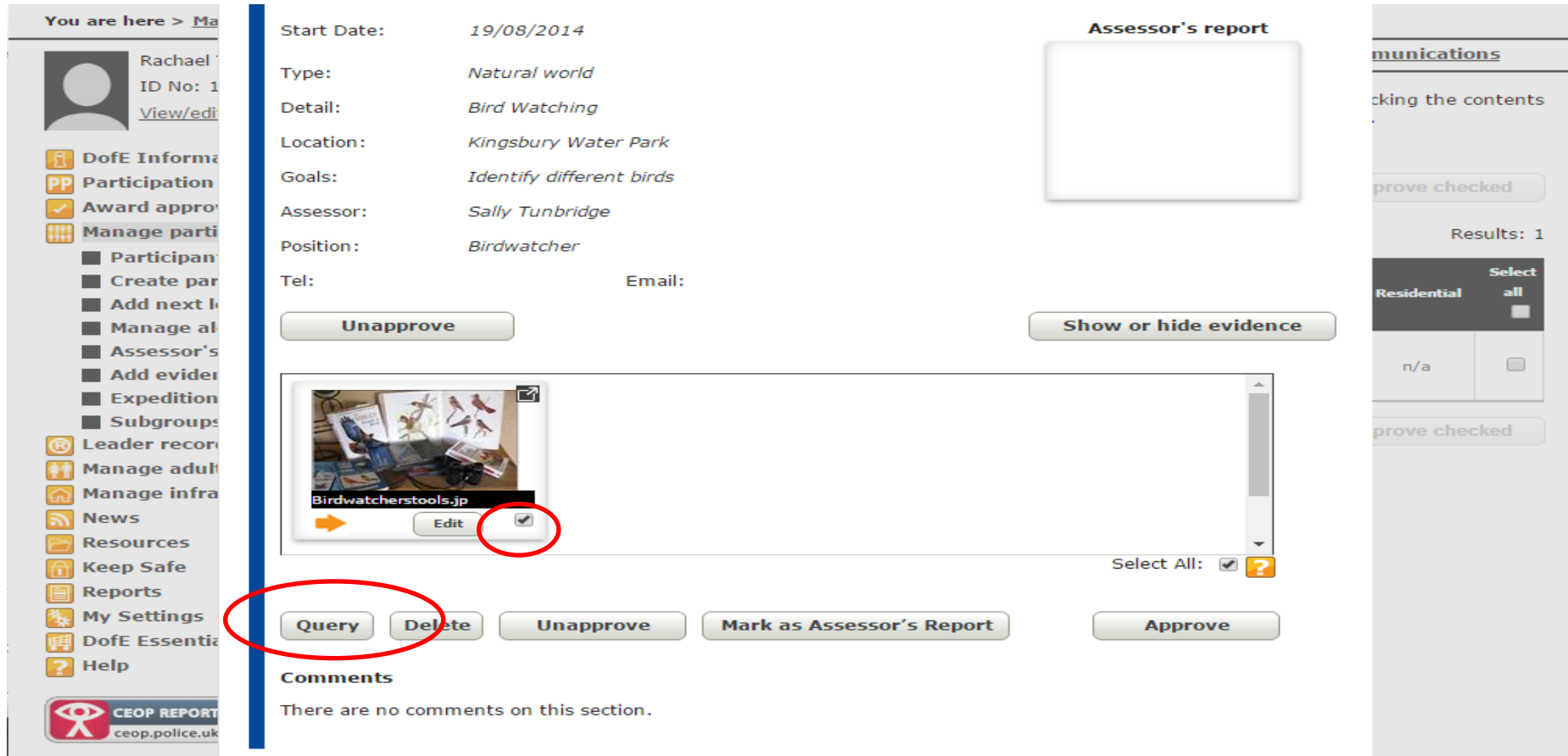
There are no comments on this section.

Residential **Select all**

n/a

Results: 1

When you are happy with the evidence, click in the bottom right hand corner of the box and then press 'Approve'



You are here > Ma

Rachael
ID No: 1
[View/edit](#)

- DofE Informa
- Participation
- Award appro
- Manage parti
- Participan
- Create par
- Add next l
- Manage al
- Assessor's
- Add eviden
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- Manage adul
- Manage infra
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- Reports
- My Settings
- DofE Essentia
- Help

CEOP REPORT
ceop.police.uk

Start Date: 19/08/2014

Type: Natural world

Detail: Bird Watching

Location: Kingsbury Water Park

Goals: Identify different birds

Assessor: Sally Tunbridge

Position: Birdwatcher

Tel: Email:

Unapprove

Assessor's report

Show or hide evidence

Birdwatcherstoools.jp

Edit

Select All: ?

Query **Delete** **Unapprove** **Mark as Assessor's Report** **Approve**

Comments

There are no comments on this section.

Residential **Select all**

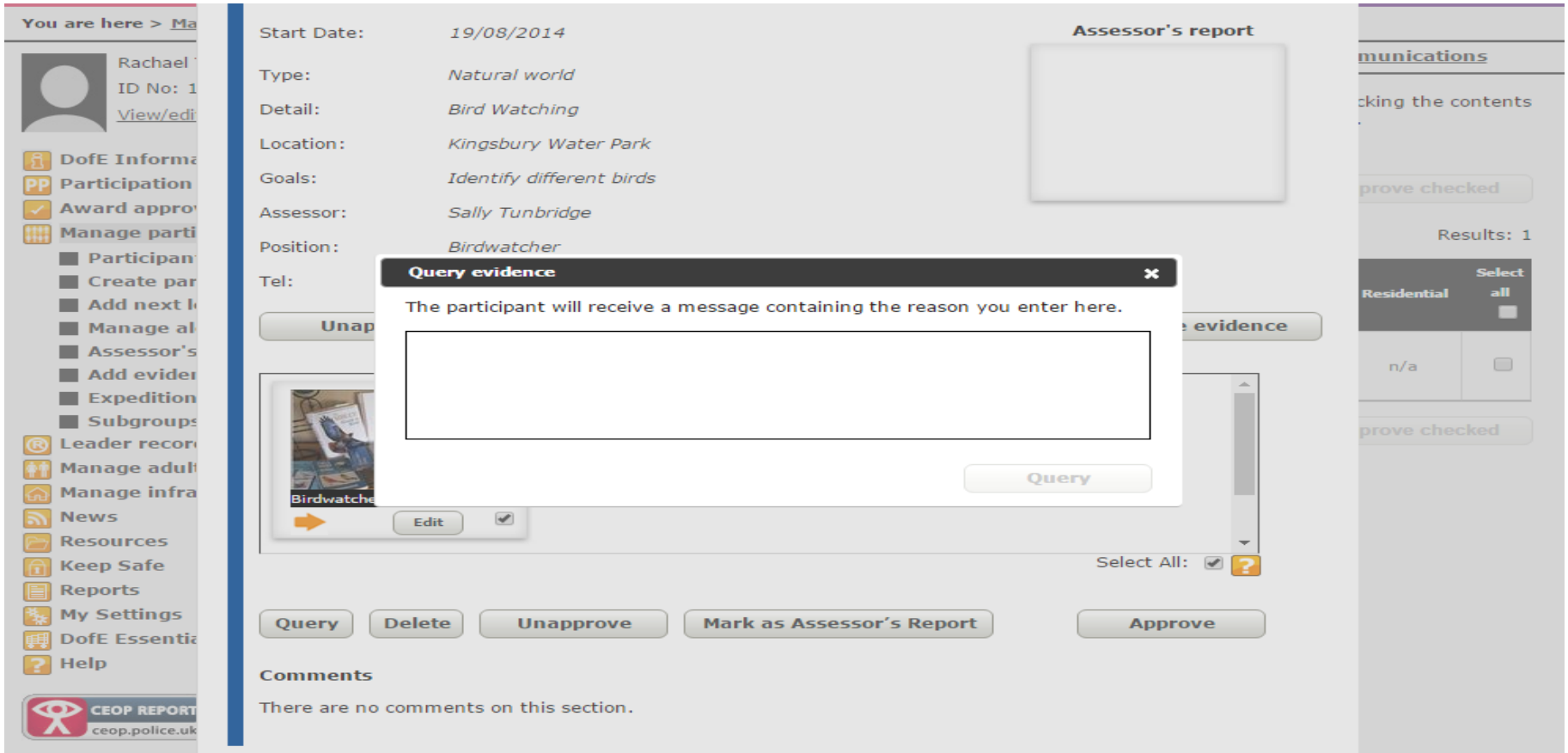
n/a

prove checked

Results: 1

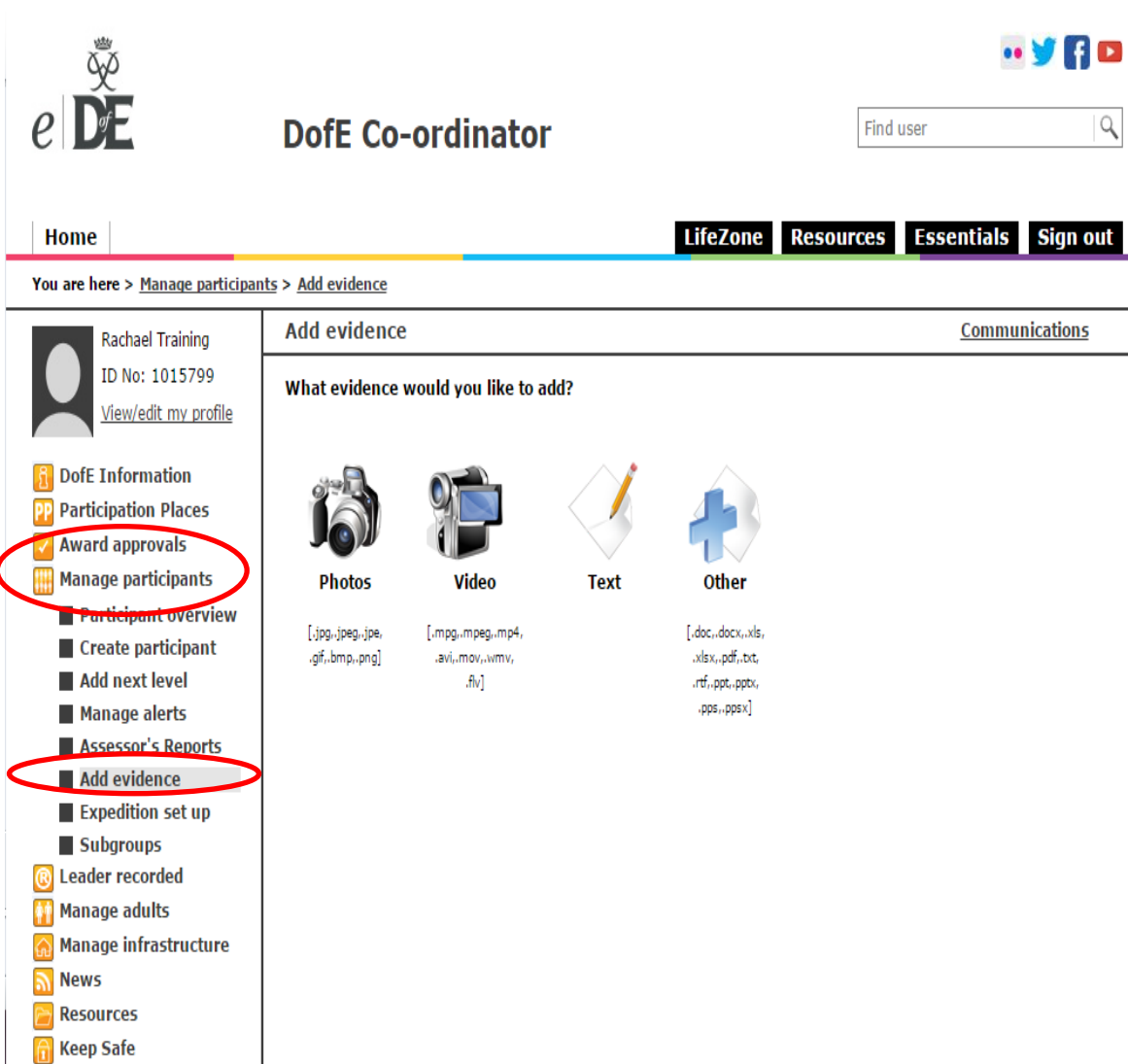
prove checked

If you need to query the evidence, click in the bottom right hand corner of the box and press 'Query'



The screenshot shows the DofE website interface. On the left is a navigation menu with items like 'DofE Information', 'Participation', 'Award approval', 'Manage participants', 'Leader records', 'Manage adults', 'Manage infrastructure', 'News', 'Resources', 'Keep Safe', 'Reports', 'My Settings', 'DofE Essentials', and 'Help'. At the bottom left is a 'CEOP REPORT' logo with the URL 'ceop.police.uk'. The main content area displays details for an evidence item: Start Date: 19/08/2014, Type: Natural world, Detail: Bird Watching, Location: Kingsbury Water Park, Goals: Identify different birds, Assessor: Sally Tunbridge, Position: Birdwatcher, and Tel: [redacted]. Below these details is a 'Query evidence' button. A modal dialog box titled 'Query evidence' is open, containing the text: 'The participant will receive a message containing the reason you enter here.' and a large empty text input field. Below the input field is a 'Query' button. To the right of the evidence list, there are buttons for 'Unapprove', 'Delete', 'Mark as Assessor's Report', and 'Approve'. A 'Comments' section at the bottom states 'There are no comments on this section.' On the far right, a sidebar shows a 'Results: 1' section with a table containing a 'Residential' row with a 'Select all' checkbox and an 'n/a' row with a checkbox.

You will need to write your reason for querying the evidence. The participant will receive this message in their eDofE inbox



The screenshot shows the DofE Co-ordinator interface. At the top left is the 'e|DofE' logo. To its right is the text 'DofE Co-ordinator' and a search box labeled 'Find user'. Below this is a navigation bar with 'Home', 'LifeZone', 'Resources', 'Essentials', and 'Sign out'. A breadcrumb trail reads 'You are here > Manage participants > Add evidence'. On the left sidebar, the user 'Rachael Training' (ID No: 1015799) is logged in. The sidebar menu includes 'DofE Information', 'Participation Places', 'Award approvals', 'Manage participants', 'Participant overview', 'Create participant', 'Add next level', 'Manage alerts', 'Assessor's Reports', 'Add evidence', 'Expedition set up', 'Subgroups', 'Leader recorded', 'Manage adults', 'Manage infrastructure', 'News', 'Resources', and 'Keep Safe'. The 'Add evidence' option is highlighted with a red oval. The main content area is titled 'Add evidence' and 'Communications'. It asks 'What evidence would you like to add?' and provides four options: 'Photos' (with a camera icon and supported formats: .jpg, .jpeg, .jpe, .gif, .bmp, .png), 'Video' (with a video camera icon and supported formats: .mpg, .mpeg, .mp4, .avi, .mov, .wmv, .flv), 'Text' (with a document icon), and 'Other' (with a plus sign icon and supported formats: .doc, .docx, .xls, .xlsx, .pdf, .txt, .rtf, .ppt, .pptx, .pps, .ppsx).

There may be times when you need to upload evidence on the participants behalf such as adding a expedition team photo or an Assessor's report and you can do this under 'Manage participants' and 'Add evidence'



DofE Co-ordinator



Home

LifeZone


Resources











Essentials

Sign out

You are here > [Manage participants](#) > [Add evidence](#)

[Communications](#)

 Rachael Training
ID No: 1015799
[View/edit my profile](#)

-  DofE Information
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Add evidence

What evidence would you like to add?



Photos

[.jpg,.jpeg,.jpe,
.gif,.bmp,.png]



Video

[.mpg,.mpeg,.mp4,
.avi,.mov,.wmv,
.flv]



Text



Other

[.doc,.docx,.xls,
.xlsx,.pdf,.txt,
.rtf,.ppt,.pptx,
.pps,.ppsx]

Select the type of evidence you would like to upload



DofE Co-ordinator



Home

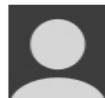
LifeZone

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Sign out

You are here > [Manage participants](#) > [Add evidence](#)



Rachael Training
ID No: 1015799
[View/edit my profile](#)

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Add evidence

[Communications](#)

What evidence would you like to add?



Photos

[.jpg,.jpeg,.jpe,
.gif,.bmp,.png]



Video

[.mpg,.mpeg,.mp4,
.avi,.mov,.wmv,
.flv]



Text



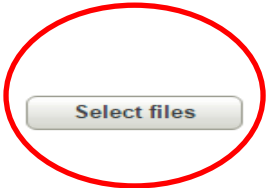
Other

[.doc,.docx,.xls,
.xlsx,.pdf,.txt,
.rtf,.ppt,.pptx,
.pps,.ppsx]

Things to look out for

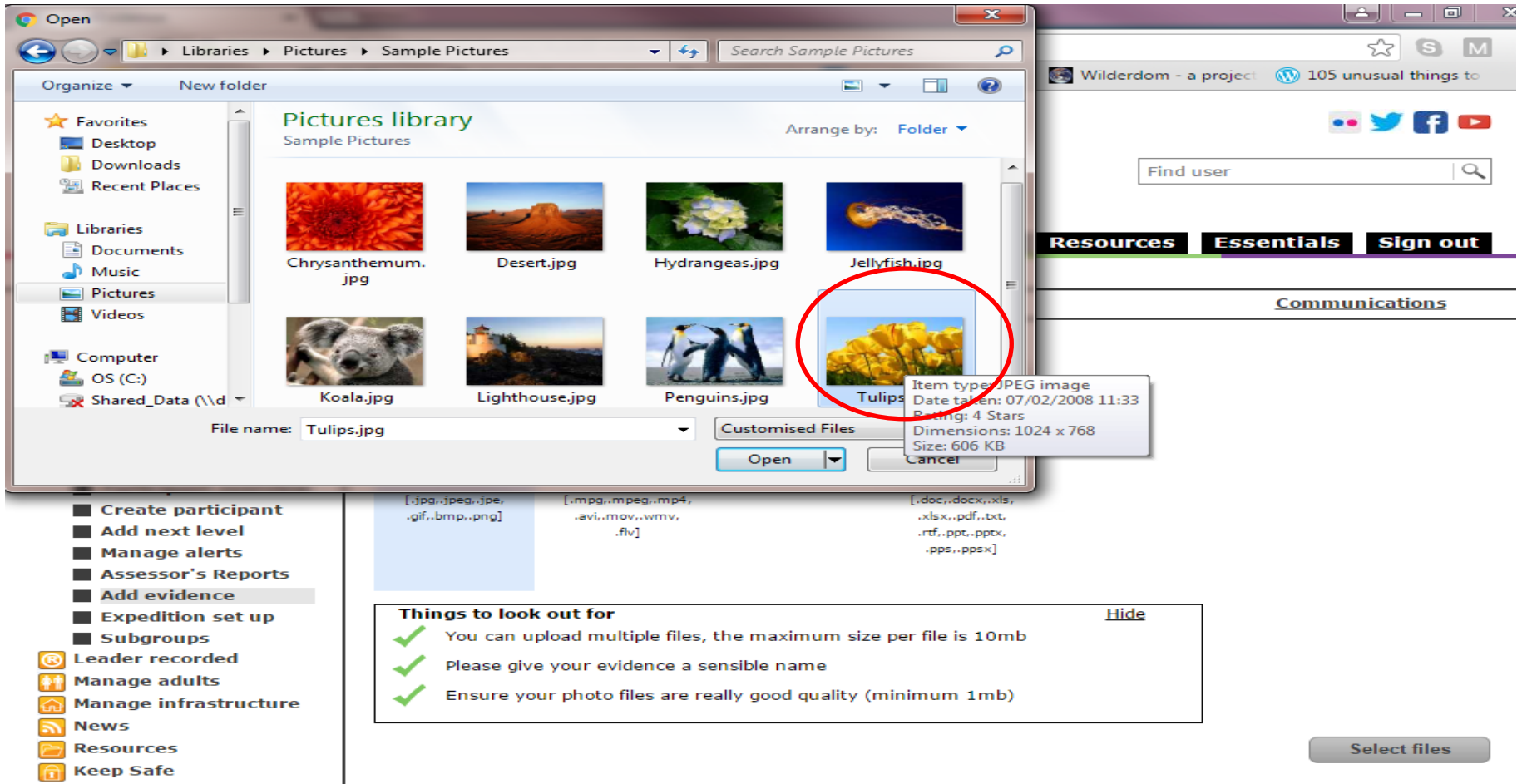
[Hide](#)

- You can upload multiple files, the maximum size per file is 10mb
- Please give your evidence a sensible name
- Ensure your photo files are really good quality (minimum 1mb)



Select files

Press 'Select files'



Open

Libraries > Pictures > Sample Pictures

Search Sample Pictures

Organize New folder

Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

Computer

- OS (C:)
- Shared_Data (\\d

Pictures library

Sample Pictures

Arrange by: Folder

Chrysanthemum.jpg

Desert.jpg

Hydrangeas.jpg

Jellyfish.jpg

Koala.jpg

Lighthouse.jpg

Penguins.jpg

Tulips

File name: Tulips.jpg

Customised Files

Open

Cancel

Item type: JPEG image
Date taken: 07/02/2008 11:33
Rating: 4 Stars
Dimensions: 1024 x 768
Size: 606 KB

Create participant

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[.jpg;.jpeg;.jpe;.gif;.bmp;.png]

[.mpg;.mpeg;.mp4;.avi;.mov;.wmv;.flv]











[.doc;.docx;.xls;.xlsx;.pdf;.txt;.rtf;.ppt;.pptx;.pps;.ppsx]


Things to look out for [Hide](#)

- ✓ You can upload multiple files, the maximum size per file is 10mb
- ✓ Please give your evidence a sensible name
- ✓ Ensure your photo files are really good quality (minimum 1mb)

Select files




Select the file you would like to upload

- Assessor's Reports
- Add evidence
- Expedition set up
- Subgroups
-  Leader recorded
-  Manage adults
-  Manage infrastructure
-  News
-  Resources
-  Keep Safe
-  Reports
-  My Settings
-  DofE Essentials
-  Help







CEOP REPORT
ceop.police.uk

Things to look out for [Hide](#)

-  You can upload multiple files, the maximum size per file is 10mb
-  Please give your evidence a sensible name
-  Ensure your photo files are really good quality (minimum 1mb)

You can also select one piece of evidence to be the Assessor's report for this section.

Title	Assessor's report	Edit	Remove
 Tulips.jpg	<input checked="" type="radio"/>		
None of these are the Assessor's report:			

<p>Location</p> <p>Region: <input type="text" value="Training"/></p> <p>LO: <input type="text" value="Central England LO"/></p> <p>Centre: <input type="text" value="Rachael- Training Zone"/></p> <p>Group: <input type="text" value="Cake Family"/></p> <p>Status: <input type="text" value="(Current)"/> </p>	<p>Subgroups</p> <p><input type="text" value="(Please select)"/></p>
<p>User details</p> <p>ID number: <input type="text"/></p> <p>First name: <input type="text"/></p> <p>Surname: <input type="text"/></p>	

Volunteering

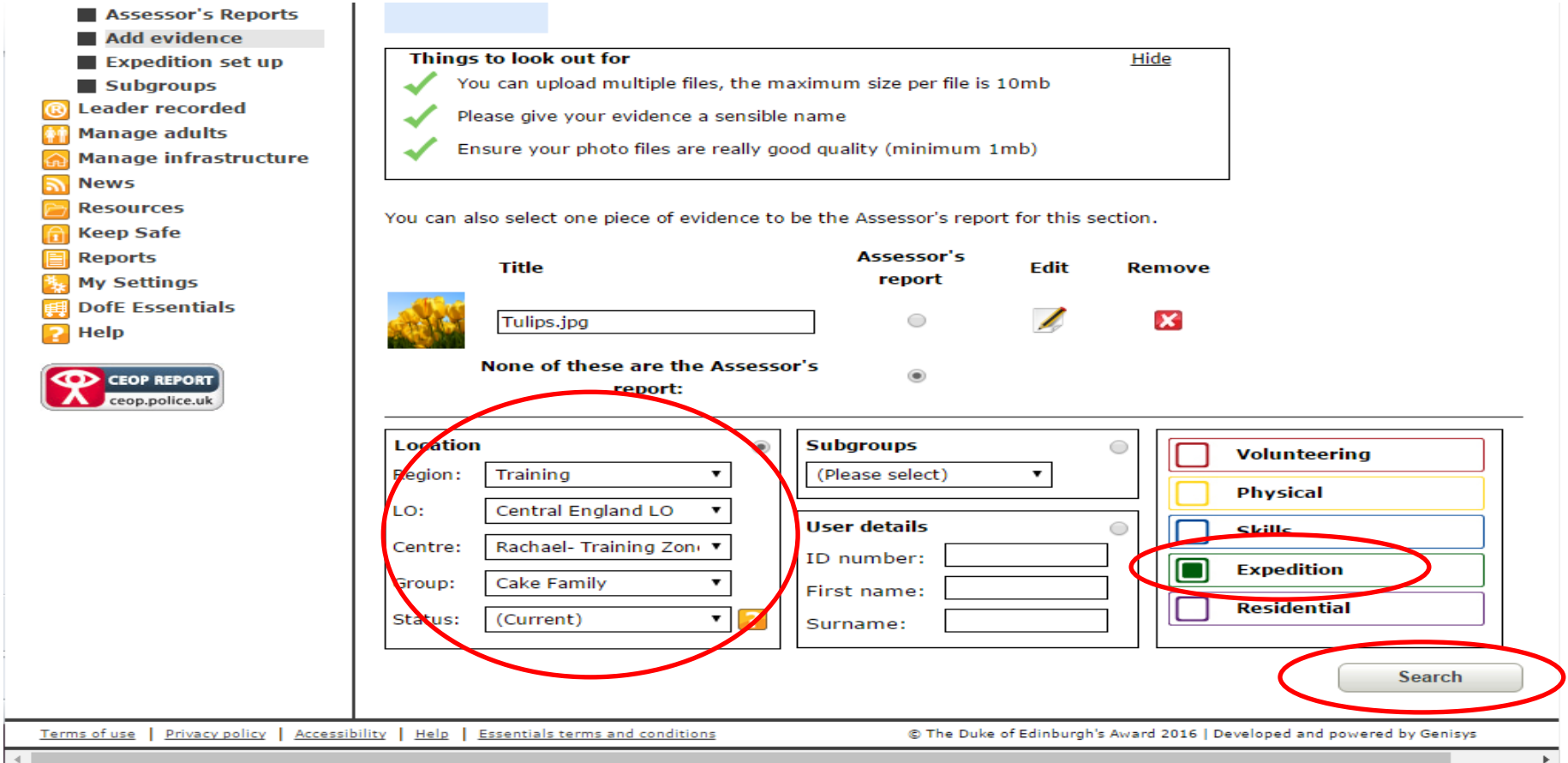
Physical

Skills

Expedition

Residential

Once the file has uploaded you can change its name, mark it as the Assessor's report or edit it



Assessor's Reports

- Add evidence
- Expedition set up
- Subgroups




Leader recorded
Manage adults
Manage infrastructure
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Resources
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CEOP REPORT
ceop.police.uk

Things to look out for [Hide](#)

- ✓ You can upload multiple files, the maximum size per file is 10mb
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You can also select one piece of evidence to be the Assessor's report for this section.

Title	Assessor's report	Edit	Remove
 Tulips.jpg	<input type="radio"/>		
None of these are the Assessor's report:	<input type="radio"/>		

Location

Region: Training
LO: Central England LO
Centre: Rachael- Training Zone
Group: Cake Family
Status: (Current)

Subgroups

(Please select)

User details

ID number:
First name:
Surname:

Volunteering
 Physical
 Skills
 Expedition
 Residential

Search

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Select the group from the drop down boxes and select the section then press 'Search'



None of these are the Assessor's report:

Location	Subgroups	<input type="checkbox"/> Volunteering
Region: Training	(Please select)	<input type="checkbox"/> Physical
LO: Central England LO	User details	<input type="checkbox"/> Skills
Centre: Rachael- Training Zone	ID number:	<input checked="" type="checkbox"/> Expedition
Group: Cake Family	First name:	<input type="checkbox"/> Residential
Status: (Current) ?	Surname:	

Search

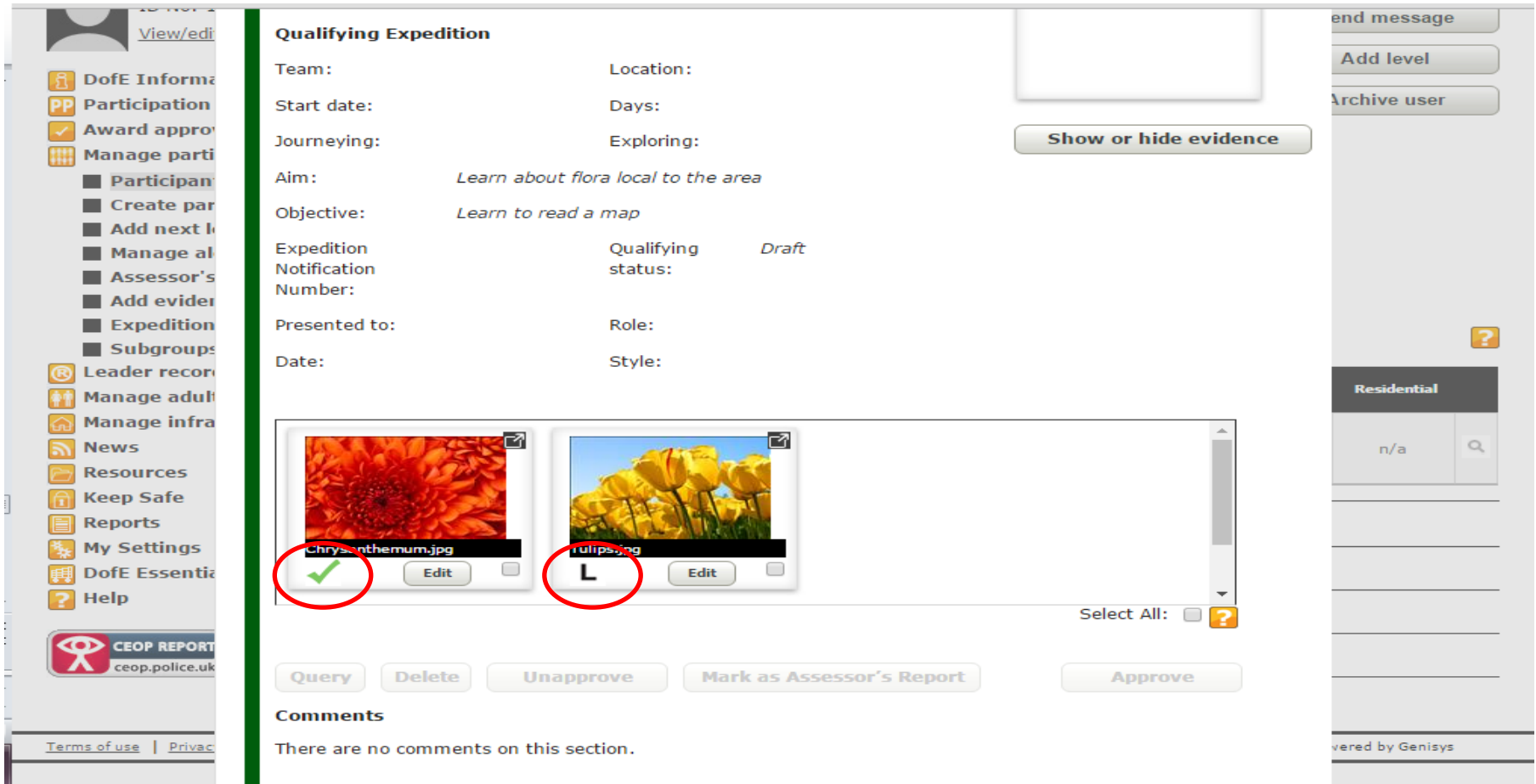
Results: 3

ID	First name	Last name	Group	Level	Section	Select all
 847714	Victoria	Sponge	Cake Family	B	Expedition	<input type="checkbox"/>
 847719	Flap	Jack	Cake Family	B	Expedition	<input checked="" type="checkbox"/>
 848977	Dolly	Mixture	Cake Family	B	Expedition	<input checked="" type="checkbox"/>

Results: 3

Add evidence

Select which participants you would like to add the evidence to and then press 'Add evidence'



The screenshot displays the 'Qualifying Expedition' management page. On the left is a navigation menu with options like 'DofE Information', 'Participation', 'Award approval', and 'Manage participants'. The main content area shows expedition details: Team, Location, Start date, Days, Journeying, Exploring, Aim, Objective, Expedition Number, Presented to, Role, Date, and Style. A 'Show or hide evidence' button is visible. Below the details is an evidence gallery with two items: 'Chrysanthemum.jpg' (marked with a green checkmark) and 'Tulips.jpg' (marked with a black 'L'). At the bottom are buttons for 'Query', 'Delete', 'Unapprove', 'Mark as Assessor's Report', and 'Approve'. A 'Comments' section at the bottom states 'There are no comments on this section.'

When the evidence has been added it will show as a black L rather than the normal green tick to show that the Leader has added this evidence




DofE Co-ordinator



- [Home](#)
- [LifeZone](#)
- [Resources](#)
- [Essentials](#)
- [Sign out](#)

You are here > [Manage participants](#)



Rachael Training
ID No: 1015799
[View/edit my profile](#)

- DofE Information
- Participation Places
- Award approvals
- Manage participants**
 - Participant overview
 - Create participant
 - Add next level
 - Manage alerts
 - Assessor's Reports
 - Add evidence
 - Expedition set up
 - Subgroups
- Leader recorded
- Manage adults
- Manage infrastructure
- News
- Resources
- Keep Safe

Manage alerts

[Communications](#)

To action alerts for an individual, click on the symbol below. To approve multiple alerts without checking the contents use the Select column and 'Approve checked' button. The participant will receive a confirmation message.

Key

- Programme planner or evidence alert.
- Section alert. Cannot be approved without viewing.

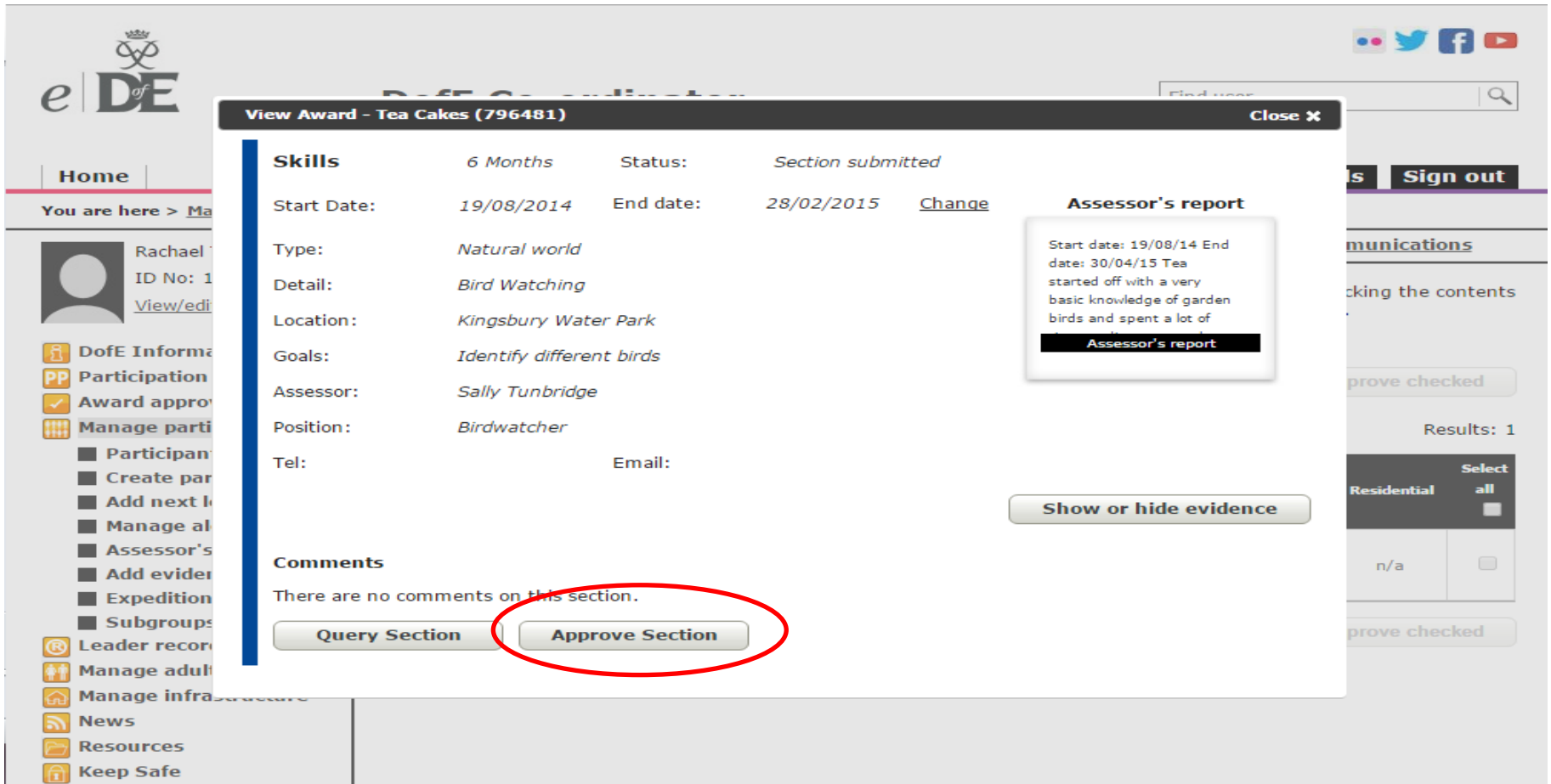
[Approve checked](#)

Results: 1

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select all
796481	Tea	Cakes	Biscuit Family		28/11/2013		19/08/2014		n/a	<input type="checkbox"/>

[Approve checked](#)

If a participant submits their section it will appear in the Alerts function as a red exclamation mark. Click on it to view the section



View Award - Tea Cakes (796481) Close ✕

Skills	6 Months	Status:	Section submitted
Start Date:	19/08/2014	End date:	28/02/2015 Change
Type:	Natural world		
Detail:	Bird Watching		
Location:	Kingsbury Water Park		
Goals:	Identify different birds		
Assessor:	Sally Tunbridge		
Position:	Birdwatcher		
Tel:		Email:	

Assessor's report

Start date: 19/08/14 End date: 30/04/15 Tea started off with a very basic knowledge of garden birds and spent a lot of

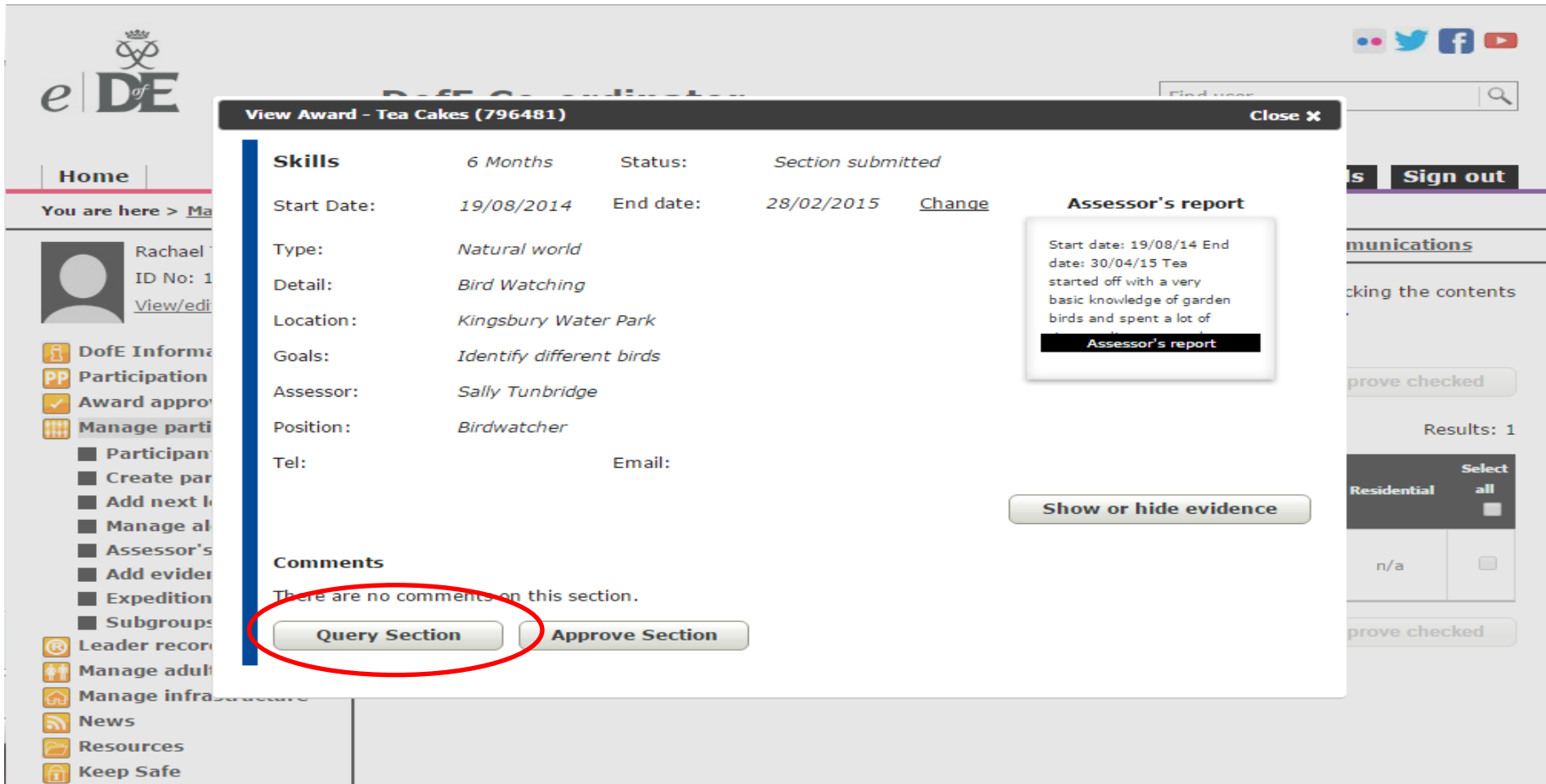
Assessor's report

Comments

There are no comments on this section.

[Query Section](#) [Approve Section](#)

Once you are happy with the information provided press the 'Approve section' button



View Award - Tea Cakes (796481) Close ✕

Skills	6 Months	Status:	Section submitted
Start Date:	19/08/2014	End date:	28/02/2015 Change
Type:	Natural world		
Detail:	Bird Watching		
Location:	Kingsbury Water Park		
Goals:	Identify different birds		
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Position:	Birdwatcher		
Tel:		Email:	

Assessor's report

Start date: 19/08/14 End date: 30/04/15 Tea started off with a very basic knowledge of garden birds and spent a lot of

Assessor's report


Comments

There are no comments on this section.





















[Query Section](#) [Approve Section](#)

[Show or hide evidence](#)

If you need to query the section press the 'Query section' button and state your reasons for querying the section.



Rachael Training
ID No: 1015799
[View/edit my profile](#)

-  **DofE Information**
-  **Participation Places**
-  **Award approvals**
-  **Manage participants**
 -  **Participant overview**
 -  **Create participant**
 -  **Add next level**
 -  **Manage alerts**
 -  **Assessor's Reports**
 -  **Add evidence**
 -  **Expedition set up**
 -  **Subgroups**
-  **Leader recorded**
-  **Manage adults**
-  **Manage infrastructure**
-  **News**
-  **Resources**
-  **Keep Safe**
-  **Reports**
-  **My Settings**
-  **DofE Essentials**
-  **Help**



Name: Tea Cakes [Sign in as participant](#)

ID number: 796481 [Send message](#)

Group: Biscuit Family [Add level](#)

Centre: Rachael- Training Zone [Archive user](#)

Licensed Organisation: Central England LO





Region: Training

Leaders: Rachael Hewison, Rachael Training




Last sign in: 01/09/2016

Status: Active

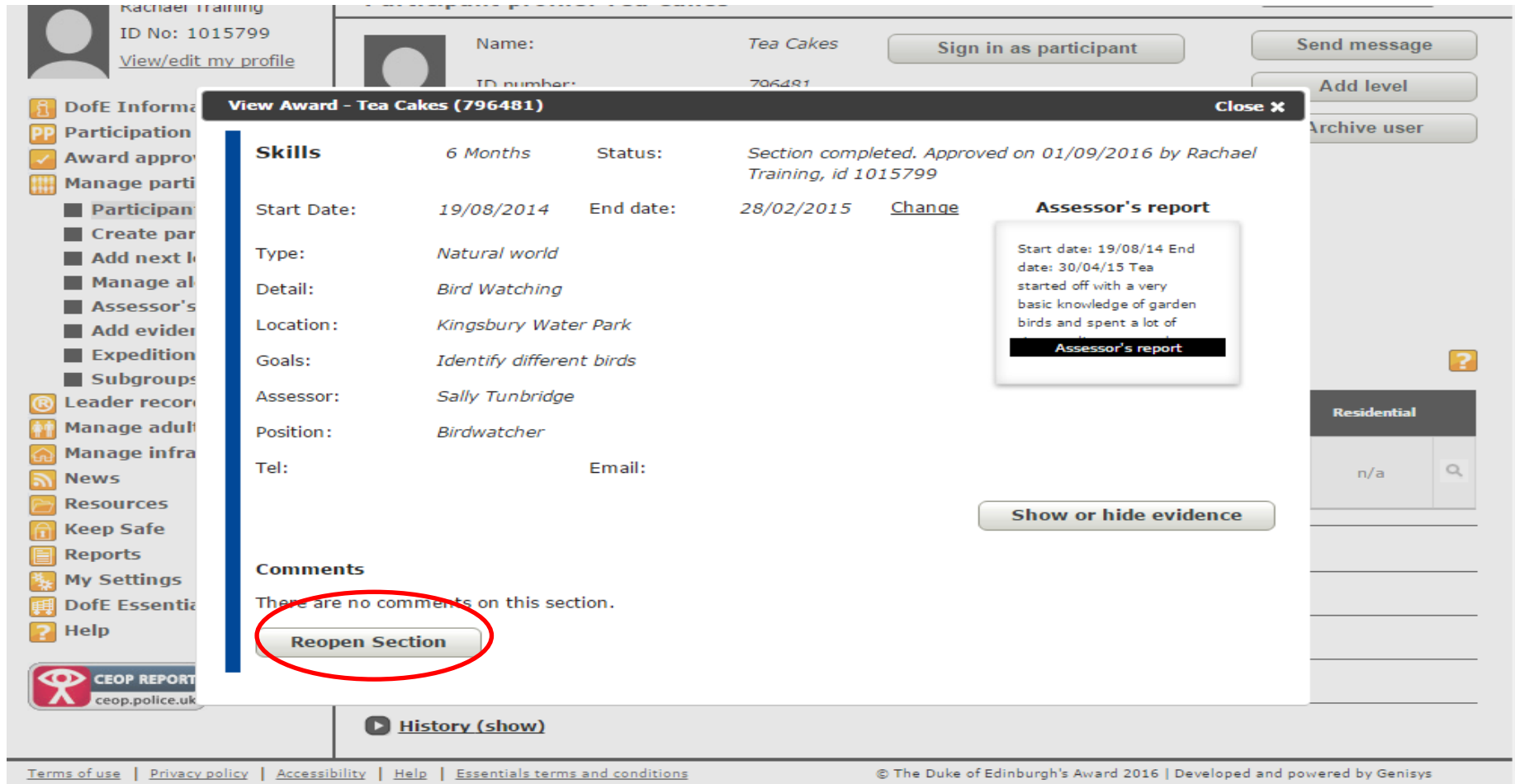
Awards ?

Award level	Enrolment date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residential
Bronze	04/02/2014	19/02/2015	 28/11/2013		 19/08/2014		n/a

Click on the title below to view and edit this participant's details.

-  [Account details \(show\)](#)
-  [Contact details \(show\)](#)
-  [Personal details \(show\)](#)
-  [History \(show\)](#)

If you need to re-open a section, go to the participant's profile and click on the relevant section



The screenshot displays the 'View Award - Tea Cakes (796481)' page. The award status is 'Section completed. Approved on 01/09/2016 by Rachael Training, id 1015799'. The 'Reopen Section' button is circled in red. An 'Assessor's report' pop-up is visible, containing the following text:

Assessor's report

Start date: 19/08/14 End date: 30/04/15 Tea started off with a very basic knowledge of garden birds and spent a lot of

Assessor's report

There are no comments on this section.

Reopen Section

Then press 'Reopen section'. Please note this feature can only be used whilst the Award is still in progress. It cannot be done once the Award is submitted to the Verifier or is completed