

ORB Update 2.23 – release notes for NAOs

The changes to the ORB that are part of release 2.23 are listed below. The release is scheduled for Monday January 20.

Downtime for release: **7:00 - 09:00am (UTC)**.

There are no Award Centre specific release notes to accompany this release. This is because the changes impacting all users are relatively minor and you as the Operator would need to communicate to users the bigger changes, which are the customisations, should you wish to utilise them.

You are able to view the changes in the TEST ORB (<https://dofectest.okin.eu/fo>) at any stage to preview the changes. As with most releases, there are new translations to review in POEditor ([guidance for which is here](#)). We will update languages on to the ORB with the 2.23 release, but please get in touch if you would like translations updated at any other time. If you have any questions about this release, please to get in touch via email.

Best wishes,

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Changes with release 2.23

1	Bulk Registration Invitations
2	End of Activity Summary Reflection
3	Wholesale Pricing option
4	Option to remove authorising contact when setting up an Award Centre
5	Changes to Password requirements on ORB
6	Continuing Participants completing Gold under 16
Minor changes and bug fixes	
Guidance on translations	

1. Bulk Registration invitations

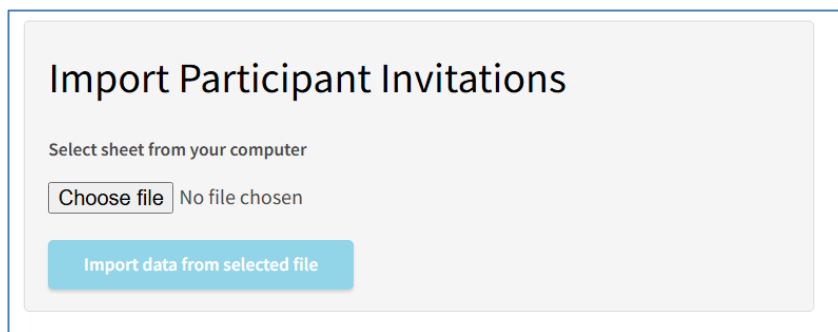
Applies to: NAO Staff roles

Problem: There is currently no way for Award leaders and the Award office staff to add participant registrations in bulk, making it harder to register whole year groups or organisations.

Solution: An excel spreadsheet containing the necessary participant data can be uploaded by the Award Office (NAO/Operator) to add participants in bulk.

Detailed guidance on utilising this feature is being developed and will be published on the Award Community.

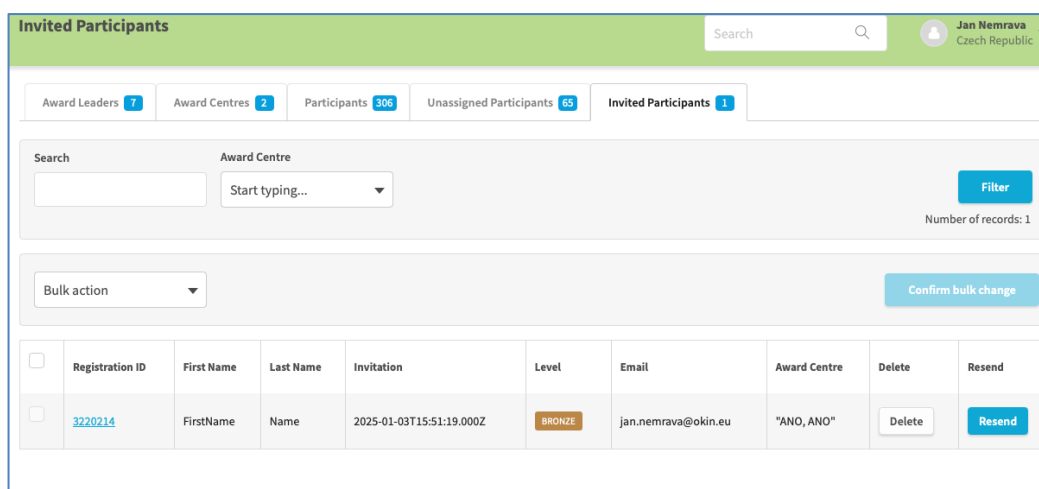
The import feature can be found in the Support tab



The Excel template required for the import – please download and save your own version of this spreadsheet, the first line holds example data for you to use as a guide for the format.

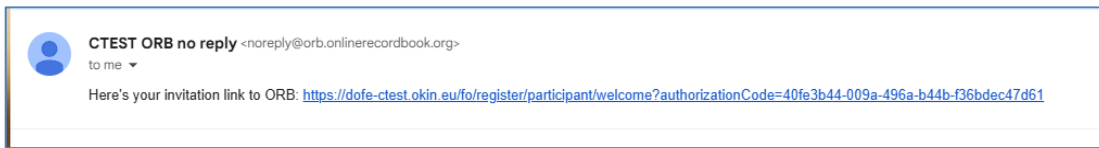
[Participant Invite Spreadsheet.xlsx](#)

Once imported, the participant's data will sit in a new tab on registrations named 'Invited Participants'



Registration ID	First Name	Last Name	Invitation	Level	Email	Award Centre	Delete	Resend
3220214	FirstName	Name	2025-01-03T15:51:19.000Z	BRONZE	jan.nemrava@okin.eu	"ANO, ANO"	Delete	Resend

The invited participant will receive an email with a link to finish setting up their account and check their details.

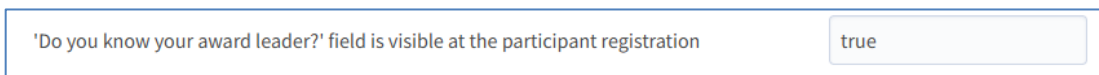


The participant will be then set their password and submit the registration.

Once the registration is submitted it will move to the Award Leader who will be able to confirm and approve the registration as normal.

It's important to note that the view for an Award Leader will be unchanged. The Invited Participants tab will be visible to NAO staff roles only.

Another note is that to have the participant be assigned to an Award Leader in bulk the following customisation must be turned set to True



2. End of Activity Summary Reflection

Problem: There is no opportunity for a participant to elaborate on their logs meaning activities have to be revised in order for more detail to be provided.

Solution: a new box will require the participant to reflect on their activity and how they reached their goal. This will be a mandatory requirement if the customisation is turned on.

This has been developed at the request of an NAO but will be available in the customisations to any NAO who would like to utilise it. If turned on in the customisations, this activity reflection would be in addition to the end of Award reflection, which some NAOs are currently using.

A screenshot of a form for activity reflection. The form has a title "Note for Assessor (optional)" above a text input field. Below this is a section titled "Your 'personal reflection': Please share your thoughts and reflections on your Activity experience." followed by a larger text input field. A red border highlights this input field, and the text "Required field" is written in red below it. At the bottom of the form is a yellow button labeled "SEND FOR APPROVAL".

The reflection will show for the assessor and the Award Leader

Voluntary Service

Activity Type: Environmental

Activity: Working a Cleanup Campaign

Goal:

To clean up the local beaches with the beach clean up team

Note from participant: ---

Personal reflection:

Volunteering at a beach cleanup is a fulfilling and impactful way to contribute to environment. Beaches are not only beautiful places but also vital ecosystems that support diverse wildlife. Unfortunately, they are often littered with plastic, trash, and other pollutants that harm both the environment and local

The screenshot shows a user interface for a participant's reflection. At the top, there is a search bar and a 'Personal summary' section. The participant's details are listed: Email: artist@gmail.com, Phone: 01234567890. The reflection text is displayed in a scrollable area, starting with 'I hope this report finds you well. I am writing to share my reflections on our recent painting class, which has been an incredibly enriching experience for me. Over the past few weeks, I have not only learned various painting techniques but also discovered a lot about myself as an artist.' The reflection is divided into sections: 'Initial Expectations and Challenges', 'Learning and Growth', and 'Another valuable lesson was the concept of layering...'. On the right side of the interface, there are buttons for 'Unassigned Participants' and 'Note for Award Leader', along with a 'View' button.

3. Customisation to skip payment during Participant registration

In situations where:

1. An NAO does not ask for the Award registration fee directly from the participant.
2. The NAO charges the Award Centre directly (e.g., through an invoice) in bulk for their Participant Award Registration Fees.
3. The Award Centre does not need to use the ORB to record the payment by a participant of their registration fee.

There will now be the opportunity to skip the payment page for participant registration.

Skip payment page (no payments can be selected) with default payment type
Wholesale and note Payment by Invoice

true



Once registered, in the Award detail tab the payment type will be listed as Wholesale.

Payment

Form of Payment

Paid



Payment type

Wholesale

4. Option to remove authorising contact when setting up an Award Centre

As part of our continued work on the registration process, for NAO's that do not collect authorising contact information on the ORB, there will now be a customisation that allows the authorising contact information to be skipped during the registration of a new Award Centre.

Participant Archiving	Labels	Additional features	Authorisation and Access control	Participant Registration Fields Customisation	Award Staff Registration Fields Customisation	Award Leader Registration		
Participant Registration	Payment Methods	Pay Online Payment	Exempt Payment	Direct Payment	PayPal/MasterCard payment settings	Emails	Global Payments	Documents
Global Payments Webpay	Reg. Questions							

Require Authorising Contact/Licence Holder during Award Centre registration

true

5. Changes to password requirements on the ORB

In order to align with the most up to date guidance around secure passwords the password requirements for new registrations on the ORB will be changing.

- The minimum length for a new password will be 12
- Other validations will be removed

Increasing the character length in this way encourages the use of more secure passwords on the ORB. Removing the requirement for special characters also enables the use of pass phrases (or 3 random words), which is the recommended by the UK Government's lead organisation on Cyber Security (the National Cyber Security Centre, NCSC).

Reset Password

Password

At least 12 characters long

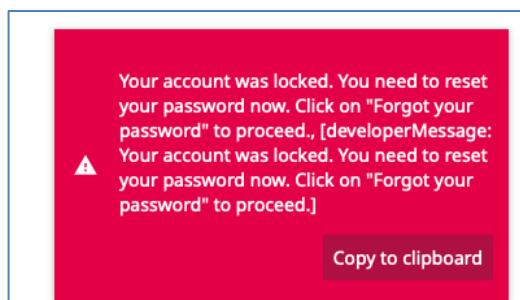
6. Continuing participants completing Gold Award under 16

It has been confirmed that participants who have continued in their Award and completed the Gold level will be able to have their Award signed off.

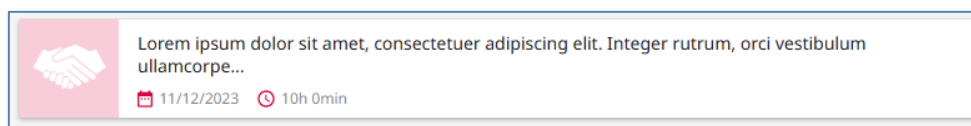
Therefore, the validation that prevented Sign-off of an Award before a participant turns 16 has been removed.

Minor changes and bug fixes

- In addition to the password requirements above, now if there are 4 failed attempts to access the ORB the account will be locked and the password will need to be reset.



- An issue regarding the way the customisable emails were being displayed in the customisations tab has been resolved.
- A fix for a bug where a small number of participants were having duplicate contacts created has been pushed to production in 2.23.
- Small changes to the display of logs for participants to allow for the date and comment to remain visible regardless of length of log added.



- An issue regarding sorting registrations in date order has been resolved.
- An issue with exporting the participant table, where filtering by participants with no label was causing a generic error has been resolved.

Guidance on translations

Changes to the ORB will mean new translations will need to be made. Translations related to the above and any others that have been added or amended recently can be found more easily by looking for the comments where a note on the update is added. This can be done by sorting entries by 'last commented' and checking for comment, for example: *2.9.0 update - January 2022* (see screenshots below). **Although this can be done at any time, we will refresh languages on the ORB just before the update is published live. There may also be changes based on feedback, so please do revisit the translations in the week(s) before the update goes live**

