

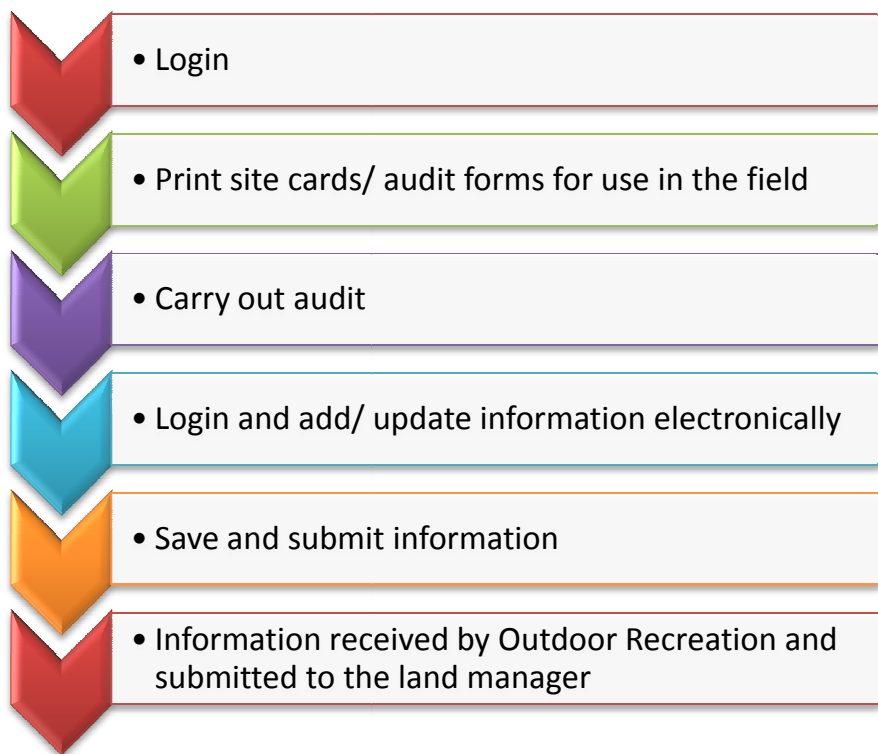
## Volunteer Ranger Audit Website

### User Guide

#### 1. Introduction

Outdoor Recreation NI have developed an online system to allow the Volunteer Rangers to manage their audits directly. This development came about from feedback received from Volunteers, requesting the ability to be able to update and report their audits electronically. Volunteer Rangers can now login, print off their own site cards, view previous audits, input this years audit results and also submit their audits, all through an online system.

Process:



#### 2. Login

- Use your web browser and type <http://rangers.outdoorrecreationni.com> into the address bar
- Input your username – **this is the email address that Outdoor Recreation NI uses to contact you.**
- Input your password – **this is your first name followed by the number '1'**  
e.g. Username = [joe.bloggs@gmail.com](mailto:joe.bloggs@gmail.com)  
Password = joe1

(Please note that only one Volunteer Ranger can be allocated to each audit, and hence only one user name and password can be used per route. If you carry out the audit in a pair or group, whoever has been contacted with this information, is the designated user. This can be changed if this doesn't suit, contact Diane for further details).

- Click on 'Edit my profile' after you have logged in, if you wish to change your password.
- You can also update your contact details here if you wish.

### 3. Accessing audit information

You will only be given the option to access the walks/ routes that you are currently allocated to. If you log on and find any inaccuracies (e.g. extra routes, routes missing), please contact Diane to rectify this, as there may have been an oversight during the development process. As mentioned above, if more than one volunteer is allocated to a route, only one volunteer will have access to it.

#### 3.1 Ulster Way and Waymarked Way Audits:

- To print off site cards:
  - Login.
  - Select Ulster Way/ Waymarked Way.
  - Select 'View previously submitted audits'.
  - Select the audit you wish to print off the site cards for.
  - A page with all the features and specific details will appear. Click 'Print' at the top of the page to print the site cards to take with you.
- To input and submit audit information:
  - Login.
  - Select Ulster Way/ Waymarked Way.
  - Select 'Edit current audits'.
  - Click on the section you wish input information for. A page with all the features and specific details for this section will appear.
  - Enter the date you carried out the audit on, in the box available.
  - Next choose the feature number that you wish to update the information for. Click it and select 'edit' from the drop down list (never press delete unless the feature has been removed from the route!).
  - A pop up box will appear on screen - update/ amend the information accordingly.
  - Please ensure that if action is required, that you select this option from the 'Condition' drop down menu. Features that require action are highlighted in red to the land manager when this option is selected, they may be overlooked otherwise.
  - Press submit on the pop up box to record the information for the specific features and to take you back to the main list of features.

- Select and edit the next feature you wish to amend and so on, until you have input all the relevant information you wish to submit.
- If a new feature needs to be added to the list, select 'Add Feature' at the bottom of the main list. Fill in the required details in the pop up box. If the new feature occurs between feature numbers 10 and 20, call it 15 etc.
- General comments on the route can be made in the box titled 'Route Details', this is optional.
- Images of the route can be added, this is also optional.
- You can click save changes at any time whilst working on the page, and your changes will be saved. After clicking save, you can leave your work and come back to it at another time if you wish.
- In order to submit the audit to Outdoor Recreation NI, you must tick the 'Submit' box and then 'Save Changes', in order to submit your audit. **DO NOT** tick the submit box if you are not ready to submit the audit, as this cannot be undone.
- After ticking submit and save changes, your information will be passed onto the land manager for the area you audit.

### 3.2 Canoe Trail Audits

Use the existing Canoe Trail Audit Form to make notes on the canoe trail whilst out in the field. After you have input the details for this year, you will be able to print off the details of your previous audit directly from the website for future years.

To input and submit audit information:

- Login.
- Select 'Canoe Trail Access Points'.
- Select 'Edit current audits'.
- Select the access point you wish input information for.
- If this is the first time completing online, you will enter the features and specific details for this access point. The next time you will amend the information entered this time.
- Enter the date you carried out the audit on, in the box available.
- Input the six figure grid reference for the point.
- Click 'Add Feature', and add each feature that can be found at the access point, along with any comment you wish to make. Click 'Save Changes' and it will be saved for that point for the next time.
- Feature notes and general comments on the route can be made in the boxes titled 'Route Details', this is optional.
- Images of the route can be added, this is also optional.
- You can click save changes at any time whilst working on the page, and your changes will be saved. After clicking save, you can leave your work and come back to it at another time if you wish.

- In order to submit the audit to Outdoor Recreation NI, you must tick the 'Submit' box and then 'Save Changes', in order to submit your audit. **DO NOT** tick the submit box if you are not ready to submit the audit, as this cannot be undone.
- After ticking submit and save changes, your information will be passed onto the land manager for the route you audit.

### 3.3 Quality Walk Audits

Use the existing quality walk audit form to make notes on the walk whilst out in the field. After you have input the details for this year, you will be able to print off the details of your previous audit directly from the website in future years.

- To input and submit audit information:
  - Login.
  - Select Quality Walks.
  - Select 'Edit current audits'.
  - Click on the quality walk you wish input information for.
  - If this is the first time completing online, you will enter the features and specific details for this quality walk. The next time you will amend the information entered this time.
  - Enter the date you carried out the audit on, in the box available.
  - Add details of weather conditions (optional).
  - Click 'Add Feature', and add each feature that can be found on the walk, along with any comment you wish to make. Click 'Save Changes' and it will be saved for that walk for the next time.
  - Facilities notes and comments on the route can be made in the boxes titled 'Route Details', this is optional.
  - Images of the route can be added, this is also optional.
  - You can click save changes at any time whilst working on the page, and your changes will be saved. After clicking save, you can leave your work and come back to it at another time if you wish.
  - In order to submit the audit to Outdoor Recreation NI, you must tick the 'Submit' box and then 'Save Changes', in order to submit your audit. **DO NOT** tick the submit box if you are not ready to submit the audit, as this cannot be undone.
  - After ticking submit and save changes, your information will be passed onto the land manager for the route you audit.

### 3.4 Ecotrail Audits

Use the existing Ecotrail Audit Form to make notes on the Ecotrail whilst out in the field. After you have input the details for this year, you will be able to print off the details of your previous audit directly from the website for future years.

To input and submit audit information:

- Login.
- Select 'Ecotrails'.
- Select 'Edit current audits'.
- Select the Ecotrail you wish input information for.
- If this is the first time completing online, you will enter the points and specific details for this Ecotrail. The next time you will amend the information entered this time.
- Enter the date you carried out the audit on, in the box available.
- Click 'Add Point', and add each point that can be found on the Ecotrail, along with any comment you wish to make. Click 'Save Changes' and it will be saved for that route for the next time.
- If your route has an Orienteering Trail, Click 'Add Point', and add each point that can be found on the Orienteering Trail, along with any comment you wish to make. Click 'Save Changes' and it will be saved for that route for the next time.
- General comments and comments on potential hazards on the route can be made in the boxes titled 'Route Details', this is optional.
- Images of the route can be added, this is also optional.
- You can click save changes at any time whilst working on the page, and your changes will be saved. After clicking save, you can leave your work and come back to it at another time if you wish.
- In order to submit the audit to Outdoor Recreation NI, you must tick the 'Submit' box and then 'Save Changes', in order to submit your audit. **DO NOT** tick the submit box if you are not ready to submit the audit, as this cannot be undone.
- After ticking submit and save changes, your information will be passed onto the land manager for the route you audit.

Hopefully this user guide will have explained the process needed to use the online system, but if you have any questions or queries, email me at [diane@outdoorrecreationni.com](mailto:diane@outdoorrecreationni.com), or via telephone on 02890303930.

As always we really appreciate your help and the time you dedicate to volunteering, without you we just wouldn't be able to do it!