

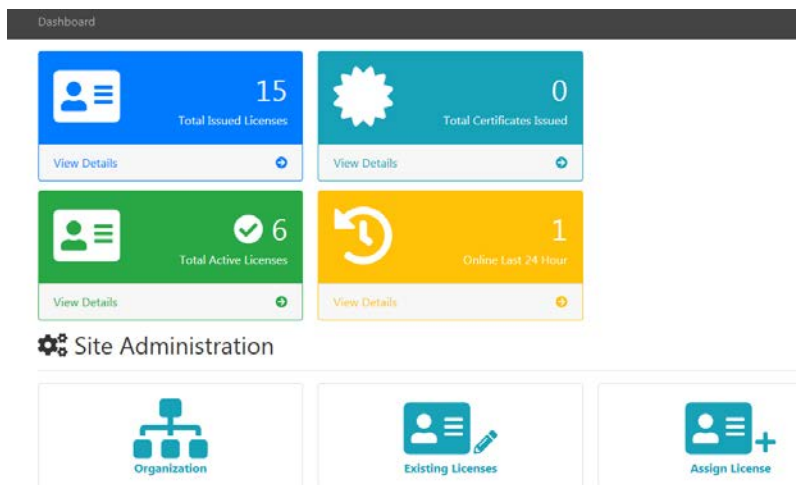


ODARA 101 Organization Set-Up

1. Click here to set up your organization and request desired number of licenses (up to 100 to start): <http://odara.waypointcentre.ca/Home/LicenseRequest>
2. We will review your request and issue the licenses to you (this may take up to 3 business days)
3. Once approved you will receive a system notification on how to validate your account

Organization Administrator Controls

1. Organization Administrator status is automatically assigned to the person setting up the organization. (You can change this later if you wish; see 4. b.)
2. Organization Administrators will see a Dashboard with enhanced functions upon log-in.



<http://odara.waypointcentre.ca/Home>

odara@waypointcentre.ca



3. Administrators can **view and print details** by clicking on each icon:
 - a. Total Licenses Issued
 - b. Total Active Licenses
 - c. Total Certificates Issued
 - d. Online Last 24 Hours

4. Administrators can **modify** the following under Site Administration:
 - a. Organization -edit your organization contact information
 - b. Existing Licenses - edit information for your current staff
 - i. changing license holder's test options (e.g., English to French)
 - ii. lock/unlock license holder
 - iii. delete license holder
 - iv. change license holder's role from User to Organization Administrator
 - c. Assign License - Assign a license to new employee
 - i. Select one of the following choices for the certification test:
 1. Written English: default choice (individual will be tested on English language simulated case documents, and have choice of victim interview transcripts, police report documents, or a mix)
 2. Written French (individual will be tested on French language simulated victim interview transcripts)
 3. Video English: experimental option (individual will be tested on 10 English language simulated victim interviews in video format; must be able to access YouTube)
 - ii. Enter new license holder's email address (must be exact),
 1. Optional: first name, last name and phone number, license holder will be asked to complete information when validating their account
 2. Role will default to User; Organization Administrator can change role by editing options under Existing Licenses (see 4. b.)
 - iii. System will issue email invitation to new User with steps on how to validate their account
 - d. Top up licenses once you have assigned all your licenses to Users (<http://odara.waypointcentre.ca/Home/LicenseRequest>)

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