



Jamboree Troop Leaders Guide to use of OLEMS

As a Jamboree Troop Leader or Deputy you will be given access to the Jamboree Registration system (OLEMS). This guide explains how OLEMS works in regards to your access and explains the privacy requirements in regard to the information in OLEMS.

Pre-requirement

Every person entitled to access OLEMS (other than to their own application details) is required to acknowledge a Privacy Statement. The Association, and therefore the Jamboree, is subject to the Privacy Act 1993 and the Jamboree is also subject to the privacy provisions of the Health Act 1956. Acknowledging the Privacy Statement means that you undertake to treat the personal and medical information of the members of your Jamboree Troop in confidence. (See also the section **Use of information** below.)

Who can have access?

Jamboree Troop Leaders are given access to OLEMS once the Privacy Statement is acknowledged. Deputy Jamboree Troop Leaders can be given access if required, after acknowledging the Privacy Statement.

Use of information

Information entered into OLEMS by participants is personal information and is subject to the Privacy Act. In addition, medical information entered into OLEMS is protected by the privacy provisions of the Health Act. What that means is that anyone having access to OLEMS must take care to preserve the confidentiality of the information entered. Information from OLEMS may be disclosed only to those who are entitled to the information. The disclosure requirements in both Acts are fairly strict and in particular the Health Act and the regulations made under it place severe restrictions on disclosure of health information.

We ask that all leaders with access to OLEMS exercise discretion in disclosing any information to others. In particular, health information is not to be disclosed by anyone except the Jamboree medical staff. If there is any doubt about disclosure, contact the Jamboree Privacy Officer, who is –

Terry O’Dea email terry.odea@jamboree.scouts.nz
Ph 022 676 9423

What to look for

Once you have access to the information about your Jamboree Troop, it is important that you check the information. In particular, look for –

- scouts or leaders who should be listed in your Troop, but are not
- scouts or leaders who are listed, but shouldn't be listed in your Troop
- incorrect information such as a scout or leader showing an incorrect Group
- photos that are not suitable for ID card use

If you notice errors such as those listed, please let registrations@jamboree.scouts.nz know. If there is a photo issue which we cannot fix, we will reject the photo. Further information on photos is given below under the **Participant Photo Gallery** explanation.

Closer to the time of the Jamboree, we will ask that medical and dietary information be checked and updated if necessary.

Once access is given

When access to OLEMS is given, you will be able to see the details of all the participants registered to your Jamboree Troop.

When you log into OLEMS, you will see at the top of your Personal Details tab, 3 green bands –



The top band has "Filter", "Result List" and "Reports" displayed. The other 2 bands relate to your personal information and registration details.

Result List

I'll deal with the Result List first and come back to the filter.

Clicking on the "Result List" will show you the details of the participants registered to your Jamboree Troop and will look like the list below. Note that in this list some information has been deleted or altered for privacy reasons.

Search Results

[Filter](#)

ID	Name ↑	Phone Number	Troop Number	Group	Branch	Status
1			tmp95	Westown Scout Group	NZ	Submitted
2			tmp95	South Taranaki Scout Group	NZ	Submitted
3			tmp95	Midhirst Scout Group	NZ	Submitted
4			tmp95	Stratford Scout Group	NZ	Initial
5			tmp95	Alton Scout Group	NZ	Submitted
6			tmp95	Alton Scout Group	NZ	Initial
7			tmp95	Midhirst Scout Group	NZ	Initial

The list will display in alphabetical order of surnames. Clicking on the words "ID" or "Group" will alter the order of the list to ID number order or Group name order.

If you click on an ID number or a Name in the list, the record of the selected participant will be displayed. To return to the full list, click on the return button or click "Result List".

The Status column indicates whether the participant is at the "initial" or "submitted" stage. "Initial" indicates that the participant has not completed their application.

If Internationals are allocated to your Troop, they will also display on this list and their home country will be indicated in the "Branch" column.

This list displays only those participants who have not pulled out of attending the Jamboree. Their records are marked "Not proceeding" and will not display on this list. However, if the "filter" is used, it is possible to see those not proceeding (see the discussion under *Filter* below).

Before sites are allocated, Jamboree Troops are identified by a "tmp" number in OLEMS. This number will be changed to the site number when the sites are allocated.

Filter

Access as a Jamboree Troop Leader or Deputy results in an automatic filter being applied in the background. That filter gives access to the records of the participants in your Jamboree Troop.

The “filter” displayed on the top band in your Personal Details tab enables you to select certain conditions to narrow the total list of participants. By clicking on the filter, the following will display –

Search Criteria

Enter any search/filter criteria that you require. For all records leave all fields blank.

Search Criteria

Open Bracket	Field	Operator	Condition	Close Bracket	Join
<input type="text"/>	<input type="text"/>	=	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking on the “Field” box will display a drop down list of the filter options (diagram below and ignore the green bands in this diagram – they are different to what you will see). Note that not all the filter options will work for you.

The screenshot shows a web browser window with the URL <https://applications.jamboree.scouts.nz/Admin-Search.asp?PID=INRDALW1H77QD2JH12039THND04LWMQEOFIKTBQOSMIH>. The page title is "22nd New Zealand Scout Jamboree Solve the Mystery Mystery Creek • 2019-2020". The search criteria form is visible, with a dropdown menu open over the "Field" box. The dropdown menu lists the following options: ID Number, Surname, Given Name, Status, Status Date, Country, Expedition, Contingent, Region, District, Religious Affiliation, Pen Pal, Group Name, Role, Warrant/Appointment, Date of Birth, Age, Day(DOB). The search criteria form includes fields for "Open Bracket", "Field", "Operator", "Condition", "Close Bracket", and "Join", along with "Clear Search", "Search", "Load Search", and "Save Search" buttons. The footer of the page contains "Copyright © 2009 - 2019. All rights reserved. Registration System by Round Table Software P/L" and "Privacy Policy".

The common filter options are –

ID Number
Surname
Given Name
Status
Group Name
Role

The use of most of these is obvious. I'll explain just 2 of them.

Status – the status is the stage at which a participant's application is at – "initial" or "submitted". This filter can be used to determine who has yet to complete their registration or who has completed it.

Role – the role will indicate whether the participant is a scout or a leader.

Once a search is selected, the "Options" box needs to be set.

earch.asp?PID=2&EPID=HFI86F7DOBCU1A7PT1K88DDWIWJD1941C7A9GWFGH2072WIK12EFL7JB9

22nd New Zealand Scout Jamboree
Solve the Mystery
Mystery Creek • 2019-2020

Quick Search

Filter Result List
Report Manager

Security Email Center Photo Resize Bulk Update Maintenance

Search Criteria

Enter any search/filter criteria that you wish to use. If you are unsure, please leave all fields blank.

Search Criteria

Open Bracket	Field	Condition	Close Bracket	Join
<input type="text"/>	Group Name	=	<input type="text"/>	<input type="text"/>

Clear Search Search Load Search Save Search

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The 2 options most likely to be used are –

= - which means the condition must be exact

Contains – which means you only need enter some information

For some searches, eg. "Status" or "Role", the option must be set to =.

If you were searching for a participant from a group, you would select "Group Name" in the filter and "contains" in the options.

Once the filter and options are selected, you need to enter the "Condition". The Condition entered will depend on what you are searching for. For instance, if the field is set to "ID Number", the Options must then be "=" and in the Condition, a number will be entered. If you want to search for all the participants from a particular Group, select "Group Name" in the filter, "Contains" in the options and then enter part of the Group name in the condition. Note that if an "=" is selected in the options, then the condition must be exact eg. the Group Name would need to be entered exactly as it is recorded in OLEMS.

Some conditions need to be entered in full. If "Status" is selected, the condition must be "initial" or "submitted". If "Role" is selected, the condition is "S" (for scout) or "L" (for leader").

If you want to select more than 1 condition, then use the "Join", which is "and" or "or". Selecting a Join will open up another line into which the second set of criteria can be entered. If "and" is selected, the condition to be entered cannot contradict the previous condition or conditions. If "or" is selected, the result will display the result for each condition.

Once the criteria is entered, click on the "Search" button. This will produce the search result, an example of which is below but note that the information in some of the columns has been deleted or altered for privacy reasons.

Search Results						
Filter						
Group Name contains Taranaki						
ID	Name ↑	Role	Phone Number	Troop Number	Group	Branch Status
1		S		tmp95	South Taranaki Scout Group	NZ Submitted
2		S		tmp95	South Taranaki Scout Group	NZ Submitted
3		S		tmp95	South Taranaki Scout Group	NZ Submitted
4		S			St Josephs Scout Group - Taranaki	NZ Initial
5		S		tmp95	St Josephs Scout Group - Taranaki	NZ Initial
6		S		tmp95	South Taranaki Scout Group	NZ Submitted
7		S		tmp95	South Taranaki Scout Group	NZ Initial
8		L		tmp95	South Taranaki Scout Group	NZ Initial

9	S	tmp95	St Josephs Scout Group - Taranaki	NZ	Submitted
10	L	tmp95	South Taranaki Scout Group	NZ	Submitted
11	S	tmp95	South Taranaki Scout Group	NZ	Submitted
12	A	tmp95	South Taranaki Scout Group	NZ	Not proceeding

This list resulted from entering "Group Name" in the field, "Contains" in the options and "Taranaki" in the Condition. These criteria will also show anyone marked "Not proceeding".

Note that this search will produce results that show only the participants in your Jamboree Troop. If, for instance, a Group Name or an ID number is entered that is not part of your Troop, there will be a nil result.

Reports

Clicking on "Reports" displays the reports that are available. The list is –

The reports that are listed are subject to the filter. The automatic filter that operates in the background will limit the information displayed in the reports to your Troop. If the filter (as explained above) is operative, the information displayed will be limited to what the filter is set at.

Participant Listing – this report lists the details of all the participants in your Troop.

Mail Labels – shows the postal addresses and email addresses, but only in a table format.

Participant Photo Gallery – this report displays the photos of the participants in your Troop. This is useful in isolating photos that are not suitable to put on the ID tags.

We are able to fix most photos, but occasionally a photo will be rejected. Upon rejection, an email is sent to the person concerned asking them to upload a new photo. You will be able to see rejected photos in this report and check that a new suitable photo has been uploaded.

Medical Information – lists the medical information for participants in your Troop.

Dietary Information – lists the dietary requirements for those in your Troop who have indicated special dietary requirements.

Contact Details Report – lists the contact details for your Troop.

Approval Workflows – shows the status of the electronic consent process for participants in your Troop. This is an important report and set out below is an image of it and an explanation of the various columns. For present purposes, the report has been transferred to a spread sheet and some information has been deleted.

Scouts New Zealand																
22nd New Zealand Scout Jamboree																
Approvals Workflow																
ID Number	Given Name	Surname	Status	Role	T&Cs - Youth	T&Cs - Adult	T&Cs - Parent	Parent Name	Parent Email	Leader Endorsement	Leader Name	Leader Email	Troop Name	Troop Number	Group Name	District
			Submitted	S	Yes		Yes	xxx	xxx	Yes	The Group Leader	xxx	Central & South Taranaki	tmp95	Midhirst Scout	Taranaki Zone
			Submitted	L		Yes							Central & South Taranaki	tmp95	Westown Scout	Taranaki Zone
			Submitted	L		Yes							Central & South Taranaki	tmp95	Alton Scout Grc	Taranaki Zone
			Submitted	S	Yes		Yes	xxx	xxx	Yes	The Group Leader	xxx	Central & South Taranaki	tmp95	Midhirst Scout	Taranaki Zone
			Submitted	S	Yes		Yes	xxx	xxx		The Group Leader	xxx	Central & South Taranaki	tmp95	South Taranaki	Taranaki Zone
			Submitted	S	Yes								Central & South Taranaki	tmp95	South Taranaki	Taranaki Zone
			Submitted	S	Yes		Yes	xxx	xxx		The Group Leader	xxx	Central & South Taranaki	tmp95	South Taranaki	Taranaki Zone
			Submitted	S	Yes			xxx	xxx				Central & South Taranaki	tmp95	Midhirst Scout	Taranaki Zone
			Submitted	L		Yes							Central & South Taranaki	tmp95	Midhirst Scout	Taranaki Zone
			Initial	S									Central & South Taranaki	tmp95	1st Mikotahi Se	Taranaki Zone

The first 3 columns list the ID no and name of the participant and the 4th column shows the status. The next column shows whether the participant is a scout or a leader.

The next 2 columns (labelled T&Cs-Youth and T&Cs-Adult) show that the participant has accepted the terms and conditions set out in the Consent form in their record. If the role of the participant is "L" (ie. a leader), there is no further consent information displayed as their acceptance of the terms and conditions is the end of the process.

The next 3 columns (labelled T&Cs-Parent, Parent Name and Parent Email) will show information if the role of the participant is "S" (ie. a scout). The Parent email displays the email address to which the consent email has been sent. When the parent clicks on the link in the email and consents to the terms and conditions, a "Yes" is displayed in the T&Cs-Parent column.

After the parent consent is received, the system sends a further consent email to the scout's Group Leader at the Scout Group email address. The name and email address are shown in the columns labelled Leader Name and Leader Email. Once the Group Leader (or their nominee) has given their consent to the scout attending, a "Yes" is displayed in the Leader Endorsement column. Note that this email lists the criteria for attending the Jamboree and we expect Group Leaders to not consent where the criteria is not met.

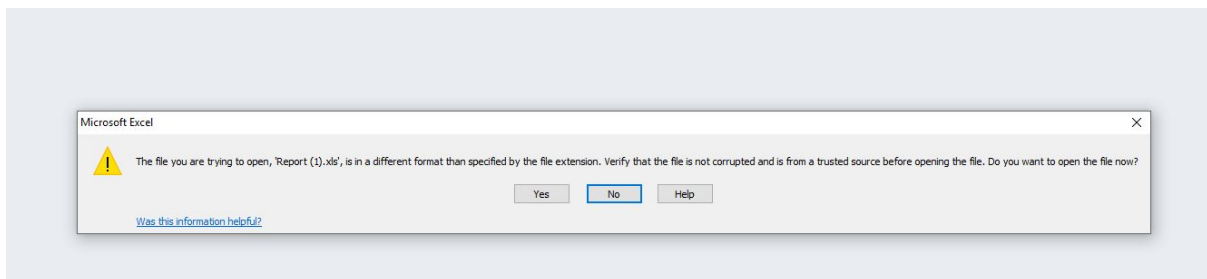
The remaining columns display the participant's Jamboree Troop, the Troop no, Group name and Zone.

Note that the last entry in the report above shows the scout has not submitted their application. The consent email process does not commence until the application has been submitted.

This report needs to be monitored regularly and any responses to the consent emails that have not been received need to be followed up.

Copying reports or opening reports in excel

Most of the reports listed have an "excel" symbol next to them. Clicking on the symbol will cause the report to open directly in Excel. When the report transfers to excel, a message will appear –



Just click "yes" and the file will open.

Alternatively, you can open the report in OLEMS (by clicking on the report name) and then drag the cursor over the information you want to copy. Open a spread sheet and paste the information copied.

Note that OLEMS is a database: you cannot manipulate information in the OLEMS reports. They need to be copied to a spread sheet if you want to manipulate the information.