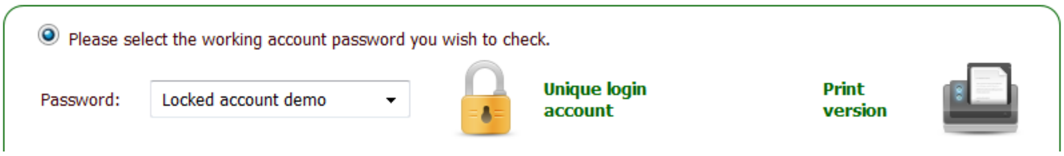
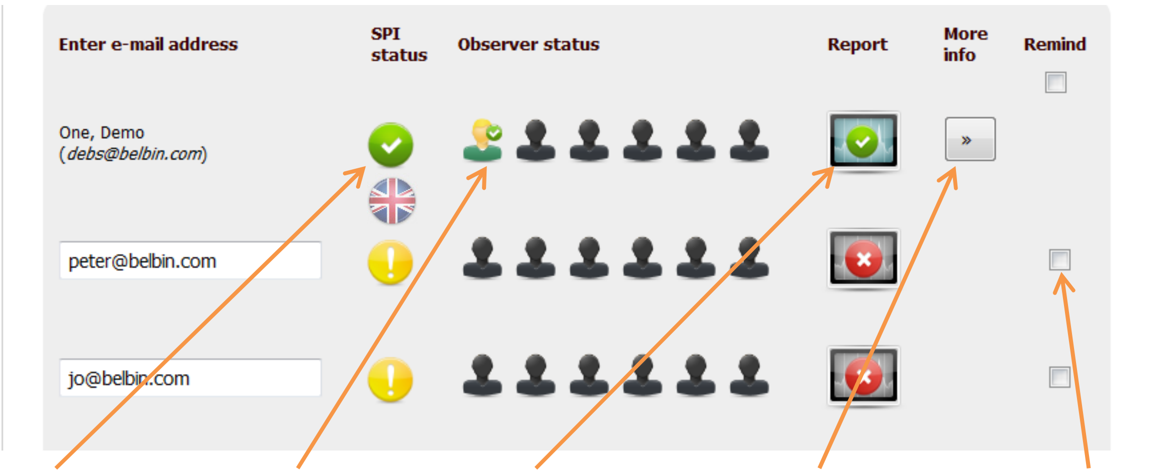
Working Accounts – Check Progress:

This is where you can see who has done what, send instructions out for an unique login account, remind individuals and observers, edit observer e-mail addresses and view reports. Basically, this is your 'big brother' page!

When you have set up a working account and sent out instructions the 'Check Progress' page will look something like the below. This is a unique login account. An open account will only show names and e-mail addresses once an individual has submitted the SPI.



The top of the page will look like this (after you have successfully searched for the working account). The padlock shows you what kind of account you are looking at. The printer allows you to view a print-friendly version, showing you all the completion dates and status information. You can also copy and paste this version into Excel.



This means the individual has completed his/her SPI and in what language.

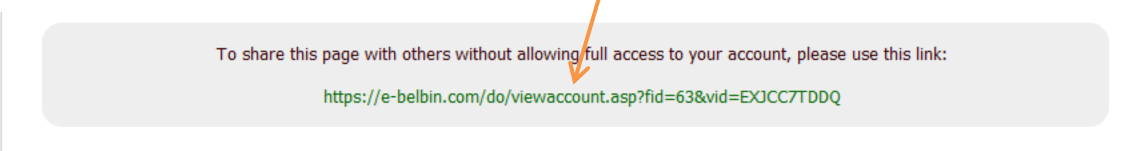
This means that one of their observers has responded.

This means the report is available to be viewed as a PDF. The reports that you see will depend on the number of observers that have responded.

If you would like to see who the individual has asked to observe them, edit observers, increase observer numbers and re-send the link to the individual's page, click here.

If you would like to send a reminder to the individuals one by one, you can put a tick next to the relevant name or you can remind all at once by ticking the box at the top of the list.

At the bottom of the page, you will see the below. This link is useful if you need a third party to be able to check the progress of the individuals, view reports and send reminders etc. without having full access to your overall administrator account.



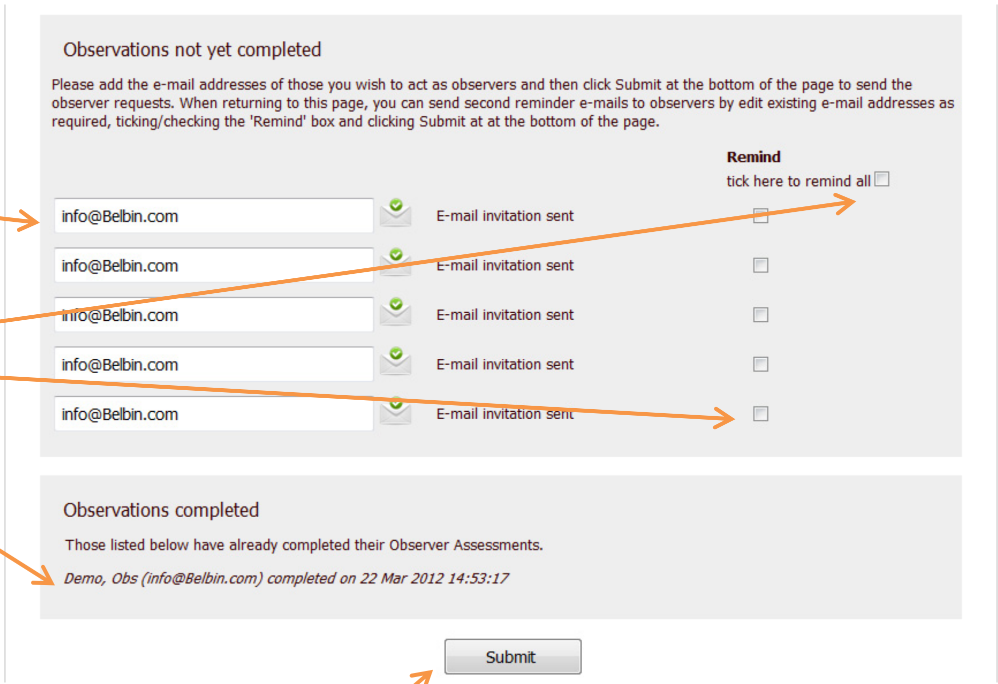
When you click 'More info', the page will look like this:

Here you can see the e-mail address that the individual has entered. You can edit this if required.

From here you can re-send the page link to the individual as well as add a personalised message.

If you want to change the number of observations for this individual, you can do so here. If you tick the box, the individual will be automatically notified of the change by e-mail. If you want to change the number of observations for the whole group, you can click on the 'click here' and you will be taken to the account setup pages.

If the individual has been requested to add observer feedback the bottom half of the page will look like this:



You can see here who has been asked to observe the individual; you can edit their e-mail addresses and send reminders to all or individually.

This shows you which observers have responded and when they completed the observation.

If you have made any changes, you need to click here to submit them.