

The Online Record Book (ORB) will allow up to 4 hours every 28 days to be counted towards an Award Section.

If this is recorded as 1 hour per week the system will immediately credit the 1 hour towards that Award Section.

The screenshot shows the ORB interface for participant Jess Jess (PN000473275). The left sidebar contains navigation options: To Do List (11), Participants, Leaders, Advertisment Journey, User Guides, Reports, and My Organisation. The main content area includes tabs for Detail, Bronze Level, and History Log. Below these are sections for Award Details (Physical Recreation, Skills, Service, Advertisment Journey, Documents), a progress bar (To Progress), Assessor Details, and Activity Detail (Court / Field Sports, Baseball). The Logs section shows a single entry for 01/04/2018, 1 hour 0 minutes, with the description "Played a game." and a "Created at: 20/03/2018 20:11" timestamp. A purple arrow points from the "1 / 13" indicator in the top right corner of the Logs section to the log entry.

The screenshot shows the ORB interface for participant Jess Jess (PN000473275). The layout is similar to the first screenshot. The Logs section shows two entries: 08/04/2018, 1 hour 0 minutes, "Had a great game today!" (Created at: 20/03/2018 20:18) and 01/04/2018, 1 hour 0 minutes, "Played a game." (Created at: 20/03/2018 20:11). A purple arrow points from the "2 / 13" indicator in the top right corner of the Logs section to the first log entry.

However, if the logs are being recorded in blocks of more than 1 hour per week then the system is always slightly behind in the hours it will count towards the minimum hours required for the Section. This is because the system does not know when the next log will be added and therefore there will be a delay in displaying how many of the total hours from that block can be credited.

Participant: Jess Jess (PN000473275)

Status: **In Progress**

Assessor Details:

Title	Name	Email	Phone	State

Activity Detail:

Activity Type: Dance / Gymnastics

Activity: Jazz

Logs:

Date	Duration	Description	Created At
01/04/2018	2 hours 0 minutes	Had a jazz class today.	2018/04/01 22:24

1 / 13h

As you can see, only 1 hour of the 2 hours recorded is **currently** being counted towards the Physical Recreation Section.

Participant: Jess Jess (PN000473275)

Status: **In Progress**

Assessor Details:

Title	Name	Email	Phone	State

Activity Detail:

Activity Type: Dance / Gymnastics

Activity: Jazz

Goal:

Logs:

Date	Duration	Description	Created At
15/04/2018	2 hours 6 minutes	Practiced for my jazz exam.	2018/04/15 22:27
01/04/2018	2 hours 0 minutes	Had a jazz class today.	2018/04/01 22:24

3 / 13h

Now that the second log has been added the system has credited the participant for the additional hour recorded on the 1/4/2018.