

## Logging hours on the ORB – why aren't the hours I'm logging showing up on the hours total?

The Online Record Book (ORB) will allow up to 4 hours every 28 days to be counted towards an Award Section. The start date for each Section of the Award will be from the Monday of the week in which they record their first activity log for that Section. For example, if their first log for their Skill Section is on Wednesday 3<sup>rd</sup> January, the start date for their Skill Section will be Monday 1<sup>st</sup> January and the 28 day period is calculated from that date.

If the activity is done on a regular basis of 1 hour per week the system will immediately credit the 1 hour towards that Award Section. (See below)

The screenshot shows the ORB interface for participant Jess Jess (PN000473275) at the Bronze Level. The interface includes a sidebar with navigation options like 'To Do List', 'Participants', 'Leaders', 'Adventurous Journey', 'User Guides', 'Reports', and 'My Organisation'. The main content area displays the participant's details, award progress (Physical Recreation, Skills, Service, Adventurous Journey, Documents), and a progress bar. Below this, there are sections for 'Assessor Details' and 'Activity Detail'. The 'Activity Detail' section shows 'Activity Type' as 'Court / Field Sports' and 'Activity' as 'Baseball'. The 'Logs' section shows a single log entry for 01/04/2018 with a duration of 1 hour 0 minutes. A purple arrow points from the '1 / 13 h' total hours indicator to the log entry.

The screenshot shows the ORB interface for participant Jess Jess (PN000473275) at the Bronze Level. The interface is similar to the first screenshot, but the 'Logs' section now shows two log entries. The first entry is for 08/04/2018 with a duration of 1 hour 0 minutes and the description 'Had a great game today!'. The second entry is for 01/04/2018 with a duration of 1 hour 0 minutes and the description 'Played a game.'. A purple arrow points from the '2 / 13 h' total hours indicator to the first log entry.

If the logs are being recorded in blocks of more than 1 hour per week, then the system will credit these hours (up to a maximum of 4 hours every 28 days) however, it is important to understand how these will be calculated.

Hours are unable to be carried forward so the initial log (or logs in the first week) **will only** ever credit **1 hour** towards the total hours. If you are recording more than four hours within a 28 day period these additional hours will not be counted towards your total.

Below is an example of logging hours in 4 hour blocks.

When the next log is added 4 weeks later the system accounts for the absence of 3 weeks and therefore will back-count 3 hours for those weeks plus credit 1 hour for the current week. The system is now showing 5 hours (weeks) out of 26 hours (weeks) have been completed for this Award Section.

**Jess Jess (PN000473275)**  
Participants / Silver Level

Search  **Jessica Zanetti**  
The Duke of Edinburgh's Hillary Award

Detail **Bronze Level** Silver Level History Log

Award Details Physical Recreation Skills Service Adventurous Journey Documents

Setup **Approval** **In Progress** Assessor Approval Award Leader Sign-off Award Office Sign-off Completed Ceremony Inactive

**Assessor Details**

Title	Name	Email	Phone	State
Mrs	Assessor	Assessor@assessor.com	---	---

**Activity Detail**

Activity Type: Court / Field Sports

Activity: Cricket

Goal: To improve my skills this season.

**Logs**

31/01/2018	4 hours 0 minutes	Created at: 24/10/2018 20:55
Second log		
03/01/2018	4 hours 0 minutes	Created at: 27/08/2018 03:47
Training session		

**5 / 26 h**

The additional hours from the second log can be back-counted across the previous weeks.