

Log book Deciphered

Shown below is a typical screenshot of a Log book that's displayed when you select 'View Your Log Book' in the VMS Dashboard.

We will try to de-mystify the columns and rows shown. The main sections are the Date Range, The AT and VH lists, and the Summary at the bottom.

Date Range

Start Date:
 End Date:
 Rows to display: of 16

Opportunity Summary

AT: NTX: Chapter Meeting (1)							
North Texas Master Naturalists	Approval Status	Approved Hours	AT Hours	Service Performed			
04 Jan 2017	Yes, Approved	0	1	CLEAR tracking talk			
06 Feb 2017	Yes, Approved	0	1	Foraging Texas			
08 Mar 2017	Yes, Approved	0	1	Poison Ivy			
Total	N/A	0	3	N/A			
AT: NTX: Other Pre-approved							
North Texas Master Naturalists	Approval Status	Approved Hours	AT Hours	Service Performed			
16 Jan 2017	Yes, Approved	0	1	NPSOT - natives for			
17 Feb 2017	Yes, Approved	0	6	Soil Microbiology @			
Total	N/A	0	7	N/A			
NTX: Administrative Work							
North Texas Master Naturalists	Approval Status	Approved Hours	TMN Hours	Admin Activity	Service Performed	Mileage round trip	
06 Jan 2017	Yes, Approved	0	0.5	Hours Management	Hours approval	0	
15 Feb 2017	Yes, Approved	0	1	Hospitality	Made cornbread for l	0	
15 Feb 2017	Yes, Approved	0	0.5	Hours Management		0	
07 Mar 2017	Yes, Approved	0	2.5	Hours Management	Reviewed ∓ appro	0	
06 Mar 2017	Yes, Approved	0	1	Hours Management	Meeting to discuss h	0	
08 Mar 2017	Yes, Approved	0	1	Hospitality	Cookies	0	
<input type="checkbox"/> 25 Apr 2017	Not Yet Approved	0	1	Hours Management	Approvals	0	
Total	N/A	0	7.5	Hours Management: 5 Hospitality: 2	N/A	0	
Reverchon Park Restoration							
North Texas Master Naturalists	Approval Status	Approved Hours	TMN Hours	Service Performed	Specialization	Mileage round trip	Trail Mile
04 Mar 2017	Yes, Approved	0	2.5	Lead a group to remo		0	0
Total	N/A	0	2.5	N/A		0	0
Twelve Hills Nature Center:							
North Texas Master Naturalists	Approval Status	Approved Hours	TMN Hours	Service Performed	Specialization	Mileage round trip	Trail Mile
22 Jan 2017	Yes, Approved	0	3	Remove invasive hone		0	0
28 Feb 2017	Yes, Approved	0	3	Trimmed lanterns, wea		0	0
21 Mar 2017	Yes, Approved	0	3.25	Weeded front buffet		0	0
Total	N/A	0	9.25	N/A		0	0

Log Book Summary

AT Hours	10
Service Performed	N/A
TMN Hours	19.25
Admin Activity	Hours Management: 5 Hospitality: 2
Mileage round trip	0
Specialization	
Trail Miles	0

AT Entries

VH Entries

Edit Options

Summary

A: Date Range

It all begins with the dates displayed..

Start Date: Jan 1 2017
 End Date: Jun 25 2017
 Rows to display All of 15 Go

Use the drop-downs to change the start and end dates as needed.

The magic button



The dates determine what log book entries will be displayed. The default is from Jan 1 to the current date for the current year; however, if your records look entirely wrong, double-check the dates. If you have a lot of entries and want to zoom into a certain time range, then change the dates accordingly and press Go. Unfortunately, there is no way to display AT or VH hours separately.

B: AT Entries

Below are a few log entries for different types of Advanced Training activities. Each time you record hours on a new AT Opportunity, you'll get an new section of information, with the title, heading, entry, and summary.

1				
AT: NTX: Chapter Meeting (1)				
North Texas Master Naturalists				
	2	3	4	5
	Approval Status	Approved Hours	AT Hours	Service Performed
04 Jan 2017	Yes, Approved	0	1	CLEAR fracking talk
08 Feb 2017	Yes, Approved	0	1	Foraging Texas
08 Mar 2017	Yes, Approved	0	1	Poison Ivy
6 Total	N/A	0	3	N/A
AT: NTX: Other Pre-approved				
North Texas Master Naturalists				
	Approval Status	Approved Hours	AT Hours	Service Performed
16 Jan 2017	Yes, Approved	0	1	NPSOT - natives for
17 Feb 2017	Yes, Approved	0	6	Soil Microbiology @
Total	N/A	0	7	N/A
AT: Texas A&M AgriLife Offe				
North Texas Master Naturalists				
	Approval Status	Approved Hours	AT Hours	Service Performed
<input type="checkbox"/> 13 May 2017	Not Yet Approved	0	3	Learned a lot of stu
Total	N/A	0	3	N/A

1. Opportunity Name

This is the Opportunity you selected from the survey drop down, give or take a few characters.

The dates under the Opportunity are the dates that you reported Training time for the service.

2. Approval Status

The Status is either 'Yes. Approved' or 'Not Yet Approved'.

If the activity is less than 45 days ago, it will have a square in front of it, as shown above for the 'AT: Texas A&M Agrilife Offered Training'. This indicates that you may edit or delete it, which will be described more in the section for E: Editing.

If it's unapproved and more than 45 days ago, that means that your VMS verifier is busy volunteering elsewhere and you may want to send a reminder note.

3. Approved Hours

Ignore this since it does not apply to Master Naturalists.

4. AT Hours

Simply, the amount of time you spent in training at this Opportunity.

5. Service Performed

This information is what you entered in the box labeled 'Describe your service or training' when you logged your hours for this Opportunity.

This is important information. Don't make the easy assumption that this is just a repeat of the title. It's used by the VMS verifier to double-check that you chose the right Opportunity. It's also a way for you to communicate with the VMS verifier when you are unsure of your choice of Opportunity.

6. Total

The only total that is useful here is the number under the AT Hours column.

Note that the unapproved hours show here as well; however, these hours will not show in your log book summary until they have been approved.

C: VH Entries

Below are a few log entries for different types of Volunteer Hours Opportunities

Each time you record hours on a new VH Opportunity, you'll get a new section of information, with the title, heading, entry, and summary.

So, if you like trying a lot of new things, you'll have a lot of these separate sections. This is absolutely OK, just be warned that your Log book may be long.

NTX: Administrative Work							
North Texas Master Naturalists	Approval Status	Approved Hours	TMN Hours	Admin Activity	Service Performed	Mileage round trip	
08 Jan 2017	Yes, Approved	0	0.5	Hours Management	Hours approval	0	
15 Feb 2017	Yes, Approved	0	1	Hospitality	Made cornbread for t	0	
15 Feb 2017	Yes, Approved	0	0.5	Hours Management		0	
07 Mar 2017	Yes, Approved	0	2.5	Hours Management	Reviewed & appro	0	
08 Mar 2017	Yes, Approved	0	1	Hours Management	Meeting to discuss h	0	
08 Mar 2017	Yes, Approved	0	1	Hospitality	Cookies	0	
Total	N/A	0	6.5	Hours Management: 4 Hospitality: 2	N/A	0	
Reverchon Park Restoration							
North Texas Master Naturalists	Approval Status	Approved Hours	TMN Hours	Service Performed	Specialization	Mileage round trip	Trail Milk
04 Mar 2017	Yes, Approved	0	2.5	Lead a group to remo		0	0
Total	N/A	0	2.5	N/A		0	0
Twelve Hills Nature Center:							
North Texas Master Naturalists	Approval Status	Approved Hours	TMN Hours	Service Performed	Specialization	Mileage round trip	Trail Milk
22 Jan 2017	Yes, Approved	0	3	Remove invasive hone		0	0
26 Feb 2017	Yes, Approved	0	3	Trimmed lantana, wee		0	0
21 Mar 2017	Yes, Approved	0	3.25	Weeded front butterf		0	0
<input checked="" type="checkbox"/> 13 May 2017	Not Yet Approved	0	2.5	Planning next volunt		0	0
Total	N/A	0	11.75	N/A		0	0

1. Opportunity Name

This is the Opportunity you selected from the survey drop down, give or take a few characters.

The dates under the Opportunity are the dates that you reported spending time on the Volunteer Opportunity.

2. Approval Status

The Status is either 'Yes. Approved' or 'Not Yet Approved'.

If the activity is less than 45 days ago, it will have a square in front of it, as shown above for the May 13th 'Twelve Hills Nature Center'. This indicates that you may edit or delete it, which will be described more in the section under E: Editing.

If it's unapproved and more than 45 days ago, that means that your VMS verifier is busy volunteering elsewhere and you may want to send a reminder note.

3. Approved Hours

Ignore this since it does not apply to Master Naturalists.

4. TMN Hours

Simply, the amount of time you spent Volunteering for the Opportunity.

5. Admin Activity

First of all, note that this Opportunity begins with 'NTX:'. These are usually for chapter administration and committee activities. The Texas Parks and Wildlife Department requires that we report subtasks for these Opportunities. This column lists which subtask you reported.

Secondly, note that the same column for the regular VH Opportunity below this NTX one is different.

Thirdly, note that the totals for these NTX Opportunities are not in the same column as the VH one.

6. Service Performed

First of all, note that the 'Service Performed' information is in different columns for NTX and regular VH entries.

This information is what you entered in the box labeled 'Describe your service or training' when you logged your hours for this Opportunity.

This is important information. Don't make the easy assumption that this is just a repeat of the title. It's used by the VMS verifier to double-check that you chose the right Opportunity. It's also a way for you to communicate with the VMS verifier when you are unsure of your choice of Opportunity.

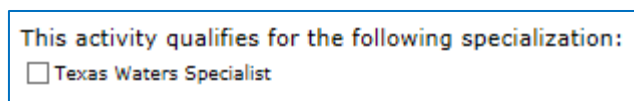
7. Mileage round trip

This column will have information only if you entered something into the 'What was the total number of miles you drove round trip?'

Note that this is solely for your records.

8. Specialization

Your Opportunity may have a checkbox for a specialization. If you check that box the column will have the specialization you selected. This part of the entry form looks like this:



This activity qualifies for the following specialization:
 Texas Waters Specialist

9. Trail Miles

This column will have information only if you selected 'Yes' for the question 'Do you have new trail miles to report?' In this case another form will appear for you to enter the miles.

10. Total

The value under the TMN Hours column is the most important and useful information in this row. It totals all your VH entries for the Opportunity shown.

It also totals all the mileage and trail miles you reported, if any.

Note that the unapproved hours show here as well; however, these hours will not show in your log book summary until they have been approved.

D: Edit Options

After all of the hours you entered for all of the Opportunities, there are two buttons –‘Edit Selected Record’ and ‘Delete Selected Record(s)’

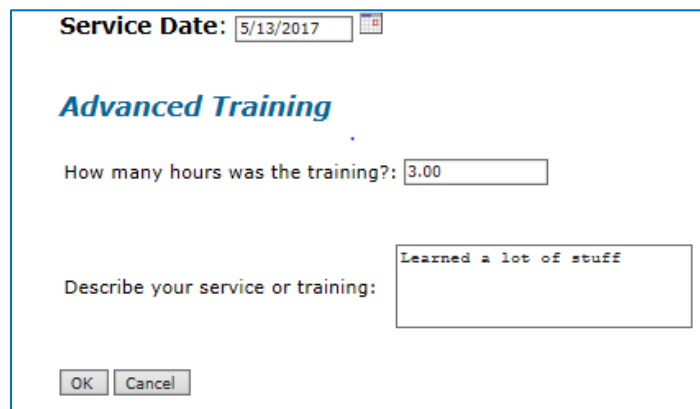
These only apply to Unapproved Records. These are shown with a square in front of them, as in the May 13th At and VH Opportunities above.

Delete:

Select the record you want to remove from your log book. A check will appear in the square in front of the record. Select the Delete button. Confirm that you want to delete and it should be gone.

Editing AT Entries:


The following screen will be displayed. Make the necessary changes, then select ‘OK’.
(This entry is being edited to add a better descriptive comment).



The screenshot shows a dialog box titled "Advanced Training". At the top, it says "Service Date:" followed by a text box containing "5/13/2017" and a small calendar icon. Below this is the title "Advanced Training" in a blue, italicized font. Underneath, there is a label "How many hours was the training?:" followed by a text box containing "3.00". Below that is a label "Describe your service or training:" followed by a larger text box containing the text "Learned a lot of stuff". At the bottom left of the dialog box are two buttons: "OK" and "Cancel".

Editing VH Entries:

The following screen will be displayed. Make the necessary changes, then select ‘OK’.

Service Date: 

Volunteer Hours

How many hours did you volunteer?
(To the nearest quarter hour, including travel time)

Describe your service or training:

This activity qualifies for the following specialization:
 Texas Waters Specialist

For your personal records....

What was the total number of **miles** you drove round trip?

Do you have impact data to add to the opportunity? No Yes
(Add only once per event)

Do you have **new** acreage to report? No Yes
(Add only once per event)

Do you have **new** trail miles to report? No Yes
(Add only once per event)

F: Summary

It is highly recommended that you limit the Summary section to one year, otherwise it is more confusing than usual.

You probably will be mostly interested in the AT and TMN hour summaries.

Log Book Summary	
AT Hours	10
Service Performed	N/A
TMN Hours	18.25
Admin Activity	Hours Management: 4
	Hospitality: 2
Mileage round trip	0
Specialization	
Trail Miles	0

1. **AT Hours**
This column totals all the Advanced Training hours that you have recorded and that have been approved for the time range you selected at the top of the Log book form.
2. **TMN Hours**
This column totals all the Volunteer Hours that you have recorded and that have been approved for the time range you selected at the top of the Log book form.
3. **Admin Activity**
These records list all the Administrative activities and hours that you have recorded and that have been approved for the time range you selected at the top of the Log book form.
4. **Mileage round trip**
If you have chosen to record the mileage you've driven for the VH activities, this displays your total recorded mileage for all approved activities for the time range you selected at the top of the Log book form.
5. **Specialization**
This sums all the Specialization hours that you have recorded and that have been approved for the time range you selected at the top of the Log book form.
6. **Trail Miles**
This sums all the Trail Miles that you have recorded and that have been approved for the time range you selected at the top of the Log book form.