

Where information below is not supplied refer to your original document. If not available, contact us via contacts form on iitime.org

School: <your school name> Username: <supplied> Password: <supplied>

Its Time Foundation, solar system records collection – very important

Contacts: Please email us, when head teacher, manager or other contacts change. Include Name, email and phone number of new contacts <Its Time mail contact you were provided> (include your username in the subject).

Every day: Please record the below information using the following pages. When you have internet access enter the data at www.iitime.org/reports Use the login and password above. If you have a problem, contact Its Time Foundation: <Its Time mail contact you were provided> (include your username in the subject).

Battery charge data:

Record the charge percentage twice each day: in the morning when you arrive at the school and again when you leave in the afternoon. Enter only whole numbers (round off the decimal place). Do not enter the % sign.



Generator run times:

When entering the morning reading, enter how many hours the school generator was used in the previous 24 hours. Indicate to the nearest quarter of an hour. Report as a decimal not minutes, for example, one and a quarter hours = 1.25. Enter 0 if the generator did not run.

Outages (times system stopped)

If the system has stopped working add a note and check it the following day. If still failed, email <Its Time mail contact you were provided> (include your username in the subject) and provide as much detail as you can.

Weather conditions:

When entering the afternoon reading approximate the cloud cover for that day: less than 1 hour of cloud or 1 to 4 hours of cloud or more than 4 hours.

Type of day:

Indicate if the day is a school day, weekend or holiday. If the school is not occupied during school holidays, it is okay to miss those days.

To get more printable copies of the data entry pages visit here and click Doc & Links:

<Its Time link for your school that you were provided>

Monthly Updates:

You will receive an email each month, inviting you to answer some questions. This update allows us to keep contact with the school and understand better how the solar system is performing and assisting the school.

Under the solar system agreement, the school has committed to provide this information to Its Time Foundation. This information is important because it allows us to understand how your system is performing. We can then consider future modifications and maintenance to provide the best results for the school.

We hope the school takes this responsibility in good faith. If the school does not collect and report the data, Its Time Foundation will not be available to assist with future maintenance costs of the system or otherwise help the school.

