

Duty Hours - Log

Modified on: Fri, Mar 2, 2018 at 1:05 PM

Overview

Residents can easily log their Duty Hours either online or on a smart phone or tablet. They can indicate start and end times, what activity they were doing, and the location of the activity.

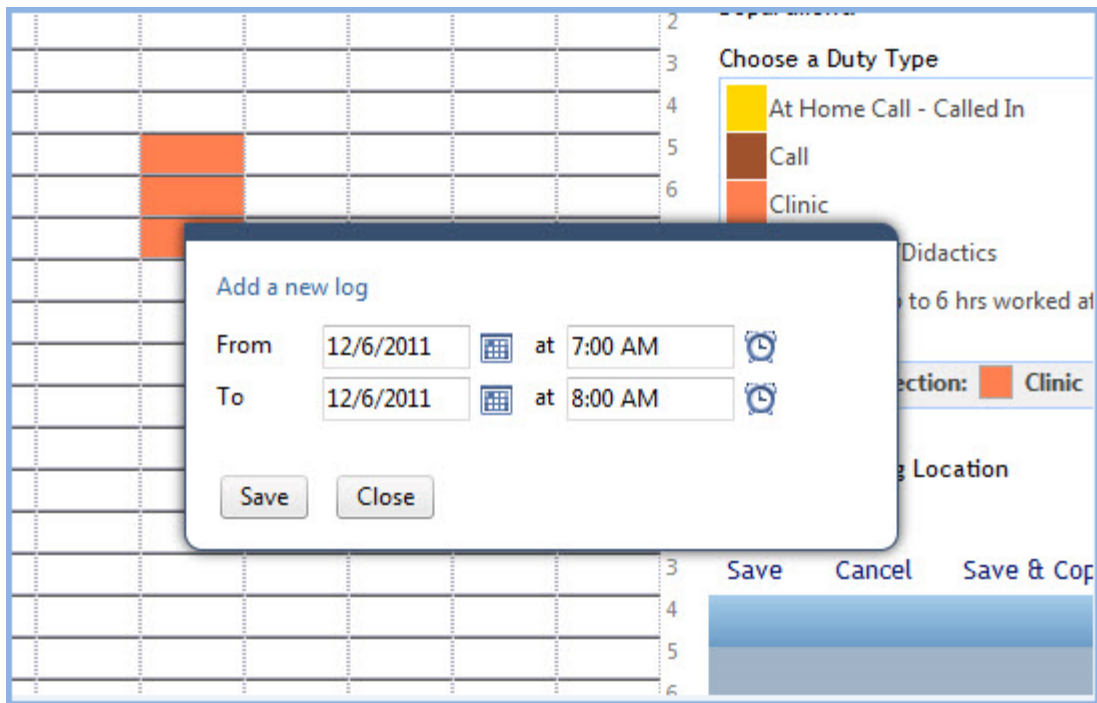
Enter Duty Hour Logs Online

When residents log in to New Innovations, they will see a duty hours panel on their Home Page. This panel displays information about hours they have logged for the last four weeks. It also provides them with a link, **Log My Hours**, to take them right to the logging page.

7/10/2011 - 8/3/2011				
Week	Hours	V/L	Calls	
Jul 10 - Jul 16		72.0	0	1
Jul 17 - Jul 23		72.0	0	1
Jul 24 - Jul 30		72.0	0	1
Jul 31 - Aug 03	No Hours	0.0	0	0
9 day(s) off				
Rotation Information		Log My Hours >		
AN:ANESTHESIA-EM (Anesthesiology) 7/1/2011 - 7/31/2011				
JAS:SURG:TRAUMA-GH (JAS Surgery) 8/1/2011 - 8/31/2011				

Hours can also be logged by going into the Duty Hours module:

1. Go to *Duty Hours > Log Hours*
2. Click the Duty Type or Assignment Definition from the list on the right side of the page
3. Optional: Choose Training Location
4. Log Hours:
 1. Click and drag the cursor over the cells that represent the time worked
 2. Right + Click the cells on a day you want to log hours for and Set the Exact Date and Time
5. Click **Save**



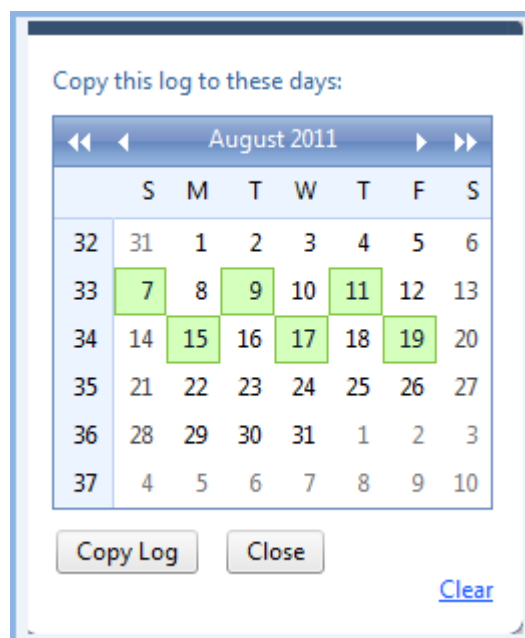
(https://help.new-innov.com/w/gme/index.php/File:Dh_precision_logging.jpg)

Locations

If you are required to enter the location where you worked, please select the location **before** entering the logs or the location will not save.

Copy a Log to Multiple Days

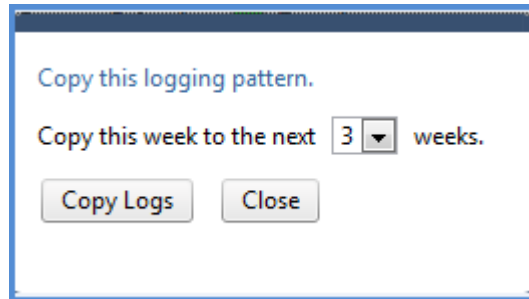
1. Right+Click the log you want to copy
2. Select **Copy Log**
3. Click the days you want to copy the log to
4. Click **Save**



https://help.new-innov.com/w/gme/index.php/File:Dh_log_multiple.png

Copy a Week of Duty Hour Logs to Other Weeks

1. Log a week of duty hours
2. Click **Save & Copy**
3. Select the number of weeks forward you want to copy this week to
4. Click **Copy Logs**

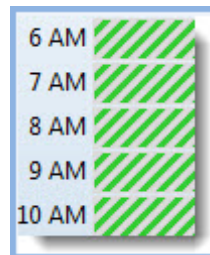


https://help.new-innov.com/w/gme/index.php/File:Dh_copy_logs.png

- To erase an entry, click any active cell to delete the entry.
- To apply an entry to multiple dates, right-click it and select the appropriate days on the calendar.

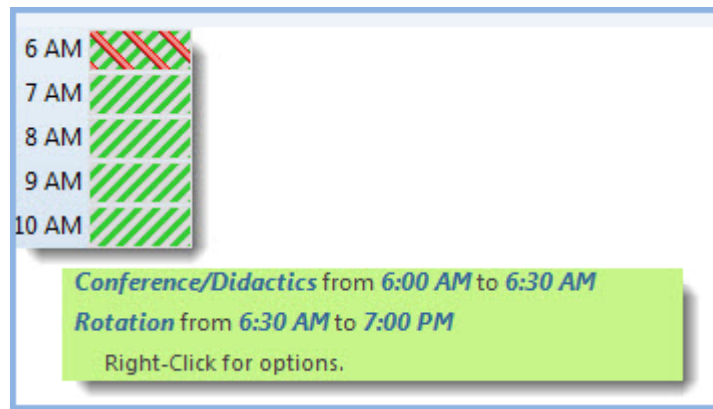
Navigation and Preferences

Previously saved logs are indicated with a hatch pattern and can be edited by right-clicking any cell that is part of the entry.



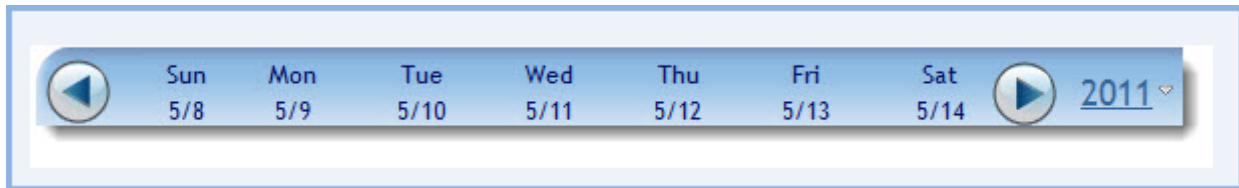
https://help.new-innov.com/w/gme/index.php/File:Dh_log_saved.jpg

If there is more than one log in a cell, you will see red hash marks. Hover over the cell to see a description of the logs it contains.



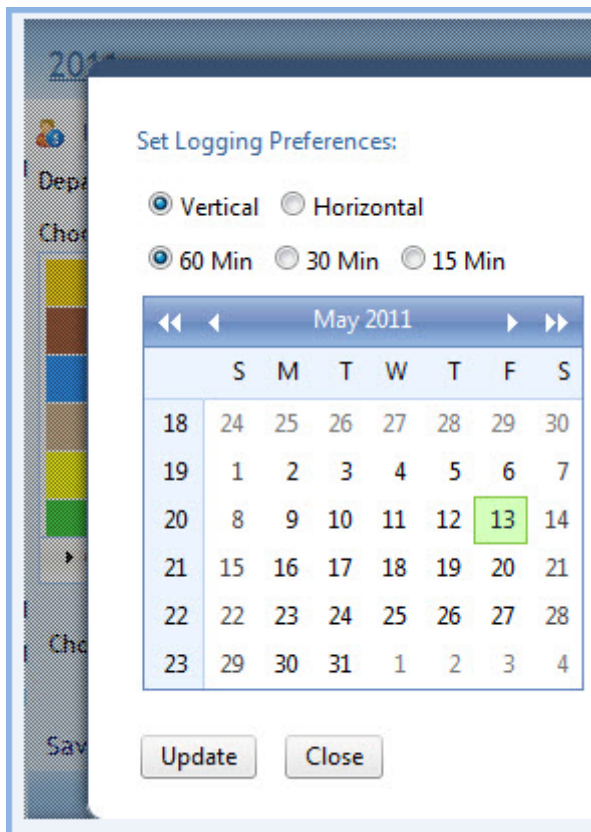
(https://help.new-innov.com/w/gme/index.php/File:Dh_log_overlap.jpg)

Click the navigation arrows in the corner of the timeline to advance to the next week or return to the prior week.



(https://help.new-innov.com/w/gme/index.php/File:Dh_log_navigate.jpg)

Click the year or Preferences to set logging preferences and use a calendar to navigate to a different date.



Click **Edit in Bulk** to adjust all the details for all previously saved entries for the current week.

Click **Cancel** to delete all unsaved entries.

Click **Preferences** to select dates and set logging preferences.

Hours cannot be logged to a locked date range unless a user has privileges to override the lock. To adjust locked entries, contact the administrator listed below the Schedule Lock Notice.

Rule Violations on the Entry Grid

Entries that cause violations to the rules configured for a department will be outlined in red on the entry grid.