



NEW INNOVATIONS

Resident Training Guide

This training presentation is designed to introduce the **Residency Management Suite** to new users

This presentation covers the following topics:

- > [Login](#)
- > [Username & Password](#)
- > [Log Duty Hours](#)
- > [Online Help and Support](#)

Login at www.new-innov.com

Navigate to the main New Innovations site

Click the [CLIENT LOGIN](#) link



Institutional Login

Client Login

Please enter your Institution's login.

NIMC

submit

New Innovations, Inc.
3743 Boettler Oaks Drive • Suite B • Uniontown, OH 44685
330.899.9954 /ph • 330.899.9855 /fx
sales@new-innov.com

ABOUT US • LETTER FROM THE PRESIDENT
RESIDENCY MANAGEMENT SUITE • REFERENCES • CONTACT US

- ✓ Enter your institution's designated login acronym ("VU")
- ✓ Login should be entered in **ALL CAPS**
- ✓ Click **submit**

Username and Password



Institution Login

Username

Password

Login information is case-sensitive

[Login](#) | [Cancel](#)

[Forgot Your Password?](#)

User accepts sole and complete responsibility for information entered.
Verify the accuracy of this information before use.

 Add to Favorites

Enter your User Name and Password:

User Name: your VUNet ID

Password: your first initial and your last name

lower case letters and no spaces


(unless otherwise specified by an administrator)

then click [Login](#)

Click **Add to Favorites** to add this page to your browser favorites for a quicker login process in the future

Welcome Page

After completing login you will be directed to your Department Welcome Page which provides an overview of all your activity


**NEW INNOVATIONS**
residency management suite


a **new innovation** in medical software


[Main](#) [Change Password](#) [Help](#) [Log Out](#)

Department/Division: **Department of Medicine/DM-Internal Medicine** Friday, October 12, 2007

Username: **brallgood** (change) Logged into: **CDEMO** [Save Page Layout](#)

Welcome: Bradley Allgood M.D. 

Department of Medicine/DM-Internal Medicine 



Ni Alerts and Information

- [Recent Software Enhancements](#) (latest release on 9/26/2007)
- Visit new-innov.com for more news and information.
- Visit [NI Conferences](#)

System-Wide Notices (1)

- All information in this database is entirely fictitious. All personnel and institutional details are intended for demonstration purposes only. Any similarity to any person or organization is merely coincidental.

Department Notices (2)

- [Click Here](#) to access **Department Manuals**
- Please [Contact Parking Services](#) for your monthly parking passes at 555-5654

Notifications

Curriculum

- You have unconfirmed curriculum to review. Click here to [View your Rotations and review the Curriculum](#)

Evaluations

Notifications

Pay attention to the following notice areas:

- ✓ **Department Notices** from the Administration
- ✓ Notice for **Curriculum** review and confirmation
- ✓ Notice for **Evaluations** that need to be completed
- ✓ Notice for **Duty Hours** that require signoff
- ✓ Notice for **Scholarly Activities Contributions** that need to be accepted or refused

Department Notices (2)

- [Click Here](#) to access Department Manuals
- Please [Contact Parking Services](#) for your monthly parking passes at 555-5654

Notifications

Curriculum

- You have unconfirmed curriculum to review. Click here to [View your Rotations and review the Curriculum](#)

Evaluations

- You have 10 evaluations to complete. Click here to [complete them](#).
- Click here to [request a person to evaluate you](#).

Duty Hours

- Click here to [signoff on your Duty Hours](#).

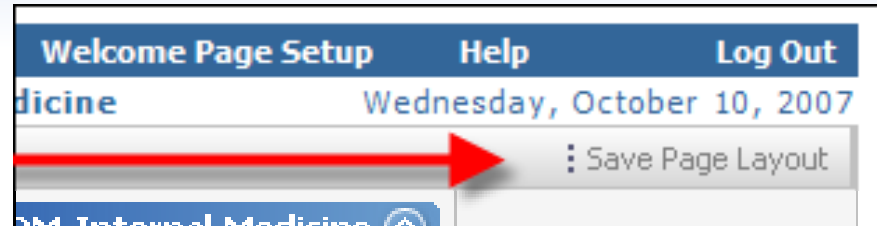
Scholarly Activity Contributions

- You have been listed as a contributor on 1 Scholarly Activity. Click here to [accept or refuse your contribution](#).

[End of Notifications]

Customize Page Layout

You can customize the Welcome Page Layout by dragging items where you wish and then clicking [Save Page Layout](#)

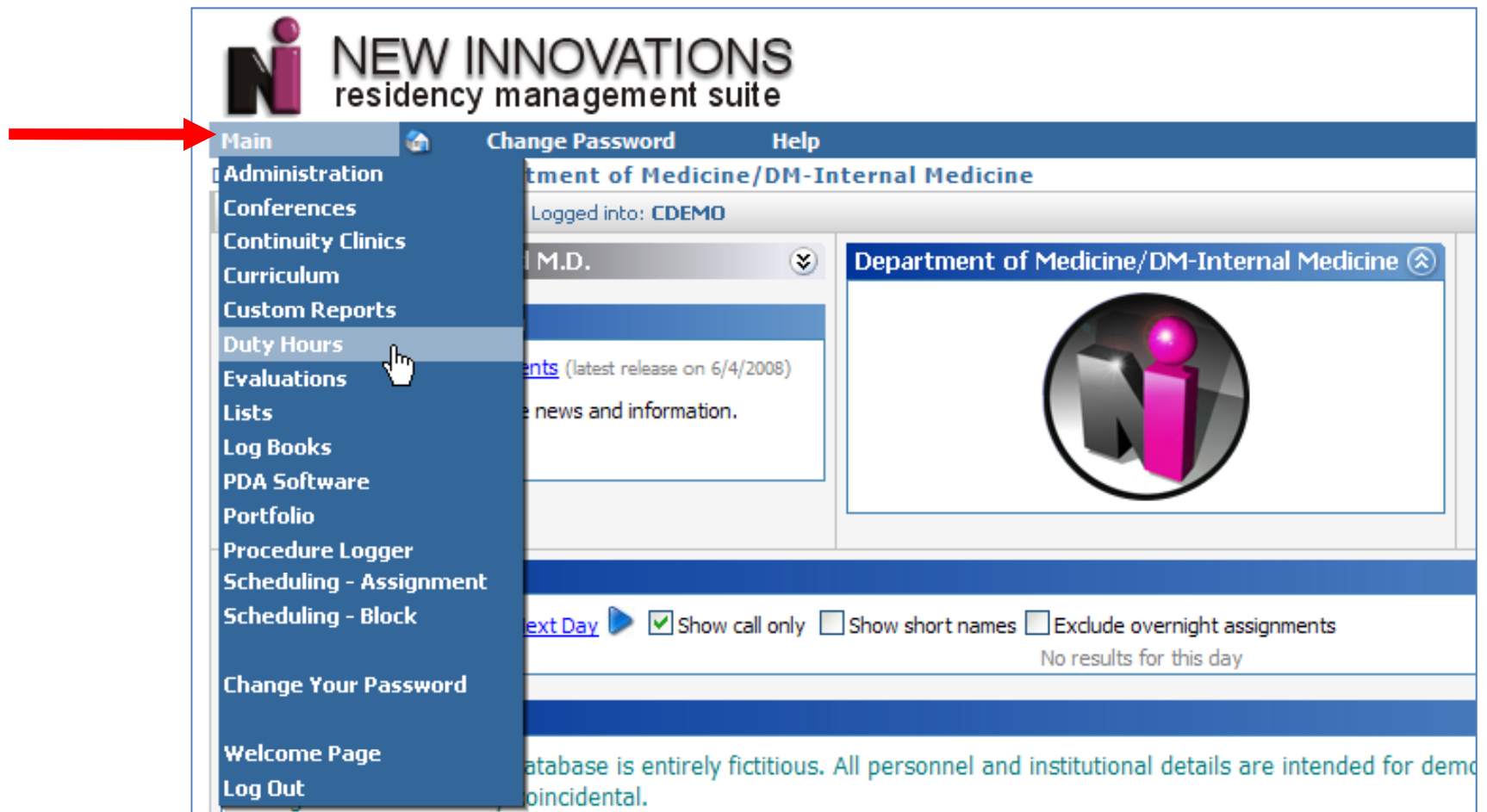


Sections, such as "My Favorites", can be collapsed by clicking on the double arrow icon, or you can manage the favorite links by clicking on [Add/Remove](#)

A screenshot of the 'My Favorites' section. The title 'My Favorites' is at the top left. A list of favorite links follows: 'My Evaluation Results', 'Completed Evaluations (about me and by me)', 'Log My Duty Hours', 'My Procedure Log', 'My Procedure Log Report', 'My Log Books', 'My Continuity Clinic Log', 'My Assignment Schedule', 'My Rotation Schedule', 'Conference Calendar', 'My Conference Attendance Report', and 'Information Listing/Group Emails'. At the bottom right of the list, there are three links: 'Add/Remove', 'Restore Defaults', and 'Display Order'. Two red callout boxes with arrows provide instructions: one points to the 'Add/Remove' link with the text 'Click Add/Remove to adjust which favorite links will appear', and another points to a double-up arrow icon in the top right corner of the 'My Favorites' box with the text 'Click to collapse from view'.

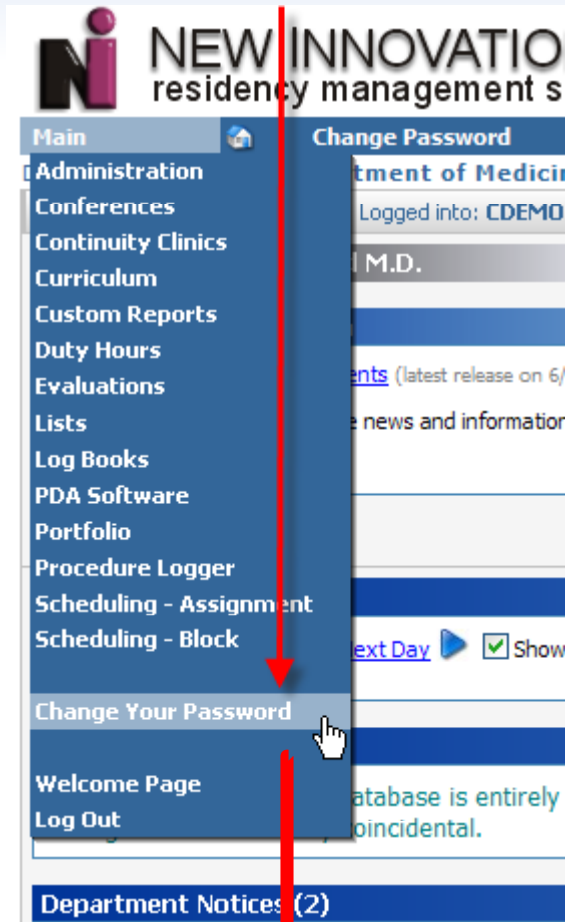
Navigating

Navigate through the software by clicking on the **Main** menu and selecting an area you wish to work in



Change Password

- ✓ Select **Main > Change Your Password**
- ✓ You can change both your Username and Password according to the restrictions listed under the Username and Password Complexity Requirements
- ✓ Once entered, click **Save**

A screenshot of the 'Change Your Password' form. The form has a header with 'Main', 'Change Password', 'Help', and 'Log Out' links. Below the header, it says 'Change Your Password' and 'Department of Medicine/DM-Internal Medicine'. The form includes a section for 'Password Last Changed On 10/25/2006 9:21:23 AM'. There are three input fields: 'Username' (containing 'jdoe'), 'New Password' (masked with dots), and 'Confirm New Password' (masked with dots). To the right of these fields are two sections: 'Username Requirements' and 'Password Complexity Requirements'. At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Questions? Forgot your password?' link. A red arrow from the previous image points to this form.

Duty Hours


To Add Duty Hours, go to [Main](#) > [Duty Hours](#)

The default data entry method will appear which is set by your department.
Switch **Data Entry Views** with the links located on the entry page.

My Duty Hours

:: Department of Medicine/DM-Internal Medicine

[Add Duty Hours](#) [Approve Existing Hours](#) [View My Duty Hours](#) [Signoff My Duty Hours](#)

**Graphical Data Entry**
Using a week-long timeline, you will log your hours by clicking and dragging your mouse pointer across a graphical timeline shading in your hours worked.

Data Entry Views
[1 Single-Day](#) | [31 Multi-Day](#) | [Graphical](#) | [V Vacation/Leave](#)

Timeline Increment

Timeline Orientation ☒ Horizontal ☐ Vertical

<< September 2007 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6


Step 1: Set your timeline preferences

Step 2: Click on a day in the Calendar

☒ **Next time, bypass this page and take me straight to the timeline**

You're ready to start logging!

Step 3: Click **Continue** to begin.


[Continue](#) 


Change the duty hour entry method according to your preferences

Graphical Timeline Preferences

The Graphical Data Entry View requires setting Timeline Preferences prior to use.

- ✓ Select Timeline **Increment** to determine chart divisions
- ✓ Choose Horizontal or Vertical **Orientation** for display
- ✓ Check the **bypass** option to skip the timeline setup in the future.
- ✓ Select the day of the week you wish to add hours and click [Continue](#)

**Graphical Data Entry**
Using a week-long timeline, you will log your hours by clicking and dragging your mouse pointer across a graphical timeline shading in your hours worked.

Data Entry Views
[1 Single-Day](#) | [31 Multi-Day](#) |  **Graphical** | [V Vacation/Leave](#)

Timeline Increment

Timeline Orientation ☒ Horizontal ☐ Vertical

<< **September 2007** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6


Step 1: Set your timeline preferences above, or keep the defaults.

Step 2: Click on a day in the Calendar to identify the week you wish to log hours for.

☒ **Next time, bypass this page and take me straight to the timeline**

You're ready to start logging!

Step 3: Click **Continue** to begin.

[Continue](#) 

Choose Increment and Orientation Preferences

Check Bypass option and click Continue

Graphical Entry

Choose the specifics for the duty hour entry and click the blocks to indicate time worked. Hours that have been previously saved are displayed in gray and cannot be edited from this screen. Repeat steps for other types of hours you wish to log and then click [Save](#).

Allgood, Bradley M.D. PRG 1

Program: Internal Medicine

Rotation(s): DM:IM:AMB (Department of Medicine/DM-Internal Medicine)

Sunday, September 16, 2007 - Saturday, September 22, 2007

[Change Timeline Preferences](#) | [Log Vacation/Leave](#)

To log your hours, click the cell representing your start time and drag along the timeline until you reach your end time. You may also, while holding down the Shift key on your keyboard, click the cell representing the start time and click again on the cell representing the end time.

Choose a Duty Type

Call

Choose Training Location

NI Medical Center

☒ Highlight ☐ Erase

Morning / AM


Afternoon - Evening / PM





	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sun 9/16																								
Mon 9/17																								
Tue 9/18																								
Wed 9/19																								
Thu 9/20																								
Fri 9/21																								
Sat 9/22																								

Select duty/assignment worked and location (if required). A random color indicator is assigned for contrast purposes only.

Single Day Entry

- ✓ Select Duty/Assignment
- ✓ Choose to enter by **Start & Duration** - OR - by **Start & End Time**
- ✓ Include optional comments and click [Add Hours](#)

 **Single-Day Data Entry**
Use this view to log your duty hours one day at a time.

Data Entry Views
 [Single-Day](#) |  [Multi-Day](#) |  [Graphical](#) |  [Vacation/Leave](#)

Entering hours on behalf of:

Entering hours worked in this Department/Division:

Duty Type:

Training Location:

☒ Date/Time/Duration

Start Date: Time:


Duration: (hh:mm)


☐ Date & Time/Date & Time

Start Date: Time:

End Date: Time:


Comment [optional]





 [Add Hours](#)

 [Clear All](#)

Multi-Day Entry

- ✓ Select Duty/Assignment
- ✓ Enter **Start & Duration** and **Select Dates**
- ✓ Include optional comments and click [Add Hours](#)

**Multi-Day Data Entry**
Using a multi-select calendar, you can add the same duty to your log for multiple days at a time.

Data Entry Views
 [Single-Day](#) |  **Multi-Day** |  [Graphical](#) |  [Vacation/Leave](#)

Entering hours on behalf of:

Entering hours worked in this Department/Division:

Duty Type:

Training Location:

Start time: (hh:mm am/pm)


Duration of duty: (hh:mm)


Comment [optional]

Select the days for which these hours will be recorded

<< October 2007 >>

>>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
>>	30	1	2	3	4	5	6
>>	7	8	9	10	11	12	13
>>	14	15	16	17	18	19	20
>>	21	22	23	24	25	26	27
>>	28	29	30	31	1	2	3
>>	4	5	6	7	8	9	10


[Add Hours](#)


[Clear All](#)


Hold Ctrl key for multiple selections

Vacation/ Leave Hours

To enter Vacation Leave either:

- ✓ Click the Vacation/leave link on the entry screen header
- ✓ OR Select **My Duty Hours** > **Add Hours** > **Vacation/Leave**

Set the vacation details and click on the calendar for the **FIRST** day of the vacation and the **LAST** day then click [Save](#)

**Vacation/Leave Data Entry**


Select your first day of vacation/leave from the calendar on the left and the last day using the calendar on the right. Clicking the save button will create a log for each day of your specified vacation/leave.


Data Entry Views
[1 Single-Day](#) | [31 Multi-Day](#) | [Graphical](#) | [V Vacation/Leave](#)

Entering Vacation/Leave on behalf of:

Start Time of each log:

Duration of each log: 24 hour maximum

 **First day of Vacation/Leave**

 **Last day of Vacation/Leave**

<< December 2007 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

<< December 2007 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

[Save](#) | [Cancel](#) | [Clear](#)

use calendar in first column to enter **First day** of vacationuse calendar in second column to enter **Last day** of vacation

View My Duty Hours

To view hours entered select **My Duty Hours** > **View My Hours**

Each continuous period of time logged appears as a single entry per row

- ✓ Logs entered by the user will marked with “Res” in the source column
- ✓ Logs entered by Administration are marked with “Admin”
- ✓ Logs generated by the Assignment Schedule are marked with “Sched”

View My Duty Hours

[Show Hours in Chart](#)

View Hours From: 10/1/2007 To: 10/31/2007 [Update Table](#)

10/1/2007 - 10/31/2007

[Edit Range of entries that begin on:](#) 10/1/2007

[All](#) | [None](#) | [Invert](#)

	Day	Start	End	Duty Type	Assignment	*Last Checked	Source	Approved By	Hours		
<input type="checkbox"/> Edit	Mon	10/1/2007 9:00 AM	10/1/2007 12:00 PM	Shift		unknown	Admin	Admin	3.00	Comments	Details
<input type="checkbox"/> Edit	Wed	10/3/2007 7:00 AM	10/3/2007 11:00 AM	Call		10/11/2007 4:30:56 PM	Admin	Res	4.00	Comments	Details
<input type="checkbox"/> Edit	Thu	10/4/2007 7:00 AM	10/5/2007 7:00 AM	Vacation/Leave	Vacation	unknown	Sched	Admin	24.00	Comments	Details
<input type="checkbox"/> Edit	Fri	10/5/2007 7:00 AM	10/6/2007 7:00 AM	Vacation/Leave	Vacation	unknown	Sched	Admin	24.00	Comments	Details
<input type="checkbox"/> Edit	Sat	10/6/2007 7:00 AM	10/7/2007 7:00 AM	Vacation/Leave	Vacation	unknown	Sched	Admin	24.00	Comments	Details
<input type="checkbox"/> Edit	Sun *	10/7/2007 7:00 AM*	10/8/2007 7:00 AM*	Vacation/Leave *	Vacation	unknown	Sched		24.00	Comments	Details
<input type="checkbox"/> Edit	Mon *	10/8/2007 12:00 AM*	10/8/2007 11:59 PM*	Vacation/Leave *	Vacation	unknown	Sched		23.98	Comments	Details
<input type="checkbox"/> Edit	Mon *	10/8/2007 9:00 AM*	10/8/2007 1:00 PM*	Clinic *	Clinic AM *	unknown	Sched		4.00	Comments	Details
<input type="checkbox"/> Edit	Tue	10/9/2007 9:00 AM	10/9/2007 12:00 PM	Clinic	Clinic - AM	10/11/2007 4:30:56 PM	Sched		3.00	Comments	Details
<input type="checkbox"/> Edit	Wed *	10/10/2007 7:00 AM*	10/10/2007 11:00 AM*	Call *		10/11/2007 4:30:56 PM	Admin	Admin	4.00	Comments	Details

Edit Duty Hours

To edit duty hours, click on the edit link in front of the entry you wish to change. Edit the start time, or adjust the duration and then click **Approve**.

<input type="checkbox"/> Edit	Tue	10/9/2007 5:00 AM	10/9/2007 12:00 PM	Clinic
<input type="checkbox"/> Edit	Wed *	10/10/2007 7:00 AM*	10/10/2007 11:00 AM*	Call *
<input type="checkbox"/> Edit	Wed *	10/10/2007 9:00 AM*	10/10/2007 12:00 PM*	Clinic *

If you did not work those projected hours, click on the **Did Not Work** button. If you entered the log, you may also delete on this page.

Edit Duty Hours

Hours Recorded For: **Allgood, Bradley** [More Details](#)

Entering hours worked in this Department/Division:

Duty Type:

Training Location:

Start date:

Start time: (hh:mm am/pm)

Duration of duty: (hh:mm)

Add New Comment [optional] [View/Edit Existing Comments \(0\)](#)

Edit a Range of Duty Hours

To edit a range duty hours, enter the first date of the range and click **Edit Range of entries that begin on:**

View My Duty HoursShow Hours in Chart

View Hours From: 10/1/2007 To: 10/31/2007

10/1/2007 - 10/31/2007

Edit Range of entries that begin on: 10/1/2007

All | None | Invert

	Day	Start	End	Duty Type	Assignment	*Last Checked	Source	Approved By	Hours	
<input type="checkbox"/>	Mon	10/1/2007 9:00 AM	10/1/2007 12:00 PM	Shift		unknown	Admin	Admin	3.00	Comments Details
<input type="checkbox"/>	Wed	10/3/2007 7:00 AM	10/3/2007 11:00 AM	Call		10/11/2007 4:30:56 PM	Admin	Res	4.00	Comments Details
<input type="checkbox"/>	Thu	10/4/2007 7:00 AM	10/5/2007 7:00 AM	Vacation/Leave	Vacation	unknown	Sched	Admin	24.00	Comments Details
<input type="checkbox"/>	Fri	10/5/2007 7:00 AM	10/6/2007 7:00 AM	Vacation/Leave	Vacation	unknown	Sched	Admin	24.00	Comments Details

Edit the start times, adjust the duration and then click select the action. Click **Save** or **Save and go to Next Week** to continue.

Monday, October 01, 2007 to Sunday, October 07, 2007

Action	Day	Start	End	Duty Type	Training Location	Hours	Approv By
<div>Edit/Approve</div>	Mon	10/1/2007 9:00 AM	10/1/2007 12:00 PM	Shift	NI Medical Center	3.00	Admin
<div>Edit/Approve Did Not Work</div>	Wed	10/3/2007 7:00 AM	10/3/2007 11:00 AM	Call	NI Medical Center	4.00	Res
<div>No Action</div>	Thu	10/4/2007 7:00 AM	10/5/2007 7:00 AM	Vacation/Leave	---	24.00	Admin
<div>Edit/Approve</div>	Fri	10/5/2007 7:00 AM	10/6/2007 7:00 AM	Vacation/Leave	---	24.00	Admin
<div>Edit/Approve</div>	Sat	10/6/2007 7:00 AM	10/7/2007 7:00 AM	Vacation/Leave	---	24.00	Admin
<div>Edit/Approve</div>	Sun *	10/7/2007 7:00 AM	* 10/8/2007 7:00 AM	* Vacation/Leave	---	24.00	

[Save](#) | [Save and go to Next Week](#) | [Cancel and Return](#)

Reviewing Edits

Once you have edited your hours, you may view them in table format from the main Duty Hours viewing page.

If you indicated that you **Did Not Work** a set of hours, you will see **green DNW tag** appear on the entry row.

View My Duty Hours

View Hours From: 10/9/2007

To: 10/12/2007

Update Table

[Show Hours in Chart](#)

10/9/2007 - 10/12/2007

[All](#) | [None](#) | [Invert](#)

	Day	Start	End	Duty Type	Assignment	*Last Checked	Source	Approved By	Hours	
<input type="checkbox"/>	Edit	Tue	10/9/2007 9:00 AM	10/9/2007 12:00 PM	Clinic	Clinic - AM	10/11/2007 4:30:56 PM	Sched	3.00	Comments Details
<input type="checkbox"/>	Edit	Wed	10/10/2007 7:00 AM	10/10/2007 11:00 AM	Call		10/11/2007 4:30:56 PM	Admin Admin	4.00	Comments Details
<input type="checkbox"/>	Edit	Wed	10/10/2007 9:00 AM DNW	10/10/2007 9:00 AM DNW	Clinic DNW	Clinic - AM	10/11/2007 3:42:41 PM	Sched Res	0.00	Comments Details
<input type="checkbox"/>	Edit	Thu	10/11/2007 9:00 AM	10/11/2007 12:00 PM	Clinic	Clinic - AM	10/11/2007 4:30:56 PM	Sched	3.00	Comments Details
<input type="checkbox"/>	Edit	Fri	10/12/2007 9:00 AM	10/12/2007 12:00 PM	Clinic	Clinic - AM	10/11/2007 4:30:56 PM	Sched	3.00	Comments Details

[Export to Excel](#)

Approve Selected Entries

Did Not Work

Approving Hours

You may need to approve hours you logged ahead of time that are now past or any hours that were automatically logged from the assignment schedule.

- ✓ Click the **Approve Existing Hours** link on the entry screen
- ✓ Place a check in the box in front of the hours you wish to approve and click the **Approve Selected Entries** button

Approve My Duty Hours

View All Unapproved Hours From: 9/9/2007 To: 10/12/2007 Update Table

9/9/2007 - 10/12/2007

All | None | Invert

	<a>Day	<a>Start	<a>End	<a>Duty Type	<a>Assignment	<a>*Last Checked	<a>Source	<a>Approved By	<a>Hours	
<input type="checkbox"/>	<a>Edit	Sun *	10/7/2007 7:00 AM*	10/8/2007 7:00 AM*	Vacation/Leave * Vacation	unknown	Sched		24.00	<a>Comments <a>Details
<input type="checkbox"/>	<a>Edit	Mon *	10/8/2007 12:00 AM*	10/8/2007 11:59 PM*	Vacation/Leave * Vacation	unknown	Sched		23.98	<a>Comments <a>Details
<input type="checkbox"/>	<a>Edit	Tue	10/9/2007 9:00 AM	10/9/2007 12:00 PM	Clinic	Clinic - AM	10/11/2007 4:30:56 PM	Sched	3.00	<a>Comments <a>Details
<input type="checkbox"/>	<a>Edit	Thu	10/11/2007 9:00 AM	10/11/2007 12:00 PM	Clinic	Clinic - AM	10/11/2007 4:30:56 PM	Sched	3.00	<a>Comments <a>Details
<input type="checkbox"/>	<a>Edit	Fri	10/12/2007 9:00 AM	10/12/2007 12:00 PM	Clinic	Clinic - AM	10/11/2007 4:30:56 PM	Sched	3.00	<a>Comments <a>Details

Export to Excel

Approve Selected Entries Did Not Work

Signoff Notification

Administration may set up a **Duty Hours Signoff** period, which will require a confirmation that you have properly entered duty hours for that block of time.

Signoff notifications appear on the Welcome Page.

Click the [signoff on your Duty Hours](#) link to complete signoff confirmation.

Notifications

Curriculum

- You have unconfirmed curriculum to review. Click here to [View your Rotations and review the Curriculum](#)

Evaluations

- You have 11 evaluations to complete. Click here to [complete them](#).
- Click here to [request a person to evaluate you](#).


Duty Hours

- Click here to [signoff on your Duty Hours](#).

Scholarly Activity Contributions

- You have been listed as a contributor on 1 Scholarly Activity. Click here to [accept or refuse your contribution](#).

[End of Notifications]



You may also reach duty hour signoff confirmation by selecting:

Main > **Duty Hours** then **My Duty Hours** > **Signoff My Duty Hours**

Signoff Confirmation

To signoff and confirm entry for a period of time:

- ✓ Place an check in the box to the left of the interval
- ✓ Click [Sign off](#)

Signoff My Duty Hours

You have not indicated that your Duty Hours are complete for the following intervals:
[All](#) | [None](#) | [Invert](#)

<input checked="" type="checkbox"/>	By checking this box you are confirming that you have completed entering your duty hours for August
<input type="checkbox"/>	By checking this box you are confirming that you have completed entering your duty hours for September

[Sign Off](#)

New Innovations Residency Management Suite ©1995-2007 New Innovations, Inc.

Getting Help

New Innovations provides regularly updated Online Help Documentation, Step-By-Step Guides, and Training Webinars in its Support Center. Click **Help** on any page to access it.




New Innovations - Residency Management Suite


Support Center

Training Department Notifications


- [ERAS Import Recommended Procedures](#)
- ["Preparing for the New Academic Year" Webinar available](#)
- [Uploading Photos from ERAS](#)
- [Evaluations Menu Changed on 4-15-08](#)




Contact Us
Submit a Support Request form to our Support Staff.



Additional Tools
Additional administrative support materials.




Quick Start Guides
Use these step-by-step guides, written with brief instructions and illustrated with plenty of visual examples.



Training Webinars
View full online training sessions recorded by our Training Staff through this subscription service.



FAQ's
Browse the Frequently Asked Questions to see answers to common problems and issues




Glossary
Print version of important terminology and concepts used throughout the RMS.

Help and Support

Users can submit support requests and have questions answered by the New Innovations support staff. Select **Contact Us** in the Support Center

Contact New Innovations

:: File a Support Request

**Contact Us**
Submit a Support Request form to our Support Staff.

New Support Request

* Your Name:	Bradley Allgood
* Your E-Mail Address:	demomain@new-innov.com
* Your Phone Number:	(555) 985-1220
* Your Department/Division:	DM-Internal Medicine
* RMS Module:	Procedure Logger
* Request Summary (up to 50 characters):	My Supervisor Does Not Appear in the List
* Request Details (up to 8000 characters):	When I try to select Banjou Bhashan as a supervisor, he isn't in the list.

* a red asterisk indicates required

[Submit Request](#)

Complete the **New Support Request** form including plenty of details to assist us with the troubleshooting process. Once submitted, a NI trainer will contact you.

Please Note: if your request involves issues such Logging in, schedules, evaluations, etc., please **contact your residency program coordinator for assistance.**

Getting Help -- GME

For on campus support and help, please call or email:

The office of Graduate Medical Education

Eric Lin at 615-322-4916.

eric.lin@vanderbilt.edu

Thank you for using New Innovations

