

Purpose: How to add Duty Hour logs, log Vacation Hours, view/edit Duty Hours and approve hours.

Requirements: Administrators must have level 5 or 6 privileges in Duty Hours and the module must be configured to allow level 5 users to add or edit hours on behalf of others. Residents and fellows must have level 2 privileges in Duty Hours to log hours.

Adding Duty Hours

1. Go to Select **Main > Duty Hours > Log My Hours**
2. The **default data entry view** as configured by the administrator is displayed although any other method of logging may be chosen.

Graphical Entry

Make selections from the start page:

1. Choose **timeline increment** of 15 minutes, 30 minutes or 60 minutes
2. Choose **horizontal** or **vertical** grid
3. Select the **date** to start logging
4. To skip this page, check the box *'Next time, bypass this page and take me straight to the timeline'*
5. Click **Continue**

Log hours:

1. Click on the **Duty Type** or **Assignment Definition** from the list on the right side of the page
2. Choose **Training Location** (if required)
3. Record details of the duty hour entry by **clicking and dragging** the cursor over the cells that represent the time worked.
4. **Erase** mistakes by **dragging the cursor back over** the painted cells.
5. Cells with **previously saved entries** display with hash marks through them.
6. Click **Save**

Multi-Day Entry

1. Select either the **Duty Type** or **Assignment Definition**
2. Select **Training Location** (if required)
3. Enter the **Start** time
4. Enter the **Duration** of the duty
5. Select the days on the calendar that apply to the duty entry (Hold the Ctrl key for multiple selections)
6. Click **Add Hours** to save the entry
7. Log entries are displayed directly below the entry form.

Single-Day Entry

1. Select either the **Duty Type** or **Assignment Definition**
2. Select **Training Location** (if required)
3. Select either the **Duration** or **Start/Stop** entry option and detail the time worked.
4. Click **Add Hours** to save each entry
5. Log entries will be displayed directly below the entry form.

Logging Vacation Hours

1. Go to **My Duty Hours > Add Hours > Vacation/Leave**
2. Select the **first day** of the vacation from the calendar on the left
3. Select the **last day** of the vacation from the calendar on the right.
4. Select a start date on the calendar on the left only for single day vacation
5. Click **Save**

Edit a Single Duty Hour Log

1. Go to **My Duty Hours > View My Hours**
2. Click **Edit** next to the entry to be modified
3. Make necessary edits
4. Click **Approve** button to confirm and save changes

Edit Multiple Entries

1. Go to **My Duty Hours > View My Hours**
2. Click the **Edit In Bulk** button
3. From the dropdown list, select an **action**
4. Make necessary edits
5. Click **Save** or **Save and Go to Next Week**

Approving Duty Hours

1. Go to **My Duty Hours > Approve My Hours**
2. Select the date range to view
3. Click the **Update** link
4. Put a check beside the entries to approved
5. Click **Approve Selected Entries** or **Did Not Work**