



Log Time (Duty Hours)

1. From the Home page, the Log Time tool is located under the **Tasks** section as shown in the red outlined box below:

The screenshot shows the E*Value user interface. At the top, there is a navigation bar with tabs for Home, Evaluations, Time Tracking, and Reports. Below this is a secondary navigation bar with 'Home Page' and 'Other Tasks'. The main content area is titled 'Welcome to E*Value' and contains several sections:

- My Information:** A box containing user details such as email, rank (MS4), and roles (Student).
- Urgent Tasks:** A section with a red warning icon and a link to 'Complete Pending Evaluations (2)'.
- Tasks:** A section where the 'Log Time' link is highlighted with a red rectangular box.
- Appropriate Treatment in Medicine Initiative:** A link with a '(New)' tag and a brief description.
- Institutional Learning Objectives:** A link with a '(New)' tag.
- E*Value Help Desk & Concern Reporting:** A link with a '(New)' tag and a brief description.
- Personal Calendar:** A calendar view for the week of June 3rd to 9th, with a 'View myCalendar' button at the bottom.

2. After clicking the Log Time tool, you will be brought to the “Log New Case” page:

- a. Required fields are marked with a red asterisk *

Log Time

Select criteria from the fields then click on day(s) in the small calendar to record time entry. 

* Indicates a required field.

User *

Rocky Balboni - TEST

Task *

Clinical and/or Educational W ▼

Course * scheduled courses only

Please select... ▼

Site * scheduled sites only

Select course first ▼

Start and End time *

6:00pm ▼ to 2:00am (8 hrs) ▼

Enter a comment about the shift (optional)

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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

- Planned Duty Hours Unplanned Duty Hours In-House Call Vacation and other Non-Duty Hours

October 2017		Duty Hours for Rocky Balboni - TEST						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS	
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		
							 Total: 0.00 hours	

Task*: Select appropriate Task:

- **Clinical and/or Educational Work** includes Didactic Hours
- **In-House Call** is overnight call after working in the day
- **Night Float** is night time work hours when not working in the day
 - Ex: Mon-Fri 6pm-7am

Rotation*: Select the appropriate rotation

Site*: Select the appropriate site

Start and End Time*: Select the appropriate start and end times associated with the time being logged

Date Selection: Select the appropriate date on the smaller Calendar to the right. This will confirm your entry and populate the larger Calendar in the lower portion of the screen.

3. To delete an existing entry, click the delete entry icon on the Calendar in the lower portion of the screen:

October 2017								10/13/2017		Duty Hours for Rocky Balboni - TEST	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS				
1	2	3	4	5	6	7					
8	9	10	11	12	13 In-House Call Family Medicine Clerkship 6:00pm-...	14 In-House Call Family Medicine Clerkship ...-2:00am		8.00 hours Total: 8.00 hours			
15	16	17	18	19	20	21					
22	23	24	25	26	27	28					
29	30	31	1	2	3	4					

8.00 hours
Total: 8.00 hours

Deleting an Entry

To delete an entry, click on the delete entry



icon then click the **OK** button in the confirmation prompt.

Any questions/concerns related to E*Value can be directed to the [E*Value Help Desk](#)