Log Time (Duty Hours)

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

2. After clicking the <u>Log Time</u> 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 ▼]

<	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

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)
[   ]

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

< | > October 2017 [10/01/2017] 📅					**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   o *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	
						❷ 8.00 hours ❷ 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