

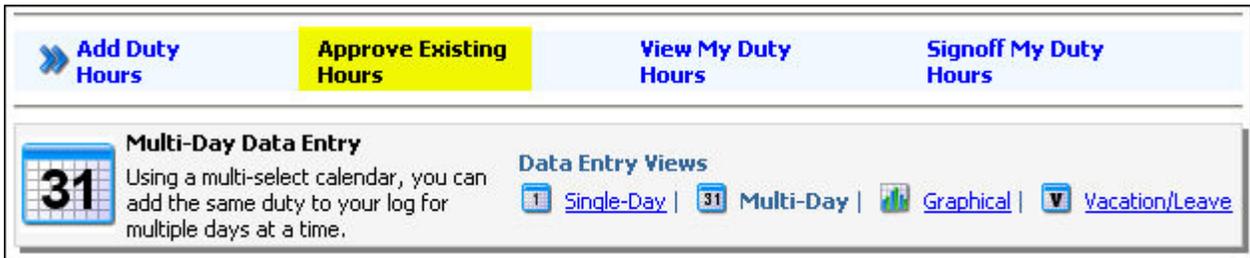
New Innovations - Duty Hours

Edit/Approve Duty Hours

Assignments that appear in your Assignment Schedule will also appear in the Duty Hours module where you may edit, approve or mark them as 'Did Not Work.'

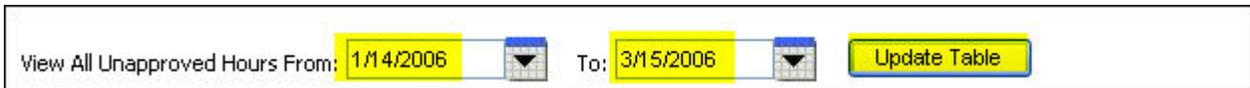
Select Main > Duty Hours.

1. Select the Approve Existing Hours link.



The screenshot shows a navigation bar with four buttons: 'Add Duty Hours' (with a right-pointing arrow), 'Approve Existing Hours' (highlighted in yellow), 'View My Duty Hours', and 'Signoff My Duty Hours'. Below this is a section for 'Multi-Day Data Entry' featuring a calendar icon with the number '31' and the text: 'Using a multi-select calendar, you can add the same duty to your log for multiple days at a time.' To the right, under 'Data Entry Views', there are four options: 'Single-Day' (with a '1' icon), 'Multi-Day' (with a '31' icon and highlighted in yellow), 'Graphical' (with a bar chart icon), and 'Vacation/Leave' (with a 'V' icon).

3. If necessary, enter a date range to restrict the unapproved or conflicting logged Duty Hours to display, and then click the Update Table button.



The screenshot shows a filter for 'View All Unapproved Hours From: 1/14/2006' and 'To: 3/15/2006', both dates are highlighted in yellow. Each date is followed by a calendar icon. To the right is a yellow 'Update Table' button.

4. Where appropriate, place a check in one or more of the checkboxes located to the left of the entries. Then click the **Edit**, **Approve Selected Entries** or the **Did Not Work** button.

A red asterisk (*) indicates that the entry conflicts with an existing entry (time periods overlap).

Text in *bold red* indicates the entry has caused a Duty Hour rule exception.

Hours will not be automatically approved if they were logged for future dates or times, if they conflict with existing logged hours, or if they trigger a Duty Hour exception. Hours that trigger a Duty Hour exception CAN be approved, although you may want to enter an explanation in the *Comment* box. Conflicting Duty Hour entries must be resolved before the entry can be successfully approved.

1/14/2006 - 3/15/2006

All | None | Invert

	Day	Start	End	Duty Type	Assignment	*Last Checked	Source	Approved By	Hours		
<input type="checkbox"/>	Edit	Thu	3/2/2006 2:00 PM	3/2/2006 3:00 PM	Clinic	ID:Urgent Care_AD	3/14/2006 1:51:57 PM	Sched		1.00	Comments Details
<input checked="" type="checkbox"/>	Edit	Fri	3/3/2006 2:00 PM	3/3/2006 3:00 PM	Clinic	ID:Urgent Care_AD	3/14/2006 1:51:57 PM	Sched		1.00	Comments Details
<input checked="" type="checkbox"/>	Edit	Sat	3/4/2006 2:00 PM	3/4/2006 3:00 PM	Clinic	ID:Urgent Care_AD	3/14/2006 1:51:57 PM	Sched		1.00	Comments Details
<input type="checkbox"/>	Edit	Sun *	3/5/2006 9:00 AM*	3/5/2006 10:00 AM*	Clinic *	ID:AM Clinic_AD	3/14/2006 1:51:57 PM	Sched Res		1.00	Comments Details
<input type="checkbox"/>	Edit	Sun *	3/5/2006 9:00 AM*	3/5/2006 10:00 AM*	Clinic *	test for location	3/14/2006 1:51:57 PM	Admin		1.00	Comments Details

[Export to Excel](#)

Approve Selected Entries Did Not Work

Bulk Edit Duty Hours

1. Select the Bulk Edit function from this location:

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

'View My Duty Hours': Select Edit Range of entries that begin on: and choose a date to define the week range.

2. Once the Duty Hour Bulk Editor page loads, make preferred adjustments and modifications to dates, times, duty types and locations for each entry.

Action	Day	Start	End	Dut	
Edit/Approve <input type="button" value="v"/>	Sun	11/18/2007 <input type="button" value="v"/>	3:00 AM	11/18/2007 <input type="button" value="v"/> 4:00 PM	Ce
Edit/Approve	Mon	11/19/2007 <input type="button" value="v"/>	8:00 AM	11/19/2007 <input type="button" value="v"/> 7:00 PM	Cli
Delete	Tue	11/20/2007 <input type="button" value="v"/>	8:00 AM	11/20/2007 <input type="button" value="v"/> 7:00 PM	Cli
Did Not Work					
No Action					

3. Choose an Action for each modification. (see Edit Actions below)

4. Click **Save** or **Save and Go to Next week** to continue bulk edits.

Action	Description
Edit/Approve	Saves modifications and approves the entry.
Delete	Removes the entry from the user's duty hour log.
Did Not Work	Marks entry to indicate that the user did not work the hours that have been assigned to you. Entries will appear with a DNW notation
No Action	This option does not perform any action on the selected item. Users can select this option to insure against any incidental or accidental changes made while editing.