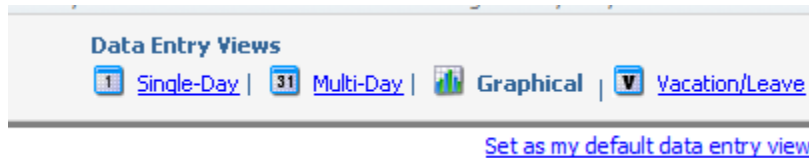


# New Innovations - Duty Hours

## Log Duty Hours

1. Select Main > Duty Hours or click Log My Hours at the bottom of the *My Duty Hours* panel on your Home page.

Users may click a Data Entry view to select a different entry screen.



Clicking *Set as my default data entry view* will set the current view as the entry screen users will see each time they log in.

2. Select an increment of time from the Timeline Increment drop-down box and the Timeline Orientation.

Check *Next time, bypass this page and take me straight to the timeline* option to skip this selection screen in the future and go directly to logging grid.

Timeline Increment

Timeline Orientation  Horizontal  Vertical

February 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
1	2	3	4	5	6	7
8	9	10	11	12	13	14


**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](#) 

3. Click any day in the calendar to begin logging hours for that week and click **Continue**.

A graphical display of existing logged duty hours is displayed below these choices.

Select any month and click the *Update* option to refresh the graph.

4. Choose the **Duty** or **Assignment** from the drop-down list or selection panel (orientation will determine which control appears) and, if necessary, select a Training Location.

## HORIZONTAL Selection

Enter hours worked in this Department/Division:

Choose a Duty Type:

Choose Training Location:

## VERTICAL Selection

Enter hours worked in this Department/Division:

Choose a Duty Type

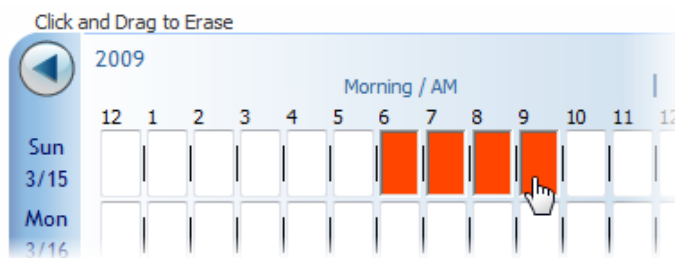
Duty

Vacation/Leave

▶ Current Selection:  Duty

Choose Training Location:

- Click the cell representing the start time of the log entry and drag to the end time.



To erase an entry, click any active cell to delete the entry.

Previously saved logs are indicated with a gray hatch pattern.

Saved logs may be edited by double clicking any cell that is part of the entry.



Log entries with an *overlap conflict* are indicated with a red cross hatch pattern.



- Repeat steps to record additional log entries; then, click Save.