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.

   ![Data Entry Views]

   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.

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.
5. 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.

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