New Innovations

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Using your cell phone:

Log In

1. Enter www.new-innov.com
2. Click Client Login
3. Enter your institution, username and password
4. Tap Log In
5. Institution: vcme (lowercase)
6. Username: first initial last name (no spaces or comma)
7. Password: first initial last name (no spaces or comma)

- If this is your first time logging into New Innovations, you’ll be prompted to change your password.
- Tap Remember Password to have your device remember your password.
- Tap Forgot Your Password to reset your password.
Conference Attendance

Didactics are scheduled at DMC Monday – Friday in the Garden Room on the 1st Floor near Out Patient.

- Attendance is expected at 100% unless on vacation
- Use the GoToMeeting QR Code up to 15 minutes before the scheduled conference or after the meeting has started
- If you forget or are unable to use the QR code to check in email on of the chiefs. They have higher privileges in New Innovations and can make that you were present.

![QR Code](image-url)

*Figure 3 - QR Code*

When logged in, attendees are presented with a screen displaying conferences they are scheduled to attend that are currently in process or that start within the next 15 minutes. They 'check in' for the conference they are attending.

This screen confirms check

![Conference Screen](image-url)

*Figure 4 - Conference Screen*

![You're checked in!](image-url)

*Figure 5 – You’re checked in!*
Enter Duty Hours

1. Tap Duty Hours
2. Tap Select Activity
3. The next screen displays the rotation, duty type and training location. Select your duty type and tap Done
4. Tap OK
5. Enter the date, start and end times
6. Tap Save

Overview

Residents can easily log their work hours either online or on a smart phone or tablet. They can indicate start and end times, what activity they were doing, and the location of the activity by going to Duty Hours > Log My Hours

Figure 6 - Select Log Hours
Enter Work Hour Logs Online

Hours can be logged by going into the Duty Hours module:

1. Go to Duty Hours > Log My Hours
2. Select an option that best describes how you spent your time from the list on the right side of the page. For Example: Clinic 3. Optional: Choose Training Location
3. Log Hours:
   a. Click and drag the cursor over the cells that represent the time worked
   b. Right + Click the cells on a day you want to log hours for and Set the Exact Date and Time
4. Click Save
Work hours – Locations – Multiple Days – Copy Weeks

Locations
If you are required to enter the location where you worked, please select the location before entering the logs or the location will not save.

Copy a Log to Multiple Days
1. Right click on the log you want to copy
2. Select Copy
3. Click the days you want to copy the log to
4. Click Save

Copy a Week of Logs to Other Weeks
1. Log a week of work hours
2. Click Save & Copy on the right of the page

Figure 8 - Select multiple dates
Navigation and Preferences

Previously saved logs are indicated with a hatch pattern and can be edited by right-clicking any cell that is part of the entry.

If there is more than one log in a cell, you will see red hash marks. Hover over the cell to see a description of the logs it contains.

Click the navigation arrows in the corner of the timeline to advance to the next week or return to the prior week.
Set Logging Preferences:

Click the year or Preferences to set logging preferences and use a calendar to navigate to a different date.

Click Edit in Bulk to adjust all the details for all previously saved entries for the current week.

Click Cancel to delete all unsaved entries.

Click Preferences to select dates and set logging preferences.

Hours cannot be logged to a locked date range unless a user has privileges to override the lock.
To adjust locked entries, contact the administrator listed below the Schedule Lock Notice
Rule Violations on the Entry Grid

Entries that cause violations to the rules configured for your program show red grid lines over the entry.

Add Reason for Violation and Comment

1. Go to Duty Hours > Violations
2. Click on a Rule in the Rule Column
3. Find the what caused this violation option and click the Add a Cause link
4. Select the reason from the drop-down list
5. Click Add
6. You may add another cause if needed
7. You may also leave a comment about the log by clicking View Comments
8. Add comment then Save Comment
Approve Hours

1. Go to Duty Hours > Log Hours
2. Click the View Hours tab
3. Check the box(es) for the entries that need approval. Use the box in the column header to check all entries. (Note: Review the 'Approved By' column for your entries. Any log in the past, that has nothing entered in the 'Approved By' column, needs to be approved.)
4. Click Approve

In the sample screenshot shown below, the resident has duty hour entries that need approved. The 'Approved By' column is blank indicating that these entries have not been approved yet. The Source column displays how the duty hour log was entered:

- If 'Res' appears in the Source column, the resident entered the log as future hours.
- If 'Sched' appears in the Source column, the log was automatically entered from the Assignment Schedule.

Once these dates have passed, the resident would need to check the boxes in front of the logs and click 'Approve.'