This training presentation is designed to introduce the Residency Management Suite to new users.

This presentation covers the following topics:

- Login
- Username & Password
- Log Duty Hours
- Online Help and Support
Login at **www.new-innov.com**

Navigate to the main New Innovations site

Click the **CLIENT LOGIN** link
Institutional Login

Enter your institution’s designated login acronym (“VU”)
Login should be entered in ALL CAPS
Click submit
Username and Password

Enter your User Name and Password:

User Name: your VUNet ID
Password: your first initial and your last name
lower case letters and no spaces
(unless otherwise specified by an administrator)
then click Login

Click Add to Favorites to add this page to your browser favorites for a quicker login process in the future.
Welcome Page
After completing login you will be directed to your Department Welcome Page which provides an overview of all your activity

System-Wide Notices (1)
- All information in this database is entirely fictitious. All personnel and institutional details are intended for demonstration purposes only. Any similarity to any person or organization is merely coincidental.

Department Notices (2)
- [Click Here](#) to access Department Manuals
- Please [Contact Parking Services](#) for your monthly parking passes at 555-5654

Notifications
Curriculum
- You have unconfirmed curriculum to review. Click here to [View your Rotations and review the Curriculum](#)

Evaluations
Notifications

Pay attention to the following notice areas:

✓ **Department Notices** from the Administration
✓ Notice for **Curriculum** review and confirmation
✓ Notice for **Evaluations** that need to be completed
✓ Notice for **Duty Hours** that require signoff
✓ Notice for **Scholarly Activities Contributions** that need to be accepted or refused
Customize Page Layout

You can customize the Welcome Page Layout by dragging items where you wish and then clicking **Save Page Layout**

Sections, such as “My Favorites”, can be collapsed by clicking on the double arrow icon, or you can manage the favorite links by clicking on **Add/Remove**

Click **Add/Remove** to adjust which favorite links will appear.

Click to collapse from view.
Navigating

Navigate through the software by clicking on the **Main** menu and selecting an area you wish to work in.
Change Password

- Select **Main > Change Your Password**
- You can change both your Username and Password according to the restrictions listed under the Username and Password Complexity Requirements
- Once entered, click **Save**
Duty Hours

To Add Duty Hours, go to **Main > Duty Hours**

The default data entry method will appear which is set by your department. Switch **Data Entry Views** with the links located on the entry page.

Change the duty hour entry method according to your preferences.
Graphical Timeline Preferences

The Graphical Data Entry View requires setting Timeline Preferences prior to use.

- Select Timeline **Increment** to determine chart divisions
- Choose Horizontal or Vertical **Orientation** for display
- Check the **bypass** option to skip the timeline setup in the future.
- Select the day of the week you wish to add hours and click **Continue**

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**One week timeline**

- **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.

**Step 3:** Click **Continue** to begin.

- Check **Next time, bypass this page and take me straight to the timeline** option
- You're ready to start logging!
- Click **Continue** to begin.
Graphical Entry

Choose the specifics for the duty hour entry and click the blocks to indicate time worked. Hours that have been previously saved are displayed in gray and cannot be edited from this screen. Repeat steps for other types of hours you wish to log and then click **Save**.

Select duty/assignment worked and location *(if required)*. A random color indicator is assigned for contrast purposes only.
Single Day Entry

- Select Duty/Assignment
- Choose to enter by **Start & Duration** - OR - by **Start & End Time**
- Include optional comments and click **Add Hours**
Multi-Day Entry

- Select Duty/Assignment
- Enter **Start & Duration** and **Select Dates**
- Include optional comments and click **Add Hours**

Using a multi-select calendar, you can add the same duty to your log for multiple days at a time.
Vacation/ Leave Hours

To enter Vacation Leave either:

 ✓ Click the Vacation/leave link on the entry screen header
 ✓ OR Select **My Duty Hours > Add Hours > Vacation/Leave**

Set the vacation details and click on the calendar for the **FIRST** day of the vacation and the **LAST** day then click **Save**

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**Vacation/Leave Data Entry**

Select your first day of vacation/leave from the calendar on the left and the last day using the calendar on the right. Clicking the save button will create a log for each day of your specified vacation/leave.

Use calendar in first column to enter **First day** of vacation.

Use calendar in second column to enter **Last day** of vacation.
View My Duty Hours

To view hours entered select **My Duty Hours > View My Hours**

Each continuous period of time logged appears as a single entry per row

- Logs entered by the user will marked with “Res” in the source column
- Logs entered by Administration are marked with “Admin”
- Logs generated by the Assignment Schedule are marked with “Sched”

<table>
<thead>
<tr>
<th>Day</th>
<th>Start</th>
<th>End</th>
<th>Duty Type</th>
<th>Assignment</th>
<th>Last Checked</th>
<th>Source</th>
<th>Approved By</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>10/1/2007 9:00 AM</td>
<td>10/1/2007 12:00 PM</td>
<td>Shift</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Wed</td>
<td>10/3/2007 7:00 AM</td>
<td>10/3/2007 11:00 AM</td>
<td>Call</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>Fri</td>
<td>10/5/2007 7:00 AM</td>
<td>10/5/2007 7:00 AM</td>
<td>Vacation/Leave</td>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
<td>24.00</td>
</tr>
<tr>
<td>Sat</td>
<td>10/7/2007 7:00 AM</td>
<td>10/7/2007 7:00 AM</td>
<td>Vacation/Leave</td>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
<td>24.00</td>
</tr>
<tr>
<td>Mon+</td>
<td>10/8/2007 7:00 AM</td>
<td>10/8/2007 11:59 PM</td>
<td>Vacation/Leave</td>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
<td>23.98</td>
</tr>
<tr>
<td>Mon+</td>
<td>10/8/2007 12:00 AM</td>
<td>10/8/2007 11:59 PM</td>
<td>Clinic</td>
<td>Clinic AM</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>Tue</td>
<td>10/9/2007 9:00 AM</td>
<td>10/9/2007 12:00 PM</td>
<td>Clinic</td>
<td>Clinic - AM</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Wed+</td>
<td>10/10/2007 7:00 AM</td>
<td>10/10/2007 11:30 AM</td>
<td>Call</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
</tr>
</tbody>
</table>
Edit Duty Hours

To edit duty hours, click on the edit link in front of the entry you wish to change. Edit the start time, or adjust the duration and then click Approve.

If you did not work those projected hours, click on the Did Not Work button. If you entered the log, you may also delete on this page.
Edit a Range of Duty Hours

To edit a range duty hours, enter the first date of the range and click **Edit Range of entries that begin on:**

Edit the start times, adjust the duration and then click select the action. Click **Save** or **Save and go to Next Week** to continue.
Reviewing Edits

Once you have edited your hours, you may view them in table format from the main Duty Hours viewing page.

If you indicated that you Did Not Work a set of hours, you will see green DNW tag appear on the entry row.
Approving Hours

You may need to approve hours you logged ahead of time that are now past or any hours that were automatically logged from the assignment schedule.

- Click the Approve Existing Hours link on the entry screen
- Place a check in the box in front of the hours you wish to approve and click the Approve Selected Entries button

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### Approve My Duty Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Start</th>
<th>End</th>
<th>Duty Type</th>
<th>Assignment</th>
<th>*Last Checked</th>
<th>Source</th>
<th>Approved By</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>10/7/2007 7:00 AM*</td>
<td>10/8/2007 7:00 AM*</td>
<td>Vacation/Leave * Vacation</td>
<td>unknown</td>
<td>Sched</td>
<td>24.00</td>
<td>Comments Details</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>10/8/2007 12:00 PM*</td>
<td>10/8/2007 11:59 PM*</td>
<td>Vacation/Leave * Vacation</td>
<td>unknown</td>
<td>Sched</td>
<td>23.98</td>
<td>Comments Details</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>10/9/2007 9:00 AM</td>
<td>10/9/2007 12:00 PM</td>
<td>Clinic</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
<td>Comments Details</td>
</tr>
<tr>
<td>Thu</td>
<td>10/11/2007 9:00 AM</td>
<td>10/11/2007 12:00 PM</td>
<td>Clinic</td>
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<td></td>
<td></td>
<td>3.00</td>
<td>Comments Details</td>
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<tr>
<td>Fri</td>
<td>10/12/2007 9:00 AM</td>
<td>10/12/2007 12:00 PM</td>
<td>Clinic</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
<td>Comments Details</td>
</tr>
</tbody>
</table>

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[Approve Selected Entries] [Did Not Work]
Signoff Notification

Administration may set up a Duty Hours Signoff period, which will require a confirmation that you have properly entered duty hours for that block of time.

Signoff notifications appear on the Welcome Page. Click the signoff on your Duty Hours link to complete signoff confirmation.

You may also reach duty hour signoff confirmation by selecting: Main > Duty Hours then My Duty Hours > Signoff My Duty Hours
Signoff Confirmation

To signoff and confirm entry for a period of time:

✓ Place an check in the box to the left of the interval
✓ Click **Sign off**
Getting Help

New Innovations provides regularly updated Online Help Documentation, Step-By-Step Guides, and Training Webinars in its Support Center. Click Help on any page to access it.
Help and Support

Users can submit support requests and have questions answered by the New Innovations support staff. Select **Contact Us** in the Support Center.

Complete the **New Support Request** form including plenty of details to assist us with the troubleshooting process. Once submitted, a NI trainer will contact you.

**Please Note:** if your request involves issues such as Logging in, schedules, evaluations, etc., please contact your residency program coordinator for assistance.
Getting Help -- GME

For on campus support and help, please call or email:

The office of Graduate Medical Education

Eric Lin at 615-322-4916.

eric.lin@vanderbilt.edu