

Residency Duty Reporting App User Manual

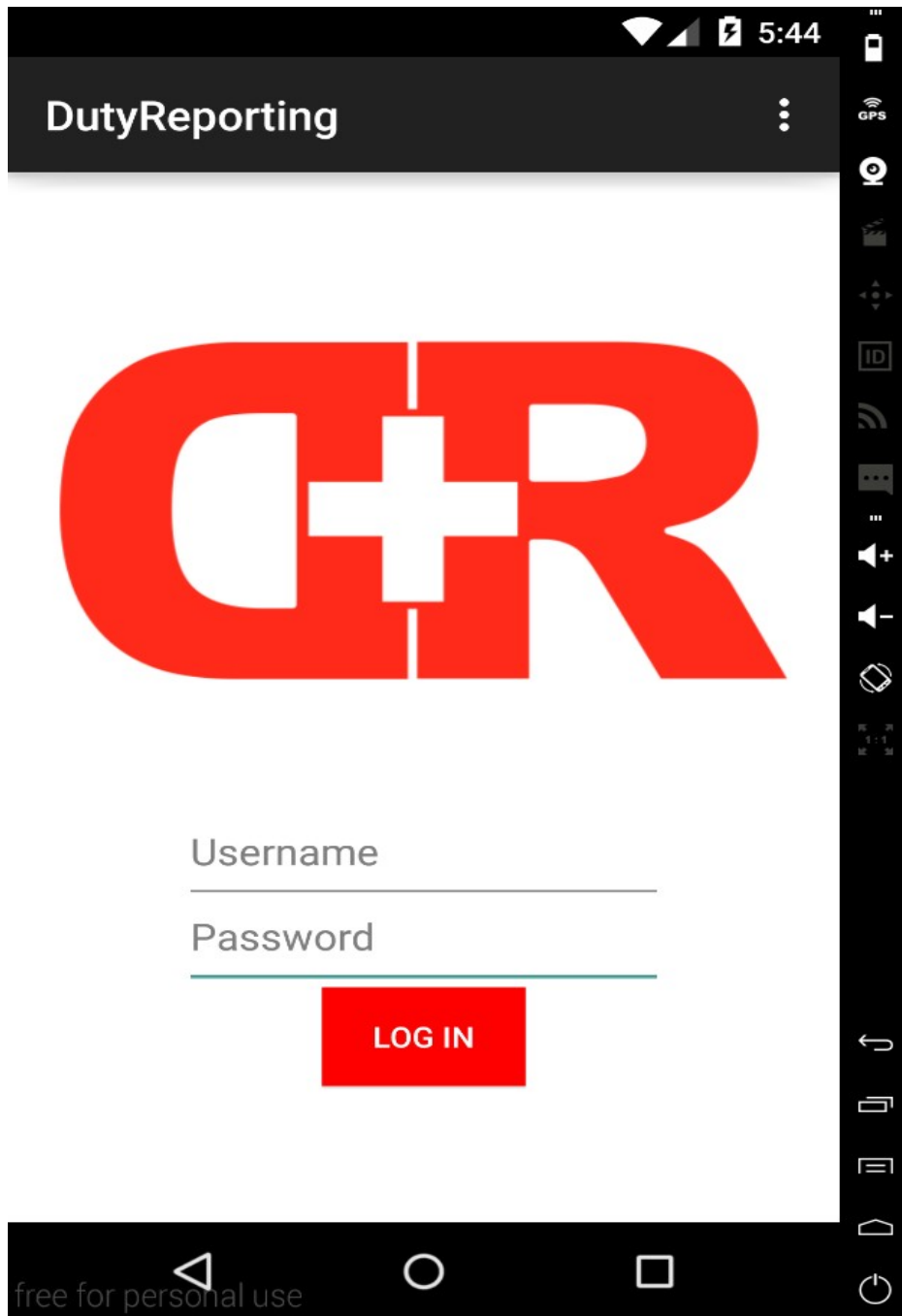


Figure 1: Log-In Screen

1. Opening the application takes you to a log-in screen with a field for user-name and password (Figure 1). After filling out the appropriate fields with a valid input click the “Log In” button to log-in.



Figure 2: Resident Welcome Screen

Resident/Intern: Checking-in and Checking-Out

2. As a resident or intern, logging in will take you to a screen with a check-in, check-out, a manual entry, stats, graphs, and shifts button (Figure 2).

3. The application will automatically check-in or check-out the user if they walk in/out of the locations. However, pressing the check-in and check-out buttons will also check you in/out if you are in a valid location. If you check-out the app will check your location in 15-20 minutes to check your location and send a friendly notification if you are still on-site.

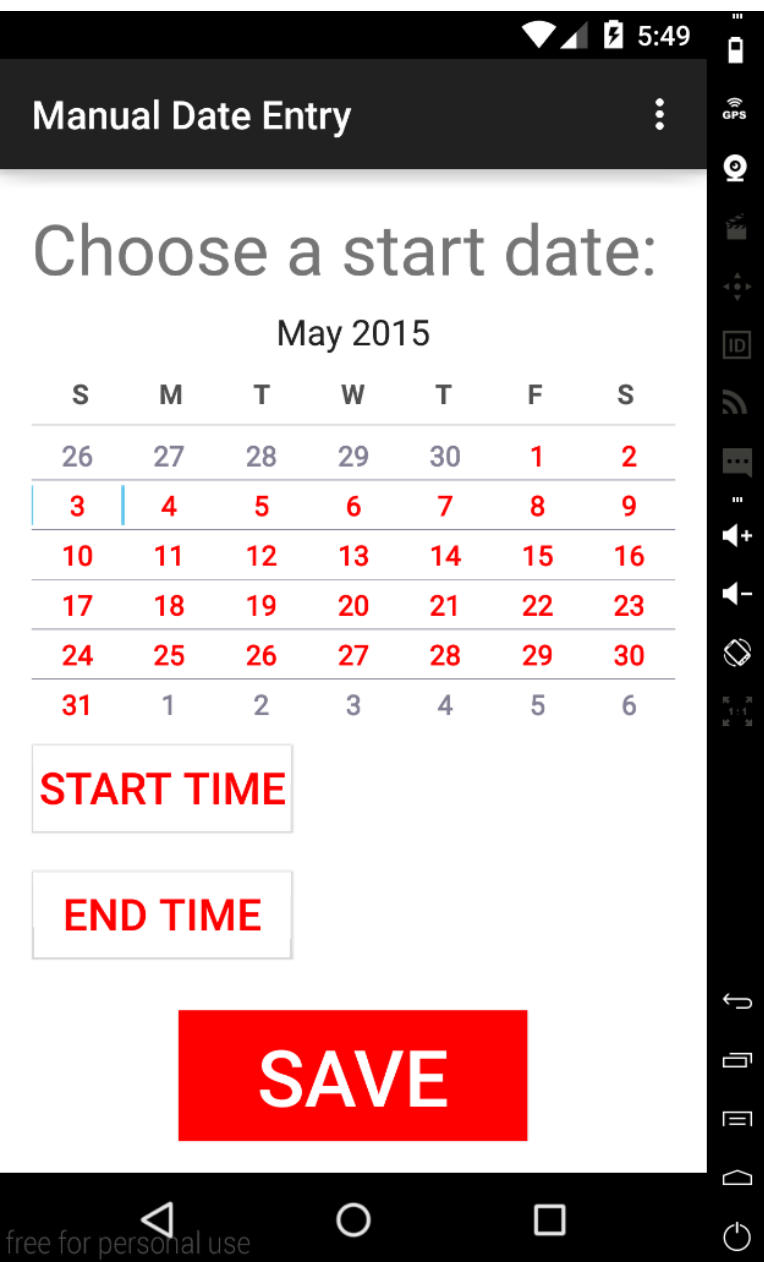


Figure 3: Manual Entry Screen

Resident/Intern: Manually Entering a Shift

4. Pressing the Manual Entry button will take you to a screen where you can choose a date, a start time, and a end time and save this shift if necessary (Figure 3)
5. You must choose a date, then choose a start time, then choose a end time. Clicking save will record that shift to your account.

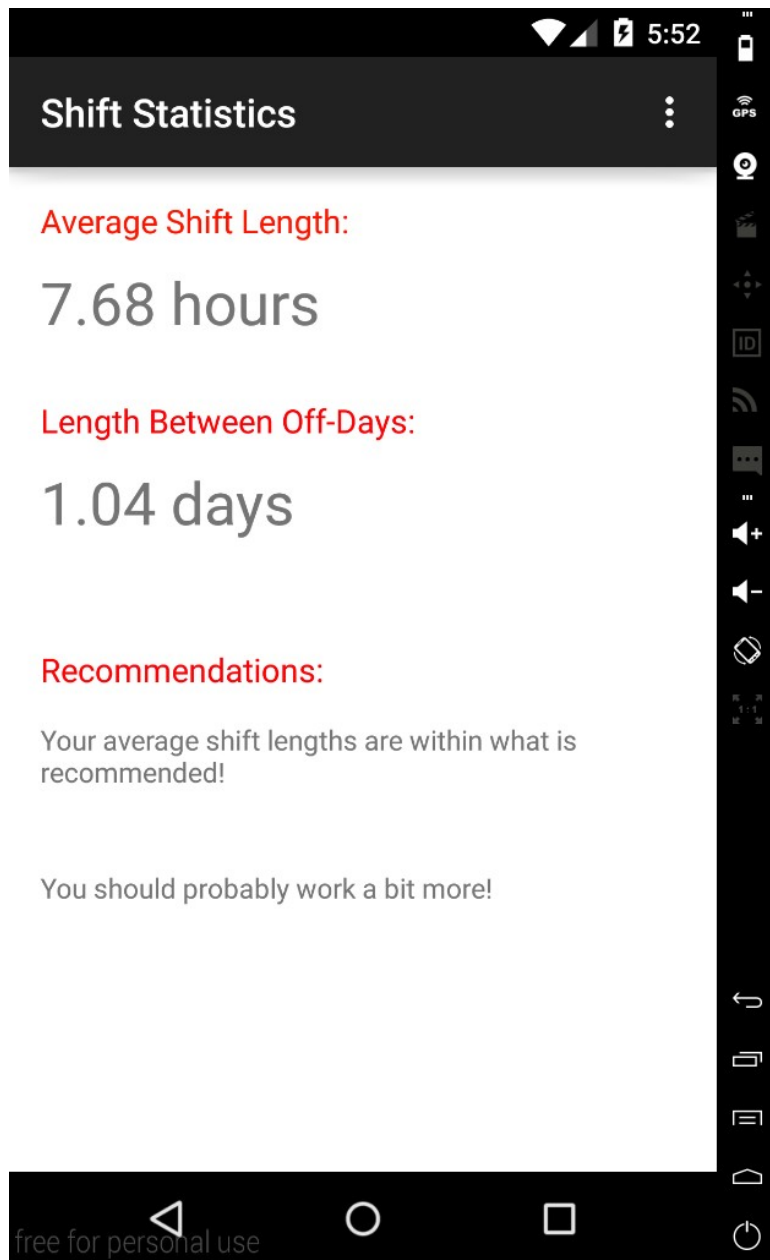


Figure 4: Shift Statistics Screen

Resident/Intern: Viewing Statistics on your Work Habits

6. Pressing the shift button from the welcome screen will show you some statistics about your shifts as well as recommendations on what you can change (Figure 4)

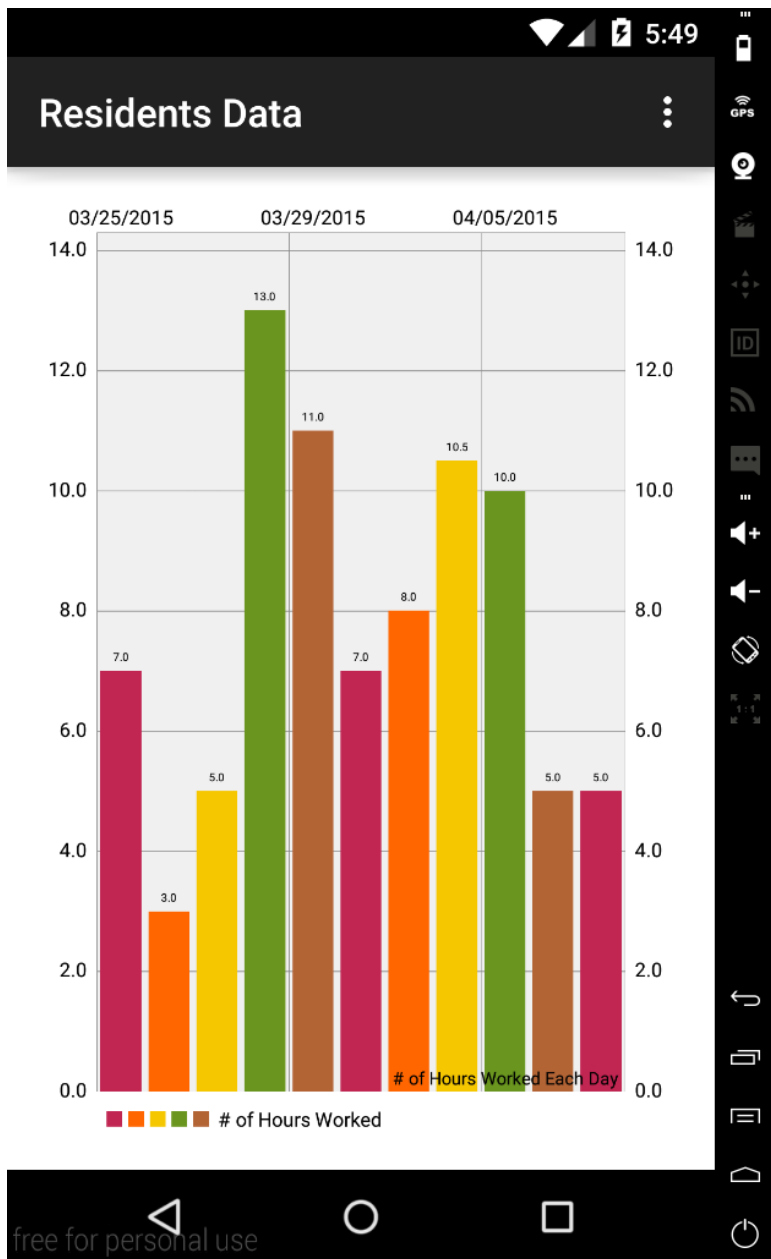


Figure 5: Users Graph Screen

Resident/Intern: Graphically Viewing your Shifts

7. Pressing the graphs button will give you a visual representation of the number of hours you worked each day

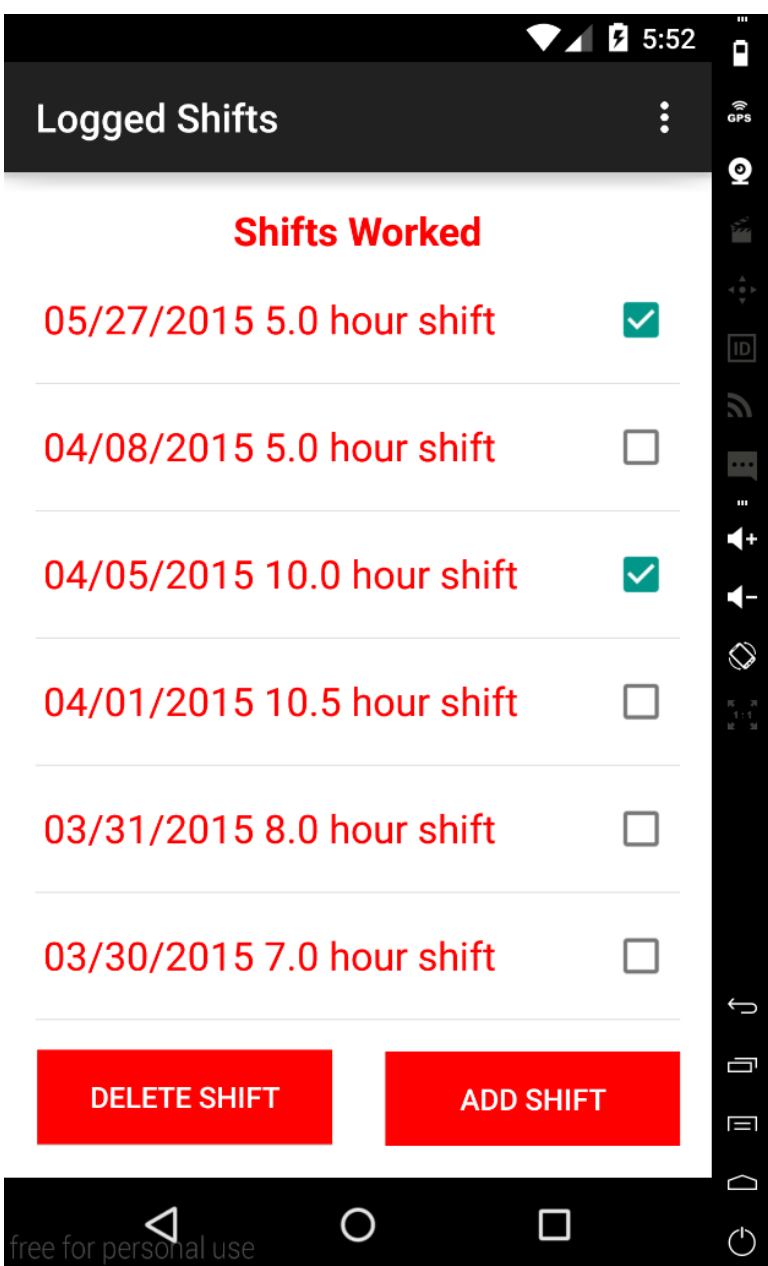
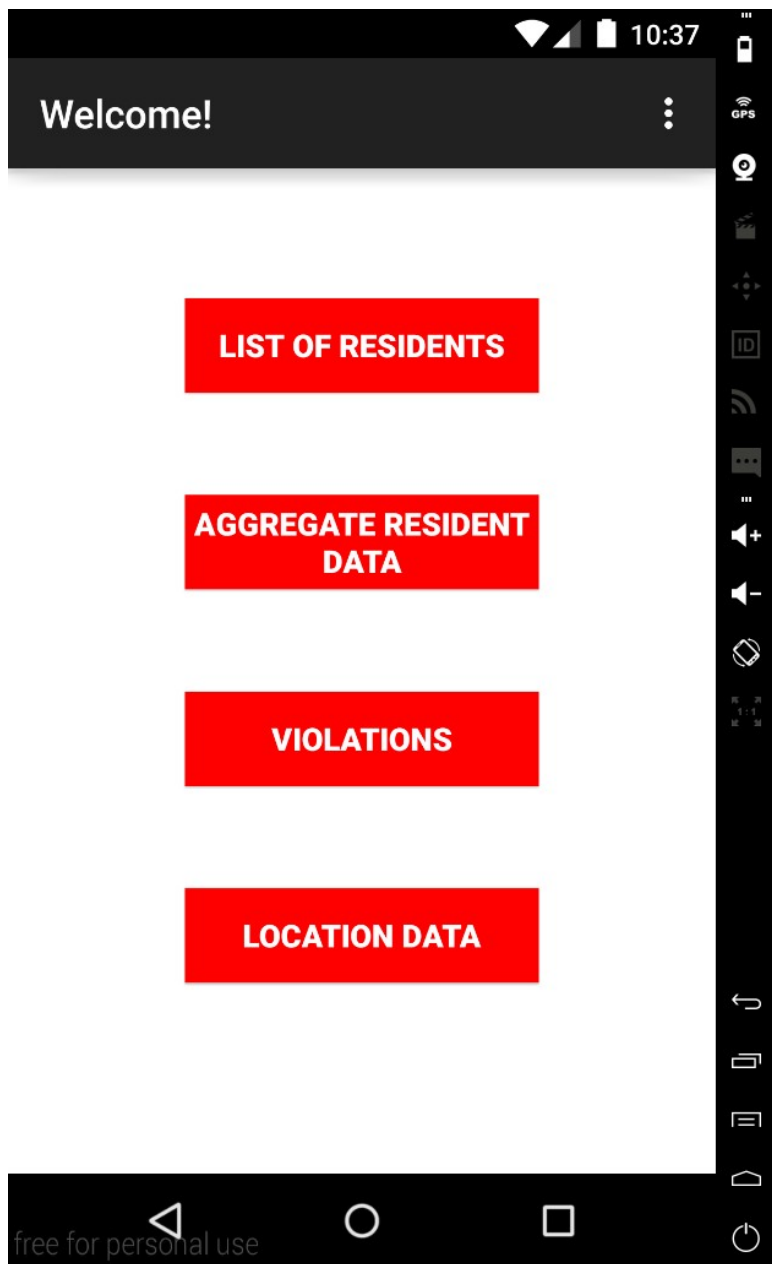


Figure 6: Logged Shifts Screen

Resident/Intern: Viewing and Editing your Shifts

8. Pressing the shifts button will take you to a screen displaying your most recent shifts that have been recorded (Figure 6)
9. If there is an invalid shift(s), you can delete them by selecting them by checking their boxes then clicking the delete shift button
10. If there is a shift missing, pressing the add shift button will take you to the manual entry screen (Figure 3) where you can add a shift. (Note: After adding a shift on the manual entry screen it may not appear until you go back to the welcome screen then hit the shifts button again)



Program Director: Welcome Screen

11. If you are a program director, you will be taken to a welcome screen with options to look at the list of residents, look at aggregate resident data, look at violations, or look at aggregate check-in location data (Figure 7)

Figure 7: Program Director Welcome Screen

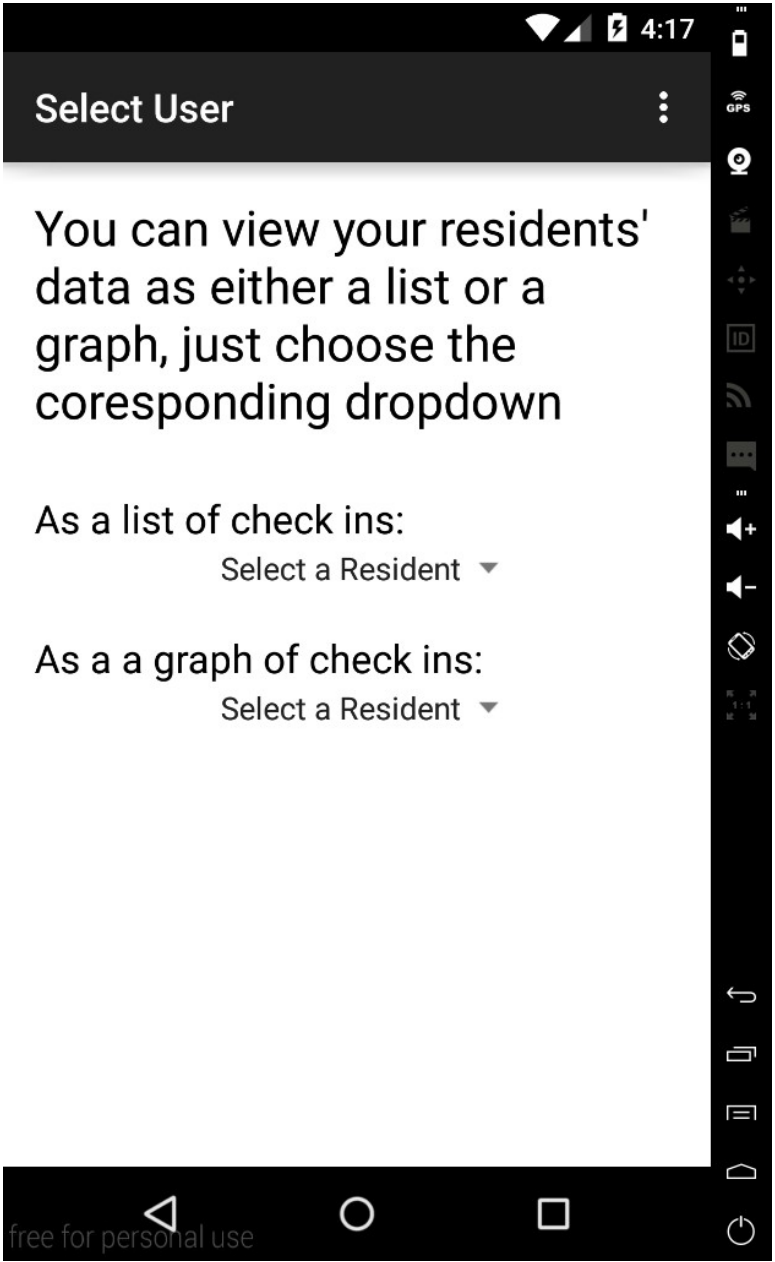


Figure 8: List of Residents Screen

Program Director: Information on a Resident

- 12. Clicking the “List of Residents” button will take you to a screen with two dropdown menus where you can select a resident to see information about them (Figure 8)
- 13. Selecting a from the list of check-ins will show you text information on a residents check-in/out times as well as their violations. Selecting from the graph of check-in will allow you to see a graph of a resident's shifts worked on what date

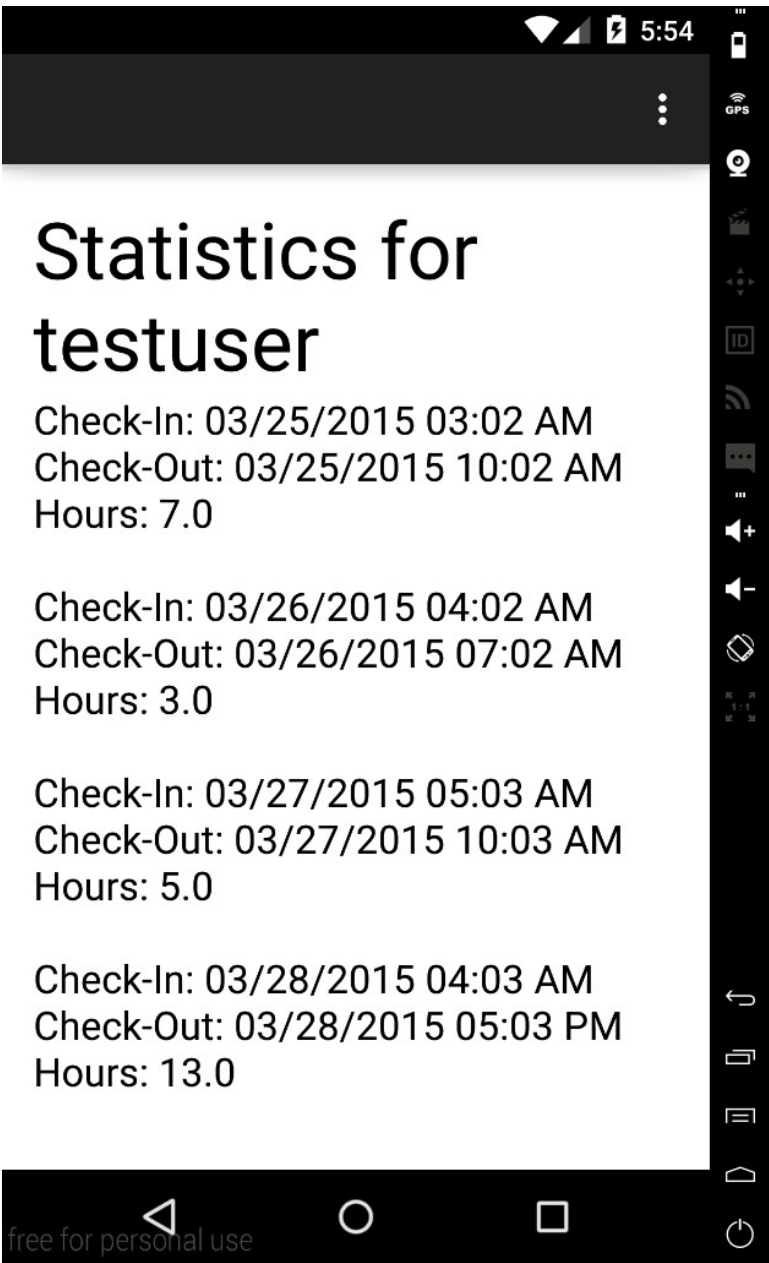


Figure 9: Statistics of a chosen resident

Program Director: Information on a Resident

14. Selecting a user from the list of residents (Figure 8) will display check-in, check-out, and hours worked information for each shift worked by that residents. (Figure 9) It will also display any violations that user may have.

Program Director: Viewing Aggregate

Resident Data

15. Clicking the aggregate data button on the program director welcome screen will graphically show you the averaged number of hours worked by each resident in the past four weeks (Figure 10)

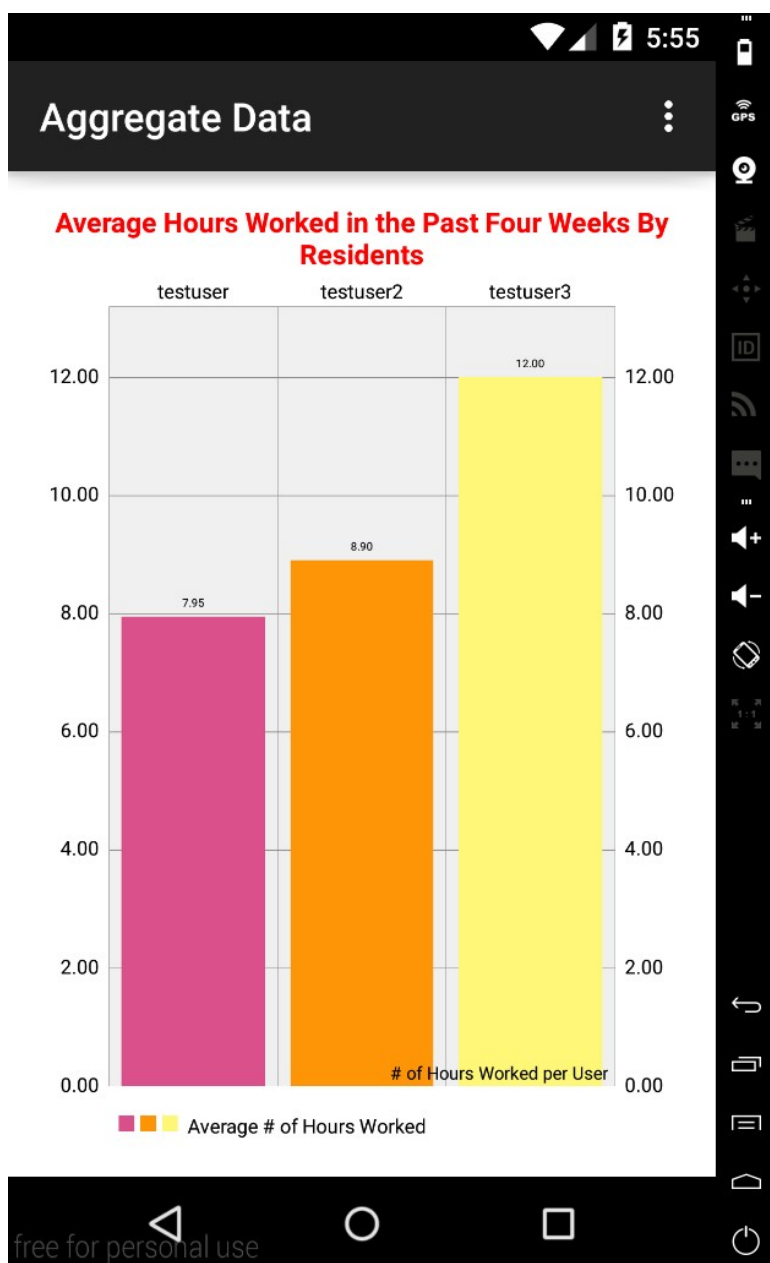


Figure 10: Aggregate Data of Residents

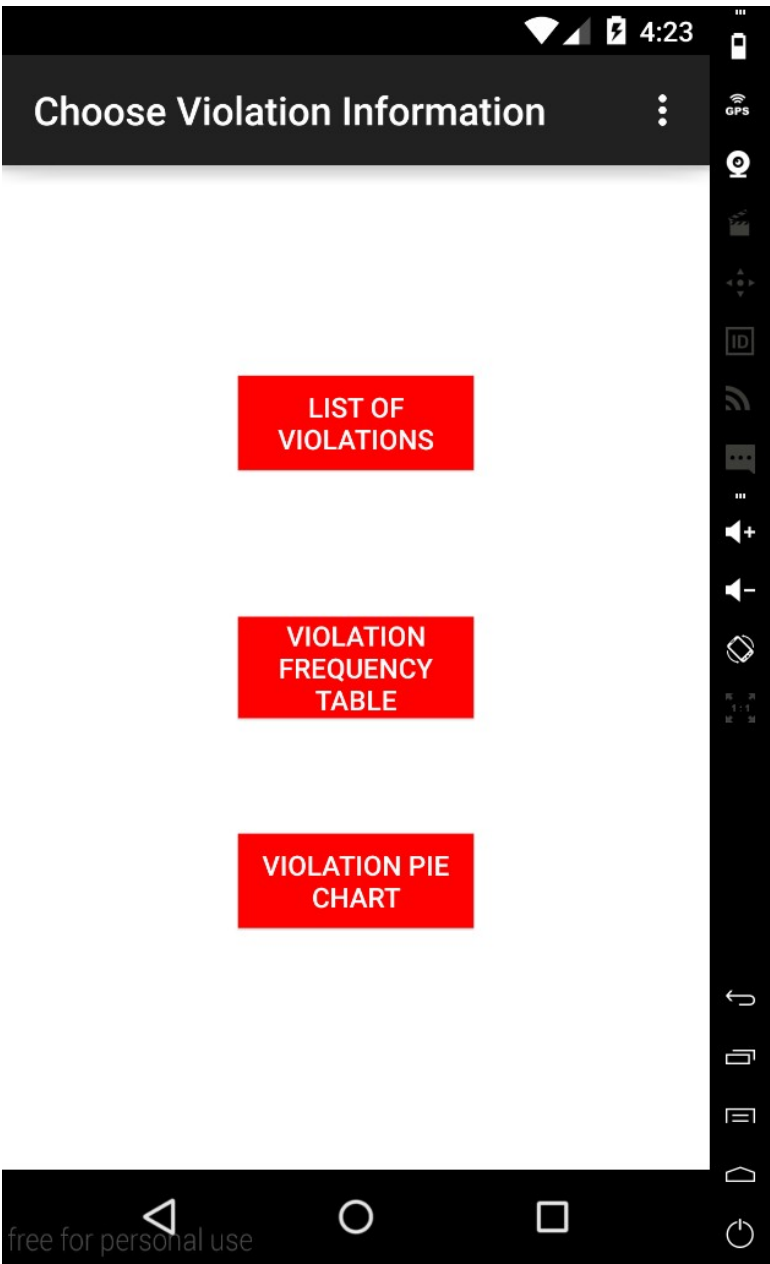


Figure 11: Choose Violation Type Screen

Program Director: Residents Violations

16. Clicking the violations button on the program director welcome screen will take a screen with three options of viewing violations: List of Violations, Violation Frequency Table, or Violation Pie Chart. (Figure 11)

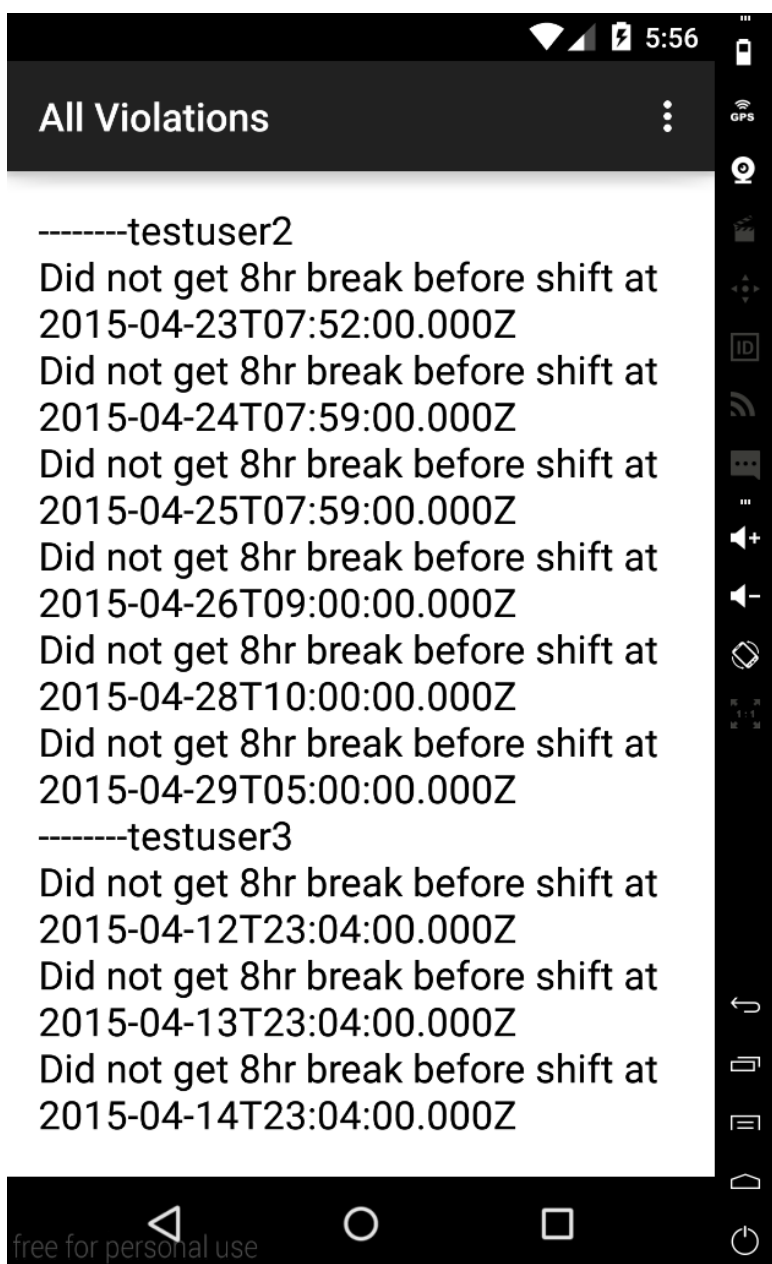


Figure 12: List of Violations Screen

Program Director: Residents Violations

16. Clicking the list of violations button will display the violations for each residents and give information about their violations

(Figure 12)



Figure 13: Violation Frequency Table

Program Director: Residents Violations

17. Clicking violation frequency table will show you the number of violations that occurred each month (Figure 13)

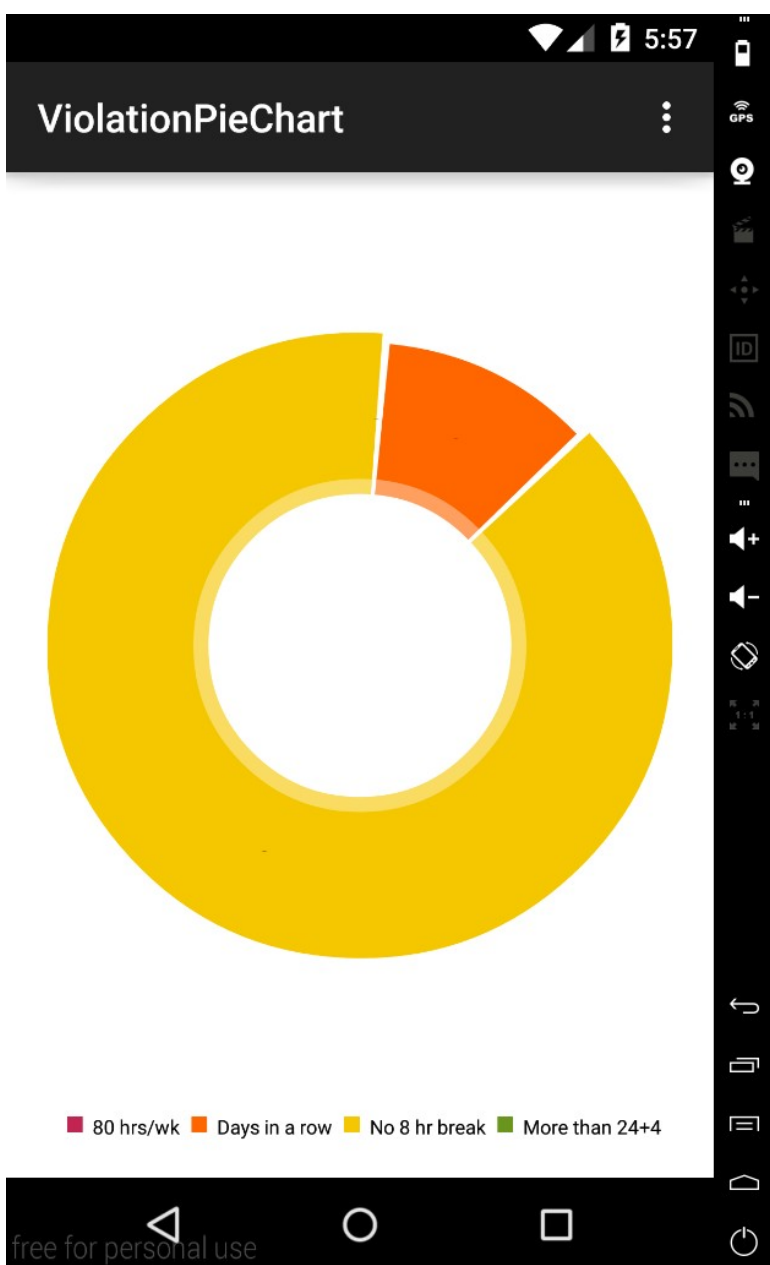


Figure 14: Violations Pie Chart Screen

Program Director: Residents Violations

18. Clicking the violations pie chart button will give you an easy way to see what percentage of each violation type is occurring (Figure 14)

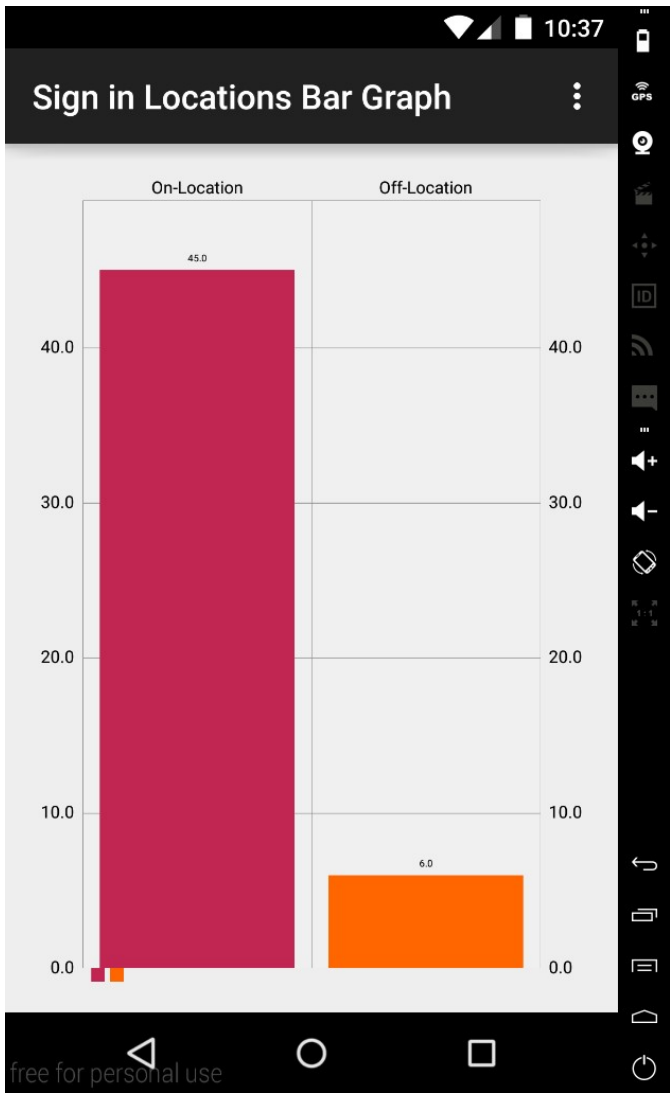


Figure 15: Sign In Locations

Program Director: Location Data

19. Clicking the location data button will give a bar chart depicting the number of on-location and off-location check-ins residents have(Figure 15)