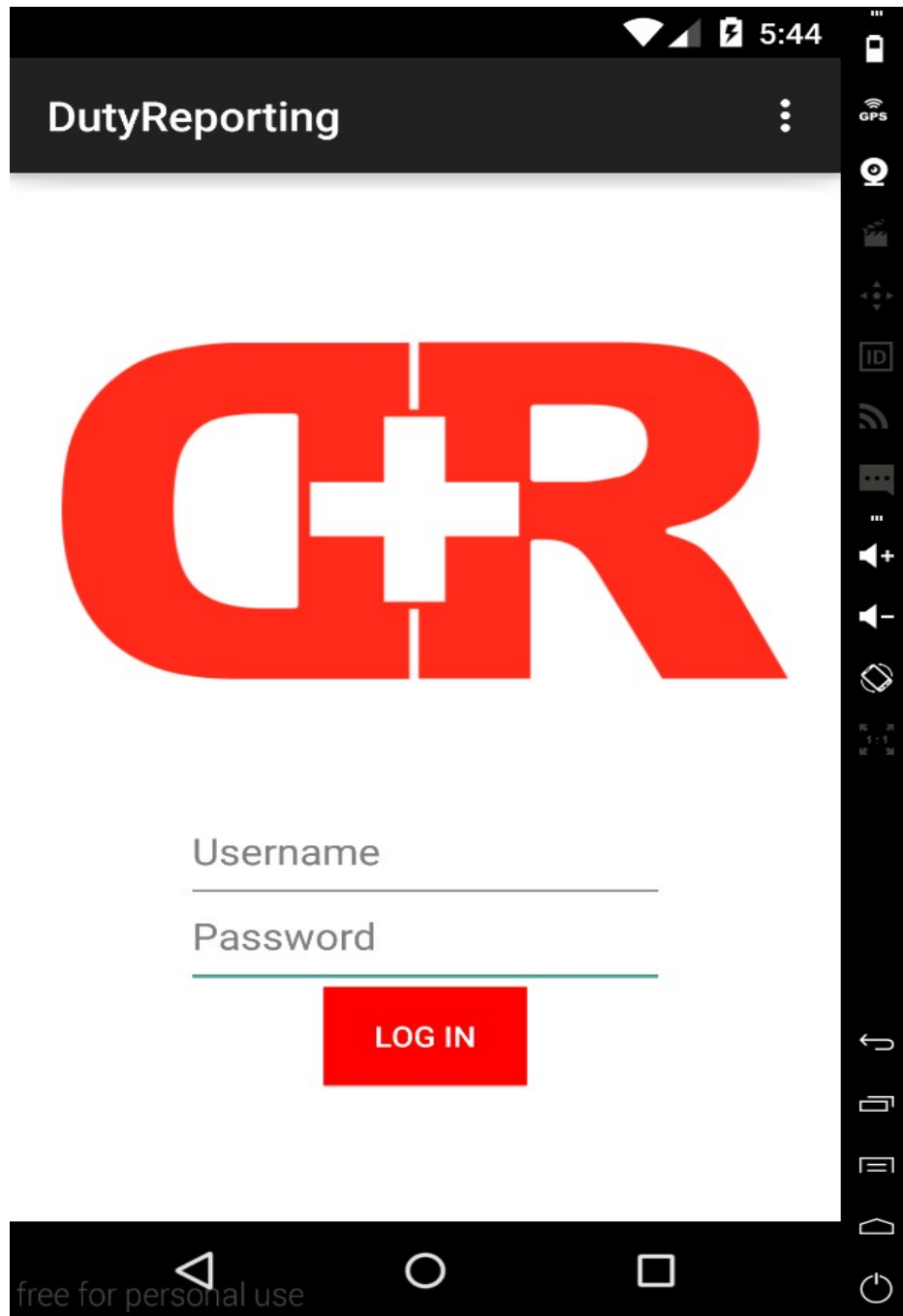# Residency Duty Reporting App User Manual

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.
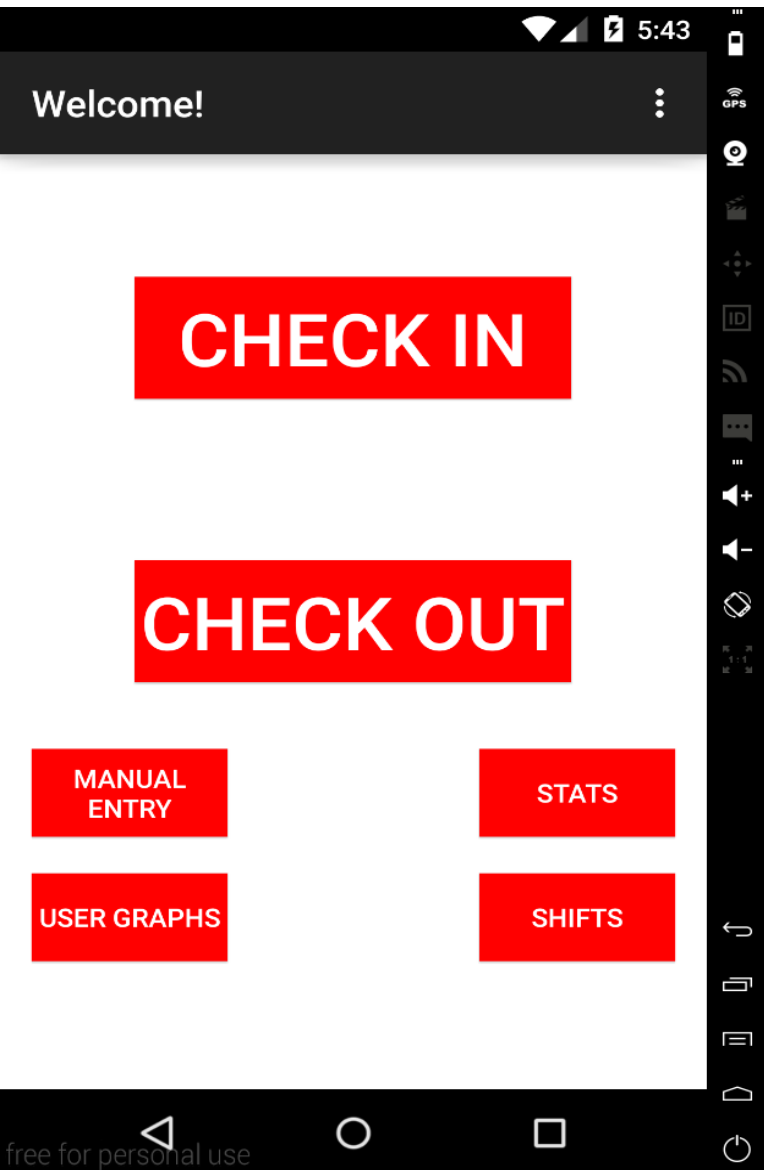
Figure 2: Resident Welcome Screen

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.
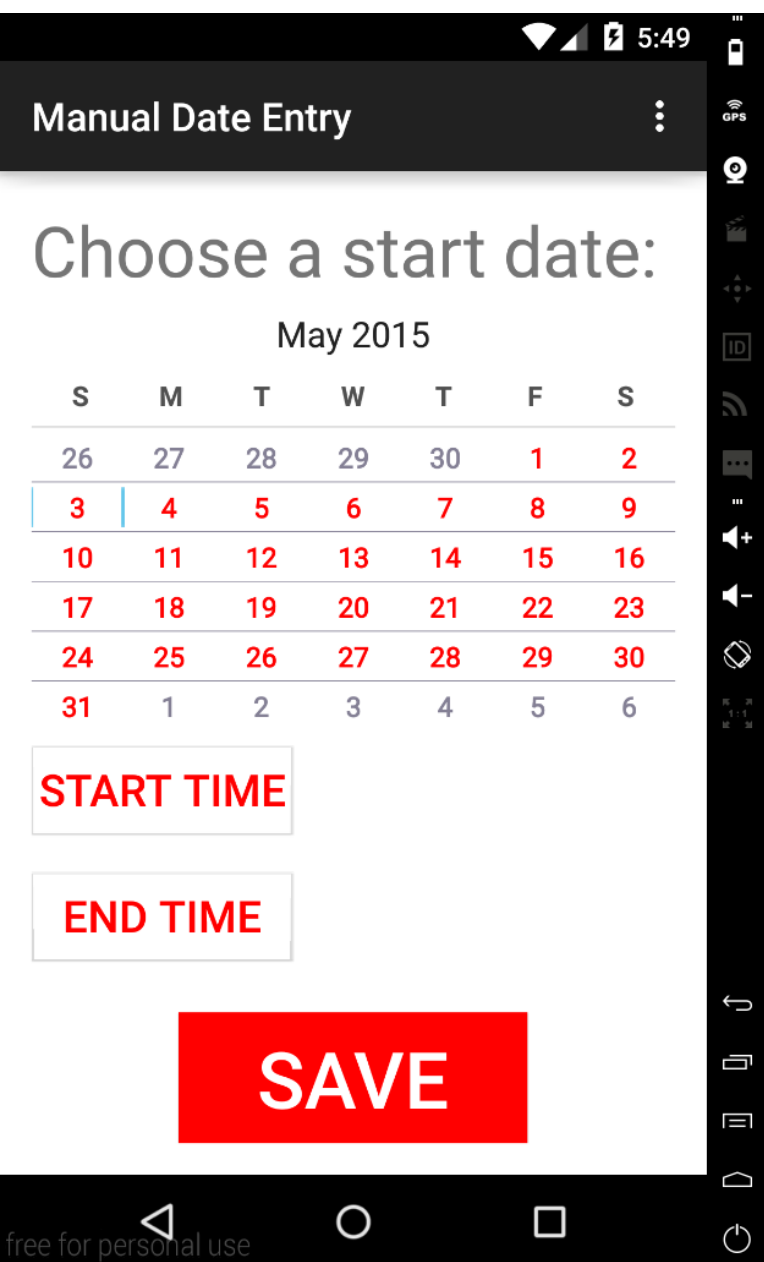
Figure 3: Manual Entry Screen

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.
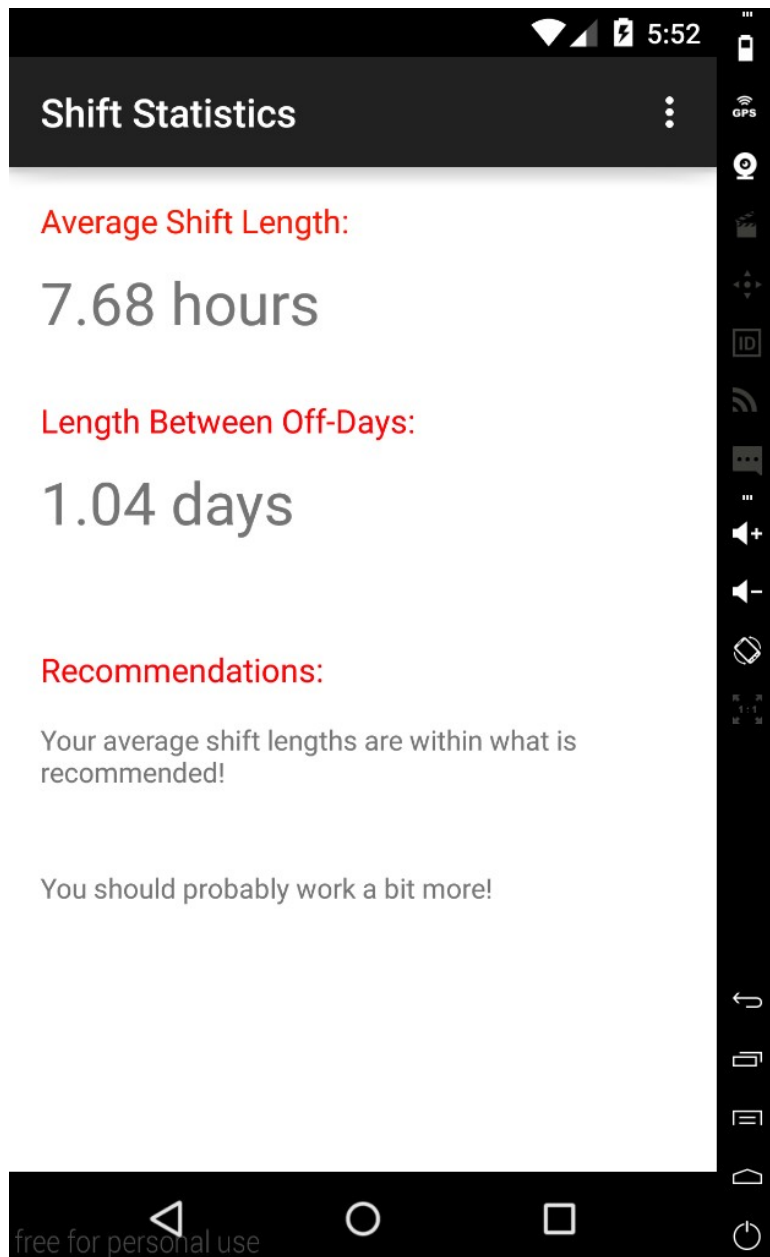
6. Pressing the shift button from the

welcome screen will show you some

statistics about your shifts as well as
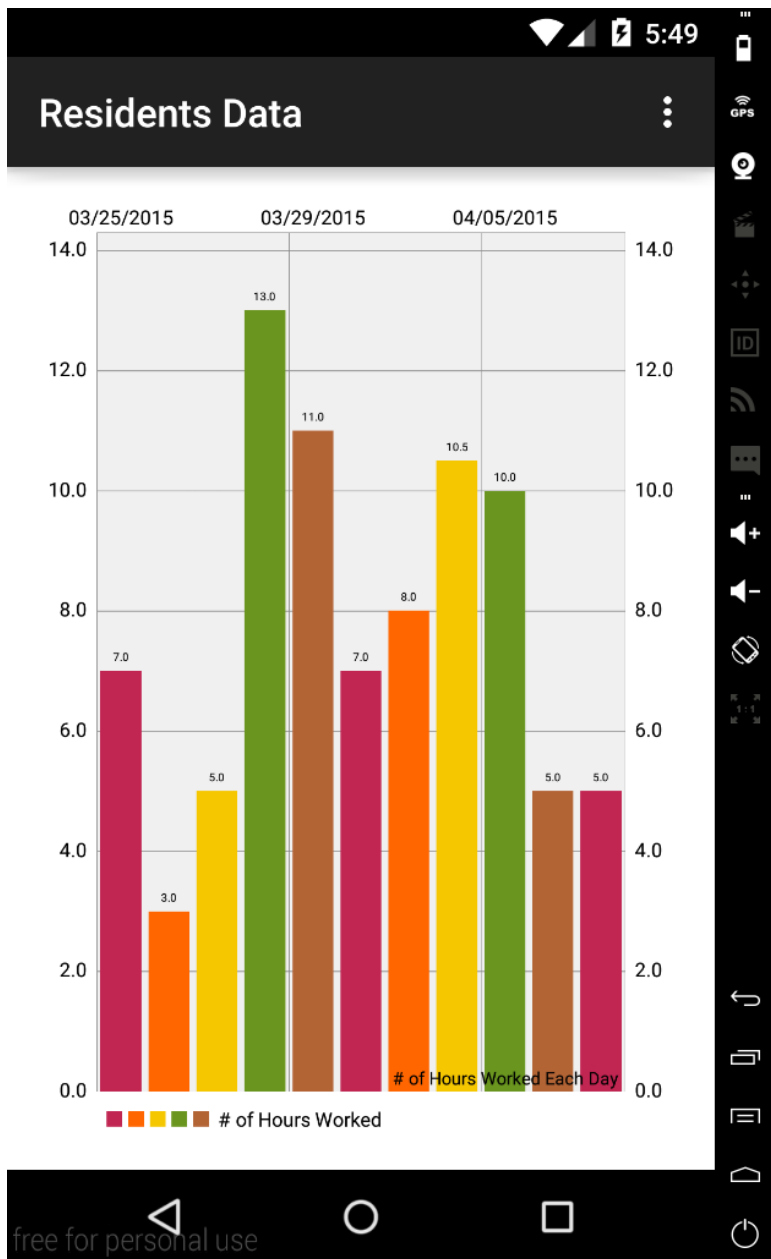
recommendations on what you can change

(Figure 4)

Figure 4: Shift Statistics Screen

Figure 5: Users Graph Screen

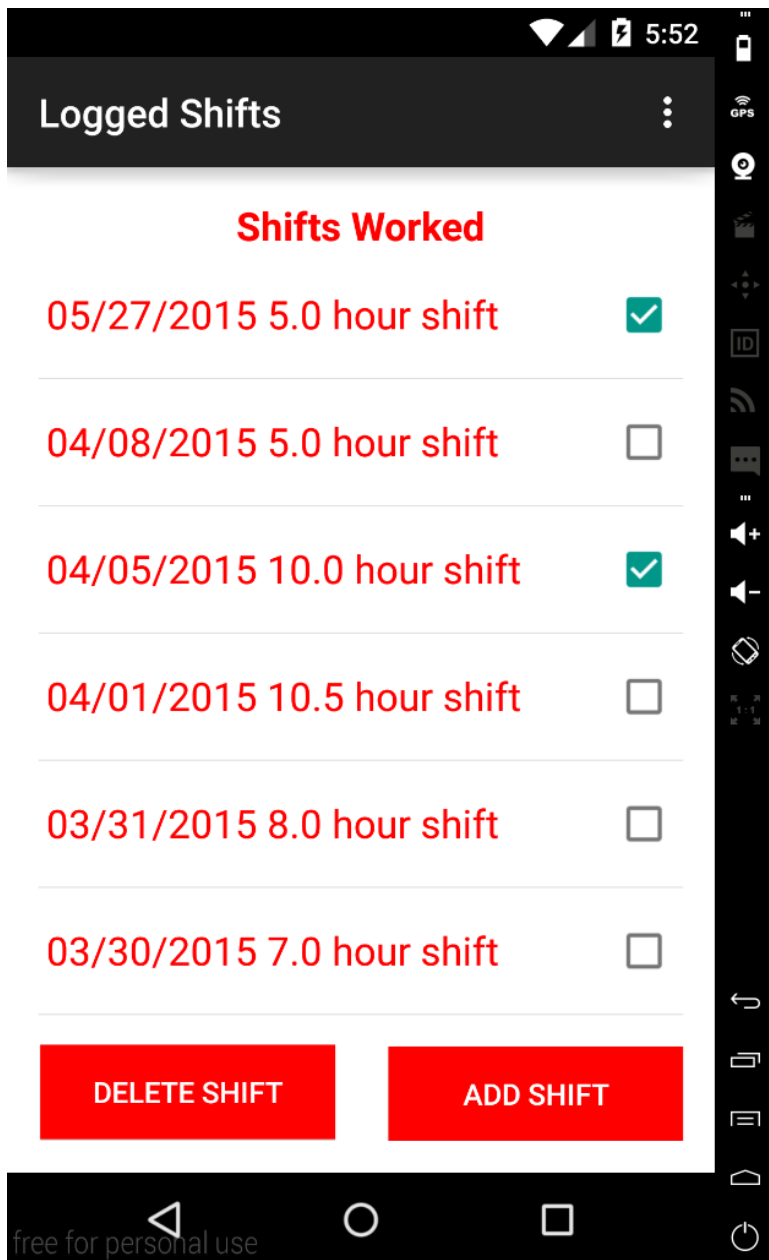7. Pressing the graphs button will give you a visual representation of the number of hours you worked each day

Figure 6: Logged Shifts Screen
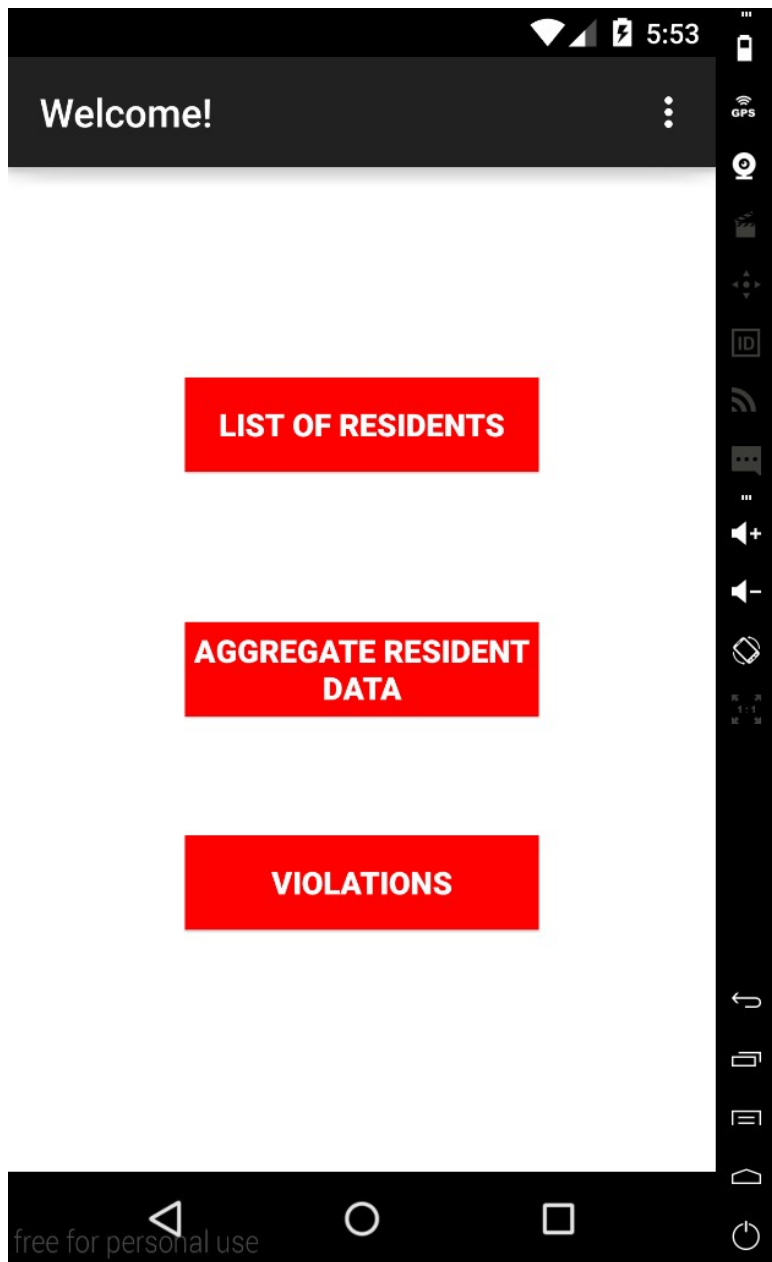
8. Pressing the shifts button will take you to a screen displaying your most recent shifts that have been recorded (Figure 6)

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)

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, or look at violations (Figure 7)
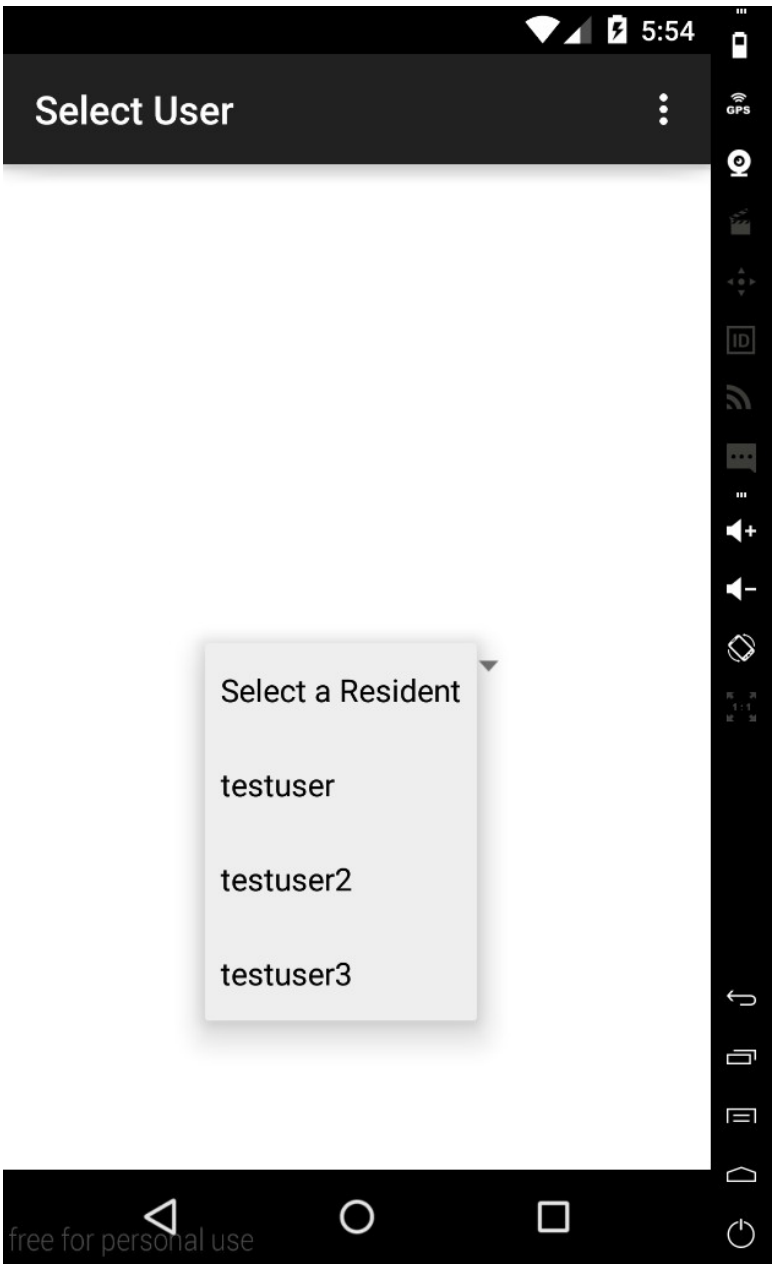
Figure 7: Program Director Welcome Screen

Figure 8: List of Residents Screen

12. Clicking the "List of Residents" button will take you to a screen with a drop down menu where you can select a resident to see information about them (Figure 8)

Figure 9: Statistics of a chosen resident

13. 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.
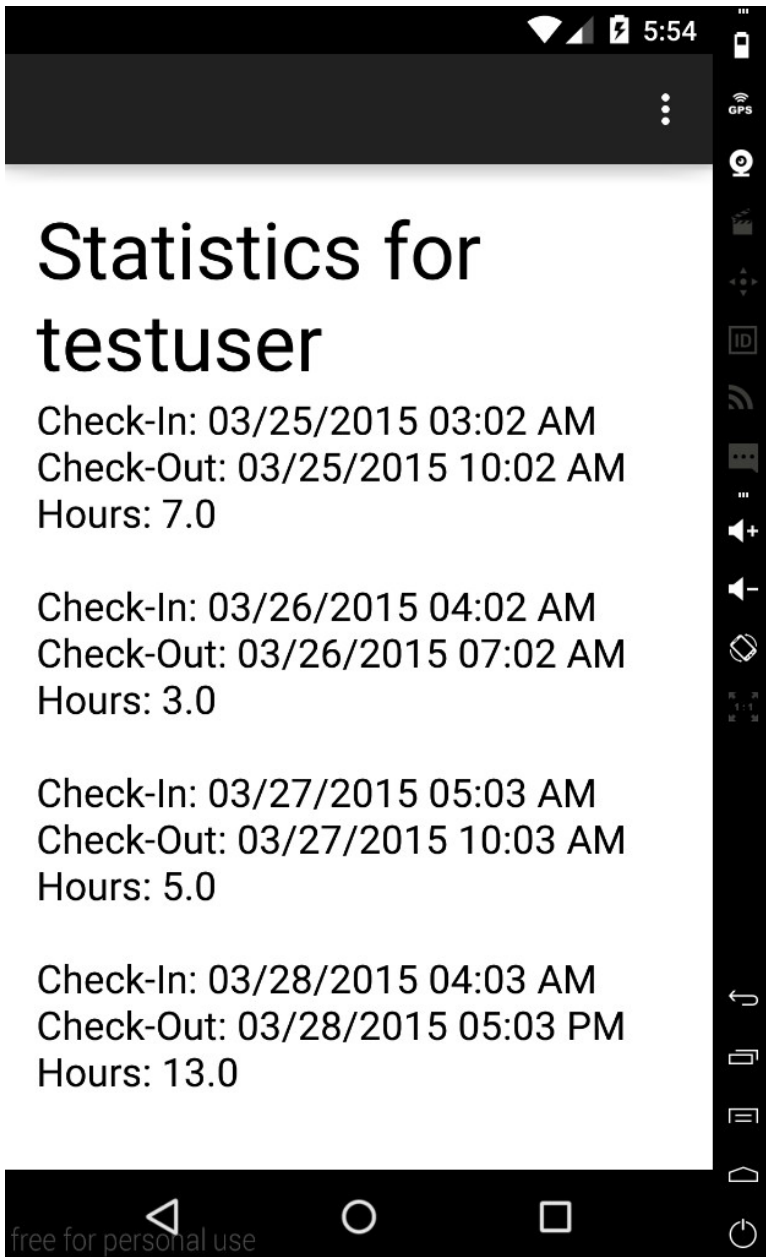
Figure 10: Aggregate Data of Residents

14. 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)
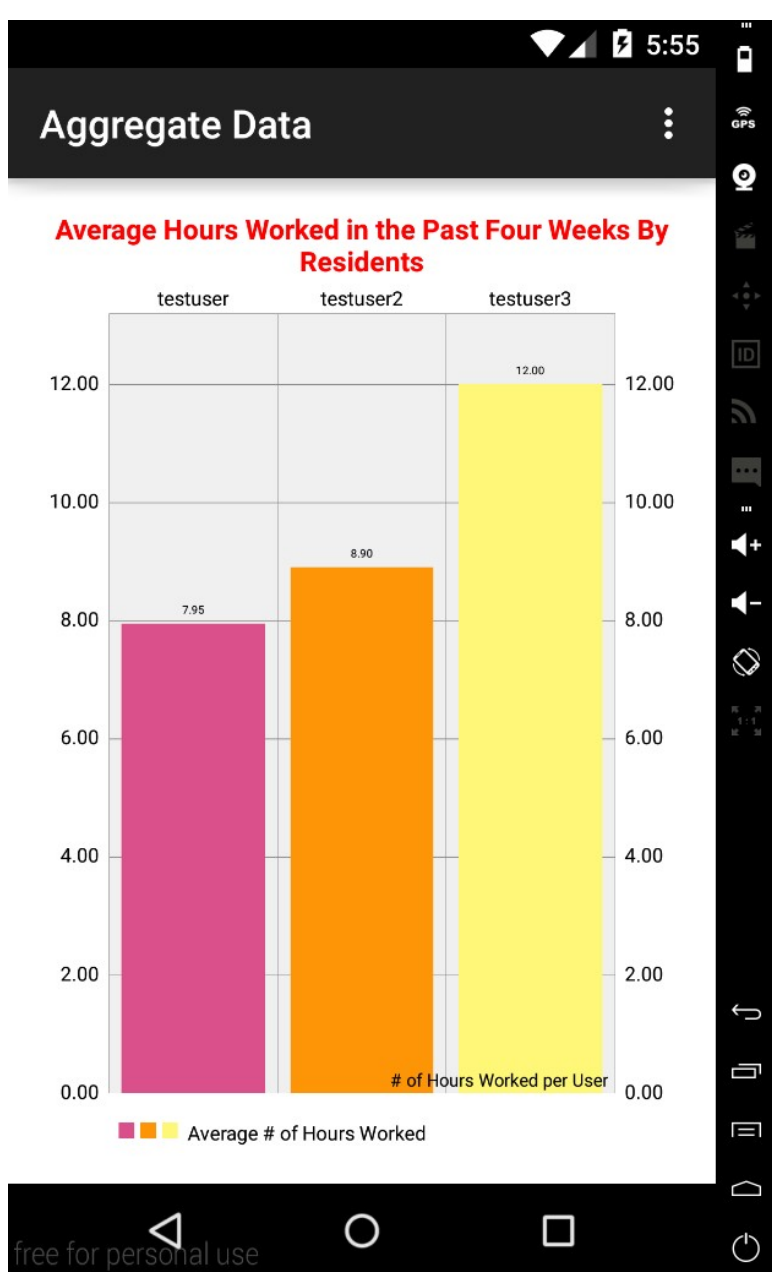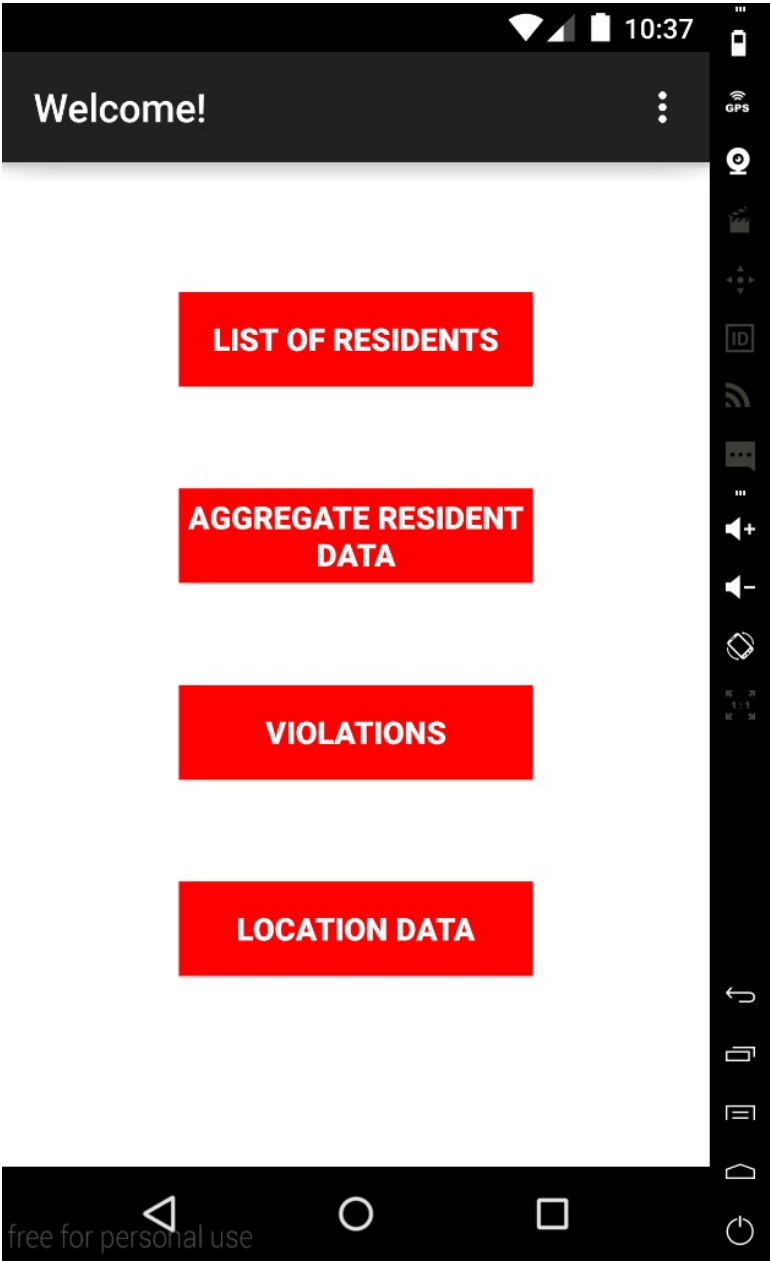
Figure 11: Choose Violation Type Screen

15. 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 Chart, or Violation Pie Chart. (Figure 11)
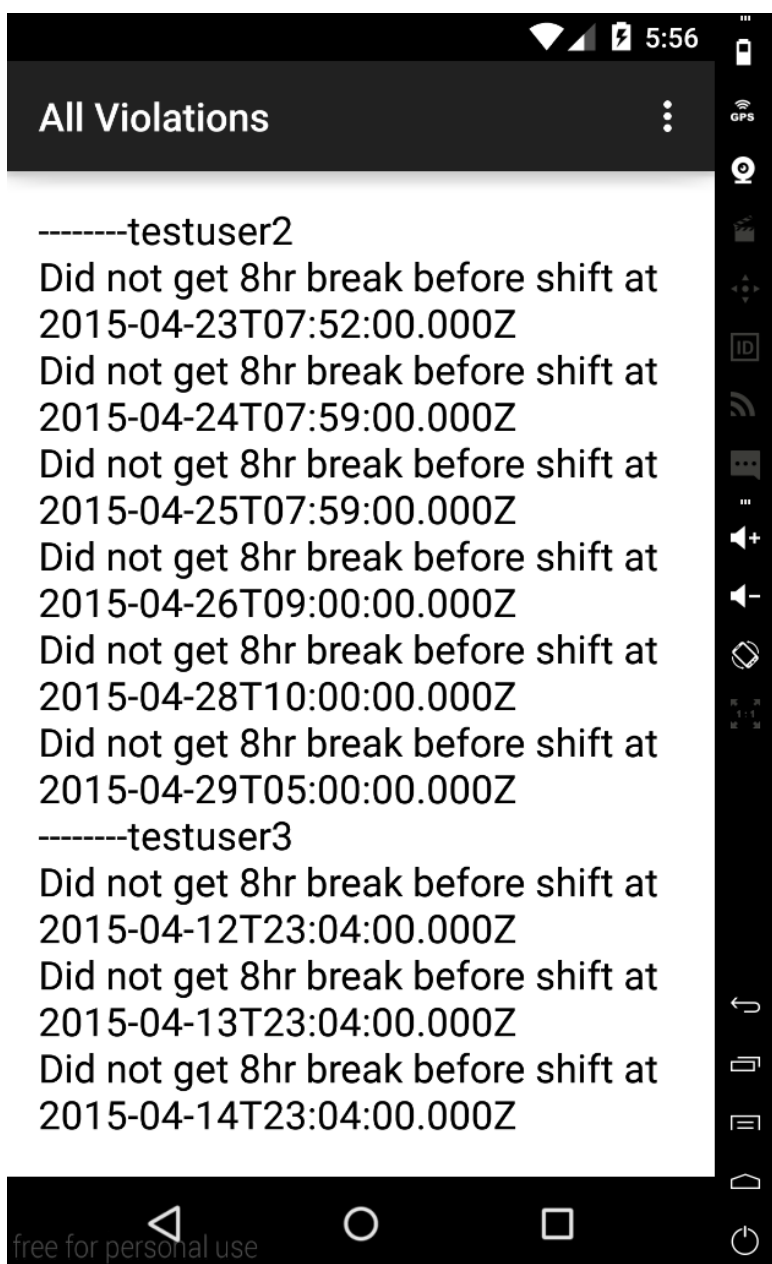
Figure 12: List of Violations Screen

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

17. Clicking violation frequency table will show you the number of violations that occurred each month
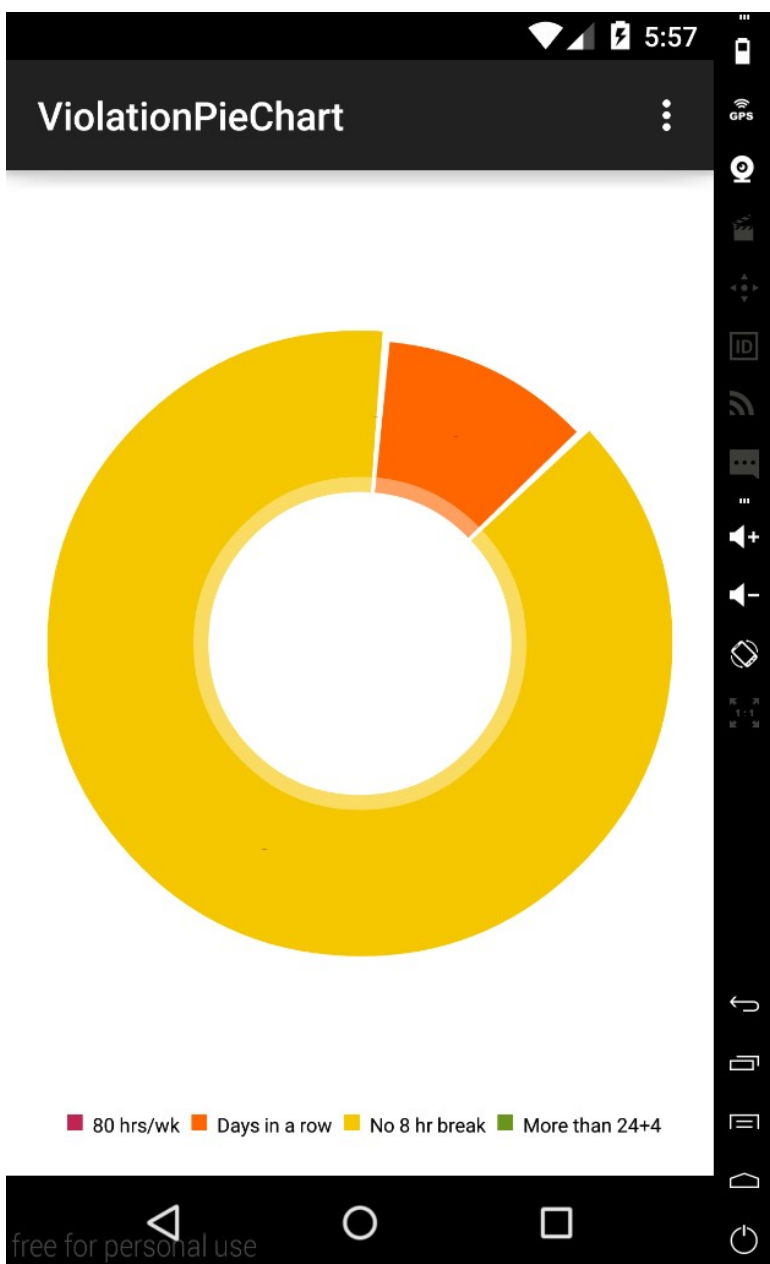
Figure 14: Violations Pie Chart Screen

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)
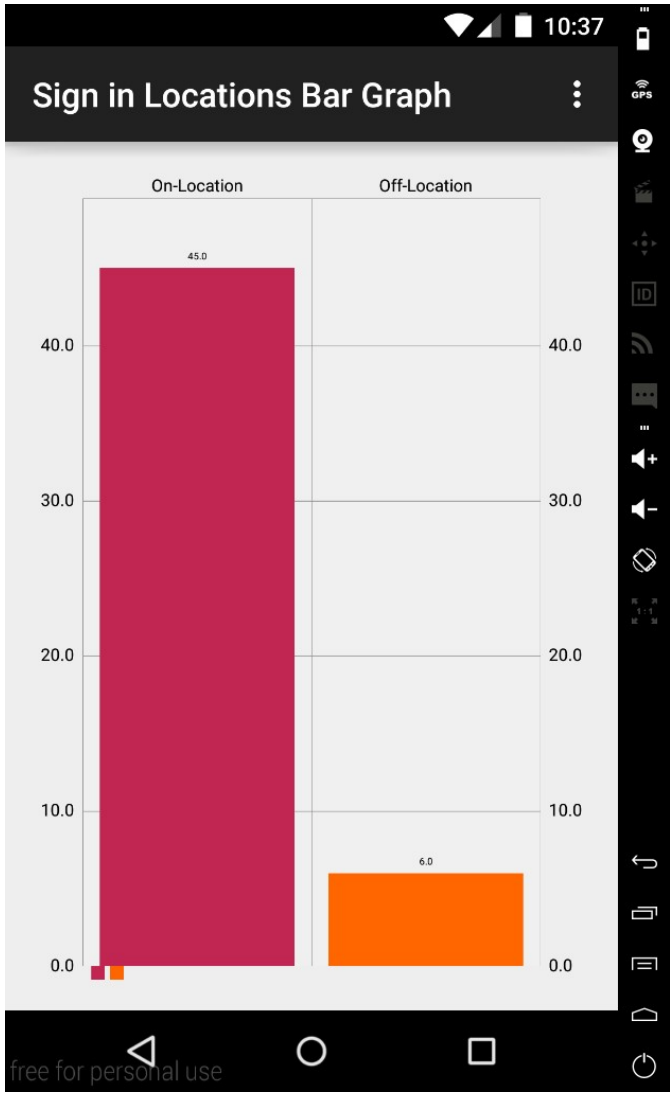
Figure 15: Sign In Locations

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)