



eLogs

American College of Osteopathic
Obstetricians and Gynecologists

OBGYN eLogs Program Directors Resident Annual Report: Viewing & Locking Annual Reports

The screenshot shows the eLogs Case Logging Program homepage. At the top left is the ACOOG logo (1). The main header features the eLogs logo and 'Case Logging Program'. Below this is a navigation 'tab bar' with links for 'Main Page', 'Login', 'Program Info', 'Support', and 'Contact Us'. A search box is located on the right side of the tab bar (3). The main content area has a 'Welcome to the eLogs Case Logging Program!' heading. Below the heading is a paragraph describing the program (2). To the right is a 'Login and Reports' section with 'Username' and 'Password' input fields (4), a 'Submit' button, and links for 'Forgot your Username?' and 'Forgot your Password?' (5). Below this is an 'Offline eLogs Access' section with a link to 'Install and Run the eLogs App' (6). The footer contains 'eLogs Helpdesk • 517.432.4179' and '© 2004-2013 MSU Board of Trustees'.

Open web browser and go to <https://scselogs.com>

- 1 eLogs homepage “tab bar” including:
 - Main Page: Program description and updates
 - Login: eLogs login info for Online and Offline access
 - Program Info: eLogs purpose and description of forms and uses
 - Support: Documentation, Training videos, eLogs mailing list, and FAQs
 - Contact Us: eLogs helpdesk staff contact information
- 2 Program description
- 3 Website Search box
- 4 Login to Reports and Online Logging application
- 5 Retrieve ID and Password
- 6 Offline access to be used by Residents on handheld devices without active WiFi.

Annual Report Page

The screenshot shows the 'OB/GYN Annual Report' page. At the top, there is a navigation bar with links: Home, Enter Logs, EM Reports, Housestaff Reports, OB Reports, My Account, Attending List, and Support. Below the navigation bar, the page title is 'OB/GYN Annual Report'. To the right of the title is a dropdown menu labeled 'For user:'. Below the title, there is a section for 'Saved Reports:'. This section contains two report entries. The first entry is 'Report for OGME Year: One' with a lock icon, saved on 07/27/2011, and locked by a user on 10:07 PM. The second entry is 'Report for OGME Year: Two' with a lock icon, saved on 07/26/2012, and locked by a user on 02:07 PM. Both entries have 'View' and 'Admin Note' buttons. Below the saved reports is a section for 'Resident's Annual Report: Final Totals' with a 'View Final Totals' button. At the bottom is a section for 'Current Data:' which lists three training years: 'OB - 1 (OGME One)', 'OB - 2 (OGME Two)', and 'OB - 3 (OGME Three)'. Each entry includes the start and end dates and the number of days, along with a 'Preview' button. Red arrows and numbered callouts (1-5) point to specific elements: 1 points to the 'For user:' dropdown, 2 points to the lock icons on the saved reports, 3 points to the contract date ranges on the saved reports, 4 points to the 'Preview' button for the active data, and 5 points to the contract dates for the active data.

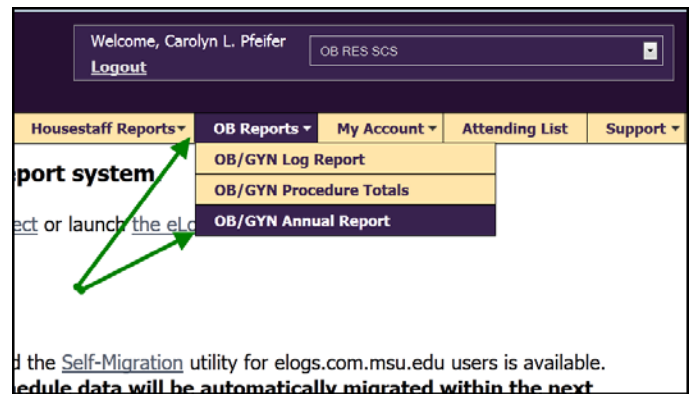
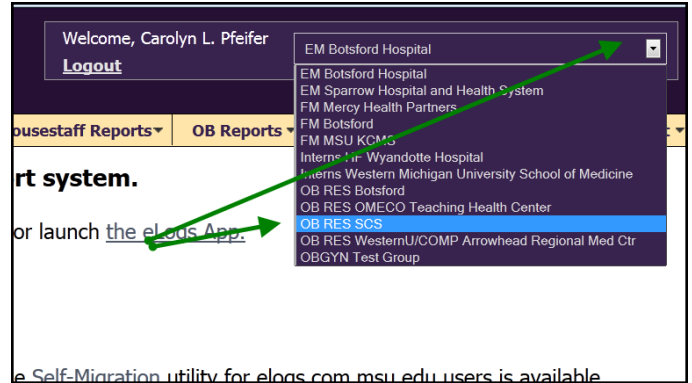
- 1 Dropdown list of Resident names
- 2 Locked report, saved by resident date stamp, locked by Attending date stamp
- 3 Contract dates for saved data
- 4 Active data preview button
- 5 Contract dates for active data

Viewing Reports

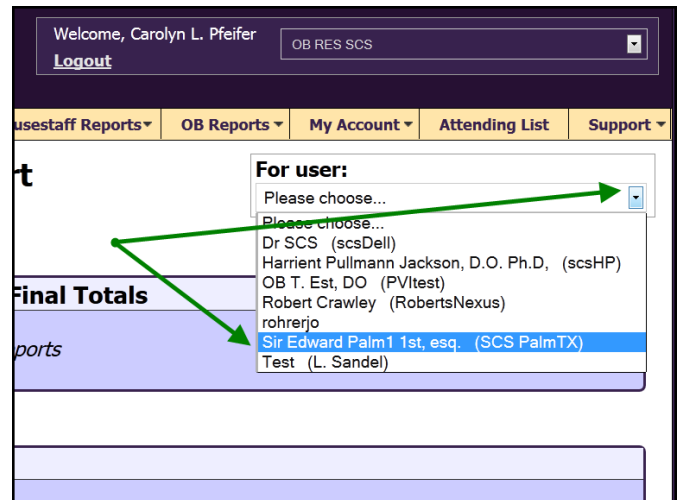
Open web browser and go to <https://scselogs.com>
 Using your SCS supplied ID and password log into the **eLogs Direct** Online Logging system click on submit.

If applicable, click on the dropdown arrow in the upper right hand corner of the screen and choose the applicable hospital.

Click on OB Reports → OB/GYN Annual Report



Click on the dropdown arrow and choose the resident's name

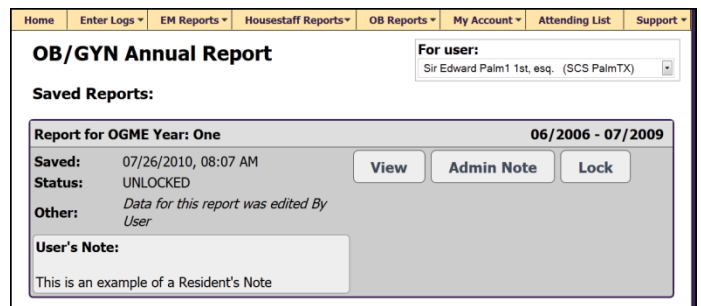


In the Saved Reports Section or the Current "Active" Data Section:

Click on the "View" button

Note: this file is in .pdf format, you must have the most current version of Adobe Acrobat Reader in order for the reports to display correctly. Go to

<http://get.adobe.com/reader/> for the most current version.



Locking Annual Reports

In Saved Reports Section: (note: if nothing appears in the saved reports section, the resident has not saved their annual report for that contract year. Program Directors cannot lock Annual reports that have not been saved by the resident.)


1. Add "optional" note
 - a. Click on the "Admin Note" button
 - b. Type/Enter the note in the box
 - c. Click on the "Save Note" button

| | | | |
|---|---|-------------------------------------|---|
| Report for OGME Year: One | | 06/2006 - 07/2009 | |
| Saved: | 07/26/2010, 08:07 AM | <input type="button" value="View"/> | <input type="button" value="Admin Note"/> |
| Status: | UNLOCKED | <input type="button" value="Lock"/> | |
| Other: | <i>Data for this report was edited By User</i> | | |
| User's Note: | Admin's Note: | | |
| This is an example of a Resident's Note | This is an example of a PD's Note | | |
| | Note is limited to 255 characters and is visible to administrators. | | |
| | <input type="button" value="Save Note"/> | | |

2. Lock the Annual Report
 - a. Click on the "Lock" Button
 - b. Enter your password into the space provided
 - c. Click on the "Lock OGME Year: ..." button

| | | | |
|---|--|-------------------------------------|---|
| Report for OGME Year: One | | 06/2006 - 07/2009 | |
| Saved: | 07/26/2010, 08:07 AM | <input type="button" value="View"/> | <input type="button" value="Admin Note"/> |
| Status: | UNLOCKED | <input type="button" value="Lock"/> | |
| Other: | <i>Data for this report was edited By User</i> | | |
| User's Note: | Confirm password for lock: | | |
| This is an example of a Resident's Note | <input type="text"/> | | |
| | <input type="button" value="Lock OGME Year: One"/> | | |
| User's Note: | Admin's Note: (Carolyn Pfeifer): | | |
| This is an example of a Resident's Note | This is an example of a PD's Note | | |

- d. Note that a "lock" icon will appear next to the year when the record is locked

| | | | |
|--|---|-------------------------------------|---|
| Report for OGME Year: One  | | 06/2006 - 07/2009 | |
| Saved: | 07/26/2010, 08:07 AM | <input type="button" value="View"/> | <input type="button" value="Admin Note"/> |
| Locked By: | Carolyn L. Pfeifer , on 07/09/13, 01:07 PM | | |
| Other: | <i>Data for this report was edited By User</i> | | |
| User's Note: | Admin's Note: (Carolyn Pfeifer): | | |
| This is an example of a Resident's Note | This is an example of a PD's Note | | |