OBGYN eLogs
Residents
Resident Annual Report:
Viewing & Saving Annual Reports

American College of Osteopathic
Obstetricians and Gynecologists

Requirements:
- **ALL logs must be completed/entered through eLogs Direct and/or synced through the eLogs APP to the master database**
- Internet access
- Printer

General Instructions:

OBGYN Annual Reports are automatically generated and tallied with every eLogs Direct entry and every eLogs APP sync throughout the contract year using information input into the individual eLogs forms by the resident. This data is saved in the Annual Reports Current Data Box and the OB/GYN Procedure Totals Report. The reports may be viewed at any time without repercussions. Once the Annual report is saved by the resident and locked by the Program Director it cannot be changed.

At the end of the resident's Contract year, the resident views/reviews the Annual Report and adjusts the data to the individual eLogs accordingly. **The resident must save the Annual Report no later than 7 days past the end of their contract year.**

The resident saves the Annual Report and notifies the Program Director. The Program Director views and reviews the Annual Report with the Resident.

If the Annual Report IS NOT acceptable then the Resident deletes the unacceptable report, edits the individual eLogs forms accordingly, and generates a new report and notifies the program director to review the report again.

If the Annual Report IS acceptable the program director logs into the eLogs website, locks the report, prints it, saves a copy for the resident's file and notifies ACOOG that the Annual Reports are ready for review.

Open web browser and go to https://scselogs.com
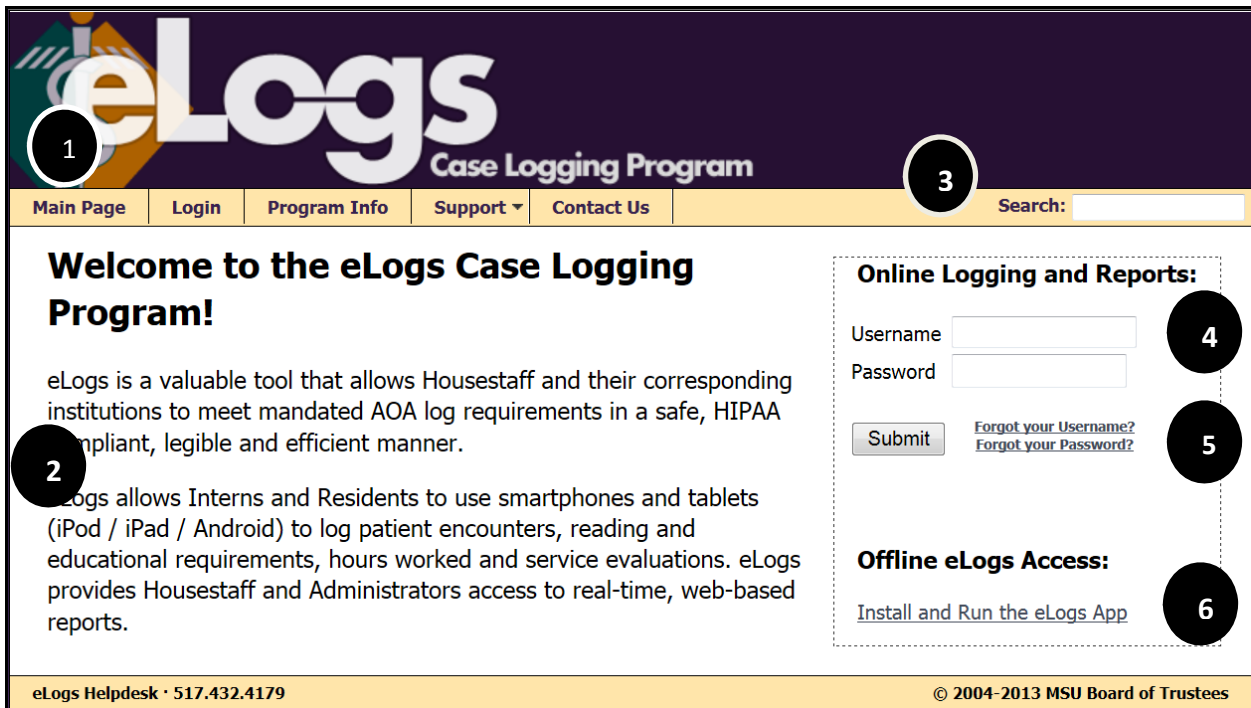
1 eLogs homepage "tab bar" including:

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 as viewed by the Resident

OB/GYN Annual Report

Saved Reports:

| Report for Training Year: OB - 1 | 07/2012 - 06/2013 |

Saved: 07/10/2013, 05:07 PM   ① ②
Status: UNLOCKED

User's Note:

This is an example of a note: Resident is off cycle due to leave. New Contract year = 7-1-2013 - 7-31-2014.

[View] [Edit Note] [Delete] ⑤

Resident's Annual Report: Final Totals

[View Final Totals] ⑥

Current Data:

Training Year: OB - 1 (OGME One)
Jul 1, 2012 - Jun 30, 2013
364 days   [Preview] ③
④

Training Year: OB - 2 (OGME Two)
Jul 1, 2013 - Jun 30, 2014
364 days   [Preview] [Save]

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① Saved report, saved by resident   ④ Contract dates for active data

② Contract dates for saved data   ⑤ Delete button

③ Active data preview button   ⑥ View Annual Report Totals button

Saving Annual Reports

1. Viewing Reports

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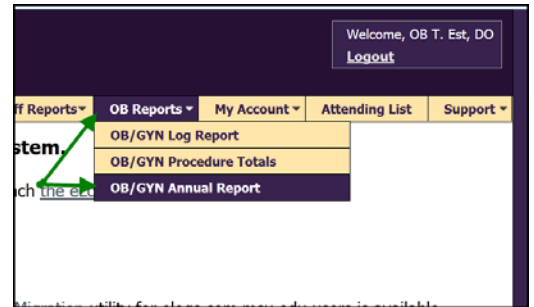Online Logging system click on submit.

Online Logging and Reports:
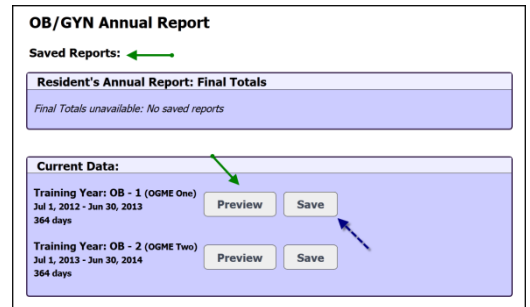
Username [   ]
Password [   ]

[Submit]   Forgot your Username?
             Forgot your Password?

Click on OB Reports → OB/GYN Annual Report

In the Current Data box click on the "Preview" 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.
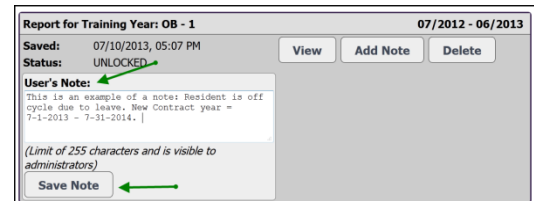

2. Saving the Annual Report

After reviewing the Annual report click on the "Save" button
This will move the Annual Report "Snapshot" into the Saved Reports Section
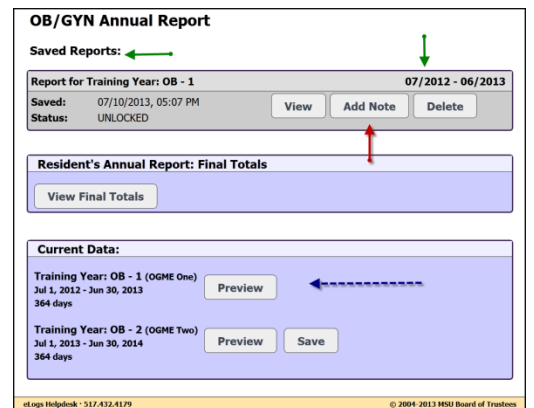

3. Adding a note

All residents who are off-cycle due to leave, contractual anomalies or time discrepancies are required to add a note outlining the dates of their leave and their new contract date. Other notes may be added at the resident's choosing.
Click on the "Add Note" button. Enter in the note in the space provided.
Click on the "Save Note" button

4. Notifying the Program Director

Once the report is saved notify the program director that the report is ready to be locked.
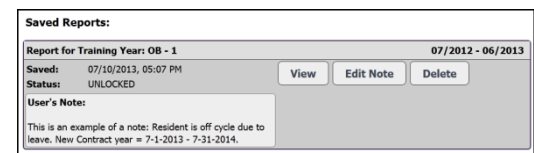
5. Optional: Deleting an Annual Report

Annual reports may be deleted at any time prior to locking. If the report was saved in error simply click on the "Delete" button and then the "Delete Training Year:…" button to send the report back to the Current Data box. The resident may edit their eLogs as necessary and then resave the report.