

# **TIME : STUDY**

ADMIN TRAINING GUIDE

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- Logging In & Your Password
- Dashboard
- Quick Nav to:
  1. Time Studies
  2. People
  3. Forms
  4. System Settings
  5. Reports
  6. Resources
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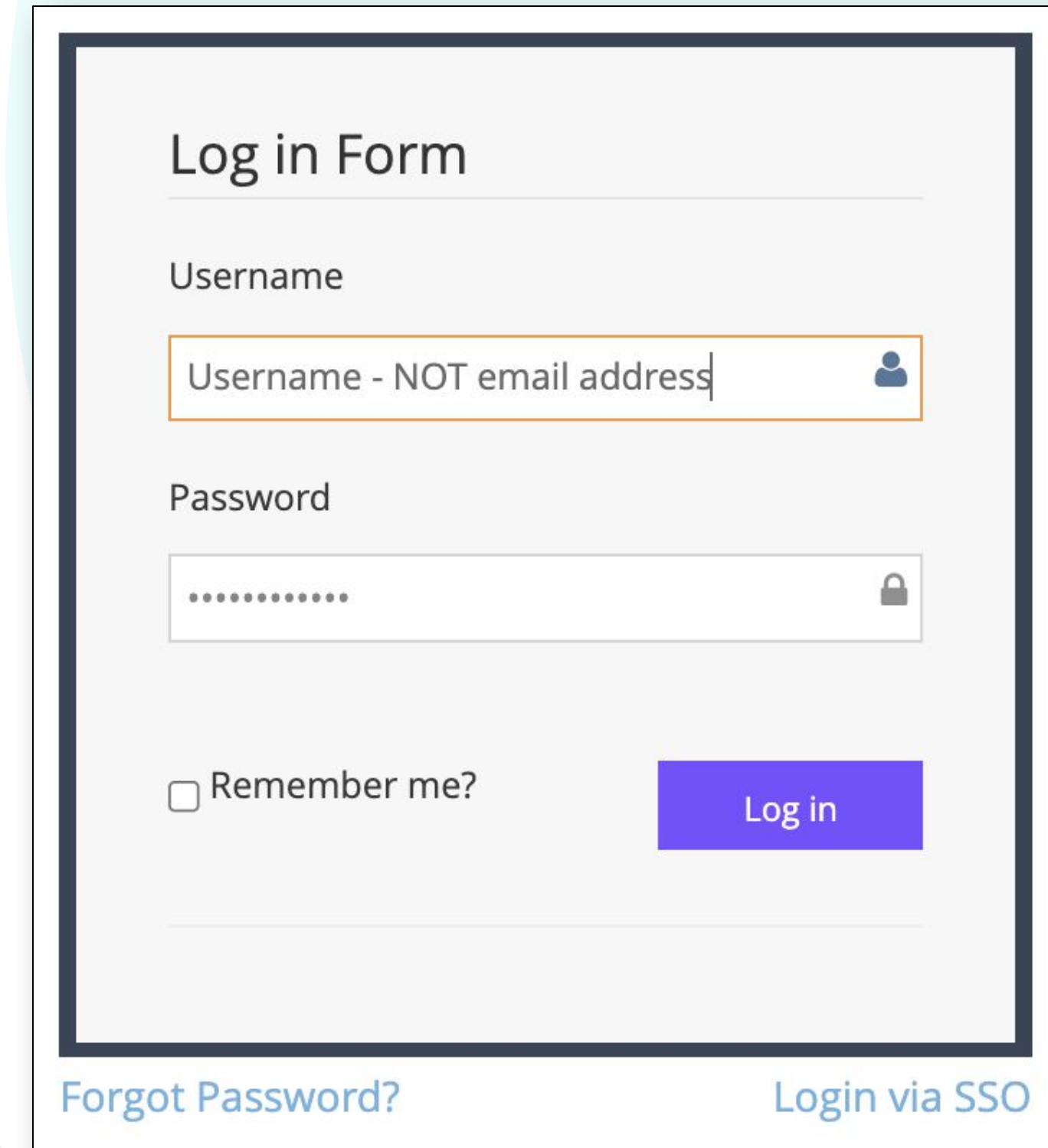
# Logging In & Your Password

# Logging In

- 1) Access the website by clicking the link contained in your "Welcome" email. If you do not have the email (check spam), please [create a support ticket](#).
- 2) Enter your username (not email address) & password
- 3) Click Log In

## *If you have SSO (Single Sign On) ...*

You may be asked to log into an internal web portal or intranet site provided by your IT department. In that case, you should follow the instructions provided by your IT/Help Desk staff for accessing your internal portals. Upon successful authentication, that portal should bypass our standard login screen and automatically open your Time Study dashboard. If your facility uses SSO and you are having difficulty accessing the time study website, please contact your IT department or internal support team.



The image shows a screenshot of a web login form titled "Log in Form". It contains the following elements:

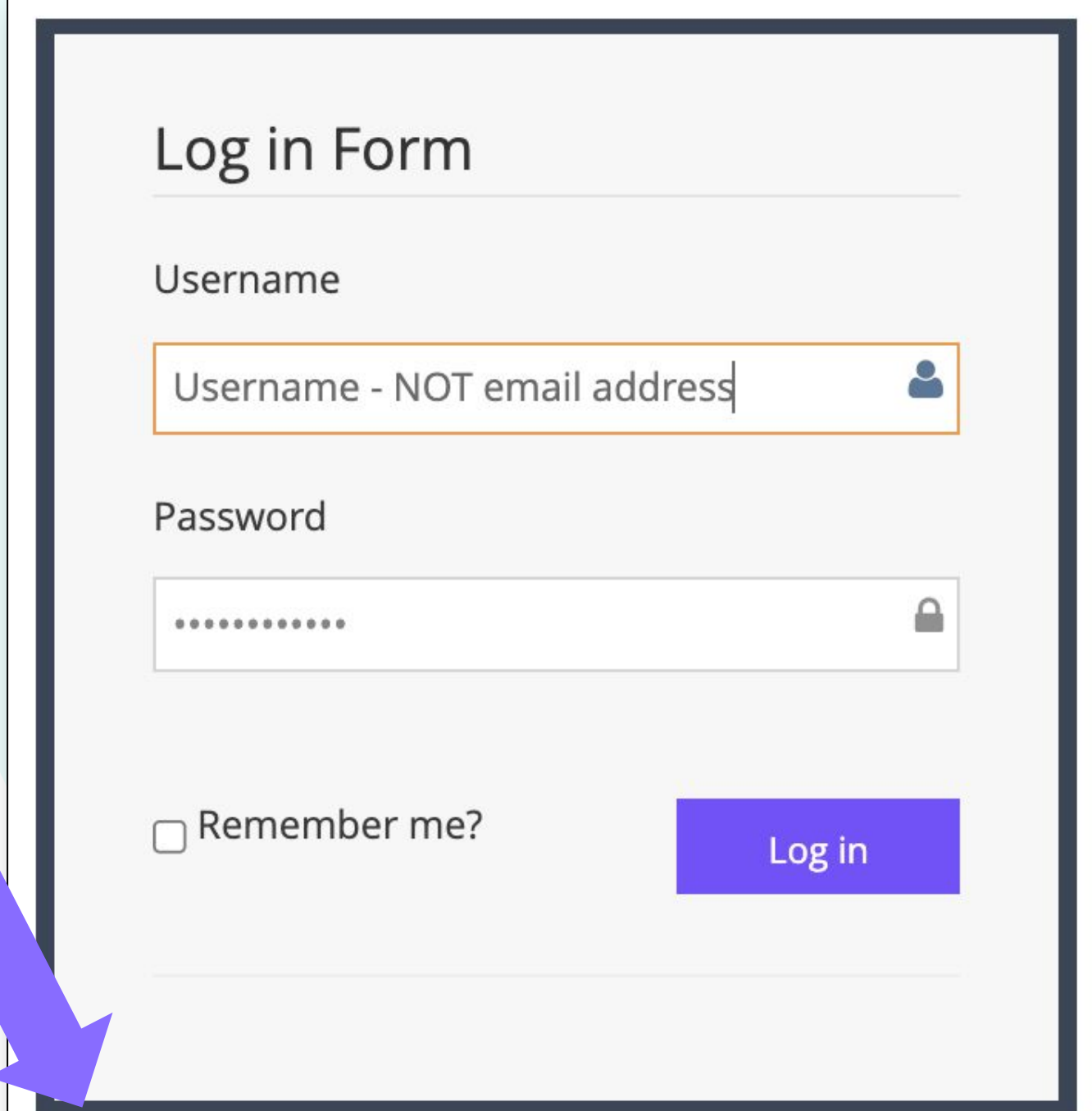
- A "Username" label above a text input field containing the text "Username - NOT email address" and a user icon.
- A "Password" label above a password input field with masked characters "....." and a lock icon.
- A checkbox labeled "Remember me?".
- A blue "Log in" button.
- At the bottom left, a link "Forgot Password?".
- At the bottom right, a link "Login via SSO".

# Your Password

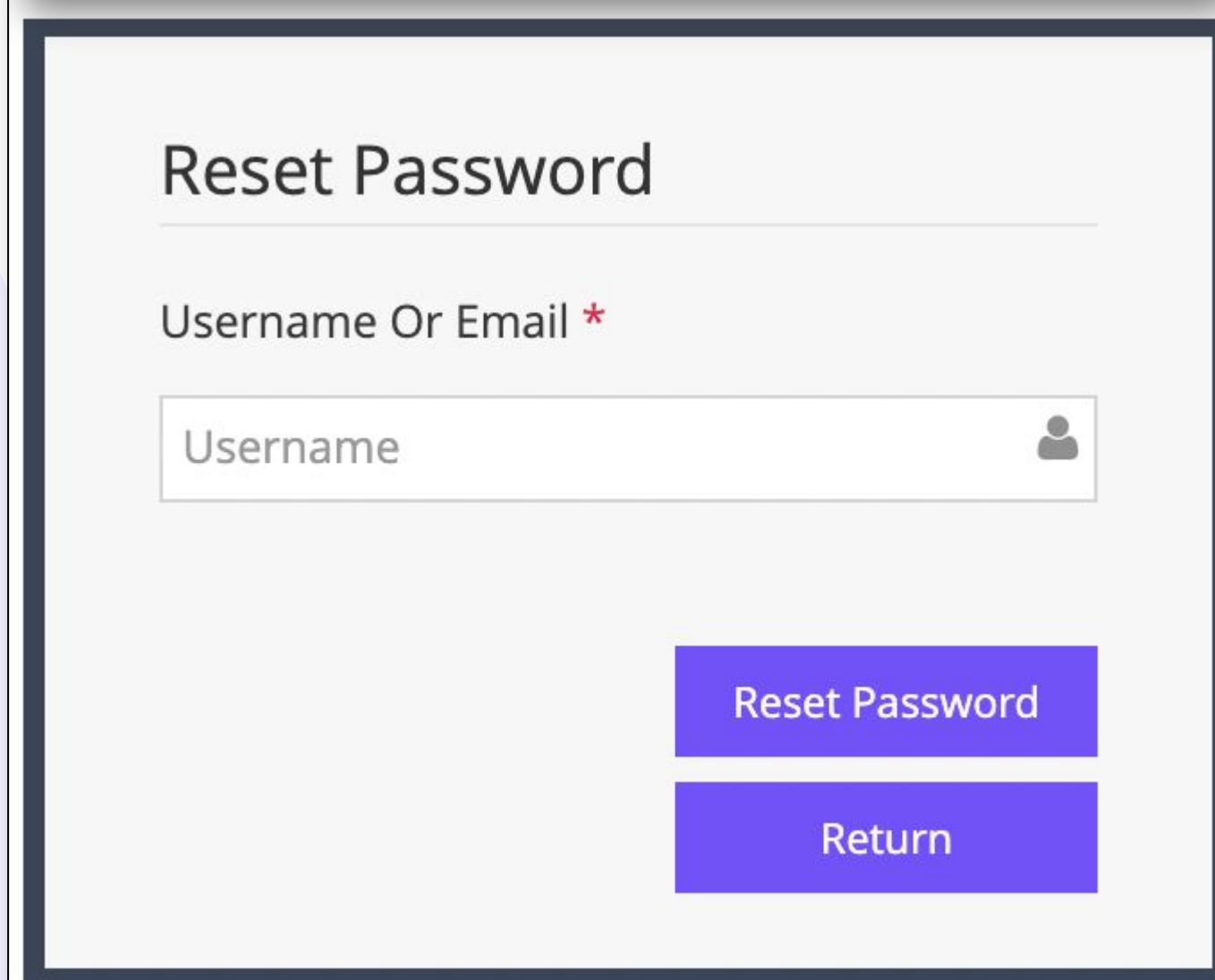
● *If you have forgotten your password\*:*

- 1) Click the "Forgot Password" in the lower left of the standard login screen
  - 2) Enter your username or email address
  - 3) Click "Reset Password"
  - 4) A temporary password will be emailed to you (check spam if you don't see it)
  - 5) Go back to the login screen and type your username and the temp password
  - 6) It's important to change your password in your user profile for security reasons
- \*If you use SSO (Single Sign On), please reach out to your IT department or internal support team instead.

If you are locked out, another Time Study Administrator can unlock your account before doing a password reset, or you can [create a support ticket](#).



The screenshot shows a "Log in Form" with two input fields: "Username" and "Password". The "Username" field contains the text "Username - NOT email address" and has a user icon on the right. The "Password" field is masked with dots and has a lock icon on the right. Below the fields is a checkbox labeled "Remember me?" and a blue "Log in" button. At the bottom of the form, there are two links: "Forgot Password?" on the left and "Login via SSO" on the right. A large blue arrow points from the "Forgot Password?" link to the "Reset Password" form below.



The screenshot shows a "Reset Password" form with one input field: "Username Or Email \*". The field contains the text "Username" and has a user icon on the right. Below the field are two blue buttons: "Reset Password" and "Return".



# Your Password cont'd

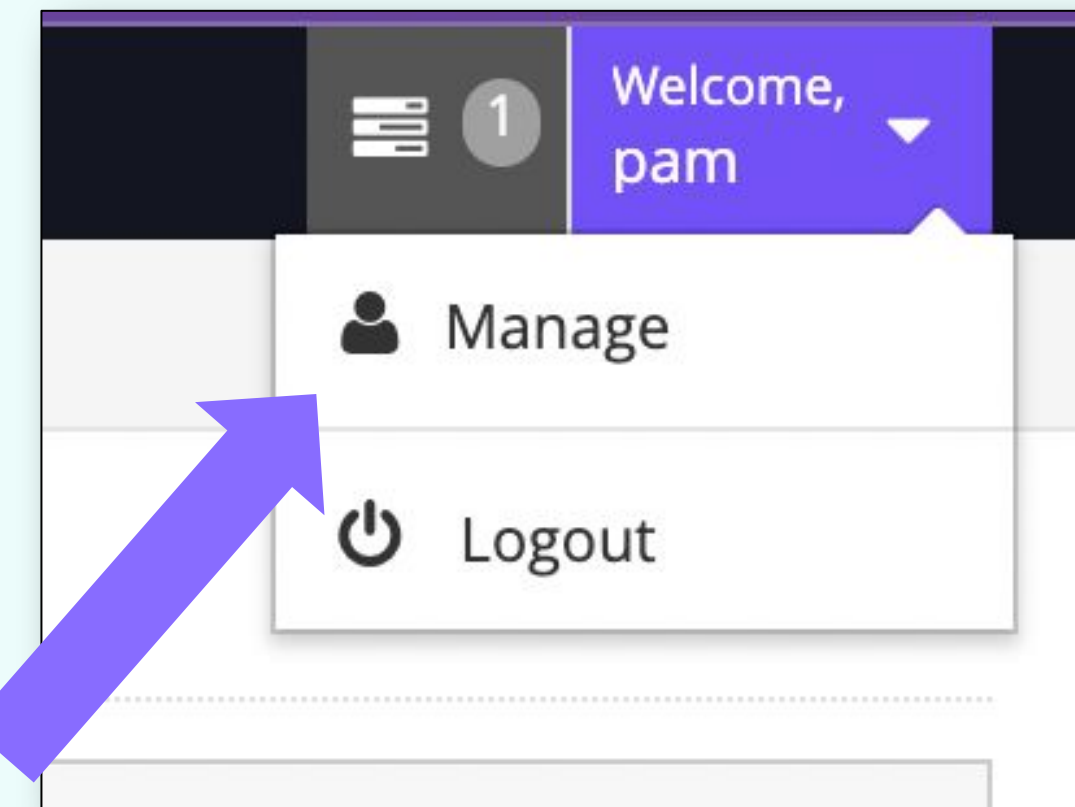
● *To change your password\*:*

- 1) Log in to your account
- 2) Click your username at the top right of the screen
- 3) Click "Manage"
- 4) Under the section titled "Change password details," type your current password
- 5) Enter a new password in the bottom two fields

Be sure that your password meets the requirements  
8-20 characters long with at least:

- one number
- one upper case letter
- one lower case letter
- one special character

\*If you use SSO (Single Sign On), please reach out to your IT department or internal support team instead.



Manage Account.

You're logged in as pam.

Update User Profile

First Name \* 4Pam

Middle Name

Last Name \* Beesly

Email Address \* pam@dundermifflin.com

Secondary Email Address

Save Profile

Change password details

Current password \*

New password \*

Confirm new password \*

Change password

A screenshot of the "Manage Account" page. The page is titled "Manage Account." and shows the user is logged in as "pam". Under the "Update User Profile" section, there are input fields for First Name (4Pam), Middle Name, Last Name (Beesly), Email Address (pam@dundermifflin.com), and Secondary Email Address. A blue "Save Profile" button is below these fields. Under the "Change password details" section, there are three input fields for Current password, New password, and Confirm new password. A blue "Change password" button is below these fields. A blue arrow points from the "Manage" option in the screenshot above to the "Change password" button.

# Dashboard & Quick Nav

# Dashboard

Your Admin Dashboard is your topline single-view executive summary

**TIME : STUDY** Welcome, HelpCenterAd...

Dashboard

Dashboard

**Active Users**  
No of Active Users: 22

Mar 24 | Thursday

**Submission Rate** 2022

Completed Time Studies  
Missing Time Studies  
Total Number = 45

**Summary of System Activity** Daily

No of logins	5
No of unique logins	2
No of time studies entered	0
No of time studies approved	0
No of time studies pending approval	0

**Upcoming Periods**

Time Study	Period Start Date	Period End Date
Duty-Specific Time Form	04/01/2022	04/07/2022
Multi-Organ Time Form	04/01/2022	04/07/2022
Organ-Related Time Form	04/01/2022	04/07/2022
Standard Time Form	04/01/2022	04/07/2022

Help



# Dashboard

# OF ACTIVE USERS

NOTIFICATIONS /  
MANAGE ACCOUNT

QUICK  
NAVIGATION  
MENU

- Dashboard
- Time Studies
- People
- Forms
- System Settings
- Reports
- Resources
- Logout

The screenshot shows the TIME : STUDY dashboard interface. At the top, there is a header with the logo and a user greeting. The main content area is divided into several sections: a top summary card for Active Users, a Submission Rate pie chart, a Summary of System Activity table, and an Upcoming Periods table. A Help button is located at the bottom right.

**Active Users**  
No of Active Users: 22

Mar 24 | Thursday

**Submission Rate** (2022)

Category	Count
Completed Time Studies	22
Missing Time Studies	23
<b>Total Number</b>	<b>45</b>

**Summary of System Activity** (Daily)

No of logins	5
No of unique logins	2
No of time studies entered	0
No of time studies approved	0
No of time studies pending approval	0

**Upcoming Periods**

Time Study	Period Start Date	Period End Date
Duty-Specific Time Form	04/01/2022	04/07/2022
Multi-Organ Time Form	04/01/2022	04/07/2022
Organ-Related Time Form	04/01/2022	04/07/2022
Standard Time Form	04/01/2022	04/07/2022

Help

SUMMARY OF  
SYSTEM ACTIVITY /

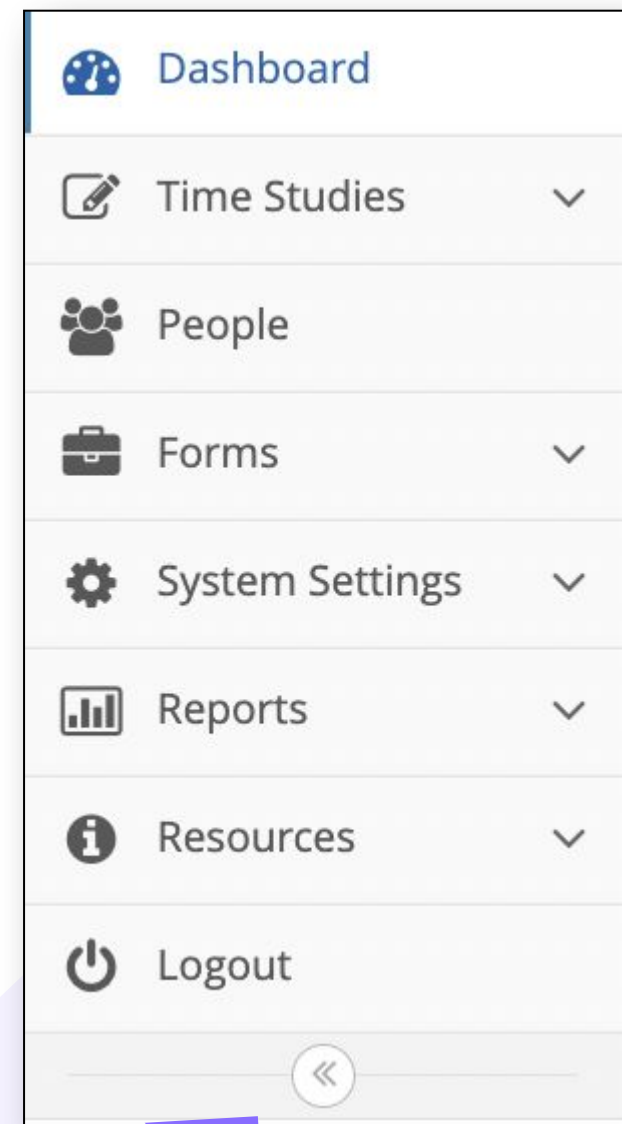
DROPDOWN FOR  
TIME RANGE

SUBMISSION RATES - DROPDOWN FOR  
YEAR AND HOVER FOR PERCENTAGE

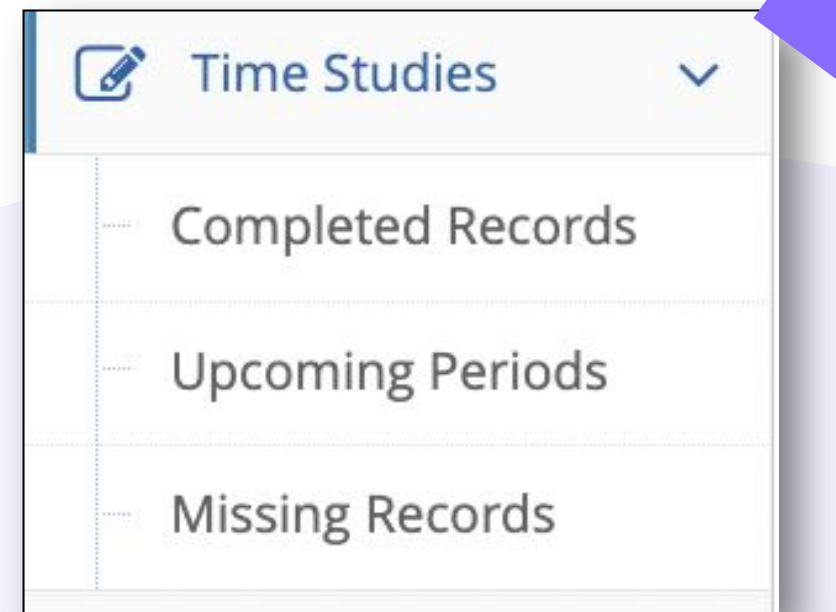
UPCOMING TIME STUDY PERIODS

SEARCH THE  
HELP CENTER

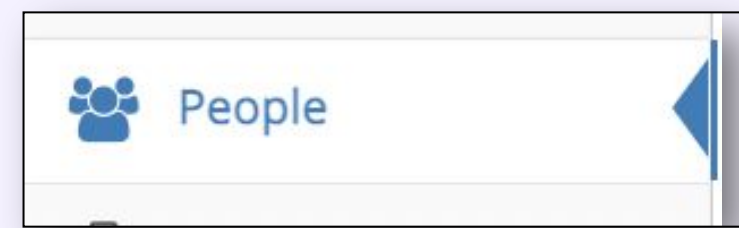
# Quick Nav



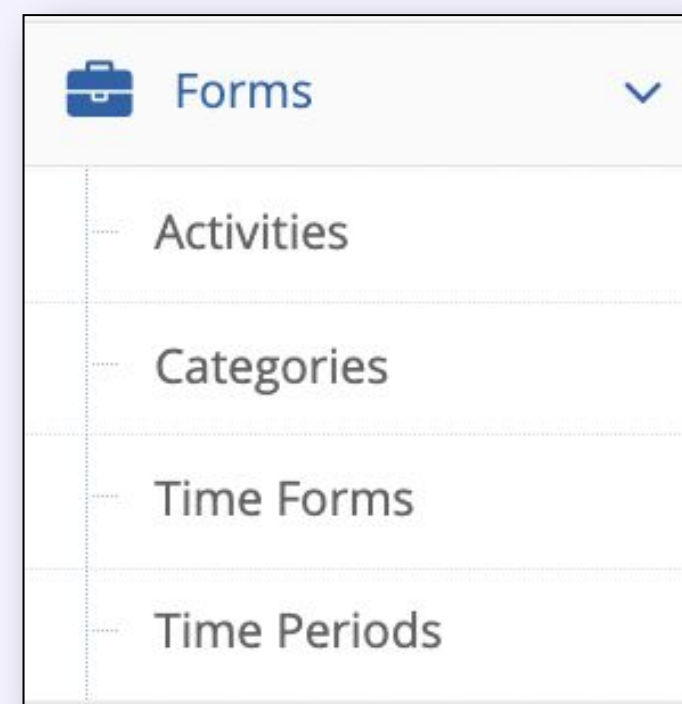
EXPAND THE MENU



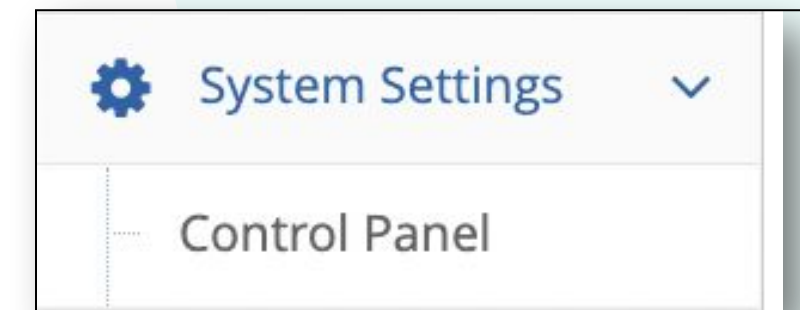
TIME STUDIES:  
PAST / PRESENT / FUTURE



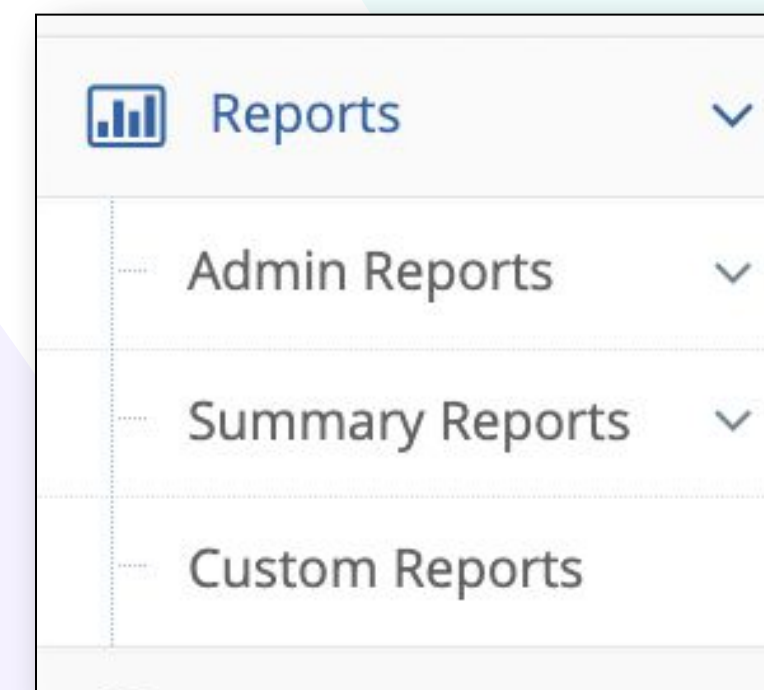
MANAGE PEOPLE



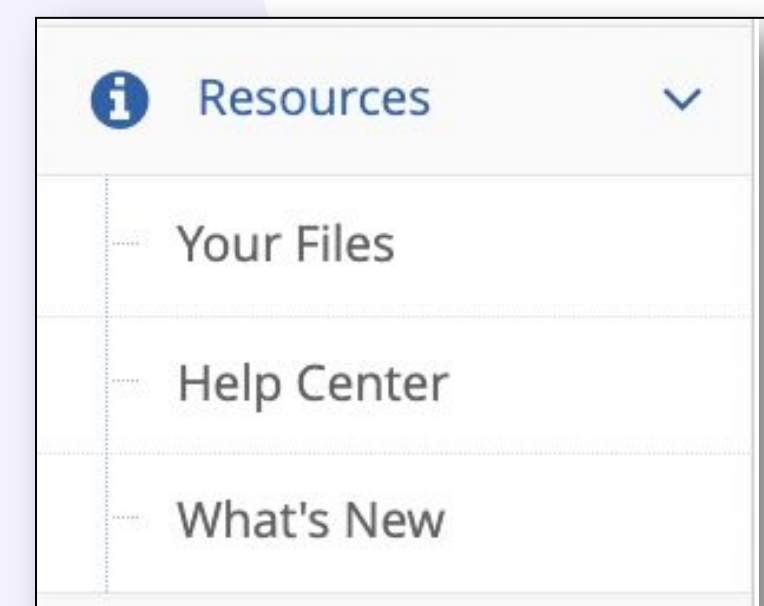
MANAGE FORMS



SYSTEM SETTINGS



RUN REPORTS

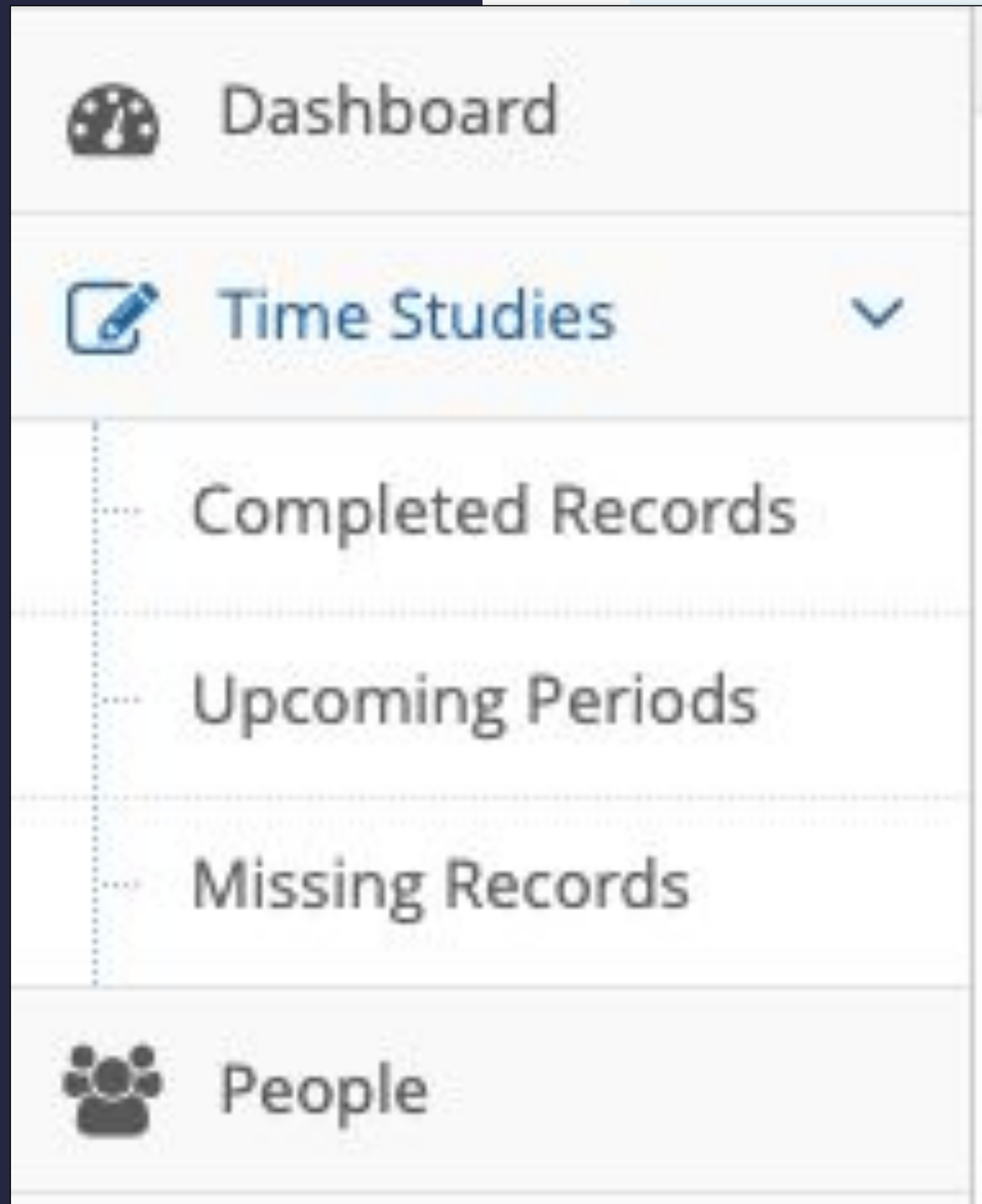


ACCESS RESOURCES

# Time Studies



# Time Studies



Admins can drill down to see:

1. Completed Records  
Filter by Business Unit, Dept, Fiscal Yr, Qtr or Name - view or delete completed records
2. Upcoming Periods  
A list view of upcoming time periods
3. Missing Records  
Filter by Business Unit, Dept, Fiscal Yr, Qtr or Name - see records unstarted or on hold, see who the assigned Supporter is, open the record to view or add data yourself, or extend the deadline of the Time Period





# Time Studies cont'd

## COMPLETED RECORDS

Completed Records

Business Unit: --- All ---

Department: General Department



Quarter: --- All ---

Fiscal Year: 2022

Name:

Search

Export

Name	Department	Time Form	Period Start Date	Period End Date	E-Sign Date	Approval Status	Action
Go <input type="text"/>	Not Specified	Multi-Organ Time Form	02/01/2022	02/07/2022	03/02/2022	Approved	 

VIEW

DELETE

## UPCOMING PERIODS

Upcoming Periods

Time Study	Period Start Date	Period End Date
Duty-Specific Time Form	04/01/2022	04/07/2022
Multi-Organ Time Form	04/01/2022	04/07/2022
Organ-Related Time Form	04/01/2022	04/07/2022



# Time Studies cont'd

## MISSING RECORDS

TIME STUDY

Missing Records

Business Unit: --- All ---

Department: --- All ---

Fiscal Year: 2022

Quarter: --- All ---

Name: \_\_\_\_\_

Search

Export

Name	Department	Time Study	Period Start Date	Period End Date	Status	Support Name	Support Email	Action
Gar	Not Specified	Duty-Specific Time Form	03/01/2022	03/07/2022	Not Completed			[Edit]
Gar	Not Specified	Organ-Related Time Form	03/01/2022	03/07/2022	Not Completed			[Edit]
Gar	Not Specified	Organ-Related Time Form	02/01/2022	02/07/2022	Not Completed Expired			[Calendar]
Gar	Not Specified	Duty-Specific Time Form	02/01/2022	02/07/2022	Not Completed Expired			[Calendar]
Gar	Not Specified	Multi-Organ Time Form	02/01/2022	02/07/2022	Not Completed Expired			[Calendar]
Gar	Not Specified	Standard Time Form	02/01/2022	02/07/2022	Not Completed Expired			[Calendar]
Gar	Not Specified	Multi-Organ Time Form	01/01/2022	01/07/2022	Not Completed Expired			[Calendar]
Gar	Not Specified	Duty-Specific Time Form	01/01/2022	01/07/2022	Not Completed Expired			[Calendar]
Gar	Not Specified	Organ-Related Time Form	01/01/2022	01/07/2022	Not Completed Expired			[Calendar]
Gar	Not Specified	Activity Type Time Form	01/01/2021	01/08/2021	Not Completed Expired			[Calendar]
Gar	Not Specified	Multi-Organ Time Form	01/01/2021	01/08/2021	Not Completed Expired			[Calendar]
Gar	Not Specified	Standard Time Form	01/01/2021	01/08/2021	Not Completed Expired			[Calendar]

VIEW or EDIT

EXTEND deadline on Time Period to reopen expired time studies

In addition to Not Completed and Hold statuses, a record may also be marked expired, if past the deadline date.

Gar	Not Specified	Standard Time Form	01/01/2021		Not Completed Expired			[Calendar]
Go	Not Specified	Multi-Organ Time Form	03/01/2022	03/07/2022	Not Completed			[Edit]
Go	Not Specified	Duty-Specific Time Form	03/01/2022	03/07/2022	Not Completed			[Edit]
Go	Not Specified	Standard Time Form	03/01/2022	03/07/2022	Not Completed			[Edit]
Go	Not Specified	Standard Time Form	02/01/2022	02/07/2022	Not Completed Expired			[Calendar]
Go	Not Specified	Duty-Specific Time Form	01/01/2022	01/07/2022	Not Completed Expired			[Calendar]
Go	Not Specified	Multi-Organ Time Form	01/01/2021	01/08/2021	Not Completed Expired			[Calendar]
Go	Not Specified	Activity Type Time Form	01/01/2021	01/08/2021	Not Completed Expired			[Calendar]
Go	Not Specified	Activity Type Time Form	01/01/2021	01/08/2021	Not Completed Expired			[Calendar]
LastNameReporter1, FirstNameReporter1	General Department	Standard Time Form	02/01/2022	02/07/2022	Hold Expired			[Calendar]
LastNameReporter1, FirstNameReporter1	General Department	Standard Time Form	02/01/2022	02/07/2022	Hold Expired			[Calendar]
LastNameReporter1, FirstNameReporter1	General Department	Standard Time Form	01/01/2022	01/07/2022	Not Completed Expired			[Calendar]
LastNameReporter1, FirstNameReporter1	General Department	Standard Time Form	01/01/2022	01/07/2022	Not Completed Expired			[Calendar]
LastNameReporter1, FirstNameReporter1	General Department	Activity Type Time Form	01/01/2021	01/08/2021	Not Completed Expired			[Calendar]

Records on Hold have been started and saved but not submitted

SUPPORTER'S name and email address





# Reopening a Time Study

REPORTS – ADMIN REPORTS – APPROVED RECORDS

Resend Welcome

Resend

Reports

- » Admin Reports
  - » Time Study Report
  - » System Activity
  - » End User Listing
  - » Records Pending Approval
  - » Approved Records
  - » Missing Records
  - » Allocation

SELECT RECORD – CHANGE STATUS FROM “APPROVED” TO “RETURNED”

Approved Records

Facility: --- Select ---

Department: --- Select ---

Fiscal Year: --- Select ---

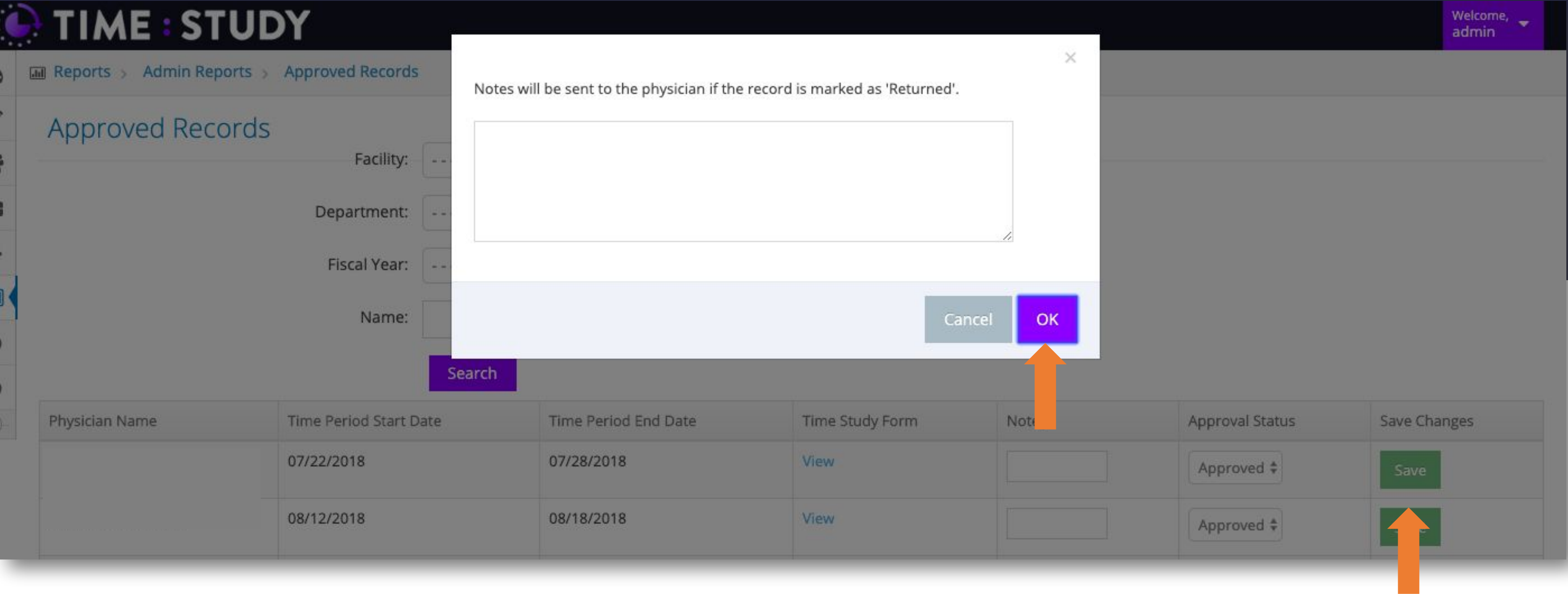
Name:

Physician Name	Time Period Start Date	Time Period End Date	Time Study Form	Notes		Save Changes
[Redacted]	07/22/2018	07/28/2018	<a href="#">View</a>	<input type="text"/>	Pending Returned ✓ Approved	<input type="button" value="Save"/>
	08/12/2018	08/18/2018	<a href="#">View</a>	<input type="text"/>	Approved ▾	<input type="button" value="Save"/>
	09/16/2018	09/22/2018	<a href="#">View</a>	<input type="text"/>	Approved ▾	<input type="button" value="Save"/>
	10/07/2018	10/12/2018	<a href="#">View</a>	<input type="text"/>	Approved ▾	<input type="button" value="Save"/>

# Reopening a Time Study

CLICK INTO THE “NOTES” FIELD (TO THE LEFT OF THE STATUS FIELD)

AND YOU WILL GET A POPUP TO WRITE WHAT YOU NEED THE REPORTER TO SEE



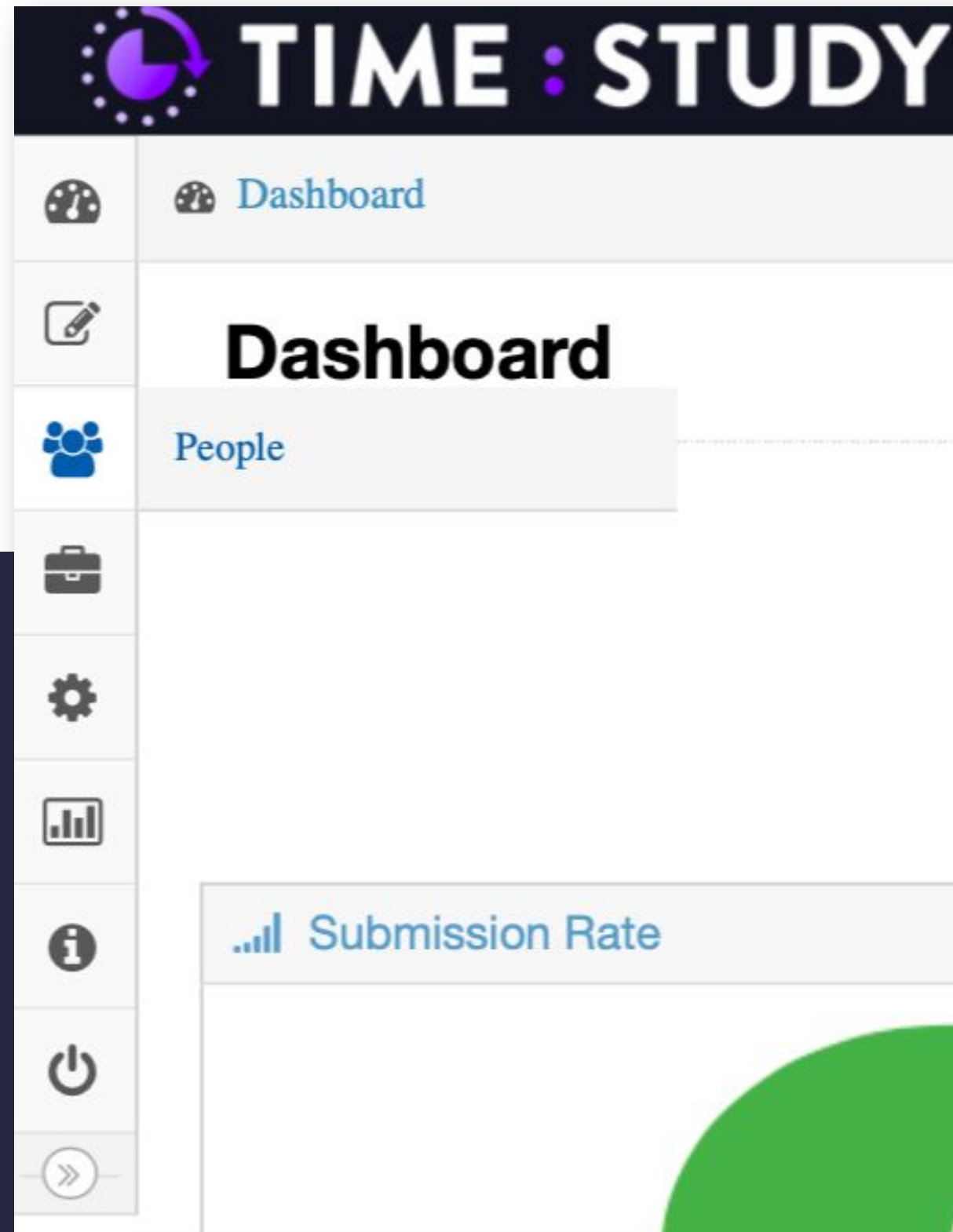
CLICK OK – THEN CLICK SAVE

THE REPORTER WILL GET AN EMAIL & BE ABLE TO EDIT AND RESUBMIT THEIR TIME STUDY

# People



# People















During Implementation, users are added and configured for you by Time Study. After launch, Admins access & maintain the People section.

This is where Admins can view, add, edit, & delete the 3 types of users involved with Time Study:

1. Admins: These are our users who have global access to the data. They usually do not alter time studies for users, but they run reports for management and analysis of the submitted time studies. Also, they manage all of the system configurations, such as User Creation and Profile Management, Time Form creation, Time Period scheduling, Email notifications, and much more.
2. Supporters: Besides filling out their own time studies, they also have the ability to input hours and "Save & Hold" time studies on behalf of Reporters for whom they have Access Rights. When granted additional permissions, they can also "Save & Submit" on their assigned Reporters' behalf. Some Supporters are required to manually review their Reporters' time studies and approve or reopen them. All Supporters can generate reports on their assigned groups of Reporters, departments, and divisions. Supporters may be people such as: Administrative Assistant, Chair, Coordinator, Delegate, Department Administrator, Financial Personnel, Support Staff
3. Reporters: The practitioners & staff who need a simple way of collecting their time. They fill out their time studies and can generate reports on their time studies only.

# People

Name	Username	Type	Active	Email	Business Unit	Department	Time Forms	Created Date	Updated Date	Action
Scott,1Michael	bestbossever	Admin	Yes	bestbossever@demo.com	TimeStudy BU1	General Department	Configure	1/21/2022	1/21/2022	 
Schrute,2Dwight	assistantgeneralmanager	Admin	Yes	assistantgeneralmanager@demo.com	TimeStudy BU1	Medicine - Hospital One	Configure	1/21/2022	1/21/2022	 
Halpert,3Jim	staplerinjello	Supporter	Yes	staplerinjello@demo.com	TimeStudy BU1	Medical Directors	Configure	1/21/2022	1/21/2022	 
Beesly,4Pam	pam	Reporter	Yes	pam@demo.com	TimeStudy BU1	Diabetes - Hospital Two	Configure	1/21/2022	1/21/2022	 
Martin,5Angela	catlady	Reporter	Yes	catlady@demo.com	TimeStudy BU1	Finance Department	Configure	1/21/2022	1/21/2022	 
Malone,6Kevin	chili	Reporter	Yes	chili@demo.com	TimeStudy BU1	Finance Department	Configure	1/21/2022	1/21/2022	 

Click the Edit button from the list view in order to enter the User Profile

TIME:STUDY

People > Edit Profile

### User Profile

Active: Yes

Locked: No


User Type: Admin


Username\*

Email\*

First Name\*

Last Name\*

Hire Date\* 

Termination Date 

Facility: TimeStudy

https://qademo.timestudy.co/Admin/Users.aspx

# People cont'd

Save    Reset Password    Cancel

Profile    Access Rights    Time Forms    LOA    Finance History    Transplant History    Agreements    Duties

At the bottom of each profile page, you can navigate to the other pages of the user profile:

1. Profile
2. Access Rights - assign Reporters to Supporters
3. Time Forms - assign Time Forms for a user to complete
4. LOA - schedule leave of absences
5. Finance History
6. Transplant History
7. Agreements
8. Duties

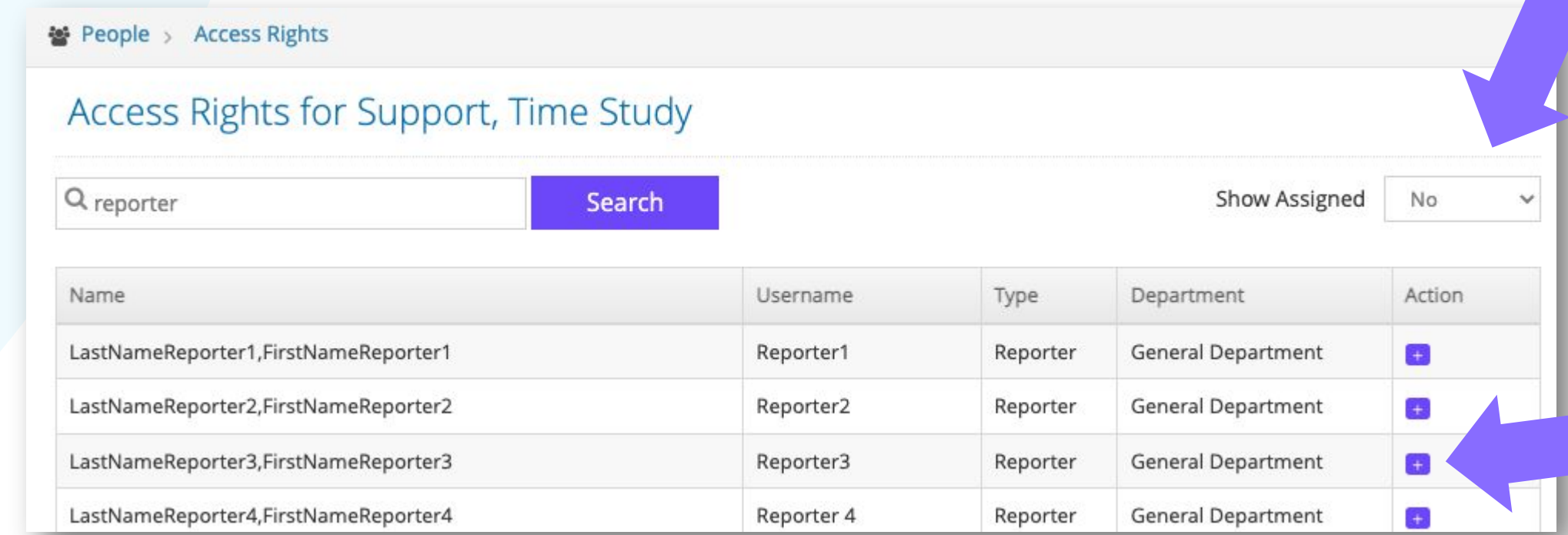
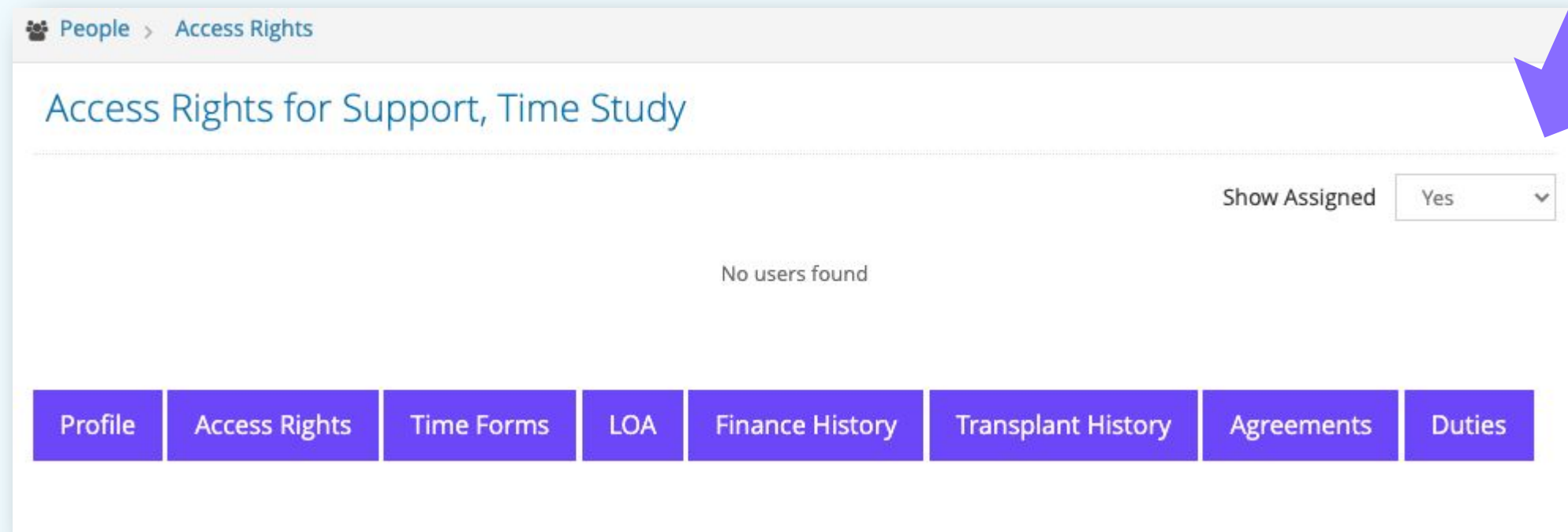




# Access Rights

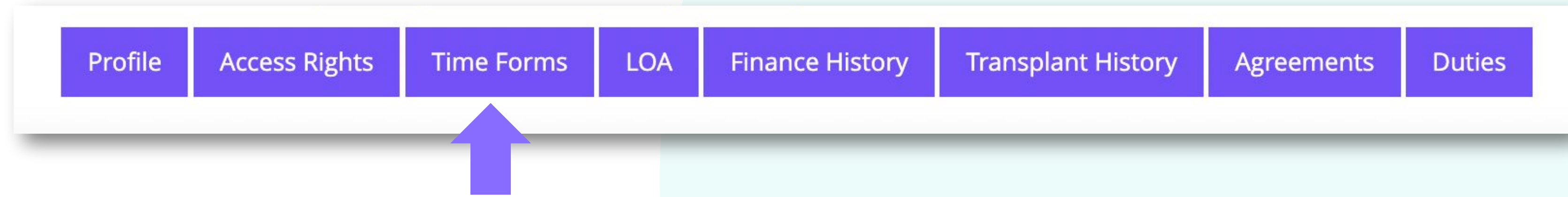


You can assign a Reporter to a Supporter for supervision or assistance filling out their time studies.



1. On a Supporter's profile, click Access Rights in order to assign Reporters to them.
2. Change "Show Assigned" to NO in order to find new Reporters to assign.
3. Use the + icon on the right side to add them.

# Time Forms



You can assign a Time Form for a user to fill out at the designated time periods and frequency.

People > User Time Forms

### User Time Forms for Support, Time Study

Name	Submission Schedule	Assigned	Action
Activity Type Time Form		No	
Duty-Specific Time Form		No	
Multi-Organ Time Form		No	
pre/post transplant		No	
Standard Time Form		Yes	

Click the yellow icon to assign the Time Form to the user.

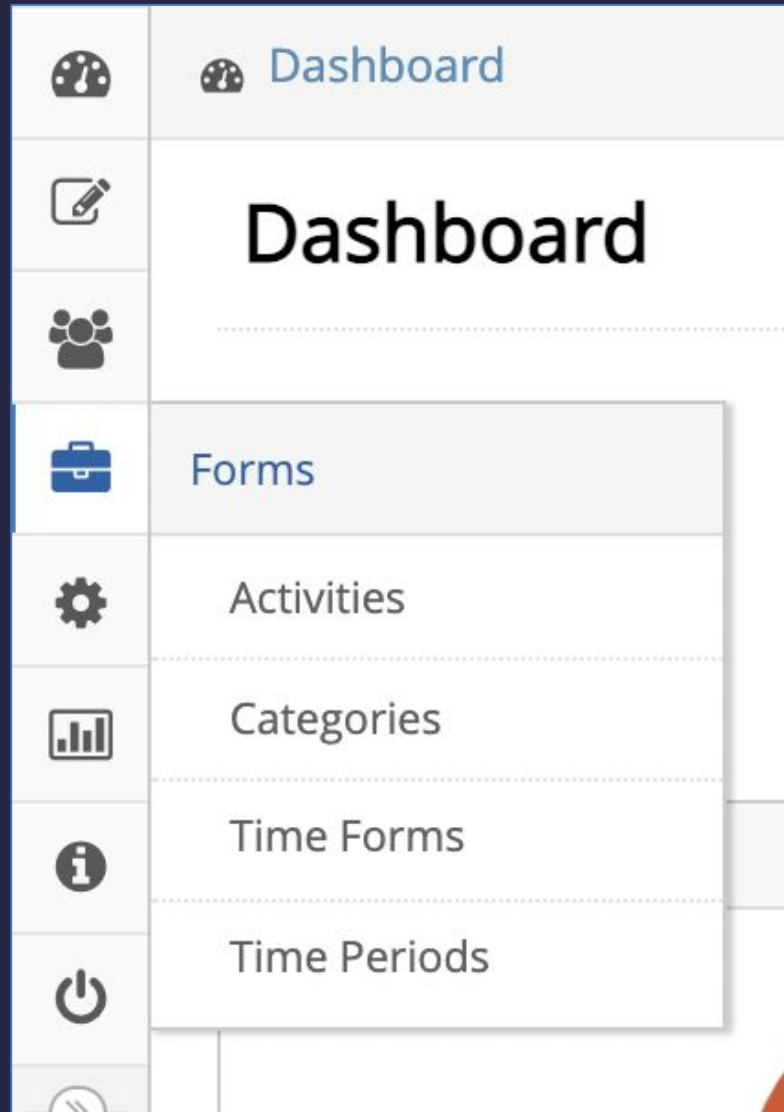
Time studies will be automatically created for the user for the pre-determined Time Periods.

Submission Schedules with an active Time Period are available to select here



# Forms

# Forms



During Implementation, form setup is configured for you by Time Study. After launch, Admins access & maintain the components necessary for reporting time:

- 1) ACTIVITIES – specific functions being carried out and reported on
- 2) CATEGORIES - groups of specific timed activities
- 3) TIME FORMS - forms that Reporters access to submit time
- 4) TIME PERIODS - timeframes of the year when you are capturing data

### Activities

Add Export Search by name Search Active All

Name	Description	Long Description	Category	Cost Center	Part A	Part B	Include In Reports	Active	Action
Administrative/clerical pre-transplant time	Administrative/clerical pre-transplant time	Administrative/clerical pre-transplant time	Pre-Transplant Time		No	No	Yes	Yes	[Edit] [Message] [Delete]

### Categories

Add Export Search by name Search

Name	Description	Long Description	Active	Action
All Other	All Other	All Other	Yes	[Edit] [Message] [Delete]

### Time Forms

Add Export Search by name Search

Name	Description	Hourly	Organ-Related	Multi-Organ	Transplant Hours	Default	Active	Action
Clinic Staff	Clinic Staff	Yes	Yes	No	No	No	Yes	[Edit] [Message] [Settings] [Delete]

### Time Periods

Add Add Weekly Export Search by date or form name Search

Start Date	End Date	Required	Schedule	Fiscal Year	Quarter	Time Form(s)	Action
9/4/2022	9/10/2022	Yes	Monthly	2023	3	Clinic Staff, Financial Coordinators, Managers & Data, Pharmacists, Physicians, Psychologists, Social Workers & Dieticians, Transplant Assistants & Admin, Transplant Coordinators	[Edit] [Delete]

# Forms (cont'd)

Filter by ACTIVE or INACTIVE










Add a New item or Export the existing list

Activities

Add Export

Search by name Search

Active All










Name	Description	Long Description	Category	Cost Center	Part A	Part B	Include In Reports	Active	Action
Administrative/clerical pre-transplant time	Administrative/clerical pre-transplant time	Administrative/clerical pre-transplant time	Pre-Transplant Time		No	No	Yes	Yes	  
Attendance at Lectures, Seminars and conferences	Attendance at Lectures, Seminars and conferences	Attendance at Lectures, Seminars and conferences	Education & ATO		No	No	Yes	Yes	  
Clinic Services	Clinic Services	Clinic Services	All Other		No	No	Yes	Yes	  

Search for an item

Categories

Add Export

Search by name Search

Name	Description	Long Description	Active	Action
All Other	All Other	All Other	Yes	  
Education & ATO	Education & ATO	Education & ATO	Yes	  
Pre-Transplant Time	Pre-Transplant Time	Pre-Transplant Time	Yes	  

Actions: Edit, Mark Active/Inactive, or Delete



# Forms (cont'd)

Time Forms

Time Forms

[Add](#) [Export](#)  [Search](#)

Name	Description	Hourly	Organ-Related	Multi-Organ	Transplant Hours	Default	Active	Action
Clinic Staff	Clinic Staff	Yes	Yes	No	No	No	Yes	
Financial Coordinators	Financial Coordinators	Yes	Yes	No	No	No	Yes	
Managers & Data	Managers & Data	Yes	Yes	No	No	No	No	

Search by name or date

Actions: Edit, Mark Active/Inactive, Set/Reset Default, or Delete

Time Periods

Time Periods

[Add](#) [Add Weekly](#) [Export](#)  [Search](#)

Start Date	End Date	Required	Schedule	Fiscal Year	Quarter	Time Form(s)	Action
9/4/2022	9/10/2022	Yes	Monthly	2023	3	Clinic Staff, Financial Coordinators, Managers & Data, Pharmacists, Physicians, Psychologists, Social Workers & Dieticians, Transplant Assistants & Admin, Transplant Coordinators	
8/7/2022	8/13/2022	Yes	Monthly	2022	3	Clinic Staff, Financial Coordinators, Managers & Data, Pharmacists, Physicians, Psychologists, Social Workers & Dieticians, Transplant Assistants & Admin, Transplant Coordinators	
7/24/2022	7/30/2022	Yes	Monthly	2022	3	Clinic Staff, Financial Coordinators, Managers & Data, Pharmacists, Physicians, Psychologists, Social Workers & Dieticians, Transplant Assistants & Admin, Transplant Coordinators	

# System Settings



# System Settings

During Implementation, System Settings are configured for you by Time Study. After launch, Admins govern how the system functions using the Control Panel.

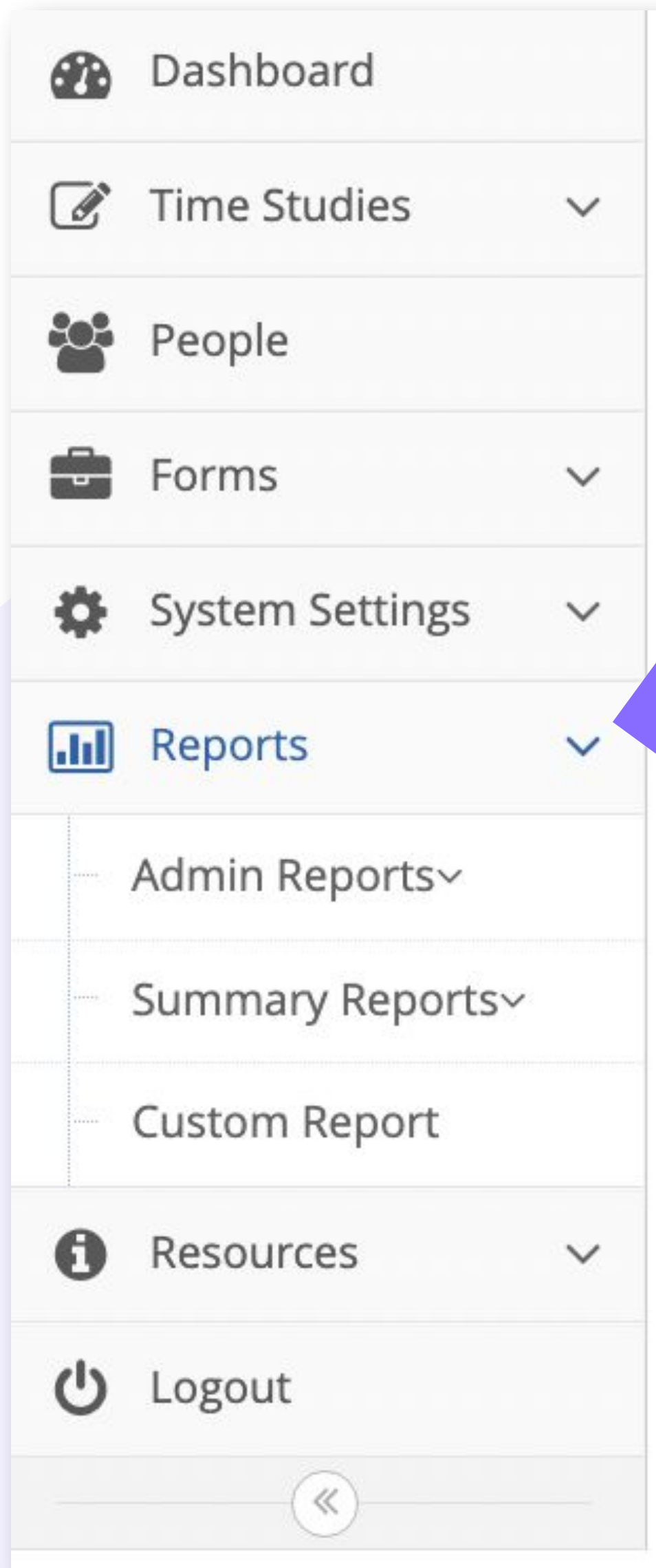
The screenshot shows the 'System Settings > Control Panel' interface. The left sidebar contains navigation items: Dashboard, Time Studies, People, Forms, System Settings (selected), Control Panel, Reports, Resources, and Logout. The main content area is titled 'Control Panel' and is divided into three sections: 'System Access', 'Time Study Configuration', and 'Master Files'. Each section contains a list of sub-items with expandable arrows.

- System Access**
  - ▶ Facility
  - ▶ Profile Fields
  - ▶ Business Units
  - ▶ People
  - ▶ Version Info
- Time Study Configuration**
  - ▶ Time Forms
  - ▶ Categories
  - ▶ Activities
  - ▶ Time Periods
- Master Files**
  - ▶ Divisions
  - ▶ Departments
  - ▶ User Statuses
  - ▶ Holidays
  - ▶ LOA Types
  - ▶ Organs
  - ▶ Specialties
  - ▶ Support Staff Roles
  - ▶ Files
- Email Configuration**
  - ▶ Email Settings
  - ▶ Email Types
  - ▶ Email Alerts
  - ▶ Email Alert Schedule



# Reports

# Reports



— This is where Admins can filter and run 3 categories of reports:

## **ADMIN REPORTS**

Provides data at a micro level to review or take action

## **SUMMARY REPORTS**

Provides macro level calculations/totals meant for overview and analysis purposes

## **CUSTOM REPORTS**

Permits on-the-fly reports of submitted records, which can be filtered and grouped at any level. These settings can be saved as templates for future use.

## **Export**

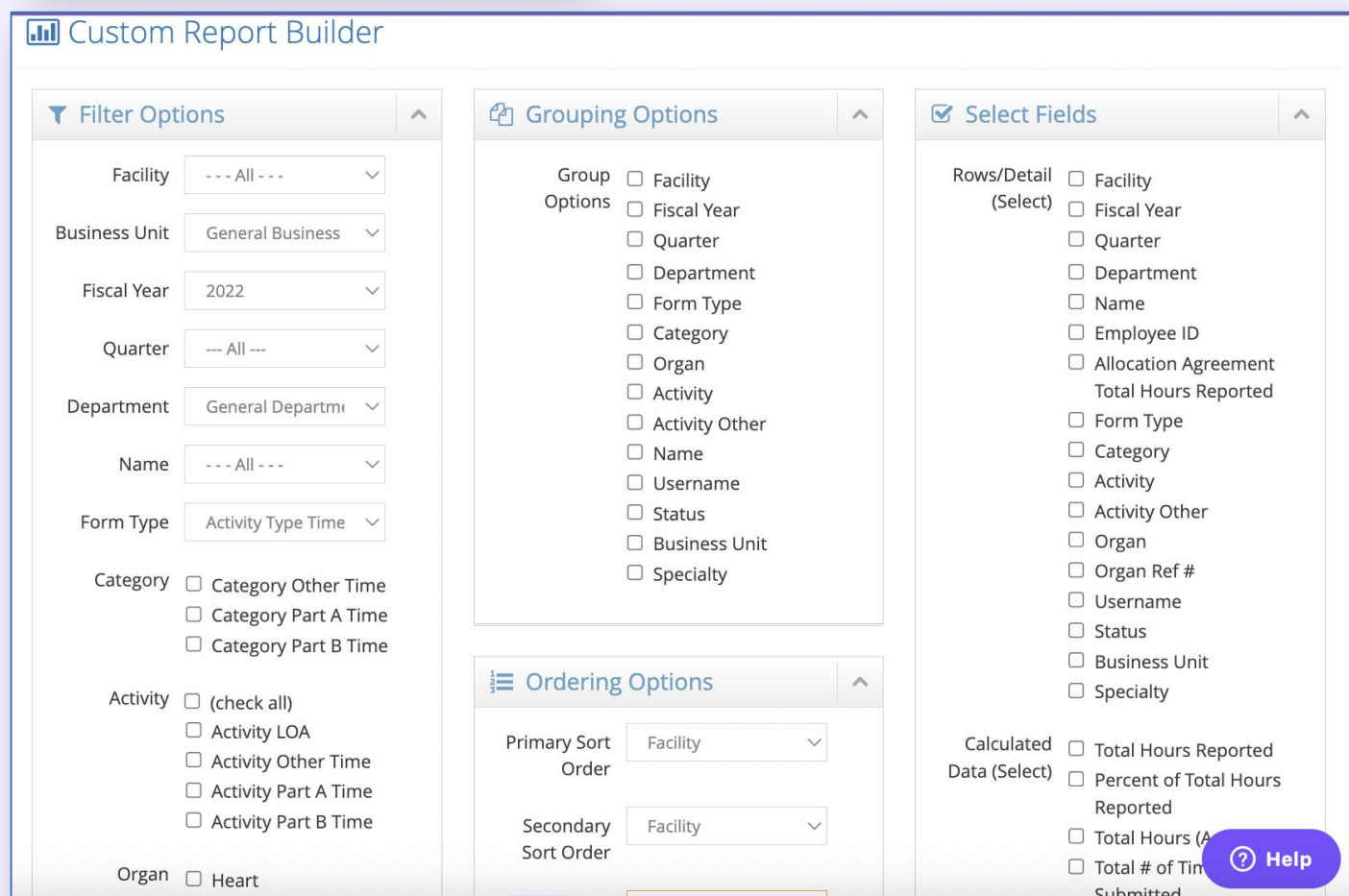
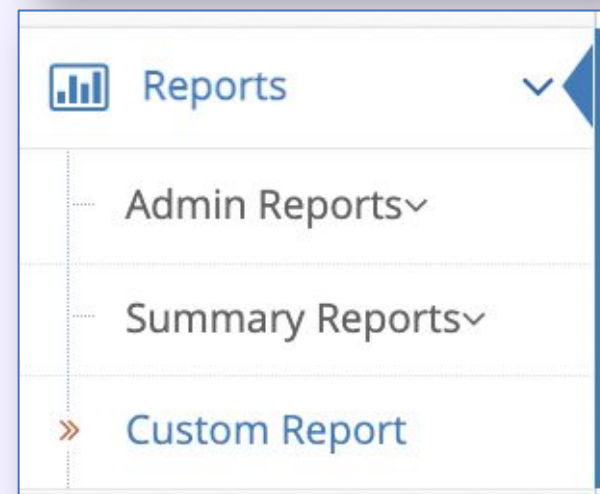
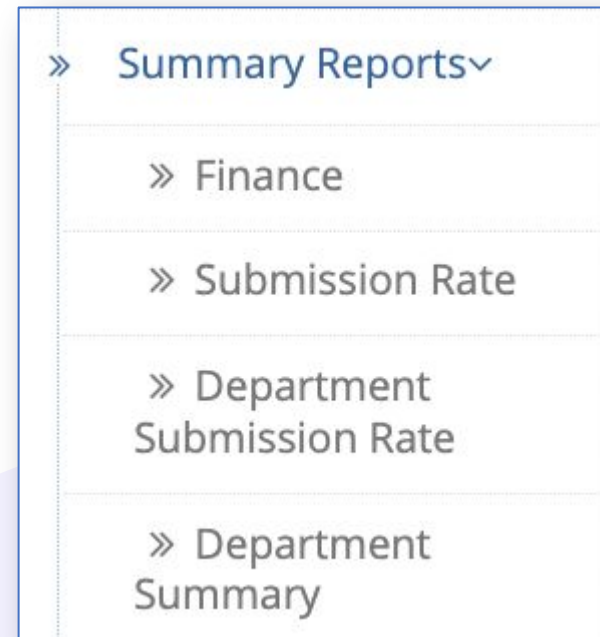
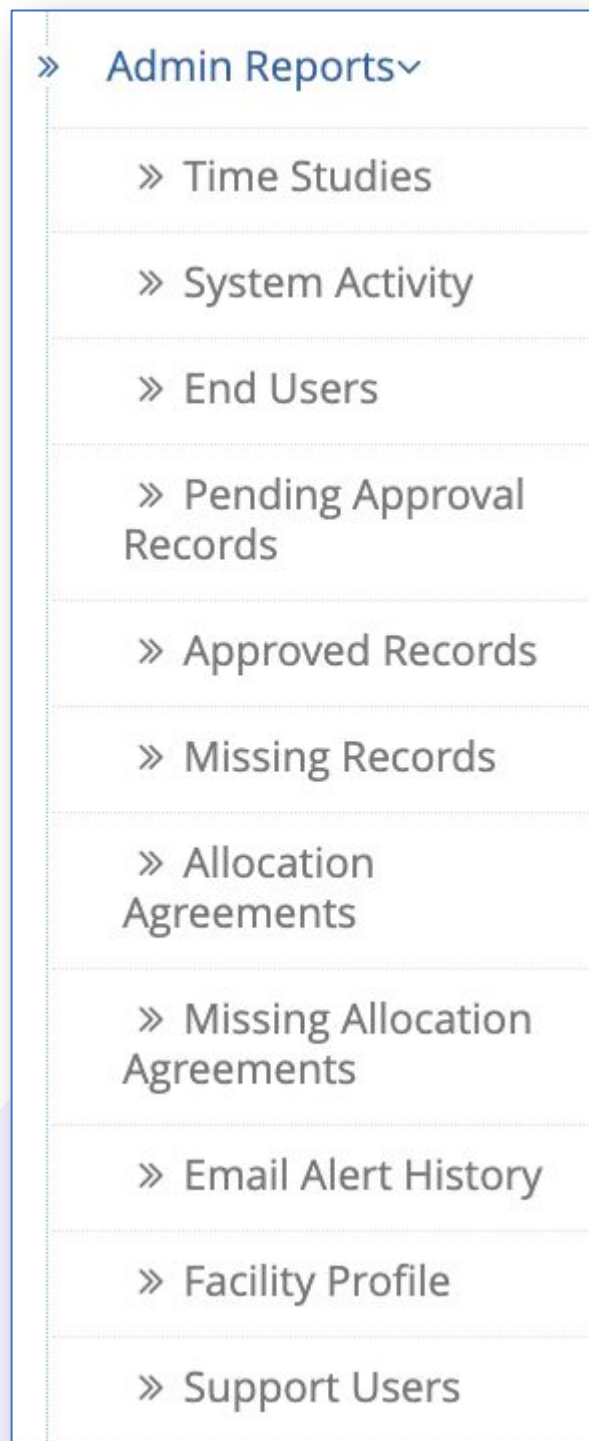
The results from most reports can be exported as a .csv file.

## **Filter**

Most records permit filtering the search by factors such as: Facility, Business Unit, Department, Fiscal Year, Quarter, Date, or User's Name.



# Reports cont'd



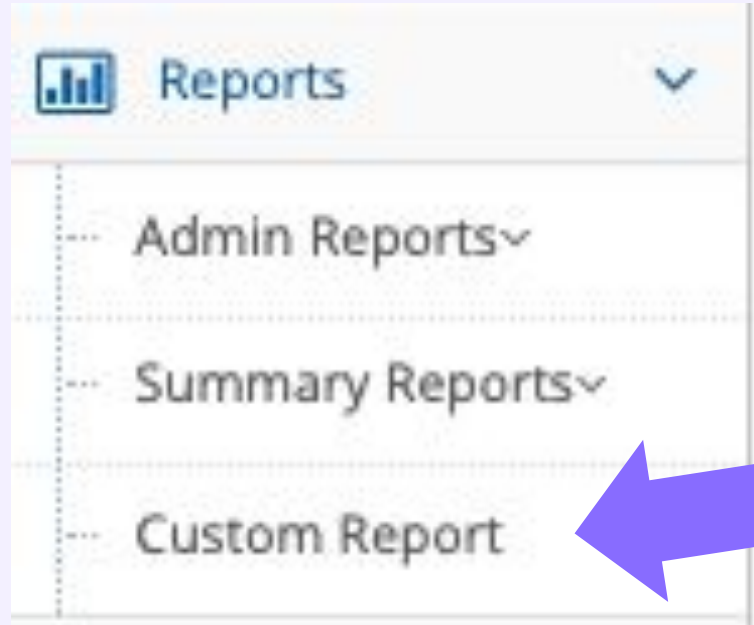
Admins have access to many reports. See the full list of reports to the left.

A few highlights:

- **Time Studies** - This report returns a list of time studies that are “On Hold” or “Completed.”
- **End Users** - This report provides user profile information such as department, email address, and hire date.
- **Pending Approval Records** - If you have decided that time studies will be manually approved, this report provides a place to approve or return the record.
- **Missing Records** - This Report returns a list of time studies that have not been submitted; they are either “On Hold” or not started. You can also see *expired* missing records and take action to extend the deadline date if desired.
- **Support Users** - This report provides a list of Supporters and the Reporters assigned to them.
- **Finance** - This report is used for Cost Reporting Purposes. It provides a calculated breakdown of reported hours by activity: each activity’s total hours reported, its annualized hours, what percent of the entity’s total hours belongs to each activity.
- **Submission Rate** - This report displays submission rate as a percentage for the fiscal year selected.
- **Department Summary** - This report provides calculations based on how many hours were submitted per activity
- **Custom Report** - This is a very robust tool that will permit you to build your own personalized report, either to use once or to save as a template for re-use.



# Custom Reports



- Build your own reports :
- Filter to get only the records you need
  - Determine Grouping Options to indicate by which fields any numbers should be summed
  - Select which fields you want to see in the final report
  - Select the Sort Order for your results

### Custom Report Builder

#### Filter Options

Facility: --- All ---

Business Unit: General Business

Fiscal Year: 2022

Quarter: --- All ---

Department: General Department

Name: --- All ---

Form Type: Activity Type Time

Category:  Category Other Time  
 Category Part A Time  
 Category Part B Time

Activity:  (check all)  
 Activity LOA  
 Activity Other Time  
 Activity Part A Time  
 Activity Part B Time

Organ:  Heart

#### Grouping Options

Group Options

Facility  
 Fiscal Year  
 Quarter  
 Department  
 Form Type  
 Category  
 Organ  
 Activity  
 Activity Other  
 Name  
 Username  
 Status  
 Business Unit  
 Specialty

#### Select Fields

Rows/Detail (Select)

Facility  
 Fiscal Year  
 Quarter  
 Department  
 Name  
 Employee ID  
 Allocation Agreement  
 Total Hours Reported  
 Form Type  
 Category  
 Activity  
 Activity Other  
 Organ  
 Organ Ref #  
 Username  
 Status  
 Business Unit  
 Specialty

Calculated Data (Select)

Total Hours Reported  
 Percent of Total Hours Reported  
 Total Hours (A  
 Total # of Tim Submitted

#### Ordering Options

Primary Sort Order: Facility

Secondary Sort Order: Facility

[? Help](#)

You can generate reports, then save them as templates to reuse in the future.

### Custom Report Templates

Available Templates:

[Load Existing](#) [Save New](#)

[Generate Report](#)

# Help & Info

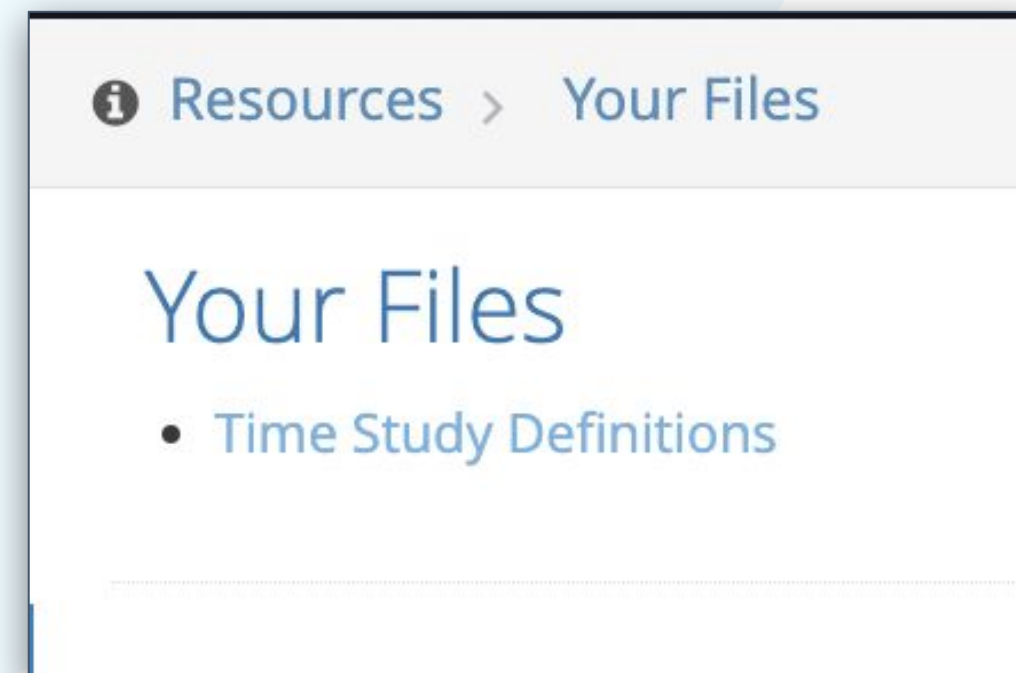
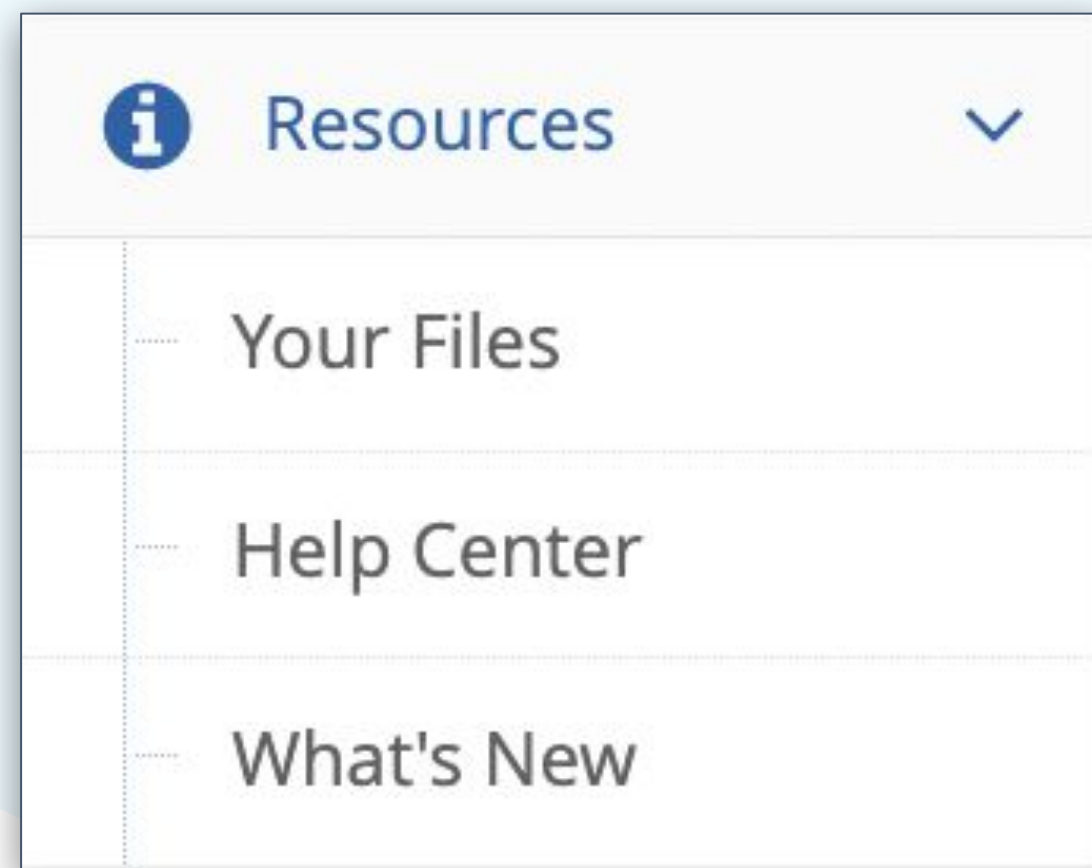
# Resources

## — TIME STUDY TECHNICAL SUPPORT

Time Study offers three options in the Resources menu under the information “i” icon in your Quick Nav:

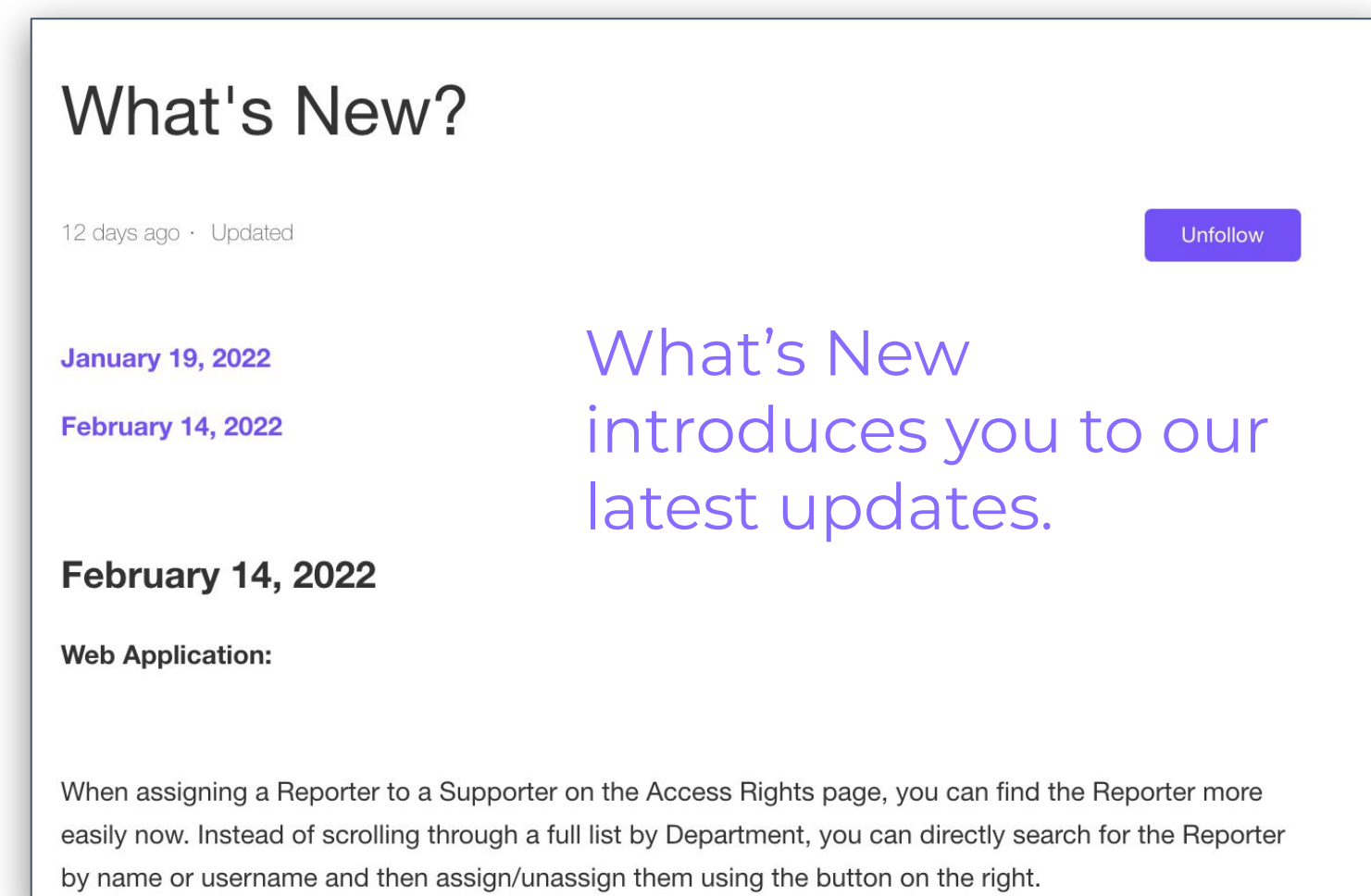
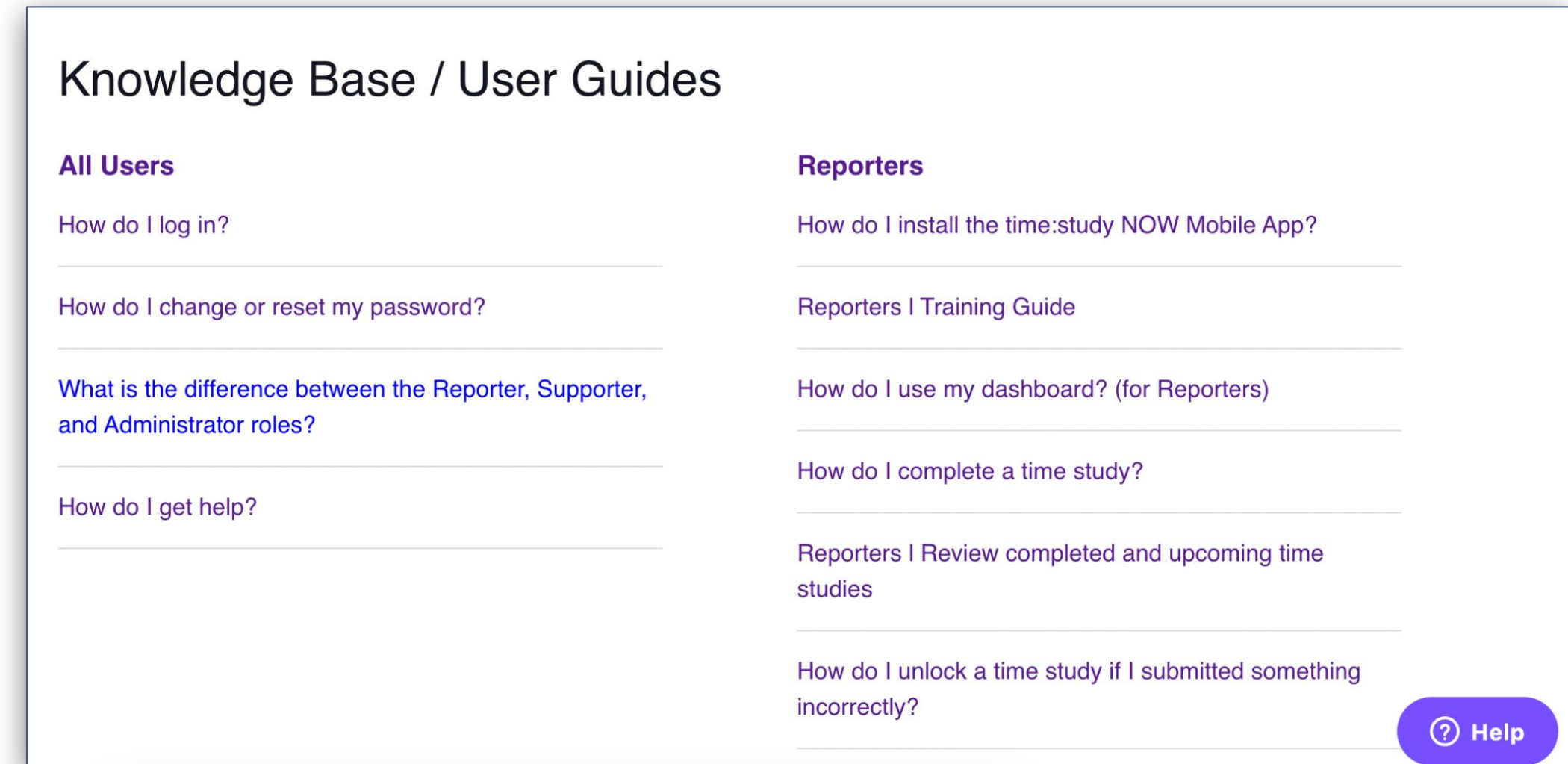
- Your Files
- Help Center
- What's New

Your Files contains documents created specifically by/for your company.



If you need technical assistance, please use the Help bubble in the bottom right of the website to create a support ticket.

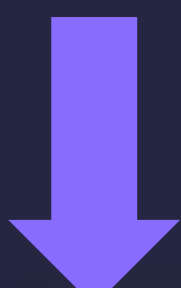
The Help Center is where you can find User Guides and our Q&A.



# A Look at Reporter and Supporter Dashboards



# Supporter View



Your QUICK NAV giving you access to the rest of the platform



A list of the TIME STUDIES your Reporters need to complete



YOUR ACCOUNT Control center w/ Notifications

**TIME : STUDY**

Welcome, TestSupp

Dashboard

### Dashboard

#### ⚠ Outstanding Time Studies

Name	Time Study	Period (Start Date)	Period (End Date)	Status	
Reporter Test	Transplant (TGH)	1/1/2020	1/15/2020	Not Completed	Enter
Reporter Test	Transplant	1/1/2020	1/15/2020	Not Completed	Enter
Reporter Test	Transplant Pre/Post	1/1/2020	1/15/2020	Not Completed	Enter
Reporter Test	Work Schedule Reporting	1/1/2020	1/8/2020	Not Completed	Enter

[See All...](#)

#### ✓ Pending Approval Records

Physician Name	Time Period Start Date	Time Period End Date	Approval Status	Changes Status
Test Reporter	11/01/2019	11/08/2019	Pending	Change

#### 🔔 Upcoming Periods

There are no upcoming Time Studies.

Time Studies requiring your APPROVAL

A list of the time studies for your assigned Reporters.

# Reporter View

**TIME : STUDY** Welcome, TestRep

Your Logo

**Dashboard**

**Outstanding Time Studies**

Time Study	Period (Start Date)	Period (End Date)	Status	
Atrium PTS	4/7/2019	4/13/2019	Not Completed	<a href="#">Enter</a>

[See All...](#)

**Upcoming Periods**

Time Study	Period (Start Date)	Period (End Date)
Atrium PTS	07/07/2019	07/13/2019

This user-friendly interface is for your practitioners & staff:

- At-a-glance quick reminders & status updates
- Log & save time throughout the time study period
- View of upcoming time study schedules