TIME : STUDY

ADMIN TRAINING GUIDE

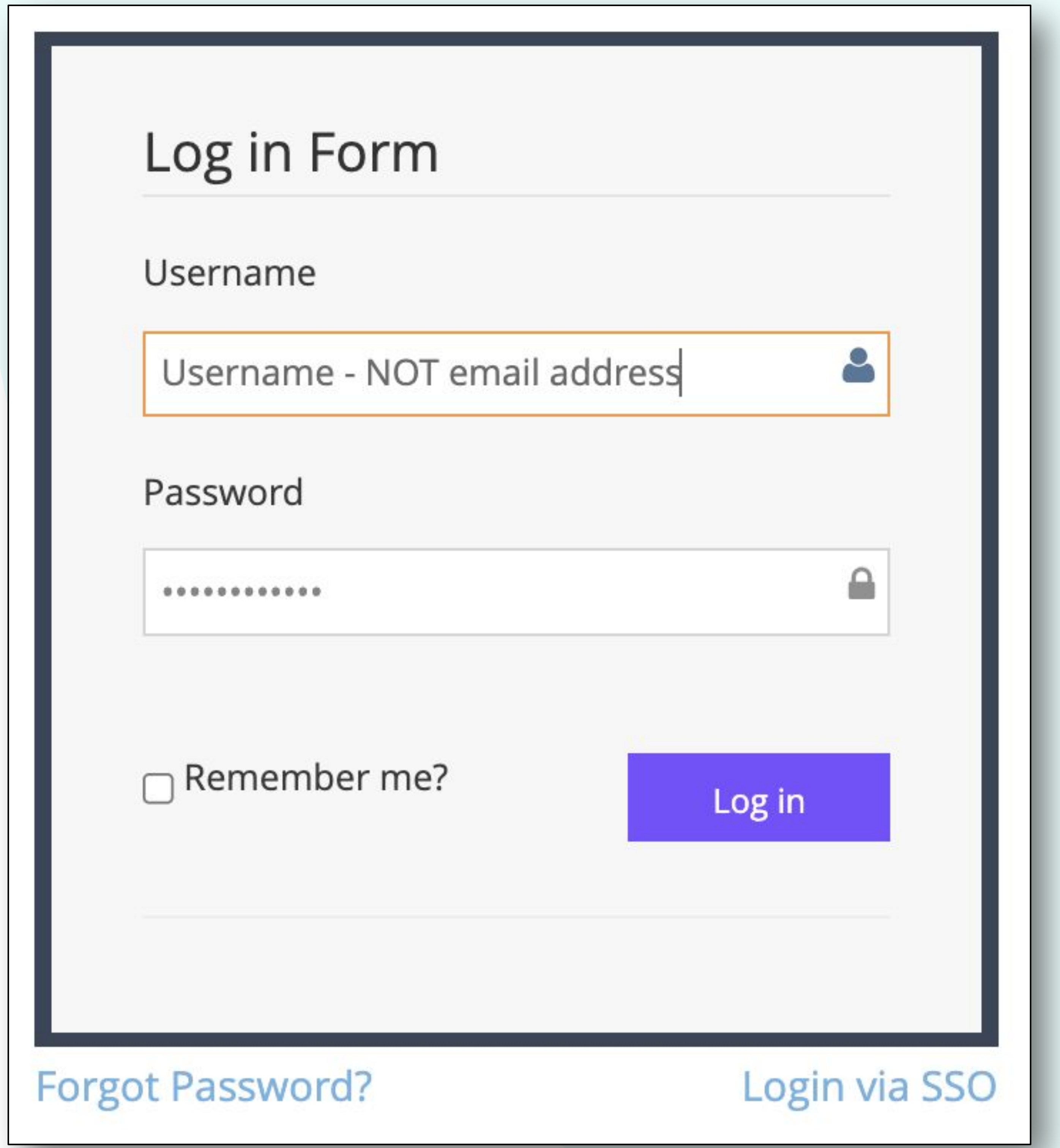
Content

Logging In & Your Password

TIME : STUDY

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) …

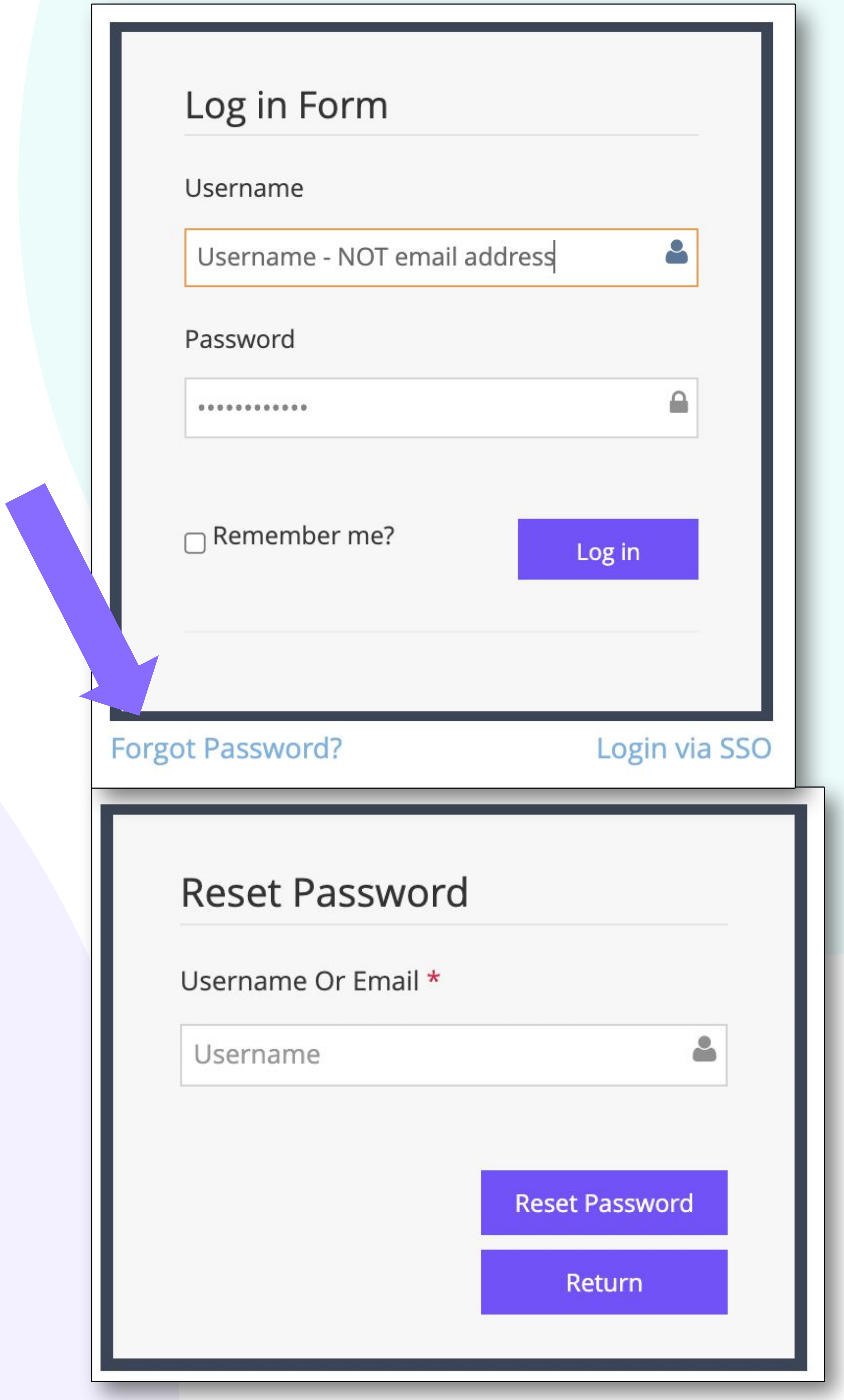
You may be asked to log into an internal web portal or intranet site provided by your IT department. In that case, you should follow the instructions provided by your IT/Help Desk staff for accessing your internal portals. Upon successful authentication, that portal should bypass our standard login screen 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.

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.]()



Your Password cont'd

To change your password:*

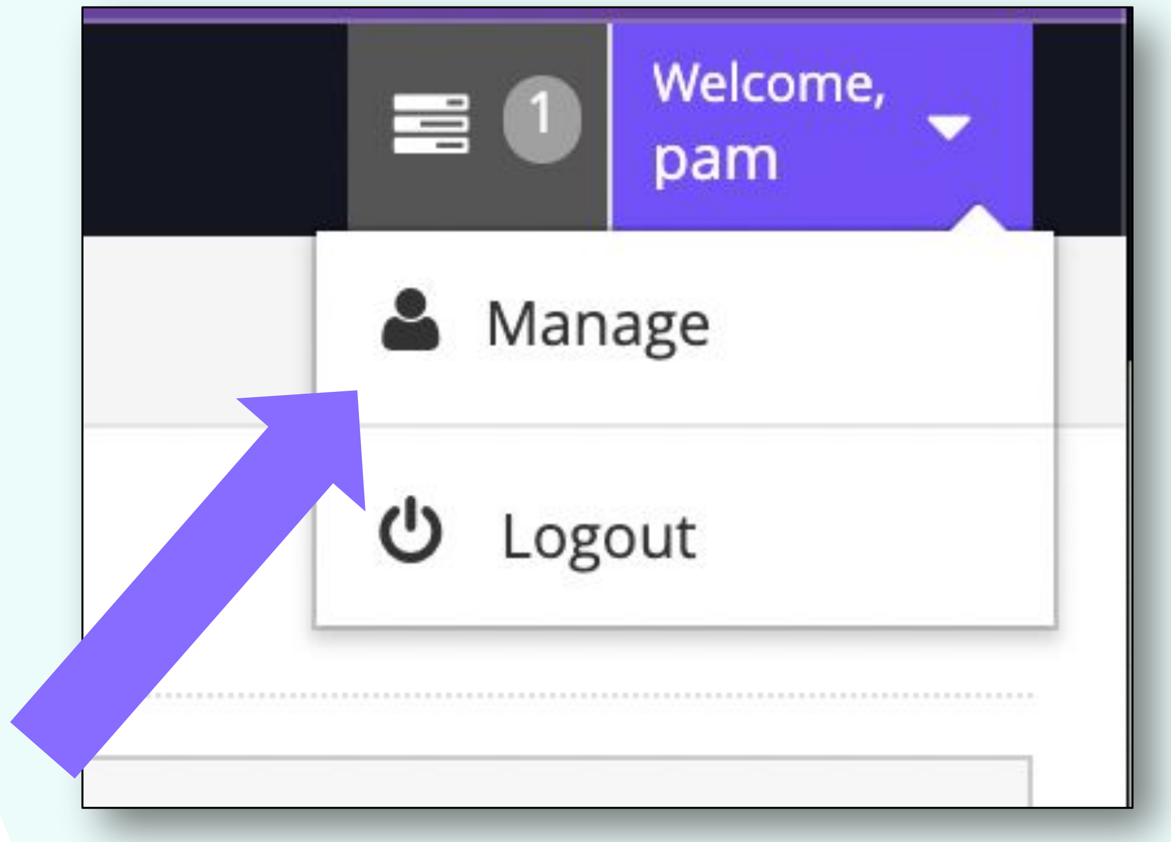
1) Log in to your account
2) Click your username at the top right of the screen
3) Click "Manage"
4) Under the section titled "Change password details," type your current password
5) Enter a new password in the bottom two fields

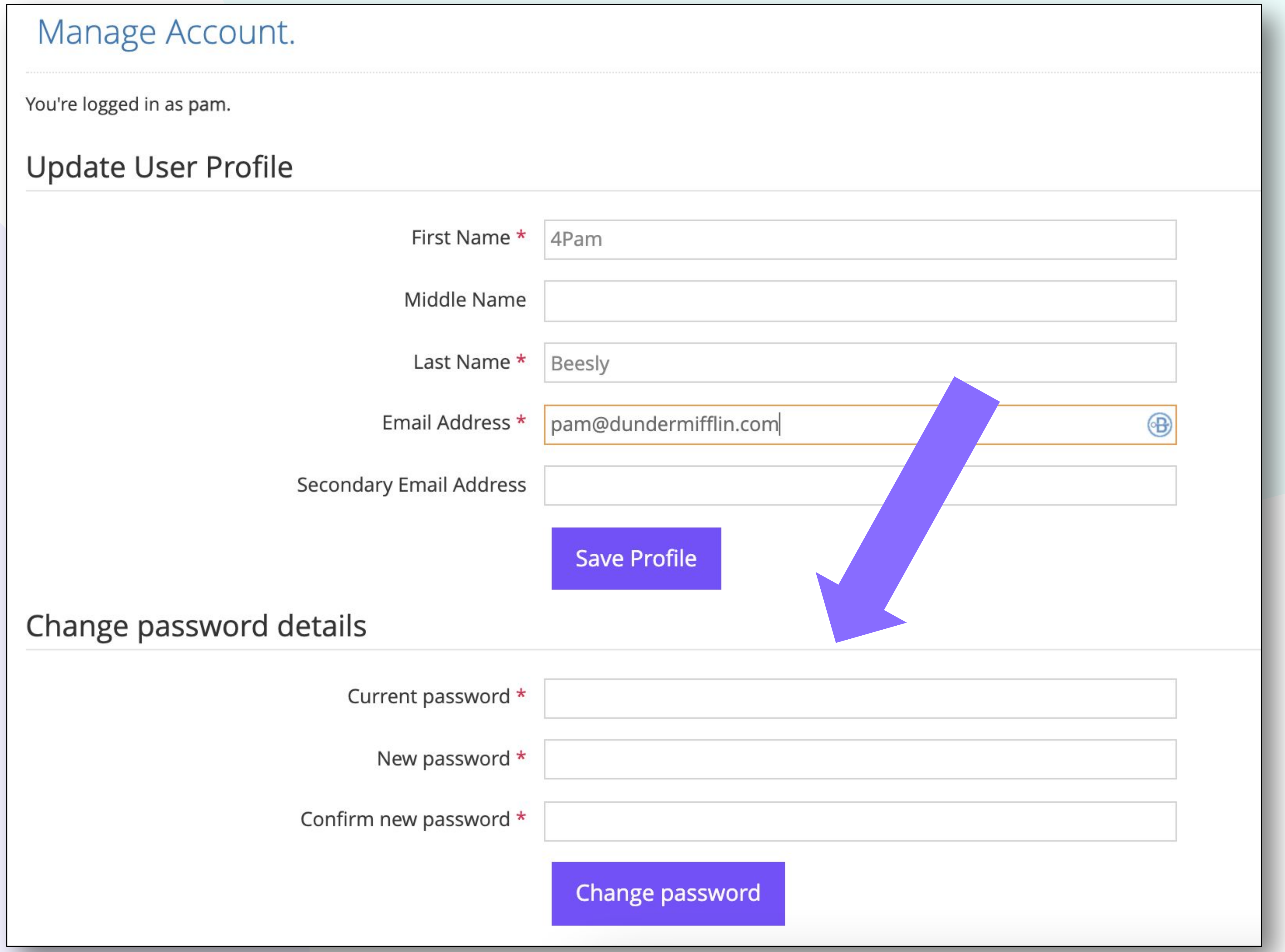
Be sure that your password meets the requirements

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.

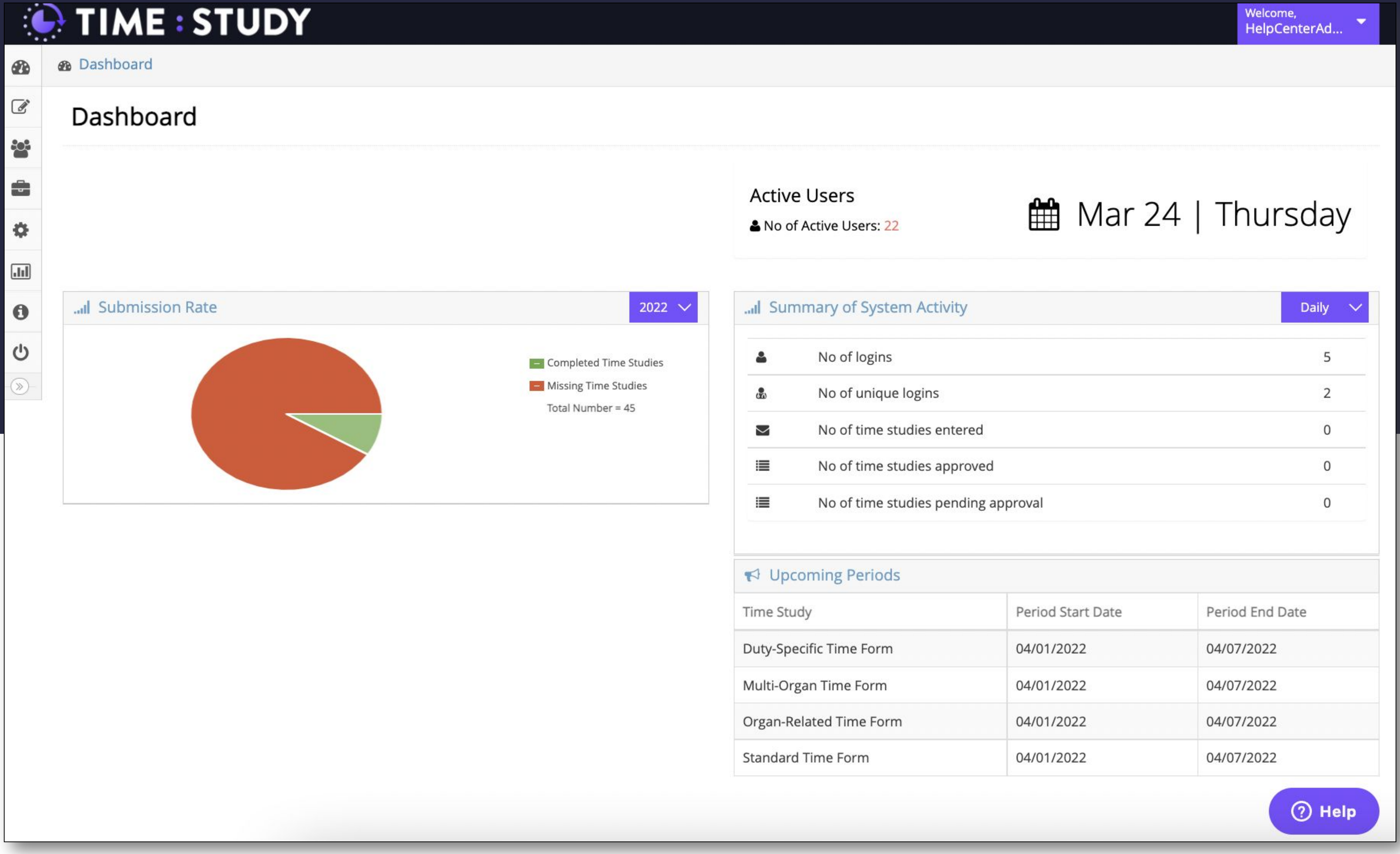




Dashboard & Quick Nav

TIME : STUDY

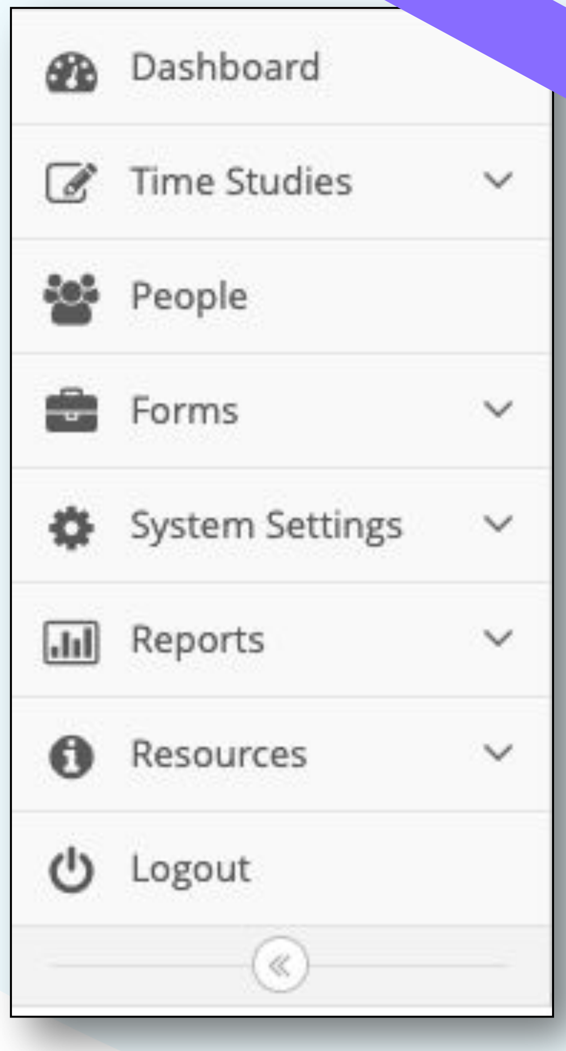
Dashboard



Your Admin Dashboard is your topline single-view executive summary

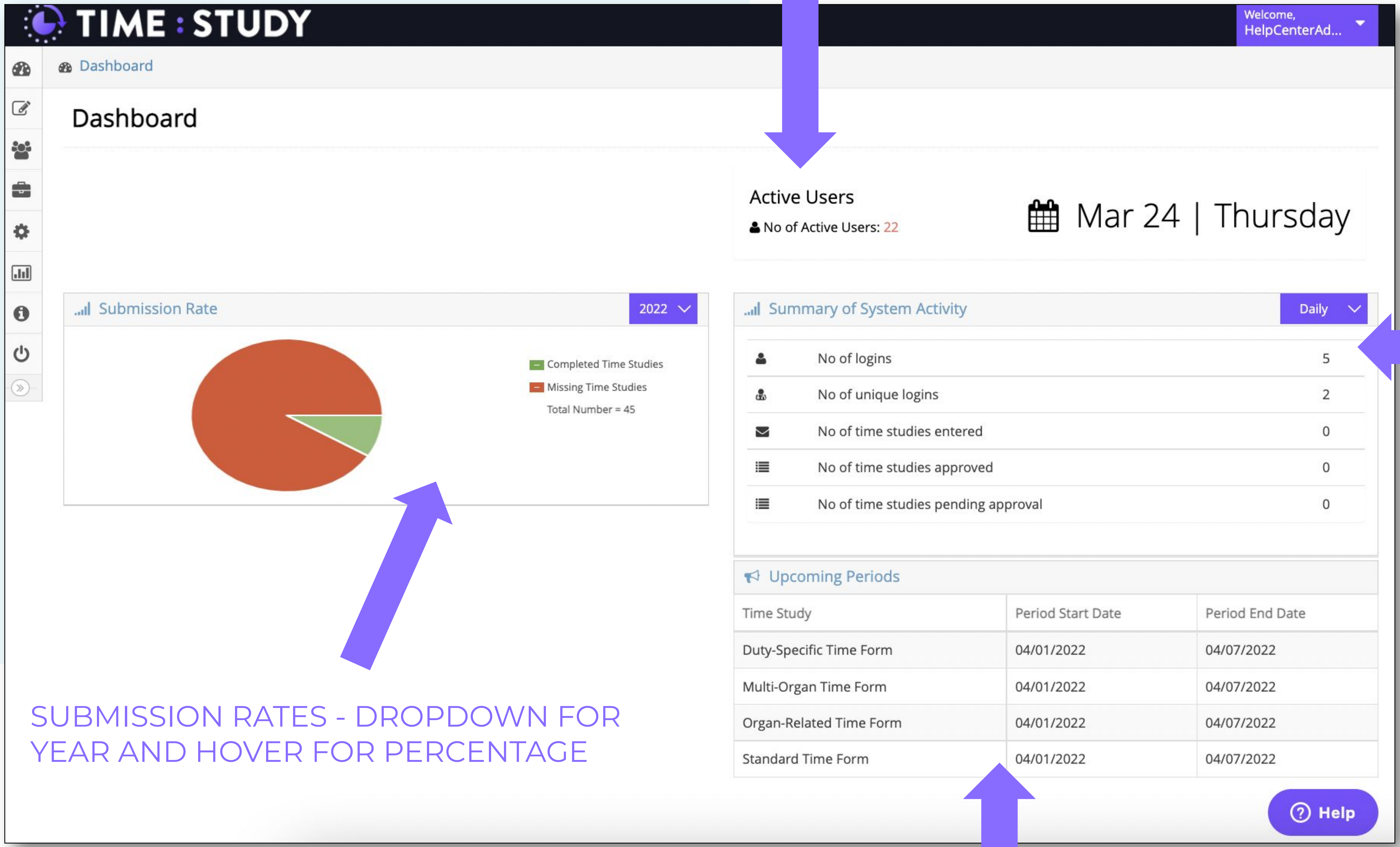
Dashboard

QUICK NAVIGATION MENU



OF ACTIVE USERS

NOTIFICATIONS / MANAGE ACCOUNT



SUMMARY OF SYSTEM ACTIVITY /

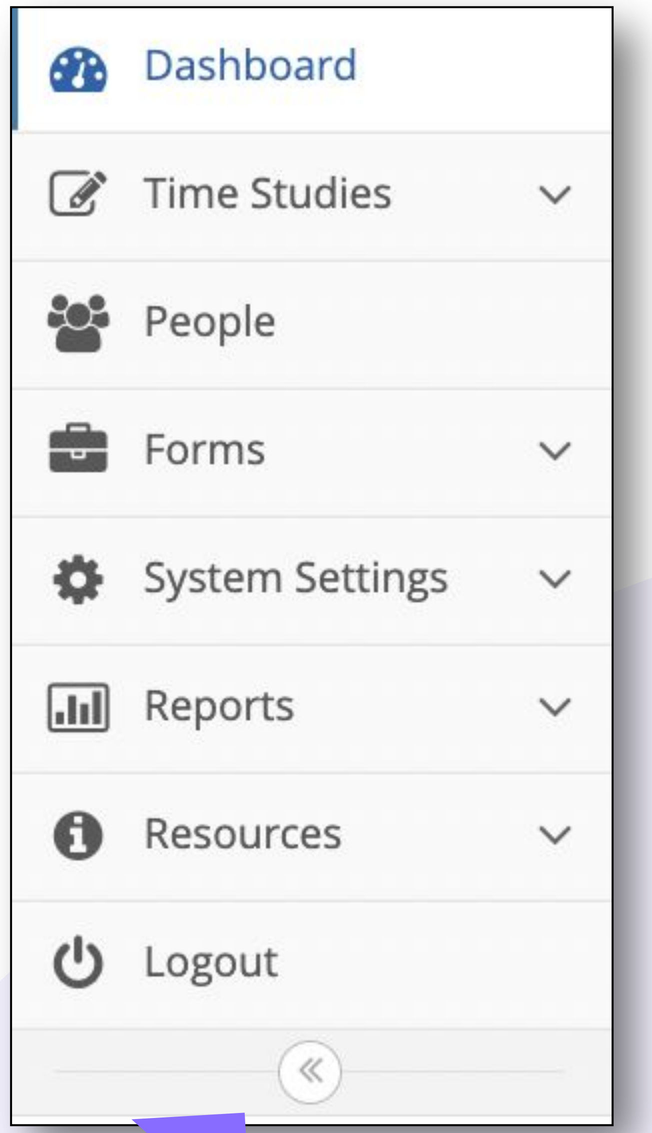
DROPDOWN FOR TIME RANGE

SUBMISSION RATES - DROPDOWN FOR YEAR AND HOVER FOR PERCENTAGE

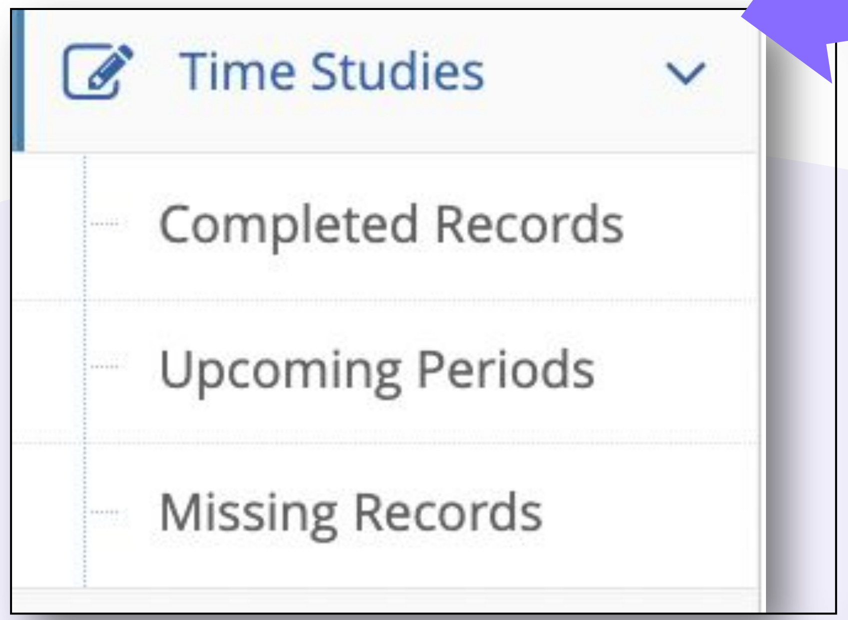
SEARCH THE HELP CENTER

UPCOMING TIME STUDY PERIODS

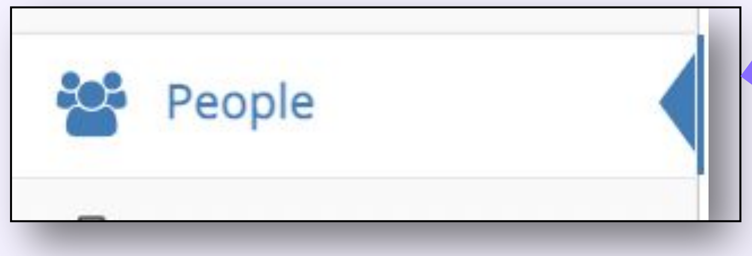
Quick Nav



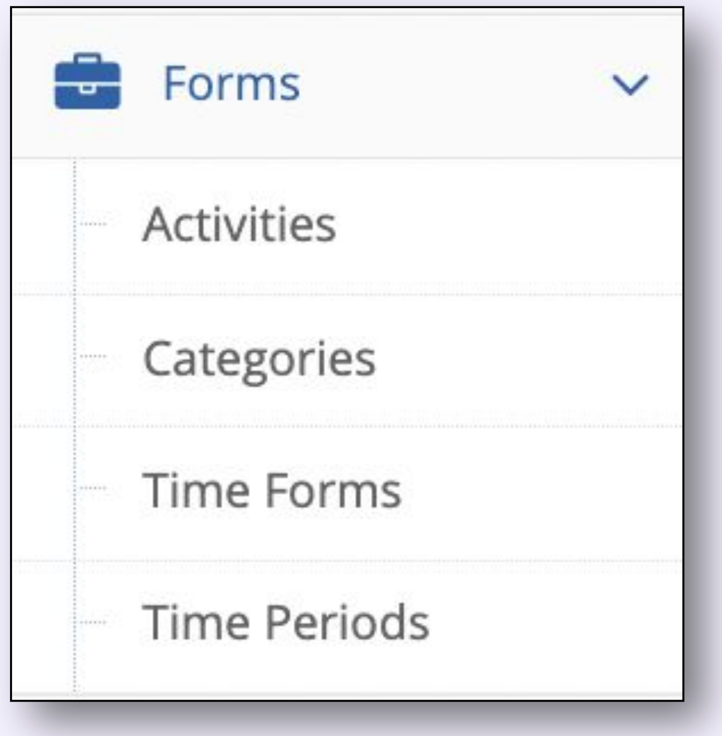
EXPAND THE MENU



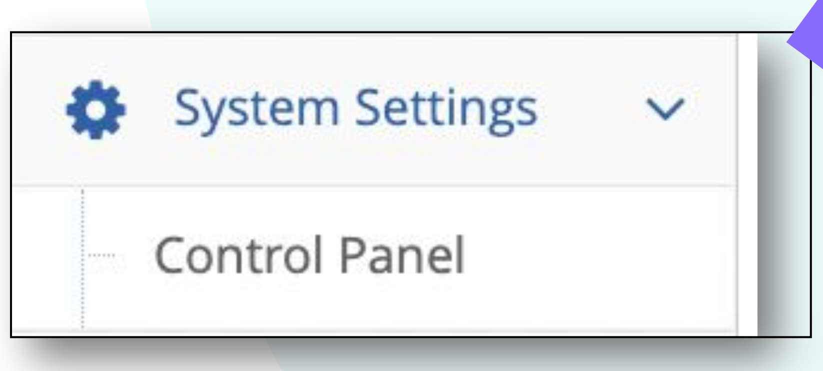
TIME STUDIES:
PAST / PRESENT / FUTURE



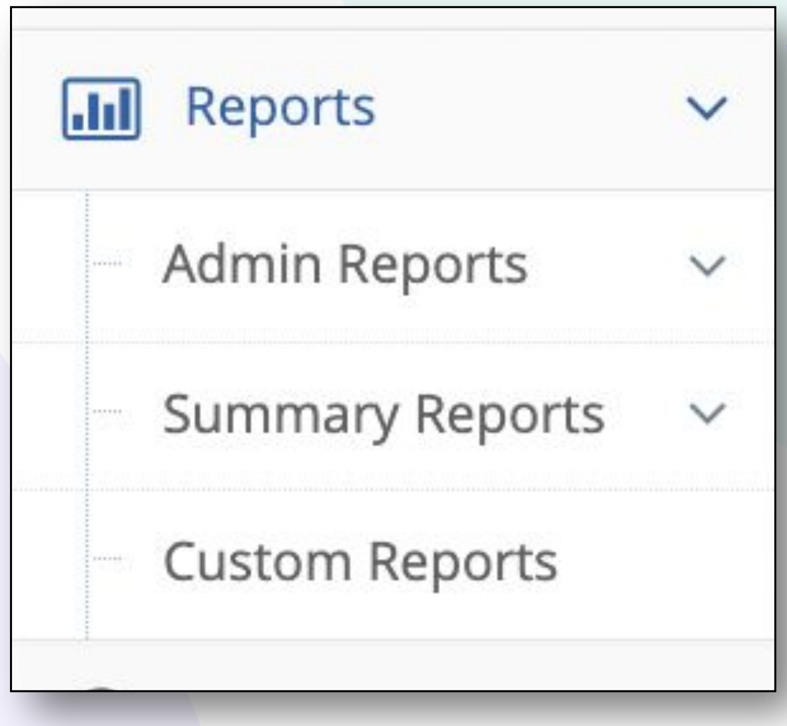
MANAGE PEOPLE



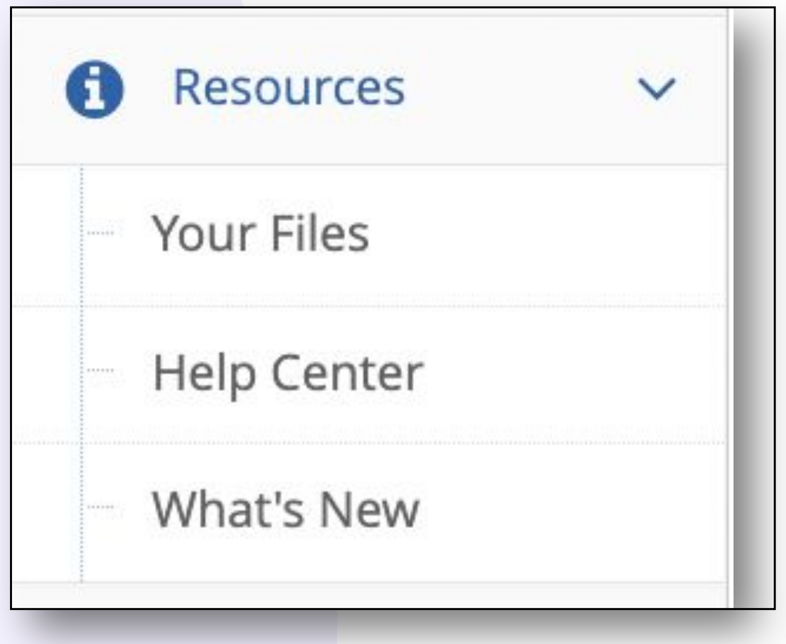
MANAGE FORMS



SYSTEM SETTINGS



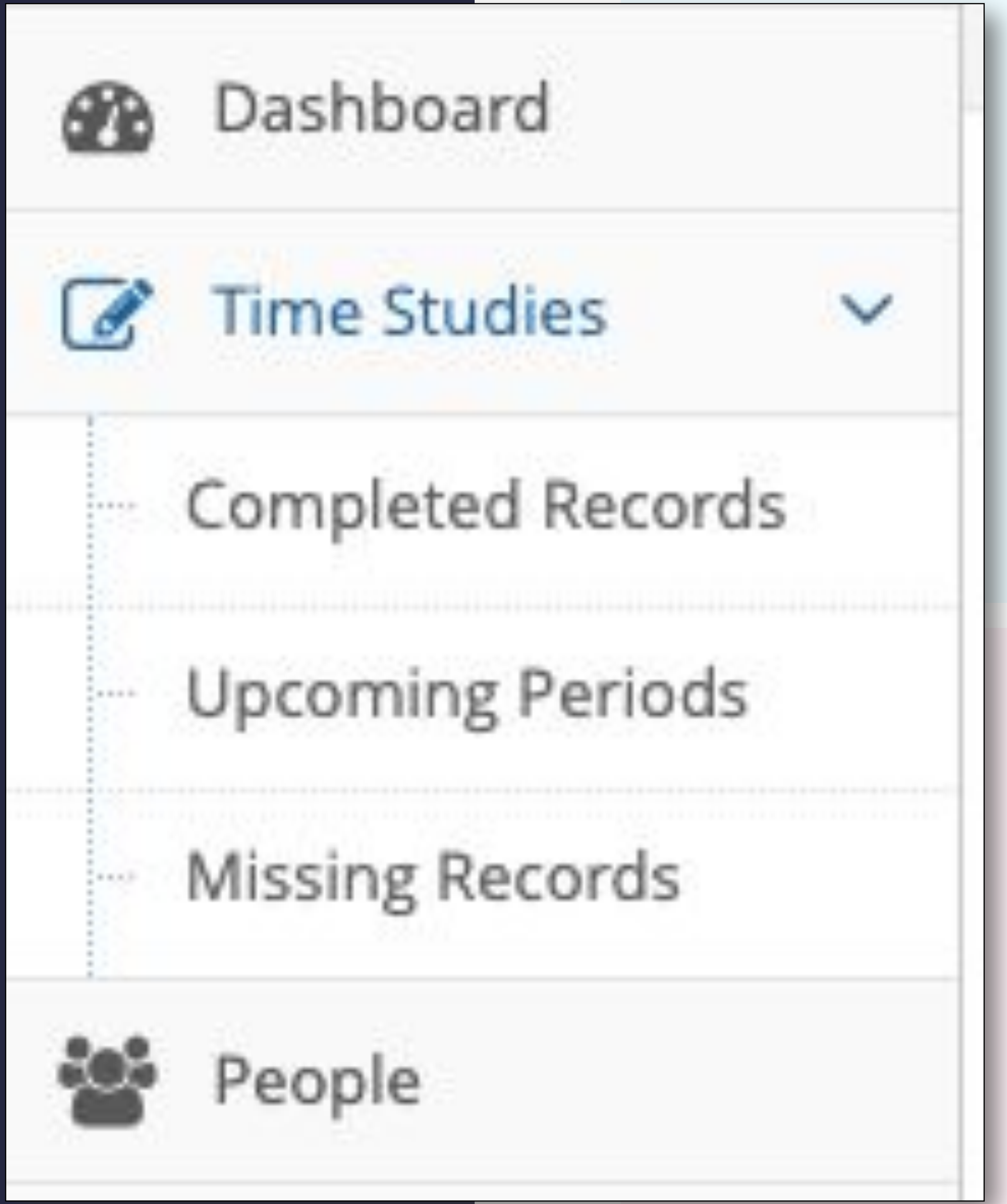
RUN REPORTS



ACCESS RESOURCES

Time Studies

Time Studies



Admins can drill down to see:

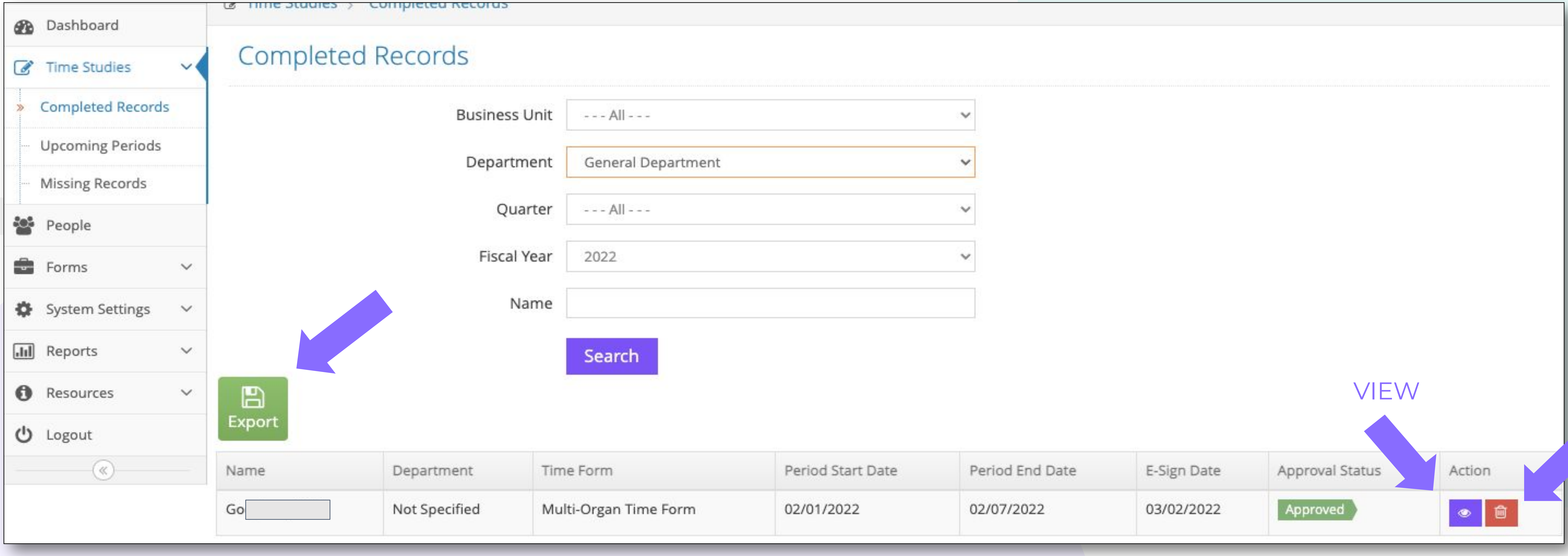
1. Completed Records
   Filter by Business Unit, Dept, Fiscal Yr, Qtr or Name - view or delete completed records

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

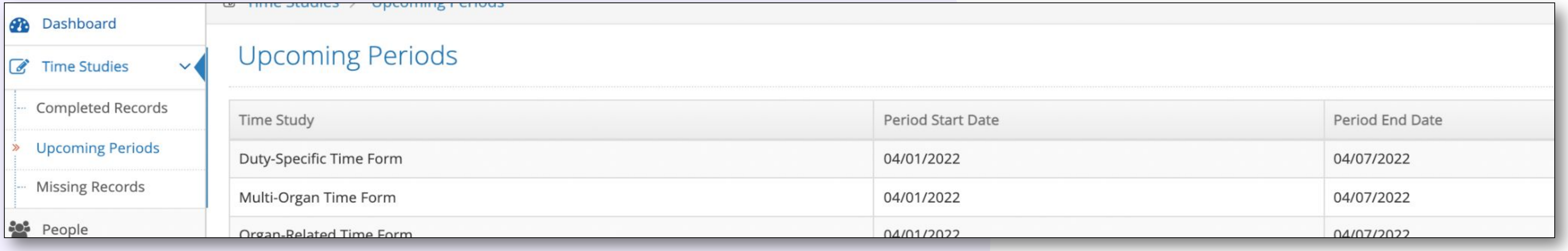
COMPLETED RECORDS



VIEW

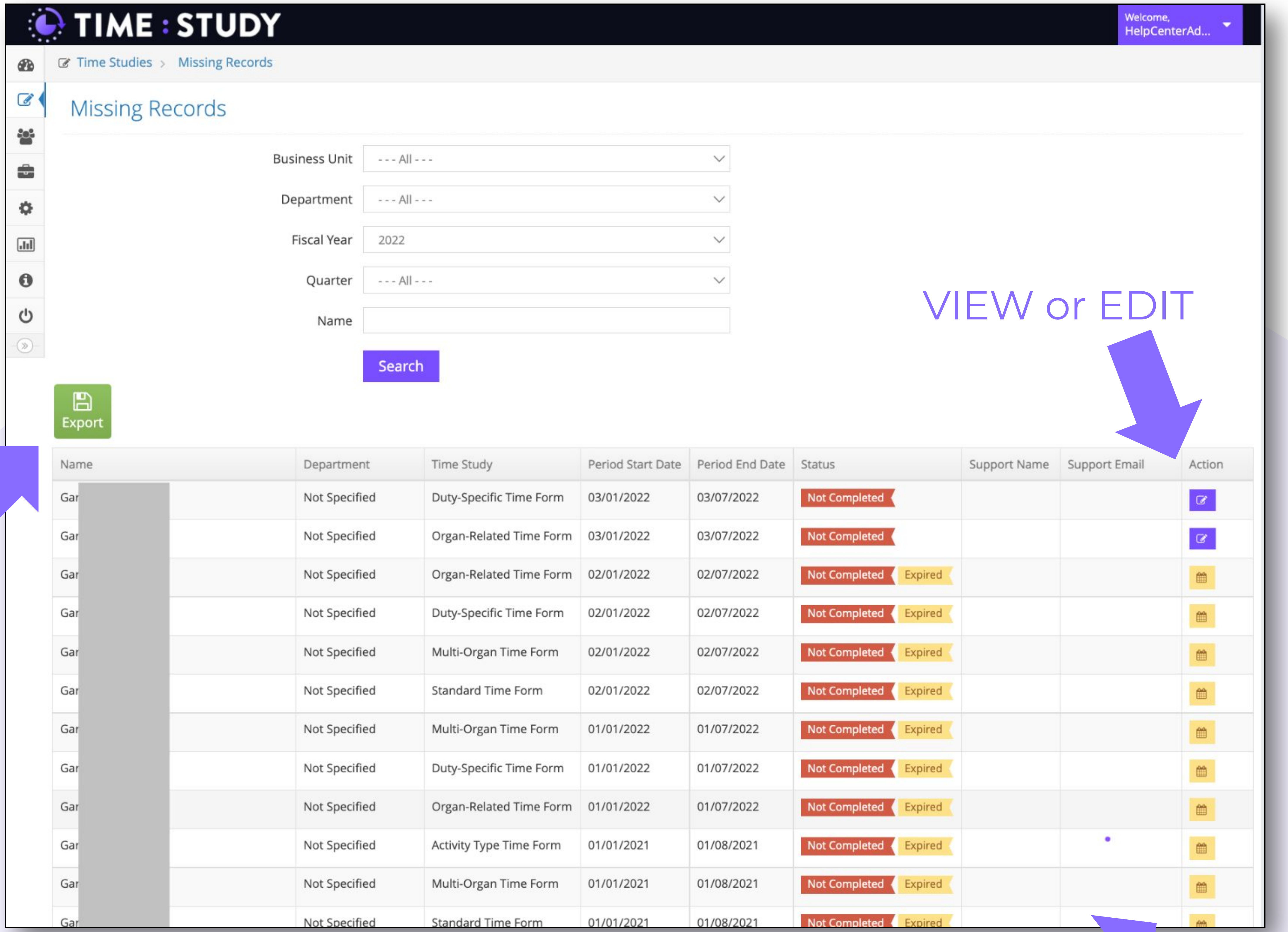
DELETE

UPCOMING PERIODS



Time Studies cont'd

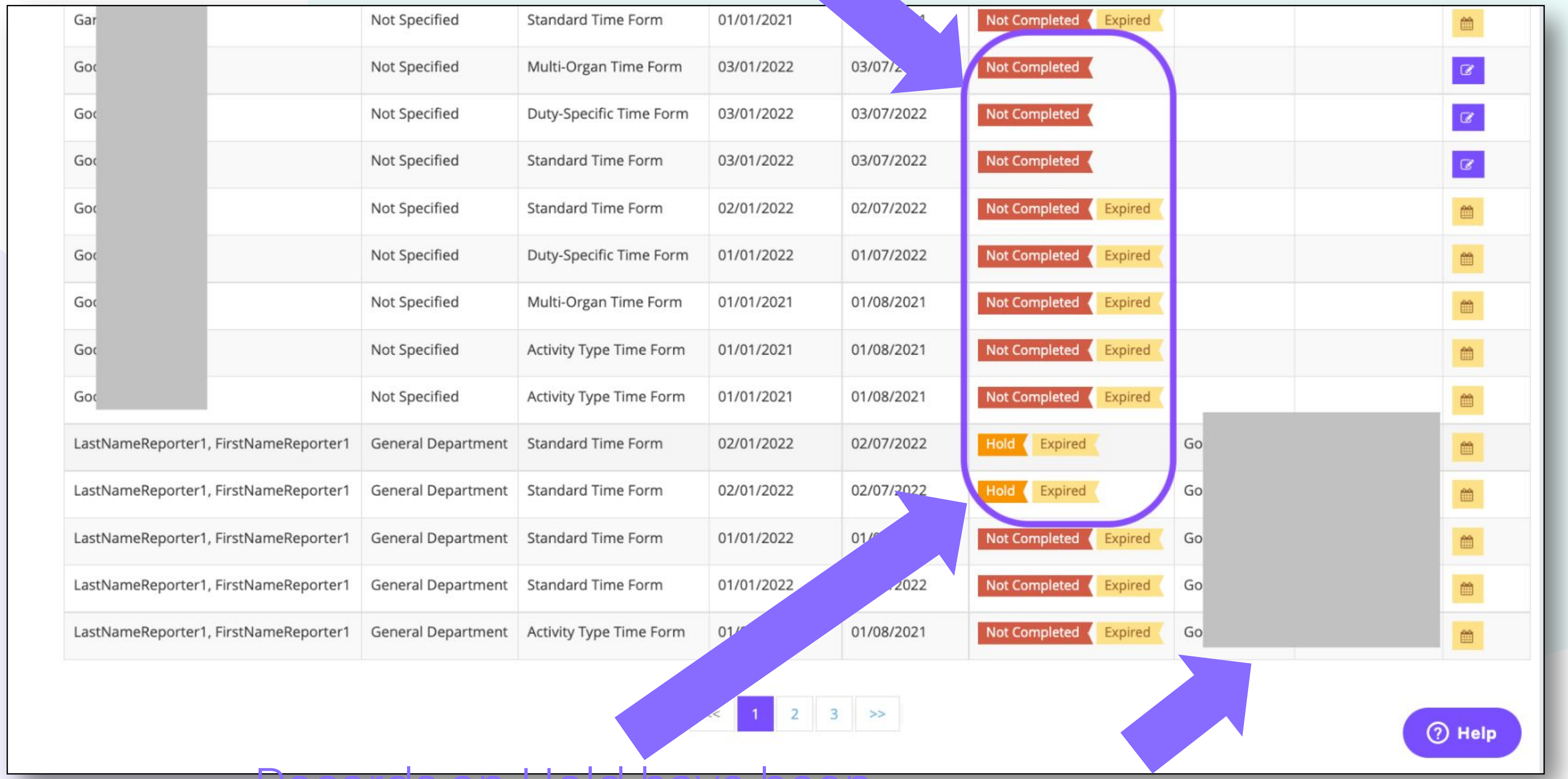
MISSING RECORDS



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.



Records on Hold have been started and saved but not submitted

SUPPORTER'S name and email address

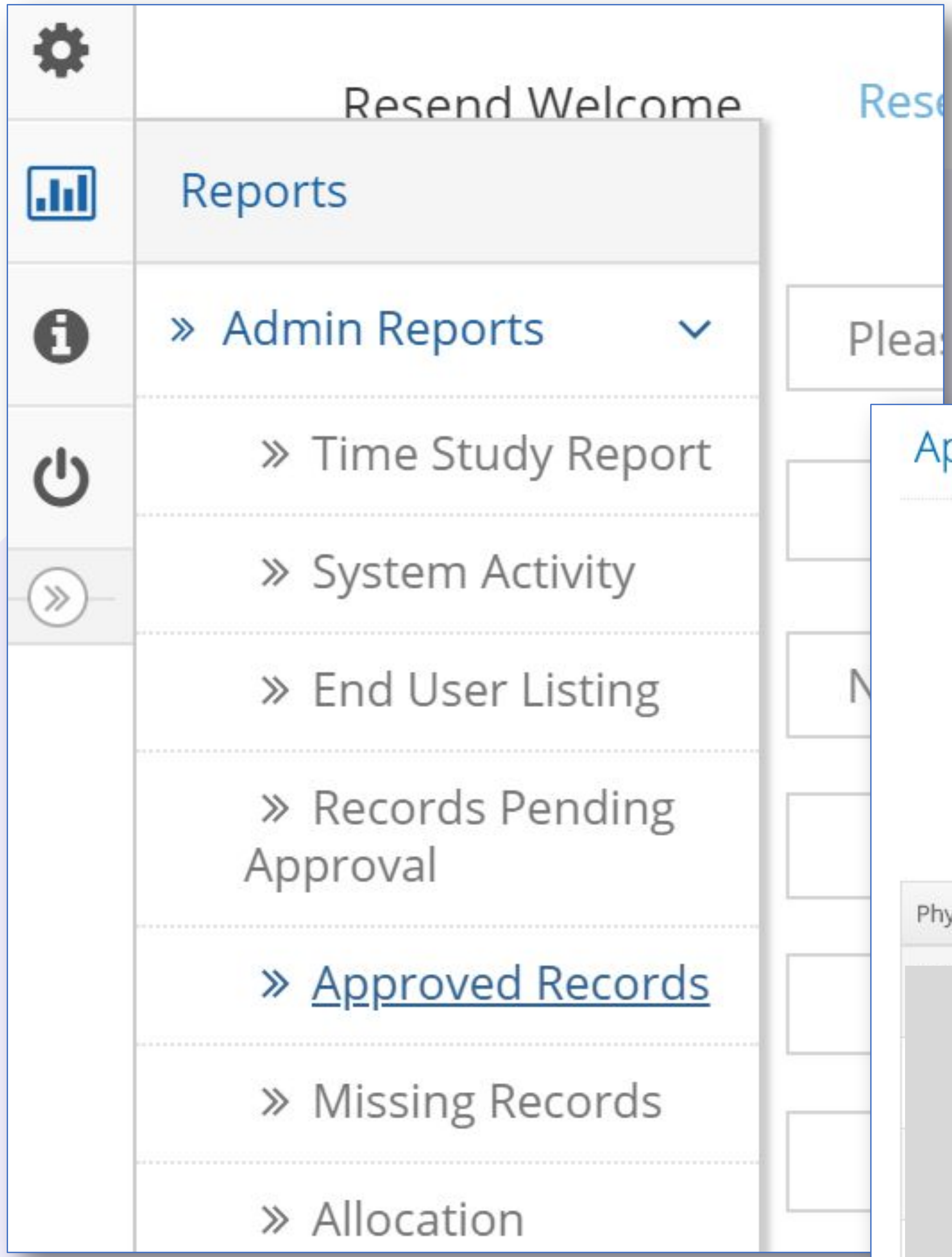
Time Studies cont'd

In the actual Reporter's time study, the Admin (or Supporter) can enter or edit the missing time study record itself

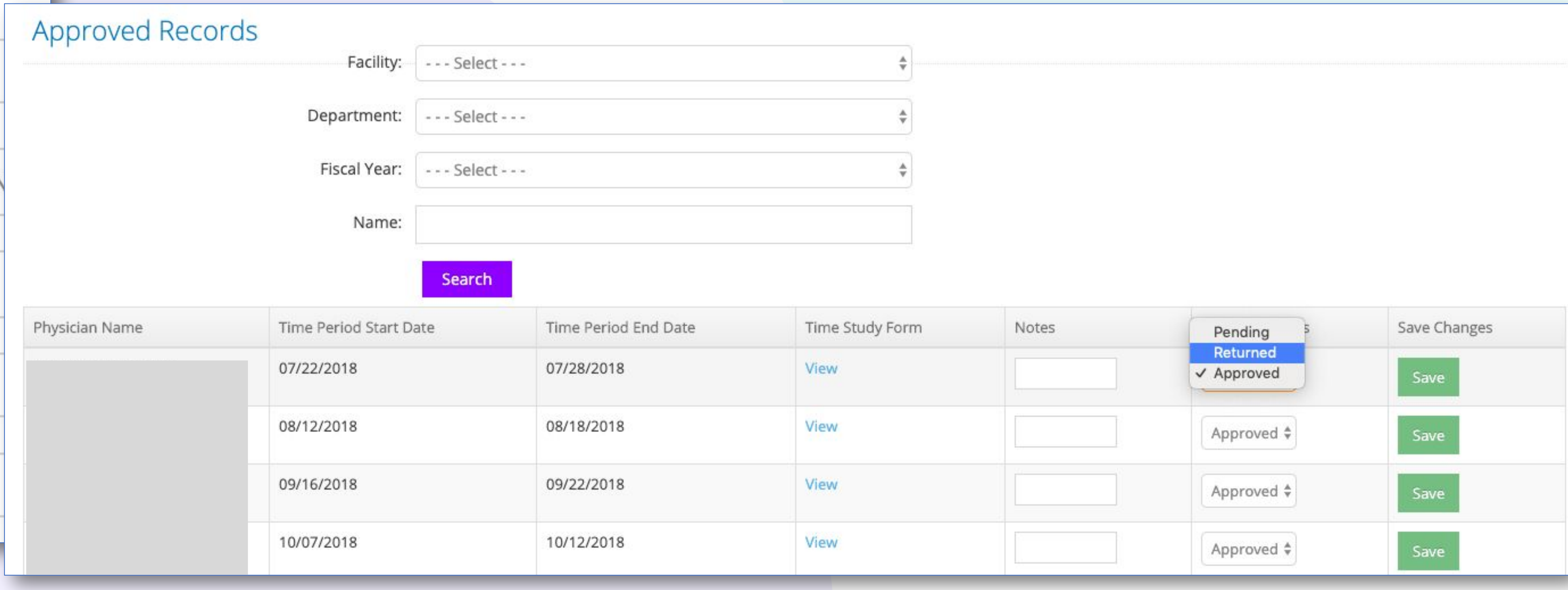
	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	Activity Total
RIH Direct Medical Education								
RIH Approved Intern & Resident Programs	0	0	0	0	0	0	0	0
RIH Approved Paraprofessional Programs	0	0	0	0	0	0	0	0
Total RIH Direct Medical Education:	0	0	0	0	0	0	0	0
RIH Administration								
RIH General Administration Duties	0	0	0	0	0	0	0	0
RIH On-Site teaching of Medical Students	0	0	0	0	0	0	0	0
RIH Off-Site teaching of Medical Students	0	0	0	0	0	0	0	0

Reopening a Time Study

REPORTS – ADMIN REPORTS – APPROVED RECORDS



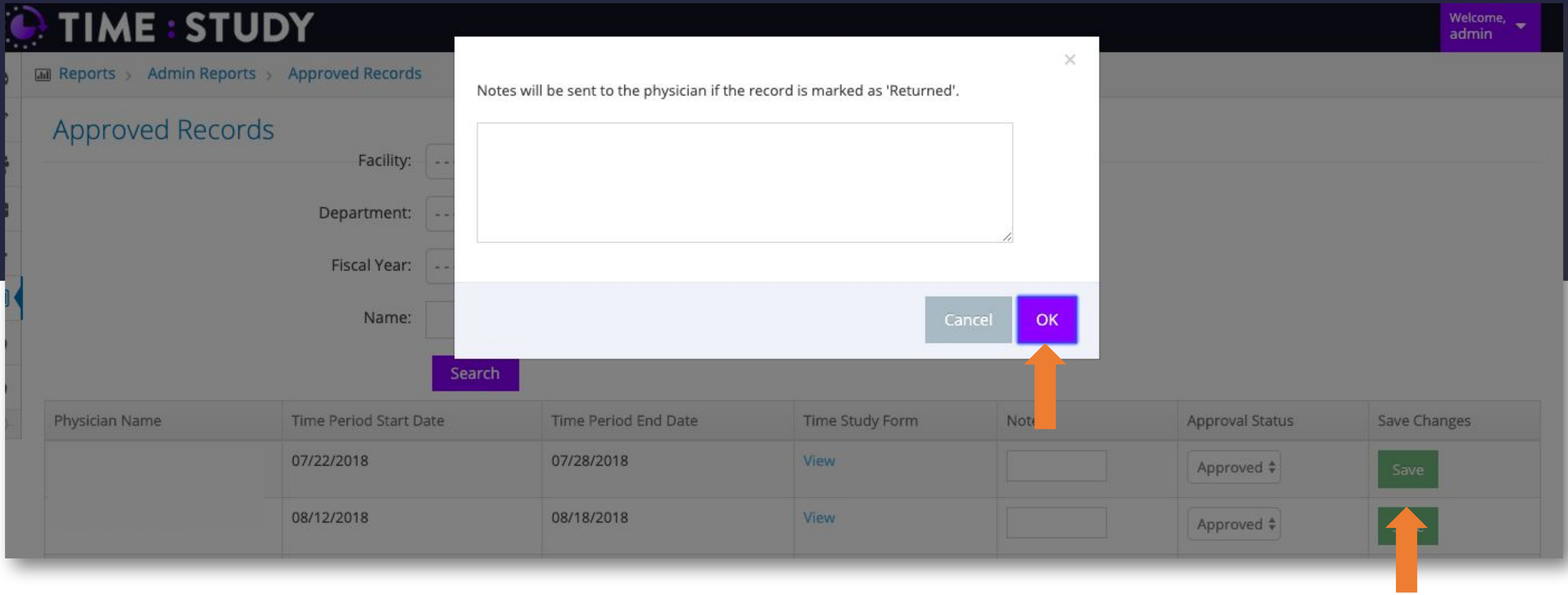
SELECT RECORD – CHANGE STATUS FROM “APPROVED” TO “RETURNED”



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

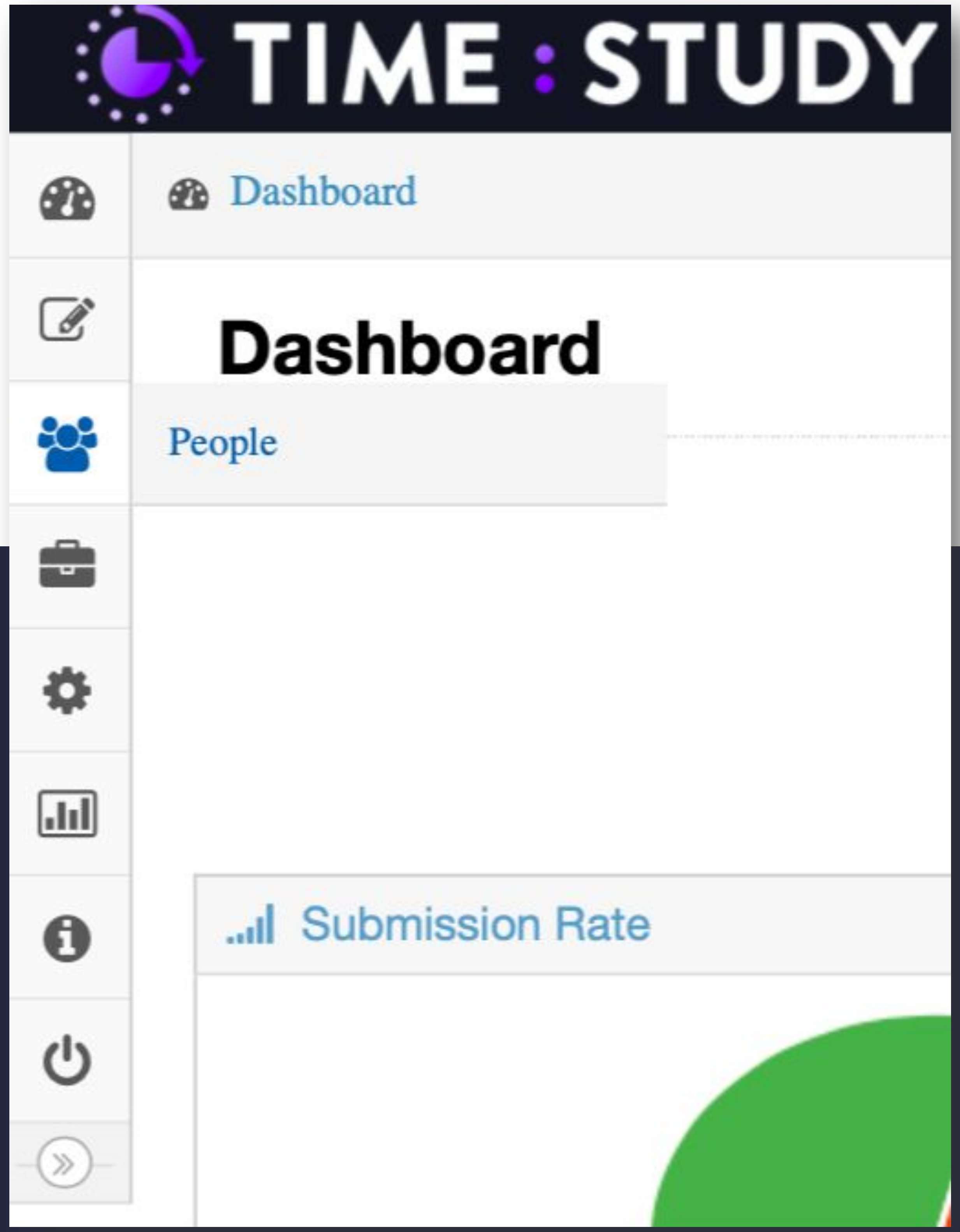


CLICK OK – THEN CLICK SAVE

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.

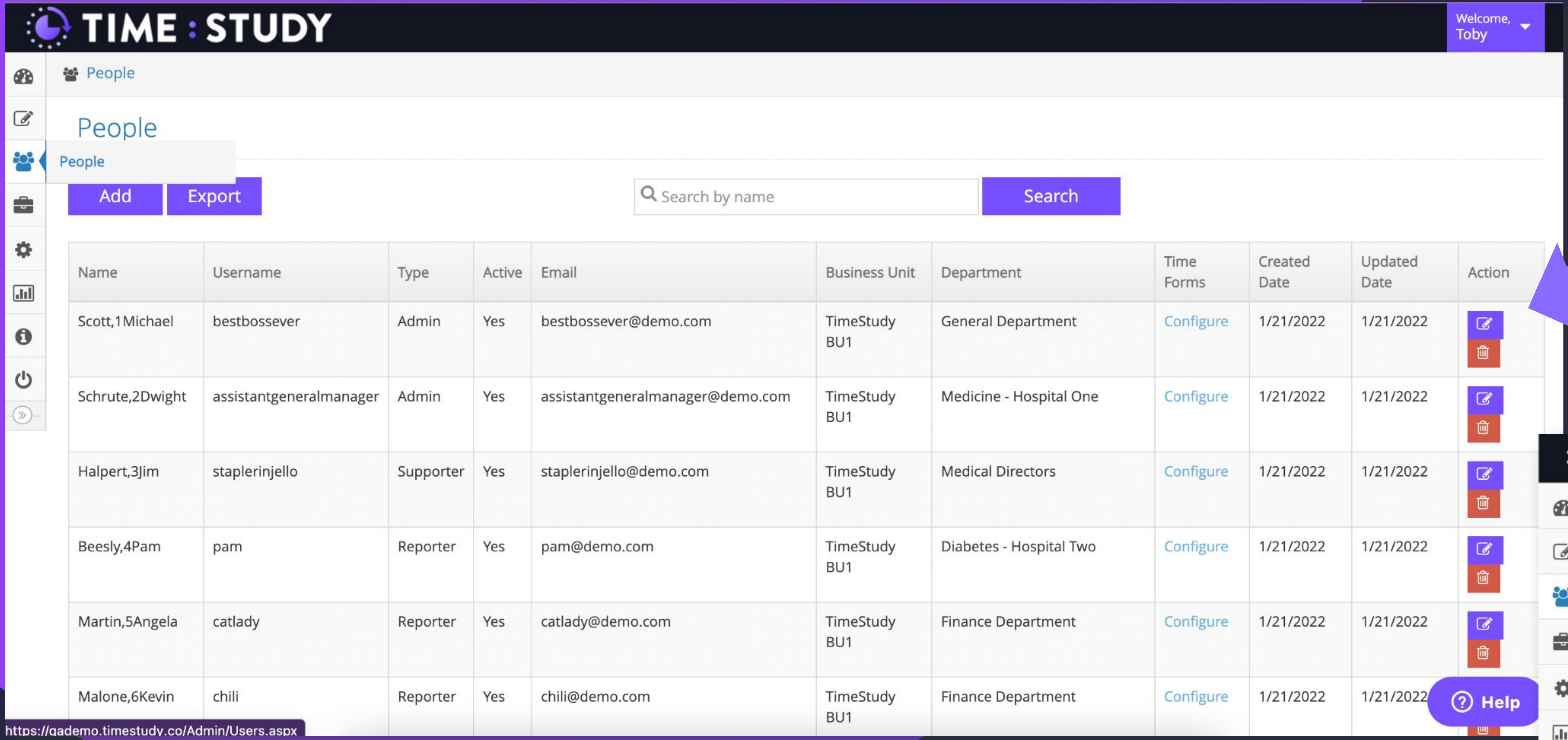
This is where Admins can view, add, edit, & delete the 3 types of users involved with Time Study:

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.

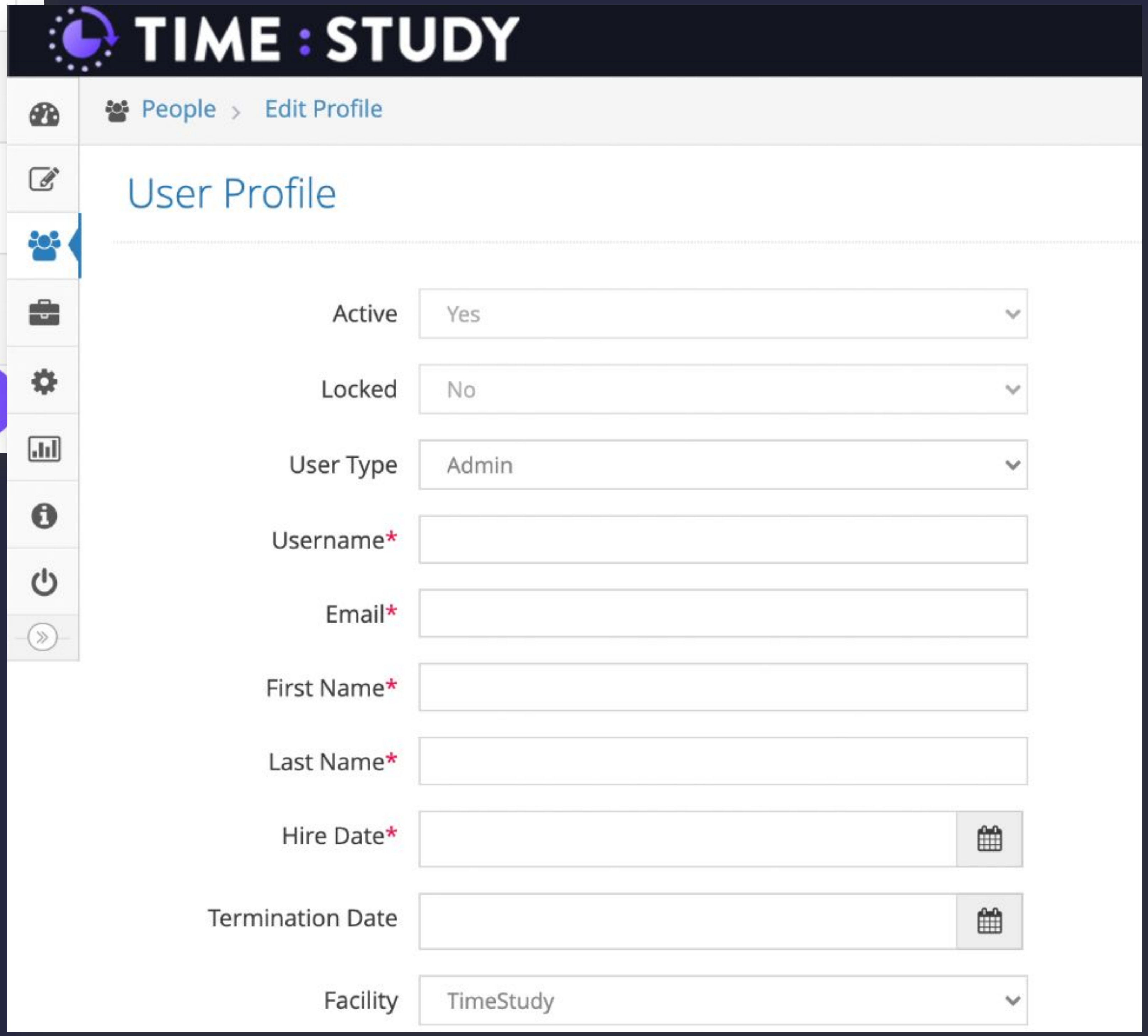
2. Supporters: Besides filling out their own time studies, they also have the ability to input hours and "Save & Hold" time studies on behalf of Reporters for whom they have Access Rights. When granted additional permissions, they can also "Save & Submit" on their assigned Reporters' behalf. Some Supporters 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.

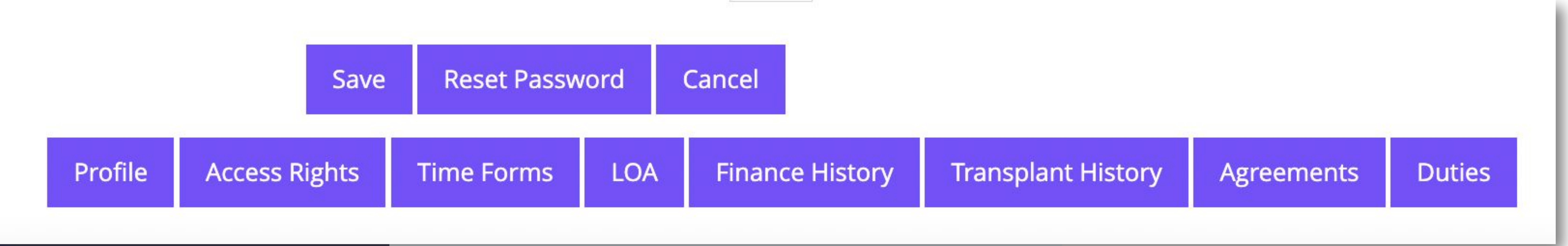
People



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



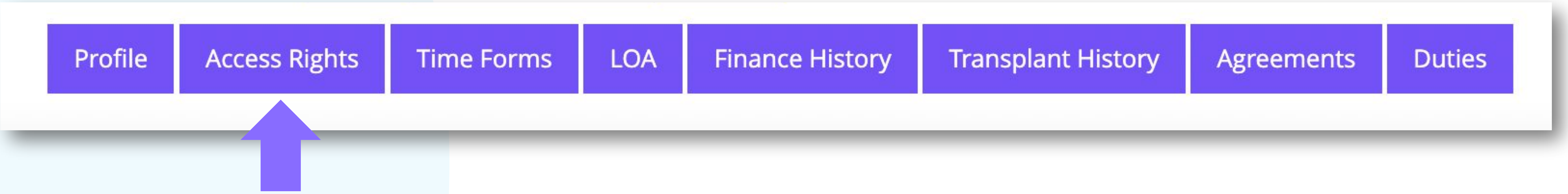
People cont'd



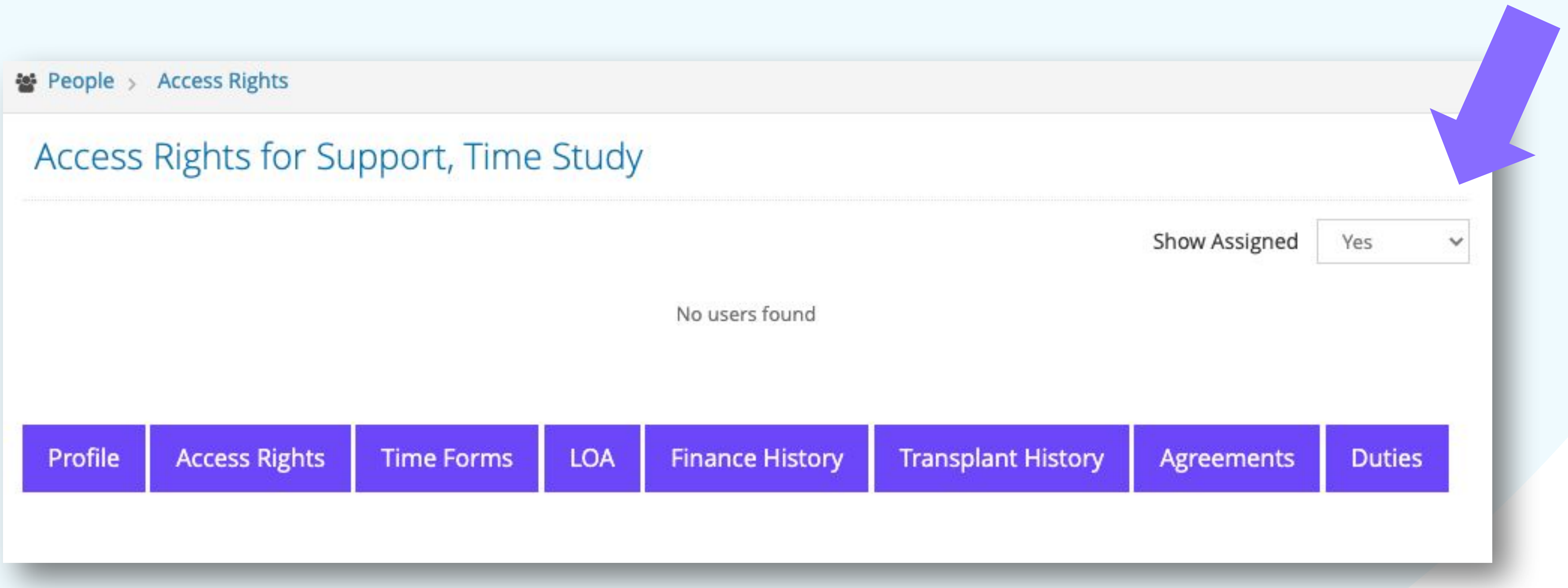
At the bottom of each profile page, you can navigate to the other pages of the user profile:

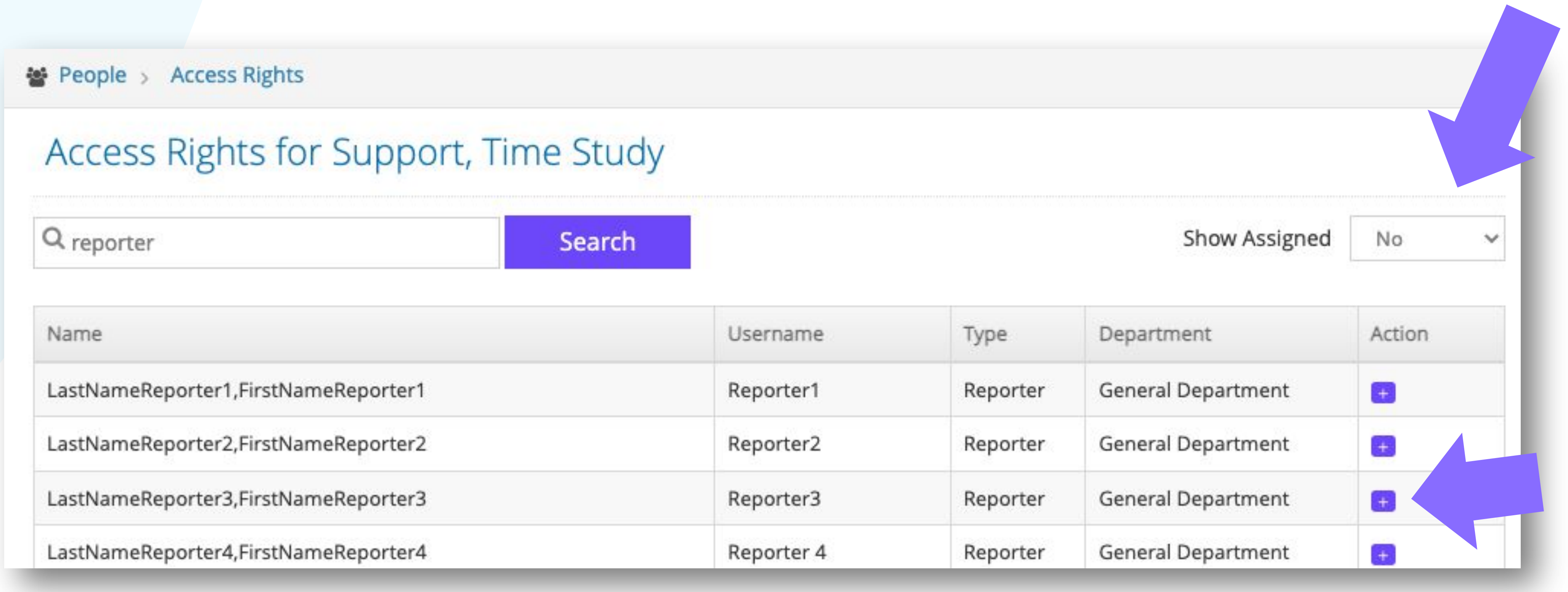
1. Profile
2. Access Rights - assign Reporters to Supporters
3. Time Forms - assign Time Forms for a user to complete
4. LOA - schedule leave of absences
5. Finance History
6. Transplant History
7. Agreements
8. Duties

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

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

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	✓ Monthly Weekly Quarterly	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.

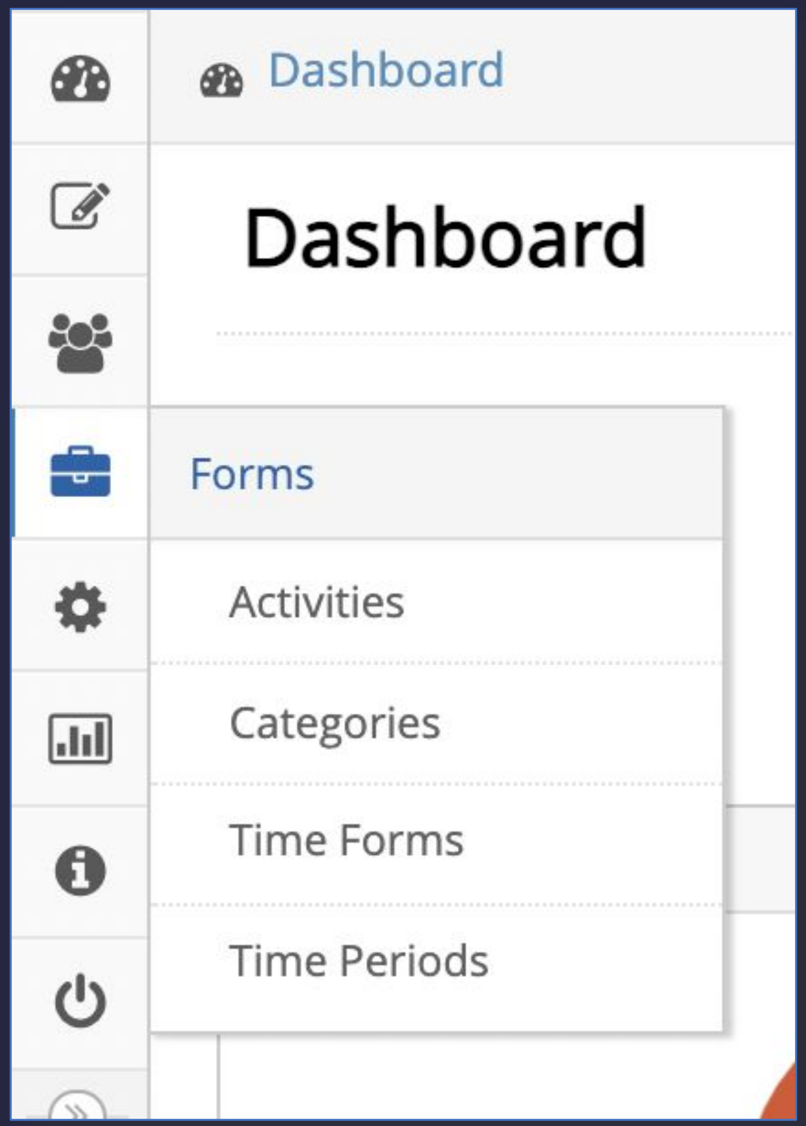
Submission Schedules with an active Time Period are available to select here

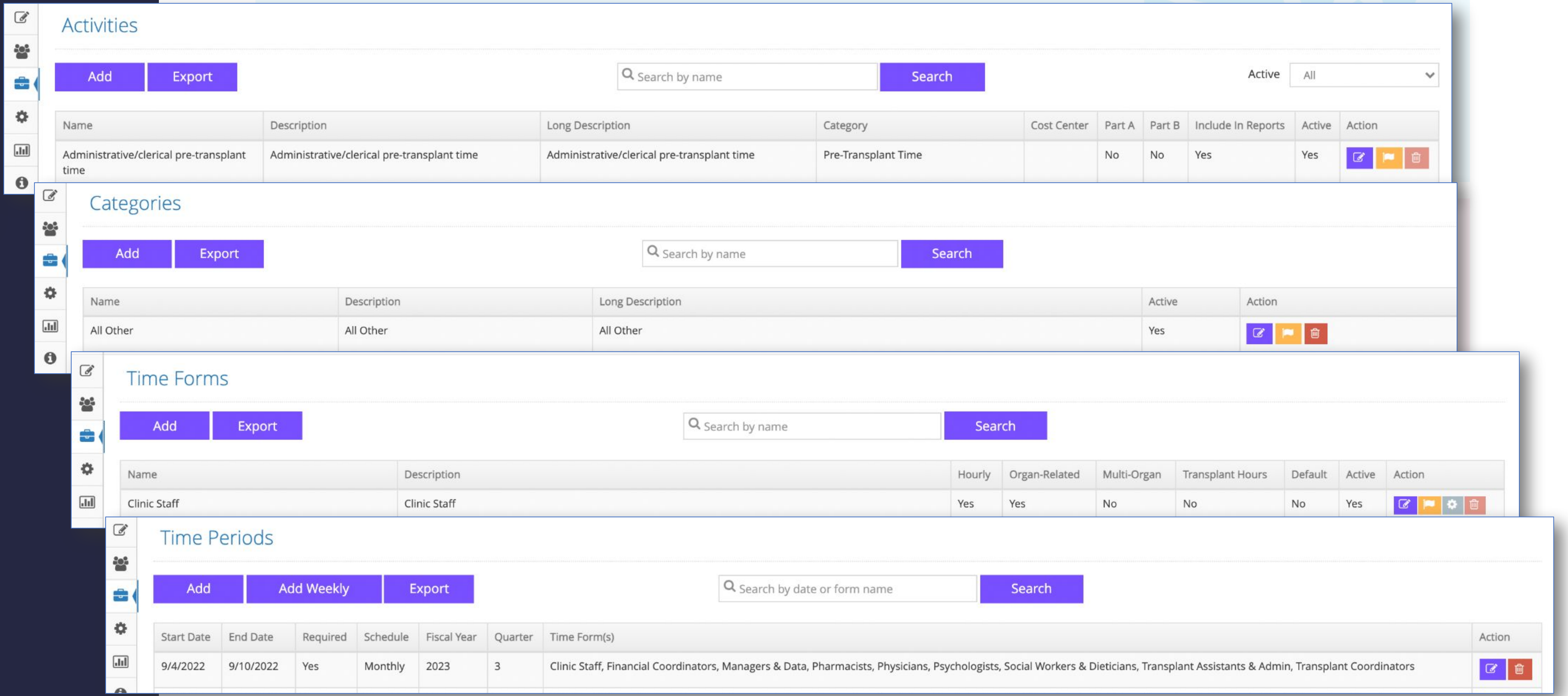
Forms

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





Forms (cont'd)

Add a New item or Export the existing list

Filter by ACTIVE or INACTIVE

Activities

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

Categories

Add | Export

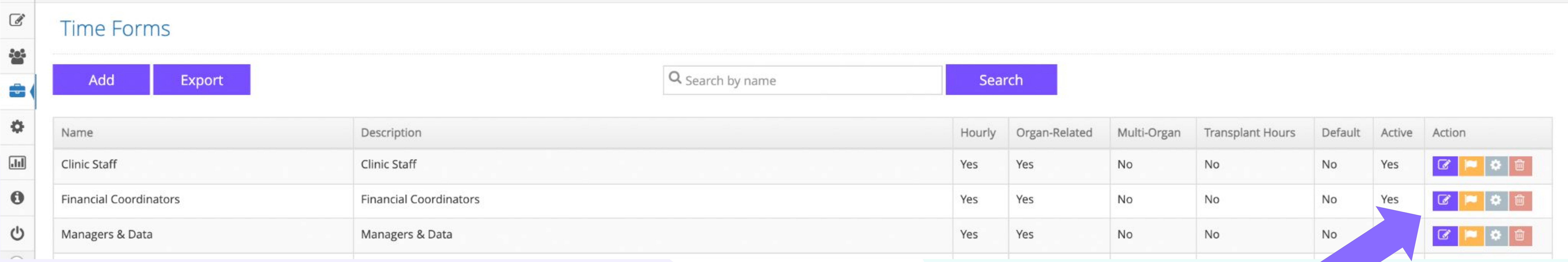
Search by name | Search

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

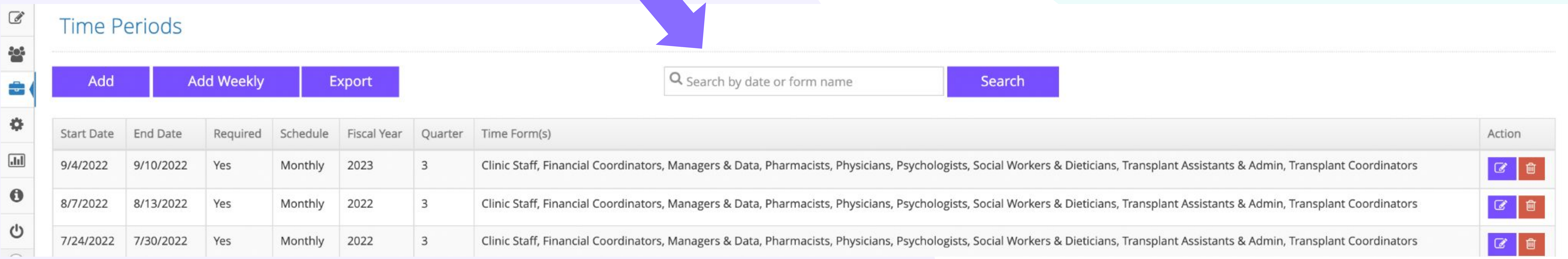
Add | Export | Search by name | Search

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

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

Search by name or date

Time Periods



Time Periods

Add | Add Weekly | Export | Search by date or form name | Search

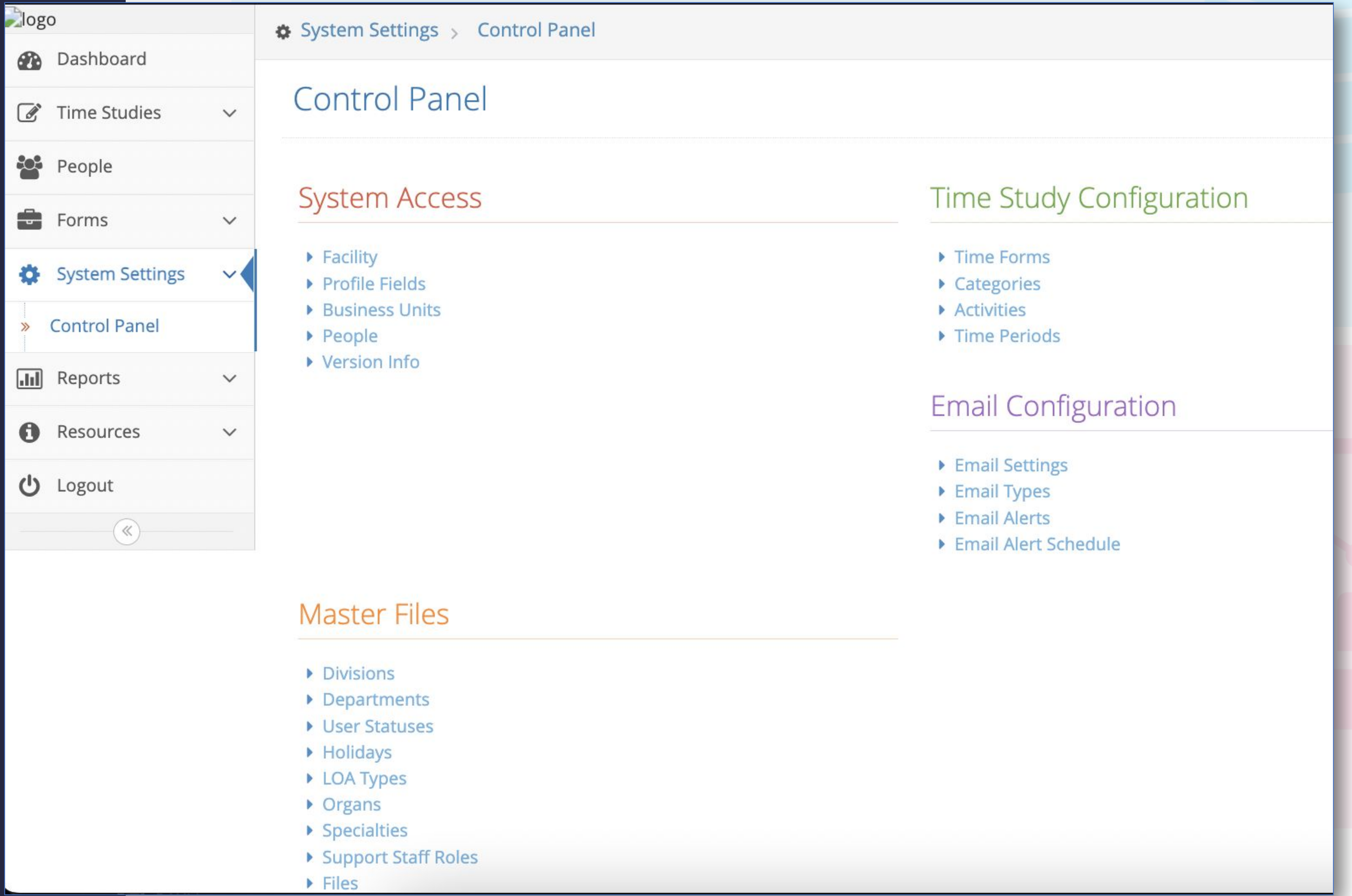
Start Date	End Date	Required	Schedule	Fiscal Year	Quarter	Time Form(s)	Action
9/4/2022	9/10/2022	Yes	Monthly	2023	3	Clinic Staff, Financial Coordinators, Managers & Data, Pharmacists, Physicians, Psychologists, Social Workers & Dieticians, Transplant Assistants & Admin, Transplant Coordinators	
8/7/2022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

TIME : STUDY

System Settings

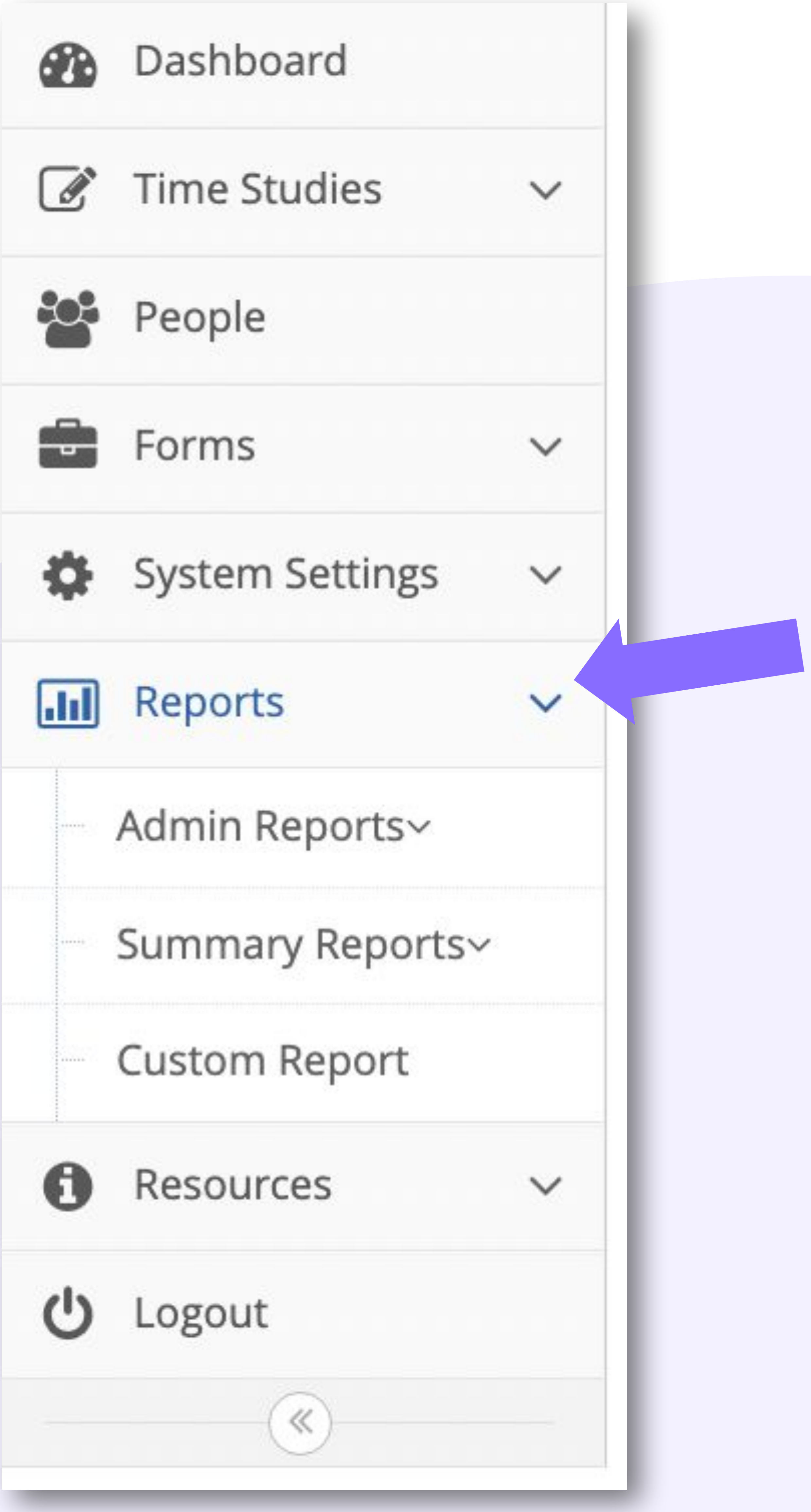
During Implementation, System Settings are configured for you by Time Study. After launch, Admins govern how the system functions using the Control Panel.



Reports

TIME : STUDY

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

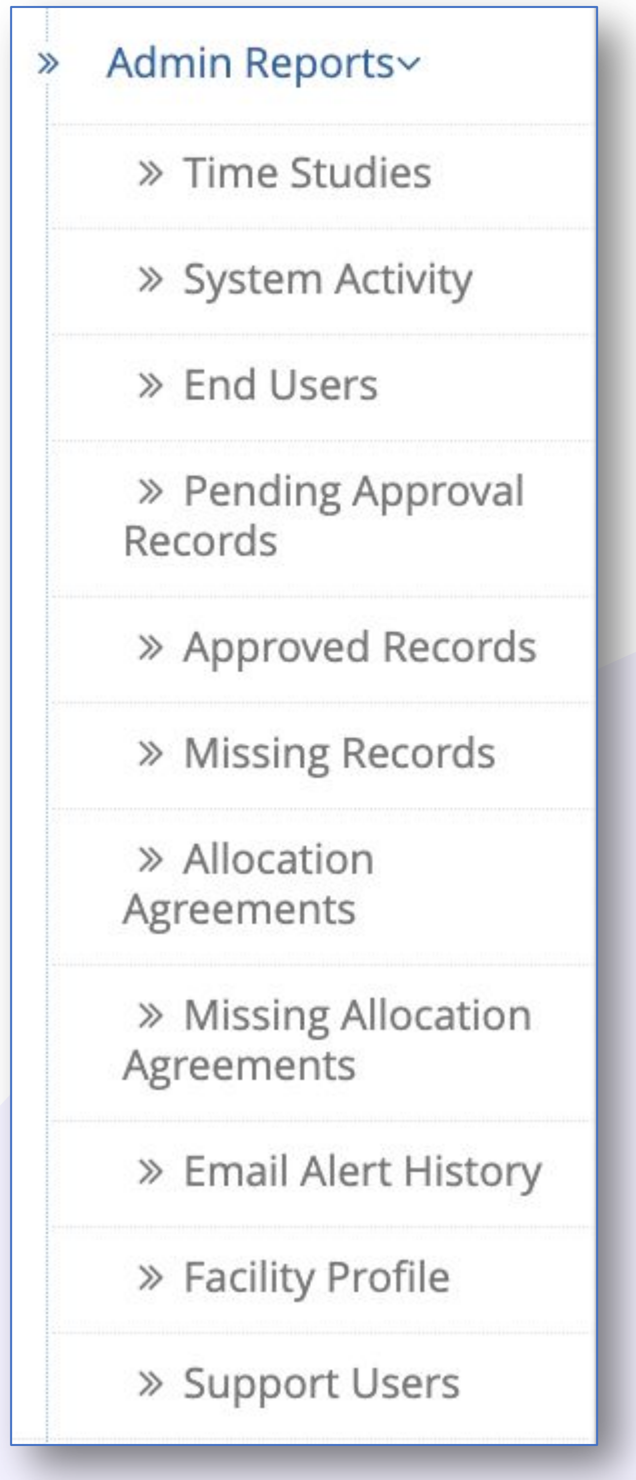
SUMMARY REPORTS
Provides macro level calculations/totals meant for overview and analysis purposes

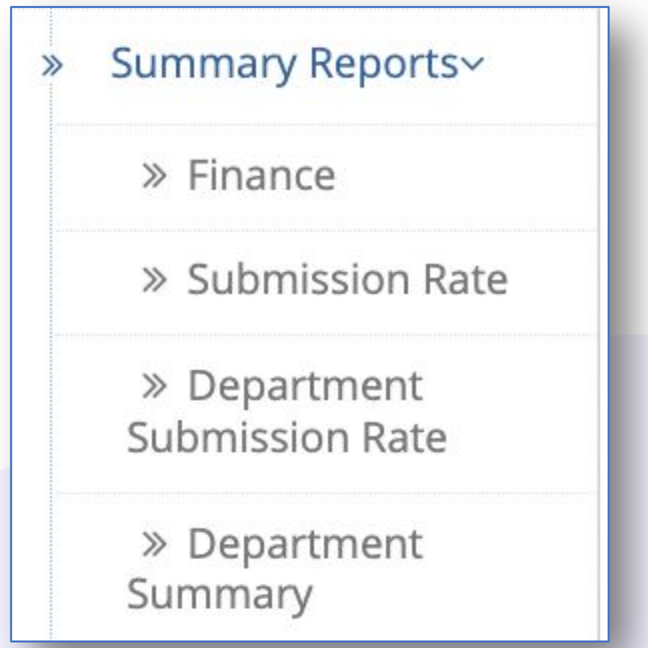
CUSTOM REPORTS
Permits on-the-fly reports of submitted records, which can be filtered and grouped at any level. These settings can be saved as templates for future use.

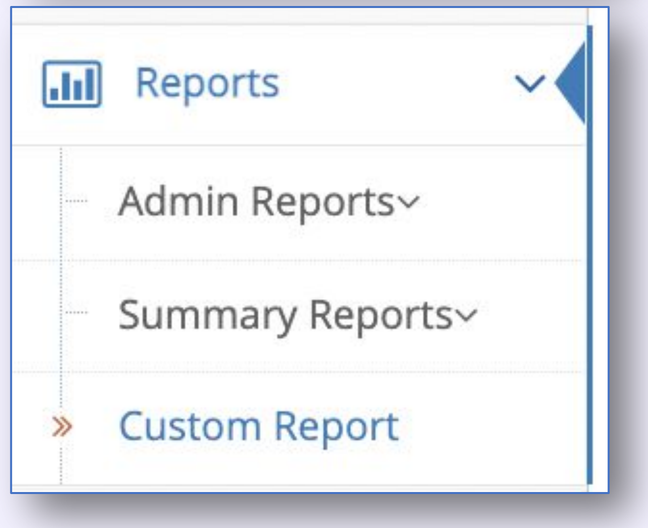
Export
The results from most reports can be exported as a .csv file.

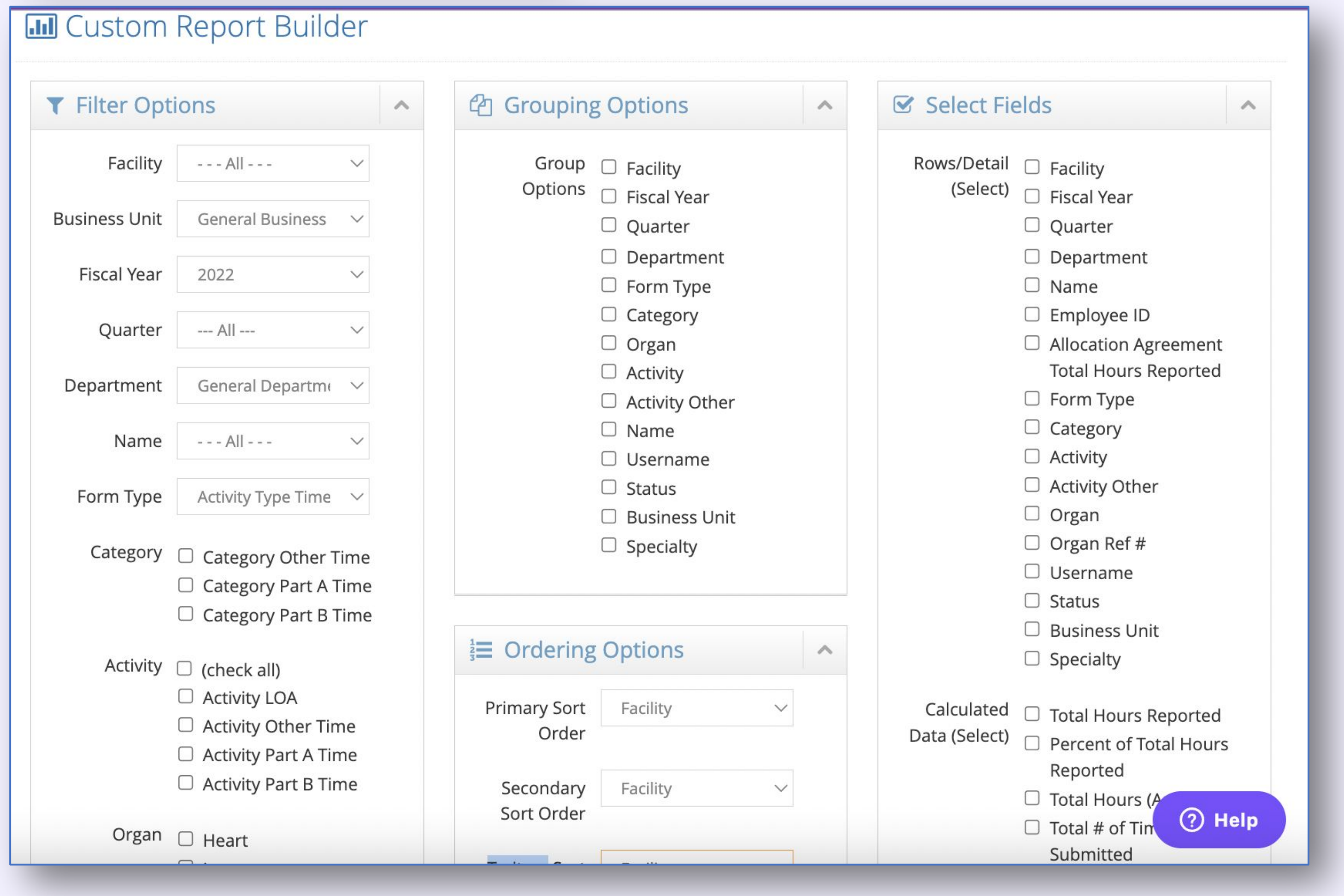
Filter
Most records permit filtering the search by factors such as: Facility, Business Unit, Department, Fiscal Year, Quarter, Date, or User's Name.

Reports cont'd







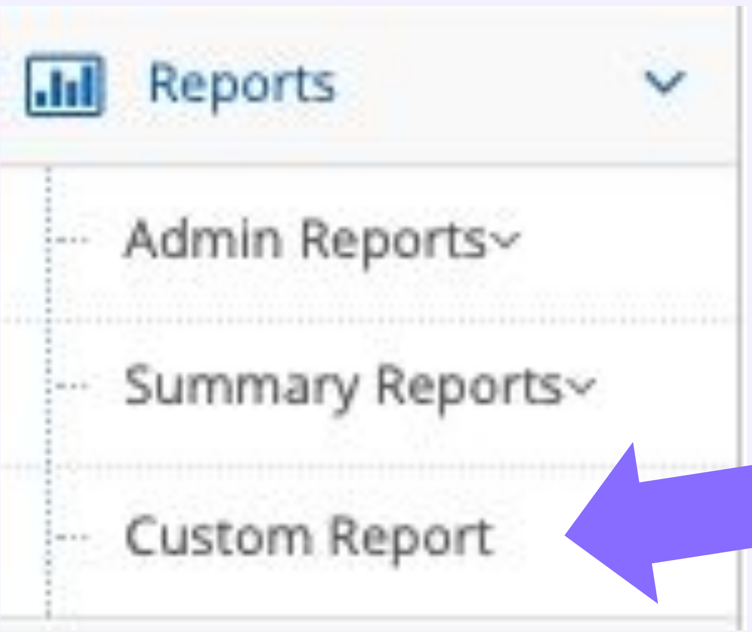


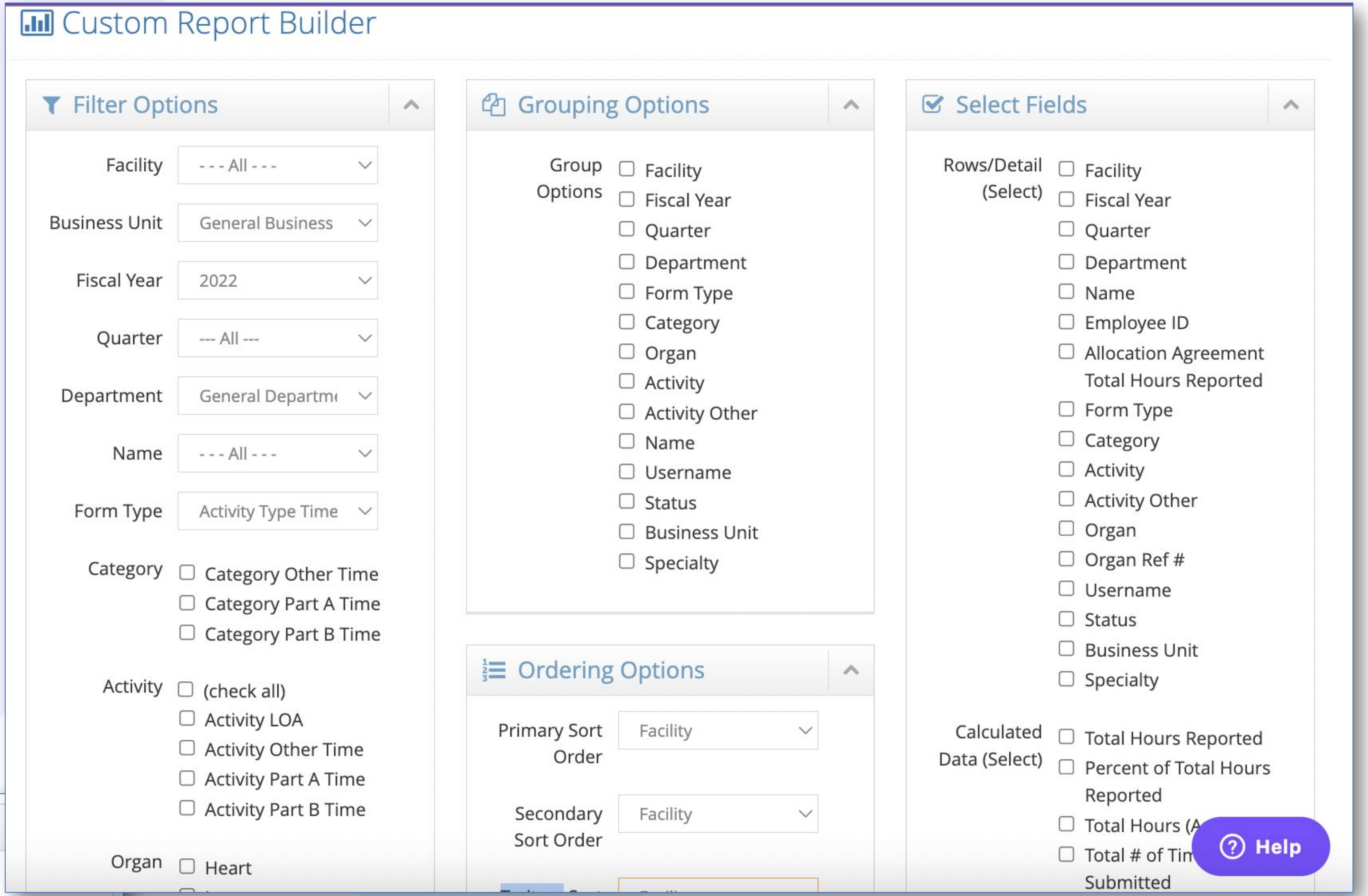
Admins have access to many reports. See the full list of reports to the left.

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.

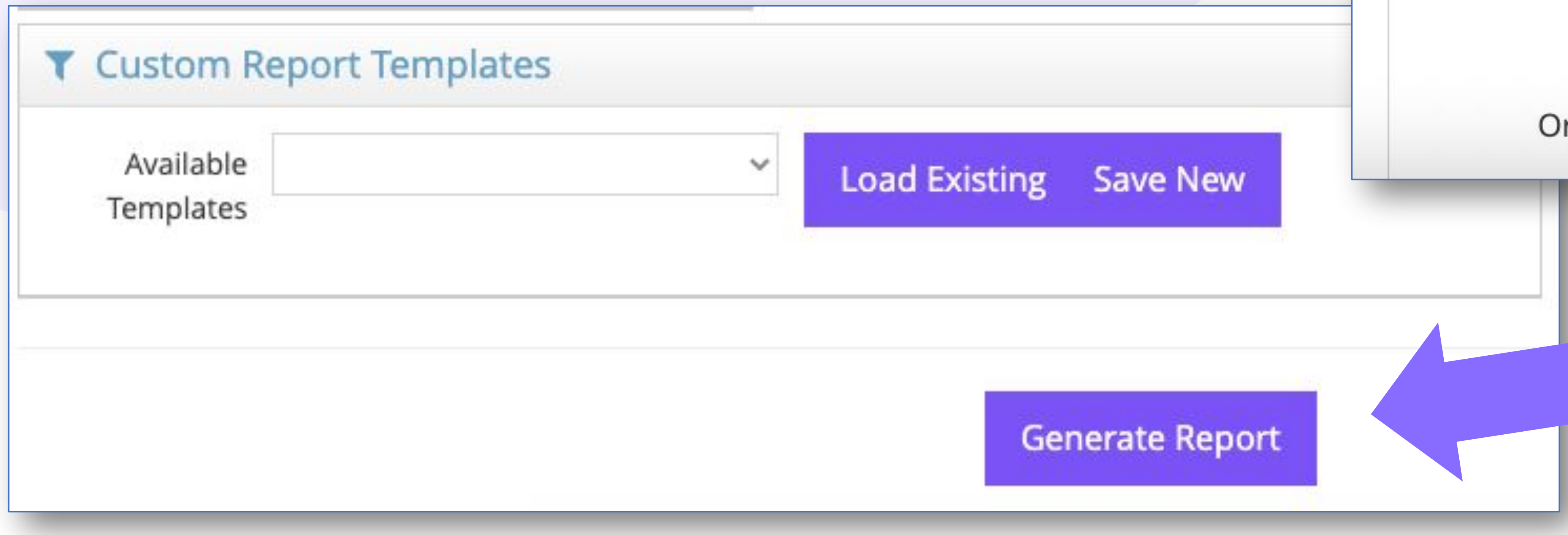
Custom Reports





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



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

Help
& Info

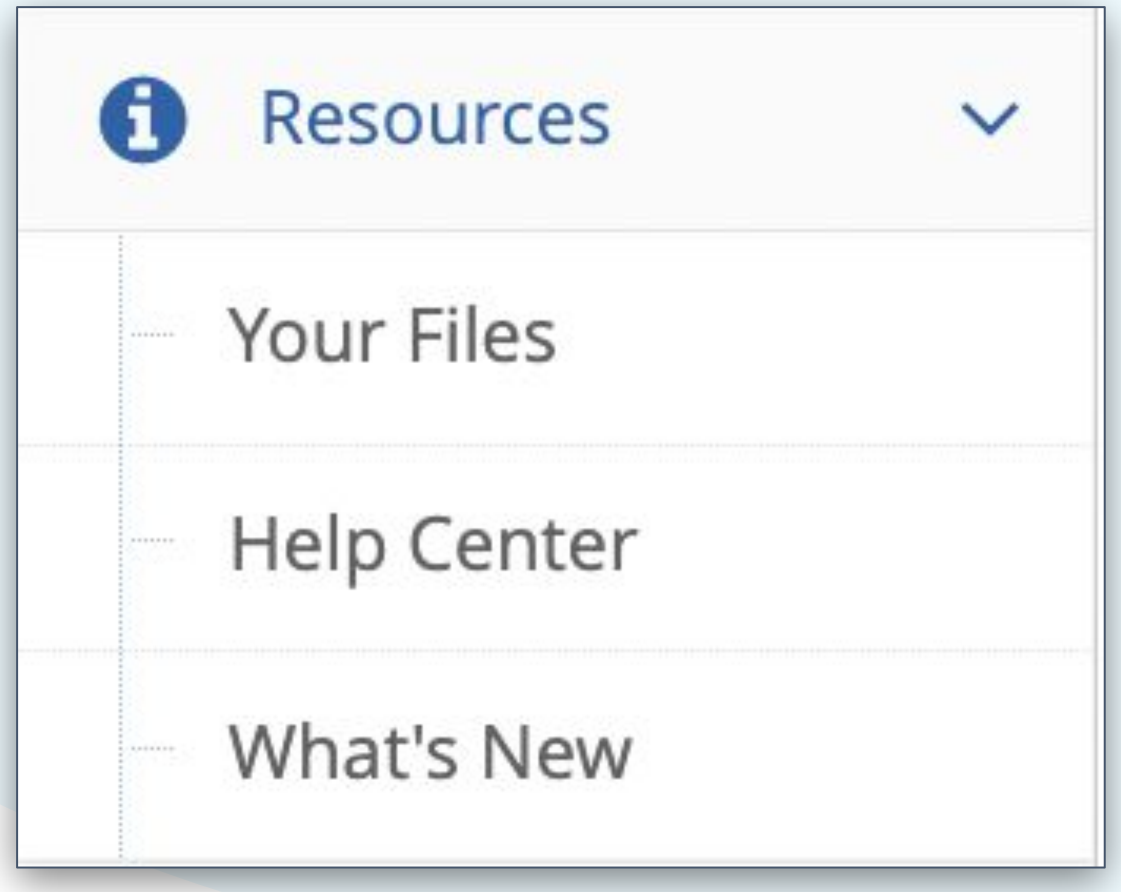
TIME : STUDY

Resources

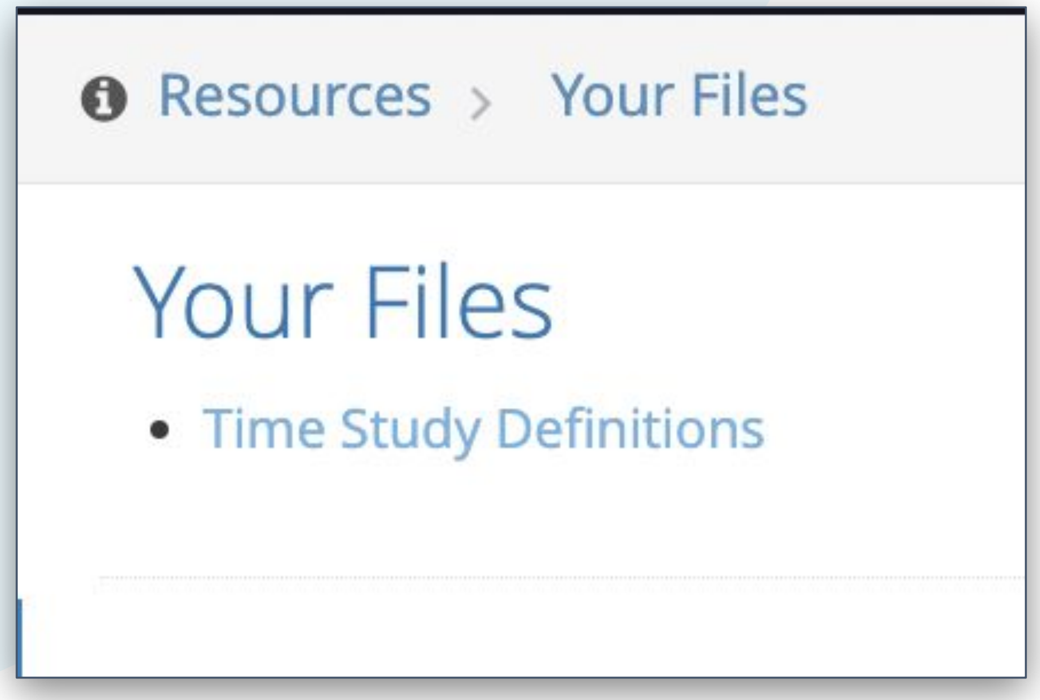
TIME STUDY TECHNICAL SUPPORT

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

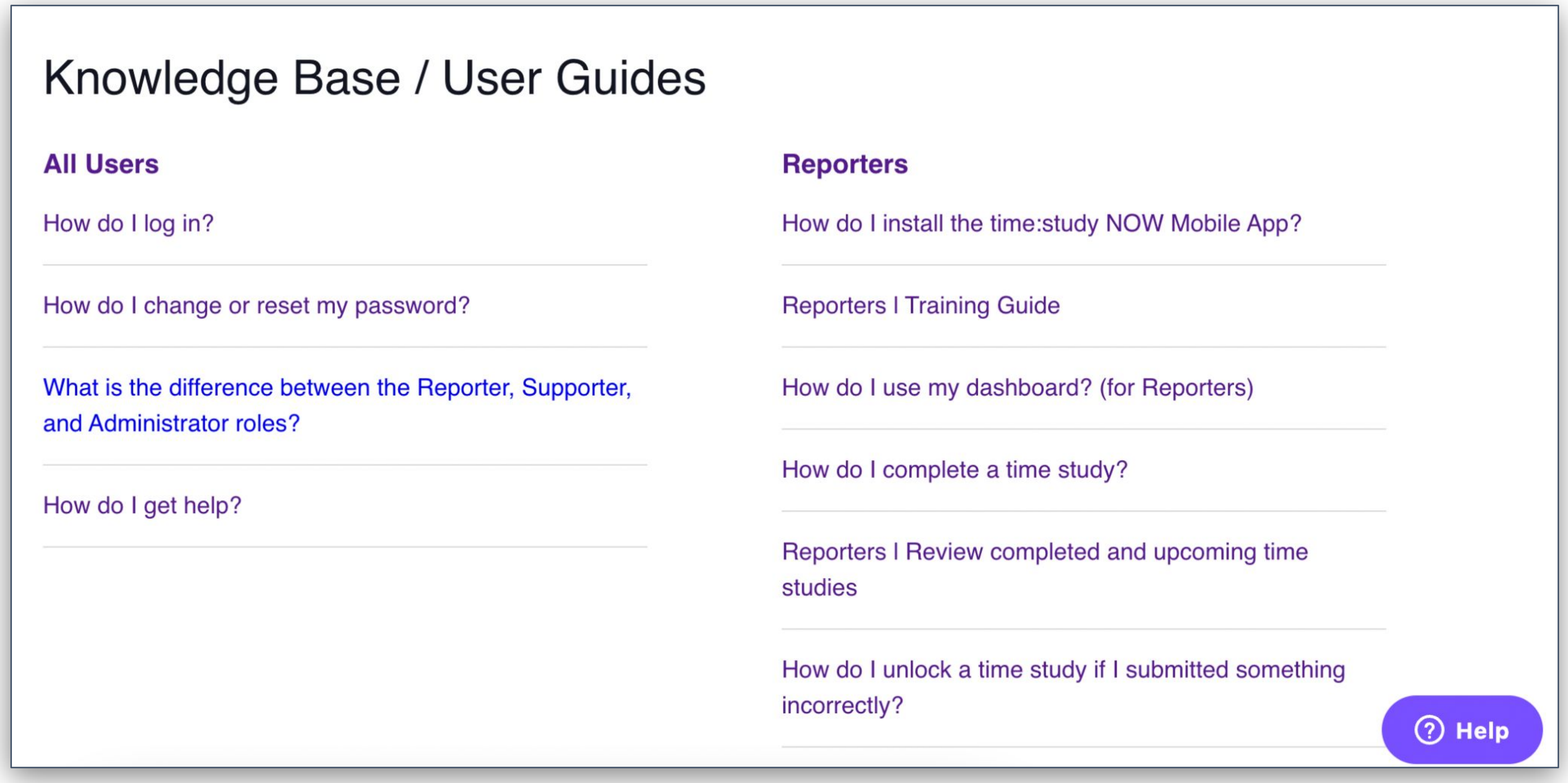
- Your Files
- Help Center
- What’s New

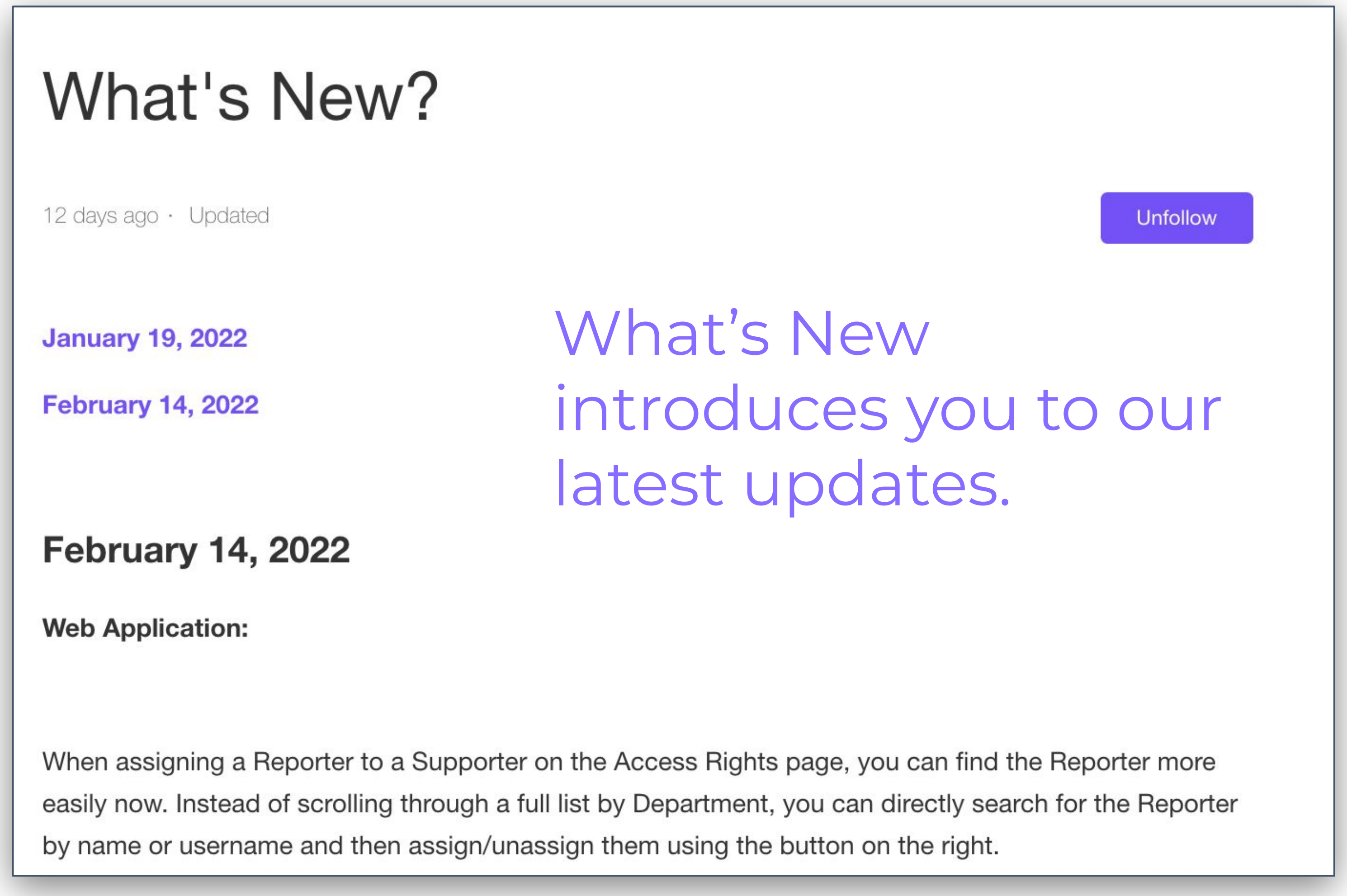


Your Files contains documents created specifically by/for your company.



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





What’s New introduces you to our latest updates.

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

A Look at Reporter and Supporter Dashboards

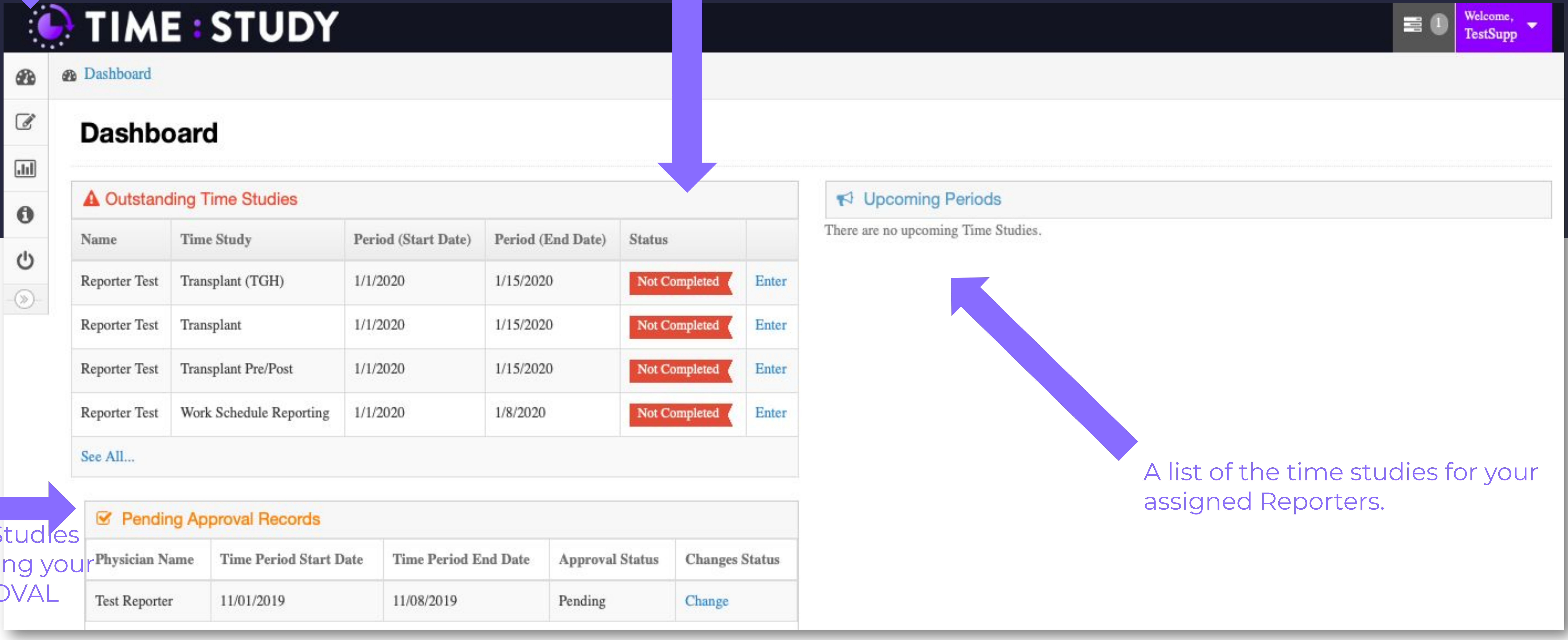
TIME : STUDY

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

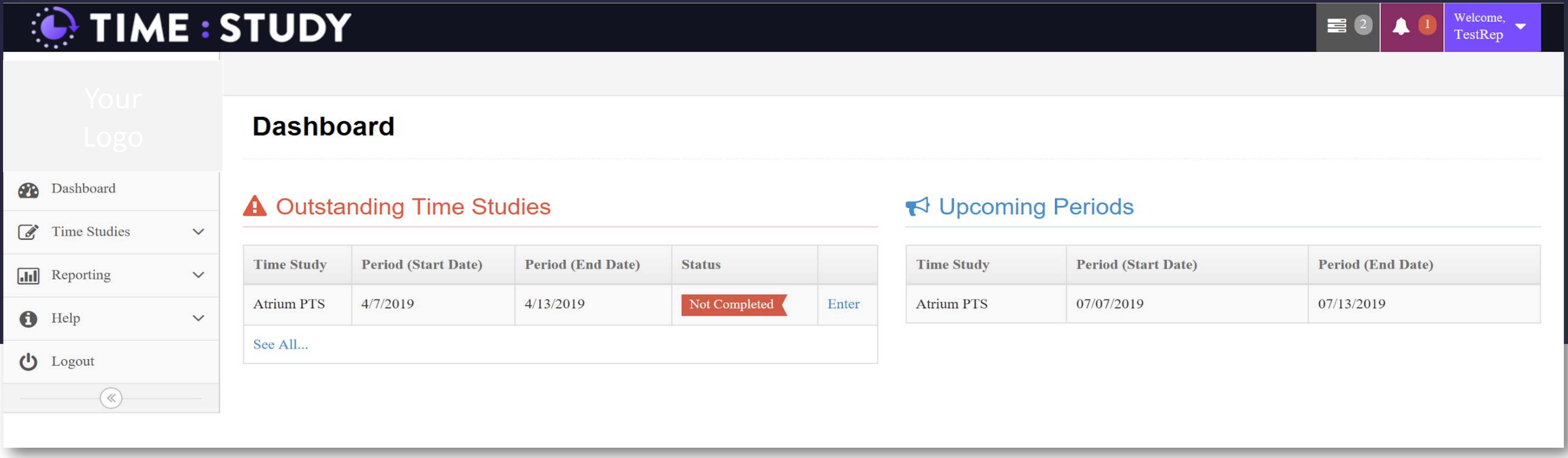
YOUR ACCOUNT Control center w/ Notifications



A list of the time studies for your assigned Reporters.

Time Studies requiring your APPROVAL

Reporter View



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