Time Logs
Step-by-Step Guide

ACEMAPP's Time Log feature allows for students to track their time with a Clinical Site and its preceptor.

From your dashboard, click **"Time Logs"** **1**. Or you may click on the pending time log notification.

To approve the time log, click **"Edit"** **2**.

You can change the Hours, Minutes, or enter any Notes to share with the student or school.

Change the status by selecting **"Approve/Deny"** **3**.

Click **"Save"** **4**, to save your changes and to go back to the Pending Time Log screen.

Preceptors Name

  👤 Edit Profile   View Rotations   📄 Transcript   🎓 Courses & Assessments   📄 Requirement Documents

  % Manage Affiliations   📅 Preceptor Schedule   📅 Events   ⏱ Time Logs **1**

1

You have **2** time logs to review

Time Logs

Show / hide columns   25 ▾ records per page   Search: [   ]

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Showing 1 to 2 of 2 entries

	Actions	Log #	Date	Member	Entity	Course	Time	Entity Approval
☐	✏	630	12/12/2017	Student Name	School Name	Practium	2:30	Not Approved
☐	✏		12/12/2017	Student Name	School Name	BSPS Pharmacology II	4:00	Not Approved
☐							6:30	

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2 ✏

Approve/Deny **3**

[Approve ▾]

4 [Save]