Faculty - Time and case log approval

Welcome to ACEMAPP! In this video, we will review how to review and approve case and time logs.

If you have questions or would like more information, you may view our Help Desk or you can contact ACEMAPP Support.

Time Logs

When students are assigned to a rotation or course, you are able to review and approve the logs that they submit. This process is decided by your school. If you are unsure of your school's process, you may reach out to your coordinator.

From your home screen, in the Notifications panel, click the orange notification or click the Time Log button.

In this screen, you will see if your school is managing multiple Time Log types. There may be a description to explain each type. In the 'Requires Attention' column, you will see a snapshot of the number of logs that need approval. To review and approve the time logs, select the time log type you would like to review.

When you select the type, you will be brought to the Time Logs Table where the logs are filtered by Requires Attention and Historical.

To approve the log, click the Edit icon to view the log details. If you would like to approve in bulk, you can select the check box next to the log then select Approve selected.
When you click the pencil icon, you will see all the details of the log. If your school is managing Case Logs, then any matching case logs will be listed as well. If your school tracks skills, you can navigate to the Skills section to see the select skills. Once you are ready to update the status of the log you may select the appropriate status and click Save. If you Deny a log or move it to Needs info, please make sure you include notes for the student.

You also have the option to look at the Time Log report, where you can filter out the logs or look at specific details.

Case Logs

Depending on your school settings, students may be submitting Case logs as well. Case logs may or may not need approval. This is also dependent on the school. To view Case logs, you can click the notification or the Case log button. Next, if there are multiple types of case logs, you will need to select the type you would like to review. If there are any that require approval, then you will see them listed in the Requires Attention area. If they do not require approval, then you will see a list of submitted case logs that you may review.

You can also pull a Case Log report and look for specific information

As a reminder, if you have any questions, feel free to call us at 844-223-4292 or email us at support@acemapp.org