

## eLOGS Quick Start Guide

1. Your school will assign you a personal USER NAME and PASSWORD. Use these “credentials” to enter the web site.
2. Access the secure web site: [www.elogs.org](http://www.elogs.org) and click on on GRADUATE program, then the link STUDENT LOG IN. At this point, use your credentials.
3. Orient yourself to the main menu. Every aspect of the program is accessible here. There is a student tutorial at the bottom of the menu. This streaming video lasts about 12 minutes. **ALSO**, under the menu (scroll down), there is a USER GUIDE (instruction book) and a JOT CARD. You should consider printing the JOT. The JOT card will be helpful in clinic.
4. You should plan on accounting for your time throughout the day. A patient encounter is recorded in minutes. Calculate your time per patient to include the amount of review time, the direct face-to-face time, and the charting time. So in actuality, the amount of time you record may be LONGER than the face-to-face time.
5. Complete the entry by clicking on SUBMIT A NEW ENCOUNTER. Answer all fields and then use **the internal navigation keys UNDER the tables. NEVER use the tab keys to move from field to field.**

**Note: If your preceptor is NOT listed in the site, please contact your school.**

6. Once you have entered all patients for the same day of clinical, return to the MAIN menu and run at least the report, DAILY REPORT RECONCILIATION. From this report, make sure all entries are present, the course number is correct, the time is correct, and the faculty name and preceptor is correct. **For any errors**, click on the LOG ID number (A blue underlined number in the second column). This will “Recall” a record to the screen. Make modifications and resubmit.

If you are spending 8 hours in a clinical setting, but only see 6 hours of patient care, it is necessary to account for the other 2 hours. You can do this by entering extra time under the ALTERNATIVE CLINICAL ENCOUNTER report. You must select the appropriate time and the Type of Alternative.

7. After entering ALL patients, return to the main menu and select PRECEPTOR DAILY REPORT. Select the appropriate Date of Clinical, the Preceptor’s Name, and the total time spent. This is the Entire day (regardless of Number of Patients Seen).
8. At any time during your student experience, you may receive technical assistance at no cost. Our staff will call you. You can reach the eLOGS staff through the EMAIL function (See the lower LEFT panel link). Our Phone number is 240 498 6800. If you email, we will return the call to you if you provide a phone number. It is most helpful to include your school name as well.

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