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Made with ❤️ for Learners & Faculty

If you're having trouble or missing any features:

- Check for an update to the app
- Update your device OS (the app supports the two most recent OS versions)

1. Download

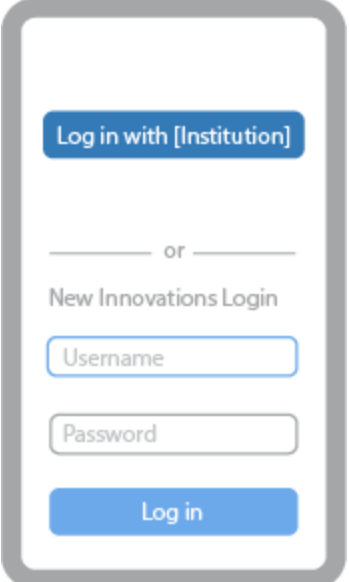
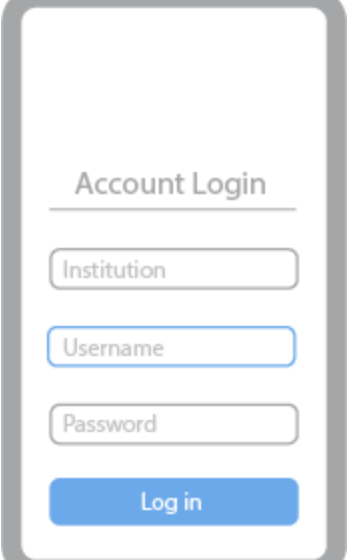


Scan the QR code to download the app if it's not already on your iPhone or Android device

2. Log in



1. Open the app on your mobile device
2. Tap **Get Started**
3. Type in your institution's name
 - If you're at another institution, and you know you have an account there, and want to access or input info into that system, then enter that institution's name instead of your home institution
4. Tap **Next**
5. Finish logging in depending on which you see:

	<p>←If you see this screen...</p> <p><i>Your institution uses SSO</i></p> <p>If you have an SSO account at your institution:</p> <ol style="list-style-type: none"> 6. Tap the top (SSO) button 7. Log in on the portal that appears <p>If you don't personally use SSO at your institution:</p> <p><i>Use the New Innovations login instead. You will probably use the New Innovations login option if you don't use SSO to log into any other accounts at this institution.</i></p> <ol style="list-style-type: none"> 6. Enter your New Innovations username and password 7. Tap Log In
	<p>←If you see this screen...</p> <p><i>Your institution doesn't offer SSO</i></p> <ol style="list-style-type: none"> 6. Enter your New Innovations username and password 7. Tap Log In

Logging in next time

You'll stay logged in to New Innovations until either of these happens:

- You're inactive for 30 days
- We update the app

3. Use the app

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Evaluations

- **Complete evaluations**
- If your admin has enabled them, **Request or initiate on-demand evaluations** (<https://gme-support.new-innov.com/support/solutions/articles/5000654075>).

Both of these evaluation features work much like desktop evaluations, but with different formatting



Work Hours

You can complete some Work Hour tasks in the mobile app and others through a browser only:


Tasks	Mobile App	On the Web
Log today's work hours	✓	✓
Log work hours from 13 or fewer days ago	✓	✓
Log work hours 14+ days ago	X	✓
Log future work hours	X	✓
Log vacation hours	X	✓
Add notes/comments	X	✓
Approve work hours	✓	✓
View violations	✓*	✓
Mark as "did not work" if you missed scheduled hours	✓	✓

*When logging work hours on the mobile app, violations may take a few minutes to appear

What are the dots?

- Log violation notices are red
- Logs-awaiting-approval notices are yellow

Log work hours

1. Tap the **Work Hours** tile
2. Select a day and tap the 
3. Complete the required fields then tap **Save**
A message will pop up to confirm work hours were entered

What if I can't edit a log?

You can't edit logs if they are locked (by a finance application) or already signed off



Privileges

You can display your procedures and how much supervision you need

1. Tap a procedure to open a privilege badge view
2. Flash this badge if you need to show your procedure privileges.


TIP: If you're rotating outside of your home institution, you can display your privileges and your host can decide how to honor them.

Procedure progress


For each procedure, you'll also see your progress towards targets.

Procedure/Diagnosis Logger

You can complete some Logger tasks in the mobile app and others through a browser:

Tasks	Mobile App	On the Web
Log a procedure or diagnosis	✓	✓
See which logs are approved : 	✓	✓
See which logs are refused or not passed : 	✓	✓
See supervisor comments	X	✓
Resubmit a refused or not passed log	X	✓

Log a procedure or diagnosis

1. Tap the **Logger** tile
You see a list of all your logged procedures
2. Tap the 
3. Enter the date (required) and any other fields
4. If you see **Remove** by your entry, you can enter multiple responses:
 - A. Tap the field again
 - B. Pick another response (you can only pick one at a time)
 - C. Tap Done*Now both your selections are selected. Tap **Remove** to deselect.*
5. Tap **Save**
Your log is submitted for approval

QR Code Scanner

Open this tile and scan your conference QR codes to take you attendance.

This scanner saves you from logging in to New Innovations each time you check into a conference.



Direct Observation

You'll only see this if your admin enables it

Learners: prepare to collect Direct Observations


1. Check the list of activities

If you're working in a specialty with published EPAs, you're likely to see those activities

2. The next time you're engaged in one, record it:

Learners: add a Direct Observation

1. Tap the Direct Observation tile

2. Tap the 

3. Enter the values:

- Date you performed the activity
- Assessor name

Your program may or may not allow residents and fellows as assessors. If allowed, you'll see them in the assessor list with their names followed by "— Resident"

- Activity
- Optional: any notes to help you or the assessor

If you request the assessment in the next step, any notes appear in the email sent to the assessor

4. Complete now or later:

- If you have a chance to immediately take feedback from an assessor:

1. Tap **Complete Assessment Now**

2. Ask your assessor what to enter for:

- What did the learner do well?
- What does the learner need to improve on?
- Entrustment Level

3. Click **Save**

- The assessor gets an email summary of your entry (give it about five minutes)
- You'll see a count tracking how many of each activity you've submitted

- To request that your assessor give you feedback on their own time and on their own device:

1. Click **Request Assessment**

Your request moves to your Requested tab.

The assessor gets an email (give it ~10 minutes) with your request.

The assessor logs in to the New Innovations Mobile App, opens Direct Observations, finds your request, and completes the assessment.

Not available if your selected assessor is a resident or fellow. Complete Assessment Now instead.

2. Look back later for an activity count increase in the Overview tab

3. Tap the activity and tap the assessment to see your feedback

Learners: View a Direct Observation entry

1. Tap the Direct Observation tile

2. Tap an activity with a >0 number in front (that's how many you've recorded)

3. View your past entry
4. Tap again to see more details

Faculty: Complete a Direct Observation

Learners may ask you for feedback in-person or via email:

- In person:
 1. Dictate feedback while the learner enters it in their own app
 2. Watch for an email receipt of what the learner captured
- Via email request:
 1. Find a Direct Observation feedback request in your inbox on your mobile device
You can only record Direct Observations via the mobile app, not the desktop. Scan the QR code with your mobile device to open the request on the mobile app
 2. Tap the button in the email
 3. If you've downloaded the app already, you land in the direct observation.
Enter:
 - What did the learner do well?
 - What needs improvement?
 - Entrustment Level
 4. Click **Save**
The record moves to your Completed list.
The learner can see your feedback in their app.
 5. To complete another direct observation, pick any request from the **To Do** list
 6. Tap Completed to view any previously saved Direct Observations

Related Articles

- [L ♥ F ♥ - Log In, Username and Password](#)
- [L ♥ F ♥ - Home Page](#)
- [L ♥ F ♥ - Viewing & Editing Your Personnel Record](#)
- [L ♥ F ♥ - Mobile Web](#)
- [F ♥ - Advisors & Advisees](#)