

## **Comments to add to Shift Wizard Help Button:**

- You can preview all of the Shift Wizard questions before actually starting a shift report by selecting the “Shift Wizard” button (can be seen on the main Dashboard page) and then selecting “Question List”. The questions appear in the same order in this list as in the actual Shift Wizard (the order number of the questions is the number located to the right of each question).
- You may view the history of responses to each question (for any range of dates) also from the “Question List”. Simply select the “History” button that is beside the question you wish to view the history for.
- Throughout the Shift Wizard, you will not be able to advance to the next question until you have saved each response by selecting “Save to the Database” after typing your answer.
- Once you begin a shift report, you will not be able to start another until you have finished the one previously started. Each time you reenter the Shift Wizard while a shift report is still in progress, you will immediately be taken to the next question you have yet to complete.
- You may, at any time, revisit and change any of your previous answers. Only once you select “Next Question” on the very last question will your report, and thus all your answers, be finalized.
- You may view any previously submitted shift reports by selecting “Shift Reports” (can be seen on the main Dashboard page). You can also use this page to make sure your report was submitted properly. Check the “End Time” made for your report; if the report is still in progress and has not been submitted, the “End Time” will display as “None”.
- Review all of your answers before moving on from the last question. Check for accuracy and ensure that the status of the detector is being reported sufficiently.