

HELP tab

1. Before you launch a Shift Wizard session, you can review all the questions covered in the shift here: http://grb.pa.msu.edu/hawcmon/dashboard/shift_question_list_page
Or, from the Dashboard, click “Shift Wizard”, then click “Questions List”. The numbers in the right column indicate the order of the questions. The numbers in the left column can be ignored.
2. After you launch a Shift Wizard session, you must click “Save to Database” before the “Next Question” tab will appear.
3. After you complete the Shift Wizard session, you may view your Shift Report here: http://grb.pa.msu.edu/hawcmon/dashboard/shift_report_list_page
Or, from the Dashboard, click “Shift Reports”.
4. You can view the entire report history for individual questions by clicking on “History” next to the desired question here: http://grb.pa.msu.edu/hawcmon/dashboard/shift_question_list_page
Or, from the Dashboard, click “Shift Wizard”, then click “Questions List”, then “History” for the desired question.
5. If any Shift Wizard questions do not have data yet, please enter NO DATA as your answer.
6. If you exit the Shift Wizard before completing all the questions, the Shift Report will display “None” as the end time for the shift. To access Shift Report, see 3.
7. Remember to review your answers to the Shift Wizard questions before submitting them, since no changes can be made after submission.