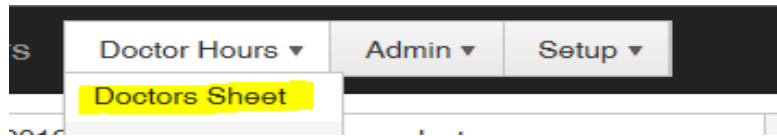


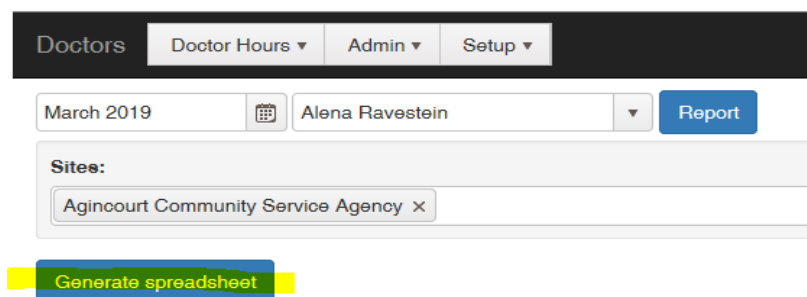
ICHA HOURS WEBSITE HOW-TO

All hours worked with ICHA are submitted via → <https://hours.icha-toronto.ca>

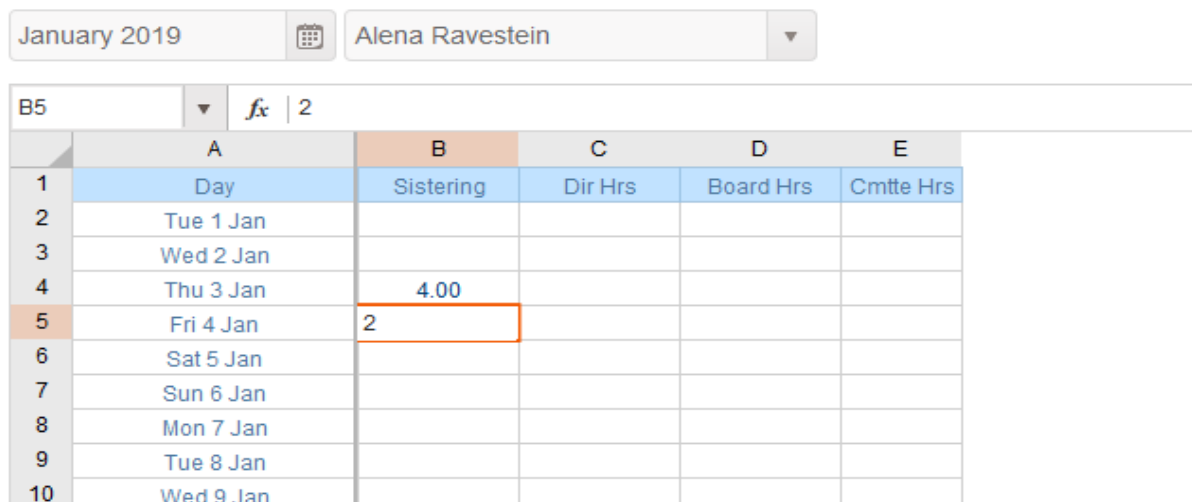
- 1) Select **Doctors Sheet** to open the monthly submission sheet



- 2) Select the month and your name from each of the dropdowns. If the site does not appear in the *Sites:* portion, begin typing the name of the site to add. Click **Generate Spreadsheet** to open the month. The term “generate” can be ignored. **By clicking this, you’re not creating a new sheet. You’re simply opening the month. Really, the button should read: “Open Spreadsheet”.**



- 3) Adding your hours to the sheet that you have opened. Think of this as an ongoing collection of your hours. Every hour that you work should be documented in your Doctors Sheets. It is your way to communicate to ICHA’s Virtual Office the number of hours that you have provided. **If you can see your hours saved to this sheet, we can see these hours too.** The information stored in your sheets is combined to generate a report on our end but we do not receive individual reports despite what might be inferred with the term “Generate Spreadsheet”.



	A	B	C	D	E
1	Day	Sistring	Dir Hrs	Board Hrs	Cmte Hrs
2	Tue 1 Jan				
3	Wed 2 Jan				
4	Thu 3 Jan	4.00			
5	Fri 4 Jan	2			
6	Sat 5 Jan				
7	Sun 6 Jan				
8	Mon 7 Jan				
9	Tue 8 Jan				
10	Wed 9 Jan				

- 5) Once completed, click **SAVE**.

