

TigerConnect Physician Scheduling

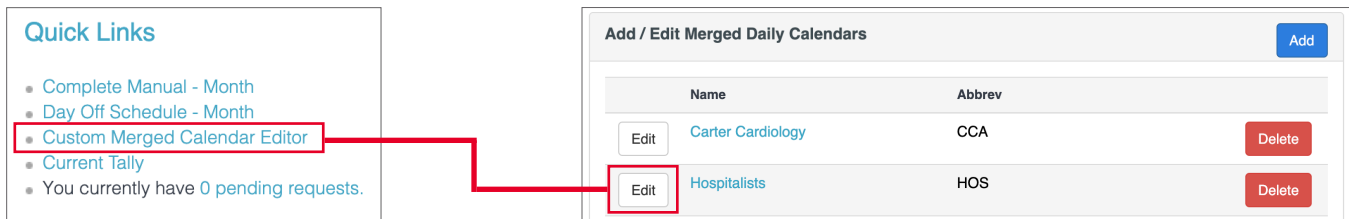
Editing Merged Daily View Calendars

Staff members will be designated as System Admins to maintain and edit Custom Merged Calendars.

Getting Started

To start, click on [Custom Merged Calendar Editor](#) link at the right of the screen under **Quick Links**. If your department has one more than one schedule, navigate to the System Customer Links Setup Group in TigerConnect Physician Scheduling and find the [Custom Merged Calendar Editor](#) Editor under **Quick Links**.

Click **Edit** to the left of the Merged Daily Calendar you wish to change. Clicking Add will create a new Merged Daily Calendar. If you are, please reach out to the TigerConnect Physician Scheduling – Pro team as a corresponding Microsite will need to be set up to reflect this new calendar view.

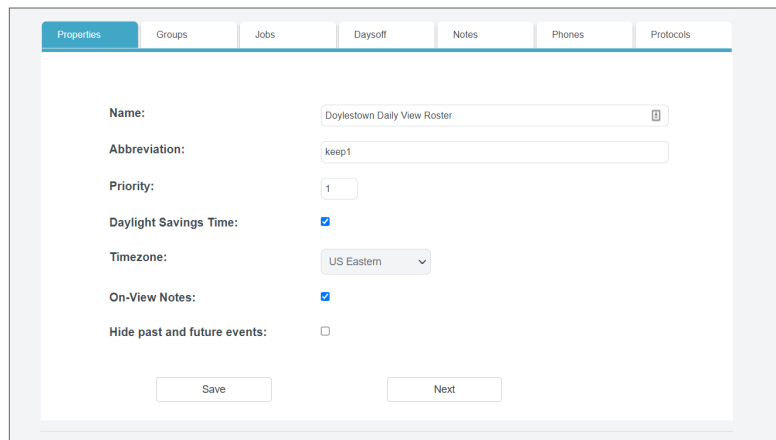


Properties

Enter (or edit) the following information for this Merged Daily Calendar:

- Name
- Abbrev (5 character limit)
- Priority
- Timezone
- DST (Daylight Saving Time)
- On-View Notes
- Hide past and future events
(your Merged Daily View will load based on this selection)

Click **Next** to move on, choosing Save only saves changes for this tab and will take you back to the Custom Merged Calendar Editor.

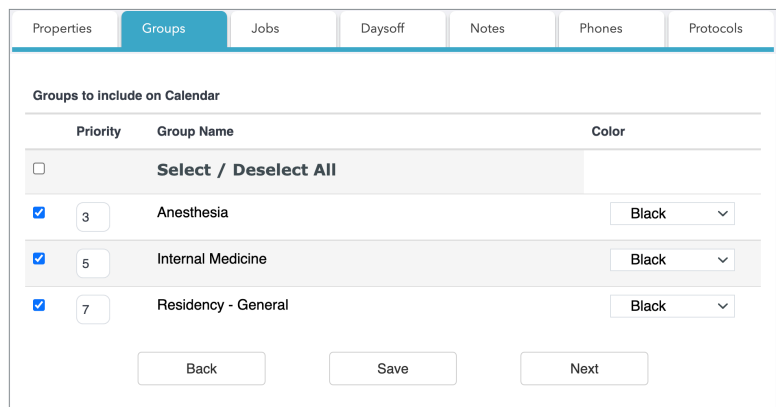


Groups

Choose which Groups to include in this view. Order the priority of these by designating a number (ex: 3, 5, 7).

Priority affects the order these schedules display on the Merged Daily View.

Click **Next** to continue.



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Jobs

Choose Jobs to view. If multiple Groups are chosen, choose the Jobs for each Group and click Next.

Properties	Groups	Jobs	Daysoff	Notes	Phones	Protocols
Hospitalists		ICU				
Call Jobs Hospitalists						
Job Name		Abbrev				
<input type="checkbox"/> Select / Deselect All						
<input type="checkbox"/>	Early 7am - 11am		HSP:7am			
<input type="checkbox"/>	Night (12hr)		HSP:7PM			
<input type="checkbox"/>	Mid 11am - 3pm		HSP:11AM			
<input type="checkbox"/>	Evening 3pm - 7pm		HSP:3PM			
<input type="button" value="Back"/>		<input type="button" value="Next"/>		<input type="button" value="Save"/>		

Properties	Groups	Jobs	Daysoff	Notes	Phones	Protocols
Hospitalists		ICU				
Call Jobs ICU						
Job Name		Abbrev				
<input type="checkbox"/> Select / Deselect All						
<input type="checkbox"/>	ICU day (7am - 7pm)		ICUam			
<input type="checkbox"/>	ICU night (7pm - 7am)		ICUpm			
<input type="checkbox"/>	ICU On Call 24hr (7am - 7am)		ICU24hr			
<input type="button" value="Back"/>		<input type="button" value="Next"/>		<input type="button" value="Save"/>		

Days Off

If applicable to your organization, choose which types of Days Off Merge. Typically Days Off are not shown in Merged Daily Views.

Click [Next](#) to continue.

Properties	Groups	Jobs	Daysoff	Notes	Phones	Protocols
Select Days Off to Merge						
Days Off						
Day Off		Abbrev				
<input type="checkbox"/>	Day Off		d			
<input type="checkbox"/>	1/2 Day Off AM		am			
<input type="checkbox"/>	1/2 Day Off PM		pm			
<input type="button" value="Back"/>		<input type="button" value="Next"/>		<input type="button" value="Save"/>		

Notes

Choose which Group's Notes will display on this calendar view.

Click [Next](#) to continue.

Properties	Groups	Jobs	Daysoff	Notes	Phones	Protocols
Merged Notes						
Group						
<input type="checkbox"/> Select / Deselect All						
<input type="checkbox"/>	Hospitalists					
<input type="checkbox"/>	ICU					
<input type="button" value="Back"/>		<input type="button" value="Save"/>		<input type="button" value="Next"/>		

Phones

If applicable to your organization, choose one or multiple phone types to be included here. Typically, phone information is not shown in Merged Daily Views.

Click [Next](#) to continue.

Properties	Groups	Jobs	Daysoff	Notes	Phones	Protocols
Phone Types						
Phone Type						
You may only choose 2 Phone Types.						
<input type="checkbox"/>	Home					
<input type="checkbox"/>	Work					
<input type="checkbox"/>	Fax					
<input type="checkbox"/>	Cellphone					
<input type="checkbox"/>	Pager					
<input type="button" value="Back"/>		<input type="button" value="Save"/>		<input type="button" value="Next"/>		

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Protocols

Choose Protocols for each Group included in this view.

Display Types for Protocols:

- Open - Will display Protocols directly on the Merged Daily Calendar under the Protocols column.
- Closed - Will create a link to a pop-up window that will display the Provider's and/or Group's Protocols.
- None - No Protocols will be shown.

Properties	Groups	Jobs	Daysoff	Notes	Phones	Protocols
Hospitalists						ICU
Group Protocols Hospitalists						
Display		Protocol Name				
Open All Close All						
Provider Protocols						
Display		Provider Name				
Open All Close All Hide All						
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Jessica Butanis			
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Kelly Evans			
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	George Kryder			
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Sam Smith			
Back		Save		Next		

Properties	Groups	Jobs	Daysoff	Notes	Phones	Protocols
Hospitalists						ICU
Group Protocols ICU						
Display		Protocol Name				
Open All Close All						
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	ICU Critical Care Intensivists				
Provider Protocols						
Display		Provider Name				
Open All Close All Hide All						
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Cary Grant			
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Georgia Mobile			
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Thomas Payne			
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Sylvester Rock			
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> None	Justin Wampach			
Back		Save				

After choosing Protocols for each Group click **Next**. When you reach the last Group's Protocol preferences for Groups and Providers, click **Save** as this is the final step when working with Merged Daily Calendars.