

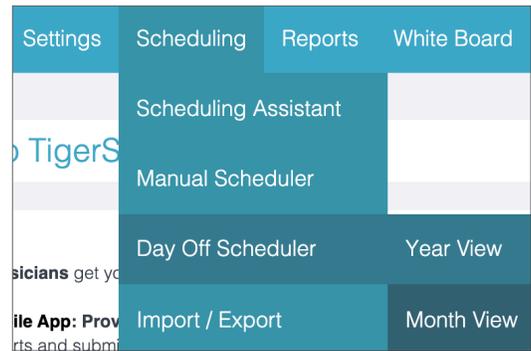
TigerConnect Physician Scheduling

Day Off Scheduler

Adding to the Day Off Schedule

To add a provider's day off, go to:

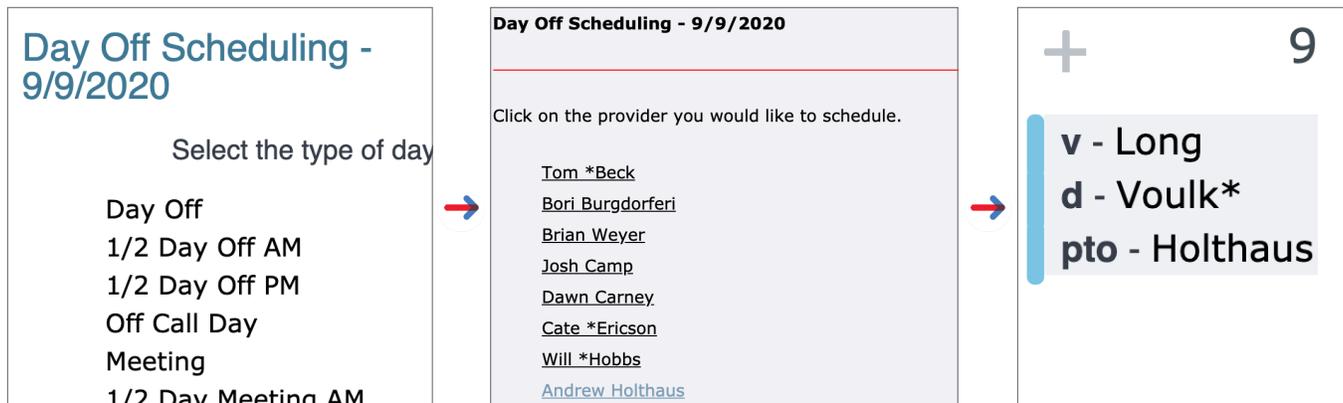
Scheduling > Day Off Scheduler > Month View



Scheduling here works much the same as the Manual Scheduler window for assignments/jobs. To add a day off type for a provider, click on the date (represented by the number) in the upper right corner of date-square.



Select your day off type, then select the Provider, and this will appear on the schedule.



TIP: When using days off in this window, be consistent with the type of day off you need to track in reports (such as using either PTO or vacation – not both).

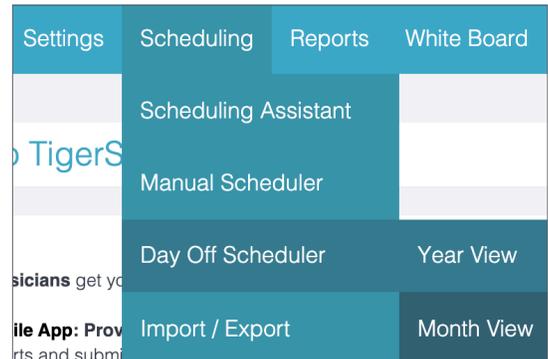
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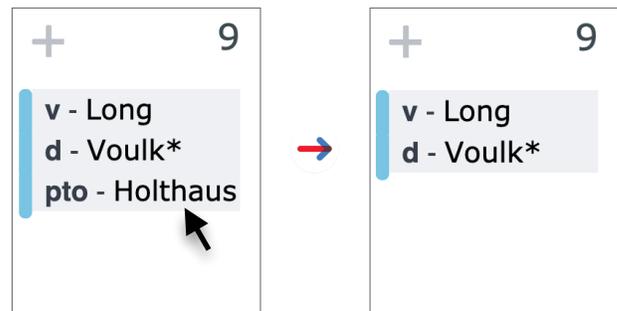
Editing the Day Off Schedule

To edit a provider's day off, go to:

Scheduling > Day Off Scheduler > Month View



If you entered a person's day off in error, click on their name, and it is removed from the day off schedule.



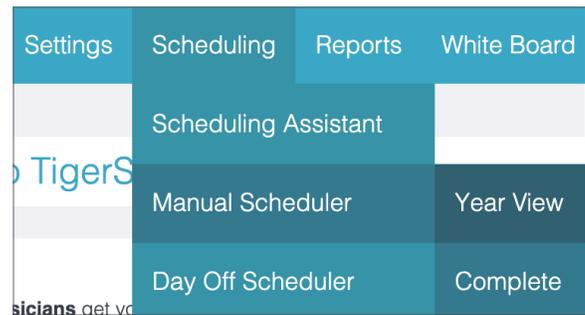
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Day Off Scheduler

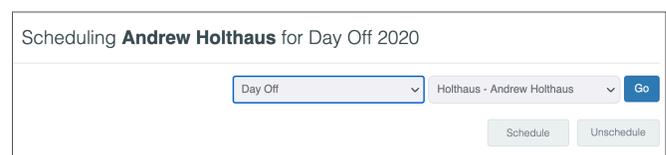
Scheduling Multiple Days Off

To add multiple days off for a provider, go to:

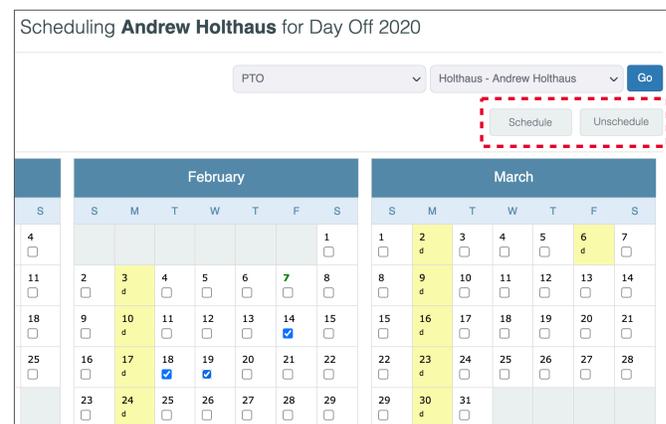
Scheduling > Day Off Scheduler > Year View



Select the day off type, the provider, and click **Go** to finalize your selection. Double check that the day off and provider are selections are correct before choosing dates on the next step.



On the calendar, click the dates you wish to schedule off for the provider. Once the appropriate date boxes are checked, click **Schedule** which you can find at the upper right or bottom left corner of the screen.



| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

Your scheduled days off will appear as highlighted yellow squares on the calendar, with text below the date indicating the type of day off (*in this case, PTO*). As a reminder, it is advised your department use similar nomenclature for your scheduled days off (*ex: Day Off/PTO/etc*) to gain more consistency with reporting.

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Uncheduling Multiple Days Off

To unschedule a range of dates for a provider, click on the **Unschedule** button at the upper right corner of the screen. As a reminder, click Go to finalize your selection and ensure you are altering the day off schedule of the correct provider.

Choose the date range you wish to unschedule, the Day Off type and the Provider. Once you have confirmed the month, date and year of the unschedule date range, click **Next**.

A prompt will appear asking if you are sure you want to unschedule the range of dates chosen. Click **Yes** to confirm, and you should see that the selected dates no longer appear as highlighted yellow boxes.

| February | | | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--|--------------------------------|
| S | M | T | W | T | F | S |
| | | | | | | 1 <input type="checkbox"/> |
| 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input checked="" type="checkbox"/> | 8 <input type="checkbox"/> |
| 9 <input type="checkbox"/> | 10 <input type="checkbox"/> | 11 <input type="checkbox"/> | 12 <input type="checkbox"/> | 13 <input type="checkbox"/> | 14 <input type="checkbox"/> | 15 <input type="checkbox"/> |
| 16 <input type="checkbox"/> | 17 <input type="checkbox"/> | 18 <input type="checkbox"/> | 19 <input type="checkbox"/> | 20 <input type="checkbox"/> | 21 <input type="checkbox"/> | 22 <input type="checkbox"/> |