TigerConnect Physician Scheduling Setting Up an Additional Scheduler

To set up an additional scheduler, go to: **Settings > Scheduler List** Click on **Add** at the top right corner of the next screen.

Expression Control Con			5	Schedulers							
		ic:	F	Radiology			Add Delete				
								User Name	Name	Status	
Setup Information		h Sche	n Scheduling				jeff@tigerschedule.com	Jeff TS	Active	Edit	
	Scheduler List					etuazon@tigerschedule.com	Erwin Tuazon	Active	Edit		

Manually Adding a New Scheduler

- Fill in the required fields for User Name (follow your organization's guidelines), Password and Password Retype, Email & Name
- Click Save at the bottom right corner
- Share the specific login details with your new scheduler
- Set them up with overview training with your team

* User Name:	NewScheduler	88
* Password:		٩
Retype:		٩
Email:	newscheduler@testorg.com	
Name:	Jane	
Address:		
City:		
tate:	Select One	```
ip Code:		
Phone / Pager:	* Indicates the field is required	

Adding a Scheduler using TigerConnect

- Click on **Search Users** at the top right corner of the Add a Scheduler screen
- Type in the name of the user from TigerConnect, click their name to add them and click **Select User**
- Their corresponding info will automatically populate the Scheduler Profile (as it appears in the screenshot above, without the fields for password)
- Click Save at the bottom right corner
- The new scheduler will use their same credentials they use for TigerConnect to login
- Set them up with overview training with your team

Add a Scheduler		Search Users
	Scheduler Profile	
* Scheduler Type:	Master	~
Search Users		
John		
John Demouser -		
r John Smith -		
Johnny Tiger - General		
Search Users		
John Demouser -		~
Close Select User		

[continued on the next page]

tiger connect

TigerConnect Physician Scheduling Setting Up an Additional Scheduler

Editing Permissions of Schedulers

After Schedulers have been added, you can edit the level of permissions as needed. Go to the Schedulers list and click the **Edit** button next to the Scheduler.

On the next screen, click **Edit Permissions** next to Schedule Permissions field.

Click to choose the permissions for this Scheduler and click **Save**.

- Settings grants access to the Settings menu on the dashboard, but will not have access to Setup Info or Scheduler List
- Setup Info grants access to the Setup Information menu selection under Settings
- Scheduler List grants access to the Scheduler List menu selection under Settings
- Scheduling grants access to the Scheduling menu on the dashboard
- Provider Requests grants access to the Provider Request menu on the dashboard

Schedulers without permissions granted will not see those menu items appear on their dashboard when logging into TigerConnect Physician Scheduling.

	Schedulers				
	Radiology		Add Delete	dd Delete	
	User Name	Name	Status		
	newscheduler@testorg.com	Jane Smith	Active		
	johndemouser@testorg.com	John Demouser	Active		
			T		
Scheduler					
	Scheduler Profile	Ed	lit Permissions for johndemo	ouser@testorg.com	
Scheduler Permissions:	Edit Permissions		· · · · · · · · · · · · · · · · · · ·	Ŭ	
* User Name:	johndemouser@testorg.com	Set	ttings	0	
* Email:	johndemouser@testorg.com				
* Name:	John Demouser		Setup Info	0	
TigerConnect Token:			Scheduler List		
Address:	- n/a -				
		Sch	heduling		
City:	- n/a -				
State:	Select One ~	Pro	ovider Requests		
Zip Code:	- n/a -				
Dhana (Daana		Sele	ect All Clear		
Phone / Pager:					
Inactive:			Cancel Sa	ve	
	* Indicates the field is required				
	Cancel Save				