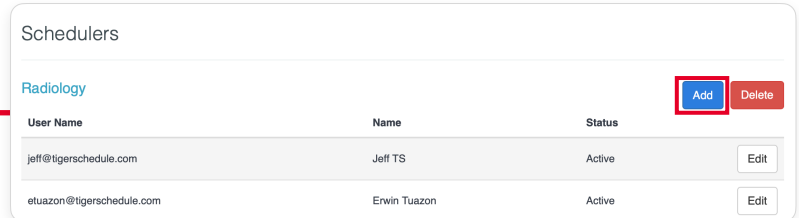
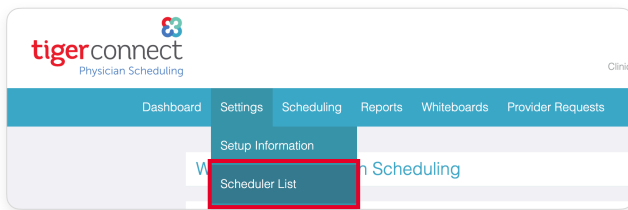


TigerConnect Physician Scheduling

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.

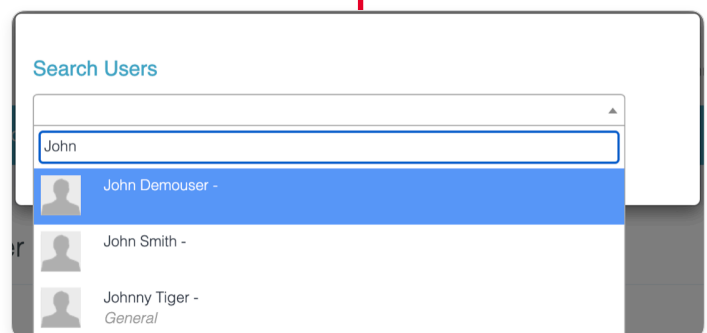


Manually Adding a New Scheduler

- 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

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



[continued on the next page]

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.

