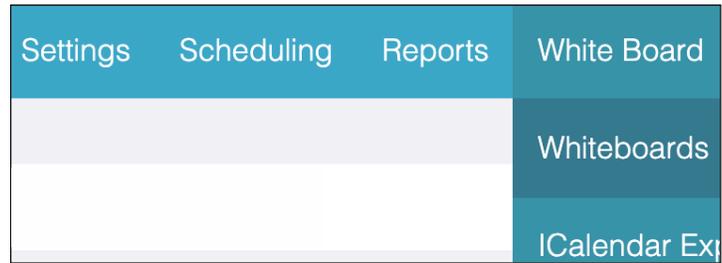


TigerConnect Physician Scheduling

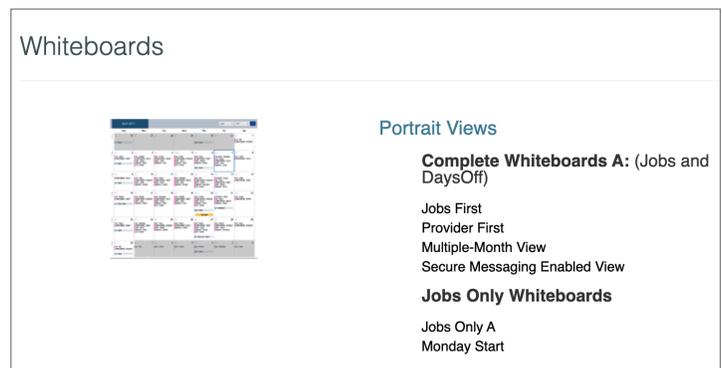
Whiteboards for Schedulers

Whiteboards are static schedule views that are useful for proofing your schedule. To find Whiteboards, go to:

White Board > Whiteboards



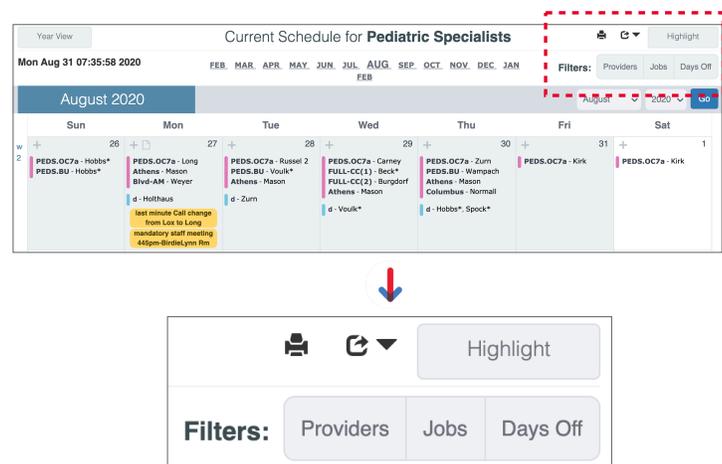
Scroll down to find different views to choose from. These views display your department's schedule differently. Click one of the options to open up a static schedule *view-only* window.



TIP: We have found that most practices use the Jobs First, Multiple Month, and Monday Start views for proofing. Find the one that best fits how you proof schedules.

After choosing your option, you will see a calendar that looks similar to your regular schedule. Remember that this is a *view-only* window.

Click the print icon at the upper right corner to print out or create a PDF of your schedule. To convert the schedule into an Excel or Word document, click the Export button.

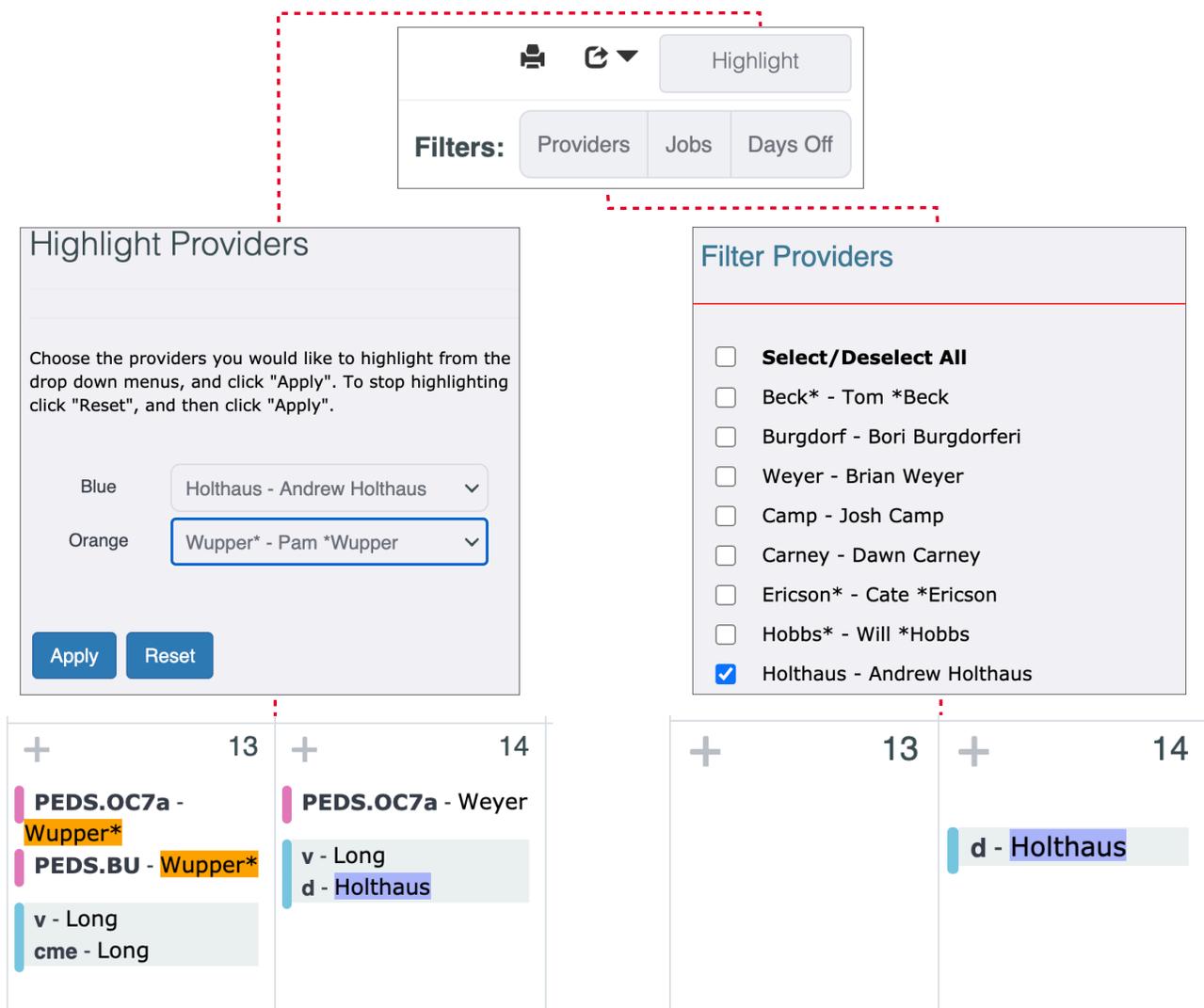


TigerConnect Physician Scheduling

Whiteboards for Schedulers

The **Highlight** button at the upper right corner will allow you display up to two provider's names in different colors. This is useful for finding someone to swap a shift.

Filters are used to change your information displayed on the schedule by hiding specific provider's information, jobs, or days off. Click the checkboxes of the information you want displayed.



The interface shows a control panel at the top with a printer icon, a refresh icon, and a 'Highlight' button. Below it are 'Filters' for Providers, Jobs, and Days Off.

Highlight Providers panel:

Choose the providers you would like to highlight from the drop down menus, and click "Apply". To stop highlighting click "Reset", and then click "Apply".

Blue: Holthaus - Andrew Holthaus

Orange: Wupper* - Pam *Wupper

Buttons: Apply, Reset

Filter Providers panel:

- Select/Deselect All
- Beck* - Tom *Beck
- Burgdorf - Bori Burgdorferi
- Weyer - Brian Weyer
- Camp - Josh Camp
- Carney - Dawn Carney
- Ericson* - Cate *Ericson
- Hobbs* - Will *Hobbs
- Holthaus - Andrew Holthaus

Whiteboard 13 (Left):

- PEDS.OC7a - Wupper* (highlighted in orange)
- PEDS.BU - Wupper* (highlighted in orange)
- v - Long (highlighted in blue)
- cme - Long (highlighted in blue)

Whiteboard 14 (Right):

- d - Holthaus (highlighted in blue)

IMPORTANT: Highlights and Filters are global features that will remain on all of your scheduling windows unless you reset them. Keep this in mind if you use one of these tools and your schedule appears to be missing information, or if your highlights are still turned on.