

TigerConnect Physician Scheduling Draft Mode

The Draft Mode feature allows schedulers to create a working schedule only they can see. They can make any edits as needed before giving visibility to providers on the web platform, mobile app and microsites.

To access this Draft Mode, go to:

Settings > Setup Information Draft Mode



NOTE: Before learning about Draft Mode, it is **strongly recommended you review the guide on <u>Manual Scheduling</u></u>, as this guide will go over the manual scheduling process.**

Setting Up Draft Mode Click On to enable Draft Mode.

Two fields will appear that will allow you to customize a notification message that providers and/or schedulers receive when this schedule is manually published.

When you are finished, click **Save** at the lower left corner of the screen.

If you are turning off Draft Mode, any assignments that are unpublished need to be published in order to disable it.

Draft Mode	
Draft Mode	● On ○ Off
When enabled, all future assignments are hidden by default from the website, mobile app, and microsite until they are manually published.	
Provider Notification Message Send a message to providers when assignments are published. (Leave blank for no message)	Dear [provider_first_name] [provider_last_name], We have just published the new physician on-call schedule from [start_date] to [end_date]. It is available for you to view using the TigerConnect Physician Scheduling mobile app on your phone, or by logging into https://schedule.tigerconnect.com. If you need assistance, please contact your scheduler. Thank you.
Scheduler Notification Message Send a message to schedulers when assignments are published. (Leave blank for no message)	Dear [scheduler_first_name] [scheduler_last_name], We have just published the new physician on-call schedule from [start_date] to [end_date]. It is available for you to view using the TigerConnect Physician Scheduling mobile app on your phone, or by logging into https://schedule.tigerconnect.com. If you need assistance, please contact your scheduler. Thank you.
Reset Save	

NOTE: The following scheduling methods are currently not supported in Draft Mode: Split Shift, Shared Calendars and Nested Calendars. Additionally Tally Reports are currently not available for unpublished assignments.



TigerConnect Physician Scheduling Draft Mode

Scheduling with Draft Mode (Complete View)

When this feature is enabled, any assignments created in your schedule will appear on the schedule with a grey vertical bar (|), indicating that they are unpublished.

+	12	+	13	+	14
ANESOnCallAM - AJones		ANESOnCallAM - AJones		ANESOnCallAM - AJones	
+	19	+	20	+	21
ANESOnCallAM - AJones		ANESOnCallAM - JDemouser		ANESOnCallAM - JGarcia	- 1
					- 1

Published assignments will appear on the schedule with a pink vertical bar ().

+ 12	+ 13	+ 14
ANESOnCallAM - AJones	ANESOnCallAM - AJones	ANESOnCallAM - AJones
+ 19	+ 20	+ 21
ANESOnCallAM - AJones	ANESOnCallAM - JDemouser	ANESOnCallAM - JGarcia

Scheduling with Draft Mode using Empty Assignments (Complete View)

If your group using the Empty Assignments feature, which allows the display of any unassigned Jobs on your schedule, please review the process below.

Unpublished assignments using Draft Mode appear concurrently with an unassigned Job using Empty Assignments.

After publishing, the empty assignment gets filled with the published

ANESOnCallAM - MDemouser ANESOnCallAM - Unassigned

3

+	3
ANESOnCallAM - MDemouser	
•	

assignment.

TigerConnect Physician Scheduling Draft Mode

Scheduling with Draft Mode (Year View)

Any dates with unpublished assignments will appear on the schedule with a grey box. Dates appearing in yellow only contain published assignments. When using the Switch button at the upper right corner to choose a Provider and Job to schedule, that Provider's scheduled days will appear highlighted in light blue.

Click on any date highlighted in grey to see more details.

	Sched	uling Mary Demo	user for Anethes	siologist On Call /	AM 2022	
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					Sc	hedule Unschedule
			April			
S	М	т	w	т	F	S
					1 JGarcia	2 MDemouser
2		-		-		
3 JGarcia	4 AJones	5 JDemouser	6 MDemouser	/ JGarcia	8 AJones	9 JDemouser
10	11	12	13	14	15	16
AJones	AJones	AJones	AJones	AJones	AJones	AJones
17	18	19	20	21	22	23
JGarcia	MDemouser	AJones	JDemouser	JGarcia	MDemouser	AJones
24	25	26	27	28	29	30
MDemouser	MDemouser	MDemouser	MDemouser	MDemouser	MDemouser	JDemouser

NOTE: Dates appearing in yellow does not mean that day is fully scheduled, only that it contains assignments that are already published. Additionally, dates appearing in grey may contain a mix of published and unpublished assignments.

To view all the assignments for the day and verify what is a draft or published, use the Complete View located on your dashboard under Scheduling > Manual Scheduler > Complete.

Manual Scheduling

When you use the Manual Scheduler with Draft Mode, assignments will appear in the scheduling window in Draft and Published tabs.

Making any changes in the Draft tab will enable you to schedule those assignments in Draft Mode. Switching to Published will schedule those assignments directly to published.

Man Use woul	ual Scheduling - 4/25/202 the drop down menus to select the d like to schedule to see a list of av	2 e providers you would like to ailable and unavailable prov on which provider to schedu	perform each job or click on the job y ider to help make more informed deci le.	X rou sion	Man Use woul	ual Scheduling - 4/25/20 the drop down menus to select d like to schedule to see a list of	D22 the providers you would like available and unavailable p on which provider to sche	to perform each job or click on rovider to help make more inform dule.	the job you red decision
Dr	aft Published		Schedul	•	Dr	aft Published	Schedule Sch	edule and Notify	iis change
Call Jo	obs			- 1	Call Jo	obs			
Flag	Job	Job Time	Scheduled		Flag	Job	Job Time	Scheduled	
۳	Overlapping_shift	12:00 am-12:00 am	Select a provider	~	P	Overlapping_shift	12:00 am-12:00 am	Select a provider	~
P	Rad_Admin_11p_3a	11:00 pm-03:00 am	Select a provider	~	۳	Rad_Admin_11p_3a	11:00 pm-03:00 am	Select a provider	~
۳	Rad_admin_7am_11pm	07:00 am-11:00 pm	Select a provider	~	۳	Rad_admin_7am_11pm	07:00 am-11:00 pm	Select a provider	~
μ	Radio Discharge 1a_7a	01:00 am-07:00 am	Select a provider	~	P	Radio Discharge 1a_7a	01:00 am-07:00 am	Select a provider	~
F	Radio_Intake_1a_7a	01:00 am-07:00 am	Select a provider	~	۳	Radio_Intake_1a_7a	01:00 am-07:00 am	Select a provider	~

REMINDER: If you have not already, it is strongly recommended you review the guide on Manual Scheduling.

[continued on the next page]



TigerConnect Physician Scheduling **Draft Mode**

Publishing Assignments

When you are ready to publish an assignments, you have two options for publishing with Draft Mode.

Publish an individual assignment by clicking on the provider's name next to that assignment, and clicking Publish in the window that appears. A confirmation window will appear showing the details of publishing this assignment, including whether or not you want to notify the provider assigned to this Job or any other schedulers.

+ 12 + ANESOnCallAM - AJones ANES	13 + SOnCallAM - AJones	14	Publish Assignment		
+ 19 + ANESOnCallAM - AJones ANES	ANESOnCallAM (Unpublished) 2 JDemouser 6:00 am to 6:00 pm Delete Edit Publish	21	Job ANESOnCallAM Date 4/20/2022 Notify the provider assigned to this job Notify all schedulers		
				Cancel	Publish



Scheduling > Draft Mode > Publish

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			Scheduling	Assistant	or An	esth	esi
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IIAM - JGarc IIPM -	ia	ANESOnCa MDemouse	Import / Ex	port	AJones	ANESO JDemou	nCallA ser
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IIAM - AJone	4 es	+ ANESOnCa	Draft Mode		Publis	h	
		JDemouser		MDemouser	Undo	Publish	

Undo Publish

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If you published an assignment(s) in error, you can undo this by going to:

Scheduling > Draft Mode > Undo Publish (see image above)

Click Undo Publish next to the date(s) you want to undo. This will revert assignments to draft mode, which will remove visibility of those assignments in the desktop app, mobile app and microsites.

Undo Publish			Confirm Undo
Time User Published Dates	Job		Are you sure that you want to unpublish all 4 published assignments for date range 04/18/2022 - 04/22/2022?
4/7/2022 03:35 pm Erwin Tuazon 04/18/2022 - 04/22/202	2 Anethesiologist On Call AM	Undo Publish	This will revert the assignments to draft mode, and they will no longer be visible to providers in the group
4/7/2022 02:58 pm Erwin Tuazon 04/20/2022 - 04/20/202	2 Anethesiologist On Call AM	Undo Publish	CANCEL UNDO PUBLISH

From here, click All Jobs or a specific Job, the date

range and whether providers and/or schedulers are notified when this is published. Click Publish to confirm and a window will appear reviewing your selections. Click **Publish** in this window to finalize this action.

Publish Assignments	Anesthesiologist On Call PM Nurse Anesthetist AM Nurse Anesthetist DM
Job	Work Jobs
Select a job	~
Assignment Dates	
Choose Start Date - Choose End Date	
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