

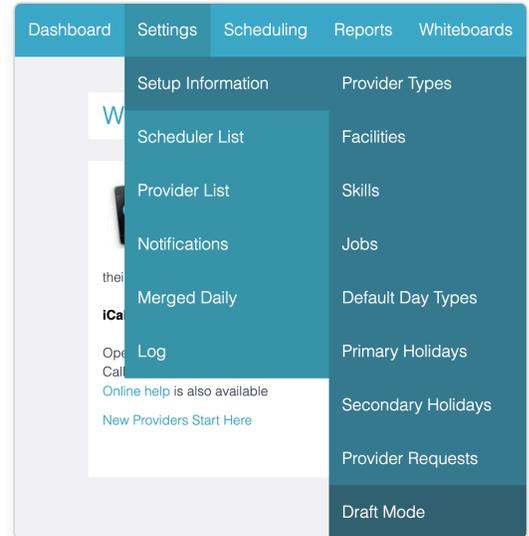
# TigerConnect Physician Scheduling

## 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 [Manual Scheduling](#), 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If you are turning off Draft Mode, any assignments that are unpublished need to be published in order to disable it.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**

When enabled, all future assignments are hidden by default from the website, mobile app, and microsite until they are manually published.

On  Off

**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.

*[continued on the next page]*

# 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 |
| ANESOnCallIAM - AJones | ANESOnCallIAM - AJones    | ANESOnCallIAM - AJones  |    |   |    |
| +                      | 19                        | +                       | 20 | + | 21 |
| ANESOnCallIAM - AJones | ANESOnCallIAM - JDemouser | ANESOnCallIAM - JGarcia |    |   |    |

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

|                        |                           |                         |    |   |    |
|------------------------|---------------------------|-------------------------|----|---|----|
| +                      | 12                        | +                       | 13 | + | 14 |
| ANESOnCallIAM - AJones | ANESOnCallIAM - AJones    | ANESOnCallIAM - AJones  |    |   |    |
| +                      | 19                        | +                       | 20 | + | 21 |
| ANESOnCallIAM - AJones | ANESOnCallIAM - JDemouser | ANESOnCallIAM - 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.

|                           |                            |
|---------------------------|----------------------------|
| +                         | 3                          |
| ANESOnCallIAM - MDemouser | ANESOnCallIAM - Unassigned |

After publishing, the empty assignment gets filled with the published assignment.

|                           |   |
|---------------------------|---|
| +                         | 3 |
| ANESOnCallIAM - MDemouser |   |

[continued on the next page]

# 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.

Scheduling **Mary Demouser** for Anesthesiologist On Call AM 2022

2022 MDemouser - Mary Demouser Anesthesiologist On Call AM

| April           |                 |                 |                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| S               | M               | T               | W               | T               | F               | S               |
|                 |                 |                 |                 |                 | 1<br>JGarcia    | 2<br>MDemouser  |
| 3<br>JGarcia    | 4<br>AJones     | 5<br>JDemouser  | 6<br>MDemouser  | 7<br>JGarcia    | 8<br>AJones     | 9<br>JDemouser  |
| 10<br>AJones    | 11<br>AJones    | 12<br>AJones    | 13<br>AJones    | 14<br>AJones    | 15<br>AJones    | 16<br>AJones    |
| 17<br>JGarcia   | 18<br>MDemouser | 19<br>AJones    | 20<br>JDemouser | 21<br>JGarcia   | 22<br>MDemouser | 23<br>AJones    |
| 24<br>MDemouser | 25<br>MDemouser | 26<br>MDemouser | 27<br>MDemouser | 28<br>MDemouser | 29<br>MDemouser | 30<br>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.

Manual Scheduling - 4/25/2022 ✕

Use the drop down menus to select the providers you would like to perform each job or click on the job you would like to schedule to see a list of available and unavailable provider to help make more informed decision on which provider to schedule.

Draft  Published

| Flag | Job                   | Job Time          | Scheduled           |
|------|-----------------------|-------------------|---------------------|
| 🚩    | Overlapping_shift     | 12:00 am-12:00 am | Select a provider.. |
| 🚩    | Rad_Admin_11p_3a      | 11:00 pm-03:00 am | Select a provider.. |
| 🚩    | Rad_admin_7am_11pm    | 07:00 am-11:00 pm | Select a provider.. |
| 🚩    | Radio Discharge 1a_7a | 01:00 am-07:00 am | Select a provider.. |
| 🚩    | Radio_Intake_1a_7a    | 01:00 am-07:00 am | Select a provider.. |

Manual Scheduling - 4/25/2022 ✕

Use the drop down menus to select the providers you would like to perform each job or click on the job you would like to schedule to see a list of available and unavailable provider to help make more informed decision on which provider to schedule.

Track this change

Draft  Published

| Flag | Job                   | Job Time          | Scheduled           |
|------|-----------------------|-------------------|---------------------|
| 🚩    | Overlapping_shift     | 12:00 am-12:00 am | Select a provider.. |
| 🚩    | Rad_Admin_11p_3a      | 11:00 pm-03:00 am | Select a provider.. |
| 🚩    | Rad_admin_7am_11pm    | 07:00 am-11:00 pm | Select a provider.. |
| 🚩    | Radio Discharge 1a_7a | 01:00 am-07:00 am | Select a provider.. |
| 🚩    | 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](#).

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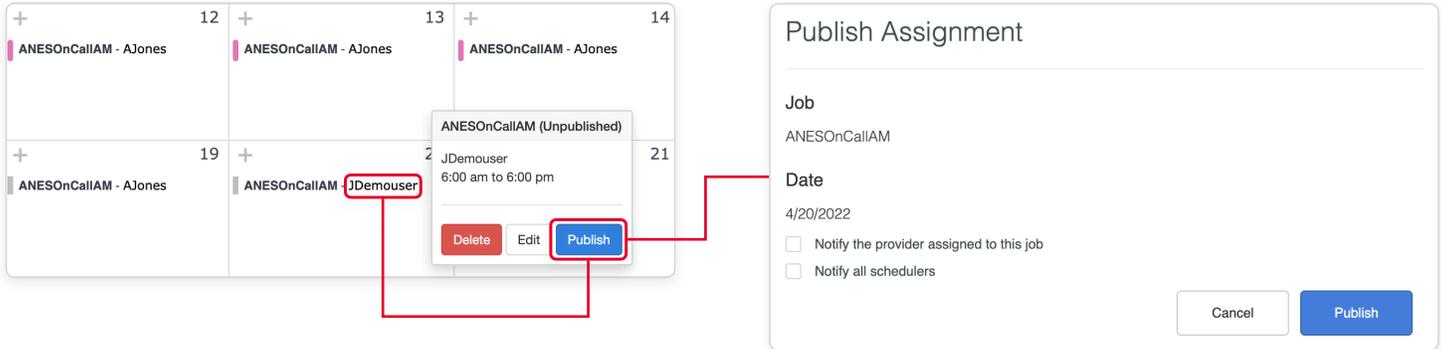
# TigerConnect Physician Scheduling

## Draft Mode

### Publishing Assignments

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

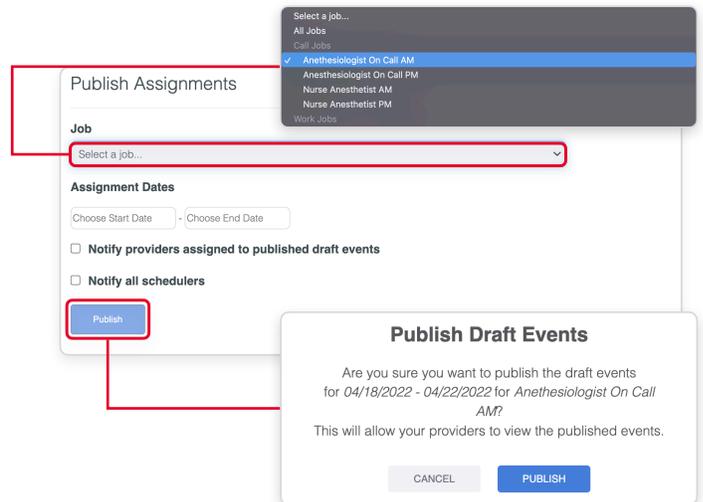
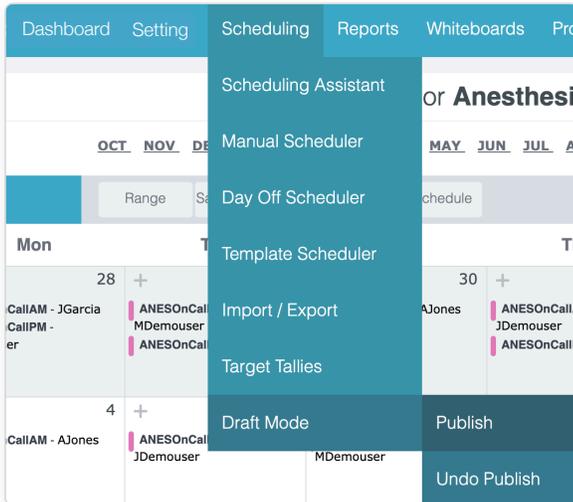
**1 Publish an individual assignment** by clicking on the provider's name next to that assignment, and clicking Publish in the window that appears. A confirmation window will appear showing the details of publishing this assignment, including whether or not you want to notify the provider assigned to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



**2 Publish all assignments.** To access this menu selection, go to:

**Scheduling > Draft Mode > 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.



### Undo Publish

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 microsities.

