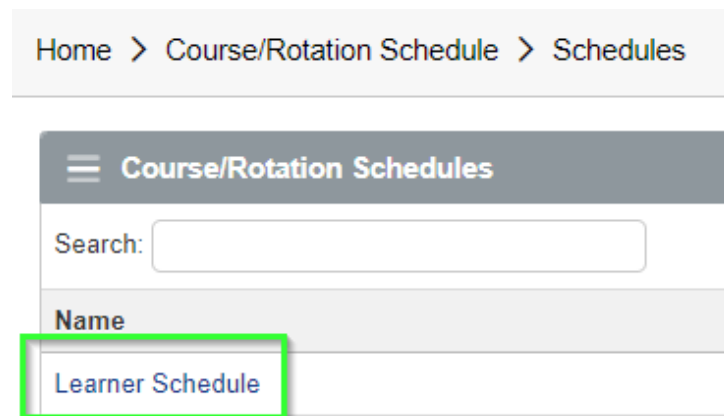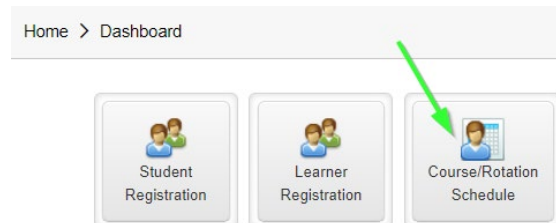# USER MANUAL – ADDING ROTATIONS TO SCHEDULE

TARGET AUDIENCE: ADMINISTRATORS

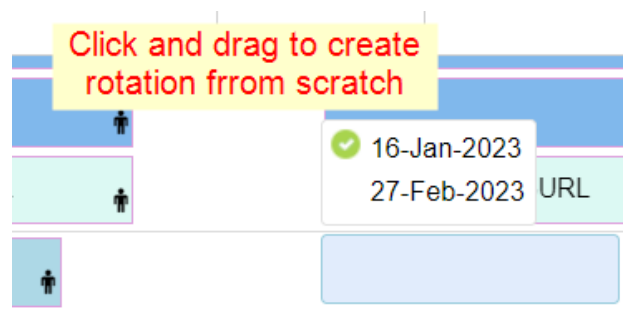Updated November 28, 2023

ADDING NEW ROTATIONS

To access the rotation schedule, click on the menu item called Rotation Schedule then click on Learner Schedule.
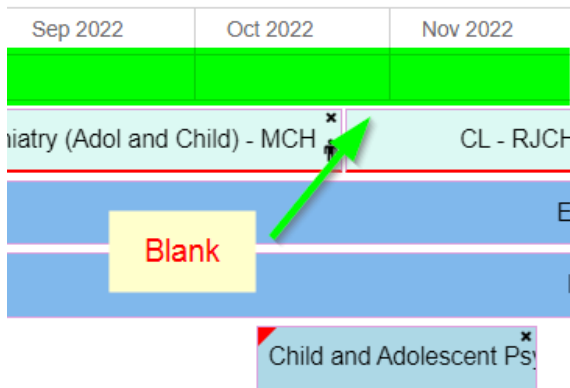

NOTICE: As of the retooling updates to the schedule in early 2023, the drag and drop feature will only work on currently active blocks.
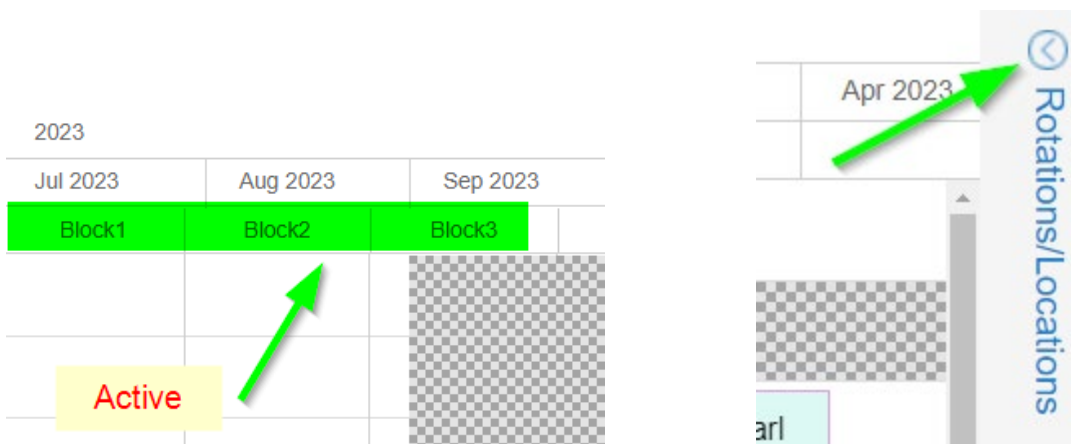
Are the blocks blank?

Step 1: Drag across any whitespace in the schedule to create a rotation from scratch. Drag and drop will not work when there are no active blocks.
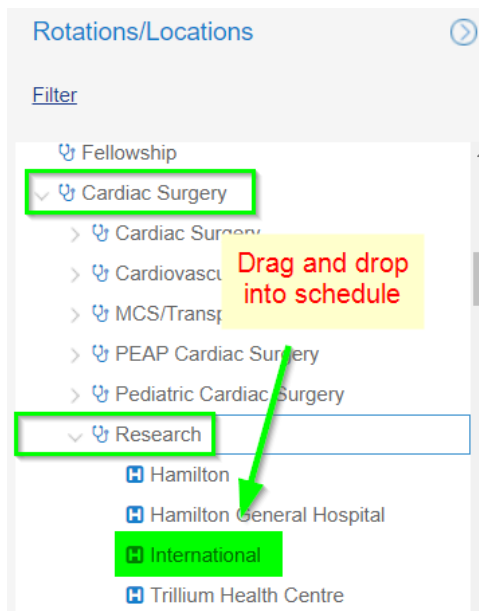
Are the blocks active?

Step 1: Click on Rotations/Locations on the right side of the schedule to view a list of all rotations available to your program.

Step 2: Click on the program and then the rotation to have the dropdown for locations appear.

Step 3: Drag and drop the location into the correct block in the schedule.

Step 4: Double click on the rotation to update the details.

NOTE: **Please ensure that the following fields of each rotation are filled out:**

- Trainee Program
- Rotation Name
- Service
- Rotation Format
- Primary Location
- Start/End Date

If any of these fields are missing, the ITER will not go out at the end of rotation.

QUESTIONS?

If you have any questions or difficulties with this process, please submit a JIRA ticket.