

USER MANUAL – ADDING MULTIPLE LOCATIONS TO A ROTATION

TARGET AUDIENCE: ADMINISTRATORS

Updated November 8, 2021

Adding Multiple Locations To A Rotation

To add multiple locations to a rotation, double click on the rotation. Select the (+) key under the heading “Location”. A drop-down menu of all locations available for the rotation will appear.

1. If the desired location is not in the drop down, please email medsis@mcmaster.ca to have the location added.
2. If the desired location is available, select the location. Under “Time Spent” select the percentage of time that the learner was at that specific location.
3. To add a secondary location, select the plus key again and choose a second location from the location drop down. Ensure the Time % of this location is the remainder of 100%. **The locations together must add up to 100%.**
4. If a location is a CITY, please select “Private Practice” under the heading of “Category”.

Rotation
Supervisors
Calendar
Alerts
Evaluations
AVAILABLE

Trainee Program*: Family Medicine

Rotation Program*: Family Medicine

Service: Family Medicine

Rotation*: [FM] Family Medicine

Format: Core

Location	Time %	Categories	Primary	+	x
Brantford General Hospital	20	--Select--	<input type="checkbox"/>		x
Simcoe	80	Private Practice	<input checked="" type="checkbox"/>		x

Block: Select

Time Spent: 100 %

To*: 03-May-2021

Rotation Categories: --Select--

Comment:

Note: These comments will be visible to trainees on their personal rotation schedule.

NOTE: If the locations do not add up to 100%, there will be a warning indicating that the Time % does not add up to 100%.

Rotation	Supervisors	Calendar	Alerts	Evaluations	AVAILABLE
Trainee Program*:	Family Medicine ▼				
Rotation Program*:	Family Medicine ▼	Rotation*:	[FM] Family Medicine ▼		
Service:	Family Medicine ▼	Format:	Core ▼		
Location:	Location	Time %	Categories	Primary	+
	Brantford General Hospital	20			×
Total location time spent is 20%		←			