

# USER MANUAL – PUBLISHING ROTATIONS

**TARGET AUDIENCE: ADMINISTRATORS**

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Updated July 30, 2019

## PUBLISHING ROTATIONS

Rotations must be published in order for trainees to be able to view the rotation in their schedule and ITers to be sent. Only the program who OWNS the rotation can publish it. This is to inform the programs of learners who are coming to their program off-service. All off-service (external) rotations to your program are published by the program that owns the rotation.

A rotation that is unpublished will have a red triangle in the top left corner:

il	General Psych -	Peds - BRAMPT	FM - ETOI
	Pediatric Clin im		
			Hem - J

If a rotation is external to your program (red line under rotation) you will need to contact the admin who owns that rotation to publish it for you.

Rotations can be published 2 different ways:

1. Individual Rotation Publishing
2. Bulk Rotation Publishing

### Individual Rotation Publishing

Right click on a rotation and click 'Publish' – used when making small changes to individual rotations.

2017		2017		2017		2017	
Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
Block1	Block2	Block3	Block4	Block5	Block6	Block7	Block8
FM - BRAMPTON	GEN-IM - BCH	Hospitalist - IM					
FM - EGH							
Nephro (Ext Pgm) - SJH	NIGHT FLOAT	Rheum - SJH	CTU SMR - JH	CTU SM			

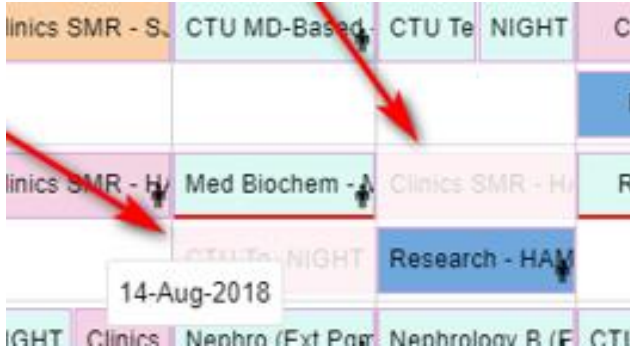
### Bulk Rotation Publishing

Click 'Publish' at the top right corner of the schedule to publish all rotation based on your filters.

2017		2017		2017		2017		2017		2017	
Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018
Block1	Block2	Block3	Block4	Block5	Block6	Block7	Block8	Block9	Block10	Block11	Block12
FM - EGH	GEN-IM - BCH	Hospitalist - IM									
FM - BRAMPTON											
Nephro (Ext Pgm) - SJH	NIGHT FLOAT	Rheum - SJH	CTU SMR - JH	CTU SMR - JH	ICU - JH	Elective	NI				

**NOTE:** All deleted rotations that were published before they were deleted **MUST** be published as well in order to commit the changes. If you do not delete the rotations, workflows will still run and ITERs will send out.

Deleted rotations will appear blurred out:



The image shows a grid of rotation assignments. The first row contains 'Clinics SMR - S', 'CTU MD-Based', 'CTU Te', 'NIGHT', and 'C'. The second row contains 'Clinics SMR - H', 'Med Biochem - A', 'Clinics SMR - H', and 'R'. The third row contains 'CTU Te - NIGHT' and 'Research - HAW'. A date '14-Aug-2018' is displayed in a white box over the grid. Red arrows point to blurred cells in the first row and the second row.

Clinics SMR - S	CTU MD-Based	CTU Te	NIGHT	C
Clinics SMR - H	Med Biochem - A	Clinics SMR - H	R	
CTU Te - NIGHT	Research - HAW			

### QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)