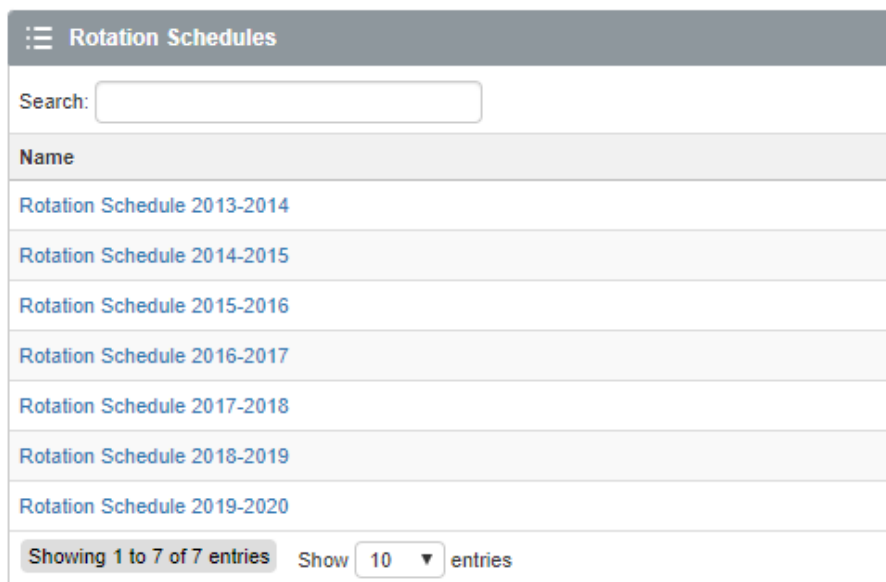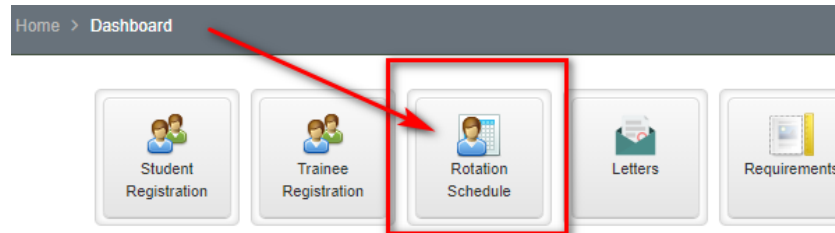# USER MANUAL –ROTATION SCHEDULE FILTERS

TARGET AUDIENCE: ADMINISTRATORS

Updated September 11, 2019

ROTATION SCHEDULE

To access the rotation schedule, click on the menu item called Rotation Schedule and select the training session that you are accessing.

Filter Functionality

There are two main filters to utilize in order to change your view of the rotation schedule - Trainee and Rotation filter
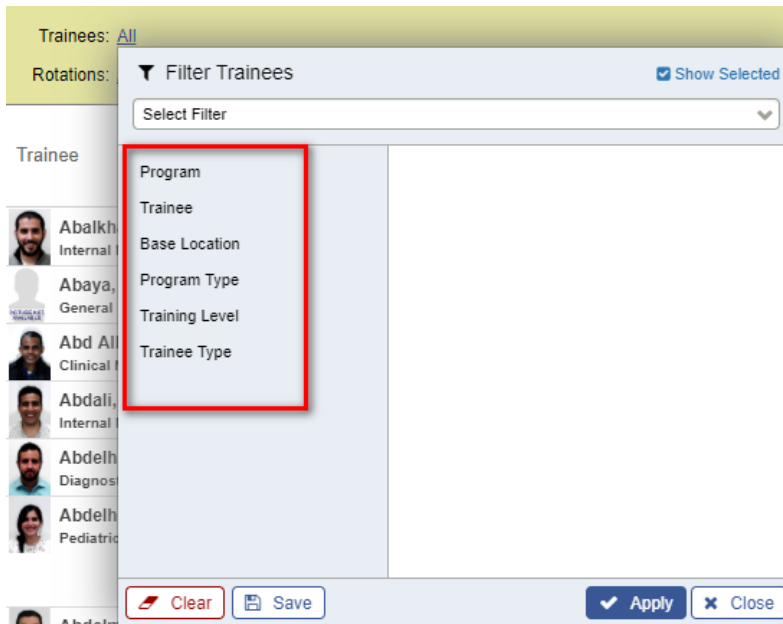
Trainee Filter Options:

- **Program** - Use this filter to see specific programs or if you are scheduling trainees for one of your programs.

- **Trainee** – Use this filter to search a specific trainee

- **Base Location** - Use this filter to see specific learners from a required base location (Hamilton, Niagara Campus, Waterloo Campus and a lot more for all FM residents).

- **Program Type** – Option to choose INTERNAL or EXTERNAL trainees
  - ➢ INTERNAL – view your internal residents
  - ➢ EXTERNAL - view off-service residents coming to your rotation

- **Training Level** – Use this filter if you would like to look up trainees in specific levels

- **Trainee Type** – option to select ELECTIVE or TRAINEE.
  - ➢ ELECTIVE – to view external elective learners
  - ➢ TRAINEE – to view only McMaster trainees

Rotation filter options:
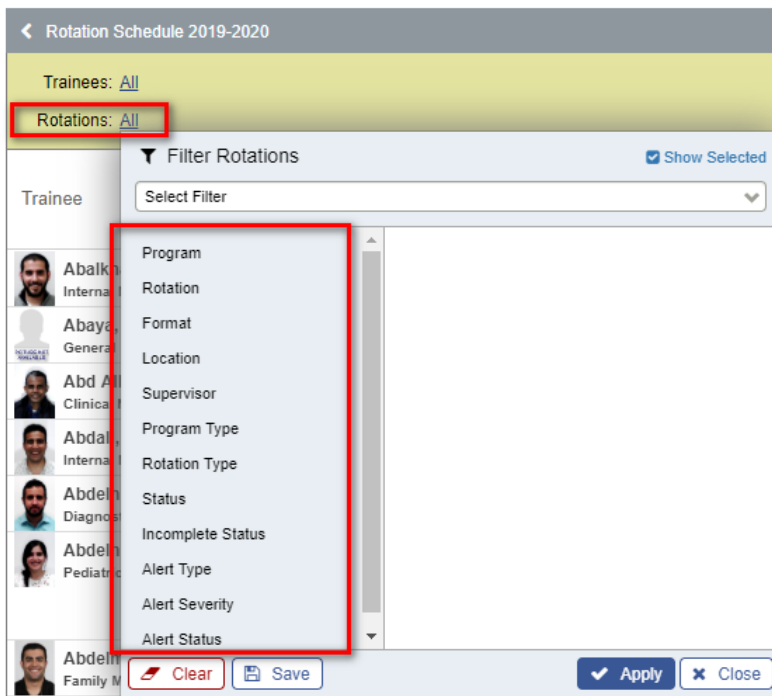
- **Program** - Use this filter to view rotations within certain programs (ex: FM admins displaying all rotations scheduled for her residents in Pediatric program)

- **Rotation** – Use this filter to view specific rotations

- **Format** - Use this filter to view only core, elective, private practice, etc.

- **Location** – Use this filter to view all trainees rotating through a specific location.

- **Supervisor** – Use this filter to view all rotations that have that specific supervisor assigned to the rotation.

- **Rotation Type** – Option of INTERNAL or EXTERNAL rotations.
  - ➤ INTERNAL - Rotation Type if you want to see only your own rotations and all trainees rotating through those rotations
  - ➤ EXTERNAL - Rotation Type if you want to see all off-service rotations for your residents and their schedule

- **Status** – Use this filter to view all published rotations, or all deleted rotations.

- **Incomplete Status** – filter on rotations that are incomplete. This will auto filter when using the "incomplete rotations" alert at the top of the rotation schedule.

Click on the **"Clear"** button in the filter option to clear all filters:
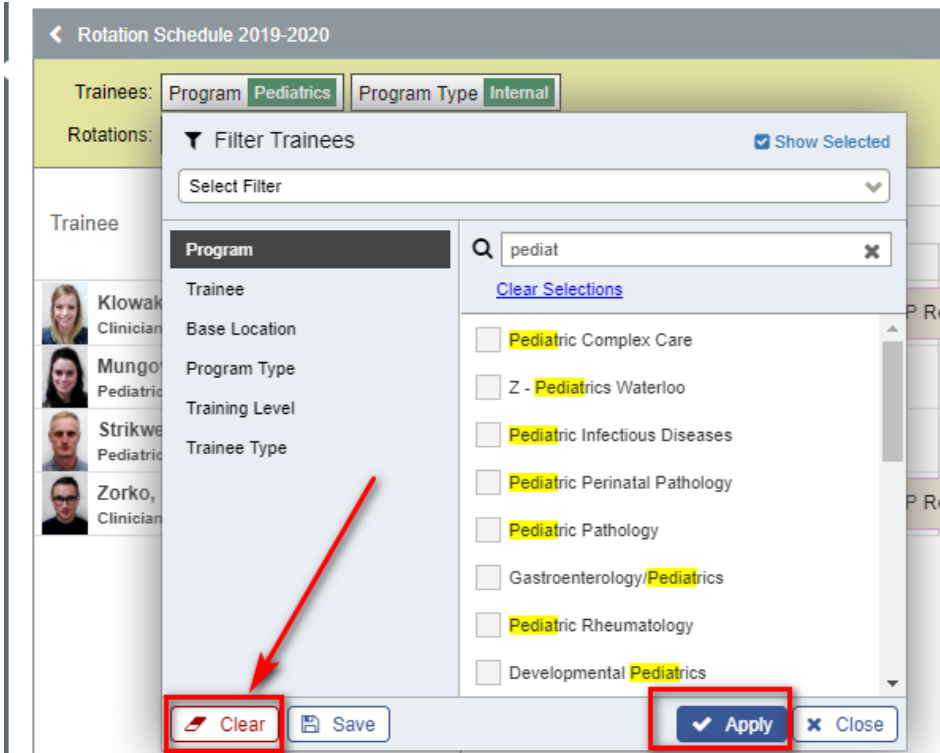
QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca