

UNDERSTANDING THE RTO ADMINISTRATOR CALENDAR VIEW

TARGET AUDIENCE: RTO ADMINISTRATORS

Updated November 15, 2024

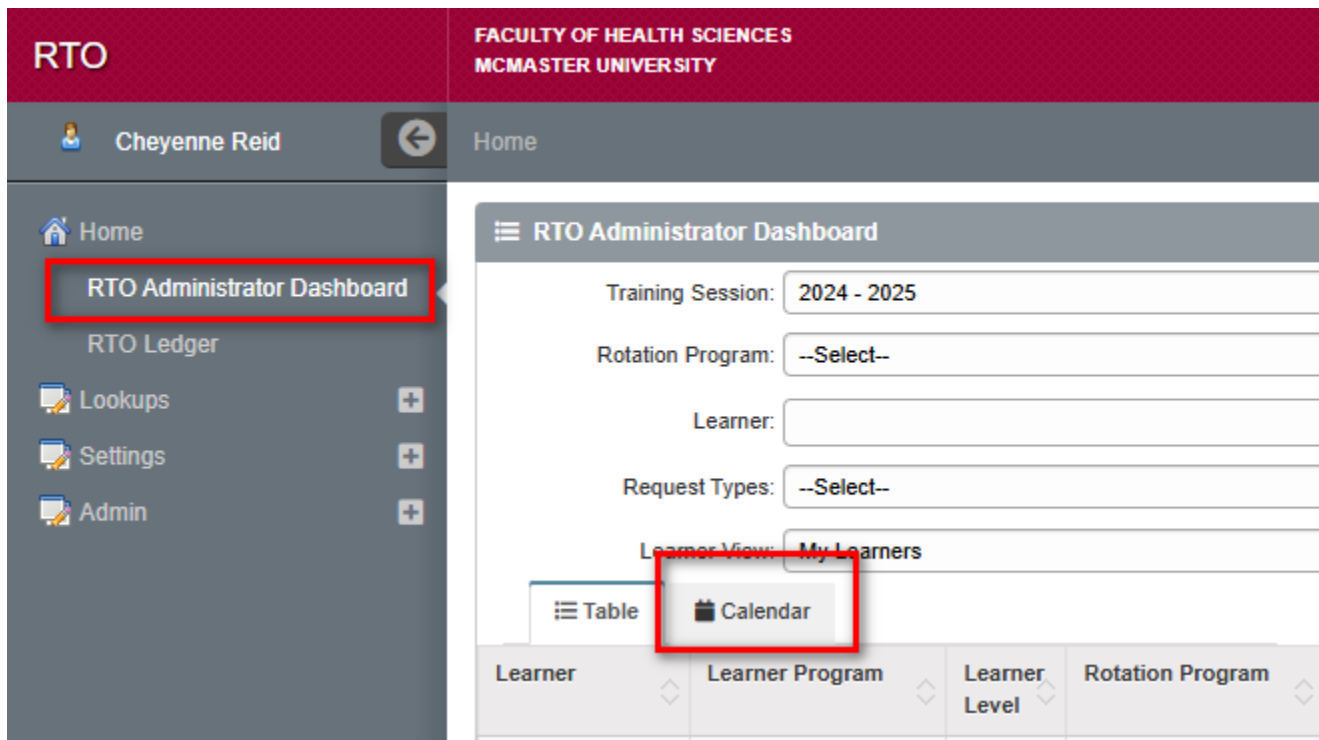
Purpose

The RTO Administrator Calendar allows admins to view **all** active time-off submissions in a convenient monthly calendar format.

This view may assist administrators with monitoring potential coverage conflicts due to overlapping trainee time-off submissions.

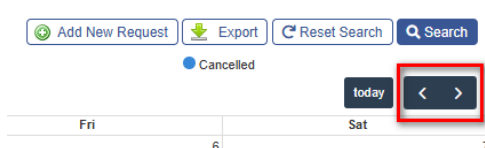
Accessing The RTO Administrator Calendar

1. Navigate to “RTO Administrator Dashboard” from the left-hand navigation menu.
2. Click on the tab labelled “Calendar” on the top left-hand side of your dashboard.

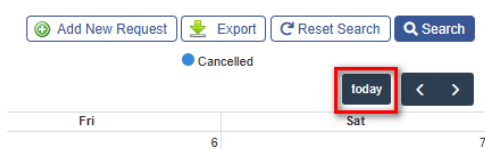


Calendar View Functionality

1. Click on the left and right arrows at the top right-hand side of the screen to toggle between calendar months:



2. Click on the “today” button to return to current monthly calendar view:



3. Click on the trainee’s name on each of the longitudinal entries to view request details:

Approval Order	Approver	Role	Status	Date Received	Date Modified	Modified By	Comments
1	[redacted]	Rotation Supervisor	Approved	29-Jul-2024 06:06pm	29-Jul-2024 11:41am	[redacted]	
2	[redacted]	Chief Resident Primary	Approved	29-Jul-2024 06:06pm	30-Jul-2024 01:04am	[redacted]	
3	[redacted]	Program Administrator Primary	Approved	30-Jul-2024 06:06am	30-Jul-2024 08:01am	[redacted]	

Understanding the Different Colours/Statuses on Calendar View

Off service Draft ● In progress
● Approved ● Declined ● Cancelled

- Off service:** this refers to any external or off-service trainee who has requested time off during one of your program-owned rotations
- Draft:** this refers to a request that has been entered into the system by a trainee but not yet submitted for approval
- Approved:** this refers to requests that have been approved by all applicable approvers
- In Progress:** This refers to a request that has been submitted for approval but has not yet been approved by all applicable approvers
- Declined:** this refers to a request that was submitted for approval but declined by one of the applicable approvers
- Cancelled:** this refers to a request that was submitted for approval and consequently cancelled by the trainee/RTO Administrator

Questions?

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

- To submit a ticket, please visit medsishelp.mcmaster.ca.