



University of Wisconsin - Family Medicine Scheduling Center

How to Check the Meds/Peds & OB Call Schedule

There are a few ways to view your schedule.

Schedule Tab – On the Schedule tab select the date range, schedule view and department in which you would like to view. Adjust any personnel and/or assignment filters along the right hand side to narrow your results and click Apply Filters. You may now use the Printable buttons at the top for an Acrobat, Excel or Word view.

9/7/2010 - 9/30/2010 Call Default Department: General Last modified: 3/24/2010 9:09 AM by Administrator

Printable - This Period Printable - This Month PDF September 2010

Assignment	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Aug 30	Aug 31	Sep 1	Sep 2	Sep 3	Labor Day Weekend Sep 4	Labor Day Weekend Sep 5
Meds/Peds Call
OB Call
	Labor Day Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11	Sep 12
Meds/Peds Call	.	E. Hirschfield	R. Titel	B. Heifner	R. Edwards	M. Wilson	R. Schmelzer
OB Call	.	E. Hirschfield	R. Titel	B. Heifner	C. James	C. Kurtz	K. Espinoza
	Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19
Meds/Peds Call	A. Eglash	R. Golden	E. Brodt	E. Brodt	E. Brodt	H. Keevil	A. Zgierska
OB Call	M. Yee	J. Edwards	M. Thompson	S. Kamnetz	M. Beamsley	D. Wendland	D. Hubbard
	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26
Meds/Peds Call	K. Burrow	K. Cataldo	E. Brodt	E. Brodt	E. Brodt	P. Olson	D. Ringdahl
OB Call	L. Kuhn	D. Riethmiller	K. Espinoza	J. Shropshire	S. Kamnetz	L. Coert	M. Parker
	Sep 27	Sep 28	Sep 29	Sep 30			
Meds/Peds Call	E. Brodt	E. Brodt	D. Jarzemsky	H. Counts			
OB Call	J. Hawkins	D. Queoff	R. Titel	C. James			

Filter mode
Info mode
Swap mode

Apply filters

All personnel Clear

- A. Eglash
- A. Evans
- A. Grelle
- A. Zgierska
- B. Cole
- B. Heifner
- B. Marquez
- B. Micke
- C. Gervais
- C. James
- C. Kurtz
- D. Hubbard

All assignments Clear

Meds/Peds Call
OB Call

Reports Tab – On the Reports tab select the following and click Download Report.

- Report type – printable & tallies
- Date range – dates to be included in the report figures
- Assignment & Staff filters – include/exclude select assignment and personnel
- View options – view by assignment, staff or both and week beginning day
- Report format – Export to Acrobat, Excel, Word, iCal or vCal

Choose a Report:

- Printable Calendar
- Tallies of Assignments
- Tallies of Hours Worked for the Period
- Tallies of User-defined Tally Regions

View calendar by:

- Assignment
- Staff
- Combined

First day of week:

- Sunday
- Saturday
- Monday

Choose Filters:

Begin Date

9/7/2010

Use schedule start date

End Date

9/30/2010

Use schedule end date

Assignments

Meds/Peds Call
OB Call
Vacation

Select All

Staff Names

A. Eglash
A. Evans
A. Grelle
A. Zgierska
B. Cole
B. Helfner
B. Marquez
B. Micke

Select All

Click and drag or hold Ctrl to select multiple items.

Choose Report Format:

- PDF
- Excel
- Excel-2
- Word
- vCalendar (Palm Desktop)
- iCalendar (Microsoft Outlook, etc.)

Download Report

Locator Tab – This report is helpful to find only yourself in a custom list format. On the locator tab, select the columns, date range, assignments to include in the report and select Submit.

Columns	Begin Date	End Date	Assignments	Staff
Select All Date Department Assignment Type Time Name Pager Cell Phone E-Mail Address Last Modified Log	< September 2010 > S M T W T F S 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9	< September 2010 > S M T W T F S 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 Calendar	Meds/Peds Call OB Call Vacation Select All	A. Eglash A. Evans A. Grelle A. Zgierska B. Cole B. Helfner B. Marquez B. Micke C. Gervais C. James Select All
Submit				

Filter by :

Date	Assignment	Name
09/07/2010	Vacation	E. Brodt (E. Brodt)
09/08/2010	Vacation	E. Brodt (E. Brodt)
09/09/2010	Vacation	E. Brodt (E. Brodt)
09/10/2010	Vacation	E. Brodt (E. Brodt)
09/11/2010	Vacation	E. Brodt (E. Brodt)
09/12/2010	Vacation	E. Brodt (E. Brodt)
09/15/2010	Meds/Peds Call	E. Brodt (E. Brodt)
09/16/2010	Meds/Peds Call	E. Brodt (E. Brodt)
09/17/2010	Meds/Peds Call	E. Brodt (E. Brodt)
09/22/2010	Meds/Peds Call	E. Brodt (E. Brodt)
09/23/2010	Meds/Peds Call	E. Brodt (E. Brodt)
09/24/2010	Meds/Peds Call	E. Brodt (E. Brodt)