How to View the Rotational Schedule
Associate / Section Head
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: **uofm.ventis.ca**

2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open. Click on “Rotation” (on the Top Tab)
5. The Rotational Schedule page will open.
- **The Year = the Current Year (i.e. 2014)**
- **The Trainee Names are on the left side vertically & appear in alphabetical order.**
- **The Period and Dates are in the horizontal axis.**

**Important:** You can only be able to view the Rotational Schedule when the Program Administrator opens the Schedule for people within the Department to view.

If the Program Administrator has not opened the Rotational Schedule to people within the Department, the message will say “There are no trainees that match your section.

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Period</th>
<th>Dates</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Smith</td>
<td>Jan 1, 2014</td>
<td>Jan 10, 2014</td>
<td>Program A</td>
</tr>
<tr>
<td>Dr. Jones</td>
<td>Feb 1, 2014</td>
<td>Feb 10, 2014</td>
<td>Program B</td>
</tr>
</tbody>
</table>

- The Trainee who has the bracket (....) next to their name indicates that this is an Off-Service Trainee from another Program doing an off-service rotation within your program for a duration of period.
- The bracket (...) information indicates the Program where the Trainee is registered in/belong to.
- **For your Trainees - if they have rotation which has the “little person” icon 🧑‍⚕️ it indicates that this is an off-service rotation. The Trainee goes to another off-service program to do the rotation.**
- **N/A = When an off-service trainee comes to your program for a rotation, You can only see rotation information during that period. You will NOT be able to see other information when the trainee is not on your service/with your program.**
- Rotation has the “Clock” icon 🕒 means that there is Time Off (i.e. Vacation, LOA) during the period.
6. Clicking on the “Blue Diamond” will open the Legend. The Legend can be dragged around the page (by holding the “left key” of the mouse).

To Close the Legend, Click on the “X” of the Legend box.
7. Click on the “Filter Schedule” to choose the information you want to view:
- **Home Program** = only see your own Home Program trainees on the schedule grid.
- **Off-Service Trainees** = only see the Off-Service Trainees on the schedule grid.
- **Home Program on Off-Service Rotations** = only see Home Program trainees who are on Off-Service rotations
- **Out of Province Electives** = only see trainees who are out of province on an elective rotation in the specific training program
- **Visitors** = only see visitors on the schedule grid

** If the “Filter Schedule” does not have any option, you will see all the trainees (including everyone) within the program.