Lock Trainees’ Rotational Schedules - VENTIS

Rotation (Top tab) => Schedules (Left menu) => Select the Year.

Lock your Trainee’s Rotations for the entire academic year in the Rotational Schedule Grid - this will close the rotations from being selected.

You can Lock by Trainee’s Name:
- Click on the Trainee’s Names in the Rotational Schedule Grid.
- Click on the Lock/Unlock Icon.
- After locking, the rotation’s names will become bold in the grid indicating that they are now locked.
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You can also lock Individual Rotation:

- Click on an individual rotation of a trainee in the Rotational Schedule Grid.
- Click on the Lock/Unlock Icon.
- After locking, the rotation’s names will become **bold** in the grid indicating that they are now locked.