Submit Off-Service Rotation Requests in VENTIS

Click on “Rotation” (on the top tab) => “Schedules” (left menu)

Before you submit the Off-Service Rotation Requests, please ensure:

1. Filter Schedule = “Home Program”

2. All the Yield signs are turned off (next to the trainee names & periods).

After completing steps # 1 and # 2. You can Click on the “Submit Off-Service Requests” button.

**Notes:**
- If you make changes to Off-Service Rotations and complete the scheduling based on the allocations, you are required to click on this “Submit Off-Service Requests” button to send your Off-Service Rotation Requests to the Off-Service Programs. If you make the changes to the Off-Service Rotations but do not click on this button, your requests will not be submitted for approval.