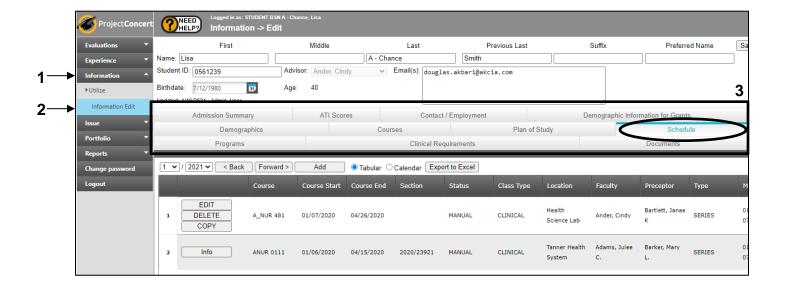# ProjectConcert Access / Creating Schedules:

Accessing:

I. **Accessing "Schedule"**

On the Left side of the screen:

1. Click on "**Information**" dropdown
2. Click on "**Information Edit**" under utilize
3. Click the tab labeled "**Schedule**" that is found within the **box**
   - Depending on your implementation, this tab may appear in different areas in your tabs that are available to you.
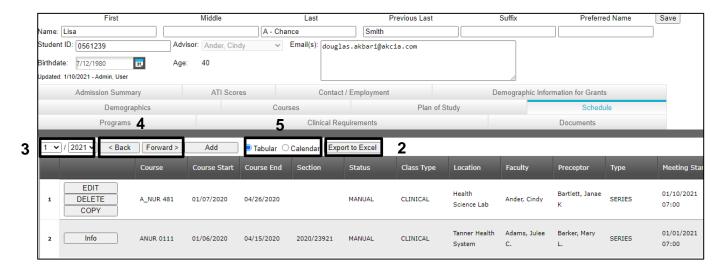
II. Navigating "Schedule"

1. Upon clicking the "**Schedule**" tab, items that are created for your schedule are now visible

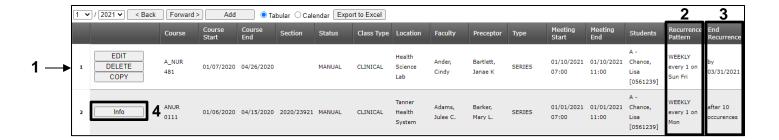2. To export the schedule to Excel, click the **"Export to Excel"** button

The schedule will display one month at a time:

3. Select a specific year and month via the **drop down**

4. The buttons "**Back**" & "**Forwards**" navigate backwards or forwards one month at a time

5. Select one of two displays to switch to **Tabular** or **Calendar** view
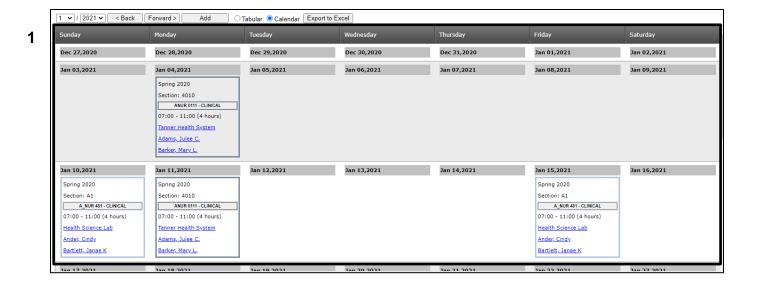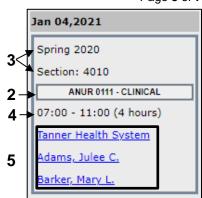

III. Tabular Schedule Display

1. This display version will show **one row for each** scheduled item

2. The column "**Recurrence Pattern**" shows what day the items are scheduled on

3. The column "**End Recurrence**" shows the last iteration of the pattern

4. Click the "**Info**" button to view extra information pertaining to your schedule as it relates to that specific row

IV. Calendar Schedule Display

1. The calendar shows items as a traditional calendar would.

2. The name of the **course** is listed

3. The **term** & the **section** is listed

4. The date the **starting time** and **ending time** is listed

5. Hyperlinks are listed to view information pertaining to the **site**, **faculty**, and/or **preceptor**

- The hyperlinks are always active but if they are not activated for you, they will simply open a new tab and take you to the login default screen, otherwise they will take you to this specific area in the database.
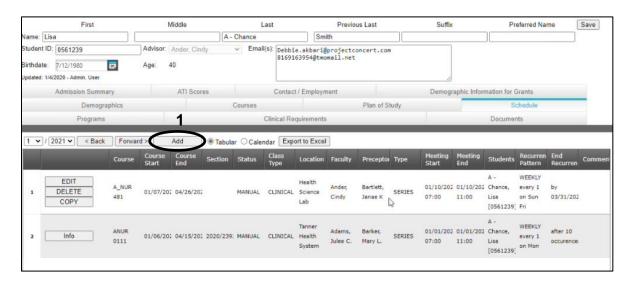
Jan 04,2021

3 → Spring 2020 / Section: 4010

2 → ANUR 0111 - CLINICAL

4 → 07:00 - 11:00 (4 hours)

5 → Tanner Health System / Adams, Julee C. / Barker, Mary L.

1

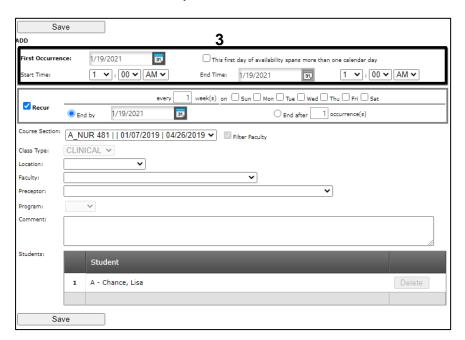| Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 27,2020	Dec 28,2020	Dec 29,2020	Dec 30,2020	Dec 31,2020	Jan 01,2021	Jan 02,2021
Jan 03,2021	Jan 04,2021 Spring 2020 Section: 4010 ANUR 0111 - CLINICAL 07:00 - 11:00 (4 hours) Tanner Health System Adams, Julee C. Barker, Mary L.	Jan 05,2021	Jan 06,2021	Jan 07,2021	Jan 08,2021	Jan 09,2021
Jan 10,2021 Spring 2020 Section: A1 A_NUR 481 - CLINICAL 07:00 - 11:00 (4 hours) Health Science Lab Ander, Cindy Bartlett, Janae K	Jan 11,2021 Spring 2020 Section: 4010 ANUR 0111 - CLINICAL 07:00 - 11:00 (4 hours) Tanner Health System Adams, Julee C. Barker, Mary L.	Jan 12,2021	Jan 13,2021	Jan 14,2021	Jan 15,2021 Spring 2020 Section: A1 A_NUR 481 - CLINICAL 07:00 - 11:00 (4 hours) Health Science Lab Ander, Cindy Bartlett, Janae K	Jan 16,2021
Jan 17,2021	Jan 18,2021	Jan 19,2021	Jan 20,2021	Jan 21,2021	Jan 22,2021	Jan 23,2021

Creating:

V. Creating a New Item
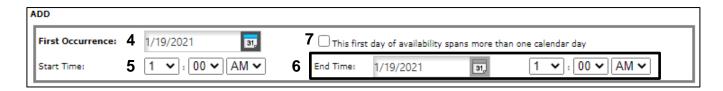
In either the tabular or calendar view:

1. Click the "**Add**" button

2. A dialog will open and will allow you to create a new scheduling item
3. Enter the information in **steps 4-7** in the **First Occurrence field** boxed
   - If entering a scheduling item that spans multiple months. **Do not enter the multiple months in this box.** It is only the first occurrence.
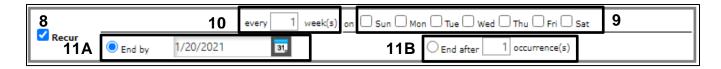
4. Enter the **date** of the F**irst Occurrence** of what you wish to schedule

5. Enter the **Start Time** via the dropdowns

6. Enter the **End Time** via the dropdowns

   - The end time will not be the last day of your assignment. This is only for the very first day

7. Click the check box **if** an assignment is going **over midnight** and elapsing **more than one calendar day**

   - For example, **a 7:00 PM to 7:00 AM** assignment would go over midnight & the box would need to be selected

```
ADD

First Occurrence:  4  1/19/2021          31      7 ☐ This first day of availability spans more than one calendar day

Start Time:        5  1 ∨ : 00 ∨  AM ∨   6  End Time:  1/19/2021     31        1 ∨ : 00 ∨  AM ∨
```

8. Select the "**Recur**" check box If the item is going to recur

9. Select the respective days of the week the item will recur on by checking the boxes

10. Type in the number of weeks you want the reoccurrence to repeat after
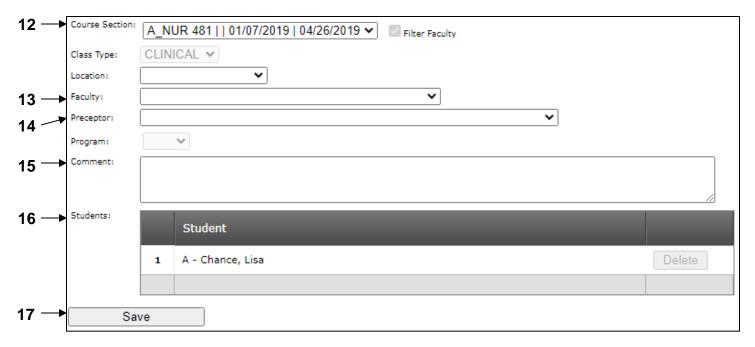
11. A. Select the date the item ends on

   OR

11. B. Type the number of occurrences the item should end after

```
8                              10  every  1  week(s) on ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat   9
☑ Recur
   11A  ◉ End by   1/20/2021      31          11B  ◯ End after  1  occurrence(s)
```
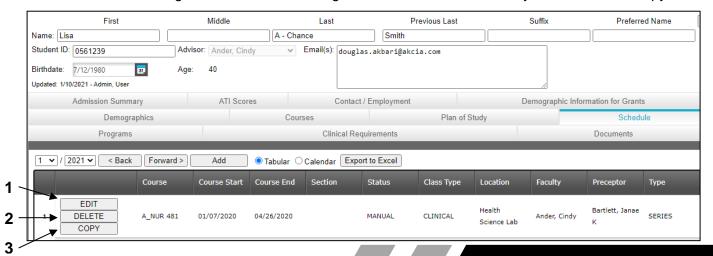
12. Select your section from the sections that are available to you

   - The selections in the dropdown are dependent on the courses our system is aware that you are enrolled. If you are missing information here, you need to escalate and alert those responsible at your institution that you are missing a choice.

13. If directed, Choose the faculty

14. Choose a preceptor

15. Enter any comments if desired

16. In the student box you are not able to make changes as you are only able to affect your own schedule.

17. Click the save button and that newly added item will appear in the view that you are currently in.

VI. Altering Existing Items

* You are only able to affect changes to entry items that you have created yourself. Those that were created for you will not allow you to edit them, only to view extra information.

1. Click the "**Edit**" button to edit the entry*
2. Click the "**Delete**" button to delete the entry & you will be asked to confirm*
3. Click the "**Copy**" button to copy the entry*
   - Perhaps you are going to assignments and only the preceptor changes or the site changes so rather than having to recreate the information, you can create a copy.
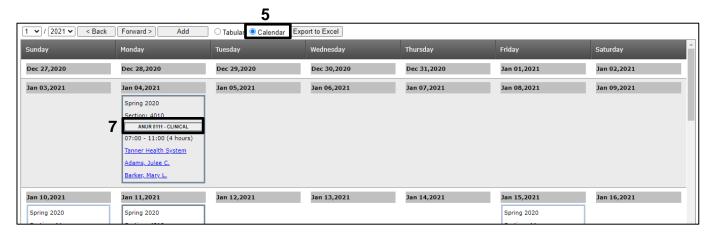
Changing a **single occurrence** in a **recurring item***:

4. A **recurring item** (It has a pattern of recurrence & it is not just one date) can be identified by the **"Type"** column in the "**Tabular**" view & should read "**SERIES**"

5. Switch to the "**Calendar**" display
6. Locate the single occurrence you wish to alter
7. Click on the button with the course labeled

8. A prompt will appear, click "**Edit Occurrence"**
9. Make any edits as needed
10. An additional row will populate in the "**Tabular"** display
11. If a mistake was made, you can delete the new occurrence
12. Click edit on the main series and hit save to repopulate the missing date.