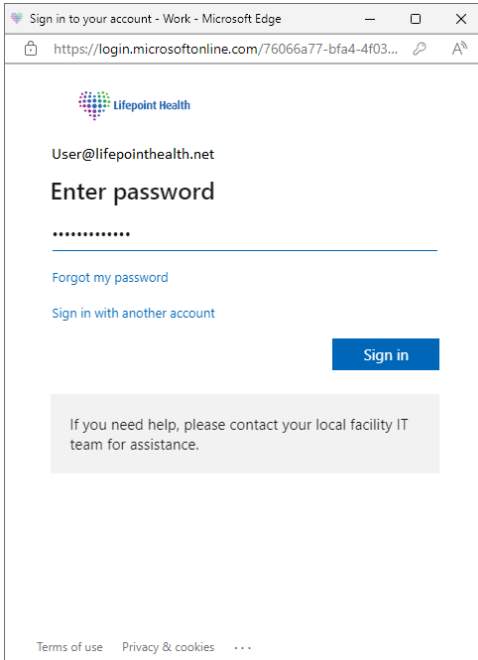


# Schedule Tracker

Click the provided link to open the Schedule Tracker application. If prompted, login with your MS 365 credentials.



If you do not have access to the application, please send a request to be added.

## Request access

Let's get you permission to use this app.

Message (optional)



More ▾

**Send request** Cancel

Click 'Allow' to enable the connections within the application. This is required for the application to run properly.

Almost there ...

Amslat Database Navigator needs your permission to use the following.  
Please allow the permissions to proceed.

	Office 365 Outlook User@lifepointhealth.net Signed in <a href="#">View permissions</a>	<input type="button" value="Switch account"/>
	SharePoint User@lifepointhealth.net Signed in <a href="#">View permissions</a>	<input type="button" value="Switch account"/>

**Allow** Don't Allow

## Submission List

The homepage defaults to the 'Submission List', which displays all submissions made by a single user for a specified period of time. The dropdown defaults to the user currently signed in if one or more submissions exist. If no submissions exist, the user dropdown will default to blank. You can select different users from the dropdown (who have previously submitted) and view their data, but updating and deleting is limited to your own submissions. The table is sorted by reporting date (newest to oldest).

## New Submission

To add your schedule for a new week, click 'New Submission'. The reporting date must be set to a Monday or else you will not be able to submit your schedule. Duplicate submissions (same user and same reporting date) are not allowed. If a duplicate warning appears, you may just need to change the reporting date or you will need to return to the previous page and edit the original submission for that date.

## Update Submission

If a submitted schedule needs to be updated, you can click/highlight the record you want to edit and then click the 'Update Submission' button. You will not be able to update the reporting date on this page. Only the actual schedule information may be updated. If the wrong reporting date was entered, you will need to go back and delete the submission.

## Delete Submission


If a submitted schedule needs to be deleted, you can click/highlight the record you want to remove and then click the 'Delete Submission' button. Once the submission has been deleted it cannot be undone. Deleted submissions will show up in the 'Submission List', but will not appear in the 'Weekly Summary'.

## Weekly Summary

The 'Weekly Summary' displays all submissions made by all users for a specified singular week. The datepicker must be set to a Monday. The table is sorted by reporting user (A-Z).

## Export Table

To download a CSV file of all schedules currently displayed, you can click the 'Export Table' button.

 **Schedule Tracker** Help

**Submission List** User:  Select a submission before using the update or delete buttons.

Start:   End:

Type	Reporting Date	Reporting User	Monday	Tuesday	Wednesday	Thursday	Friday	Created
New	4/8/2024	Nicholas Talsma	Home	Home	Home	Home	Home	Nichola: