E*Value Training Guide
How to View Your Schedule Report

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Step 1:   Login and select the **School of Medicine** program. Click **Continue Login**.

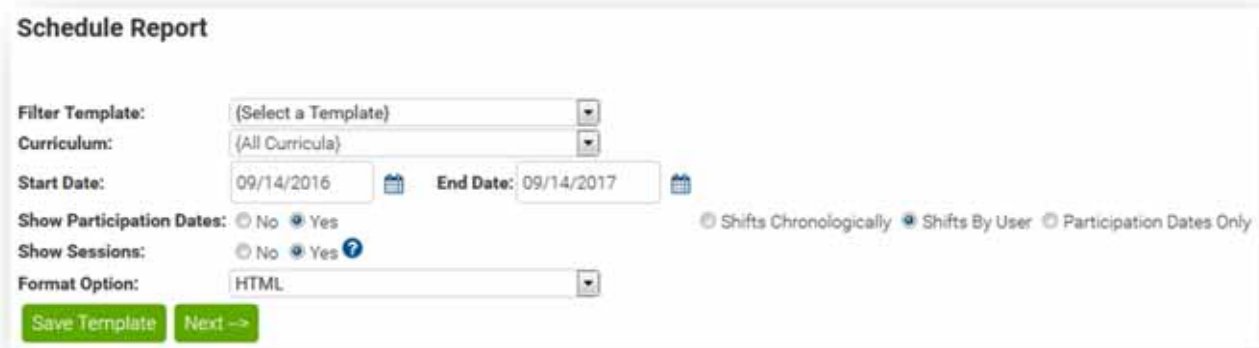
Step 2:   Select the **Reports** tab.

Step 3:   Select the **Schedule Report** menu item.

> **NOTE**: If you have previously run this report you can select the **Recently Viewed Reports** sub-menu item to pull up a list of previously accessed report.

Step 4:   When/If asked to select a Role, select the **Medical School Trainee** role. Click Next.

Step 5: Filter for your report.

- Enter the **Start Date** and **End Date** to match the schedule dates you need.

- For the **Format Option**, you can choose to view the schedule report in HTML, MS Excel, or PDF. Click Next.

NOTE: For Format Options, selecting HTML, your report will run and be automatically viewable within the browser. Selecting either Excel or PDF, your report will be run as a download to be opened in a separate program.