



E*Value Training Guide

How to View Your Schedule Report

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How to View Your Schedule Report

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

Program Selection

You are associated with more than one program within E*Value.
Please select the program you wish to work with at this time:

- UWA, .Foundations
- UWA, Anesthesiology
- UWA, Emergency Medicine
- UWA, Family Medicine
- UWA, Internal Medicine
- UWA, Laboratory Medicine
- UWA, Neurology
- UWA, Neurosurgery
- UWA, Obstetrics & Gynecology
- UWA, Ophthalmology
- UWA, Orthopaedics and Sports Medicine
- UWA, Otolaryngology, Head and Neck Surgery
- UWA, Pathology
- UWA, Pediatrics
- UWA, Psychiatry
- UWA, Radiation Oncology
- UWA, Radiology
- UWA, Rehabilitation Medicine
- UWA, School of Medicine**
- UWA, Surgery

Continue Login -->

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



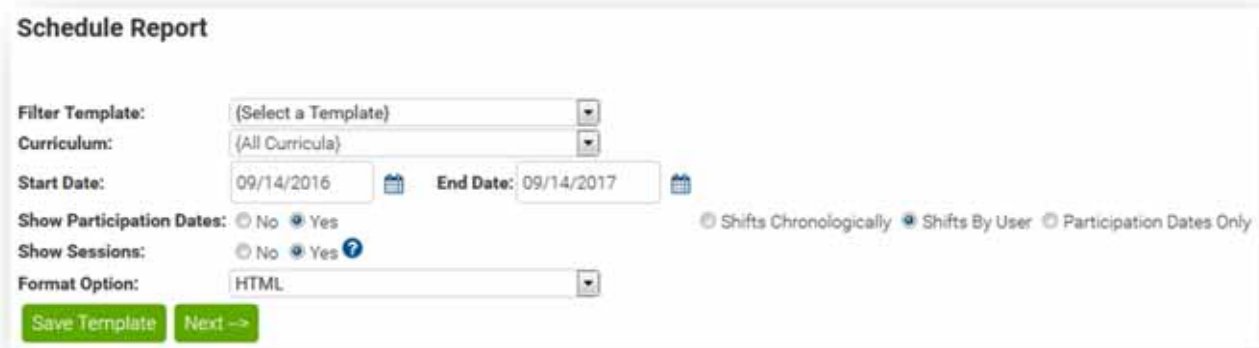
Step 3: Select the **Schedule Report** menu item.

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.



The screenshot shows a web form titled "Schedule Report". It contains several input fields and radio buttons. The "Filter Template" field is a dropdown menu with "(Select a Template)" selected. The "Curriculum" field is a dropdown menu with "(All Curricula)" selected. The "Start Date" field is a text input with "09/14/2016" and a calendar icon. The "End Date" field is a text input with "09/14/2017" and a calendar icon. The "Show Participation Dates" section has two radio buttons: "No" and "Yes", with "Yes" selected. The "Show Sessions" section has two radio buttons: "No" and "Yes", with "Yes" selected and a help icon. The "Format Option" field is a dropdown menu with "HTML" selected. At the bottom, there are two green buttons: "Save Template" and "Next ->". On the right side, there are three radio buttons: "Shifts Chronologically", "Shifts By User" (selected), and "Participation Dates Only".

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.