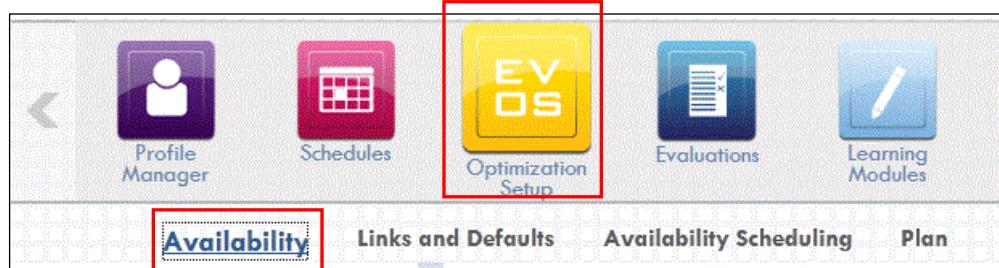


**E\*Value Quick Start**

## Adding Site Availability

**Adding Site availability** allows you define the maximum and minimum site slots that are available for each course and time frame in a given curriculum before running schedule optimization.

1. To access Site Availability, click on the **Optimization Setup** tile in the top navigation bar to see the Optimization **Setup Menu** bar, and then click on **Availability**.



2. Click on **Add/Edit Availability** in the **Enter and Manage Availability Menu**.
3. Complete **Add/Edit Availability** filters (in sequence for best results).



**Availability Set:** The curriculum to which the courses and Time Frames relate

**Time frame Groups:** Select the timeframe group

**Timeframes:** Select timeframe(s) that apply - can be all or multiples (by holding down control key) from drop-down list.

*Note: Selection of Time Frame Group will impact Time Frames drop-down list*

**Course:** Select Course(s) that will be used for site availability

**Educator:** Educator is not used

Select No Educator specified from drop down.

4. Click **Search**.

Uncheck **Limit to Links**.

5. Find course and Time Frame for which you wish to add site availability. Click on **green +** button on top of Time Frame.

Available Courses				
Time Frames Courses	Thematic Section Option 05/13/2013 - 05/13/2013	Thematic Section 1 05/14/2013 - 08/23/2013	4wk: CCE 1A 05/15/2013 - 06/09/2013	
<a href="#">Clerkship in Family Medicine</a>	   Burncoat Family Center (Min: 1 - Max: 2)	   Burncoat Family Center (Min: 1 - Max: 3)		

6. Add the **Minimum** and **Maximum** number.

**Clerkship in Family Medicine**  
Thematic Section 1: 05/14/2013 - 08/23/2013

Minimum Students:  

Maximum Students:  

Minimum Students Required To Offer:  

Site:

Create Links:  No  Yes 

Would you like to apply this same availability to:

For this time frame only.  
 All selected time frames for this Course.

Select site from drop-down list.

Determine if site availability applies to all Time Frames.

Click Yes to Create Links.

**Minimum Students:** Course will not be offered if this number not met.

**Maximum Students:** Maximum number of students that will be allowed.

**Minimum Students Required to Offer:** Course will be offered if this number enroll.

7. Click **Save Availability**.