

## E\*Value Quick Start

### Managing Schedule Change Request

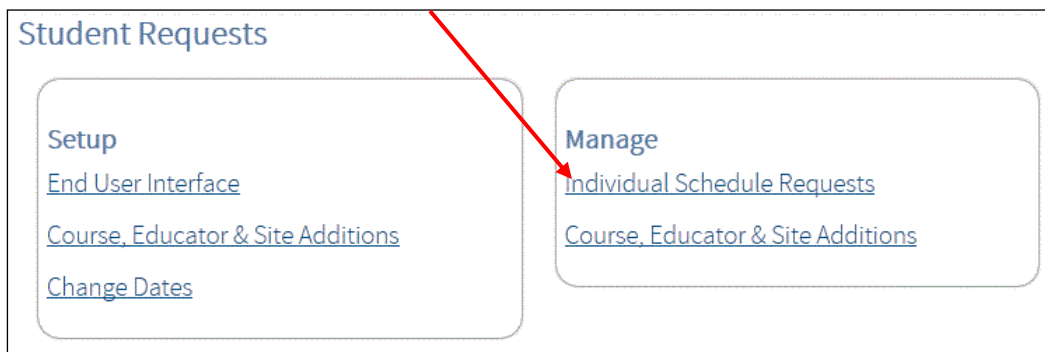
You may manage schedule change requests.

#### Manage Schedule Change

1. Click on **Schedules Tile** in the top navigation bar to see Schedules Menu Bar, then click on **Student Requests**.



2. Click on **Individual Schedule Requests**



3. Enter desired filter criteria

Click filter

A screenshot of the 'Manage Individual Scheduling Requests' form. The form has a title 'Manage Individual Scheduling Requests' at the top. Below the title is a section labeled 'Filters +/-'. Inside this section are several input fields: 'Start Date' (01/16/2013), 'End Date' (10/14/2014), 'Date Type' (The Time Frame Begin and End Date), 'Name' ({All Users}), 'Course' ({All Courses}), and 'Status' ({All Statuses}). Below these fields is a 'Filter' button. A red arrow points from the 'Click filter' text to the 'Filter' button.

## 4. Scroll to left to review Name, Course TimeFrame, Start Date, End date, Site, Educator Status Request Type

Name	Course	Time Frame	Start Date	End Date	Site	Educator	Status	Request Type
<a href="#">Gerson, Kristin</a> (1)	<a href="#">Acute Care Intraclerkship</a>	AY12/13 Block 3 - Acute Care Intraclerkship	01/28/2013	01/28/2013	<a href="#">No Site Listed</a>		Pending Approval	Scheduled Drop
<a href="#">Wittbold, Kelley</a> (1)	<a href="#">Emergency Medicine Type A Elective</a>	AY 13/14 Session E2	06/03/2013	06/28/2013	<a href="#">UMMMC - University Campus</a>		Pending Approval	Add
<a href="#">teststudent1.som</a> (7)	<a href="#">Endocrinology Type B1 Elective</a>	AY 13/14 Session M7	12/30/2013	01/24/2014	<a href="#">UMMMC - University Campus</a>		Pending Approval	Add
<a href="#">teststudent1.som</a> (7)	<a href="#">Musculoskeletal Diseases Type B1 Elective</a>	AY 13/14 Session M10	03/31/2014	04/25/2014	<a href="#">UMMMC - University Campus</a>		Pending Approval	Add
<a href="#">teststudent1.som</a> (7)	<a href="#">Infectious Disease Type B1 Elective</a>	AY 13/14 Session M2	07/29/2013	08/23/2013	<a href="#">UMMMC - University &amp; Memorial Campuses</a>		Pending Approval	Add

Scroll to the right to review Comments Condensed, Action taken Action Taken By Action Date Documents Request Date Action

Comments Condensed	Action Taken	Action Taken By	Action Date	Documents	Request Date	Action
					01/15/2013 8:25 PM	<a href="#">Audit</a> <a href="#">Accept</a> <a href="#">Reject</a>
					01/14/2013 10:40 PM	<a href="#">Audit</a> <a href="#">Accept</a> <a href="#">Reject</a> <a href="#">Edit</a> <a href="#">Wait List</a>
					12/31/2012 1:57 PM	<a href="#">Audit</a> <a href="#">Accept</a> <a href="#">Reject</a> <a href="#">Edit</a> <a href="#">Wait List</a>
					12/21/2012 2:30 PM	<a href="#">Audit</a> <a href="#">Accept</a> <a href="#">Reject</a> <a href="#">Edit</a> <a href="#">Wait List</a>

Click to assign desired action