

Cheat Sheet

user

Tasks

- Go to the **Calendar** section.
- Click on a task.



Calendar

Transfer or exchange

Transfer

- Click on **Transfer or exchange**
- Select **Transfer this task** and click on **Next**.
- Put a **checkmark** to select the physicians you want to offer this task to.
- Click **Apply**

Exchange

- Click on **Transfer or exchange**
- Select **Exchange this task** and click on **Next**.
- **Select** with which physician and then put a **checkmark** on the task you want.
- Click **Ask for this exchange**

Remove

- Click on **Remove** and **OK** to confirm.

Remove

Move

- Click on **Move**.
- Select where you want to move the task and click on **Apply**.

Move

For numerous tasks

- Click on **Edit my work schedule**
- Select or deselect tasks and click on **Apply**.



Edit my work schedule

Print

- Go to the **Group schedule** section.



Group schedule

Generate a PDF

- Click on the **Print this view** button.
- For more print options, click on **Print...**

Absences

- Go to the **Calendar** section.



Calendar

Add

- **Absence request...**
- Specify the absence dates and moments
- **Validate** and **Request absence**



Absence request...

Edit

- **Edit my absences**
- Make changes
- **Validate** and **Apply**



Edit my absences

Edit (change the category):

- Click on the absences in purple. **Edit**.
- Select the appropriate category. **Add**.
- **Validate** and **Apply**

Delete

- Click on an absence (in purple).
- **Delete**. It will turn to red to inform you that you have deleted it.
- **Validate** et **Apply**

Edit an absence directly from the calendar

- Click on the absence.
- **Remove** or **Edit**.

Vacation

Synchronization

- Go to the **Calendar** section.
- Click on **Synchronize...** and follow the steps.



Synchronize...

Questions

For technical questions or questions about any other aspects of PetalMD, contact support by phone at 1-888-949-8601 or by using the **PetalMD support** button available at the bottom of each page of the application.