



## How do I access my group's requests?

You will access your group's requests through Viewer. To access viewer please see our support article on accessing [Viewer](#).

Once in viewer, requests made on days during which a schedule has been published will display on the schedule with a colored square next to the provider or assignment that has been requested.

 NOVEMBER 2016 < > GENERAL ADVANCED: DEFAULT SCHEDULE VIEW (CONVERTED)						
ASSIGNMENT	Su 10/30	Mo 10/31	Tu 11/01	We 11/02	Th 11/03	Fr 11/04
Assignment 1		Doctor D	Doctor E	Doctor B		
Assignment 2		Doctor A	Doctor B		Doctor A	Doctor C
Assignment 3		Doctor G	Doctor H	Doctor H	Doctor C	Doctor B
Assignment 4		Doctor C	Doctor A	Doctor A	Doctor H	Doctor A
Assignment 5		Doctor H	Doctor C	Doctor C		
Vacation			Doctor A	Doctor A + Doctor B	Doctor A Doctor D + Doctor B	Doctor D + Doctor B

Requests made for future dates, or in a date range that does not have a published schedule, will be displayed in the request section that is highlighted in yellow.

 JANUARY 2017 < > VACATION REQUEST					
ASSIGNMENT	Mo 12/26	Tu 12/27	We 12/28	Th 12/29	Fr 12/30
ASSIGNMENT	Mo 01/02	Tu 01/03	We 01/04	Th 01/05	Fr 01/06
REQUESTS					
Vacation			Doctor B Doctor C	Doctor B Doctor C	