Managing Slots by Placements

Prism

Whether you’d like to view slots available for a given course or edit what is available, the Placements Slots section can do it all!

1. Select Placements from the left menu or dashboard.

A picture containing text, font, screenshot, graphics

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1. Select the course you’d like to manage.

Graphical user interface, application, table, Teams

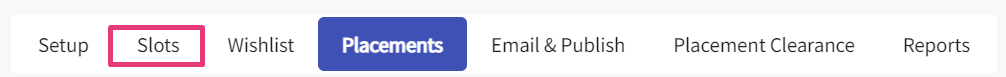
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1. If you’d like to manage slots for multiple courses, select your placement group from the left panel > Select Placements for Group.

Graphical user interface

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1. Select Slots from the top banner.



1. You’ll be taken to the slot dashboard, which will give you bar and pie chart visuals on:
   1. Slots by Setting
   2. Slots by Rotation
   3. Slots by Type
   4. Slots by Status
2. The dashboard is clickable, simply click on a set of data, and the List view will filter the slots for you!

A screenshot of a computer

Description automatically generated with medium confidence

1. The list view will show you all the slots available for the course or placement group you have selected. To edit slots, click on the pencil icon.

A screenshot of a computer

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1. A drawer will open allowing you to make changes. Click Save when done.
2. If you’d like to delete a slot, click on the trash bin icon.
3. If you’d like to cancel a slot, update the Slot Status to Cancelled, and indicate who cancelled the slot, the school, or the site.

A screenshot of a computer

Description automatically generated with medium confidence

1. If you’d like to add any slots, click +Add Slot.

A screenshot of a computer

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1. A drawer will open. On step 1 you will first select the Site you’d like to add a slot for. Click Next once ready.

A screenshot of a medical form

Description automatically generated with low confidence

1. On step 2 you will provide location and slot information along with the number of offers provided for each rotation. Click Add Slots once done.
   1. Please note, the rotations displayed on this screen is dependent on the course or placement group you have selected.

A screenshot of a computer

Description automatically generated with medium confidence