

Block Schedule - Gap Locator Tool

Gap Locator Tool

The Gap Locator Tool helps identify individuals who have not been assigned to a Rotation within a specified date range. The Gap Locator Tool interprets the following rotations as a gap:

- Rotations listed as 'Unspecified'
- Rotations designated as 'Non-Primary'

Only residents with training records in their Personnel file will be included in this report. Program start and end dates come from the training record as well.

1. Go to *Schedules > Gap Locator*
2. The current academic year will be displayed. If necessary, change the date range and click **Apply Dates**.
3. Click **Filter** to:
 - Select other programs
 - Choose different status types
 - Include rotator programs
 - Include non-primary rotations (Will show the non-primary rotation to indicate that the resident is on a rotation and that a true gap does not exist.)
4. Click **Apply**