Manage Vacation and Temporary Overrides: Add, Edit, Delete, and View - Admin Panel

Purpose: Provide clear steps to add, edit, delete, and view Vacation or Temporary Overrides in SimboConnect.

Before you start

- Make sure both the original and replacement doctors are added as on-call providers in SimboConnect.
- Know the exact start and end date and time for the coverage window.

Add a new override

1. Go to **Admin** → **On-call Schedule Management** → **Vacation/Temporary Changes**.
2. Select **Add**.
3. In the dialog:
   - Set **From** date and time.
   - Set **To** date and time.
   - Select the **Existing On Call Doctor** to be replaced.
   - Select the **Replacement On Call Doctor** who will cover.
4. Select **Save**.

Result: The override appears in the list and will take effect for the selected window.

Edit an existing override

1. Go to **Vacation/Temporary Changes**.
2. Find the override in the list and select **Edit**.
3. Update the **From**, **To**, **Existing On Call Doctor**, or **Replacement On Call Doctor** as needed.
4. Select **Save**.

Result: The system updates the override with the new details.

Delete an override

1. Go to **Vacation/Temporary Changes**.
2. Find the override to remove and select **Delete**.
3. Confirm the deletion.

Result: The override is removed and the base schedule applies for that time period.

View active and upcoming overrides

- Use the **Vacation/Temporary Changes** list to see overrides that are active now or scheduled to start in the future.
- Check the **From** and **To** columns to verify coverage windows.
- Use **Edit** to correct any wrong dates or doctor selections.

Troubleshooting

- **Replacement not shown:** Confirm the provider is added as an on-call provider and is active.
- **Times look off:** Confirm the correct date and time were selected for both **From** and **To**.
- **Coverage gap:** Create an additional override for any remaining hours if the absence spans multiple windows.

Tips and good practices

- Double-check **From** and **To** before saving. A wrong time can create gaps or overlaps.
- Keep override windows as short as possible to reflect the actual absence.
- If a leave becomes long term, update the main on-call schedule instead of stacking many overrides.
- Communicate the change to the front office so that call routing expectations are clear.
- After the absence, review the list and remove unneeded future overrides to keep the page clean.

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