rNoCall Request Guide

1. Log in at [http://www.spinfusion.com](http://www.spinfusion.com) using the credentials in the email you were sent.

2. Navigate to the left tool bar, select ‘Requests’:

3. Under the Resident Requests header, select ‘Resident Call Request’:

4. You will see a calendar on the right. Simply click the day you are requesting no call and you will get the pop-up below:
   a. Assignment Code: Select rNoCall
   b. Start Date/End Date: Can update the start/end if you are requesting a range of dates, otherwise it defaults to the day you selected for both.
   c. Note: Add a note for yourself or your admin if you’d like.
   d. Click ‘Submit’

5. Your request will be automatically approved and appear on the schedule in black text.