




Web Console

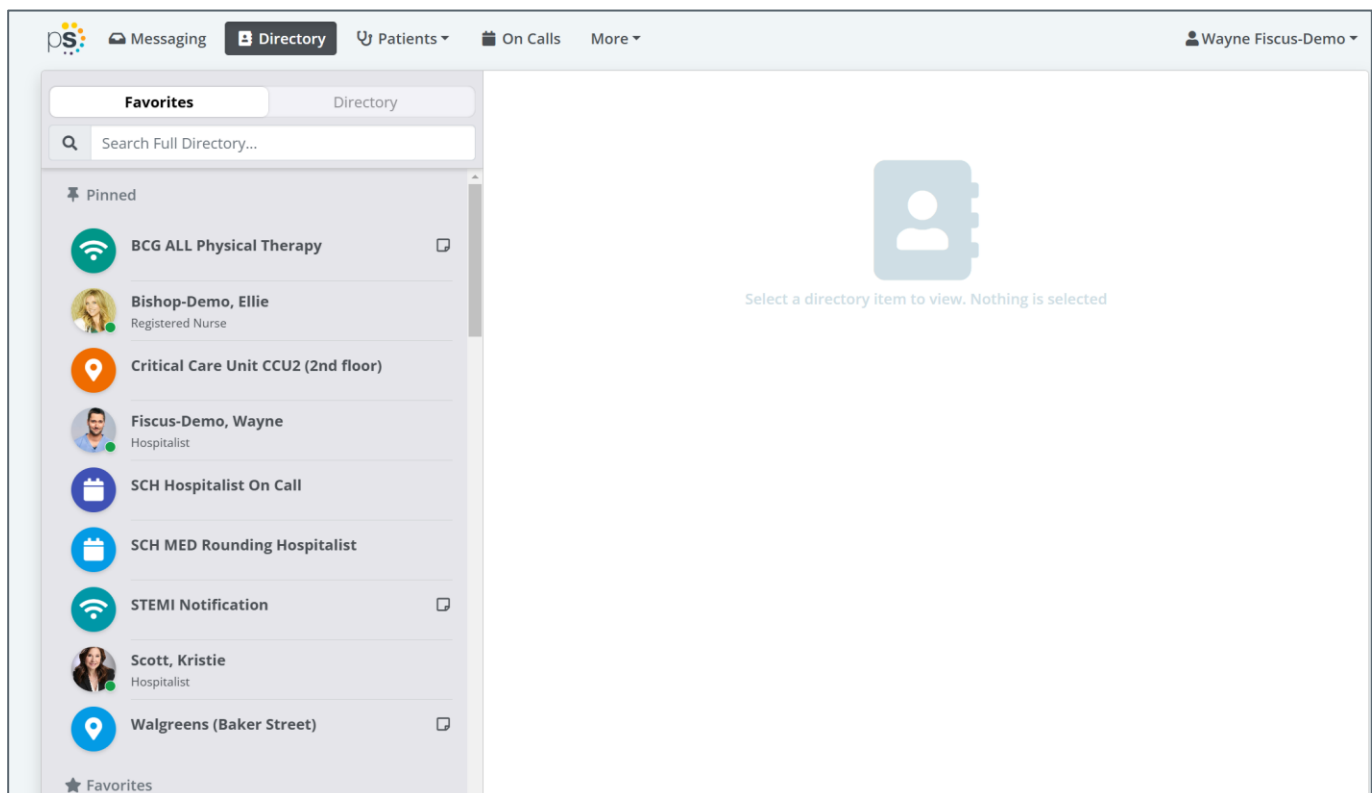
Directory (End User)

Directory

The Directory tab is where all contacts and groups can be accessed.

- Select **Directory** to see the full list.
- Along the left side of each contact are icons that designate the type of contact.

Icon	Message Status
	Schedule Paging Group
	Broadcast Paging Group
	Group



- **Pinned Contacts** are contact favorites indicated for an individual, a specific department, or assignable role.
- **My Favorites** are contacts marked as favorites from inside the directory tab by the user.
- **Local Group** are personal groups created by the user and are only seen in the directory tab of their mobile application.
- **Recently Contacted** are contact you recently contacted either through message or call.
- **Notes** are indicated on the far right of each contact with a icon, if there are any.
- **Click** on a contact to preview the contact's details.

Contact details

Inside the contact's detail you can review the following:

- Title
- Organization affiliation
- Department(s) the user belongs to, if any
- Contact methods and notes

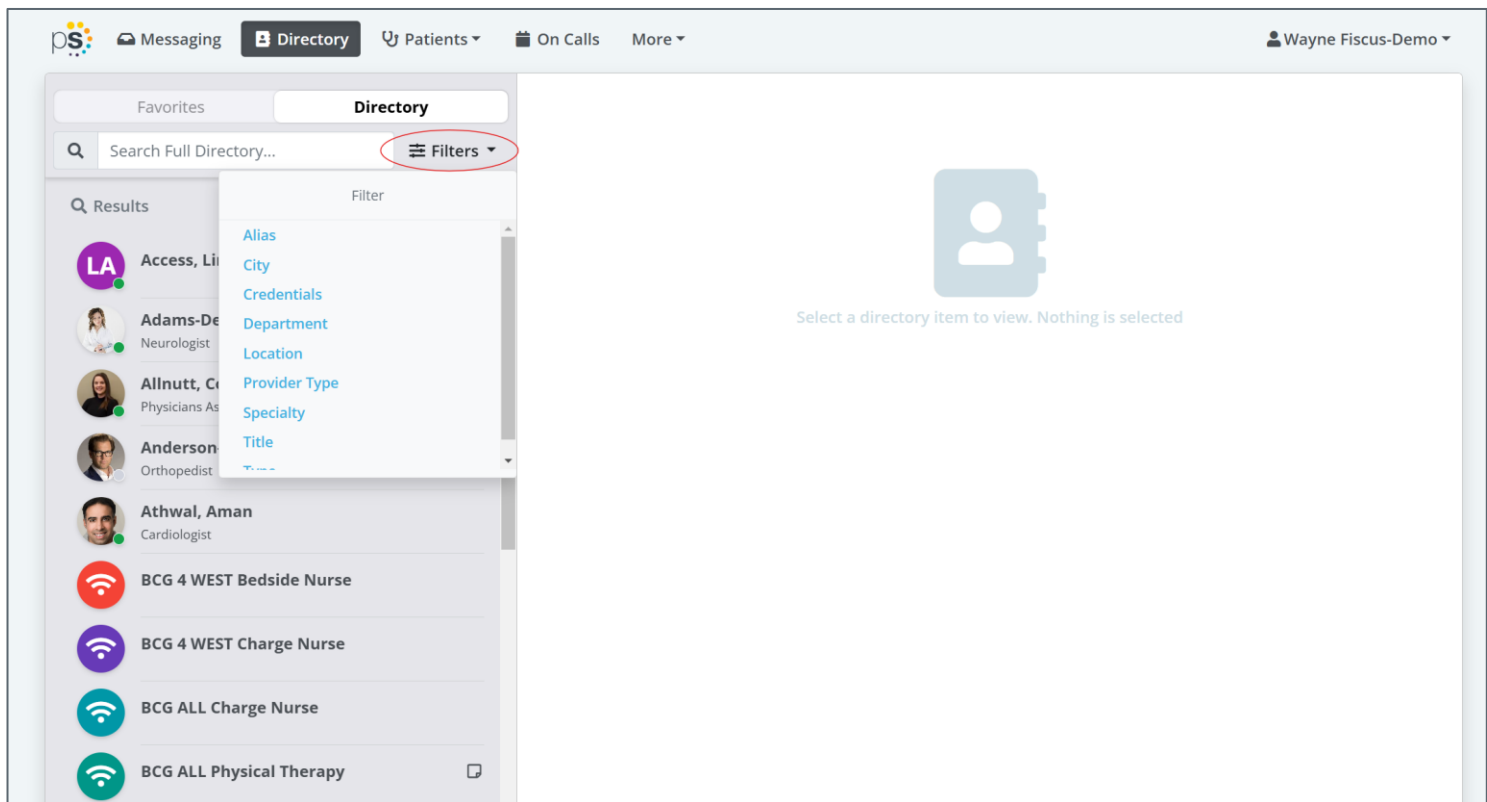
Select **message** to begin composing a message to the contact.

The screenshot displays a software interface for contact management. At the top, a navigation bar includes 'Messaging', 'Directory', 'Patients', 'On Calls', and 'More'. The user's name, 'Wayne Fiscus-Demo', is visible in the top right corner. On the left, a 'Favorites' sidebar lists various contacts and departments, with 'Fiscus-Demo, Wayne' highlighted. The main area shows the contact's profile for 'Wayne Fiscus-Demo', a Hospitalist, with a 'Message' button. Below the profile, 'Contact Methods' are listed: Pager Number (8442030644), Mobile (8654552405), and Work (w Fiscus.Demo@perfectserve.net). At the bottom, 'Group Memberships' are shown, including 'BCG CODE BLUE', with a 'Message' button circled in red.

Searching and Filtering Options

Find a contact you need quickly and easily with search and filters. You can use any of these features independently, or you can combine them.

1. Select Directory so that the Filter option will appear; select Filter.
2. **Select** filter(s) to narrow results by Alias, Credentials, Department, Location, Market, Specialty, Title, or Type.
3. Continue to add as many additional filters as needed.
4. Click **Save** once all filters have been selected.
5. **Name** the new filter so that it can be used easily in the future.
6. When finished, click **Save**.
7. The filter will appear under the search bar when in use.



Adding a Favorite

Favorites allows you to create a shorter list of your most frequently contacted. To add a favorite:

1. Within **Directory**, search for the contact.
2. Click on the **contact** to open the contact's details.
3. Click the **star** icon in the top right corner.
4. To view and contact a Favorite, scroll to the **Favorites** in the Directory tab.

The screenshot shows a software interface with a top navigation bar containing 'Messaging', 'Directory', 'Patients', 'On Calls', and 'More'. The user's name 'Wayne Fiscus-Demo' is in the top right. The main area is split into two panels. The left panel, titled 'Directory', has a search bar and a list of contacts. 'Fiscus-Demo, Wayne' is highlighted in blue. The right panel shows the details for 'Wayne Fiscus-Demo', including a profile picture, a 'Message' button, and contact information: Pager Number (8442030644), Mobile (8654552405), and Work email (wfiscus.demo@perfectserve.net). A star icon in the top right corner of the details panel is circled in red. Below the contact methods, there is a 'Group Memberships' section with a search bar and one group listed: 'BCG CODE BLUE' with a 'Message' button.

Schedule Group

On Call gives you access to view who is covering call. You may have one or many schedules to choose from and all changes are applied immediately

- **Message** – Message current member(s) on-call
- **On-Call** – Indicates who is covering call
- **Members**– A list of all members that cover call.
- **View Schedule** – See a view of the current schedule.
- **Favorite** – Mark the schedule group as a favorite so that it appears in your **Favorites** of your Directory tab.

The screenshot displays a web application interface for a healthcare directory. The top navigation bar includes 'Messaging', 'Directory', 'Patients', 'On Calls', and 'More'. The user is logged in as 'Wayne Fiscus-Demo'. The left sidebar shows a 'Favorites' section with a search bar and a list of pinned items, including 'SCH MED Rounding Hospitalist'. The main content area shows the details for the selected schedule group, 'SCH MED Rounding Hospitalist'. A blue calendar icon is at the top, with a star icon in the top right corner. Below the icon is a 'Message' button. The 'On Call / Members' section lists 'Fiscus-Demo, Wayne' as a Hospitalist. The 'Contact Methods' and 'Notes' sections are empty.

Broadcast Group

Broadcast Group is a paging group with a list of members to whom the message(s) can be sent at once. It works like a distribution list in any Enterprise email account

- **Message** – Message all members in the broadcast group
- **Join** – Allows you to join the broadcast group
- **Members** – A full list of all contacts currently in the broadcast group.
- **Favorite** – Mark the broadcast group as a favorite so that it appears in your **Favorites** of your Directory tab.

