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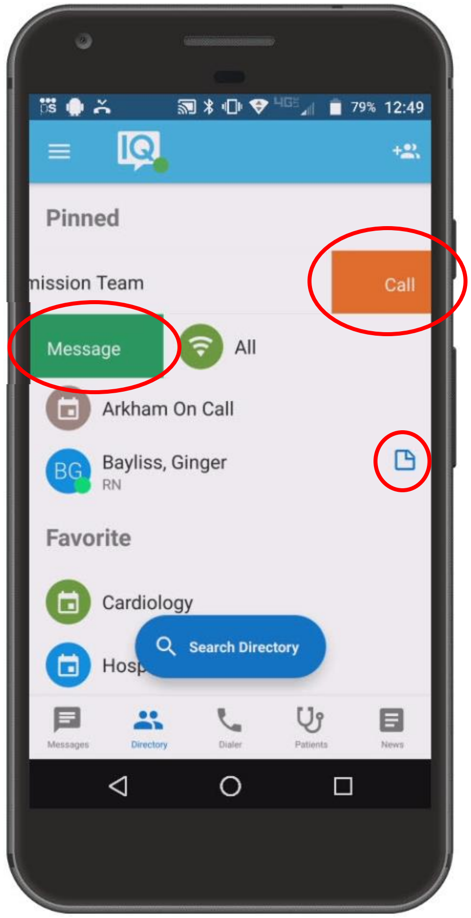
Directory

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*.
- **Swipe left** on a contact to instantly call
- **Swipe right** on a contact to compose a message.
- **Tap** on a contact to preview the contact's details.



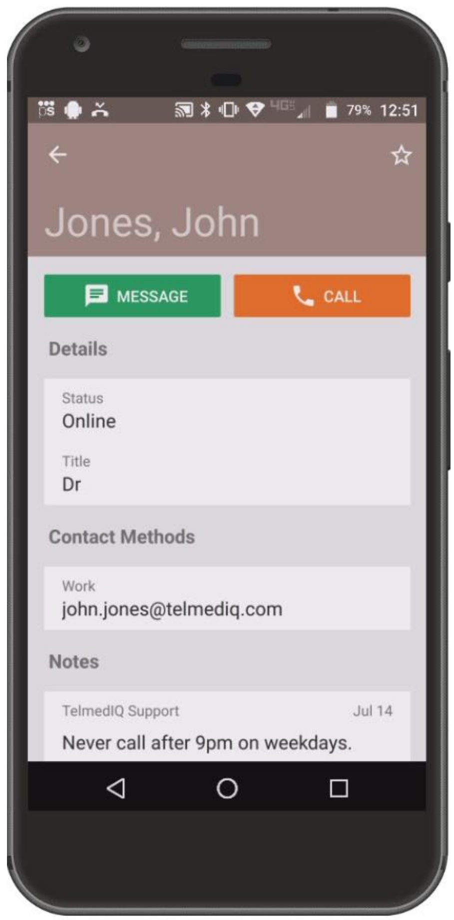
Contact details

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.

Select **call** to initiate a call to the contact.



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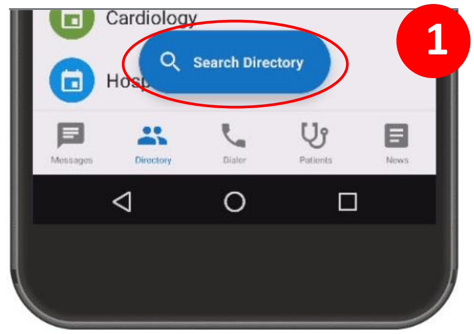
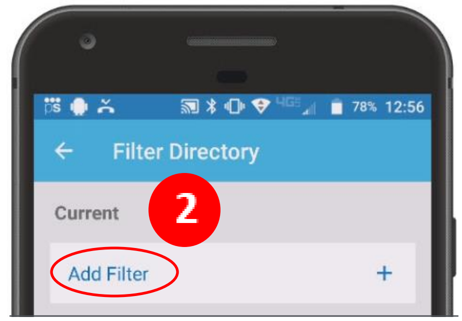
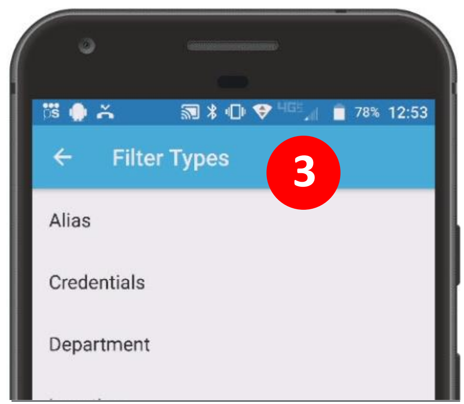
Searching and Filtering Options

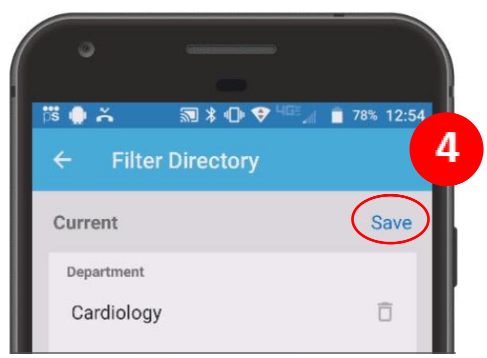
Find a contact you need quickly and easily with search and filters. You can use any of these features independently, or you can combine them.

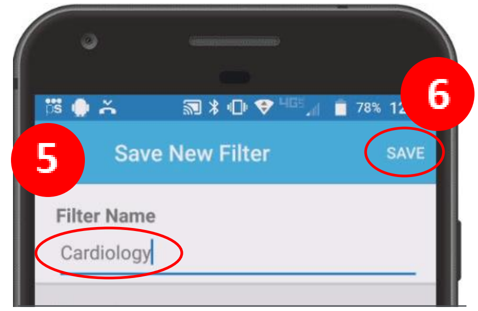
1. Begin to **search** for a contact so that the **Filter** option will appear.
2. Select **Add Filter** to narrow results by Alias, Credentials, Department, Location, Market, Specialty, Title, or Type.
3. Continue to add as many additional filters as needed.
4. Click **Save** once all filters have been 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.
8. When the filter is not needed, **click** the filter; **toggle** the saved filter off.

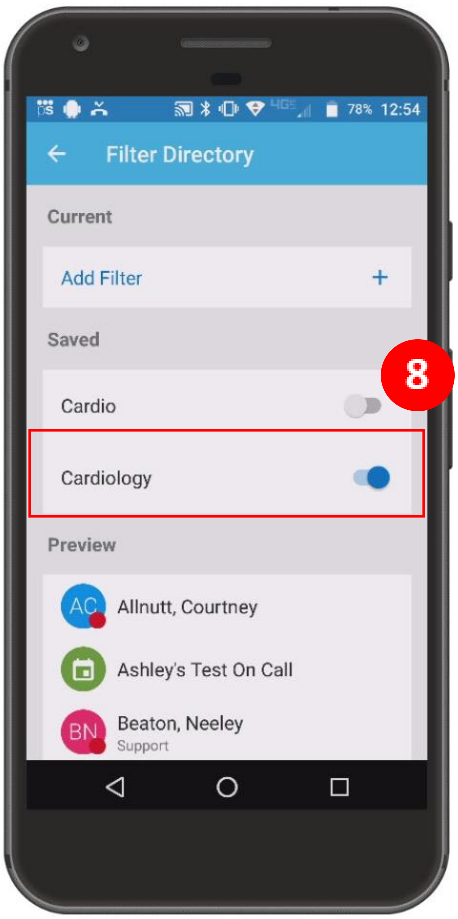


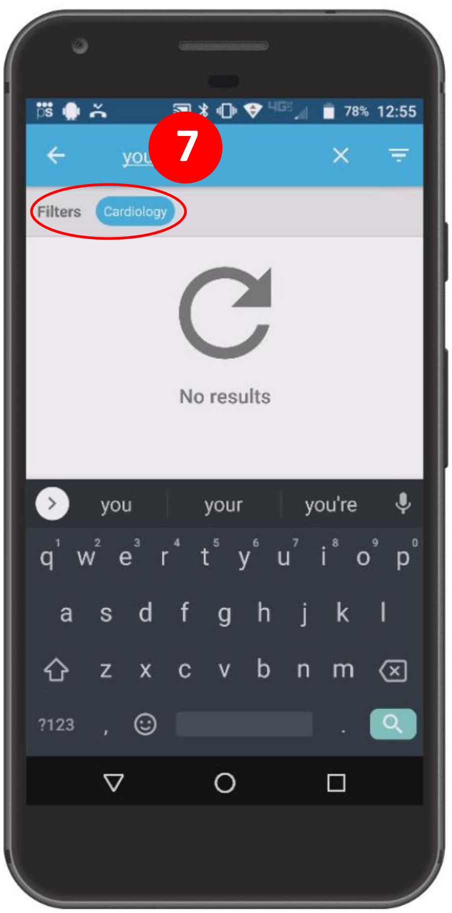








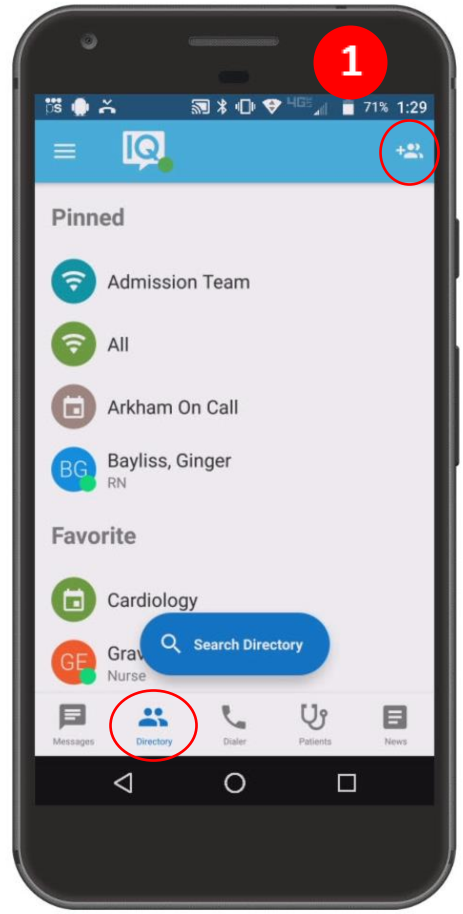


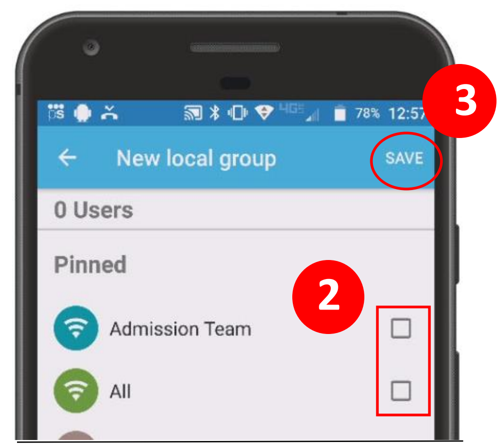


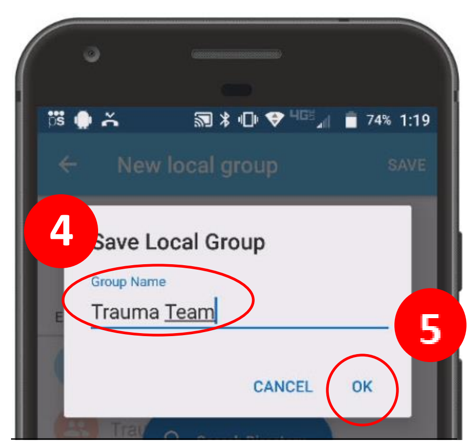
Creating a Group of Contacts

1. To create a Group, click **Directory**; then, select the **Add** symbol.
2. **Add** recipients by searching for each contact individually; marking their name to add them to the group.
3. Click **Save.**
4. **Name** you group.
5. When finished, click **Ok.**

*Your new saved group will appear under **"Local Groups"**.*







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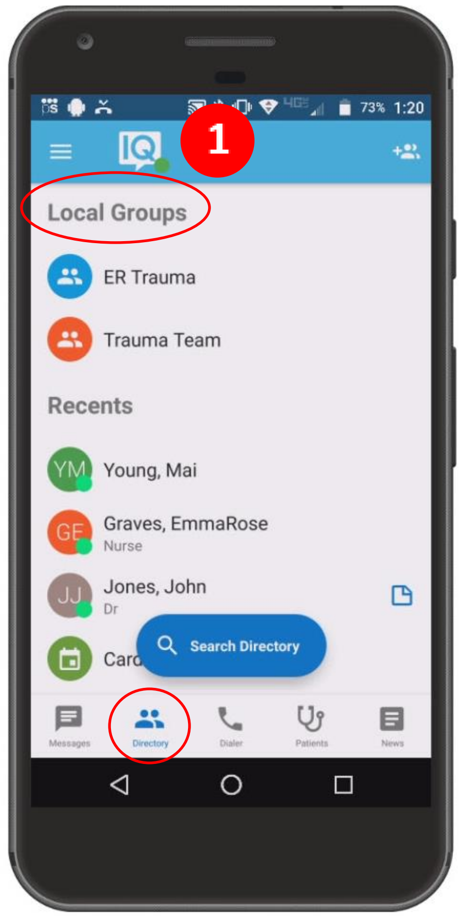
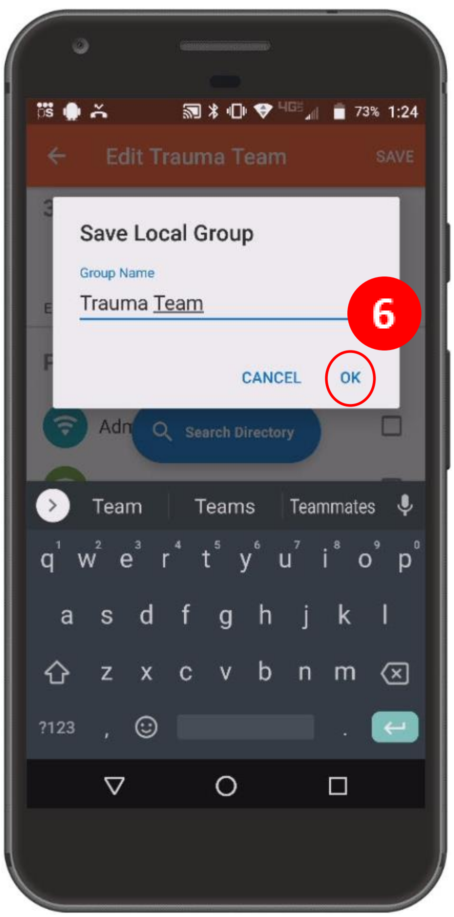
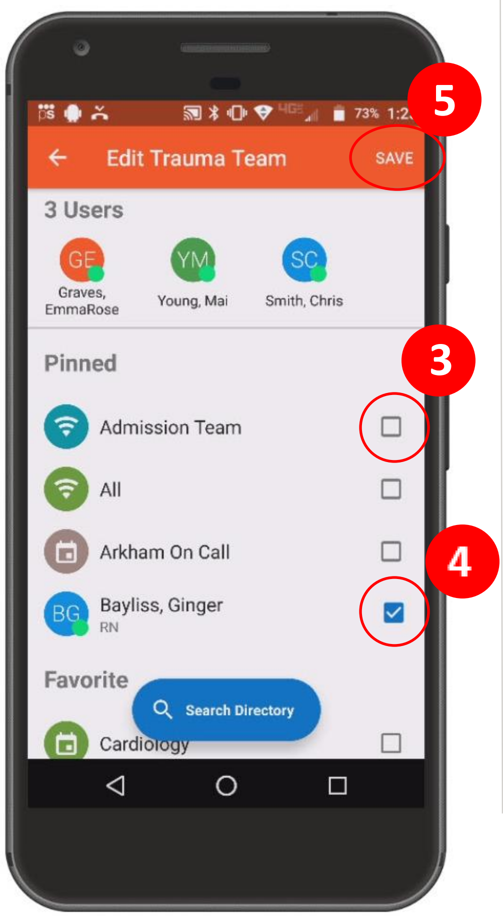
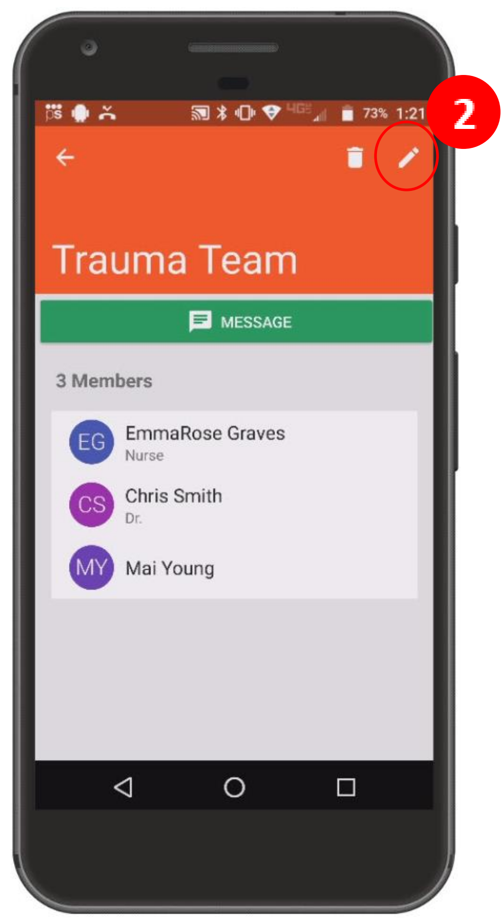
Editing Saved Groups

1. Select **Directory > Local Groups** and **select** the group you want to edit.
2. Select the **pencil** in the upper-right corner.
3. To add a new group contact, search for and select desired recipients.
4. To remove a group member, search for and unselect the recipient.
5. When finished, press the **Save** button in the upper-right corner.
6. You will then have the option to edit the group name; click **Ok** when done.





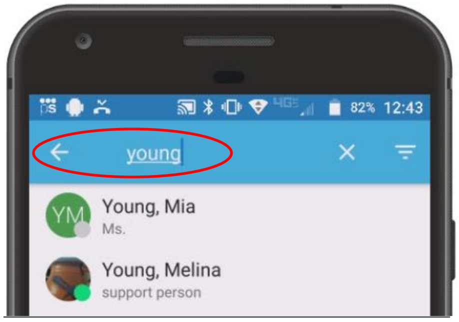




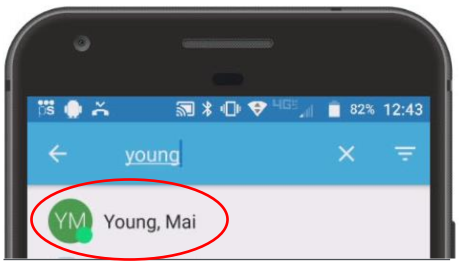
Adding a Favorite

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

1. Within **Directory**, search for the contact.

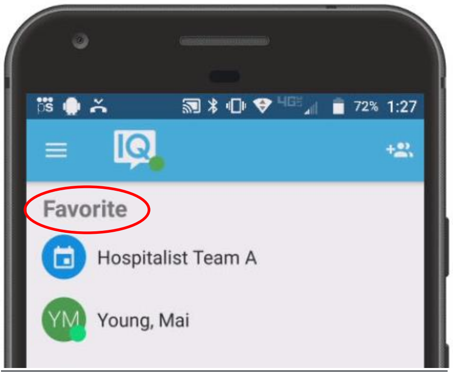


2. Click on the **contact** to open the contact's details.

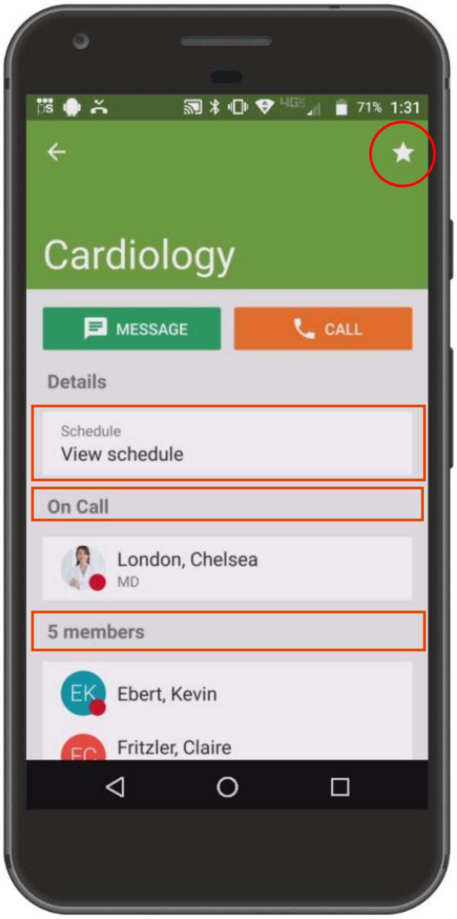


3. Click the **star** icon in the top right corner.

4. To view and contact a Favorite, scroll to the **Favorite** in the Directory tab.



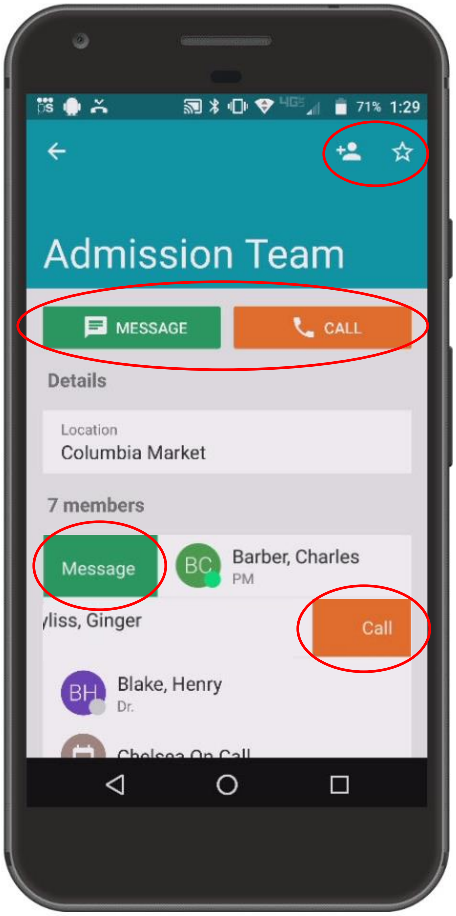
Schedule Group



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

- **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.

Broadcast Group



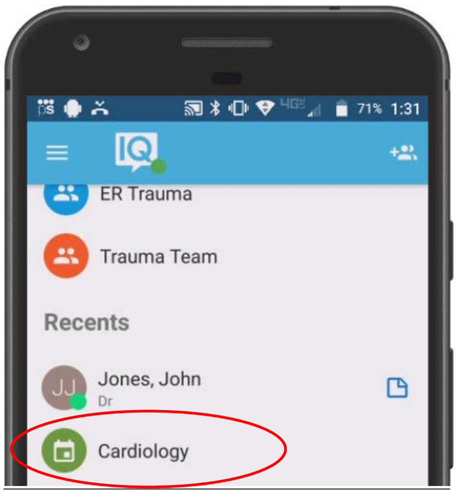
Broadcast Group is a paging group with a list of members to whom the message(s) can be sent at once. It works like a distribution list in any Enterprise email account

- **Message – Message all members in the broadcast group**
- **Call**– Call 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.
- **Swipe left** on a member's name to call
- **Swipe right** to message that contact only.

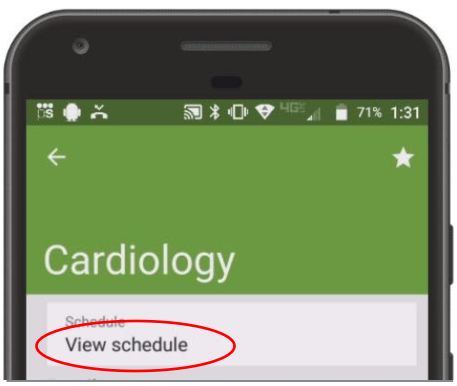
Take a Shift*

*This feature will only appear if the option is turned on for the schedule group.

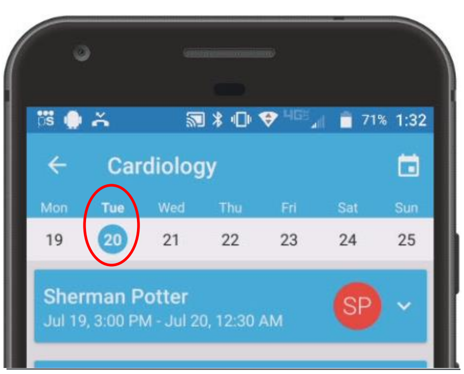
1. Select **Schedule Group** you wish to view.



2. Select **View Schedule.**

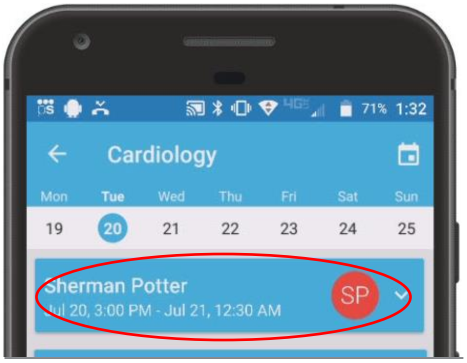


3. **Select** the date.



Take a Shift *continued*

4. **Click** on the slot you wish to take.



5. Select **take shift.** A confirmation will appear at the bottom of your screen when the schedule has been taken.