


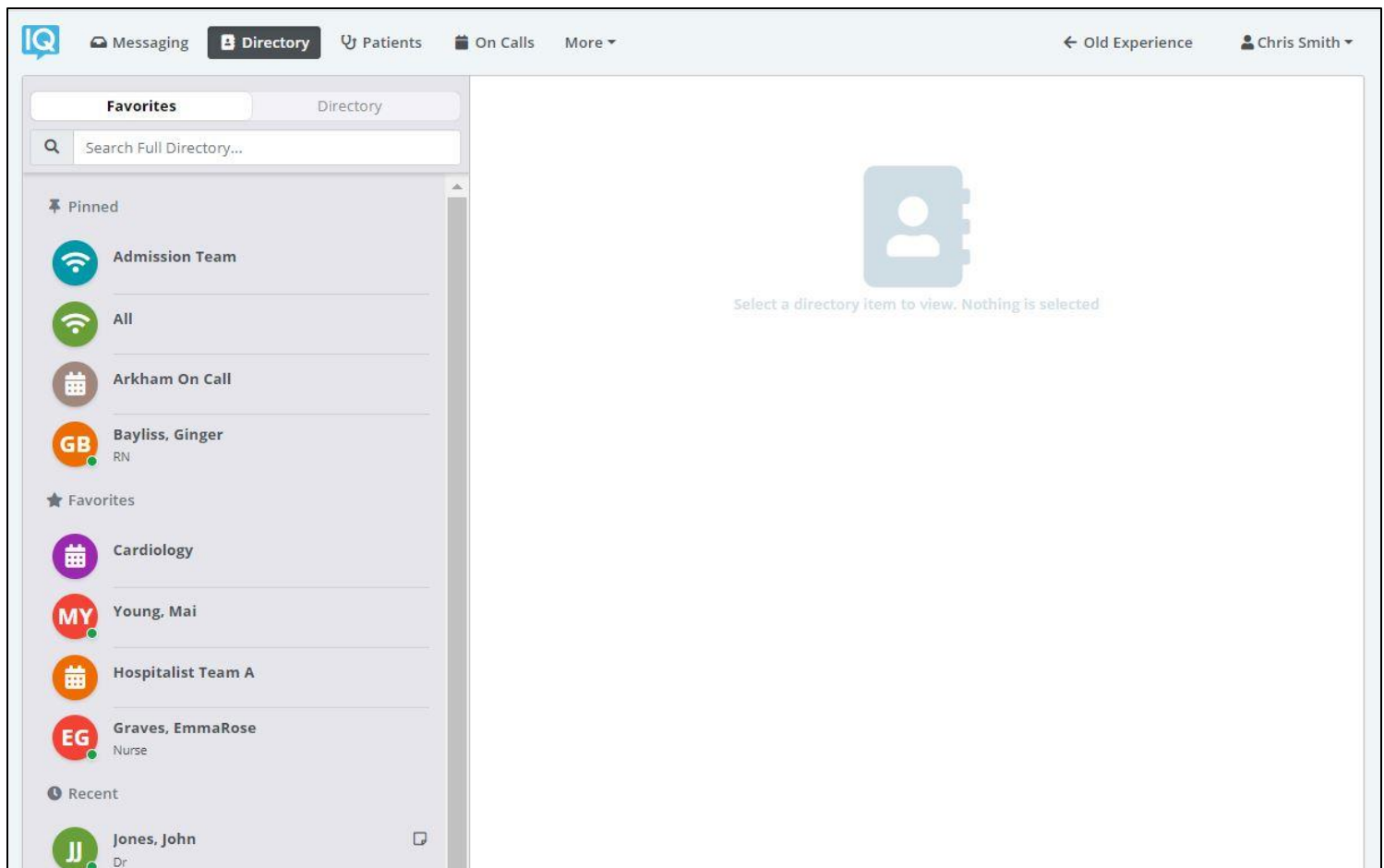



Directory

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 the Telmediq Web Console Directory interface. At the top, there are navigation tabs for Messaging, Directory (selected), Patients, On Calls, and More. The user's name, Chris Smith, is visible in the top right corner. The main content area is divided into two sections: a left sidebar and a right main panel.

Left Sidebar:

- Favorites:** A search bar labeled "Search Full Directory..." is at the top. Below it, a "Pinned" section lists "Admission Team", "All", "Arkham On Call", and "Bayliss, Ginger RN". A "Favorites" section lists "Cardiology", "Young, Mai", "Hospitalist Team A", and "Graves, EmmaRose Nurse". A "Recent" section lists "Jones, John Dr" (highlighted), "Young, Mai", and "Graves, EmmaRose".

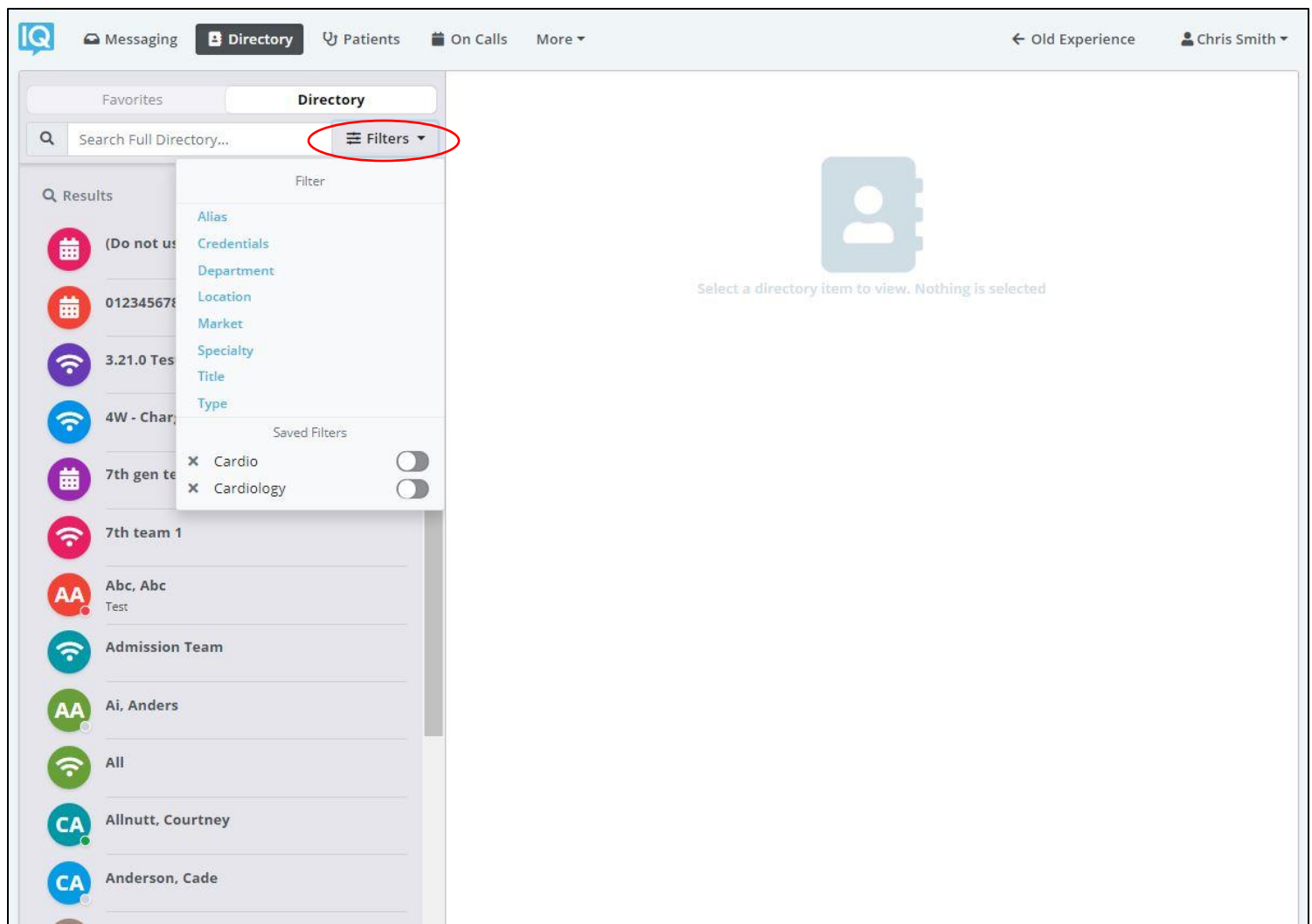
Right Main Panel:

- Contact Profile:** Features a green circular profile picture with the initials "JJ", the name "John Jones" with a green status indicator, and the title "Dr". A blue "Message" button is located below the name.
- Contact Methods:** A section titled "Contact Methods" contains a "Work" entry with the email address "john.jones@telmediq.com".
- Notes:** A section titled "Notes" contains a note from "TelmediQ Support" dated "Jul 14, 2021" with the text "Never call after 9pm on weekdays."

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.
8. When the filter is not needed, click the filter; toggle the saved filter off.



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 displays the Telmediq Web Console interface. At the top, there is a navigation bar with tabs for 'Messaging', 'Directory' (selected), 'Patients', 'On Calls', and 'More'. The user's name 'Chris Smith' is visible in the top right corner. Below the navigation bar, the 'Directory' tab is active, showing a search bar and a list of contacts. The 'Favorites' section is highlighted, and the contact 'John Jones, Dr.' is selected. The contact profile for John Jones, Dr. is displayed, featuring a green circular profile picture with the initials 'JJ', a 'Message' button, and contact information including the email 'john.jones@telmediq.com'. A star icon in the top right corner of the contact profile is circled in red. The 'Notes' section shows a note from 'TelmedIQ Support' dated 'Jul 14, 2021' with the text 'Never call after 9pm on weekdays.'

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 the Telmediq Web Console Directory interface. The top navigation bar includes 'Messaging', 'Directory' (selected), 'Patients', 'On Calls', and 'More'. The user's name 'Chris Smith' is visible in the top right. The left sidebar shows a 'Favorites' section with a search bar and a list of pinned items: 'Admission Team', 'All', 'Arkham On Call', and 'Bayliss, Ginger RN'. The 'Favorites' section also includes 'Cardiology' (highlighted in blue), 'Young, Mai', 'Hospitalist Team A', 'Graves, EmmaRose Nurse', and 'Recent' items like 'Jones, John Dr', 'Young, Mai', and 'Graves, EmmaRose'. The main content area shows the 'Cardiology' schedule group details, including a 'Message' button, 'On Call / Members' section with 'Potter, Sherman Dr.', 'Contact Methods' (No contact methods), and 'Notes' (No notes). A 'View Schedule' link is also visible. Red circles highlight the star icon in the top right, the 'Message' button, and the 'View Schedule' link.

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.

The screenshot displays the Telmediq Web Console Directory interface. The top navigation bar includes 'Messaging', 'Directory', 'Patients', 'On Calls', and 'More'. The user is logged in as 'Chris Smith'. The main content area shows the 'Admission Team' broadcast group, which is highlighted in blue. A 'Message' button is visible below the group name. The 'Members' section lists several contacts, including Barber, Charles (PM), Bayliss, Ginger (RN), Blake, Henry (Dr.), Chelsea On Call, Ellis, Shane (PT), Furstenau, Steve (Imprivata), Houlihan, Margaret (RN), and Jones, John (Dr.). A 'Join' button is located in the top right corner of the members list. The left sidebar shows a 'Favorites' section with 'Admission Team' pinned, and a 'Recent' section with 'Jones, John (Dr.)' and 'Young, Mai' listed.