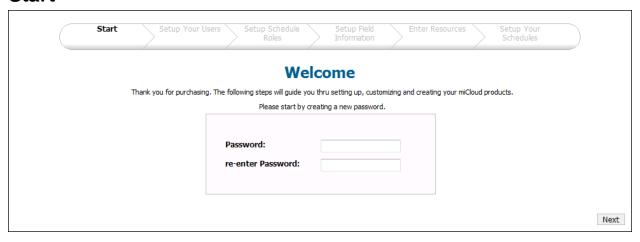# miOnCall Quick Start Guide

This Quick Start guide provides a brief overview of the screens and features that you can use to get started using the miOnCall Cloud-Based On-Call Scheduling application. When you sign up for miOnCall, the miOnCall web site provides a detailed step-by-step setup document and context-sensitive online help files.
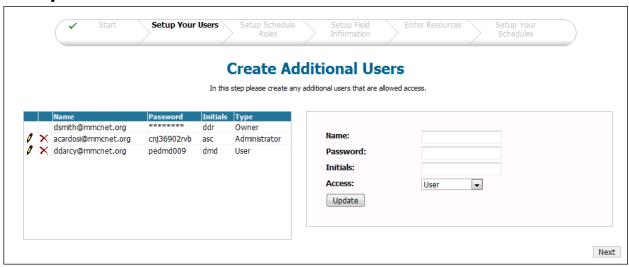
Start

The first time you log into the miOnCall application, the miOnCall Start page is displayed. The Start page is the first in a series of pages designed to help you get started with on-call scheduling.

A progress bar shows the names of each of the pages that miOnCall guides you through to set up your on-call schedules. The title of the page that you are on is displayed in black, and the titles of the other pages are displayed in gray. As you set up your on-call schedules for the first time, you will progress through the pages from left to right by clicking the Next button.

On the Start page, you set the password that you will use to log in as the owner of your miOnCall subscription.
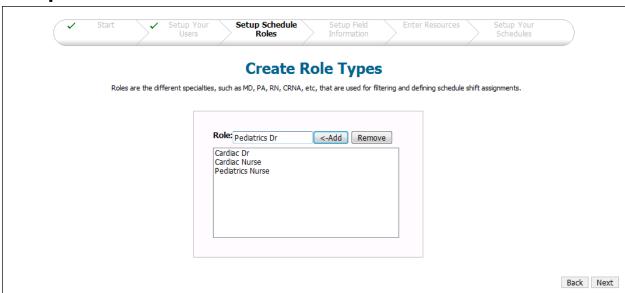
Setup Your Users

On the "Setup Your Users" page, you can create login names and passwords for the people who need access to your on-call schedules. The e-mail address that you used to sign up for the miOnCall application is displayed as your login name in the table on the left side of the page.

To create additional login names, enter an e-mail address, password, initials, and access level on the right side of the page. You should create a login name for each person who will be accessing the on-call schedules to perform scheduling or to send messages.
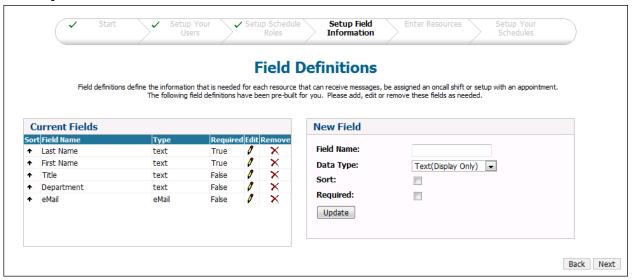
Setup Schedule Roles

Roles are used to specify the different types of resources that are needed to cover each on-call shift. By creating roles and assigning them to resources, you control which resources can be assigned to each type of on-call shift. Some examples of roles are "On Call Tech," "Attending Physician," and "Emergency Cardiologist."

To add a role, type a role name and then click the Add button.
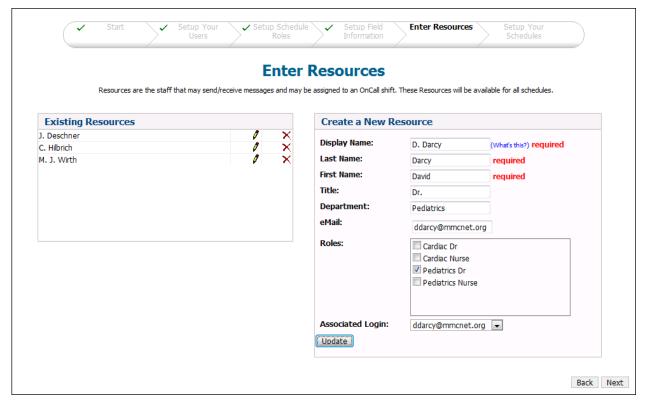
Setup Field Information

Fields are the places where information is stored about an on-call resource. Each field can hold one piece of information about a resource.

The "Setup Field Information" page shows the fields that come with the miOnCall application. The fields are listed in a table on the left side of the page. You can edit or delete the fields provided or add new fields of your own.

To add fields, enter the field information on the right side of the page.
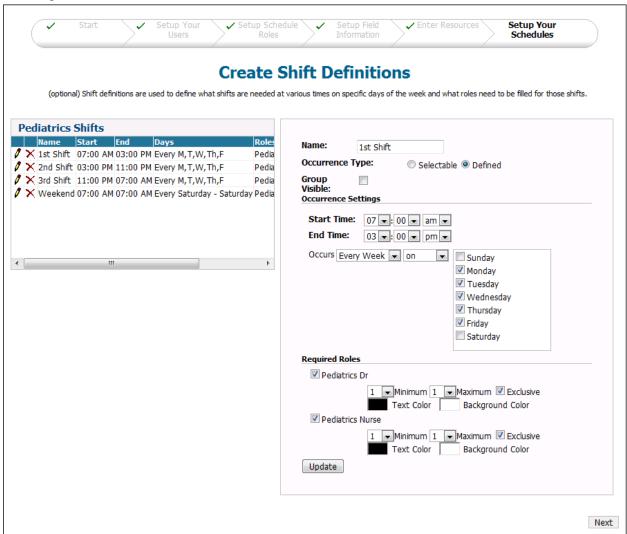
Enter Resources

Resources represent contacts or items that can be assigned to an on-call schedule.

The right side of the Enter Resources page shows the fields that were created on the "Setup Field Information page." Required fields are labeled with the word "required" in red to the right of the field.

To add resources, enter the field information on the right side of the page.

If you want the resource person to be able to log into the miOnCall application, select a login name from the drop list.
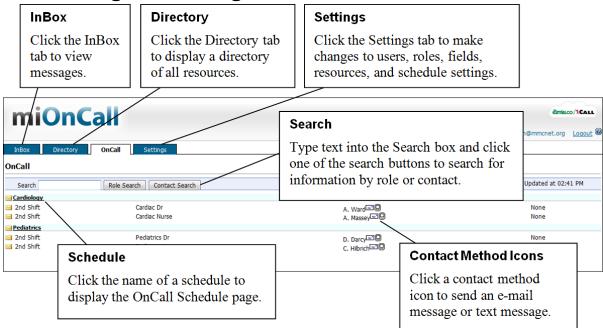
Setup Your Schedules

The "Setup Your Schedules" page is where you can begin creating on-call schedules.

Shift definitions are used to set up a schedule of shifts that are ready to be assigned to resources. Shift definitions are useful for establishing what coverage is needed on a daily, weekly, or monthly basis. Each shift can contain multiple roles, and each role can be assigned to a different contact person for each occurrence of the shift.

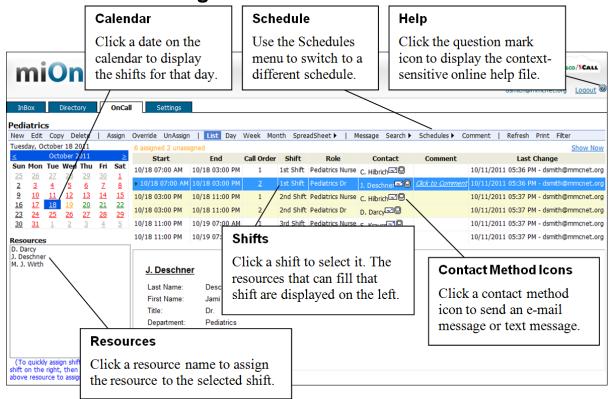To add a shift definition, enter the shift information on the right side of the page.

When you have finished setting up all of the schedules that you have purchased, the OnCall Assignments page is displayed. This completes the startup process.

OnCall Assignments Page

InBox
Click the InBox tab to view messages.

Directory
Click the Directory tab to display a directory of all resources.

Settings
Click the Settings tab to make changes to users, roles, fields, resources, and schedule settings.

Search
Type text into the Search box and click one of the search buttons to search for information by role or contact.

Schedule
Click the name of a schedule to display the OnCall Schedule page.

Contact Method Icons
Click a contact method icon to send an e-mail message or text message.

The OnCall Assignments page displays a search bar and a table showing all of the current on-call assignments in each of your schedules. Click the name of a schedule to open the OnCall Schedule page.

OnCall Schedule Page

Calendar
Click a date on the calendar to display the shifts for that day.

Schedule
Use the Schedules menu to switch to a different schedule.

Help
Click the question mark icon to display the context-sensitive online help file.

Shifts
Click a shift to select it. The resources that can fill that shift are displayed on the left.

Contact Method Icons
Click a contact method icon to send an e-mail message or text message.

Resources
Click a resource name to assign the resource to the selected shift.

The OnCall Schedule page shows information about on-call coverage and can be used to make new assignments, to override assignments, to create new shifts, and to send messages to the contacts assigned to on-call shifts. Click the OnCall tab to return to the OnCall Assignments page.

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Trademarks and Copyrights

Additional Documentation

Amtelco offers a number of proprietary manuals describing the functions and features of its product lines. Further information and instructions concerning topics included in this publication can be found in several of Amtelco documents. If you do not have these documents on hand, contact Amtelco Telemarketing at 1-800-356-9148 between 8 a.m. and 5 p.m., Central Time.