Mobile Paging Website User Guide

Mobile Paging Website is a mobile-friendly web site for paging with following functions:

- Change pager coverages
- Change pager status
- Build personal page groups
- Send non-clinical pages
- Send pages to groups
- Copy pages to emails
- View on-call schedules

The website address is [https://paging.med.umich.edu/PagingMobile](https://paging.med.umich.edu/PagingMobile)

Authentication

The paging mobile website requires level 2 authentication. The website is accessible without VPN.

![Level-2 Authentication](https://example.com/level-2-authentication.png)
Main Menu:

**INTERNAL PAGING**

User: [masked]

- Send Page
- Send Clinical Page
- On Call Schedules
- Coverage
- Profile / Pager Status
- My Groups
- Logout
Send Pages

To send pages, there are two options: send page (non-clinical page) and send clinical page (with clinical page form). When clicking on menu Send Clinical Page, you will be redirected to the Internal Paging Website.

Clicking on Send Page menu, a non-clinical page form will be displayed:

Pages can be sent to multiple recipients at once. You can enter pager numbers or search pagers by last name or select pager groups.
The left screen is for searching pagers by last name and the right screen is for selecting page groups.
On Call Schedules

On call schedules can be searched or selected from the department lists:

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On Call Schedule

If there are questions or errors with the data that is displayed on this page, please contact Hospital Paging at (734) 936-4000.

Pager Numbers will appear only for individuals who have been assigned pagers (within the UMHS Paging System). You may click on a Pager Number to send a message via a webpage.

Unless otherwise specified, On Call Coverage is:
Monday thru Friday – 5pm until 8am
Saturday - Sunday – 24 hours/day

After 12:00 midnight, please check the 'On Call Dates/Times' to determine the appropriate on call selection.
**Setup Pager Coverages**

You can set pager coverages for yourself or for other people:

![Pager Coverages](image)

Clicking on Coverage of My Pager will list pager coverages you have. For each listed pager, the pager status and the coverage start time are displayed. If the coverage is active at the movement, the coverage will be marked as Active in red. Otherwise, the coverage will be marked as Inactive.

![Coverage of My Pager](image)

Clicking on the X icon will remove coverages. Clicking on Add pager link will lead you to Add Pager screen:

![Add Pager](image)
When adding a pager to a coverage, you need to:

1. Determine the coverage type: pager covering me or pager I cover
2. Specify the start time of the coverage
3. Search and select the pager to add into the coverage
**Update Pager Status**

You can update your pager status on the pager profile screen (left). Clicking on Changing pager status will display the screen (right) for selecting pager status.

![Pager Profile](image1.png)  ![Change Pager Status](image2.png)

**Coping Page to Email**

On pager profile screen, by checking the box of Copy page to my email, all your pages will be copied to your emails.
**Build Your Personal Page Groups**

You can create your page groups. The steps to build your page groups are:

1. Click on My Groups on main menu
2. Click Add group link

![Add New Paging Group](image)

3. Enter group name and click on Add New Group button

4. The group is created. To remove an existing group, press on the icon

![Paging Groups](image)

- Press group names to select group for adding group members
- Press X icon to delete group

To add members into group, press the group name. On the next screen press Add member button to add pagers into group.

![Paging Group Members](image)