

Mobile Paging Website User Guide

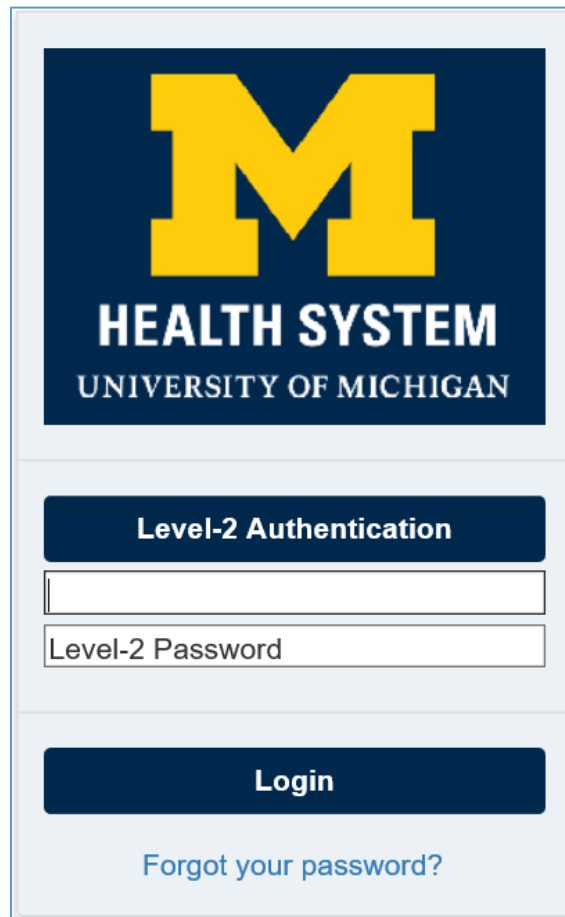
Mobile Paging Website is a mobile-friendly web site for paging with following functions:

- 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>

Authentication

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



The screenshot shows the authentication interface for the Mobile Paging Website. At the top, there is a dark blue banner with a large yellow 'M' logo, the text 'HEALTH SYSTEM' in white, and 'UNIVERSITY OF MICHIGAN' in white below it. Below the banner is a dark blue button labeled 'Level-2 Authentication'. Underneath this button are two input fields: the first is empty, and the second is labeled 'Level-2 Password'. Below the input fields is a dark blue button labeled 'Login'. At the bottom of the form is a blue link labeled 'Forgot your password?'.

Main Menu:

The screenshot displays a mobile application interface for 'INTERNAL PAGING'. At the top, there is a dark blue header with a yellow 'M' logo on the left and the text 'INTERNAL PAGING' in yellow on the right. Below the header, the text 'User: [redacted]' is centered. The main content area features a vertical list of seven blue, rounded rectangular buttons, each with a white icon on the left and text on the right. The buttons are: 'Send Page' (messaging icon), 'Send Clinical Page' (messaging icon), 'On Call Schedules' (list icon), 'Coverage' (calendar icon), 'Profile / Pager Status' (gear icon), 'My Groups' (person icon), and 'Logout' (power icon).

M INTERNAL PAGING

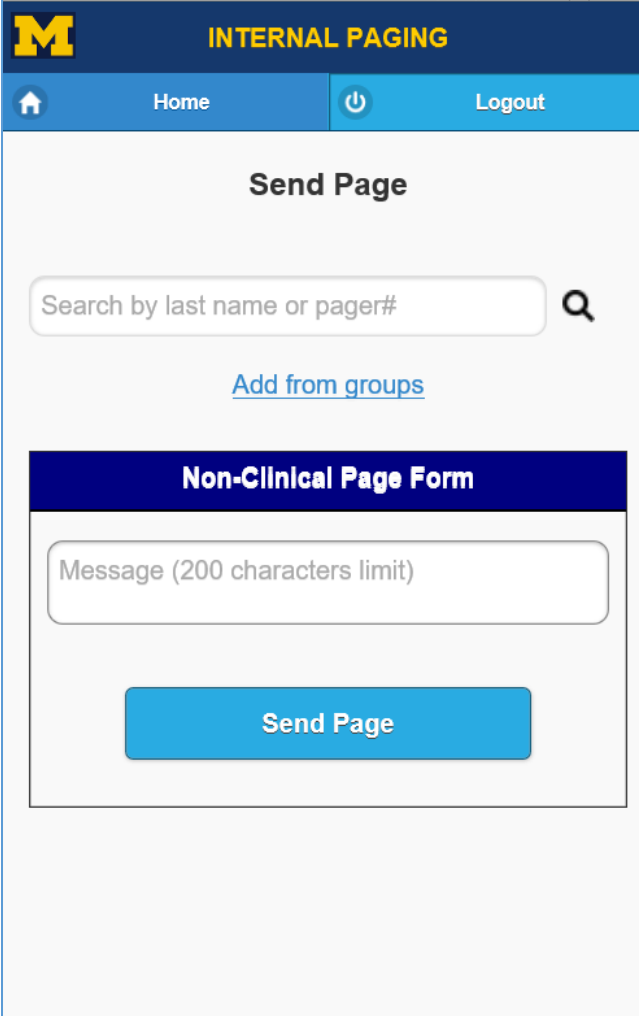
User: [redacted]

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

Send Pages

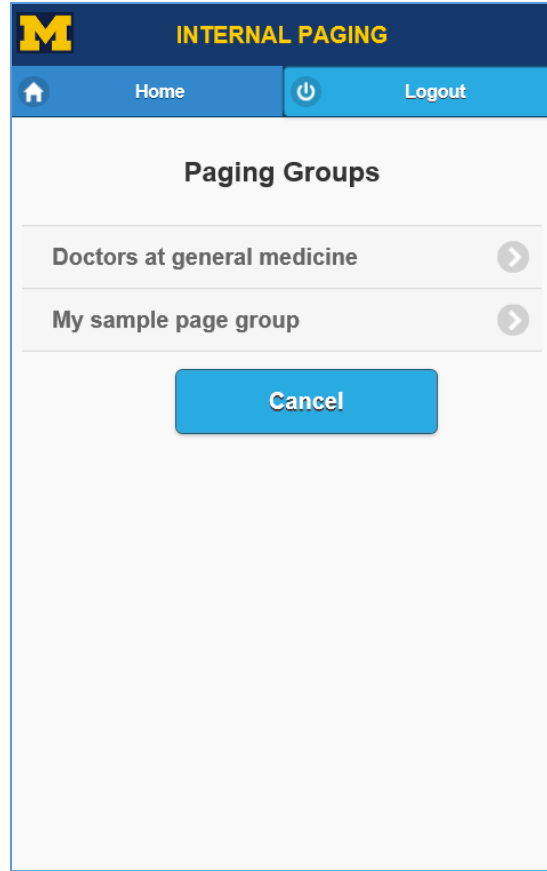
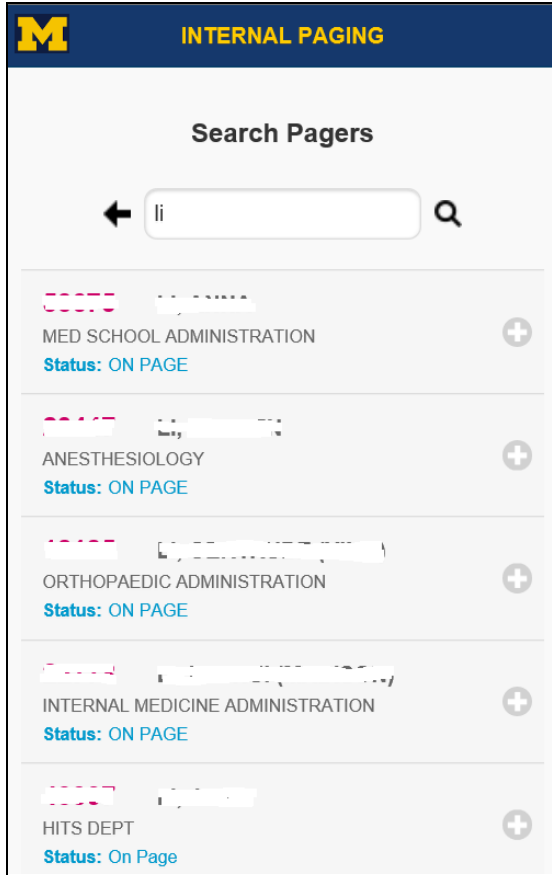
To send pages, there are two options: send page (non-clinical page) and send clinical page (with clinical page form). When clicking on menu Send Clinical Page, you will be redirected to the [Internal Paging Website](#).

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



The screenshot shows a mobile application interface for 'INTERNAL PAGING'. At the top, there is a dark blue header with a yellow 'M' logo and the text 'INTERNAL PAGING'. Below this is a light blue navigation bar with a home icon and 'Home' on the left, and a power icon and 'Logout' on the right. The main content area is titled 'Send Page' and features a search bar with the placeholder text 'Search by last name or pager#' and a magnifying glass icon. Below the search bar is a blue link that says 'Add from groups'. A dark blue section header reads 'Non-Clinical Page Form'. Underneath, there is a text input field with the placeholder 'Message (200 characters limit)'. At the bottom of this section is a large blue button labeled 'Send Page'.

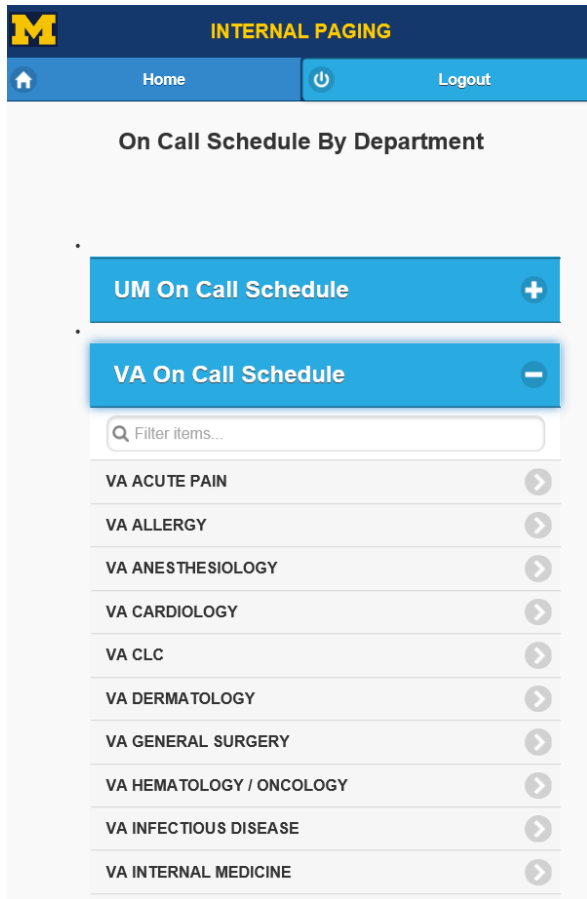
Pages can be sent to multiple recipients at once. You can enter pager numbers or search pagers by last name or select pager groups.



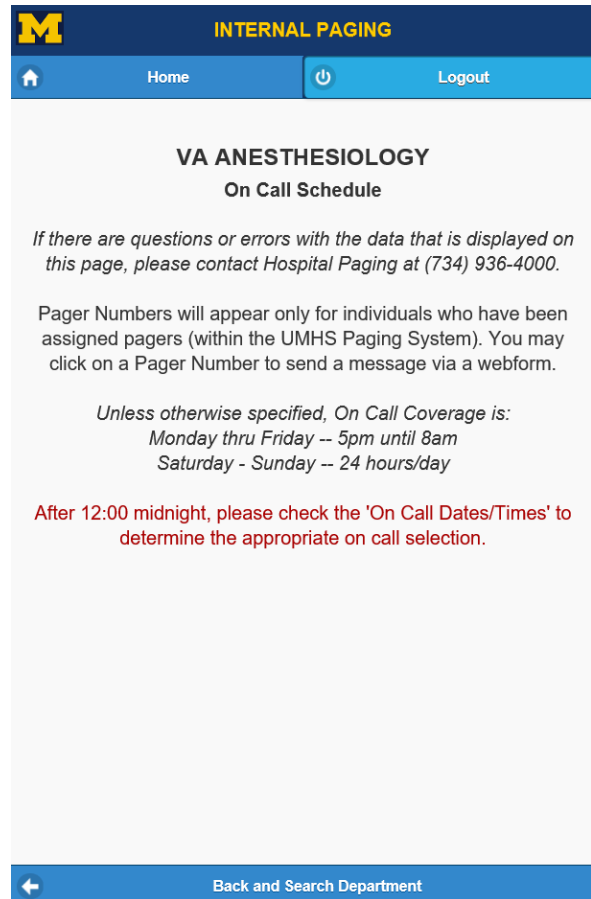
The left screen is for searching pagers by last name and the right screen is for selecting page groups

On Call Schedules

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



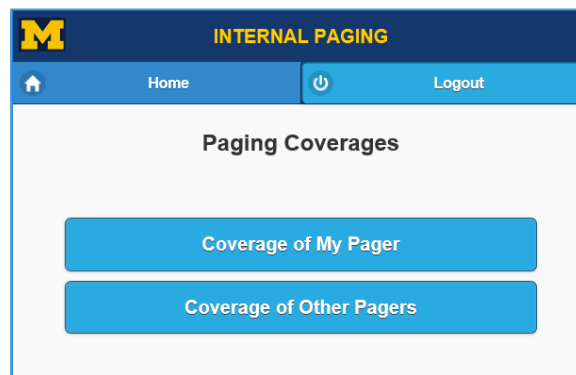
The screenshot shows the 'INTERNAL PAGING' application interface. At the top, there is a dark blue header with a yellow 'M' logo on the left, the text 'INTERNAL PAGING' in the center, and a navigation bar on the right with a home icon, 'Home', a power icon, and 'Logout'. Below the header, the main content area is titled 'On Call Schedule By Department'. It features two expandable sections: 'UM On Call Schedule' with a plus sign and 'VA On Call Schedule' with a minus sign. Below these is a search bar with the placeholder text 'Filter items...'. A list of departments follows, each with a right-pointing arrow icon: VA ACUTE PAIN, VA ALLERGY, VA ANESTHESIOLOGY, VA CARDIOLOGY, VA CLC, VA DERMATOLOGY, VA GENERAL SURGERY, VA HEMATOLOGY / ONCOLOGY, VA INFECTIOUS DISEASE, and VA INTERNAL MEDICINE.



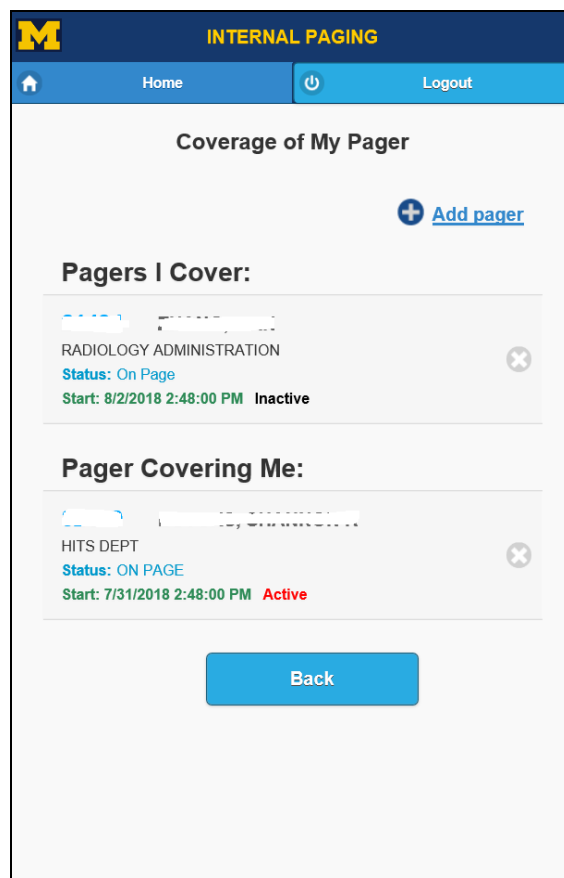
The screenshot shows the 'INTERNAL PAGING' application interface for the 'VA ANESTHESIOLOGY On Call Schedule'. The header is identical to the previous screenshot. The main content area is titled 'VA ANESTHESIOLOGY On Call Schedule'. It contains the following text: 'If there are questions or errors with the data that is displayed on this page, please contact Hospital Paging at (734) 936-4000.' Below this, it states: '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 webform.' A note specifies: 'Unless otherwise specified, On Call Coverage is: Monday thru Friday -- 5pm until 8am Saturday - Sunday -- 24 hours/day'. A red warning message follows: 'After 12:00 midnight, please check the 'On Call Dates/Times' to determine the appropriate on call selection.' At the bottom, there is a blue navigation bar with a left-pointing arrow and the text 'Back and Search Department'.

Setup Pager Coverages

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



Clicking on Coverage of My 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.



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

M INTERNAL PAGING

Home Logout

Add a Pager

Pager Covering Me Pager I Cover

Start time: 07/31/2018 15:08

tom| Search

- TOM**
CHELSEA FAMILY PRACTICE
Status: ON PAGE
- TOM**
HITS DEPT
Status: ON PAGE
- TOM**
PED NEONATOLOGY LAB
Status: ON PAGE
- TOM**
PULMONARY MEDICINE ADMINISTRATION
Status: ON PAGE

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.

The image displays two screenshots of the 'INTERNAL PAGING' mobile application interface.

Left Screenshot: Pager Profile

- Header: INTERNAL PAGING
- Navigation: Home, Logout
- Title: Pager Profile
- Fields: Name, Unique name, Pager#, Phone#
- Pager Status: On Page
- Link: [Change pager status](#)
- Copy page: to my email
- Buttons: Save, Cancel

Right Screenshot: Change Pager Status

- Header: INTERNAL PAGING
- Navigation: Home, Logout
- Title: Change Pager Status
- Options:
 - On Page
 - Page Emergency Only
 - Not Available Leave Message
 - Can Be Reached at [text input]
 - Not Available
- Buttons: Save, Cancel

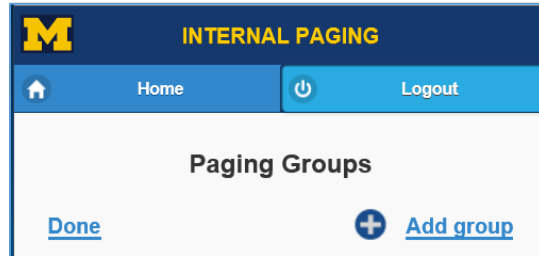
Coping Page to Email

On pager profile screen, by checking the box of Copy page to my email, all your pages will be copied to your emails.

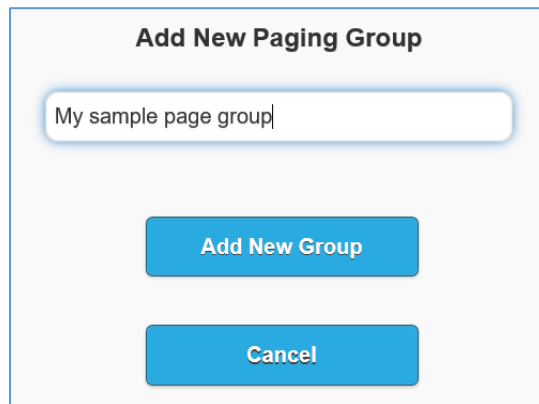
Build Your Personal Page Groups


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

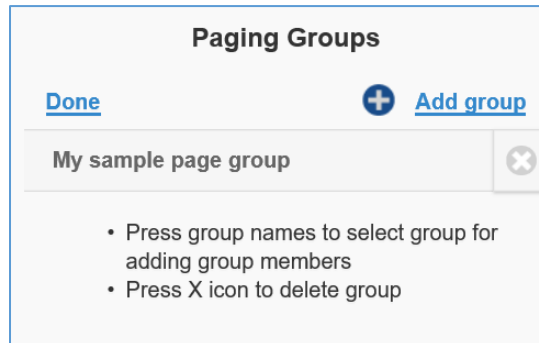
1. Click on My Groups on main menu
2. Click Add group link



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



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

