

DIRECTLY UPDATE ON-CALL
INFORMATION IN REAL-TIME.



YOUR VOICE. HEARD.



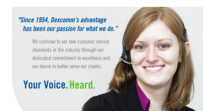
how-to ? + instructions Web On-Call



- On-Call Schedules can be updated daily, weekly, or monthly.
- The daily calendar works 12a-12a.
- EX: If you add Sammy o/c 5p Mon 8a Tues. Your entry will display on the calendar as partial on Tues (5p-12a) and partial on Wed (12a-8a)

go to...

dexcomm.com



Customer login



Complete login



OnCall tab





Add an On-Call

Click 'add'

DEXCOMM COMMUNICATIONS

DIRECTORY ONCALL MESSAGING LOGOUT

8300-EMPLOYEE

ADD EDIT DELETE COPY REPORT MESSAGE

June 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3

Thursday, June 15, 2006

Time

Mon 06/12 12:05 PM - Thu 06/1

Login again. Same username and password

DEXCOMM COMMUNICATION

LOGIN ID:

LOGIN

PASSCODE:

Enter in start date & time of the o/c shift
and end date & time of the o/c shift
Or use one of the options from the drop down list of shifts.

OnCall Assignment

Please provide the following information describing the OnCall Schedule entry.

Enter schedule dates and time

Shift:

Start Time:

End Time:



Order for Backup

This is used when you have more than one o/c at a time.

EX: Dan is o/c with Gene as back up.
You would put Dan with sort #1, and
Gene with sort #2.

Comment Feild - Select one from the drop down menu or you type in the box and can customize it.

EX: you can type in 'O/C Mon 1st'
etc.

Format - 'O/C Wed (1st) or O/C Wed (B/U)'
B/U=backup

If they both read 'O/C Wednesday'
our operators won't know who to
reach first.

Determine the order of the schedule

The order determines which schedule will be displayed to the operator first

Rank {Lower value is displayed first}

Comment:

Select the name of the o/c person

Select the person to schedule

Resource:

NAME	JAIMIE GUIDRY
VOICEMAIL	8868
POSITION	OPERATIONS M
TIMECARD	751
EMAIL	JAIMIE@DEXCOI



Other Options

If you want to copy this same schedule to other days in the month you may choose 'copy schedule' and this entry will be copied to the dates you choose instead of having to enter it in repeatedly.



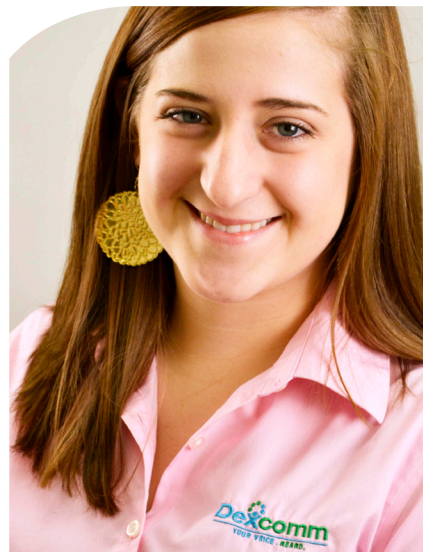
Edit/ Delete an On-Call

Select the day you want from the calendar.

Next select the entry you want to edit

click 'edit'

Make the necessary changes, or you can delete the entry by clicking 'delete'



■ Don't forget to save!

■ Questions? service@dexcomm.com

Reports

Print out or view past, current, and future o/c entries.

You can input your on-call schedule under this tab once and print out your monthly on-call schedule in a calendar format or any other report for your office use including the prevention double entries.

PRINT CANCEL

OnCall Schedule - 8300-EMPLOYE

June 2007

Sunday	Monday	Tuesday	Wednesday
3 JIM SCHMEHIL JR 12:00AM-12:00AM KEISHA (LAKEISHA) PIERRE (LP) 12:00AM-12:00AM	4 JIM SCHMEHIL JR 12:00AM-12:00AM KEISHA (LAKEISHA) PIERRE (LP) 12:00AM-12:00AM	5 JIM SCHMEHIL JR 12:00AM-12:00AM KEISHA (LAKEISHA) PIERRE (LP) 12:00AM-12:00AM	6 JIM SCHMEHIL JR 12:00AM-12:00AM KEISHA (LAKEISHA) PIERRE (LP) 12:00AM-12:00AM
10 JIM SCHMEHIL JR 12:00AM-12:00AM EDREA SAMPY (ES) 12:00AM-12:00AM	11 JIM SCHMEHIL JR 12:00AM-12:00AM EDREA SAMPY (ES) 12:00AM-12:00AM	12 JIM SCHMEHIL JR 12:00AM-12:00AM EDREA SAMPY (ES) 12:00AM-12:00AM	13 JIM SCHMEHIL JR 12:00AM-12:00AM EDREA SAMPY (ES) 12:00AM-12:00AM
17 ELISSA WHIPP (MW) 00AM-12:00AM	18 MELISSA WHIPP (MW) 12:00AM-12:00AM	19 MELISSA WHIPP (MW) 12:00AM-12:00AM	20 MELISSA WHIPP (MW) 12:00AM-12:00AM



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