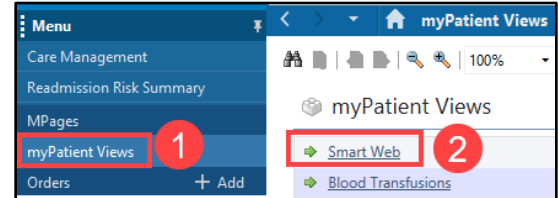


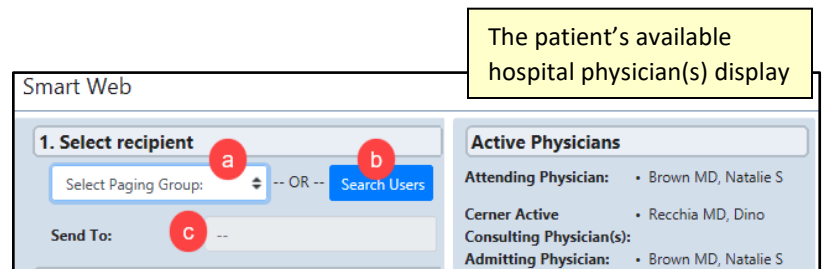
Navigation

1. Select **myPatient Views** from the dark menu in the patient's chart.
2. Select **Smart Web**.

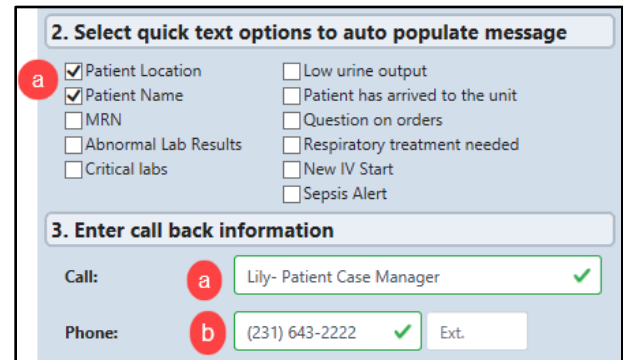


Create the Message

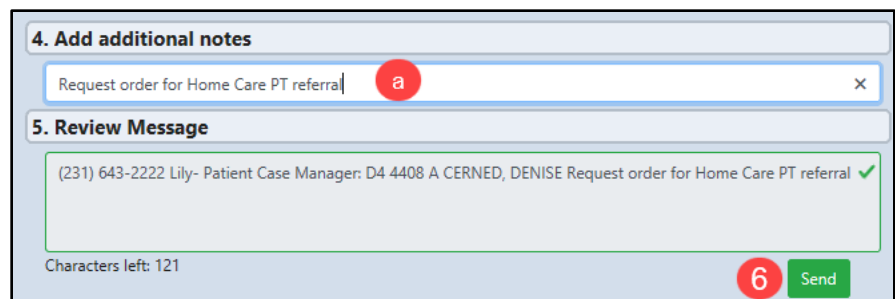
1. Select recipient:
 - a. Use the **Paging Group** to page the staff member on call for a specific department.
OR
 - b. Select **Search Users** to search by individual name.
 - c. The name selected will populate.



2. Select quick text options:
 - a. Patient Location and Patient Name are pre-checked.
3. Call back information:
 - a. Enter name of the individual to be called.
 - b. Enter the required 10-digit phone number.



4. Additional Notes:
 - a. Enter question or request.
5. Review message for accuracy.
6. Click **Send**.



7. View recent pages on the right side of the screen.

